

St. James' Vestry Meeting Minutes

Thursday, February 9, 2012

In attendance: Rector Lori Walton, Senior Warden Janet Fischer, Junior Warden Laura Winter, new Treasurer Lynn Locher, retiring Treasurer Jan Brandt; vestry members Valle Brokes, Mike Scrutton, Gary Gearheart, Bev Mosier, Brad Hoffman, Bud Spalding, Nancy Castaneda, Stephen Ferro, Bob Bynum, and Donald Razzolini; Clerk Elizabeth Hart; and Deanery Reps Alice Johnson, Barbara Dabney, and Jim McConnell.

Lori Walton called the meeting to order and Janet Fischer led the opening prayer.

January 2012 Vestry Meeting Minutes

- On page 3, under major items, item 3.3, the vote to transfer the \$2000 Rector Relocation funds to Special Interest for 2012 occurred at the January 2012 vestry meeting.
- Jan Brandt will give the correct figures for the Housing Allowance to Valle Brokes.
- Valle will update the January meeting minutes with correct figures and modifications and will send them via email to the vestry. The minutes will be voted on at the next vestry meeting in March.

January 2012 Annual Meeting Minutes

- On page 3, second full paragraph down, Laura Winter's name should be added to the list of Sunday School teachers.
- These minutes will also be reviewed and approved at next year's annual meeting by the congregation.
- Motion was made to accept the Annual Meeting Minutes for Sunday January 22, 2012 as amended. Moved by Bud Spalding, seconded by Donald Razzolini. Motion approved.

January 2012 Annual Retreat Minutes

- On page 1, under In attendance, the paragraph should read Treasurer Jan Brandt...
- On page 4, under Faith Formation, add "as guided by the youth group leaders" after the word "empowerment."
- On page 5, under Deanery Representatives, Barbara Dabney and Jim McConnell are beginning two year terms.
- On page 5, the correct spelling for the trust is "Schader Trust."

- Motion was made to accept the January 27-29 Annual Retreat Minutes as amended. Moved by Donald Razzolini, seconded by Bob Bynum. Motion approved.

New Treasurer

Motion was made to appoint Lynn Locher as the new Treasurer of St. James'. Moved by Bud Spalding, seconded by Bev Mosier. Motion approved.

Financial Report

- On the Accounting Summary page, the first column should be 1/31/2010.
- Our cash on hand has improved significantly.
- We are almost on target with pledges paid in January.
- Unpledged contributions also exceed budget, but that also includes the endowment checks, which are not part of the operating budget. Vestry will decide how the money from Endowment will be used.
- We are ahead in building pledges
- Fundraising from the John McCutcheon concert is still in the Special Interest fund because all the bills against the fundraiser have not yet been paid. We will need at least another month to make sure all the bills are paid. Fundraisers Clearing in Special Interest has \$3058.30.
- There is \$250 budgeted for vestry retreat. It is usually paid in two lump sums of \$250 each. When we have had the retreat at places like Mercy Center, a deposit has been required in September or October.
- Pension is paid in quarterly payments
- Money for the banners is generally taken out of Special Interest Evangelism. Banners cost approximately \$300 each.
- Motion was made to accept the Financial Reports. Moved by Gary Gearheart, seconded by Donald Razzolini. Motion approved.
- The annual budget information is available online, but the monthly financial reports are not. Brad Hoffman asked if there was a way to have some of the financial information on the website accessible only by password (for example, salary information). According to Jan Brandt, at an administrators and treasurers meeting last year it was recommended to not have financial information online or to only have the financial information briefly online, and then removed. There are churches that have a password protected area on their websites, and items such as group photos, vestry minutes, etc. are posted in that area. Lori stated that this subject warrants further discussion.
- Lynn Locher has requested that all church email be sent to her at stjtreasurer@comcast.net.

Calendar Updates

- February 21 - Shrove Tuesday Pancake Supper from 6-7:30 pm
- February 22 - Ash Wednesday. Three services at 7 am, 12 noon, and 7 pm
- Lenten Evening series begins Sunday, February 26 at 9:15 am, then continues on Tuesday evenings (February 28, March 6, 13, 20 and 27) from 6-8 pm.
- April 1 - Palm Sunday
- April 5 - Maundy Thursday supper and service at 6 pm
- April 6 - Good Friday. 12-2 pm service in Little Church, 2-3 pm stations of the Cross, 8 pm Tenebrae service in Little Church with choir
- April 7 - Easter vigil at 8 pm
- April 7 - Youth group will have an overnight on the St. James' campus
- April 8 - Easter Sunday, one service at 10 am, with Easter egg hunt after the service

The Deanery/Vestry retreat for 2013 has been set for January 25-27.

Review of Deanery/Vestry Retreat

- Positives
 - A chance to interact with the other churches
 - Exchange of information
 - Good camaraderie among St. James' vestry members with interacting with people from other churches
 - Beautiful location
 - Good outside speakers
 - Good to know what is going on in Deanery - get a bigger picture
 - Deanery reps spent more time together than they normally do, although they didn't have clergy with them. The reps learned a lot about what they were supposed to be doing.
 - Breakouts at mealtime
- Negatives
 - Sleeping arrangements - the beds were uncomfortable, and having only one bathroom for six people.
 - Bishop's Ranch is a long distance away, and costs a lot of money. It's not very green, even when carpooling. There are retreat centers that are closer.
 - While liked the outside speakers and spending time as a Deanery, it was felt we could have achieved everything we achieved as a vestry locally, having spent less time traveling, and less time investment. We could have achieved all that we did as a vestry in one concentrated day. That has been the tradition for St. James' for several years.

- This is the first time St. James' has gone on a vestry retreat in this format.
- This Deanery wide vestry retreat is being held up by the Diocese and the Bishop as the premier model for doing ministry together.
- One of the reasons this is being held up as a model is that this is a way of doing area ministry - ministry amongst all six churches. However, perhaps we need to be more intentional about doing ministry together. Lori suggested that part of the weekend could be used for a very intentional breakout session per ministry, with assigned facilitators and notetakers, and then disseminate the information and the ideas that get passed around. At this retreat there seemed to be little integration with the other vestries.
- Some of the Deanery members from other churches have been members for a long time. It can be difficult for new Deanery members to be integrated into the group. It is important to make our voices heard.
- Straw vote - would you go again next year (cost is \$170, financial assistance if needed) with modified agenda that Lori will bring to the rectors. The vote was affirmative.
- Lori will strongly suggest a modification of the agenda along the lines of the discussion.

Issues coming up at Deanery Meeting on March 11, 2012

- One-time only projects: AIDS walk, Deanery bash in Pleasanton in August, family camp at St. Dorothy's Rest, Corazon project
- Ongoing projects:
 - Jim McConnell is working on communication issues. Right now there is no way to send an email to all the Deanery members in the Diocese. A suggestion would be for each church to have a distribution list similar to the one we have for vestry.
 - Sacred Space - outdoor service for the unhoused.
 - Education and training. Some of the core trainings (lay Eucharistic Minister, Godly Play, etc.) are no longer being done by the Diocese.
 - Ongoing discussion of youth presence at Convention.
 - Need to decide if we want to submit a project to Episcopal Charities for them to evaluate from our Deanery. Amount awarded would be \$10,000. An example would be the mobile health van for Abode. It's all about having a good project.
 - The Deanery reps would like a sense of how the vestry feels about these projects to take back to the Deanery meetings.
- Comments on one-time projects
 - The Deanery Bash has had lukewarm success. Members from every church do show up, and one of the arguments in favor of the

Deanery Bash is with all the banners, etc. it's a very overt presence of the Episcopal Church out in public.

- Lori has already declined family camp at St. Dorothy's Rest.
- Corazon project has been a pet project for a couple of the churches. At last years' Deanery/Vestry retreat the decision was made to do the Corazon build, but St. James' was not part of that decision. St. James' did donate \$1300 towards the project. It was felt, however, that it was poorly executed and poorly communicated and we didn't have a buy-in.
- Lori feels it is important to do a Deanery wide outreach effort, but that perhaps it is time to do something different.
- Look to the Deanery Reps for communicating the fact that these events have not been well shared. We need to know the logistics - what, where, when and how.
- Comments on ongoing projects
 - Sacred Space - This project will probably be done, but not sure if St. James' will participate. Bishop suggested Hayward - central to several of the churches, and Hayward is a depressed area.
 - Youth presence - Our Deanery did not have a youth at the last Convention. Not sure if we want to have a youth at the Convention, unless one is interested.
 - The March Deanery meeting will discuss whether or not to offer a project to Episcopal Charities, so this was put on the table for further discussion at the next vestry meeting.

Status of Clergy Housing

- Working with Bank of the West
- Committee is in the process of crafting an equity share agreement which will then come to the vestry for approval.
- We also have to submit a cover letter
- The equity share agreement also has to go to the Diocese for approval

Status of the Schader Fund

- Putting together a questionnaire to send to the congregation so that we can get their input
- Once any money goes into Endowment, it cannot be pulled back out
- The Lead Team had discussed among themselves funding a part-time children's/youth coordinator/minister, and it was felt that this was a good idea. First year would be funded 100%, second year funded 2/3, third year funded 1/3, with the goal of the cost being absorbed into the operating budget by the end of the third year.
- The vestry will make the final decision on how this money is spent.

- The questionnaire will be presented to the entire congregation. The Schader Fund Committee will tabulate the responses as a guide to make some recommendations to the vestry. It is the vestry's responsibility to vote on the recommendations made by the Schader Fund Committee.
- The questionnaire will help determine the congregation's priorities.
- Do not have to allocate all of the money at once. It was suggested to add a line saying to keep x amount in savings for a certain time period.

Use of Former Treasurer's Office

- This office is in the back of the Big Church, with one entrance from the outside and one from the AV room.
- Right now all of the the building plans are stored in a barrel that can be difficult to get to.
- Facilities would like to move the building plans to that office, and devise some way to make the relevant building plans available.
- Also put up a white board or two to list projects, timelines, etc.
- The two file cabinets in that office are church history, photos, archives, and there is more information to be put into those files.
- The idea is to make the office an archival room.

Ducks for Bucks

- Ducks for Bucks is a fundraising activity
- Last year we made approximately \$1600
- This event is the last Saturday in April at Lake Elizabeth
- There is a line item in the budget for fundraisers. If we do not participate in this fundraiser we will have to come up with some other fundraiser.
- Motion was made to approve the Ducks for Bucks fundraiser. Moved by Donald Razzolini, seconded by Bob Bynum. Motion approved.

Request to Approve Tree Trimming Expenses

- Estimate for renting the equipment needed for trimming trees from Cresco (includes telescoping boom, chipper, chain saws) is \$750.00. Asking for approval of \$1000.00 to account for any additional needs. Tree trimming is scheduled to take place on Saturday, February 25 all day (barring inclement weather). This has been done for the last 4 years.
- Money to come out of the Building Fund, work party major equipment rental (\$700) first, the rest out of Maintenance.
- It was suggested that this expense be budgeted every year.
- Any injuries to volunteers would not be covered under workers comp. The person's own personal insurance would pay.

- Motion was made to approve up to \$1000.00 for the work party tree trimming effort. Moved by Bev Mosier, seconded by Donald Razzolini. Motion approved.

Commissioning of Vestry and Deanery Reps

- This will be done on February 12 at both the 8:00 and 10:30 services. Vestry and Reps need to come to one service.

Other Business

- When there is a major change to the campus (beyond general maintenance and repair) Lori should be included in the conversation.

CLUSTER REPORTS

Communications and Evangelism Vestry Report
Feb. 7, 2012

- Instrumented the website for analytics so in future we can better see who is visiting the site. This started on Monday Jan 30th. In the first week, top visitors lived in:

City	Unique Visitors	Unique Pageviews
Fremont	27	69
San Francisco	14	21
Stevenson Ranch	11	11
Union City	5	9
San Jose	4	6
Newark	3	7
San Mateo	3	10
Castro Valley	2	13
Oakland	2	6
San Diego	2	2

- Claimed ownership of "Saint James' Episcopal Church, Fremont CA" Facebook page. As mentioned when we met at Bishop's Ranch, we've had a "Place" ever since Facebook initiated their "check-in" feature. This had been created automatically by Facebook. It's now owned by us, and we've updated it with some basic information. The plan is to keep it as a

presence to drive seekers to the main saintj.com page. As of Monday evening, 10 people have “liked it” and 91 “were there”. (Janet has placed a link on the Website homepage. Intention is to add a similar link to this week’s e-mail from the office).

facebook Search

Saint James' Episcopal Church, Fremont CA

Episcopal Church · Fremont, California · [Edit info](#)

Information

Description St. James' Episcopal Church has been part of the Fremont Community since 1867, and is a parish in the Diocese of California. We are a diverse community of friends and neighbours, old and young, long-term members and newcomers. Our present and future is based on our own efforts to work together for our neighbors, welcoming and accepting all people. Many of us have come to St. James' as tourist or nomads and by welcoming St. James' into our hearts, are now pilgrims, sharing our gifts and talents to make the love of God and Jesus Christ know to any seeking them. St. James' offers many opportunities for self-renewal, reflection, fellowship and service to others. If you are interested in knowing more about any of our ministries or programs, please visit our website or contact our office. Thank you, and welcome to St. James'. Rector: Rev Lori Walton.

Address 37051 Cabrillo Terrace, Fremont, CA 94536-5721 · [Get directions](#)

Phone 1 510.797.1492

Website <http://saintj.com>

Founded 1867

Email admin@saintj.com

10 like this

91 were here

- Taken some steps to make the Weekly Newsletter available from the Web, so in future we might have a copy on the website (with little or no additional effort). It is being published on the Saint James’ Facebook page.
- Time of Sunday services fell off banner this week. Currently fixing it.
- Will meet to discuss The Window with Ralph Locher and available staff Feb. 15. Jack Rux has agreed to join the Window team.
- Plan to revisit Google Adwords as a means of advertising saintj.com on Google. Currently using an old account – we’ll reinvestigate current options.
- Sketched further 2012 goals for Cluster.

Faithfully submitted,
Mike Scrutton
Valle Brokes

- If you are on Facebook, please "Like Us" on Facebook, and please "Like Us" on Yelp as well.
- If you "Like Us" on Facebook, it means that when we do our weekly emails it automatically populates on the St. James' Facebook page which then shows an entry on your Facebook page.

Faith Formation Cluster Report

February 2012

Youth and Children

Youth

There are a few extra sessions in Feb/March, the first one was last week from 9.15-11am on Sunday - hence the group of youth arriving in the 10:30 am service. There were 10 kids (plus one apology!)

There has been one session with the adult mentors and there is another one coming up. They have also supported Mike and Jan Scrutton as leaders by being an extra adult in sessions. This gives them a chance to see the kids at work but also gives the kids a chance to get to know the adults a little better.

Plans for the Easter overnight are firming up and we have taken the advice from the Diocese Youth Worker on how to word permission forms etc and have checked in for requirements/instructions.

We have booked extra rooms (Vestry room/EB1) for Feb/March to make sure we have the right space for each meeting...

VBS

Jan Scrutton is meeting with Lori next week to firm up the curriculum planning. The plea for a boat was successful and our water theme is splashing ahead!

Sunday School

Lauren and Bob Doherty are finishing their term as Sunday school teachers. Ken and Penny Trant have joined Lauren and Bob to start the transition into their term. Attendance is steady with some children coming every week and others less frequently.

Adult Faith Formation

Review of recent classes

- Women of Faith was well attended, presentations were interesting and varied; it was noted that Leonard the lion puppet was present with Nancy Svenson.
- ABODE Services – approximately 26 attended, akin to “preaching to the choir”. Presenter was Doug Ford, chair of ABODE Board of Directors. Deanery and Vestry members were unable to attend as they were at the Southern Alameda Deanery Retreat at Bishop’s Ranch.
- Review of “Books We Have Known and Loved” on Feb 5, approximately 12 people present.
 - Marnie Hartmann presented “The Red Tent” and Bob Bell presented “Casting Off”.

Upcoming Sunday Faith Formation classes/events:

- 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:

- 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.

- Faith formation is cancelled on Memorial Day weekend to allow Memorial Garden Committee to do the coffee hour.

- Bruce Roberts is concerned about attendance at the Faith Formation classes. He is asking vestry members to come to as many as they can, and to encourage parishioners to come.
 - In general, other meetings should not be scheduled during Faith Formation time as much as possible.
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Facilities cluster report - Vestry meeting 02-08-2012

The first order of business is a request for the Vestry to authorize the use of up to \$1000.00 for the work party scheduled this month on the fourth Saturday 02-25-2012.

The plan is (if the weather is clear, otherwise we will postpone) to trim all the tree's around the campus.

We will need to rent a 40' boom, a 6' chipper and 2 chain saws. The estimated expense with delivery, pickup, damage wavers, fuel and equipment is \$750.00. We are requesting authorization up to \$1000.00 in the event of additional needs. We will only use the funds absolutely needed. There is \$700.00 for equipment in the building budget and \$4000.00 for maintenance. We will draw the funds from these budget lines.

We had our fire extinguisher company come out an charge the extinguishers that needed charging and checked our kitchen Halon system.

We are in the process of prioritizing the projects around the campus and should have bids for the patio within the next 30 days and Parking lot within the next 60 days. Other projects will be worked as funding and time allows.

We would like to request an area (possibly in the old office in front of the big church) to put up a planning bulletin board and to properly store our building blue prints. An area of 6' by 8' and an 8' wall area are requested.

Respectfully submitted
Bud Spalding and Brad Hoffman
facilities@saintj.com

Cluster Report
Parish Life – Jan.2012
Submitted By: Donald Razzolini
Bob Bynum

Welcome to 2012

We began 2012 at the Bishop's Ranch the weekend of January 27-29. Parish Life welcomed its new liaison Bob Bynum to the fold; welcome aboard Bob it looks to be a great year ahead. During the retreat each cluster came up with new goals to begin the year...parish life goals are as follows. In the months ahead we will add new goals/projects as needed and update you on our progress thru monthly reports.

Goals for 2012

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. Ministry Review – possible changes/updates to current ministries

C. Contact Ministry Leaders regarding new Vestry Liaisons – IE: Us

D. Updated Ministry contact information

Current Projects & Activities

- Contact Ministry Leaders
- Update Ministry contact information

Upcoming Events

- Vestry Commissioning / Installation – TBA
- Window Deadline – February 15
- Shrove Tuesday – February 21

General Discussion

- It was suggested to have all the sign-ups on one board in the Parish Hall.
- Perhaps we need to re-think and re-do bulletin boards.

- The youth would like to coordinate and do the Easter egg hunt this year. Donald will be working with Jan Scrutton on this.

St. James' Congregational Care and Social Ministries
February 2012

The Saint James trademark is our outreach, and we continue to keep an eye on all of our existing outreach ministries, and nurture them.

Recognizing that this Parish has been very good at taking care of each other, we have concluded it is time to improve what we do by making this ministry more intentional. We are in the process of deciding on the best starting point for a Caring Team that would be the focus for such things as providing meals for families in trauma, and providing transportation for such times as medical appointments. We are also considering a needs survey to target what to roll out in the initial model.

In addition a new ministry is being rolled out in our outreach. This is a Ministry Bill Mosier has already begun at Fremont Oak Garden. FOG is a senior housing community that specializes in serving the deaf and hard of hearing. We are also exploring additional avenues for ministry in the Deaf community.

We also hope to substantially support Nets for life this year.

Respectfully Submitted by: Bev Mosier, and Gary Gearheart

Lead Team Report February 2012

The Vestry approved the 2012 Building Budget by email vote prior to the January 22, 2012 Annual Meeting.

After the Annual Meeting and Vestry Retreat, the Lead Team consists of Lori Walton - Rector, Janet Fischer - Senior Warden, Laura Winter - Junior Warden, and Lynn Locher - Treasurer. The new members were approved by the 2012 Vestry to be added to the signature cards for the bank accounts.

We participated in the Vestry and Deanery retreat at Bishop's Ranch with the other churches in our Deanery: St Anne's - Fremont, St Bartholomew's - Livermore, St Claire's - Pleasanton, Holy Cross - Castro Valley, and All Saints - San Leandro.

The Alameda County Registrar of Voters requested the use of the St James' campus for the 2012 general elections (June 5 & Nov 6), and we have said yes.

Janet met with the Clergy Housing Committee and the Schader Trust Committee and will provide updates at the meeting.

Respectfully submitted,
Janet and Laura

Rector's Report
Vestry Meeting, February 9, 2012

Worship

Met with the worship committee to plan Ash Wednesday, Lent, Holy Week. Met with Jennifer to review all music for Lent and to go over Holy Week Services.

Met with Jennifer to review music for Epiphany and to begin looking at Lent. Welcomed the Boy's voice and bell choir that Joey Carini is part of to perform during Lent, March 15. This will be a free-will offering, along with the sale of their compact discs.

Pastoral Care

Continue to visit parishioner in the hospital, trying to get there 3-4 times a week. Visited a homebound parishioner and arranged for Lay Eucharistic Visiting for her as well.

Children & Youth

Planning for an Imposition of Ashes for the children on Shrove Tuesday.

Posted information regarding Diocesan Camps on the parish hall bulletin board and hope to see some families take advantage of the opportunity.

Welcoming / New People / Evangelism

Sent emails to a handful of visitors, welcoming them to St. James'.

Stewardship/Finance

Worked with Jan Scrutton and Janet Fischer to launch the Shader Fund suggestion sheet.

Updating statistics for use in the annual parochial report.

Administration/Staff

Welcomed the new parish administrator, Brenda Iodence, on January 25. Have spent time training her, though she's quick to pick up on things.

Enjoyed a successful annual meeting and the election of fabulous vestry members and deanery delegates.

Planned and executed the vestry retreat.

Facilities

Continuing to promote the "chip in for chairs" campaign. Asked Scott Kennedy to communicate to Worship Interiors we'd like them to do the work during the last two weeks of March to avoid any conflict with other church use.

Asked the work party leader with a cc: to facilities cluster that I be informed of/consulted before any work beyond general maintenance and cleaning is done on the property. This request resulted from a tree removal being done without my knowledge.

Other

Met with the Tri-City Interfaith Coalition for lunch; hope to begin attending their monthly meetings.

Met with Clergy Housing Committee to discuss moving forward on securing a loan for home purchase.

- The back Little Church windows were taken out for restoration.
 - Lori has been re-organizing EB5. It is divided into two sections:
 - Storage for furniture, some audio equipment, etc.
 - Storage for liturgical decorations and materials used for services/celebrations like Maundy Thursday materials, Easter eggs, etc. Have authorized Greg Miller to put up a pulley system against the back wall to hang some of the larger vestment pieces
 - Pew Chairs
 - 23 people have donated for pew chairs so far.
 - Company doing the pew chairs will be starting February 27, and anticipate being done around March 15-ish.
 - It was suggested to move the "sample" pew chair and the chart to the Narthex to make it more visible.
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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 Mike Scrutton, seconded by Dean Bud Spalding. Motion approved.

Janet Fischer led Compline.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry