

St. James' Vestry Meeting Minutes Thursday, March 8, 2012

In attendance: Rector Lori Walton, Senior Warden Janet Fischer, Junior Warden Laura Winter, Treasurer Lynn Locher, vestry members Valle Brokes, Mike Scrutton, Gary Gearheart,, Brad Hoffman, Bud Spalding, Stephen Ferro, Bob Bynum, and Donald Razzolini; and Clerk Elizabeth Hart.
Absent: Nancy Castaneda and Bev Mosier

Lori Walton called the meeting to order, and Bob Bynum led the opening prayer.

Vestry Meeting Minutes

- January 2012 minutes
 - On page 2, the Little Church Fund Special Interest Fund was \$16,843.79 as of December 2011.
 - Motion was made to accept the January 12, 2012 vestry meeting minutes as amended. Moved by Laura Winter, seconded by Donald Razzolini. Motion approved.
- February 2012 minutes
 - Motion was made to accept the February 9, 2012 vestry meeting minutes as submitted. Moved by Mike Scrutton, seconded by Stephen Ferro. Motion approved.

Financial Report

- Operating cash: \$72,442.00, Building cash: \$36,335.91
- The Clergy Housing Fund is less than last year because Lori had to pay for the building inspection for the house, even though she was unable to purchase the house at that time.
- Pledges are 8.1% less than budgeted. Total operating income is \$900.11 less than budgeted.
- Building pledges are ahead because of the money donated for the chairs.
- There was a question regarding net income, percent of budget. Lynn Locher will go back and look at that figure.
- Paid the first installment of the window money. We have used all of the money in the Stained Glass Window Special Interest Fund, and we now have \$15,270.34 left in the Little Church Special Interest Fund.
- On the Profit & Loss page, the \$51.60 for Worship Supplies should have come out of Special Interest. A check will be written from Special Interest to pay for that.

Calendar

- March 9 - The movie "Our Vines Have Tender Grapes" will be shown at 7 pm in EB1
- March 11 - Deanery Meeting at 2 pm at St. Clare's in Pleasanton
- March 15 - Evensong service by the Golden Gate Boys Choir and Bell-ringers at 7 pm
- March 17 - Work Party
- April 1 - Palm Sunday
- April 5 - Maundy Thursday dinner at 6:30 pm followed by Holy Communion and stripping of the Altar
- April 6 - Good Friday.
 - 12-2 pm, a service of reflections, music and prayer on The Seven Last Words of Jesus.
 - 2-3 pm, the outdoor walking of the Stations of the Cross
 - 8-9 pm, a Tenebrae Service with candles, music and prayer.
- April 7 - Easter Vigil at 8 pm and Youth overnight
- April 8 - One Easter service at 10 am with egg hunt directly after the service
- June 2 - Walka-Rocka-Thon
- Week of July 30 - Vacation Bible School

Deanery - Sacred Spaces

- Previously called Open Cathedral
- Outdoor church - modeled after the Open Cathedral in Boston, a street ministry for the unhoused program
- Congregations in the Deanery come together in a shared space, do church, and serve pre-made sandwiches
- The Deanery meeting on Sunday will be discussing this effort
- A space has been found in Hayward near a BART station
- All the logistics (for example, the making of the sandwiches) have not been worked out yet. Lori would like to see congregations working together to make the lunches.
- Lori is a great supporter of this type of ministry, and hopes that we can get congregational support. Lori will be volunteering her time as clergy.

Clergy Housing

- Our representative at Bank of the West has all the info she needs and is working on the loan application.

Schader Fund

- Committee is meeting next Monday
- Putting the finishing touches on the questionnaire for the congregation

- Need to discuss how we want to administer the questionnaire to the congregation
- Once the questionnaires have been completed, the committee will tabulate the responses and give that information to the vestry
- The vestry will then make some decisions regarding how to move forward with those funds.

Chair Reupholstering Update

- As of Sunday we have collected \$7624.00, representing 93 chairs.
- Total cost is going to be just over \$20,000.00.
- There is a balance owed of \$12,521.00
- Want to keep the campaign going through Easter.
- The company agreed to repair three of our chairs without charging us extra.

Little Church Windows Update

- We have spent \$6,100.00. \$700.00 was for the Lexan material, because the old protective covering was damaged.
- The next step is the five windows on the left (door) side. Cost to replace those windows is \$9275.00. Recommendation is to begin this phase after Easter.
- The \$6,100.00 for the first phase has been paid, but is not reflected in Special Interest, as the bill was paid in March. There is approximately \$12,220.00 left in the Little Church Special Interest fund, enough to cover phase 2, but not enough to cover both phase 2 and phase 3.
- There is \$5654.83 in Memorial Donations, and \$761.00 from the Endowment Fund. However, there is hesitation to entirely drain the Little Church and/or Memorial Donation funds completely. We could pay for the phase 2, and then see where we are in June. There may be funds in the Building budget (because of savings due to money donated for chairs, for example) that could be used.
- Motion was made to approve \$9,275.00 from the Special Interest Little Church fund for phase 2 of the restoration of the Little Church windows. Moved by Valle Brokes, seconded by Donald Razzolini. Motion approved.

Restoration of Little Church Windows			
Three Altar Windows			
	Qty	Each	Total
Small side windows	2	\$600.00	\$1,200.00
Large center window	1	\$1,800.00	\$1,800.00
Removal and reinstallation fee	1	\$2,400.00	\$2,400.00
Lexan Protection material (plastic)	3	---	\$700.00
Total			\$6,100.00
5 Windows on Left Side			
	Qty	Each	Total
Large side windows	3	\$1,350.00	\$4,050.00
Small door windows	2	---	\$825.00
Removal and reinstallation fee	1	\$3,600.00	\$3,600.00
Lexan Protection material (plastic)		---	\$800.00
Total			\$9,275.00
4 Windows on Right Side			
	Qty	Each	Total
Large side windows	4	\$1,350.00	\$5,400.00
Removal and reinstallation fee	1	\$3,600.00	\$3,600.00
Lexan Protection material (plastic)	1	---	
Total			\$9,000.00
Grand total			\$24,375.00

Home Warming

- We have begun the process of helping another family in the Home Warming program. We are working with Harbor Lights next door.
- Total move-in cost is \$900, of which we are responsible for \$450. There are two check requests from Gregg Feeney, one for a \$100.00 gift certificate that was given to the family, and \$350.00 for the deposit.
- Motion was made to approve \$450.00 from the Special Interest Home Warming fund for reimbursement to Gregg Feeney for Home Warming. Moved by Brad Hoffman, seconded by Bud Spalding. Motion approved.

Banners

- Have ordered two new everyday banners. Cost is \$331.24 for two 4 by 8 vinyl banners., money to come out of Special Interest Evangelism. These are to replace the current banners, which are in poor condition, and constantly have to have the time of the services reattached.
- We do have another possible supplier for lower cost, but would like to try them out for a banner that will not be re-used heavily to see how durable their banners are before using them for a larger, long-term project.
- Motion was made to approve payment of \$331.24 for the banners, money to come out of the Special Interest Evangelism fund. Moved by Stephen Ferro, seconded by Donald Razzolini. Motion approved.

Vacuum Cleaner

In February, the Sexton asked the Facilities Cluster to look at the power cord to the vacuum. It was determined that the power cord was usable by the Sexton, but could be hazardous for persons not familiar with the unit. Thus, the vacuum was taken to Tri City Vacuum for a replacement of the power cord. On Saturday, March 4. Bud Spalding was notified that there were other problems within the vacuum, and that the replacing the cord or making the other necessary repairs were not worth the time and materials. It was determined that the vacuum should be replaced.

The vacuum cleaner was purchased in December, 1999. It is a conventional household unit, not built to withstand the rigors of commercial service. This unit has serviced St. James (Offices , Classrooms, Little Church, Big Church) for at least four times a week for twelve years. The major issue is concern that as the unit ages, it becomes a safety concern.

In searching for a replacement, it was determined that the workload calls for a commercial quality unit, rather than the standard household unit. Prices were obtained from Newark Vacuum and Sewing at 5765 Jarvis Avenue, in Newark, and from a quick trip to COSTCO. Costs for Commercial quality units were:

Newark Vacuum

Royal Commercial - Retail \$569, For St. J \$399 plus tax

Riccar Commercial - Retail \$769, Std Discount \$579, For St. J \$499 plus tax

Costco

Oreck XL Pro Power \$298.99

Dyson DC33 \$299.99

In considering the various factors of this purchase, Newark Vacuum is local business, probably the only or one of few stores that sell and service in the area. In addition to a standard warranty, this offers parts and service of the unit. COSTCO offers the standard warranty but no back up or follow through service.

Recommendation : It is the recommendation of the Facilities Cluster that the Vestry of St. James authorize the purchase of the Riccar Commercial Vacuum from Newark Vacuum and Sewing at at cost of \$499 plus tax.

Respectfully Submitted,
Bud Spalding & Brad Hoffman

- The Riccar has space on the vacuum cleaner itself to store the accessories. Newark Vacuum and Sewing recommended the Riccar.
- Motion was made to approve up to \$575.00 for the purchase of a new vacuum cleaner, money to come out of Operating, Maintenance & Repair. Moved by Donald Razzolini, seconded by Gary Gearheart. Motion approved.

Carpet

- With the reupholstering of the chairs, it has become obvious that the flooring in the big church needs to be replaced.
- Will start looking at new flooring in the next few months.
- May look at tile as well as new carpeting. For example would tile improve the acoustics?

Easter Musician

- Jennifer Carini has had a difficult time finding a trumpeter, but has found a professional trumpeter who plays for a symphony in San Francisco. This person is a union member who charges union rates, which means the cost is \$300.00.
- Lori would prefer to hire a professional musician, rather than an amateur, even an advanced amateur. Easter Sunday should be a majestic service.

- Motion was made to authorize \$300.00 for the trumpeter for Easter Sunday, money to come out of Operating, Salaries, Musician. Moved by Laura Winter, seconded by Valle Brokes. Motion passed.

Congregational Vitality

- The Congregational Vitality team for St. James' consists of the Deanery reps, Valle Brokes, and Lori.
- Valle attended the webinar. There were 28 people online, including Valle.
- According to the bishop, 30 communities (out of 84) have committed to participating in the program. He also noted there are 27,000 Episcopalians in the Diocese.
- There are 3 groups trying to develop projects that churches can participate in. We have chosen welcoming and integrating new people. The other two are diversity and stewardship.
- The next meeting is to be a face-to-face meeting on March 24.
- Valle recommended that we track new members as they come in, with the possibility of a report at the end of the year.
- Right now Lori is driving the Welcoming Committee, but she would like to see that change in the coming year.

CLUSTER REPORTS

Communications and Evangelism Vestry Report March, 2012

- Met with Ralph Locher and picked his brains on the organisation of The Window.
- Took photos and updated index of St James' Banner inventory
- Ordered new "everyday" banners:



Everyone is Welcome Here
Sundays 8:00am and 10:30am
Wednesday 10:00am
www.saintj.com

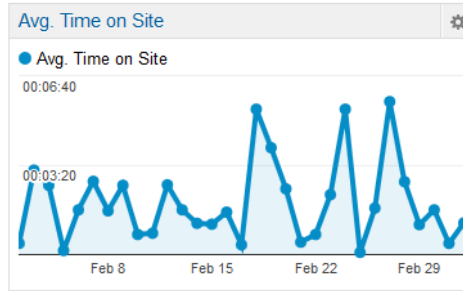
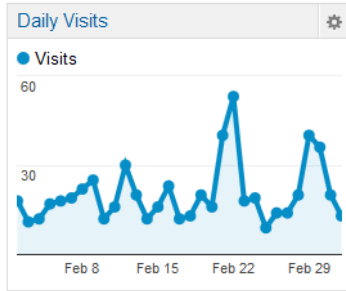


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- Website analytics for Feb:

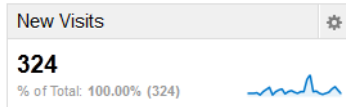
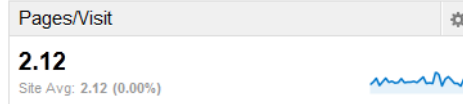
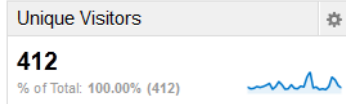
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Feb 2, 2012 - Mar 3, 2012 ▾



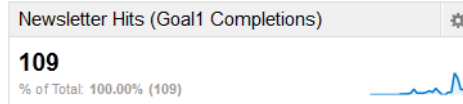
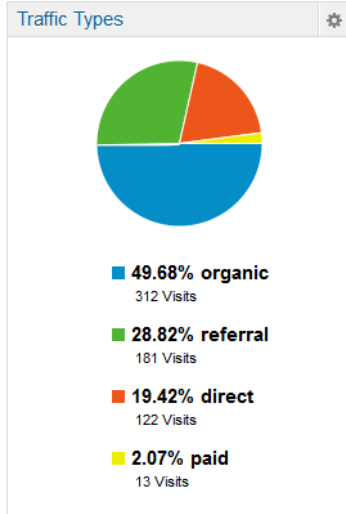
Time on Site by Country

Country/Territory	Visits	Avg. Time on Site
United States	571	00:01:56
United Kingdom	10	00:00:17
India	10	00:00:44
Germany	4	00:00:00
Canada	3	00:00:00
South Korea	3	00:00:00
Australia	2	00:00:00
Spain	2	00:00:00
Hong Kong	2	00:00:00
Philippines	2	00:00:00



Mobile Visits

Mobile	Visits	Pageviews
No	563	1,242
Yes	65	91



City

City	Unique Visitors	Unique Pageviews
Fremont	105	369
San Francisco	50	103
San Jose	17	29
Union City	16	42
Hayward	12	24
Oakland	12	25
Berkeley	8	14
Newark	8	37
Seattle	8	8
South San Francisco	6	20

Faithfully submitted,
Mike Scrutton
Valle Brokes

**Facility Cluster Report March 8th, 2012
For February – March 2012:**

The first step of the 3 phase Stained Glass is completed at a total cost of \$6100.00. Hogan glass suggested two actions needed to finish this stage:

- ▶ The putty that is around the windows will need to be painted in two weeks.
- ▶ There is also a piece of exterior wood that is between the windows that will need to be replaced it is rotten and there was a piece of wood above that that has been missing since the last time the church was painted that should be replaced.

The frames themselves are in great shape, it is just a few pieces of the outside wood that needs attention. Thank you, Mary Casas for guiding this process.

The chair re-upholster project moves along well under the guidance of Scott Kennedy. Thank you, Scott. As of 03-06-2012 we have donations covering 86 chairs (per info off diagram aid in Big Church.)

The work party was very successful on Saturday 02-25-2012. To be able to rent from Cresco rental Lynn worked through Church insurance to receive a liability report. This report was forwarded it to Cresco Rental and after having our credit checked we were able to open a direct bill account. Thank you, Lynn. We spent about \$801.00 to rent the equipment needed. We had 15 parishioners turn out for the various project going on with tree trimming as the principal action. There were about 15 parishioners here early to participate in a mini-work party in the Memorial garden.

We have interviewed with two contractors about the patio project and given them detail of the original design and underground utilities. We hope to find 1 more contractor and have bids in the near future. Laura Winter has offered to have staff at her company review for accuracy. Thank you to Laura Winter and Bud Spalding for reviewing the blue prints and labeling our utilities to expedite the bid process.

On the thermostats the Big Church, Little Church and EB-1 is set at a minimum of 50 degrees. The Parish hall is set to a minimum of 55 degree. A chart of the set times and temperatures is attached. We have put 'Preprogrammed – Do Not Touch' notices on most thermostats. We are working with Lori to set the times and temps in the office area, Vestry Room, Study and hall way. We are requesting the door to the hallway from the Kitchen remain closed. This will conserve heat as the heater for the Parish hall will only be heating the Parish Hall and Kitchen.

Refrigerator – Monday, February 26, the refrigerator began making shrill and grinding noises. Monday afternoon the noises had ceased. Tuesday morning, the grinding noises had reoccurred. A call was made to a refrigerator repair agency. Again, by 3:00 pm, the sounds had ceased. The repairman made

several tests but was unable to locate a source of trouble. Later, the sounds had started again. The grinding noise was located in the housing and seemed to be from near the fan. A shot of WD*40 was applied and the noise ceased. WD40 is a light duty lubricant, not a cure. The grinding noise is similar to a dry shaft of a motor turning, metal on metal. It's anticipated that this will reoccur. We will obtain a cost estimate to repair. However, the Vestry may soon have a cost/benefit decision to make. The refrigerator was purchased in April,1998, and made before that. The question would be repair cost, life expectancy of the unit, vs new unit cost.

Site and Building Plans – For years the Site plans and building plans for St. James have bounced from being lost and being found to various locations. Many have recently been found saved and categorized, and include plans from 1956 to the most recent construction. They include schematic and technical plans for the Patio and the Parking lot, both relevant to pending projects.

Parking Lot - The recovery of site plans and discussions with the City of Fremont has provided some clarity. for discussions with potential contractors A recommendation was forwarded to the Lead Team to possibly become a member of Angie's list which gives customer feedback on contractors people have used and the type of service they provide. There is a small fee but could be worth it in finding and judging potential contractors for jobs @ St. James'. *Lead team decided no at this time.*

In February, the Sexton asked the Facilities Cluster to look at the power cord to the vacuum. It was determined that the power cord was usable by the Sexton, but could be hazardous for persons not familiar with the unit. Thus, the vacuum was taken to Tri City Vacuum for a replacement of the power cord. On Saturday, March 4, Bud Spalding was notified that there were other problems within the vacuum, and that the replacing the cord or making the other necessary repairs were not worth the time and materials. It was determined that the vacuum should be replaced.

Recommendation : It is the recommendation of the Facilities Cluster that the Vestry of St. James authorize the purchase of the Riccar Commercial Vacuum from Newark Vacuum and Sewing at a cost of \$499 plus tax.

Submitted
Facilities team
Bud Spalding & Brad Hoffman
facilities@saintj.com

Faith Formation Cluster Report

March 2012

Youth and Children

Youth – Jan and Mike Scrutton

All well with Saint James' Youth. We had busy session last Sunday morning with 10 kids and all 8 mentors exploring the Bible to find verses that the kids could connect with. We'll meet again this Sunday (March 11) to consider major world religions and what unifies and divides them.

We are getting set up for the Easter overnight and have the permission forms out this week. We will find out soon if any of the kids actually want to sleep over at church.

Sunday School – Penny and Ken Trant

We have had a wonderful experience in teaching during the Lenten season. On average we have 4-6 wonderful, inquisitive, loving children ranging in age from 5 to 10, most being 5-7 years. We have usually 3 regulars each week however the other children rotate 2-3 times a month. The planning of the lesson and craft to go with the lesson or Gospel given in church that week can be a challenge with regards to keeping the children interested and wanting to learn. Lent is a definite challenge but also it a learning experience for us to see it through our youth and how they interpret and absorb it.

We have talked about Transfiguration, Jesus' sacrifice for us, His time in the wilderness, the parable of the lost sheep and they have all been received with good response and we always open it to questions they may have or something that could relate in their lives that may have happened. The questions are always eye opening but the answers as to how it may relate to their lives is always special. We try to make them part of everything we do, have them even teach something if we can, allow them to enjoy what being part of St. James' and Christ's love is and how special we each are.

When you volunteer to do something, like an event or this work, teaching in Sunday School you think what can "you" bring to this and help the children understand and learn. But every time it surprises me (us) we have the wonderful opportunity to learn ourselves from even the youngest parishioners in our church.

As this is the first year, in a while for Sunday School, I hope we, along with the others who have given their energy to being Sunday School teachers,

will be able to continue to expand and grow with our children in this journey of faith.

I know most parents are aware of the Sunday School program but I would like to ask if we (I) could make like a sign that would put out about in the morning by the BIG Church saying something like Sunday School for 4 yrs. and older etc and listing time and such. Like a stand up board sign. As I said, most know, but it never hurts to put out the good word. I was also thinking of one of us, standing in front by that sign and if people come who may be new with children of Sunday School age or even getting those ready who will come, aware we have a wonderful worship time to learn and engage with other children of their age group about the teachings of Christ and the works of the Bible. Any way to encourage parents to bring them their children is a positive thing. I would like to suggest maybe an open House for Parents to have them see what their children experience and let the parents be more involved. Ken and I would like to offer to do this with input from the other teachers.

Adult Faith Formation

Adult Faith Formation team met on March 5. The group reviewed recent classes and planned the upcoming classes and Movie nights (see list below). The team also started planning for the Fall 2012- Spring 2013 schedule. Bruce and team are also looking for new members to join FF team.

Review of recent classes

- Meditation, Qi Gong and Tai Chi; well received, well attended, several signups for classes
- Lenten Evening class – Embracing the Prophets: soup suppers, presentations by Lori, 18-19 attendees.
- Our Vines Have Tender Grapes, rescheduled for March 9 as the computer had a malfunction.
- Review of first class “The Challenge of Jesus”; only eight attending, some folks had other obligations.

Upcoming Sunday Faith Formation classes/events

- 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.

- May 6,13, 20, June 3: Part II of DVD class “The Challenge of Jesus” by John Dominic Crossan

Movie nights

- March 9: Our Vines Have Tender Grapes (rescheduled)
- April 13: The Way (2011)

Other upcoming classes

- June 10: Presentation from an Anglican Franciscan monk, Jude Hill

Cluster Report **Parish Life – Feb.2012**

Submitted By: Donald Razzolini
Bob Bynum

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.Update Ministry contact information

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

Current Projects & Activities

- Easter Egg Hunt

Projects & Activities - Updates

- Easter Egg Hunt
 - As in years past there will once again only be one service at 10a
 - The St. James’ Youth Group will be coordinating this annual event again this year – A BIG thank you to all
 - Approximately 30 1-gallon plastic Ziploc bags each containing 24 empty plastic Easter Eggs were handed out to parish members to be filled and returned to St. James’ by April 1 (9a Easter Sunday at the latest) so the YG can hide them during the 10a service
- Shrove Tuesday
 - Wonderful meal and fun was had by all

- Thank you Gary Gearheart for leading this event this year and making it such a wonderful success
- Contact Ministry Leaders – In process
 - Currently we are contacting the Parish Life ministry leaders to update on new PL staff
- Update Ministry contact information
 - In addition to updating the ministry leaders to changes in Vestry PL contacts we will also review any changes in Leadership/ Contact information for each ministry listed under the Parish Life Cluster

Upcoming Events

- Daylight Savings – March 11
- Window Deadline – March 15
- St. Patrick's Day – March 17

Social Ministries and Congregational Care

March, 2012

Saint James has begun the process of helping another family in the Home Warming program. The family is moving in very quickly and a vote will be asked for to approve the needed funds at the March vestry meeting.

The storage bin is working out very well and we keep it full of things for home warming as well as corroborating with other churches in the program.

We have begun work on putting the caring team together. While working out the details, we got a jump start when we were presented with Betty McCoy's need for help with transportation to medical appointments. That need has been addressed and there are several people in place to assist Betty.

The program will get off the ground addressing families undergoing trauma to assist them with some meals, and as mentioned above, setting up a program to provide transportation for parishioners having medical appointments and unable to get there on their own. Once the program is up and running, we will be looking at a needs survey to determine where we can best serve additional needs in the congregation.

We are developing a game plan to roll out a new fundraising idea brought to us by Lynn Locher. This will involve leveraging the talent available to us in numerous photographers to have an art show, with judging and ultimately

the sale of quality work. We anticipate this effort will take 2 to 3 years or more to develop any serious cash flow, but when it comes to fruition, it could well be a very good fundraiser.

Respectfully submitted by Gary Gearheart and Bev Mosier

- The date for the Walka-Rocka-Thon with St. Anne's in June 2. This will give us more time to ramp up and coordinate with St. Anne's.
- Gary already has the sponsorship forms designed

**St. James' Episcopal Church
Lead Team Report
For Vestry Meeting March 8, 2012**

1. The Vestry approved by email vote to pay for the framing of donated art work. The amount of \$313.93 will come out of Special Interest Memorial Donations.
2. Contract was made with and Insurance obtained for Cresco, from whom we rent equipment.
3. Clergy housing status report: The Letter of Intent and a draft Equity Share Agreement were sent to Bank of the West to complete the mortgage loan application.
4. Schader Fund status report: The committee meets next Monday when we will finalize the congregational questionnaire and we will discuss the method for administering the questionnaire.
5. Chair reupholstering project report: In process! The finished chairs – fabric, padding and wood – look terrific.
6. Office IT update: Mike Scrutton has installed a new office server which will store files for PCs on the network. Links to the networked server have been installed on Lori's, Brenda's, the volunteers' and the AV PCs. The Admin's user files are backed up to the server daily. Working on linking the Treasurer's PC to the network.

Respectfully Submitted,
Janet Fischer
Laura Winter
Lori Walton

- Clergy Housing - The committee put together a draft equity share agreement. It was looked over by an attorney, and given the ok by the Diocese. It should come to the vestry in the next month or two It is a legal document and somewhat complicated, so vestry members will need to take time to read it.
- The Clergy Housing Committee includes Janet Fischer, John Kimber, Tom Blalock, Micke Scrutton, and Sylvia Ma.

Rector's Report

Vestry Meeting, March 8, 2012

Worship

Began the worship bulletins for Palm Sunday (2), Maundy Thursday, and the Evensong Boys Choir.

Officiated at three Ash Wednesday Services and one Imposition of Ashes for Children service. The children's service drew a mix of about 30 adults, teens and children.

Invited several to offer Good Friday reflections for the 12-2 Good Friday service, and began gathering story-tellers for the Easter Vigil.

Worked with Jennifer Carini on the Easter Vigil and Easter Day music and musician.

Working with Marilyn Rose on the Palm Sunday Passion Gospel slide show for the 10:30 service. Asked Laura Winter and Janet Fischer to assist in getting readers for the Passion Gospel, Palm Sunday.

Met with Elaine and Greg Miller to go over EB5 setup and use, as well as to plan for Lenten and Holy Week decorations.

Met with the ushers for a review of crowd management and procedures.

Pastoral Care

Continuing to visit hospital-bound parishioner 1-2 times a week.

Visited two people who are not parishioners but are connected to parishioners.

Met with a couple of parishioners regarding spiritual/pastoral concerns.

Children & Youth

Met with Jan Scrutton to sketch out this year's Vacation Bible School. The theme is going to be water/fishing, and the dates are July 30 – August 3. VBS Sunday will be August 5.

Met with the Youth Group for a session on Creed writing.

Welcoming / New People / Evangelism

Viewed the Be::Community webinar on welcoming and integrating.

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

Some of the newer folks we should keep our eyes open for:

Portia (has come 3 times in the last 5 weeks)

Gladys (has come 3-4 times in the last 4 months)

Jen, Jen & Caitlin (couple with their daughter, came Sunday and to Children's Ash Service)

Annie (has come 3 times in the last 5-6 weeks, says she used to come before)

Kathryn (?) – from the Methodist Church, new to Fremont, looking for a place

Brad Smith (8:00 – comes regularly but needs to be befriended)

Peter (8:00 – came to service and stayed for Faith Formation)

We should be considering another new member lunch in May. Need to find a coordinator for the Welcome Committee.

Administration/Staff

Crafted Jennifer Carini's 6 month review and met with her to discuss.

Received official Letter to Officiate for Bill Mosier, which makes him legitimate in this Diocese.

Facilities

Work has started on the pew chairs and is moving along nicely.

New light sensors were installed in the Parish Hall bathrooms, and all of the heaters have been set for automatic.

Other

Leading Tuesday evening Lenten study on the Prophets.

Attended Evensong at the Cathedral in support of Diocesan Camps.

Attended a couple of colleague/rector's groups.

Met with the housing committee and submitted financial documents to the Bank.

- Lori occasionally gets a request from Sandra Motley asking her to visit someone at Hillside Care Center. They are not necessarily Episcopalians.
- Lori also receives other requests for non-parishioner visits, which she is happy to do, but she does try to balance it with the needs of our congregation.
- On Saturday, Lori will be attending a workshop called Prepare and Enrich, which is premarital counseling program. Cost is \$175.00, which will come out of Continuing Education.
- The Diocese requires that Lori do 40 hours of continuing education a year.

Motion was made to accept the cluster reports, the lead team report, and the rector's report as submitted/amended. Moved by Brad Hoffman, seconded by Donald Razzolini. Motion approved.

Bob Bynum led Compline.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry