

## St. James' Vestry Meeting Minutes Thursday, October 12, 2011

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

Absent: Greg Scheuffele

Lori Walton+ called the meeting to order and Marlene Benedict led the opening prayer.

Motion was made to approve the September 8, 2011 vestry meeting minutes as presented. Moved by Laura Winter, seconded by Gary Gearheart. Motion approved.

### Financial Report

- We are 12.5% behind in operating pledges, and 21.3% behind in building pledges
- In terms of expenses, we are approximately 9% behind what was budgeted, and have spent \$4108.91 more than we have taken in.
- Raised \$535 so far for shoes for Sunrise Village
- Lori did two memorial services outside of the parish. Money was placed in memorial donations. Lori suggested the money be used for the purchase of a new computer (for AV room?). According to Jan Brandt, memorial donation funds have traditionally been used for long term non-office items (new chalice, for example).

### Calendar

- Cancelled – Treasured from the Attic and Brian Cochran's classes on Healing Training
- There is a work party this Saturday, October 15.
- November 3 and 17 – Stewardship dinners
- November 4 – poetry reading in the Little Church
- November 5, 1:30 pm in the Little Church there is a Memorial service for Sylvia Wessel's son Kevin Valente.
- November 6 – baptizing Olivia Nabukeera and Isaac Kazibwe
- November 6 – New member and visitor lunch, by invitation only

### Congregational Vitality

- This is an effort by the Diocese to begin linking churches – sharing best practices, resources, and knowledge, supporting each other, and strengthening connections between churches

- There are approximately 80 churches in the Diocese and over half are mission churches – meaning they cannot afford to pay a full-time clergy person. These churches continue to decline
- Asking for each congregation to form a team who will commit to being involved in monthly meetings/webinars, and workshops, with some work between meetings (for example, a weekly Bible study)
- This is a kind of morphing of the idea of area ministry, which was not well understood.
- We do want to support our churches, but do not want to push the congregation into something that is uncomfortable and/or taxing
- If we commit we can do so at a level that is comfortable for us.
- There is not a specific time commitment.
- There is the expectation that clergy are involved.
- Lori would like to learn from others, but she should not be the team leader. She could be a good resource for team guidance.
- St. James' is a strong church, but it may be time for us to build bridges.
- There may be some difficulty in getting a team together – some may suggest that's what the Deanery reps are for. However, this is not just a Deanery focus, but a Diocesan focus. An example would be to have people with experience with fundraising for nonprofits put together a presentation on best practices.
- There were problems with the first webinar – there was a lot of assumed "insider knowledge" that meant you were lost if you were didn't have that knowledge.
- A suggestion for the webinar is for an email to go out with an outline/syllabus of what will be going on during the meeting
- Motion was made to join with the Bishop and Diocese in committing to the Congregational Vitality effort. Moved by Gary Gearheart, seconded by Donald Razzolini. Motion approved.

#### Vestry Retreat

- There have been some concerns about financial ability and time commitment
- St. James' did not have the benefit of being in on the conversations regarding this retreat.
- If we want to have a voice in the Deanery we need to attend to build/repair relationships
- This is being held up as a model for vestry retreats. The Bishop is very supportive of it and is donating \$3000. The Bishop comes up on Sunday to celebrate Eucharist.
- It is an opportunity for the Deanery to get together.
- All 5 of our Deanery reps want to go

- About half of the vestry can pay 100%, the rest need financial aid. Cost is \$160 a person.
- Friday is social event, getting to know people. Saturday individual vestries work during the day, with a guest speaker in the evening. St. James' will lead compline on Saturday night.
- We should attend this year, participate fully, and be a team player.

#### Bill Mosier

- Bill Mosier is a new congregant and an Episcopal Deacon from Oregon. His wife teaches at the California School for the Deaf-Fremont.
- Bill is not licensed to officiate in our Diocese yet, but he is working on it.
- Bill had a vibrant deaf ministry in Oregon, and would like to build up a deaf ministry here.
- Bill would like to be involved liturgically here. Lori asked Bob Dobbin how he felt about Bill serving once a month, and Bob is ok with it
- Lori asked Bill to lead the Thanksgiving morning prayer service

#### Thank You Reception for George Vlastelica

- George announced a few weeks ago that he is retiring after 48 years of community service helping families.
- We would like to have a reception to honor his work. We need to form a committee and determine a date/time. Will also need to contact George regarding date and time.
- We should invite the mayors in the tri-city area, Abode Services, and get the word out to the community. Andy MacRae will contact the Fremont, Newark and Union City to get city resolutions.
- The reception will be in December (date to be announced), open house from 2-4 pm, presentations at 3 pm.

#### Wiring in Little Church

- There are problems with wiring in the Little Church.
- There are multiple things that could be wrong. Chris Perry and Tim Spencer have been working on the problem, and a professional electrician has been called.
- Motion was made to authorize Facilities to spend up to \$1000 to repair the wiring in the Little Church. Moved by Janet Fischer, seconded by Dean Valentine. Motion approved.

#### Welcoming Packets

- Donald Razzolini, Alice Johnson, and Gail Blalock have put together a welcoming packet to more officially welcome newcomers to the congregation.

- Donald's handout presented an overview of the packets. The packets are red, and contain 6 items of reference and information:
  - 2-sided welcome page with a welcome message signed by the rector and a brief history of St. James'
  - a refrigerator magnet with contact information (the magnets cost less than \$100 for 200)
  - newcomer welcome pamphlet
  - a pledge card
  - redesigned 2-sided welcome card
  - most current newsletter
- Wonderful job!

## CLUSTER REPORTS

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### Christian Formation Cluster Report

October, 2011

#### Youth Group

The youth group now has a blog <http://saintjyouth.blogspot.com/>. The blog will have updates from the youth group. Jan Scrutton has established a policy that will allow posting of comments from kids and from the youth leaders, but not from other adults.

The youth group met on Sunday with 10 kids attending. It looks like there will be 10 preparing for confirmation as well.

In next month's meeting Jan will be presenting an update to Vestry.

#### Adult Faith Formation

Upcoming Faith Formation classes/events:

- Oct. 9 & 16: An Altar in the World with Bob Dobbin
- Oct 23: The Book of James with John Maloney
- Oct 30: Saints in Our Lives with Alice Johnson
- Nov 6: Community Service Opportunities.
- Nov. 13: Endowment Board event with Dave Nelsen
- Nov 20: Advent Wreaths with Linda Nelsen
- Nov 27, Dec 4 & Dec 11: The Greatest Prayer, with Janet Fischer
- Dec 4: Las Posadas

Faith Formation committee has gone over the suggestions submitted by parishioners. Some will be considered; some are not appropriate for the mission of FF.

Movie night will return the 2<sup>nd</sup> Friday of January, February and March.

Respectfully submitted,

Marlene Benedict, Stephen Ferro, Janet Fischer

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### Communications and Evangelism Monthly Report October 2011

1. Picture Directories arrived, were labeled with names for those whose pictures were included, and distributed. A number are available for other parishioners. If they ask about price, we suggest a donation of \$5, their cost to us, added to any other check they might write to St. James.
2. Notified Lifetouch that we are not interested at this time in their free online directory. Reasoning for this decision is that the congregation was not notified in advance that an online directory would be set up using their pictures. In addition, many people are anxious about online security and such a program would have to be monitored by a webmaster.
3. Sent e-mail notices to Tri-City Voice, The Argus, Newark Patch, and Union City Patch announcing St. Francis Day Blessing of the Animals.
4. Attended the gathering of the DioCal Communications Network at St. Mark's, Berkeley, on Saturday, Sept. 17. Participated in the Diocesan Webinar Sept. 13.

Faithfully Submitted,  
Valle Brokes  
Greg Scheuffele  
October 11, 2011

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### Congregational Care and Social Ministries Cluster Report for September/October 2011

The Home Warming program is proceeding well. We are proud to report that as a Parish we have helped placed our 2<sup>nd</sup> family this year into a home

of their own. The team has rented the storage unit as approved last month and items for our next family and beyond are in storage at this time

We have collected gift cards and money for the Shoes for Sunrise Village children and will be presenting cards and money to Sunrise Village, we will have a total soon and hopefully will have an article in the Window thanking the congregation with a total included. This program allows Sunrise Village shelter to give new shoes to children as they start their new school year.

Gary is in the process of working with Abode Services to get us included in the tri-city resource pamphlet as a source for food.

*We would like to report that 118 little dresses and shorts were delivered to the Diocese and will be forwarded to Africa and Haiti by the Diocese. An note of thanks went out to the parish and all whom participated in sewing and donating material.*

Gary Gearheart & Brad Hoffman

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### Cluster Report

Parish Life – October 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. Game Night Social
- C. Casino Night - Possible community outreach event
- D. Mardi Gras Party
- E. Halloween Costume Party (Family Fun Event) – Possible local community outreach event

#### Current Projects – Update

- Food & Fellowship Dinner – August 20, 2011
  - a. A BIG Thank you to our wonderful hosts for this event – The Millers
  - b. As per previous, new hosts will take over duties for next event
  - c. Due to upcoming holidays and overall events the next dinner will be scheduled for mid-late January or early February 2012 (time/schedule permitting)

- d. Overview of Evening – a fun success
  - 20 total in attendance - 4 tables, with seating for 6 were set-up per Elaine...Spouses were separated to promote socialization. Social hour worked as everyone mingled and chatted while dinner was assembled. Evening started a bit off schedule for table set-up and taco bar assembly - everyone pitched in and was amazing. Meal was held outside
    - 1. Deanne and Allison put a flute program together after dinner.
  - **NOTE:** Suggestion for future consideration - adult event as opposed to family. Children in attendance appeared bored even though games were available though they did enjoy roasting marshmallows.
- e. Overall response per Elaine - I believe that there is a favorable response to this activity. Need to decide to break into smaller groups
  - Expansion of group to 2 was discussed but no final decision has been made at this time
  - Will review at a later date – TBA prior to next schedule
- Treasures from the Attic Sale & Art Show
  - a. Scheduled for Oct 29, 2011
  - b. Postponed - we hope to re-visit this item in the fall or winter of 2012 when we will be able to better plan and prepare so it will be the success it is sure to be.
- Welcome Committee
  - a. Welcome Packet – Complete
    - Contents – 6 items of reference and information
      - ü 2- sided Welcome page
        - a. Side One – Welcome message signed by Rector welcoming visitors & citing contents of packet
        - b. Side Two – Brief history of St. James’ taken from 2009 Parish Profile document
      - ü Refrigerator magnet – Business card design with service and contact information...able to be placed on refrigerator for easy / quick reference
      - ü Newcomer Welcome Pamphlet: created 2011
      - ü Pledge Card – Only available in packets given at NC Brunch
      - ü Redesigned 2- sided Welcome Card (also available in pews)
        - c. Side One – Add to mailing list form
          - Date
          - Service attended
          - Current Contact Information
          - How did you hear about us
        - o Side Two – Prayer Requests

- § Name
  - § Reason for Prayers
  - § Name of person making request / Phone number for follow-up
  - § Church address for mailing
- ü Most Current Newsletter

**Upcoming Events**

- Diocesan Convention – TBA
- Pledge Drive
- Episcopal Charities Walk-A-Thon

**Lead Team Report  
October 13, 2011**

The Wardens (Sr/Jr) had a conference call with Michael Barlowe and Julia McCray-Goldsmith to discuss the upcoming Mutual Review. We were given some helpful tips to prepare for the review. I hope every member of the Vestry has or will review our Church Profile from 2009. We will be using this document in the review process.

The Friday night NA group is small. Instead of meeting in the Parish Hall, they have requested using EB1 for their meeting space.

The Stewardship Committee has sent out their annual letter to the congregation. A letter from the Sr. Warden was also sent via email and mailed to households without internet connection.

Submitted by,  
Mary and Andy

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- A new computer was purchased for the Big Church and vestry approval was obtained via e-mail vote.

**Facilities – October 2011**

The Diocesan representative who visited St James' to review safety and maintenance was generally pleased with the condition of our campus. One concern he has regarding our facilities is the storage of paint in Art's area. We plan to install shelves in the shed behind the Education Building in November and will relocate the paint there. All the smoke detector batteries were replaced prior to the visit.

The September work party was held on the 17<sup>th</sup> and besides the regular trimming, mowing and cleanup, work was done to repair the threshold of the side door of the Little Church.

The electrical system in the Little Church needs attention as the power goes out intermittently. It is not clear as to what is causing the circuit breaker to trip, but we have a few ideas of what to try. We hope it can be fixed for approximately \$100, but may need to spend up to \$500 (out of the Little Church Special Interest Fund) if the first idea does not solve the problem.

The Memorial Garden tree trimming is scheduled for Tuesday, October 11.

One of the chairs in the Main Church was taken to be reupholstered to show as an example when we move forward to get them all upgraded.

Respectfully submitted,  
Laura

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Rector's Report  
Vestry Meeting, October 12, 2011

### Worship

New music director, Jennifer Carini is doing great by all accounts. The choir seems energized and happy (though working really hard). Jennifer has been great to work with and has been accommodating and willing to go the extra step.

Planned a first run-through of Advent and Christmas, including Lessons and Carols on 1<sup>st</sup> Advent. Will review the plan with the Worship Committee which meets on October 19.

Enjoyed a successful Celebration of St. Francis and Animal Blessing on October 2. Special Thanks to Laura Winter for creating the banner to supplement our existing banner (and modifying the existing banner). The banners on Thornton attracted at least four visitors!

Officiated at two memorial services off-site: Bill Monlux's and Geoffrey (John) Cook's. Both families were referred to us by parishioners.

Continuing to review the service with each EM the morning they serve or beforehand. This is to tighten up our liturgical movements and to make sure we're all moving in the same way.

Met with Elaine Miller regarding liturgical design. Asked her to sew a cover for the back altar (using the one Jan Scrutton sewed for St. Francis as a model). Also asked her to fashion a white altar cover for the main altar that would be used as a backdrop to the frontals that don't extend the length of the altar. Elaine will also work on a blue Advent altar frontal (the only Advent pieces we have are purple).

Planning for three baptisms on November 6, All Saints' Day.

### **Pastoral Care**

Happy to report that Bonnie Nelson has returned home after an extended illness. Will continue to minister to her with the help of our Lay Eucharistic Visitors.

Met with several parishioners regarding spiritual and life issues.

### **Children & Youth**

The Sunday School has gotten off to a great start, thanks to Bob and Lauren Doherty. The kids have been effectively integrated into the offertory by bringing up the gifts. I've encouraged Bob/Lauren to have the kids bring up any craft items as well so we can honor their work with a blessing at the altar.

Along with the Scruttons had lunch with the youth and parents/guardians regarding Confirmation. It looks like we should have about 10 teenagers participating in the Confirm not Conform class. Kudos to Mike and Jan for putting so much work and energy towards this effort.

Reopened the nursery, which looks great! Hired care provider Kathryn Ruth – who is a wonderful addition to our staff. She's warm, friendly, dependable, and really adds to this ministry. Thanks to the Formation Cluster for their work in this area.

Asked Linda Nelsen to assist with the Advent Wreath making scheduled for November 20 during the 9:15 hour. Asked her to reach out to new member Monique to assist.

### **Diocese/Deanery**

Went to the Clergy Conference. The topic was anti-racism and diversity.

Participated in the first webinar on Congregational Vitality for the Diocese. The Diocese/Bishop is requesting a team from each church be formed to engage in these monthly webinars.

Hosted the Southern Alameda Deanery Meeting on October 9.

Diocesan Convention takes place on October 22.

### Welcoming Committee

Met with the Welcoming Committee. The Pearsons are hosting the next New Member/Visitor Lunch on November 6. Sent out invitations to 14 new(er) people.

Donald Razzolini, Gail Blalock, and Alice Johnson created a welcome packet to be handed out at the lunch and when appropriate to new people.

Members of the Welcome Committee have been intentional about following up with new people and integrating them into the community (and they're doing a GREAT job). For example, Barbara Dabney brought new member Darby Slater to the fellowship dinner at the Miller's. Lea Marie Ave recruited Karl Drescher to be an usher. EJ Hilliard telephoned Dandre Desande and learned that he's not new at all but has been coming for 5 years! Ooops.

Met with a woman named Sharon (5 year old daughter Sophia) who is interested in our church. Gave her a tour and talked us up. Hope to see her on Sunday.

### Stewardship

Met with Gail Blalock to review this year's campaign. Important dates are as follows:

Late September – letter out (via mail) to all parishioners.

Mid-October – electronic letter/invite to all parishioners inviting them to a stewardship dinner.

11/3 and 11/17 – stewardship dinners

Mid-November – letter and pledge cards out (via mail)

11/13 – stewardship sermon

11/20 - ingathering

Invited four parishioners to "preach" with me on November 13 as part of a stewardship sermon.

### Administration

Contracted for a new copier. The new machine is faster, will more easily connect to our workstations, and is less expensive (by about \$70 a month or so). Copier will be delivered and installed on 10/18. The old copier will be removed and shipped back at no expense to us.

### Facilities

Did a walk-through with a representative of Church Insurance on behalf of the Diocese. This was for the purpose of safety and maintenance. A written report will be coming shortly.

One pew chair has been reupholstered as a sample of what a finished product might look like. A timeline should be developed in terms of launching a campaign to raise money for all 200 to be reupholstered.

### Other

Western Christian Educators Conference is October 10-13 at Zephyr Point. I am co-presenting with Sue Thompson on Small Groups as a means of soul Sabbath.

Working with the Diocese to get Deacon Bill Mosier official and canonically resident in our Diocese. Bill is exploring the development of a deaf ministry at Washington Hospital and at the Deaf Retirement Community on Driscoll.

Met with Julia McCray-Goldsmith and Michael Barlowe in preparation for the Mutual Ministry Review scheduled for 10/27.

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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 Stephen Ferro. Motion approved.

Vestry meeting was adjourned and vestry members held a discussion regarding the upcoming Mutual Ministry Review.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry