

St. James' Vestry Meeting Minutes Thursday, April 14, 2011

In attendance: Donald Razzolini, Andy MacRae, Jan Brandt, Lori Walton+, Mary Casas, Janet Fischer, Valle Brokes, Laura Winter, Gary Gearheart, Greg Scheuffele, Brad Hoffman, Stephen Ferro and Elizabeth Hart

Guest: Scott Whitaker

Absent: Dean Valentine and Molly Lubwama

Lori Walton called the meeting to order, and Donald Razzolini led the opening prayer.

The March 10, 2001 vestry meeting minutes were approved as written.

Millennium Project – Scott Whitaker

- Scott talked about the proposed project "Nets for Life." The nets are used to help keep mosquitoes from biting people and spreading malaria. Once people begin using the malaria nets the beneficial results are quickly seen. This is also a jobs program for the health workers involved.
- Deacon Margaret Trevezant from All Saints San Francisco will meet with the Bishop in April to discuss the year long project to purchase nets. Right now this is in the preliminary stages.
- The cost of the nets is \$12 each; and the goal is 25,000 nets – one net per congregant in the Diocese. All money would go directly to the project.
- If this ends up as a Diocesan program, we would participate.
- This is a global effort to help stop the spread of malaria.

Parochial Report

- The report had to be submitted by April 1st, and needs to be approved by the vestry.
- Page 2 is the "people numbers" and page 3 is the financial information.
- The increase in membership of 86 is a result of Lori (with help) going through the database. Some of the people who were pulled out last year have been added back. For example some who were pulled out have come to church and/or pledged, and so have been added.
- The decrease of 3 reflects those who have died.
- We should be in better shape in term of record keeping next year.
- For the financial side of the report, expenses have to match income.
- Motion was made to accept the Parochial Report as filed. Moved and seconded. Motion passed.

Calendar

- May 1 – Newcomer Lunch
- May 21 – Lori's bridal shower; baptism rehearsal
- May 22 – Gavin Ferro's baptism

- May 26 thru June 8 – Lori’s vacation
- May 29 – 50th anniversary of Rev. MacLeod’s ordination; Memorial Garden does Coffee Hour, no faith formation class
- June 7 – Election Day, held in EB1
- June 12 – Bob Dobbin’s installation at 10:30; Pentecost

Parish Directory

- We have now purchased Church Windows software
- In order to update the database, there will be a form that that parishioners will need to complete. This form will be available in print at the church and in PDF format on the St. James’ website, as well as being sent in PDF format to people on the St. James’ list. Those using the PDF form will need to print out the form and bring or mail it to St James’. The form cannot be returned electronically.
- There will be volunteers who will key the information into the new database, and others to proofread.

Easter Morning Coffee Hour

- Sandra Motley will prepare the coffee, but she is requesting vestry members to bring pastries and other items that don’t need to be cut up or have been pre-cut. Disposable cups, plates, etc. will be used.

Organs

- There is a problem with the Little Church organ – it is still playable but the presets do not work. It will be fixed under warranty
- We do not get optimal sound from the speakers in the cave behind the altar in the Main Church. Robert Lindquist, the Allen organ specialist, recommends moving those speakers to the shelves in the main part of the church.
- Mr. Lindquist would charge \$200/hour to move the speakers, and volunteer help would be needed.
- The vestry will take this under advisement, and this issue will be on the agenda next month.

Deanery-wide Corazon Trip

- The Corazon trip is a deanery-wide project to build a house in Mexico. This year it is scheduled for June 24-26, 2011.
- The hope is that each church in the Deanery will raise \$1200 to build this house. They are also looking for volunteers to help with the construction.
- The plan is to drive down Friday, build the house on Saturday, and drive back on Sunday.
- Cost will probably range from \$25 to \$100 (if have to rent minivans for transportation) per participant for the weekend
- Lori’s suggestion, after vestry discussion, is to advertise this as a volunteer opportunity, and to contribute some money from the

discretionary fund as a goodwill donation to the project. Members of the parish who are interested will also be welcome to donate.

- Lori found out about this project when she met with the other southern Alameda Deanery rectors. There have been some difficulties with communication, partially because of the interim period and transition. The result has been a disconnect between the Deanery and St. James'. Lori would like to become more involved with the Deanery to the benefit of all.

Deanery-Wide Vestry Retreat 2012

- The retreat is held at Bishop's Ranch. Cost is approximately \$150 a person.
- There are individual parish vestry meetings as well as group meetings. The Deanery reps usually go up for one day.
- The rectors plan the retreat together
- Typically takes place in January after our annual meeting.
- The retreat would be instead of our day long vestry retreat.
- The vestry agreed this is something we should pursue.

Godly Play

- Brian Cochran will no longer be teaching Godly Play after the end of May.
- This means we will have no Sunday school unless we have new volunteers. We need to recruit new people. Think of those who are engaging and good with children. If we have 4 storytellers and 4 doorkeepers, each volunteer would teach approximately once a month.
- Brian is willing to do a training in August.
- Eventually we will also need a coordinator for children's programs
- We would like to do a public thank you for Brian – possibly at the end of school year celebration.
- Sunday school will begin at 10:30 beginning May 1st, and will run about 45 minutes.

Treasurer

- Jan Brandt is going to be stepping down from the treasurer position.
- We need to find someone who can handle the payables, and who is familiar with Quicken.
- Jan B. will come up with a job description and deadline.

Financial Report

- Auditor is coming May 2nd.
- We need to adopt the Employer Adoption Agreement for Lay Employees. This is the Lay employees defined contribution retirement plan, the percentage that goes towards the lay employees' pension.
- Motion was made to vote in the Employer Adoption Agreement. Moved and seconded. Motion passed.

- Slightly behind on pledges, but only 4.2% on total income, partially because of unpledged funds and fundraisers. We have a net income surplus of \$636.43.

Outreach

- There are many individual projects, such as George Vlastelica's efforts, girl scouts, breast cancer walk, etc. that do not go through operating. Donations to individuals are not reflected on church statements.
- There is confusion sometimes between Abode and George's efforts – how can we clarify?
- Andy MacRae and Jan B. will write article regarding donations – what will appear on church statements, what are individual efforts, etc.
- How can we support George and still be good stewards of our outreach money? We need better documentation.
- Do we want to allocate any money we have to George's efforts/budget for 2012? For 2011, if George comes with a specific request with documentation money could come from General Outreach Special Interest if approved. For 2012, it was suggested George submit a request for a line in the budget for the vestry to take under consideration.

CLUSTER REPORTS

Parish Life – April 2011
Submitted By: Donald Razzolini, Dean Valentine

Goals

- A. On-going
 1. Continue support in the following areas...
 - a. Kitchen
 - b. Congregational Outreach
 - c. Congregational Activities...
 - i. Receptions & Memorials
 - ii. Special Events – lead by outside sources
- B. Ministry Meet and Greet – promotional item for cluster ministries to increase membership
- C. Ministry Recognition Brunch – possibly in combination with Meet and Greet
- D. Parish Retreat
- E. Arts & Crafts - Show & Exhibit (Community Outreach)
- F. Ministry Weekend (Month) – promos / presentations
- G. Game Night Social
- H. Casino Night - Possible community outreach event
- I. Mardi Gras Party
- J. Halloween Costume Party (Family Fun Event) – Possible local community outreach event
- K. Additional Goals / Ideas – As need arises

Current Projects

- Kitchen Ministry assets "Inventory Binder" IE: Appliance upgrades, Service Items (utensils, resources) – In Process
- Create a Parish Life Information Binder – In Process
- Parish Camping Trip (Research & Development) – In Process
- Add to and Update Cluster Bulletin Board as needed – In Process

Projects – Update

- Welcome to St. James' Ministry Pamphlet for Newcomers - Done
- Contact Ministry Leaders regarding new Vestry Liaisons – Done
- Update Ministry contact information – Done
 - Cluster Ministries – Names & Leaders

Name	Lead
Kitchen	Sandra Motley – Kitchen Coordinator
Coffee Hour	Brad Hoffman
Breakfast Club	Brad Hoffman
Available for Lunch	Sylvia Ma, Meg Williams
Receptions / Memorials	Margaret Rainey
Men's Trip / Group	Gregg Feeney
Ladies Flatlanders	Mary Casas
Tai Chi	Sylvia Ma
Special Events	Vestry Cluster Team

- Bring Kitchen Ministry asset inventory up to date – Done
- Update Cluster Bulletin Board – Done
- Work with Youth Group on Easter Egg preparation (the group was given the empty eggs to place in zip-lock bags for parishioners to fill and return) for the Easter Egg Hunt (Youth Group will have a brunch at 8a and will hide Eggs on St. James' campus thereafter) – Done
- Empty Easter Egg distribution and Filling – Done
 - NOTE: an additional 30gal bin full of empty plastic Easter Eggs has been found and is currently stored in the EB5 storage room for use next year if needed
- Easter Sunday Easter Egg Hunt Promotions – Done
- Faith Formation (Poetry Writing / Reading), 2 seminar classes – Done

Upcoming Events

- Movie Night – April 28
- Easter Egg Hunt – April 24 (Easter Sunday after 10:00 service)
- Ducks for Bucks – April 30

- Will be providing flowers for Mother's Day

Congregational Care and Social Ministries Report for April 2011

We have had only one request for assistance from one of the ministries under our guidance this last month. In conjunction with Harbor Light and South Bay Community Church we are partnering up to support a family of 5, a mother, her 3 daughters and son under the Home Warming program. A list of the families needs is attached to our report.

We also would like to report on the 'African Violets' for the Hillside care project which in turn for a \$5 donation an 'African Violet' is taken to each of the residents at the Hillside Care Facility. Parishioners Sandra Motley and Alice Johnson run this ministry very effectively, and we thank them for their service.

Our other major project this month has been working on taking the St. James' food pantry in a slightly different direction. We have found that the majority of the requests for help are from people with no preparation or kitchen facilities available.

This in mind we are asking for items like individual cereal's in bowls, pop top containers of food stuff such as spaghetti-o's, Beef-a-roni, lasagna, fruit cups and like items. We are working on having displays of items on Sunday's in the Parish hall. We are looking to donate the canned goods such as corn, green beans, beans and etcetera to the local free dining facilities, who can make better use of them and not have them go out of date. Any additional ideas would be appreciated, please speak with Gary G or Brad H of the CC & SM Clusters.

We have placed articles in the weekly newsletter and The Window and more will be forth coming.

Thank you

Gary Gearheart and Brad Hoffman
socialministries-congcare@saintj.com

- Want to continue to provide food for families as well as easy to prepare foods.
- Need to contact St. Anne's about the Walka-Rocka-Thon. The Walka-Rocka-Thon walk begins at St. Anne's and ends at St. James'.

Facilities – April 2010

Since the rains have stopped for the most part, our focus has turned to Spring Cleaning. We are working hard to control the weeds on campus. In our continuing effort, we are having a big work party this Saturday, April 16 between 9am and 1pm, to get the campus - inside and out - looking as good as possible for Holy Week and Easter Day. All of you are invited to come help out; if you can give an hour or the whole morning, it would be greatly appreciated. Depending on how much help we get, we plan to get rid of the pile of branches behind the dumpster, wash windows, mow the fields, polish the chairs and pews, and really show off our fabulous site. Let's make this place shine!

The outdoor leaf & debris vacuum recently purchased is working well. Chris Perry and Tim Spencer assembled it and we put it to a good test a couple weeks ago. It is being stored in the second shed at the back of the campus. We are also building shelves for the same shed.

The little repairs throughout the campus also keep us busy. If you see anything broken or in need of repair, please let me know as soon as possible so it can be taken care of.

Laura

- This Saturday is the big work party before Easter

Communications and Evangelism April 2011

Over the last few weeks we arranged for Easter Services advertising in the Argus and Tri-City voice, we have good rates and placement this year.

We updated the 2 yellow Easter Banners to reflect this years Service times on Sunday, and hung them up on April 9th

We are working with other teams looking at needs for additional Banners such as one for the July Vacation Bible School.

We have also selected a company and moved forward with planning for a Parish Photo Directory:

- We have selected Lifetouch, they have a long history of doing this and recently did a successful directory for St. Claire's in Pleasanton
- We are focusing on the June 1-5 timeframe for the picture taking sessions and dates. This will give us time to organize and "publicize" the event to the Parish.
- They have assigned us a rep to work with and we met this week to plan the next steps.

Respectfully,
In Christ,
Greg Scheuffele and Valle Brookes

- For the membership directory, want to get as many of the people who attend St. James' as we can to sit for a photo
- Hope to use the St. James' graphics for the banner(s) for Vacation Bible School

Christian Formation Cluster Report
April, 2011

CHILDREN:

Vacation Bible School (submitted by Jan Scrutton): Plans are coming together for VBS to run from 25-29 July, 9-12 daily for K-6th grade (we'll take our Godly Play kids if they are younger with discussion with parents). This week I have drafted the curriculum and the working title is "Grow Tall with God." This needs to be set very soon as we need to get on with advertising etc. I've gone through the first draft with Lori so am ready to keep working.

There will be a meeting for volunteers after Easter and I'm hoping to get a good showing - we need people who can work with the kids but there will be just as many jobs that aren't about being with kids or being available during the week.

We'll use church and the parish hall all week and are very happy that we can leave things out in those spaces during the week as it'll help us set up etc. We have had a donation for VBS. We will be making a decision on banners very soon to enable them to be ordered. The idea is to pick one that will be reused next year by altering dates.

Children's worship Bags: We have six children's worship bags stuffed with a clipboard, crayons, spiritual coloring materials tailored to the current season.

Children's Communion: Six children signed up and completed a communion class Lori offered in mid March. The class was conducted on two days and included story telling and ended with the children baking communion bread. The bread was used for Sunday communion the next day. Thanks to the volunteers who assisted Lori during the class.

Easter Egg Hunt: The Easter egg hunt will be held after the 10 am service on Easter Sunday. The hunt is aimed at children up to the 5th grade. Fillable Easter Eggs are available in the Parish Hall for those who want to fill the eggs with treats. The eggs must be returned to church by Sunday April 17th.

YOUTH:

Youth Group is hovering around a steady 6 kids at the moment, meeting once a month. Jan, Mike, and Lori have been talking about communication, including prayer, and some of the notes on things they have covered can be seen on the youth space walls. Mike, Lori and Jan work together. Jill Buono is sometimes available and Laura is supporting the 6pm service which starts our evenings.

2 events for Easter:

One this past weekend is the Stations of the Cross which went well- 28 attending, 13 under 18! It is an adapted stations written for children with new activities and a take home project to help the learning carry into real life. This is our first youth event with an 'area ministry' twist as we invited other groups and a small group from Livermore joined us. Abigail, who runs the children/youth work over there and Jan Scrutton had contact with her afterwards and have agreed to send Abigail the files to recreate the stations as she would like to to it there next year. Jan will be assembling the resources she made (pictures, posters etc) and making a list of what is needed (pens, salt, vinegar, globe etc) as we think this is something we might use ourselves again in the future.

It was a labor intensive thing to prepare (Jan worked on the production of the posters etc for 2 days) and to set up - Laura was a great help, they started setting up at 3pm on Sunday. Jan B & Laura were also great at helping clear away.

Easter Sunday morning we'll have a breakfast for the young people. It would be great to make this a sleepover next year after the Easter vigil, but doing the breakfast is a good start. The youth group are then co ordinating with Parish Life to lead the egg hunt - hiding the eggs for the younger kids.

Mike, Lori and Jan discussed curriculum for next year and have found one - *Confirm Not Conform* - that we can use next year as a basis for youth group meetings but also as a cornerstone for confirmation classes. By linking confirmation classes and youth group we recognize the importance of young people being 'in community' while developing and understanding their faith. There is a cost involved with using this curriculum but it seems very comprehensive.

ADULTS:

Tuesday night Lenten Series – Bruce and Andrew reported that it is going well. 32 persons signed up and 25 to 30 are attending. Sunday Lenten Series – Andy thought that the two poetry sessions were fun and surprising as to who turned out to be good poets. Bruce and EJ said the same thing about the art sessions. Music and spirituality will be the subject of the April 10th class.

Easter Season – Jan Scrutton will be ready to proceed with her Little Dresses

class on May 1st. Jeanne will work with Scott to prepare a Power Point presentation for the Millennium Development Goals classes for May 8th to be followed by a letter writing session on the 15th.

Bruce visited the Episcopal Resource Center in Sunnyvale and was amazed at the volume and selection of books, movies, CDs, etc. Bruce proposed to show a 25 minute DVD featuring Bishop Desmond Tutu on June 5th.

Barbara Dabney's The Cup of Our Life class is on schedule.

Film and Theology Series – "The Next Voice You Hear" is proposed for May 13th. It is about God speaking to the entire World at once to everybody through their radios. The movie was made in 1950 and stars James Whitmore, Jr. and Nancy Davis. John Maloney brought a boxed set VHS series "The Decalogue" about the Ten Commandments. Andy will check to see if it's available on DVD.

Fall Curriculum – John Maloney would like to present "The Book of James" in the Fall Series before November. There should be a Diocesan Resolutions class before the third Saturday in October. Andy would like to familiarize the parish about the Anglican Covenant and has discussed with the Vestry about making a formal statement about our stand on it. Andy will talk to Lori and Janet about incorporating the Anglican Covenant into a Faith Formation class, perhaps combining it with the Diocesan Resolutions class. Andy would like to have a class about the functions of the Vestry Clusters sometime before Advent. Bruce will check with Lori to see if we want to make Advent wreaths before the 27th of November.

Respectfully submitted,
Molly Lubwama
Stephen Ferro
Janet Fischer

- Putting ads in the Window about the Diocesan camps
- Have received a \$1000 donation for Vacation Bible School

Lead Team Report - April 2011

New members/visitors luncheon has been planned for Sunday May 1. The Blalocks have graciously opened their home for the luncheon. So to not outnumber the newcomers, the "old timers" have been limited to a few members along with the Rector and Wardens.

Bob Dobbin will be installed as a deacon at St. James' on June 12th, a reception will follow the service.

We have remained focused on keeping in compliance with our insurance policy. We have respectfully declined monetary donations from the residence across the street for the use of our parking lot. We have not given parking privileges to St. James' Condominiums.

The users of our facilities have been verified to be non-profit. We will be adding a new facility user, Youth Champions (a youth cheerleading class) on Tuesday evenings 5-8pm.

There will be a presentation at the May vestry meeting regarding the Anglican Covenant. Reading the document prior to the meeting would be helpful.

Respectfully submitted,
Mary/Andy, wardens of St. James'

Bob Dobbin's Installation

- Bob's installation is June 12th. The Archdeacon for the Diocese will be here.
- Bob does not own a Book of Common Prayer or a Hymnal. The cost is \$98 for both the Book of Common Prayer and Hymnal, and \$13 for imprinting.
- Asking each vestry member to donate \$10
- There will be a cake after the 8:00 service.

RECTOR'S REPORT

Vestry Meeting, April 14, 2011

Worship

Attended the installation service of Kathy Crary (along with many others) on Saturday, March 12.

Met with worship committee to finalize Holy Week. Planned all liturgies and created all bulletins including the one for the Easter Season.

Assigned Passion Parts for Palm Sunday, Reflections for Good Friday, and Easter Stories for Easter Vigil. Worked with Katherine on music for all services.

Palm Sunday, April 17, 8:00 and 10:30 with Passion, Slide show at 10:30
Maundy Thursday, April 21 at 6:00 with meal and service/stripping of altar
Good Friday, April 22 from 12-3 with service and stations. Tennebrae service at 7:00
Easter Vigil, April 23 at 8:00 with bonfire, stories, and service
Easter Principle, April 24 at 10:00

Trained 2 more acolytes for a total of 5 new ones. Created and distributed acolyte schedule for the remainder of 2011. Still no volunteer to coordinate or remind the acolytes, so I'm leaving it to chance that they will self-direct and self-remind.

Created Preaching schedule through September and informed preachers of their dates.

Set an Installation Date for Bob Dobbin for June 12, also Pentecost. Working with Kathleen Van Sickle and Bob on the format of the installation. This will be a portion of the service, not the entire service. Suggest a hymnal/BCP combination as a gift from the vestry. Sr. Warden, Mary Casas, will coordinate this.

There is an issue with the presets on the Little Church Organ. Katherine can play it manually for now, and is contacting Robert Lindquist to discuss fixing the problem.

Pastoral Care

Officiated the memorial service for Samuel Amadi on March 19.

Will be officiating the memorial service for Joanne Hamilton on April 17. Have worked closely with the family in terms of planning and pastoral care.

Continue to attend to Phil Johnsen, Florraine Becker, and Carol Day, all of whom are ill.

Community

Attended Barbara Lyon's art showing at Mission Coffee House.

Stewardship/Finance

Met with Stewardship Committee to review year-round stewardship. Have been invited by the Diocese to review their "Grateful, Glad, and Giving" program and for St. James' to be a potential pilot site. This Diocesan meeting will be in May.

Faith Formation

Completed the Eat, Pray, Grow program on Tuesday nights during Lent. Had an average of 20+ people at each session – found the conversation to be engaging and informative. Found the actual program to be strong in the beginning and a bit weaker towards the end. Bruce Roberts was very helpful in working with me to coordinate this program.

Children & Youth

Met with Jan Scrutton to plan out the Interactive Stations of the Cross. Assisted the Scruttons with the event on April 10 – which was extremely successful and drew close to 30 people. Jan is working on "packaging" the program so it can easily be used in the upcoming years.

Held the mini "communion class" with six children over two Saturdays. Thanks to Janet Fischer, Cynthia Fisher, and Ken & Penny Trant for their help.

Met with Brian Cochran to discuss Godly Play and his role. Brian will discontinue teaching after May which virtually leaves us with no teachers. As of yet, we have one sporadic door person. A review of our nursery care is also needed, including the hours we're paying for and the position description/expectation. I am looking for commitment and help from the parish and vestry in this area. I would like to see a team formed that will focus solely on our Children's programs by exploring potential story-tellers/door people as well as exploring the entire area of Nursery care.

Sent a letter home to families with young children informing them that beginning May 1, Godly Play would begin at 10:30 instead of 10:00. Also asked that they have all children over 4 join them in worship rather than go into the Nursery.

Met with Jan Scrutton to review Vacation Bible School content.

Welcoming/New Members

Began coordinating a lunch for new members/visitors which will be hosted by the Blalock's. Handed out or mailed out 10 invites (totaling about 19 people). Lunch will be on May 1; invites are limited to invite-only as to not overwhelm any new people. Donald Razzolini/Parish Life worked on a brochure detailing the St. James' ministries.

Two families who used to attend have tentatively returned: Sander (?) Family (Phil, Beverley, Tim, Hillary) and the Barr Family (David, Lynne, Laura, Clara).

I would like to see a committee formed to review our Welcoming process and how we integrate new people into the greater life of St. James. People who volunteered to serve on this committee are: EJ Hilliard, Lea Lucas and Greg Feeney. Need someone to lead/jump-start it.

Communication/Administration

Purchased the new database software, Church Windows, for use in maintaining our membership and pledge information. Jan Brandt is leading the effort in populating the database.

Along with Jan Brandt, Mary Casas, and Andy MacRae, met with Jim Forsythe at the Diocese to discuss clergy housing and best practices. Met with a mortgage broker to review personal finances and housing cost range.

Along with Jan Brandt, completed and submitted Parochial Report.

Met with Newsletter Group to talk about Newsletter standards and content.

Other

Invited by Diocese to teach a workshop on creating safe space for discernment. Workshop is part of a larger conference (the Western Conference of Christian Educators) held in Zephyr Point, Tahoe. Marcus Borg is keynoting. My teaching allows me a significantly discounted registration fee of \$200. Conference dates are 10/10-10/12.

Attended Fresh Start gathering, and have been told that I am no longer required to attend. Will go to the May gathering just to round out the year.

- Would like to see a committee formed to review the welcoming process and how we integrate new people. Donald and Andy have offered to work on this.
- The Mutual Ministry review with the Diocese needs to be scheduled.

Compline was led by Donald Razzolini in the Little Church.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry