

St. James' Vestry Meeting Minutes Thursday, December 8, 2011

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

Absent: Brad Hoffman, Greg Scheuffe, Mary Casas, and Marlene Benedict

Lori Walton called to meeting to order, and Gary Gearheart led the opening prayer.

Motion was made to approve the November 10, 2011 vestry meeting minutes as presented. Moved by Janet Fischer, seconded by Dean Valentine. Motion approved.

Congregational Vitality

- There has been a request from Bishop Marc to gather a team to share resources and ideas with other churches in the Diocese
- The first webinar is tonight (December 8th). The webinars are recorded.
- Andy MacRae has been asked to recruit a team, but the team has not been formed yet.
- Lori has made a commitment for St. James' based on the November vestry meeting.
- The focus of these meetings will include finances/stewardship, congregational development/program and worship, and communications and technology.

George Vlastelica's Reception

- Dorothy Balderson is in charge of the reception
- There will be presentations from the city of Fremont, Abode Services, and Child Welfare

Vestry Retreat

- Friday evening, January 27th, the dean of the Cathedral Jane Shaw will be speaking
- Friday night is a pot-luck dinner
- Our vestry time will be in the Swing Pavilion
- St. James' will be doing Compline Saturday evening, and the Offertory and Peace Sunday morning
- Bishop Marc and Michael Barlowe will be at Bishop's Ranch on Sunday
- We do not have housing assignments yet
- Our Deanery reps will be attending. Retiring and new vestry members are invited to attend.

CLUSTER REPORTS

Congregational Care and Social Ministries December 8th Vestry Meeting Cluster report

The CC & SM cluster would like to request approval of \$500.00 to be donated to the ABC Channel 7 Christmas food drive, (connected to the 2nd Harvest food bank). WE recommend the funds to be drawn from the Memorial donations SI fund. If there is not a TV holiday food drive we will donate directly to 2nd Harvest food bank.

The Local ABC channel has run a food donation program for the past several years in which entities that donate \$350.00 or more to the Holiday (Thanksgiving and Christmas) food drives will have their name mentioned on the evening and late news (4, 5, 6 & 11 PM) for the day the donation is received. This gives us media exposure.

We have had a budgeted line item of \$1500.00 the last several years and wish to continue this amount unless it is felt we should budget the future holiday food donation money from the operating account. Then we would request an increase of \$500 to \$700 depending if we want to donate only \$500.00 once or to be donate \$350.00 to each food drive. We ask for the Vestry feedback.

Our pantry has to see some action this last month with the inclusion of our name as a source for food from Abode Services.

The container was delivered this month and the Home Warming Program is in the process of moving the goods from storage to the container. This will be the last month we need to rent the storage unit @ All Store Storage Center.

The giving tree has been a success, and all of the tags were taken. We look forward to Delivering the gifts and singing carols for our friends at Hillside on this Friday.

Submitted
Gary Gearheart and Brad Hoffman

Communications and Evangelism Monthly Vestry Report
December 2011

1. Advertising: We arranged for:
 - 2x2 inch ad in the American High School Fremont Sports Calendar
 - 2x2 inch ad on the Argus Religion page to run Dec. 17 and Dec. 24
 - Submitted Christmas service calendars to Argus and Tri-City Voice

2. Because the wind destroyed the bungee cords on our banner sign, Bud Pearson bought the elastic cords and hooks and spent most of Saturday Dec. 3rd making bungee cords and restoring the McCutcheon banner to its post on our banner frame. In addition, he replaced the wiring for the lights around the sign as well as the bulbs involved, substituting 100 Watt bulbs for the dimmer versions. I have written him a "Thank You" note for Vestry members to sign, please, at our meeting on Thursday.

3. Met with Lori to discuss advertising projects, banners, and budgets. Our cluster is submitting a request for a new "every day" banner to replace our current frayed banner for next year.

Faithfully Submitted,
Greg Scheuffele
Valle Brokes

- Ordered new everyday banners for next year
- There is Special Interest - Communication and Evangelism money to pay for the signs

Christian Formation Cluster Report December, 2011

Children & Sunday School

Scruttons are planning for VBS in 2012.

Youth Group

Planning on an Easter overnigher for the youth group.

Adult Faith Formation

Upcoming Sunday Faith Formation classes/events:

- Dec. 18, Dec. 25, Jan. 1: no class
- Jan. 8: Women of Faith. Short presentations on women from "Holy Women, Holy Men" by 5-6 people of the parish.

- Jan. 15: Budget meeting
- Jan. 22: Annual meeting
- Jan. 29: Presentation by Abode Services
- Feb. 5, 19, 29: OPEN
- Feb. 26: First Lenten class with Lori
- Tuesdays or Wednesdays in Lent, 5 nights: Soup Suppers & Class with Lori
- Sundays in Lent: March 4-25: First 4 segments of DVD class, "The Challenge of Jesus"
- April 1: Palm Sunday, no class
- April 8: Easter, no class

Movie nights:

- Jan. 13: The Next Voice You Hear (1949/50)
- Feb. 10: Our Vines Have Tender Grapes (1947)
- March 9: The Way (2011)

Other upcoming classes:

- Book review panel
- Presentation from an Anglican Franciscan monk, Jude Hill
- Meditation & Qi Gong & Tai Chi, with Brian Cochran & Sylvia Ma
- 2-session class on "Racism, Change and History"

**Respectfully submitted,
Marlene Benedict, Stephen Ferro, Janet Fischer**

Supplement to Christian Formation Report - Youth Group

The mentor team of 8 St James' members met on Sunday to find out about the course and their role in it. We ask for prayers for this Sunday night when the mentors and students meet for the first time. Mike, Lori and I have divided the group into teams consisting of 3 students and 2 adults who will be 'mentor groups' that support each other during the course. The mentors come to 3 sessions as well as assisting with activities and the iConfirm service.

Seven of our kids took part in Las Posadas.

Twelve kids came to the November meeting and all had done their homework!

Cluster Report

Parish Life – Dec. 2011

Submitted By: Donald Razzolini , Dean Valentine

Goals for future events

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

Current Projects – Update

- Christmas Season Event
 - a. By request via J. Brandt...An old fashion Christmas Caroling event is in the works for possibly the week of or before the Christmas holiday
 - b. Date(s) and time TBA
 - c. Cluster is in process of recruiting to see if anyone is interested in co-chairing this event
 - Spoke with Gary G. about chairing this event
 - Will contact Jan Brandt for further details regarding her vision for this event
- Kitchen Ministry
 - d. Recv'd email from Brad H. and Sandra M. – in need of new coffee pots
 - Coffee pots are broken – Brad H. requested authorization to purchase new ones
 - 1. 42 cup for approx \$30 – Sunday Coffee Hour
 - 2. 110 cup for approx \$100 – Groups that rent space as needed
 - e. Authorization for the purchase(s) has been given...with instructions to be frugal due to possible unforeseen end of year needs and budget issues
 - The 110 cup will be ordered and take 10-14 days for delivery
 - At discretion of the Kitchen committee, the 42 cup will be purchased for immediate use

Upcoming Events

- Budget Planning 2012 – continued
- Gifts and Caroling at Hillside Care Center

Lead Team Report
December 8, 2011

The Wardens met for the first time with the Clergy Housing Committee. The Committee is committed to researching options for new Rector housing.

The IT Team purchased a new PC fileserver (dedicated for back-up of office and administrative files), monitor and software for the office. The cost was \$400.00. A vestry approval was obtained via an email vote.

Aimee, our Office Administrator has given notice and will be leaving her position at the end of December 2011. We will arrange office volunteers to staff the office during regular office hours Tuesday – Friday 9am – 1pm.

Reviewing 2012 Budget with Jan Brandt. Thank you Jan for all your hours of work putting the budget together.

The Annual Meeting is on January 22nd. Please contact each committee in your cluster and request they send their reports in a doc. form to srwarden@saintj.com or marcasas@comcast.net. The deadline for the reports is January 10th.

Submitted by,
Mary Casas, Andy MacRae

- Recommendation that the leftover rector search money (approximately \$80) go towards the vestry retreat.

Rector's Report
Vestry Meeting, December 8, 2011

Worship

Completed all Advent and Christmas planning and bulletins. Worked with Jennifer to finalize music, which will include two hired sopranos and two hired recorder players. Alison Saichek, parishioner, will also play. Jennifer was able to recruit 10 additional singers for the Christmas choir.

Advertised/mailed flyer and note regarding our Family Christmas Eve Service to all families who participated in VBS.

Planning on the Greening of the Church for Sunday, December 18 following the 10:30 service.

Stewardship sermon preached well on 11/13 by Marilyn Rose, Barbara Lyon, Bob Doherty and Dave Neslen. Pledge Sunday celebrated on 11/20.

Successful Lessons and Carols service on 11/27 at both 8:00 and 10:30, led by the Reverend Jim McLeod.

Advent frontal designed and created by Elaine Miller in the main church. Other Advent liturgical pieces borrowed from St. Anne's, Fremont.

Attended the annual altar guild breakfast.

Pastoral Care

Met with two parishioners regarding spiritual issues.

Met with the Lay Eucharistic Visitor team to review visitations, look at communion kits, share ideas and experiences, etc.

Children & Youth

Successful Advent Wreath event thanks to Linda and Dave Nelsen.

Kathryn Ruth is fitting into helping out in Sunday School and will be assisting us at our 4:00 Christmas Eve Family Service.

Welcoming / New People / Evangelism

Met with Valle Brokes to go over Christmas Advertising.

Stewardship/Finance

Met with the Shader Group to begin planning how best to gather thoughts, ideas, wishes for the Shader Trust Fund.

Administration

Parish Administrator, Aimee Garza, has given her notice of resignation effective 12/30/11. I will begin looking for a replacement in January.

Went to Heritage Bank with Mary Casas, Sr. Warden and Jan Brandt, Treasurer, to get my name on the signature cards for the Special Interest and Operating accounts.

Facilities

Container has been delivered and needs cleaning and painting.

Other

Was on vacation the week of Thanksgiving.

- December 30th is Aimee Garza's last day. Lori will be taking Aimee and other staff to breakfast
- The Parish Administrator's position has been posted on Craigslist and on Diobytes. Application period runs through the end of December.
- Salary is \$16-\$17 a hour on experience and skills. Job is 16 hours a week, 4 hours a day for 4 days
- Have received 40 submissions from Craigslist, and Lori is now weeding through them
- Lori may request the assistance of a couple of people to help with interview. Interviews will take place after the end of Christmas season.
- Lori is seeking volunteer help in the office. Janet Fischer will help with the weekly news that goes into the bulletin.

Facilities Report – December 2011

The November work party was held on the 19th and we had a great turnout. It had rained just before the weekend and the ground was too wet for our regular mowing. But that day it stayed dry, and the hard-working crew trimmed and cleared much of the weed and ivy growth along the back fence behind the dumpster. Found in the depths were five baseballs and other assorted "treasures". The new shelving was installed in the shed behind the Education Building, and all of our paint supplies have been moved out of the main church building and into the shed.

We bought a new gas-powered lawn mower this month to replace our ailing mower, which Art, Scott and Chris have been nursing through the year. We used the rebate money from the window installation to purchase the mower.

Gregg Feeney and assistants completed preparation for the delivery of the Matson container. It was delivered on November 30 and Gregg plans to move the items from the rented space this coming weekend. The outside will be painted to match the Admin Building.

I met with Father Mandy of the Philippine Independent Church about locating their new sign along Thornton Avenue. We determined the best location, and he hopes to get the sign up before Christmas. I also invited him and his congregation to join us on any work party Saturday they are available!

Submitted by
Laura Winter

- Scott Kennedy sent a note regarding the engineering/structural evaluation status update on Little Church. Laura will talk with Scott regarding any money request. It was suggested having Scott write an article for the weekly e-mail.
- The guidelines for the container have been given to Gregg Feeney. There is some concern regarding donations of mattresses and sofas because of the possibility of a bedbug infestation.

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 approved.

Schader Trust Committee

- Jan Scrutton is the chairperson. Other members are Jan Brandt, Dave Nelsen, Gail Blalock, Sylvia Ma, and Mary Casas.
- There will be an article in the January Window about the trust, and the process for gathering ideas will begin in February.

Adult Faith Formation

- Proposal to purchase the DVD Series "The Challenge of Jesus." Series consists of four sets of four classes. The cost is \$295.00, plus shipping and tax.
- Motion was made to approve up to \$350.00 to purchase the DVD Series "The Challenge of Jesus." Moved by Valle Brokes, seconded by Donald Razzolini. Motion approved.

Outreach - Donation to Food Bank

- Congregational Care and Social Ministries has requested donating \$500.00 to the Second Harvest Food Bank.
- Second Harvest has been recommended as part of the ABC News Channel 7 Christmas food drive. Groups that donate \$350.00 or more are mentioned in the evening and late news on the day the donation is received.
- Money for the donation could come from Special Interest General Outreach (approximately \$1900 in that fund)
- Lori likes the idea of contributing something essential like food - a step in the spirit. In these economic times, it is important.
- Second Harvest does not serve Alameda County. Gary and Brad will research a food bank that serves the Alameda County area.

- Motion was made to donate \$500.00 to Second Harvest. Moved by Gary Gearheart. No second, no vote.
- Motion was made to make a one-time \$500.00 donation to a food bank serving Alameda County. Moved by Dean Valentine, seconded by Janet Fischer. Motion approved.
- Gary and Brad will report back regarding the food bank chosen.

Financial Reports

- Operating cash is \$72,346.44, Building cash is \$36,149.97. In the Operating Fund, we have brought in \$20,582.90 more than we have spent
- Social Ministries/Outreach has been paying for "Called to Right Relationship" for different groups
- Faith Formation Children funds were offset by donated money that came in.
- We have changed worker's comp carriers.

2012 Draft Budget

- We will be resurrecting the Sabbatical Reserve fund, and will be budgeting \$1000 a year to that fund.
- Budget information runs from 2004 to present. Earlier budgets are on different software. Note in 2004 there were 2 full time clergy persons.
- Proposed total income for 2012 is \$246,630, and includes all forms of income - pledges, plate, unpledged, use of church, etc.
- Total pledges so far is \$225,230 on 89 pledge cards. We lost 5 pledge units and gained 6. We can probably expect another \$10,00-\$15,000.
- Diocesan Assessment is based on 2010 income.
- Outreach is the same
- Vestry has to make decision regarding the rector's relocation money.
- Music supplies does not include musicians or supply organists. Those are now included under salaries, musician supply and holidays.
- There are separate lines for Faith Formation Children and Faith Formation Youth
- Stewardship includes the cost of pledge envelopes
- Received donation for vestry retreat
- Church software has annual support fee
- There was an additional \$400.00 on the utilities portion of the property tax bill because of the flooding
- Will be adjusting the cost for advertising, as some of the money needed for advertising can come from Special Interest
- Lori's pension is 18% of her salary. Professional expenses, auto expenses, and continuing education is based on her letter of agreement.
- Less hours for the nursery attendant

- We are expecting more pledges, which will help reduce the deficit. We have \$28,606 pledged to the Building Fund.
- Jan Scrutton suggested a line item for Vacation Bible School - should not just rely on donations.
- The draft budget needs to be voted on at the January meeting.

Andy MacRae led Compline.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry
January 5, 2012