

St. James' Vestry Meeting Minutes
Thursday, January 12, 2012

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

Absent: Andy MacRae, Greg Scheuffele

Lori Walton called the meeting to order, and Gary Gearheart led the opening prayer. A motion was approved to accept the December 8, 2011, Vestry Meeting Minutes as presented. Motion: Gary Gearheart; Second: Donald Razzolini.

Calendar

The organization Youth Champions has contracted to use the Parish Hall for meetings every Tuesday evening beginning January 17, 2012.

Clerk of the Vestry

A motion was approved to appoint Elizabeth Hart as Clerk of the Vestry. Motion: Donald Razzolini; Second: Stephen Ferro.

Treasurer

A motion was approved to appoint Jan Brandt as Treasurer for the month of January 2012. Motion: Gary Gearheart; Second: Brad Hoffman

Responsibility of Treasurer

- Lori explained that at the Annual Meeting the Treasurer's job will be split into several different financial functions.
- Lynn Locher has agreed to take on the job of Treasurer, but this information is to be kept confidential until the Annual Meeting.
- The Treasurer will see to legal papers, the bank statement, and the budget.
- Gail Blalock and Joan Roberts will be responsible for Accounts Receivable.
- Mary Casas will be responsible for Accounts Payable once each week on Fridays.
- Accounts will be balanced at the end of each month.

Senior and Junior Wardens

- The Rector announced that Janet Fischer will be the Senior Warden for the next year, and that this information will be shared with both congregations on Sunday.
- The responsibilities for the Senior Warden will be familiarity with and responsibility for keeping to the budget, developing the agenda for Vestry meetings, working as a member of the Lead Team, working with the Rector.
- The Junior Warden will be a member of the Lead Team and responsible for the calendar. Other duties will be determined.

Chip in for Chairs

- Laura Winter and Scott Kennedy have been doing research on developing a new project reupholstering pew chairs in the Church.
- They have worked with the upholstery company and have recommended fabric in the color of Wilshire Blue.
- The project will be presented to the congregation at the Annual Meeting, and the goal is to have all chairs recovered before Holy Week, April 8.
- Kneelers and Vestry Room chairs will be included in the project.
- The cost per chair is \$80, and parishioners will be asked to subscribe to the project.
- Laura has made a chart of the church with each chair represented by a square. A blue sticker will be put in the chart for each chair that is subscribed for recovering.

Stained Glass Window Repair/Restoration in Historic Little Church

- Hogan Art Glass, the company that developed and installed both new stained glass windows in the Church, had evaluated the old stained glass windows and recommended restoration.
- Cost estimates for the windows are: \$5400 – window behind altar; \$8500 – windows on left side; \$9000 – windows on right side. Total -- \$22,875.
- The Little Church Special Interest Fund budget has a total of \$40,000.
- Discussion regarding how to proceed with the project settled on the desirability of restoring one set of windows per quarter, beginning with the windows that Andy Lore from Hogan Art Glass determines are the most in need of restoration.
- A motion was approved to designate up to and including \$9000 from the Little Church Special Interest Fund and the remaining balance from the Stained Glass Window Fund to restore windows in the Little Church. Motion: Janet Fischer; Second: Stephen Ferro
- Mary Casas will shepherd the project.

Annual Meeting

- All Vestry members are expected to attend.
- The terms of service of four Vestry members are ending: Marlene Benedict, Mary Casas, Greg Scheuffele, and Dean Valentine.
- We hope to elect four new members: three people have notified the office that they will be candidates: Bev Cannon, Mike Scrutton, and Bud Spalding.
- Two Deanery Representatives and an Alternate will be elected. Current continuing members are Alice Johnson and Scott Whitaker. Terms are ending for Barbara Dabney and Jim McConnell. They are running for re-election.

Financial Report

- Pledge Income 4% more than Budget
- All Income 4.8% more than Budget
- Expenses 4.2% less than Budget
- Building Income was 11% less than Budgeted
(while many parishioners changed some of their 2011 Building to Operating and notified Stewardship/Treasurer, some may have made the change and did NOT notify Stewardship/Treasurer)
- Income is greater than expenses by \$21,558.57

Major items:

1. Musician/Nursery changes
2. Insurance company change midyear for Worker's Comp Carrier to Church Insurance
3. Vestry voted in December to transfer the \$2,000 Rector Relocation funds
 1. Originally on the 2010 budget, part of Lori's contract for 1st year
 2. Vestry elected to offer/hold over to 2011 by vestry vote,
 3. Vestry needs to transfer to Special Interest for the year 2012.
4. Rector Sabbatical, budget was \$1,000 per year, paid ahead for the next 4 yrs.
5. Faith Formation Children: Endowment's distribution was transferred to these programs for this year, hence the negative dollars.

Housing Allowance; Extend Relocation time, Dollars Deposited into SI; Sabbatical Fund

- St. James ended the year with a surplus
- Housing Allowance: WHEREAS The Rev. Lori Walton is employed as a minister of the Gospel by the Episcopal Church of St. James', Fremont, California, which does not provide a residence for her; the Vestry of St. James; resolves that of the total annual compensation of approximately \$71,843 to be paid to The Rev. Lori Walton during the year 2012, \$23,000 is to be designated a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.
- A motion was approved to extend the time allowed to keep the Rector's Relocation Funds from 12/31/2011 to 12/31/12. The money should be moved to the account for Special Interest Funds. Motion: Laura Winter; Second: Janet Fischer
- The Sabbatical Reserve Fund was begun this year with a \$1000 deposit. The fund is intended to pay for supply clergy when the Rector is on Sabbatical. Since this year ended with a financial surplus, the members discussed advantages of adding to the fund now to bring the total to the \$5000 recommended by the Diocese instead of adding \$1000 a year for five years. A motion was approved to add \$4000 from this year's budget surplus to the Special Interest Fund designated for the Sabbatical Reserve Fund. Motion: Donald Razzolini; Second, Janet Fischer.
- A motion approved the draft 2012 Budget as amended. Motion: Donald Razzolini; Second: Dean Valentine

Vestry Retreat

- St. James will have the largest number of people (18) attending the Vestry Retreat at the Bishop's Ranch January 27-29. Participants should try to car pool.
- A motion was approved to put the unused \$500 from the 2011 Vestry Retreat into Special Interest Funds for use in the 2012 Vestry Retreat. Motion: Laura Winter; Second: Donald Razzolini

The meeting was adjourned and Gary led Compline.

Respectfully Submitted,
Valle Brokes

JANUARY CLUSTER REPORTS

Faith Formation Cluster Report

January 2012

Youth and Children

Christmas Eve Service with Pageant and Communion

The 4pm service Christmas Eve was great - all the children had a great time participating in the creation of the Nativity scene. There was lots of laughter and joy while the Christmas story was shared. Thanks to everyone who helped out, especially for Larua Winter and Mary Casas for organizing and leading, Kathryn for costuming and helping send in the right kids at the right time, Lauren Doherty for helping guide the kids on stage, and Jennifer Carini for playing the piano and organ for the service.

Sunday School

Mary and Laura finished their term as Sunday school teachers. Lauren and Bob Doherty start teaching Sunday school next month. Attendance is averaging about 4 to 5 kids each week.

Adult Faith Formation

Upcoming Sunday Faith Formation classes/events:

- Jan. 29: Presentation by Doug Ford of ABODE Services in the Parish Hall
- Feb. 5: Book Review panel
- Feb. 12 & 19: Meditation/Qi Gong & Tai Chi with Brian Cochran and Sylvia Ma
- Feb. 26: First Lenten class with Lori
 - Continued on Tuesdays in Lent, 5 nights: Soup Suppers & Class with Lori
 - Program: "Embracing the Prophets in Contemporary Culture" by Walter Brueggeman. The book is available for \$10.
- Sundays in Lent: March 4-25: First 4 segments of DVD class, "The Challenge of Jesus" by John Dominic Crossan. Part I led by Janet Fischer.
- April 1: Palm Sunday, no class
- April 8: Easter, no class
- April 15 & 22: Class led by Lynn Locher on "Who Wrote the Bible?" by Bart Ehrman.

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:

- Presentation from an Anglican Franciscan monk, Jude Hill
- Part II of the DVD course, “The Challenge of Jesus” in May.

Communications Cluster Report, January 12, 2012

A 2x2 inch advertisement of Christmas Service hours was displayed on the *Argus* religion page December 17, 24, and, as it happened, 31. Christmas service times were also listed in the *Argus* calendar and in *Tri City Voice*.

American High School, Fremont, Sports Calendar featured a 2x2 support advertisement from St. James’.

Faithfully Submitted,
Greg Scheuffle
Valle Brokes

Facilities Report – January 2012

The December work party was another fun time and well attended. We did a general cleanup readying the place for Christmas. The brass on the altar rails and the crosses were polished, and the chairs and pews were dusted. Many, many leaves were picked up, and for a day, the campus was clear. Then the winds started again, and down came more leaves! Greg Miller cut hand-holds in the stage platforms for the children’s Christmas pageant. Dave Nelsen built a star to hang in the sanctuary Christmas Eve.

The Little Church windows repair project and the Main Church chair reupholstering project are in final contract negotiations and details. We plan to move forward with each of these early in 2012. A member of the Lead Team will talk more about each of these at Thursday’s meeting.

Submitted by
Laura Winter

Congregational Care and Social Ministries Report
January 2012

We delivered a \$500 check to Viola Blythe community center on December 21st. We arrived with this donation just as they were running out of Turkey for the Christmas dinner packages. The donation was very enthusiastically received and went to good work. We requested they address the thank you note to the Congregation at St. James'.

We received our first check for printer cartridge recycling, in the amount of \$76.25. These funds will be deposited in the Home Warming Ministry special interest fund.

We received the donation of the container from Matson in December. Gregg was able to successfully move out of the storage we were renting and move all our donated items into the storage unit.

The food pantry had a lot of users during the holiday season. We do not know if it was just need or that we are now listed in the Abode guide as a food source or probably a combination of both.

Respectfully submitted
Gary Gearheart and Brad Hoffman

Lead Team Report

January 12, 2012

Met with Jan, our Treasurer, and updated Lori's salary and housing allowance. Completed forms were faxed to the Dioceses.

A \$300.00 check was issued to Abode Services for the housing deposit of an individual through the Home Warming Project. *The Vestry approved this expense via an email vote.*

We have been actively recruiting for new Vestry members. We have two confirmed nominations for Vestry and four nominations for Deanery.

The Annual Report is almost complete. I am waiting on a few more reports. Thank you for all your submissions. I appreciate all the work it takes to get each committee in your clusters to submit a report.

Thank you for all your hard work in 2011. This past year was full of life changing events for many of us! We came together as a cohesive group and I believe St. James' is a better place because of the effort we put forth.

Mary Casas & Andy MacRae

Rector's Report

Vestry Meeting, January 12, 2012

Worship

Completed both the 4:00 and 10:30/11:00 Christmas Eve services. Special thanks to everyone who helped decorate, sing, play instruments, coral children, repair costumes, welcome visitors, and on and on. The services were joyful and celebratory.

Of the Christmas Eve services, the attendance was as follows: 4:00 – 69 & 11:00 – 155. Christmas Day service attendance: 47. This is compared to last year: 4:00 – 75, 7:00 – 53, 11:00 – 120. Christmas Day service attendance: 31. Because Christmas fell on a weekend this year, many of our regular families were out of town.

Completed the seasonal bulletins for the Season of Epiphany.

Met with Jennifer to review music for Epiphany and to begin looking at Lent.

Officiated at the funeral of Gladys Erickson on January 9, held in the Little Church.

Worked with the Reverend Bill Mosier to go over diaconal duties in liturgy. Bill will serve as our liturgical deacon every third Sunday, beginning this month.

Pastoral Care

Two parishioners currently in the hospital. Making visits and keeping in contact with the family.

Met with three parishioners regarding spiritual issues/guidance.

Children & Youth

Lauren and Bob Doherty have stepped up to teach Sunday School for the handful of weeks. A huge thanks to them, and to Mary Casas and Laura Winter, who also taught these last few months.

Welcoming / New People / Evangelism

Made phone calls and sent emails, personal notes (regular mail) to parishioners that haven't been around for a while. One new family (Chengs) found a church that offers Sunday Bible Class, and they've opted to attend there. Others have returned after short absences or have not responded.

Stewardship/Finance

Have been receiving regular updates on our pledge/stewardship status from Gail Blalock, Stewardship Chair. We will end 2011 financially strong, and have increased our operating pledges and pledge units for 2012 to be more than the prior year.

Recruited Lynn Locher to take over the role of Treasurer. Lynn will oversee the big picture. Mary Casas, retiring Senior Warden has been and will continue to do the payables, and Gail Blalock and Joan Roberts will post receivables. The changes will be announced at the upcoming Annual Meeting. *Many, many thanks to Jan Brandt for guiding us financially, keeping meticulous books, making sure we're in good standing with all vendors, and keeping us on track with expenditures.*

Administration/Staff

Said goodbye to Aimee with a staff lunch which included Jennifer Carini (and family), Aimee Garza and Art Gallero.

Posted the parish administrator position on Craigslist and Diobytes. Received many inquiries (around 100 or so), which made for a lot of work sifting through them. Conducted phone interviews with 12 candidates, and, along with Alice Johnson, conducted face-to-face interviews with 4 of those. Each of those interviewed face-to-face are enthusiastic and very interested in working for us. I intend on making a decision before the annual meeting on January 22, and hope the new admin will start as soon as possible.

Setup volunteer schedule for phone coverage and general office help for January. Sending out weekly Email. Janet Fischer is producing the Sunday News (thank you, Janet!)

Worked on annual report and annual meeting planning. Worked on getting recruits for vestry.

Facilities

Worked with Scott Kennedy on the pew chair reupholstering project, and will kick off our “chip in for chairs” effort on January 22. Our goal is to have the project completed before Holy Week.

Other

Met with Julia McCray-Goldsmith to talk about vestry retreat presentation options. Met with Debbie Low-Skinner to discuss general deanery dynamics. Informed Deanery Rectors that St. James’ will not be participating in the deanery family retreat this summer (bad timing, we have two retreats already, economic factors).

Asked Janet Fischer to be the next Senior Warden. She has agreed, and the decision will be announced at both the 8:00 and 10:30 services on January 15.