

St. James' Vestry Meeting Minutes Thursday, April 12, 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 Nancy Castaneda; Clerk Elizabeth Hart and Deanery Rep Barbara Dabney

Absent: Donald Razzolini and Bev Mosier

Lori Walton called the meeting to order, and Bud Spalding led the opening prayer.

March Vestry Minutes

Motion was made to accept the March 8, 2012 vestry meeting minutes as submitted. Moved by Bud Spalding, seconded by Nancy Castaneda. Motion approved.

Financial Reports

- Pledges are a little behind last year at this time.
- \$3000 will be transferred from Special Interest Fundraiser Clearing to the Operating Fund. This was money raised from the McCutcheon concert.
- Maintenance & Repair and Inspections are over budget.
- The vacuum cleaner came out of Operating.
- Expenses have exceed income by 4544.66.
- For Faith Formation Children we will be purchasing year 2 of the Sunday school curriculum this summer.
- Operating cash is \$68,777.45, Building cash is \$33,104.97. The Special Interest fund total is \$478,590.39, including \$141,172.35 for the Clergy Housing fund and \$279,235.54 for the Schader fund.
- \$9289.00 of the money in the Building fund is the money raised for the chairs. Total cost of the chairs is \$20,166.24. The remainder of the cost (\$10,877.24) will come out of the Building fund.
- The financial reports were accepted as submitted.
- Lynn Locher will be unable to do the financials or attend the meeting in May. Jan Brandt, the former treasurer, has agreed to do the April financials and attend the May meeting.

Calendar

- April 13 - Movie "The Way" in EB1
- April 14 - Doris Whitaker's memorial service at 2 pm.

- Also on April 14 - Diocesan discernment day in EB1. This is for people discerning a call to ordained ministry.
- April 21 - Work party
- April 28 - Philippine Independent Church having at Baptism
- May 6 - Deanery meeting in Pleasanton
- May 25 & 26 - Anti-racism training at Holy Cross in Castro Valley. It is a recommendation of the Diocese that all vestry members and clergy have anti-racism training.
- May 27 - Annual Memorial Day/Memorial Garden celebration coffee hour

A suggestion was made that Lori consider taking some time off after Holy Week. While Lori appreciates the sentiment, she will not be taking more than a day or so off now. Lori will, however, be taking a week off in June, two weeks in July, and a week in August.

Peter Maina is getting married in the Little Church on June 23. Lori would like to support Peter and Esther, his fiancé, with some type of reception afterwards, and the vestry agreed it was an excellent idea.

Deanery Report - Barbara Dabney

- Episcopal Charities
 - Episcopal Charities has offered the Deanery \$10,000 to their favorite charity. There are several guidelines and restrictions. Right now we are the only Deanery that does not participate with Episcopal Charities.
 - First step is a brainstorming session at the Deanery meeting on May 6th at 2 pm. Lori and Bishop Marc will be there.
 - It was suggested that those planning to attend Deanery meeting get together before the meeting to discuss ideas.
 - The money has to go to one charity.
 - We should be supportive of the charity chosen.
- Corazon project
 - We have decided not to participate in building the home, but will raise money for the project the way we did last year.

Sacred Space

- John Trubina has sent out 2 schedules - one for clergy to preside and preach and one for congregations to provide support and lunch.
- A prayer service is held and then lunches are handed out
- Based on John Trubina's experience in Oakland, for the first month or so few or no people will show up, but once the homeless see people come week after week then people will slowly migrate to the prayer service.
- If no one shows up, then they drive around and hand out the lunches to the homeless

- John will be going to Hayward to hand out flyers (in English and Spanish).
- Asking each congregation, when it is their turn to make lunches, to prepare 20 to 30 lunches, with a sandwich (ham and cheese or peanut butter and jelly), water, chips, and cookie or granola bar. We should be able to make sandwiches after our St. James' service.
- Address is 777 B Street, behind City Hall, within walking distance of the BART station. Service begins at 2 pm.

Schader Fund

- Questionnaires will be in this Sunday's bulletin. Questionnaires are due May 20th. Anyone 12 years and older may fill out a questionnaire.
- There will be a collection box for the questionnaires in the back of each church.

Parochial Report for 2011

- The report is the membership and financial statistics for the calendar year.
- Used for the Diocesan assessment, establishing clergy salary, and for determining how many delegates we have at the Diocesan convention.
- Highly dependent on membership records that are not always accurate in our database. Our financial records, however, are accurate.
- Average Sunday attendance was 135, the previous year it was 126.
- The total church school students enrolled is based on the number of children in listed in our database. Not all of the children are listed in the database.
- Motion was made to accept the Parochial Report as submitted. Moved by Valle Brokes, seconded by Gary Gearheart. Motion approved.

Little Church Renovation Committee

- Sylvia Ma has been appointed as chair of the Little Church Renovation Committee. Scott Kennedy and Patty Lacy are still involved in the committee.

Patio Repair/Replacement

- We have received 2 complete bids for the patio project within \$900 of each other. The two companies are Brian Forseth Masonry and K&B Landscape.
- \$5000 was budgeted for the patio project, and both bids are over the budget - \$7650.00 for Forseth Masonry and \$8543.36 for K&B Landscape.
- The Lochers, Roses, and the Gallaghers (former parishioners) have worked with K&B Landscape, and all felt that the company did good work.
- Both Brad Hoffman and Bud Spalding had the sense that K&B Landscape had more experience with this type of work and both felt it was a more professional organization.

- Laura Winter, who works for an engineering company, has looked over the proposals and gotten input from other people in her company. She does have some questions that would need to be answered before the contract language is finalized and any contract is signed.
- The repair of the patio needs to be done - it is a safety issue.
- Motion was made to approve up to \$8600.00 from the Building Fund to K&B Landscape for the restoration of the patio pursuant to the contract details being acceptable to all parties. Moved by Mike Scrutton, seconded by Gary Gearheart. Motion approved.

Clergy Housing

- Working with Bank of the West on the loan application.
- Underwriters have said that they accept the equity share agreement. However, a downpayment of 5% is still required in addition to the equity share portion that St. James' would contribute if Lori is to get a fixed interest rate.
- Janet Fischer has called a special meeting of the vestry on April 26th at 6:30 pm to talk about this issue. This will be a confidential meeting.

CLUSTER REPORTS

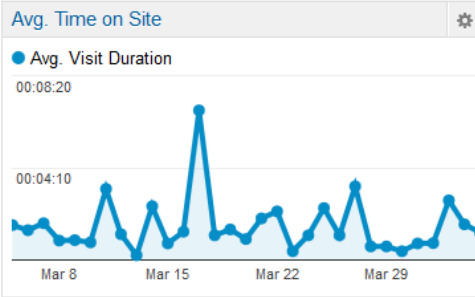
COMMUNICATIONS AND EVANGELISM VESTRY REPORT APRIL 12, 2012

1. Sent information on Golden Gate Boys' Choir concert to Argus and *Tri-City Voice* calendars.
2. Received two new "everyday" banners from Outreach Inc.
3. Easter service ads 4¾" x 3¾" ordered from *Tri-City Voice* for Tuesday, March 27, and April 3 (with Palm Sunday date removed). Cost -\$42 each.
4. Easter ad 2" x 3" ordered from Bay Area News Group (to run in Home and Garden Section of all BANG newspapers – their choice) March 31. Cost - \$240. Refused option to run April 7. Sent Easter service listings and descriptions to editorial staff for possible article on local services.
5. Will attend Welcome Committee meeting scheduled for April 18.
6. Discussed banner needs for Vacation Bible Camp with Jan Scrutton.

My Dashboard

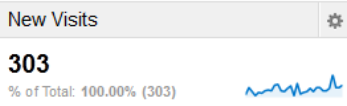
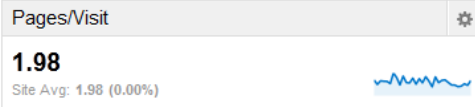
Mar 5, 2012 - Apr 4, 2012

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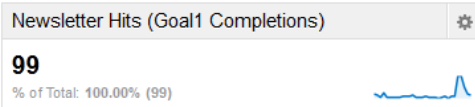
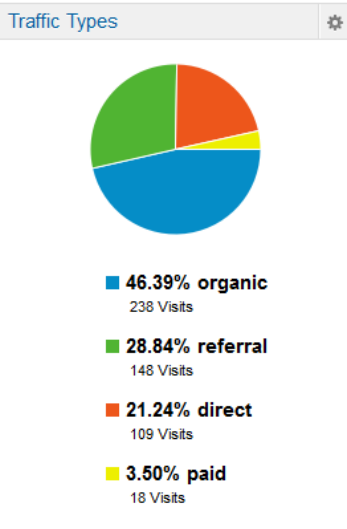
Time on Site by Country

Country/Territory	Visits	Avg. Visit Duration
United States	460	00:01:31
United Kingdom	11	00:00:04
India	11	00:02:43
Australia	10	00:02:57
Canada	2	00:00:00
Colombia	2	00:00:00
Bulgaria	1	00:00:12
Brazil	1	00:00:00
Czech Republic	1	00:00:41
Germany	1	00:00:00



Mobile Visits

Mobile	Visits	Pageviews
No	445	871
Yes	68	145



City

City	Unique Visitors	Unique Pageviews
Fremont	106	300
San Francisco	54	135
Union City	12	35
San Jose	11	26
Oakland	8	20
Newark	7	16
Melbourne	6	10
Hayward	6	6
Berkeley	5	17
Palo Alto	5	10

Cheerfully Submitted,
Mike Scrutton
Valle Brokes

- The quality is good on the new signs, but they are hard to read from the street. If we redo the signs, will probably need to the remove the logo.

- Mike Scrutton suggested that if we can live with the new signs for a few weeks we can see how the signs stand up to the weather and how durable the signs are.
- Since these are two single sided signs, it was suggested it might be possible to take one of the older signs and install it on the side that is visible for people coming from 880.
- Lori feels very strongly about this issue, because when new people are asked what drew them to St. James' many have said it was the banner on the street.

Faith Formation Cluster Report

April 2012

Youth and Children

Youth – Mike and Jan Scrutton

The Easter overnight was a success with 10 children spending the night after Easter Vigil and helping prepare for the Easter egg hunt.

The controlled chaos of the Easter egg hunt was enjoyed by a large group of kids ranging from infants to those in the youth group who helped children find some of the more well hidden eggs. Everyone had a great time.

Appreciation has already been expressed to everyone who helped out, but can't hurt to mention again the help of the youth and the great work for Mike and Jan organizing, and the others who helped with the overnight and with the Easter Egg Hunt.

Sunday School – Penny and Ken Trant

Penny and Ken Trant finished their term as Sunday school teachers at Palm Sunday. Starting April 15th Dave and Linda Nelson start teaching.

As Penny wraps up her time, she commented that the growing numbers encourages her:

We have children that are the "staples" which come usually every Sunday or most Sundays. That numbers 6-7. Then on the other weeks we fill in with some that may only come once or twice a month, which is the other 6-7 children. What I tried to do was visit with those parents for a quick minute as they signed in and let them know what we would be doing and try to keep the momentum going and support them bringing their children to church. This was especially important

for those families who do not attend each week. If the kids enjoy their time, it may inspire the parents to come more often as they are able. Hopefully this first year will show that having a church school for the kids is so important.

Penny also commented that she would like to have enough children to expand to a second class, and split the age groups. Currently there are enough children between 4 and 7 years old to have a separate class. Splitting into two classes would mean having to grow the group over 7. Penny thinks that splitting would help keep the older children more engaged. "So far this year we have been able to keep it exciting enough but next year I think it may prove more of a challenge."

Adult Faith Formation

Adult Faith Formation team has not met since March 5. The next meeting is April 16th. The group will be welcoming Ava Moore as a new member at the meeting. Fall classes are being discussed and planned.

Reflections on recent classes: Those who attended the two Lenten series: The Challenge of Jesus with Janet Fischer, and Embracing the Prophets with the Rev. Lori - found out that although the subjects differed, there was a sort of symbioses between them that made them more meaningful than each by itself.

Upcoming Sunday Faith Formation classes/events

- April 15 & 22: Class led by Lynn Locher on "Who Wrote the Bible?" by Bart Ehrman.
- April 29: Hymnals (How do we choose hymns for our services?) sled by Jennifer Carini
- May 6,13, 20, June 3: Part II of DVD class "The Challenge of Jesus" by John Dominic Crossan
- May 27th: No classes - Memorial Garden Event
- June 10th: Episcopal Monastic Orders and Mysticism led by EJ (Brother Jude)
- June 17th: No classes - Father's Day

Movie nights

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

A special request to the vestry from Bruce Roberts "The Vestry is invited to attend Faith Formation, It's 45 minutes long and good for your soul."

FACILITIES CLUSTER MONTHLY REPORT - 4/12/2012

Patio Renovation Project -- We have 2 complete bids for the Patio paver renovation project. They are Brain Forseth Masonry Contractor (for \$7650.00) and K&B Landscape services, Inc (for \$8543.36). We are looking for Vestry guidance in the next step in the process to get the patio renovation project started. We would like approval of one of the contractor and then help in finalizing any contract language.

As stated before both have Workman's Comp insurance and Liability insurance. We will be attached to the winning bids insurances.

Parking Lot Repair -- Requests for Proposals for restoration and repairs to the St James Parking Lot were mailed to five (5) local paving contractors on April 3. The letters and criteria for the requested proposals were prepared with the cooperation of knowledgeable and professional members of our congregation. Proposals are to be returned by May 4 and will be evaluated at that time. We hope that we will have enough information to award a contract by the May Vestry meeting. There may be a need for a special meeting or vote beyond that date. As of Today (4-12-12), three contractors have responded and met with us. The other two have been or will be contacted within the week to ensure they received the letter and determine their interest.

Little Church S G Window renovation project – As of Tuesday 04-10-12 Hogan glass has removed the S G windows from the left side of the little church and began the process of repairing them.

Work Party - We had a good turn out for our monthly work party on 03-24-2012 with about 12 parishioner's helping to get various projects completed around the facility. In preparation for the work party and to get rid of the multiple bags of waste from the chair renovation we ordered an additional garbage pickup costing approx. \$69.00

Vacuum cleaner:

We purchased our new Vacuum on Friday 03-09-2012.

Chair renovation project:

The chair renovation project was completed.

Thank you

Brad Hoffman and Bud Spalding
St. James' Episcopal church Facility team

- Met with the third contractor regarding the parking lot.
- Two of the contractors talked about ADA requirements for handicapped parking spaces, new regulations, city permits, etc.
- Laura Winter will discuss this issue with her workplace.
- Parking lot could be done in sections - one area of the parking lot is in better condition.

Cluster Report
Parish Life – Mar2012

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

- Mother's Day Event –In PROGRESS
- Grad Day Event – In PROGRESS (details TBA)
- Father's Day Goes Green for 2012 – In PROCESS
 - It was brought to the attention of the PL team that there are numerous Father's Day gift items from past events stored around campus...IE: pens, key chains etc
 - Donald is working with former PL team-member Penny Trant to locate these usable gift items to somehow use as this years gifts – kind of a grab-bag approach for the Dad's

Projects & Activities - Updates

- Easter Egg Hunt
 - Youth Group did a wonderful job of coordinating this special event – A BIG THANK YOU TO ALL THAT HELPED
 - 8 Additional Easter Baskets/Metal pail holders complete with Easter grass so as not to damage the special cargo were provided by the PL Team for those children unable to bring their own for the hunt

Upcoming Events

- For Mother’s Day - flowers (carnations) will be provided for every woman. Recommended to purchase from Costco.

Social Ministries and Congregational Care
April, 2012

Plants were delivered to Hillside in our annual Easter program last week.

We are kicking into gear our efforts to get a Care Team under way. Calls will be mad to the congregation to solicit people willing to participate in providing transportation and meals where needed.

The Walk-A-Rock-A-Thon has been confirmed, and the date and time has been agreed upon with St Annes. The forms will be available on the bulletin board in another week, and we will begin including it in announcements immediately after Ducks for Bucks.

**Lead Team Report
April 2012**

The chair reupholstering is complete – Worship Interiors Group did a great job and we have heard many positive comments on the look and feel of the finished product.

The Schader Fund Committee finalized the parish questionnaire, and plans to seek input from the congregation beginning April 15. They are inviting each current parishioner aged 12 and older to complete a questionnaire (one per person only) offering their opinion on the best use of the bequest from Shirley.

The second phase of the Little Church windows repair began Monday. Hogan Glass is working on the eastern windows (facing the patio).

The next Deanery meeting is at St Clare's, Pleasanton Sunday, May 6 at 2pm. The main discussion will be on the Episcopal Charities Funding we heard about at the Vestry Retreat in January. Anyone available to attend and participate in the conversation would be appreciated.

Lori asked Sylvia Ma to be the new chair of the Little Church Restoration Committee and she accepted. She was asked with the consent of the former chairs, Scott Kennedy and Patty Lacy.

The annual audit will take place on Monday, June 25 with an auditor from the Diocese and our treasurer, Lynn Locher. Jan Brandt will assist and Lori will be available if needed.

Respectfully submitted,
Janet Fischer
Laura Winter
Lori Walton

Rector's Report
Vestry Meeting, April 12, 2012

Worship

Began Holy Week with the Palm Blessing, Passion Reading and 10:30 slide show for Palm Sunday, helped greatly by Laura Winter, Janet Fischer, and Marilyn Rose. Total attendance was 158 (105 and 53).

Maundy Thursday service held extra meaning with participation from the Philippine Independent Church with about 47 attending, and Good Friday Services combined saw a total number of 92 participants (40/16/36). The Easter Vigil was fabulous with about 75 participants, and on Easter Sunday, we welcomed 239 people. Christ was indeed Risen at St. James'.

Officiated the Evensong service performed by the SF Boys Choir and Bell Ringers, and hope to make this an annual event.

Began working on the preaching schedule for June through September.

Worked with the Whitaker family in the planning of Doris Whitaker's memorial service. Prepared the bulletin, coordinated with others in terms of serving and music.

Planned music through the Easter season with Jennifer.

Pastoral Care

Met with a parishioner and fiancé about his upcoming marriage/wedding. Met with a couple of parishioners regarding spiritual/pastoral/health concerns.

Children & Youth

Had dinner and breakfast with the Youth over the Easter weekend.

Welcoming / New People / Evangelism

Began meeting newer parishioners for coffee as a way of further integrating them and helping them to feel connected. So far, met with Brad Smith and Pamela Pancoast. Have a date set with Portia Hopkins. Other new people to track are:

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)

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

Sent a welcome email to any Easter Visitors who left their contact information.

Scheduled a Welcome Committee Meeting for April 18. Hoping to find a coordinator for the Welcome Committee.

Administration/Staff

Facilities

Pew chairs now complete and looking great.

Other

Finished Lenten Series on the Prophets.

Attended the Cathedral for the annual Chrism Mass and Renewal of Vows.

Found a new spiritual director and plan on monthly meetings with her.

Attended the Abode Breakfast.

Attended the funeral mass of Judy Myers, Barbara and Phil Johnsen's cousin, at St. Joseph's RC church.

- Cabrillo Cafe

- Cabrillo Cafe has been shut down because of fire. Alice Johnson has talked with Lori and Brad Hoffman about this. Cabrillo Cafe has been supportive of us in the past (for example, during Winter Relief and hosting us after the 8 am service), and because they are our neighbors and there is a connection, it was suggested that we do some kind of gesture of generosity.
- A notice will be placed in the Sunday bulletin and the weekly email newsletter for those who would like to make a contribution.
- The owners of Cabrillo Cafe also own a second restaurant, Norman's, located at 4949 Stevenson Blvd.
- Doris Whitaker's service is on Saturday, April 14th. Richard Leslie will be assisting. It is expected to be a longer service.
- Margaret Rainey suffered a serious cut on her leg when she attended church on Easter Sunday in Vallejo.
- There will be stone placed on the Memorial Garden in remembrance of Lon Doty on Sunday after the 8 am service.

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 Nancy Castaneda. Motion approved.

Bud Spalding led Compline.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry