

## St. James' Vestry Meeting Minutes

### Thursday, June 9, 2011

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

Absent: Jan Brandt

Lori Walton called the meeting to order, and Dean Valentine led the opening prayer.

Motion was made to accept the May 12, 2011 vestry meeting minutes as written. Moved by Gary Gearheart, seconded by Janet Fischer. Motion passed.

#### Financial Reports

- Jan Brandt is not here tonight. If you have any questions regarding the financial reports contact Jan B.

#### Audit Report

- The results of the audit report are a testament to how organized and well our church books are maintained by Jan Brandt. Thank you to Jan B. for all of her hard work.
- Motion was made to accept the audit of church books for 2010. Moved by Donald Razzolini, seconded by Brad Hoffman. Motion passed.

#### Calendar

- The Rancho Coronado Homeowners Association will be meeting the 4<sup>th</sup> Thursday of the month rather than the 3<sup>rd</sup> Thursday of the month.
- June 19, 2011 – Trinity Sunday, Volunteer Appreciation Day and Father's Day; Ice cream social after the 10:30 service
  - Volunteer Appreciation Day – to thank Brian Cochran, the Merrills, the Scruttons, and other volunteers.
  - Katherine LaRose's last day
  - For the ice cream social, asking children to bring toppings, and Donald Razzolini will bring the ice cream. Also need volunteers to scoop ice cream – members of the vestry offered to help.
- June 26, 2011 – Baptism of Elyse Madison Lovellette and Graduation Sunday
- June 26, 2011 – SF Pride parade. 5 parishioners are planning to attend so far – Lea Lucas, Gary Gearhart, Donald Razzolini, Evelyn Martinez and Griselda Prather.
- July 17, 2011 – AIDS walk

- There is information of the Parish Life bulletin board
- Churches of the Diocese gather together for the Eucharist, then go on the walk

#### St. James' Day, July 24, 2011

- Have contacted the Independent Philippine Church and we will have a combined service with them at 10 am.
- Donald Razzolini has been talking with Penny Trant because she has had experience with the planning of this event.

#### Vacation Bible School (VBS)

- Signs look great
- VBS is for children K-5<sup>th</sup> grade. Cost is \$25 a child/\$40 a family
- Jan Scrutton has put a lot of energy and thought into this project.
- We have received very generous donations, and want to make this an offering to the community.
- Need to promote VBS

#### Youth Presence at Convention

- Each Deanery is to nominate a youth to attend the convention.
- Each church of the Deanery is asked to provide a biography of a potential candidate. The Deanery will have a drawing to determine which youth will attend
- The youth will have a voice and seat at the convention, but no vote.
- This will be announced at the youth group on Sunday

#### Nursery Care during summer months

- Need to have a hard look at nursery care. Would like to have proactive engagement with the children, not just provide a drop-in center.
- The nursery is for ages 0-4, and the age restrictions need to be enforced.
- We will close the nursery during the summer, so that we can remodel, clean and repaint the room.
- Lori Walton will inform the nursery attendant that the present position as written is being eliminated. The requirements of the nursery attendant position and the congregation's needs are being reviewed. The current attendant is invited to apply when the updated position opens.

#### Potential Deanery Involvement

- 2011 Bash
  - The 2011 Bash is August 20<sup>th</sup> at Shadow Cliffs in Pleasanton.

- Each church takes up a responsibility. St. James' will need to bring banner holder and banners – these were made last year by Greg and Elaine Miller.
- All churches bring side dishes, and St. Clare's will provide hamburgers, etc.
- Asking Deanery reps to coordinate participation in the 2011 Bash
- 2012 Bash
  - Talking about changing it from a picnic to a camping trip at St. Dorothy's. St. Dorothy's is a more rugged environment in the redwoods than Bishop's Ranch.
  - There would be St. James' alone time as well as Deanery time
  - Proposed dates are August 17-19, 2012
  - Could possibly get a reduced rate because it would be for all six churches in the Deanery.
- Emergency Preparedness
  - Looking at coordinating a program within the Deanery. Lauren Pifke from St. Anne's is looking into this
  - Episcopal Charities will fund any project that is done with more than one Episcopal Church with an outside agency
- A's Game
  - Friday, July 29 at 7 pm. It's a game with fireworks afterward. Get to go on field to watch the fireworks.
  - This is not a fundraiser, just a get-together with others from the Deanery.
  - Tickets are at a discounted price; holding 100 tickets at \$25 a ticket.

#### Matson Storage Container

- Matson has agreed to give us a 20 foot container, but they have to locate a container, so we don't have a firm timeline yet
- The area has been marked off. Will need to frame it up, level it, and put pea gravel down.
- The approximate cost, for wood and gravel is in the \$450-\$500 range. This does not include painting materials and paint.
- Will need volunteers for help in preparing the site and for painting.
- Lead Team will write up guidelines for use of the container – for example, the need to keep it clean and free of infestations, key control policy, and no "dumping" of donations
- Motion was made to spend up to \$600 on preparation materials for the Matson storage container. Moved by Brad Hoffman, seconded by Gary Gearheart. Motion passed.

### Blood Centers of the Pacific

- Have had problems with wear and tear on our facility, such as cracking tiles and marks on the floors due to the wheels on the beds and storage containers.
- Have had to remind them not to park on the cement, and also had other problems such as use of bathroom/office supplies and the forgetting of keys.
- They use the facilities the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Mondays of the month, and are charged \$1400 a year. Is the income sufficient for us to continue with this group?
- It was recommended that we give the Blood Centers a 30-day notice to cancel the contract.
- Motion was made to give the Blood Centers of the Pacific a 30-day notice to cancel the facilities contract. Moved by Brad Hoffman, seconded by Valle Brokes. Motion passed.

### Organist

- Katherine LaRose is retiring. Her last Sunday is June 19<sup>th</sup>.
- An interim organist, Jessie Jewitt, has been hired. Her first Sunday is June 26<sup>th</sup>, and she has agreed to play through the end of August, with an option to extend if needed. She will not be able to play on July 17<sup>th</sup> or August 7<sup>th</sup>.
- There will be a break from music at the 8 am service during the summer.
- Lori Walton will be working on forming a search committee to find a new organist/music director.

### CLUSTER REPORTS

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Parish Life, June 2011

Submitted by Donald Razzolini and Dean Valentine

### Goals

#### A. On-going

##### a. Continue support in the following areas...

- Kitchen
- Congregational Outreach
- Congregational Activities...
  1. Receptions & Memorials
  2. Special Events – lead by outside sources

#### B. Parish Retreat

#### C. Ministry Weekend (4-Sundays) – promos / presentations

#### D. Game Night Social

#### E. Casino Night - Possible community outreach event

F. Mardi Gras Party

G. Halloween Costume Party (Family Fun Event) – Possible local community outreach event

### Current Projects

- St. James' Feast Day Celebration – In Process
  - a. Met with Sr. Warden to discuss ideas and Theme of event
  - b. Each cluster to be represented by an information table highlighting the ministries they oversee
  - c. As in years passed the Philippine Church has been contacted to join in the celebration and have agreed – per report by Sr. Warden they are happy and excited about participating again this year
- LGBT Ministry – In Process
  - a. Donald was asked by parishioner (E. Martinez) to assist in creating a new ministry for the LGBT community
  - b. Ms. Martinez is creating a presentation
  - c. Meeting with Rector to be scheduled
- Treasures from the Attic & Art Show – In Process
  - a. Pegeen Perry has agreed to Head this event – Thank you Pegeen
  - b. Date and specific location(s) TBD – Possible Indian Summer time of year
  - c. Have begun contacting possible Artists to showcase
- Father's Day Celebration
  - a. The Usher Coord. has been contacted regarding gift distribution
    - Ushers will give each Male 18+ a metal keychain w/ card attached
      - 1. statement on card "Happy Father's Day – From St. James' Episcopal Church"
    - A basket filled with gift items will be placed in the back of each worship space (1 in sm. Church and 1 in lg. Church)
    - Extra items will be placed in storage
- Grad Day Celebration – In Process
  - a. Congratulatory Cards have been purchased
  - b. Promotional articles have been submitted and graduate information has been coming in each day
    - Once all information has been collected cards will be created for congregation signatures, a news article will for the newsletter created, and a special poster created to honor all the grads whose names have been submitted
  - c. PL has enlisted Ms. Penny Trant to assist in the coordination of this event – due to past experience Penny has unlimited resources available that will help make this event a success
  - d. A special "Thank You" to Penny for her help in this endeavor
- Parish Camping Trip (Research & Development) – In Process

- a. PL is creating a survey to establish congregational interest, desired dates/time, and possible locations
- b. Original site location (Sunol) is currently closed and unavailable - The PL team is currently researching other locations and will update as information becomes available

### Upcoming Events

- Father's Day – June 19
- Recognition Sunday (Grad Day) – June 26
- Pride Parade SF – June 26

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## Communications Cluster Report June 9, 2011

Parish Photo Directory – In the *Window*, the weekly online bulletins, and the Sunday bulletins, we activated and advertised the online address for reserving photo times with Lifetouch for the new Picture Directory. Janet Fischer put the contact address for picture reservations on St. James website. We called many members to remind them to register, and Janet and Greg facilitated photo reservations for parishioners on Sundays after services. Picture-taking was begun June 4, 5 and continues June 11, 12 in EB 1 and EB3.

We've had cheerful, capable help from member volunteers. Roster revision in connection with the directory is well under way thanks to many hours put in by Jan Brandt. Although the new Church Windows software has been ordered but not received, Jan changed existing information and included new members from the Member Census so that we could make labels required for use in the photo shoots. Sexton Art Gallardo reorganized EB1 and EB3 to accommodate photo services when the Parish Hall had to be used for three funerals on the two weekends scheduled for photography. Ruth Poole, Sandra Motley, Marni Hartmann, Sandy Jaekel, Barbara Dabney and Pegeen Perry volunteered invaluable help with us as Greeters during photography sessions.

The next step in the process is pulling together layout features of the directory. Lifetouch has supplied us with an online program with which to plan the first two or three pages of the directory. It is their responsibility to complete the member photo section as well as the roster after they receive our information. After photos are completed, we expect to call an editorial meeting to coordinate these parameters.

Submitted By: Valle Brokes, Greg Scheuffele

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- 92 groups have signed up for photos; still some spaces Saturday afternoon.
- Have received positive feedback for timing and no pressure
- EB1 has worked well for photos
- Hope to have roster done by end of next week
- Pegeen Perry has agreed to do layout.
- Could schedule another day for pictures – a make-up day.

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Congregational Care & Social Ministries  
June 2011 Report

This year we had our annual Walk-A-Rock-athon benefit walk and rock(ing) event on May 14th, 2011. This event benefits the Abode Home warming program at St. James'. We had 6 walkers and 1 rocker for St James' and our sister parish St. Anne's had 9 walkers, including 2 children, and a dog. Everyone enjoyed the walk-and-rock-athon and then we were able to peruse the Book and Media sale for bargains.

We will report on the total raised for this fund raiser in our July "Window". (We have a preliminary total of \$465.00 with 2 walker / rockers reporting)

The food pantry is still a true work in progress. After several months of mainly individuals coming in for services, this past month was mainly families. Gary and I are working on the best mix to be sure all our individuals and families in need are served.

The Maganda family is still going thru the process at Abode Services. We should be getting an update within a week or so. I'll share that info when I have it.

Due to a shortage of storage space, Gregg reports we have lost a lot of donations since we continue to lack space at the church. The good news is that Matson & the A & B Foundation have approved of the donation of the 20' container. They now have to find one that they can write-off and take it from inventory.

We are looking to the lead team for directions for the process to detail and adopt the guidelines for container use.

Thank you  
Brad Hoffman & Gary Gearheart

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- Elaine Miller is trying to put another ministry together. Gary has provided her a list of things she needs to consider.

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### Facilities Report – June 2011

A number of the Facilities group attended the onsite meeting with Holly McAlpin of the Diocesan Insurance Department. She said the facilities and our campus are generally in good shape and is pleased with what she saw. Some of her suggested improvements have been done:

- There is an emergency flashlight in the sacristy of each church, as well as the A/V room. Burtin Hart as head of the ushers has been informed, and will tell the rest of the ushers. If the power goes out they will assist parishioners and guests leaving the church.
- Burned out light bulbs have been replaced.
- All outlets in the nursery have protective covers.
- Matches in the main church sacristy have been replaced with a butane lighter.

Other minor items continue to be addressed.

Gregg Feeney told us the donation of the storage container is assured. We have begun preparing for its arrival by marking out the location and softening the ground so the site can be leveled. Before we spend money and resources, though, we would like regulations laid out by the church and agreed to by the groups who intend to use it.

The monthly work party will be Saturday, June 18 from 9am – 1pm. If not before, the sofa put by someone behind the shed will be removed that day.

Laura Winter

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- There was an individual going to the back of the grounds (when the sofa was in the back). The police should be called in that type of situation – suspicious activity

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### Christian Formation Cluster Report June, 2011

We met on June 4 to welcome Marlene to the Cluster and to the Vestry. The updated list of assignments is below:



Vestry Member:	Ministry Group	Contact
Stephen Ferro	Youth Group	Scruttons
	Other Youth Programs	Scruttons
	"Weaving God's Promises" – Sunday School	Lori+
	Other Children's Programs	
Marlene Benedict	Vacation Bible School	Scruttons, Lori+
	Nursery	Suzanne David
	Children's Worship Bags	
	Library	Penny Trant
Janet Fischer	Adult Faith Formation	Bruce Roberts
	Bible Studies	Genore Schaaf
	Church Camps	Diocese
	Baptism, Marriage, Confirmation Preparation	Lori+
	Women's Spirituality Group	Lynn Locher

### Nursery

Lori+ has cleaned out the nursery of toys that may be choking hazards. The nursery may be closed over summer. During that time the cluster will shampoo the carpet and work with Facilities to paint the room. We would like to conduct a "toy drive" by asking parish members to donate a new toy or book – all age appropriate – so we can replace some/most of the items in the nursery.

### VBS

Still on schedule for July; article placed in the Window and on the web site.

### Children's Sunday School

"Weaving God's Promises" is the chosen program to begin in the Fall. Along with Lori+, we seek at least 8 people who would be willing to teach; 2 people a Sunday would mean they would teach only once a month.

### Adults

- Faith Formation hour will resume in September.
- 6am Bible Study will resume in September
- "Cup of Our Life" book study has been postponed, will possibly be a Lenten series in 2012.

### Fall agenda:

- Bob Dobbin – Two Sundays

- Endowment Board – Two Sundays
- The Saints in Our lives – 10/30/11
- Las Posadas – 12/4/11 – Any 9:15 AM class?
- 11/27/11?
- Dec 11 and Dec 18 Open

Respectfully submitted,  
 Marlene Benedict, Stephen Ferro, Janet Fischer

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- Janet Fischer will be leading the class “The Greatest Prayer” on 11/27, 12/4, and 12/11/2011

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### Lead Team Report - June 2011

On Saturday May 14th St. James’ held it’s annual book/media sale. A big thank you to Jan Scrutton for organizing this year’s fundraiser. Parishioners have been taking the unsold books to Half Price Book store. There are still bags/boxes of books in EB4, if you are able, please take a bag or two, accept any monetary quote given. The total raised so far is \$639.25.

Holly McAlpen met with the Lead Team and members from the facilities committee, to review our Church Insurance policy. We had a walk around our campus. Our campus and buildings were found to be in good condition. Holly had some comments for minor improvements.

The Ladies of St. James’ gave Lori a bridal shower on May 21st with 80 women in attendance.

On May 30th our congregation received the news that three of our beloved parishioners had passed away, Phil Johnsen, Chris Williams and Carol Day. Bob Dobbin met with the families of Carol Day and Chris Williams to plan their loved ones funeral services. Bob was gracious and caring and we thank him for the many hours he spent supporting these families. A special thank you to Rev. Jim McLeod, with 50 years of experience he was able to give valuable guidance to Bob.

Marlene Benedict was commissioned as a new vestry member on Sunday June 5th. Marlene will serve Molly Lubwama’s remaining term (June 2011-Jan 2012).

Faithfully submitted by,  
 Mary and Andy

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Rector's Report  
Vestry Meeting, June 9, 2011

Worship

Met with the worship committee to review Holy Week and to discuss Pentecost and Bob Dobbin's installation. Completed planning and bulletin for Bob's installation. Agreed by the group that Pentecost would be the celebration of church and the deacon and not have "speaking in tongues/languages" as it was too difficult to plan due to my vacation and fitting in the installation. Agreed that we'd decorate the churches with red and with balloons.

Baptized Gavin Ferro on May 22. Preparing for Elyse Lovellette's baptism on June 26.

Announced to the congregation the retirement of music director, Katherine LaRose. Hired an interim organist, Jessie Jewitt, for the summer, 10:30 service at \$200 per service. Jessie is an excellent organist that periodically serves at St. Mark's, Palo Alto.

Pastoral Care

Made several pastoral visits to hospitals and homes. Held a bed-side prayer service for Carol Day's family following her death. Met with Phil Johnsen's family to plan his memorial service. Met with the Reverend Bob Dobbin to debrief and discuss his experience with officiating the funeral/memorial services for Carol Day and Chris Williams. Had three pastoral visits at church.

Children & Youth

Introduced new children's program, Weaving God's Promises, via the weekly email and the June newsletter. Plan to execute new program in the fall.

Emailed the Formation Cluster asking them to examine the condition of the nursery for safety and aesthetics. Spent a couple of hours cleaning out toys that appear to be hazardous along with garbage and food.

Continue to work with Jan and Mike Scrutton to develop a cohesive program for Youth, including youth interested in exploring confirmation.

Welcoming/New Members

Met with the Welcome Committee to begin brainstorming best practices in welcoming new people and integrating them into the greater life of St. James'.

Diocese/Deanery

Attended Deanery meeting where we discussed new deanery by-laws and future efforts together as one body.

Met with Facilities/Wardens and Church Insurance Rep, Holly McAlpen, to review our campus.

Met with colleague group and with So Alameda Rectors.

Other

Got married.

Modified my vacation to May 26 – June 5 rather than June 7.

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Motion was made to accept the cluster reports, the lead team report, and the rector's report as submitted/amended. Moved by Donald Razzolini, seconded by Dean Valentine. Motion passed.

Lori Walton led Compline.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry