

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

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

Absent: Janet Fischer

Lori Walton called the meeting to order, and Brad Hoffman led the opening prayer.

June 2011 Vestry Meeting Minutes

- One correction: on page 1, under calendar, Griselda Prather's name was spelled incorrectly.
- Motion was made to accept the June 9, 2011 vestry meeting minutes as amended. Moved by Donald Razzolini, seconded by Gary Gearheart. Motion passed.

Calendar

- July 16, 7 pm: Concert to benefit Centerville Free Dining at Mission Coffee
- August 20: Deanery bash at Shadow Cliffs Park in Pleasanton
- September 18: Southern Alameda County Deanery Healing Teams meeting at St. James'
- January 27-29, 2012: Deanery vestry retreat at Bishop's Ranch. Deanery delegates and retiring vestry members are also invited. Cost is \$165. If the cost is a financial hardship talk with Lori about financial assistance.

Matson Storage Container Policy

- Andy MacRae sent out a draft of the storage procedure and guidelines. Please e-mail Andy with any comments or suggestions.

Treasures from the Attic & Art Show

- Pegeen Perry has agreed to head this event
- This event is more as an outreach to the community.
- Artists from St. James' will be sent a special invitation to participate in a gallery style viewing of their pieces.
- Three possible dates are September 24, October 1, or October 8. October 1, however, is probably not a good day as it is the day before St. Francis's day.
- Pegeen will establish timeline.
- All items donated need to be working.

- More information is included under the Parish Life cluster report.

Mutual Review

- In Lori's letter of agreement, it stated that Lori would have a review after 6 months, which would have been April.
- Andy drafted the following note for Lori's St. James' employment file:

The employment agreement between St. James' and The Reverend Lori Walton called for a six-month Mutual Clergy Review. This should have taken place in April. Because of the demands of clergy time caused by the complexity of designing and implementing the Easter services the Leadership Team elected to postpone this review until October 2011, coincident with the scheduled Annual Mutual Clergy Review.

- At the review, Lori will be reviewing us and we will be reviewing her.
- Lori will not be attending the October vestry meeting.
- The tentative date of the mutual clergy review is October 27. This will be facilitated by Michael Barlowe and Julia McCray-Goldsmith.
- Motion was made to approve the note for the St. James' employment file for The Reverend Lori Walton as read by Mary Casas. Moved by Valle Brokes, seconded by Gary Gearheart. Motion passed.

Philippine Independent Church Signage

- The Philippine Independent Church has no signage here.
- They are a small, poor congregation who are trying to increase their exposure
- The Philippine Independent Church has requested to put a sign on the property. They would build a sign and make it moveable. We would need to work with them regarding the plans, and Facilities needs to be involved to make sure nothing is damaged.
- All are in agreement that this is a good idea.
- Also need to continue talking with them about working together for other events.

Pledging

- Do we want to continue the pattern of having a separate operating fund and building fund, or have one pot in operating, with a percentage of that named as building fund?
- Lori's view is that certain areas of ministry need some energy and money, but the building fund money cannot be used for those areas.
- The concerns are that pledges may decrease, and people like to give to the building fund.

- Right now we put more money into outreach and facilities than into other areas.
- We haven't been able to get people involved in some of these other activities – such as children's ministry and music.
- Often one of the ways these areas are strengthened is through paid positions. A paid person is intentional, focused, and accountable to the job.
- Up until fairly recently we had a mortgage and deferred maintenance, but we have caught up.
- Need to do an honest look at where do we want to go as a church.
- This may not be the year to change the pledging, but have Stewardship do a survey. If we wait one year, we can explain during the annual meeting in January 2012 in preparation for the 2012 pledge season (2013 operating budget).
- Have asked Brad Hoffman to talk with Stewardship requesting that they think about a survey

Financial Report

- 10% behind on pledge income, which is better than the last two years
- Taken in \$304.64 more than we have spent
- Have changed worker's comp carrier
- The auditor would like to have the Endowment Fund information on the computer. Jan Brandt will train Dave Nelsen on Quicken.
- For the documentation for the auditor
 - Incoming money should be in a double custody situation
 - Ushers assigned for that week have to sign for plate. Counters also have to sign
 - Only the ushers/counters assigned for that week should touch the money
 - Ushers/counters assigned are responsible.

CLUSTER REPORTS

Christian Formation Cluster Report July, 2011

Nursery Update:

- During July and August, we will be renovating our nursery. Linda and Dave Nelsen have offered to help with the painting and the production of a mural along one wall, as well as getting new blinds for the windows. The wooden table and chairs will be painted, the carpet will be cleaned and all of the toys will be washed and disinfected. A number of old and broken toys will be discarded along with tattered books and used coloring books.

- There is \$1425.32 in SI Fund WorshipEd-29-3 for Christian Education. We request permission to use a portion of this fund for the costs to renovate the nursery.
- During the summer, we will conduct a toy and book drive for the nursery. We are looking for new toys that are appropriate for ages infant - 4, and new books for all ages up to age 4. We especially ask that those who have a child that uses the nursery donate a toy or book appropriate to their child's age.
- Lori has asked the cluster to place the ad for the new nursery worker and screen the applicants for her to interview.

Vacation Bible School:

- we have 15 kids registered with another 2 expected
- All the adults who will be working the week have or are doing C2RR online.
- We have received \$1,905 in donations for VBS. We won't spend it all this year!! The registration payments for each child should cover the t shirts, craft supplies etc while the donations are for set up costs including the banners, parachute etc.
- Jan Scrutton is ordering t-shirts for all the leaders who will be working that week as well as Aimee and Art as they will also be on campus. The order will go in this Friday. If anyone else wants a t-shirt they will be \$10.

Children's Ministries:

- Meeting held Monday, July 11. Report to follow.

Adult Faith Formation:

- No new developments

Other:

- Janet and Lori have begun working on "Life Events" brochures: baptisms, weddings & funerals, looking at samples from other churches.

Respectfully submitted,
 Marlene Benedict, Stephen Ferro, Janet Fischer

- Linda and Dave Nelsen have offered to paint the nursery, including a mural. The blinds also need to be replaced.
- Motion was made to authorize Christian Formation to spend up to \$500 on the renovation of the nursery, to be taken from the Memorial Donations Special Interest Fund. Moved by Brad Hoffman, seconded by Dean Valentine. Motion passed.

- Thirteen people (14 with Lori) attended the children's ministry meeting on Monday.
- Lori had invited 20 people directly. Four people volunteered to be teachers, and five volunteered to be assistant teachers. Also have a few people willing to be guest storytellers. The goal is to have two teachers every Sunday.
- Lori has purchased the Sunday school curriculum.
- Sunday school is just a part of children's ministry. How do we involve children in the St. Francis service?

Communications Cluster Report
July 13, 2011

The Picture Directory draft will be in the mail to Lifetouch Friday morning, July 15. In one week we should receive the proofs to correct and return for publication.

Heartfelt appreciation goes out to the cheerful and talented people who spent hours of their time helping to produce the new St. James' Picture Directory. They are Jan Brandt, Janet Fischer, Art Gallardo, Aimee Garza, Marnie Hartmann, Sandy Jaekel, Johanne La Rocque, Lea Lucas, Sandra Motley, Chris Perry, Pegeen Perry, Ruth Poole, and last, but certainly not least, The Rev. Lori Walton.

Submitted By: Valle Brokes, Greg Scheuffele

Congregational Care & Social Ministries
June 2011 Report

The food pantry continues to be a work in progress. We are now able to track the usage and tailor our requests to match the needs. We seem to have a better feel for the ongoing need and are able to stock the best mix to allow us to serve all who come to Saint James for assistance.

On the Home Warming front, the Maganda family is still going thru the process at Abode Services. We will share updates as we get them.

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. Gregg reports that we can expect to see the container in the August, September timeframe

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

The Healing team is planning to host a Deanery Mini Healing Retreat at St. James' on Sunday, Sept 18, from 12 until 3pm.

There are initial organizational plans to possibly start a Veteran Ministry at St. James'.

Thank you
Gary Gearheart & Brad Hoffman

- Authorized \$125.00 to cover the cost of a conference for Healing Teams in the Diocese, to be held in September here at St. James'.

Parish Life—July 2011
Submitted by Donald Razzolini, 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. Game Night Social

D. Casino Night - Possible community outreach event

E. Mardi Gras Party

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

Current Projects – Update

- Father's Day Celebration
 - This event was a success in that each Father, potential Father, and or Male Mentor received a key chain gift courtesy of St. James' and the Parish Life team
 - In keeping with the days theme - It takes many "Father's" to raise a child, be it a Biological Father – Stepfather – Brother - Family friend or - Mentor, the Rev. Lori Walton honored each male in the congregation with a prayer and blessing
- Grad Day Celebration

- a. This year, having had weeks of celebratory Cakes, it was decided that cupcakes would be a welcome change and an easy giveaway/clean-up
- b. As the word "CELEBRATION" in the title suggests...Parish Life co-chair Dean Valentine along with his lovely Fiancé graciously handed out cupcakes to many "Coffee Hour" guests needing that special sugar boost
- c. The Parish Life team plus one, IE: Penny Trant, worked closely with Kitchen coordinator Sandra Motley to provide a fun day of celebration for the St. James' graduates that flowed seamlessly without any hiccups
- d. Congratulation cards signed by members of the congregation will be mailed to graduates and article listing graduate names and information will be listed in the Newsletter
- St. James' Feast Day Celebration
 - a. Donald met with Penny Trant shortly before Grad Celebration Sunday and she has agreed to chair this event along with the Parish Life Team
 - b. Penny met with Lori and the theme for this year will be Lazy DayZ – A simple carefree old fashioned church picnic
 - One service / Eucharist will be held at 10a in the MC with festivities beginning shortly thereafter
 - In keeping with our "Lazy DayZ" theme everything will be very casual with a potluck picnic shortly after the service
 1. General "food sign-up" sheets are provided in the PH. The congregation is encouraged to bring easy effort style dishes to share
 2. An idea being considered is to provide some easy fun family games for families that will be self maintained – no prizes or host required
 3. Plans include a musical themed old fashioned "Cake Walk" alternatively named "Musical Dessert Walk" since it will center around deserts of choice rather than just cakes and include a musical chair bent – Hosted by the Parish Life Team
 - a. Idea is to ask each cluster or Vestry member to provide a desert item for this event
 4. Other than to bring a dish to share and have FUN-FUN-FUN, In keeping with our "lazy / Easy-going" theme we will not be asking the congregation to donate \$\$ or prizes for this event – hence no raffle, no donation fees, and no congregational participatory requirements
 - c. As in years passed the Philippine Church has been contacted/asked to join in the celebration and has agreed – per a report by Sr.

Warden they are happy and excited about participating again this year

- LGBT Ministry – In Process (update thus far)
 - a. A presentation for the vestry is being created and should be ready shortly
 - b. Donald and Ms. Martinez have yet to schedule a planning meeting to finalize overview due to recent large energy events each have been involved in, but plan once things settle
 - c. Meeting with Rector yet to be scheduled and will take place once things are finalized prior to Vestry presentation
- Treasures from the Attic & Art Show – In Process (update thus far)
 - a. Pegeen Perry has agreed to Head this event – Thank you Pegeen
 - Donald will be meeting with Pegeen to finalize plans for this event within the week once things settle from 4th of July weekend
 - b. Location will be the St, James' campus and PH – Possible Indian Summer time of year
 - c. We have begun contacting possible Artists within St. James' to showcase their talents
 - d. Since this event is being considered more as a community outreach...plans are underway to offer spaces to the outer community for showcasing some TFTA type items they may have as well as local artists within the local area(s) surrounding the church.
 - e. Plans are underway to have informational items distributed around the campus to what St. James' offers to families, individuals, and Groups ranging from space rental for meetings/events to volunteer opportunities to youth/adult ministries
- Parish Camping Trip (Research & Development) – In Process
 - a. PL is creating a survey to establish congregational interest, desired dates/time, and possible locations
 - b. The PL team is currently researching various locations for possible future event

Upcoming Events

- St. James' Feast Day – July 24
- Men's Trip – July 28 thru July 31
- Treasures from the Attic Sale & Art Show – TBA
- Ladies Flatlanders – Sept. 7 thru Sept. 11

Current Projects – Update Amendment

- Treasures from the Attic Sale & Art Show – In Process (update thus far)
 - a. Pegeen Perry has agreed to Head this event – Thank you Pegeen

- Donald will be meeting with Pegeen to finalize plans for this event within the week once things settle from 4th of July weekend
 - Meeting took place July 7, 2011 6pm – Finalized Event overview plan
- b. Location will be the St, James' campus and PH – Possible Indian Summer time of year
- May have Docent stationed on Small church steps to be available for information and/or conduct historical talks about Saint James' and the Memorial Garden
 - Consideration to transform the PH into a "Snack Bar / Lounge" sitting area (think McCutcheon concert)
 1. Items sold include...
 - a. Water
 - b. Cookies (individual pkgs.)
 - c. Light Snack items (individual Pkgs.)
 - Dates & Times being considered
 1. September 24, 2011...Time: 10a to 3p
 2. October 1, 2011...Time: 10a to 3pm
 3. October 8, 2011...Time: 10a to 3pm
- c. We have begun contacting possible Artists within St. James' to showcase their talents
- Special Invitations will be sent to various Artists of the St. James' congregation to participate in a Gallery Style viewing of their pieces
 - Possible location due to size and promotional appeal would be Main Church with a St. James' "Events of the Past" loop running on overhead screen
- d. Since this event is being considered more as a community outreach...plans are underway to offer spaces to the outer community for showcasing some TFTA type items they may have as well as local artists within the local area(s) surrounding the church
- Space size will be determined at basic table size (TBD) and or SJ parking space(s)
 - Sale of space will be based as follows (sample – actual price and size limitations TBD)
 1. \$15-20 per specified size limitation (IE: 6ft by 2-3ft table or 1 parking space)
 - Members of St. James' to be given first choice of their preferred space
 1. Special options available only to SJ members include...
 - a. May purchase a space to sell their items and keep profits

- b. May donate and drop items off to be sold by a SJ TFTA staffperson (TBD)
- e. Plans are underway to have informational items distributed around the campus to what St. James' offers to families, individuals, and Groups ranging from space rental for meetings/events to volunteer opportunities to youth/adult ministries
 - Areas of interest include – Main Church, Area outside Sm. Church/ Memorial Garden, and PH
 - Possible idea is to have certain ministries host information tables that will be lining the PH walls

- Penny Trant has requested that each vestry member donate a 12-pack of soda, water, etc. for St. James' Day.
- Penny will be sending out an e-mail requesting help with setting up and tearing down. Also asking for canopies.

Lead Team Report - July 2011

Bob Dobbin was installed as a Deacon here at St. James' on Sunday June 12th, the Vestry presented Bob with a Prayer Book/Hymnal.

The Lead Team helped with the ice cream social held on June 19th by scooping ice cream. There were many happy faces. Thanks to Donald for organizing this event.

On Sunday June 26th we said goodbye to the Lubwama's and presented Molly with a labyrinth bowl to remember and mark her time as a vestry member.

Andy has created a policy guideline for the use of the Matson container.

One of the entry doors adjacent to the church office needed a new door closure. The cost of the door closure was \$228.36. The purchase was approved by the vestry via an email vote. Charlie Paratore has installed the new closure.

The Blood Centers of the Pacific were notified by letter and a follow up phone call of their Letter of Agreement termination. Their last day on our campus will be on Monday July 18th. I will retrieve the facility key on that evening.

The money given for a deposit during the Rector housing search has been returned minus inspection fees of \$410.00.

A meeting was held on July 10th with the Rectors and Wardens of the So. Alameda County Deanery. The meeting was a planning session for the Vestry Retreat to be held at the Bishop's Ranch on January 27-29, 2012. At this time the cost of the retreat is \$200.00 per person. Rev. Mark Spaulding is trying to get assistance with the cost from the Diocese, so the cost may be slightly lower. There will be scholarships if needed.

Deanery Bash will be on August 20th and will be advertised in the weekly bulletin as well as in the Window. We had 4 parishioners attend last year. We are hoping for a better turn out in 2011.

The Mutual Review between Lori and St. James' is scheduled for October. The tentative date is October 20th. There will be a letter in Lori's personnel file stating there was no review at the time of her six months of employment with St. James', as stated there would be in her Letter of Agreement.

Faithfully submitted by,
Mary and Andy

Facilities – July 2011

A number of repairs were done around campus this past month, including replacing the broken door closer at the main entrance to the Administration building. The total price for the closer was \$228.36. Thank you Vestry for the expense approval and Charlie for the installation.

We continue our regular maintenance this coming Saturday at the work party.

Scott Kennedy and Patty Lacy will lead a meeting about renovating the Little Church between services on Sunday, July 31. The goal is to select a professional consultant to determine the condition of the building and to recommend necessary repairs.

The container for the Home Warming and housing assistance donations is still on track to arrive sometime in August or September. Gregg Feeney has agreed to head up the site preparation efforts and will line up others to assist with the work.

The Memorial Garden Committee spruced up their site by filling in some bare spots in the gravel walk. Three parishioners were interred in the garden this month and many visitors got to see the treasures we have in our churches and the grounds.

Respectfully submitted,
Laura

- Storage – EB5 is getting a little bit better, but please do not automatically put things in EB5
- The Spencers and the Perrys have been working on removing the shrubbery, moving the rose bushes, and planting trees.
- On July 6, 2011, the vestry approved via email vote \$228.36 for a new door closer at the main entrance to the Administration building.

Rector's Report
Vestry Meeting, July 14, 2011

Worship

Had a wonderful installation and celebration of Bob Dobbin and the ministry of the Deacon on June 12.

Said farewell and thank you to Katherine LaRose on June 19, and thank you to Brian Cochran and other teachers/leaders.

Baptized Elyse Lovellette on June 26, and welcomed interim organist Jessie Jewitt.

Planned for ordinary time season.

Planned the 10:30 music for July and August.

Officiated at two memorial services: Phil Johnsen and Beatrice Mettasick (Lauren Doherty's mother).

Had two soloists "perform" at the 8:00 service – Patty Lacy on flute and Deanne Flatley on vocals.

Met with the Reverend Mandy de Mesa to discuss St. James' Day on July 24. The Reverend Aurelio Picart will preach and I will celebrate.

Made the decision to discontinue the second Sunday evening service due to limited clergy resources and small attendance.

Posted job position for Music Director/Organist and called together a small group to review resumes and decide on interview questions and process. That group consists of: Bruce Roberts, Bud Pearson, Mary Casas and Jim

McLeod. As of this writing, have received 6 resumes, of which only 2 look like a good fit.

Pastoral Care

Attending to Bonnie Nelson in ICU, Washington Hospital. Had a couple of meeting with parishioners around life-changes/spiritual care.

Children & Youth

Met a few times with Jan Scrutton for VBS and Confirmation planning. Worked with the VBS group to sort through supplies and discuss the VBS week.

Held a meeting to introduce the new curriculum for children, Weaving God's Promises, and secured volunteers to teach Sunday School – 4 teachers and 5 assistants. Purchased and downloaded program, planned out the academic schedule and began assessing the classroom space.

Closed Nursery for the summer in order to remodel, and laid off Suzanne David, church babysitter. Wrote a new job posting for Nursery Care giver and asked Christian Formation Cluster to post, collect resumes, and interview. Would like the nursery to reopen in September, staffed with a Nursery Care provider.

Diocese/Deanery

Attended Deanery meeting to plan for January's vestry retreat.

Met with colleague group, spiritual director and with So Alameda clergy.

Other

Attended luncheon given by Episcopal Relief and Development with Margaret Rainey.

Attended Abode Home Warming reception with Vlastelicas and Gregg Feeney.

Arranging for October Mutual Ministry Review with the Diocese.

Met with representative from Ricoh to discuss replacing our existing copier and determined that it is not yet cost-effective due to the length of our current contract. Will readdress in one year.

Planning for vacation, August 22-September 4.

- Since the report was written, we have received 3 more resumes for Music Director/Organist, for a total of 9 resumes.
- While Lori is on vacation (from August 22 to September 4), James McLeod will preach the first Sunday, and Carol Cook (retired rector at St. Bartholomew's, Livermore) the second Sunday.
- Lori will be back in the office on September 6th.

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 Brad Hoffman. Motion passed.

Brad Hoffman led Compline.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry