

# St. James' Vestry Meeting Minutes

## Thursday, July 19, 2012

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

Lori Walton called the meeting to order, and Brad Hoffman led the opening prayer.

### Vestry Meeting Minutes

Motion was made to accept the June 14, 2012 Vestry Meeting minutes as submitted. Moved by Brad Hoffman, seconded by Bob Bynum. Motion approved.

### Financial Reports

- At the end of June the operating cash was \$71,778.10 and the building cash was \$27,625.88.
- Paid pledges are still behind budgeted pledges
- In July we received several large pledge checks for the year, so by the end of the July we should be at budgeted pledges
- Historically September is a low month for pledges
- Building pledges are ahead of budget because of donations for the pew chairs
- Office supplies includes the purchase of new checks (which should last beyond this year), and worship supplies includes the purchase of marriage counseling booklets
- Special interest funds decreased because of the purchase of Lori's home
- Lynn Locher has refrained from doing any further investing with the Schader fund pending the decision(s) regarding spending
- We received an anonymous donation of \$3000 towards the Little Church window restoration. The money is currently in Memorial Donations. It will be spent in phase 3 of the window restoration project.
- The money in Special Interest - Evangelism is used for banners and signage. Several separate smaller funds were consolidated into this fund.
- Motion was made to accept the Financial Reports as submitted. Moved by Bud Spalding, seconded by Donald Razzolini. Motion approved.

### Calendar

- July 21 - Work Party

- July 22 - St. James' Day, one service at 10am. Set-up at 8:30am.
- July 26-29 - Men's trip
- July 30-August 3 - Vacation Bible School
- August 9 - Vestry meeting
- August 12 - St. James' preparing lunches for Sacred Space
- August 19 - Lori presiding at Sacred Space

#### Schader Fund Allocations

- It was decided that it would be better to wait until we get the report regarding the Little Church before deciding on allocations. We should have the report by the next vestry meeting.
- However, we do want to carpet the Big Church. We should get the process started so that it can be done before Christmas.
- Brad Hoffman of Facilities is willing to take on the carpeting project, and arrange for bid(s) and samples.
- We would like the company that did the chairs to put in a bid for the carpet - the assumption being that they will have samples that will match the chairs.

#### Patio Update

- The patio is done!
- There will be settling of the sand over time. There is a special sand that we will need to spread over the patio every 3 to 6 months to fill in where the sand settles.
- There is a one-year warranty on the work done.

#### Parking Lot Update

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#### ST. JAMES PARKING LOT

The tentative Schedule for repairs to the Parking Lot has been made between Saint James and Black Diamond Paving. The tentative schedule is:

- Wednesday, August 8: The Concrete Work, Rear Entrance, In front of Trash Bin, front corner next to Harbor Lights. There will be restricted access to Parking Lot and to Office
- Tuesday, August 14: The Parking Lot near the office will be repaired, and the lot re-stripped. Parking may be limited at best and possibly not available in St. James parking lot.
- Monday, August 20: Clean and Fill Cracks - Parking will be restricted
- Thursday, August 30: Entire Lot will receive seal coat. No Parking anticipated.

This is the tentative schedule as it has been set up. As is always the case, there may be minor changes. We will make every effort to keep the parish informed and current. We encourage everyone to read the weekly news bulletin and to watch for written directions.

There will be a change in the parking arrangements. In order to adhere to Federal ADA regulations, two of the Handicapped Parking sites will be relocated to the front of the Churches, and the two existing spaces will be given another special designation. .

#### Your Facilities Vestry Cluster

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- Will be contacting St. James' Park, Harbor Lights, and Allied Waste to make arrangements while the work is being done
- There will be an article in the Window referring to the parking lot repair schedule.
- There will also be an article regarding the Facilities calendar in the Parish Hall that shows starting and expected completion dates of the various projects on the campus. Please check the calendar before scheduling events.
- Two of the handicapped parking spaces will be relocated to the front of the church. The two spaces near the office that were formerly handicapped spaces will now have a different special designation - seniors parking or something along those lines.
- We need to know in advance regarding check(s) for payment.

#### Purchase of New PC for the Volunteer Office

- There are 2 computers in the Volunteer Office: one for the treasurer and one for the volunteers who do counting, endowment, membership, etc. The volunteers need a new computer.
- Bud Pearson has located a refurbished PC and monitor for \$335.00
- We had budgeted for the computer in the IT & Website line item, so we have funds to pay for it.
- Motion was made to approve up to \$350.00 for purchase of a refurbished computer for the Volunteer Office. Moved by Bev Mosier, seconded by Brad Hoffman. Motion approved.
- Next step technology-wise is to network some of the databases

#### 2011 Endowment Fund Disbursement

- At the last annual meeting we were given a check for the general fund from the Endowment for \$761.00. There are restrictions on how this money may be spent - capital needs of the parish, outreach ministries and grants, seed

money for new ministries and special one-time projects, and such other purposes as specifically designated by donors.

- Think about how to spend the money, and bring your suggestions to the next vestry meeting.
- Some suggestions mentioned at this meeting are: outreach, capital improvements, fans in the Big Church, sacred space lunches, carpet, seed money for deaf ministry, adult education (if new project).

#### Lori's Moving and Cleaning Costs

- Lori's moving date in July 27th.
- We have budgeted \$2000 in Special Interest Rector Relocation for moving expenses
- Lori will be hiring a professional mover (costing approximately \$1000 or less) and a professional cleaning service to clean her old house.
- Motion was made to approve up to \$2000 from Special Interest Rector Relocation to pay for Lori's moving expenses and cleaning her old house. Moved by Bob Bynum, seconded by Donald Razzolini. Motion approved.

#### CLUSTER REPORTS

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##### Communication and Evangelism Cluster report, July 2012

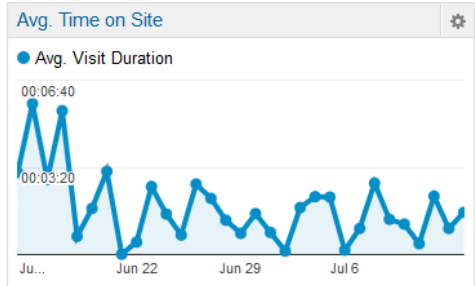
1. The brown, general purpose sign has been revised so that the font is larger. It will go up to replace the VBS sign once the sign-ups are all in.
2. The web statistics are attached.
  - a. About 17% of our web traffic is mobile based, which is higher than one might anticipate.
  - b. In the last month, the newsletter has been downloaded 79 times.
  - c. Each weekly sermon podcast saw on average 6 downloads (we have about 24 subscribers to the feed).

Respectfully submitted,  
Valle Brokes, Mike Scrutton

# My Dashboard

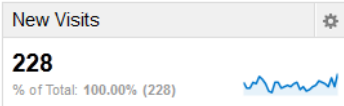
Jun 14, 2012 - Jul 14, 2012

+ Add Widget | Share Dashboard | Email **BETA** | Export | Delete Dashboard



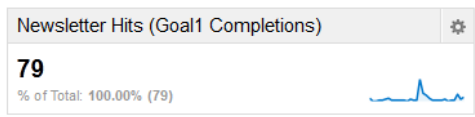
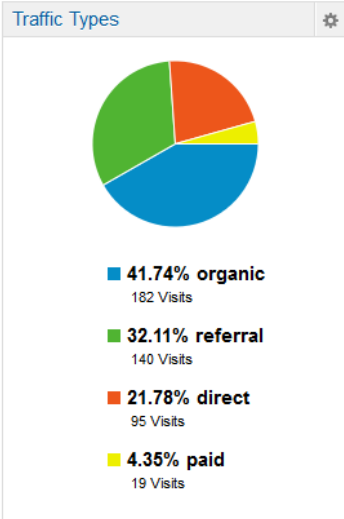
### Time on Site by Country

Country / Territory	Visits	Avg. Visit Duration
United States	400	00:01:58
Russia	6	00:00:19
Germany	4	00:00:27
India	4	00:04:30
France	2	00:00:00
Philippines	2	00:00:11
Australia	1	00:00:00
Brazil	1	00:00:00
Canada	1	00:00:00
Colombia	1	00:00:00



### Mobile Visits

Mobile	Visits	Pageviews
No	359	789
Yes	77	131



### City

City	Unique Visitors	Unique Pageviews
Fremont	81	238
San Francisco	36	96
San Jose	15	33
Oakland	14	25
Union City	12	15
(not set)	9	9
Newark	8	19
Hayward	6	14
Santa Clara	5	7
Berkeley	4	23

## Faith Formation Cluster Report July 2012

### Youth and Children

Youth – Mike and Jan Scrutton

We have 28 kids signed up for VBS and over 20 volunteers involved in some way during the week. The next couple of weeks will be hard work but it has been great this year to have some volunteers really take on and develop some of the craft activities.

Youth group is on a summer break although some of the kids are working on VBS and they are trying to get together to do a skit on vbs Sunday. August-October will be the run up to confirmation. Each of them will need to make their own decision. We are developing a schedule beyond November which we hope will include a visit to a Vestry meeting.

### Sunday School

Sunday school is out for the summer. The continuing teachers from the past year are going to meet at the end of July to plan for the Fall.

### Adult Faith Formation

We had no meeting in July and our next meeting is August 6. Most classes are set for the fall. Just a couple of open dates - October 21 and Nov 4.

Of note - Bev Mosier is teaching American Sign Language at 9:15 on Sunday mornings (started June 24) and a second class on Monday evenings at 7 PM. The classes end August 12th (Sunday) and 13th for the Monday class. I think the participants are struggling a bit, but Bev is making the class fun. It's just like learning a second language. And us old folks have trouble learning a new language. But we are working hard. And kudos to Bev for teaching the classes.

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### Vacation Bible School (VBS)

- From Jan Scrutton: Mike & I are working on a church kids blog which Lori & I will look at next week. If we like it it will go live for VBS week and I will post daily. I will also sign parents up to receive the info (with a nice note telling them how to unsubscribe if they want to) The long term intention is to use it for Sunday School and a link on the website will mean our kids work is out there for people to see, along with a history of recent activities.
- We have 28 children signed up, and 20 volunteers for VBS
- Jennifer Carini is helping with music this year
- Sunday after VBS will be VBS Sunday. Lori will preach about the activities during the week. At the 10:30 service we will show pictures, and at 8:00 service we will show crafts. The children will also be signing a song.

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### FACILITIES REPORT - JULY 2012

With the Advent of the Summer Season, much of the efforts of the Facilities Cluster have been or are being directed toward heavy duty maintenance or restoration projects. The monthly work parties and on going maintenance

keeps the campus and its facilities in serviceable condition and appearance. The projects that have received special efforts are:

**THE PATIO** - The restoration and refurbishing of the patio was initiated on July 2nd. The concrete curbs and mowing strip were done after July 4 and the project was completed on Friday, July 13. An inspection with the Contractor will be made, and when ultimately completed to our satisfaction, the Bill will be paid. This project has taken a great deal of effort and attention by Brad Hoffman. Cost \$ 8543

**THE PARKING LOT** - Five paving firms responded to the Request for Proposal in one way or another. The successful proposal was submitted by Black Diamond Paving . The Coordinator from the company (Rich Simpson) met with the St. James Lead Team and Facilities Cluster to respond to and clarify any questions. A contract was signed for the repair and restoration of the Parking Lot and the appropriate paperwork has been received. The work is tentatively scheduled to be done in August, the dates will be scheduled this week. We will be notifying the parishioners as the schedule and work progress; and will notify the homeowners of St. James Park, Harbor Lights Church, and other affected organizations.

**LITTLE CHURCH** - The Facilities Team and the Little Church Restoration Committee met with an Engineering firm on Friday, July 13 to inspect and evaluate the structural integrity, and general condition of the Little Church. A comprehensive written report will be submitted to the Committee within a few weeks.

**BLINDS** - The venetian Blinds in EB 1 have been over stressed and do not function properly. The blinds were purchased from "Three Day Blinds" and are still under warranty. We are in contact with the manufacturer and are endeavoring to get repairs made.

**COURTYARD QUESTION** - The question has been raised regarding the possibility of replacing the grass in the Courtyard with sod. The grass are is currently uneven and there are some sunken areas. It has been proposed, by a parishioner, that replacing the grass with sod could be a work party project, and would offer the opportunity to level the area and repair the sunken areas, and improve the overall appearance. The cost of the proposal would be less than \$100.

We thank all the members of the Parish who have volunteered and put forth the effort toward maintaining and improving our facilities.  
Bud Spalding and Brad Hoffman, Facilities

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- The “Three Day Blinds” in EB1 have been repaired under warranty and are back up.
- Contemplating sod in the grassy area around the patio. It would give us the opportunity to level out the area. One of our parishioners has said he can get it done through the work party for less than \$100.
- When will the storage container be painted? Laura has talked with Gregg Feeney about it.

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## Cluster Report

Parish Life - July 2012

Submitted by: Donald Razzolini and 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

### Current Projects & Activities

- St. James’ Day celebration 2012
  - Date: Sunday July 22, 2012 – only one service will take place at 10:00
  - The theme for this year is “Family Fun Faire” – festivities begin directly after the 10a service throughout most of the campus
  - The PL team and PL team assistant Penny Trant have a “plan of action” in place and will be coordinating the details “BIG” and “small” both behind the scenes and leading up to and beyond once the event begins
    - Bob is coordinating the set-up& clean-up detail
    - Donald is coordinating the game & overall flow details
    - Penny is coordinating food/drink placement & overflow
  - On hand for the Event...
    - 250 heavy duty plates and approx. 200+ silverware packets (knife, fork, napkin, salt/pepper)
    - dozen each 1<sup>st</sup> – 2<sup>nd</sup> – 3<sup>rd</sup> place ribbons (7 of each with Happy Face pins attached for easy display/wear)
    - 96 assorted participation pins for ALL participating ages 0-100+
    - Games for everyone’s expertise – from athletic to mind puzzles to teamwork to indulgence (for further details please see the event overview attached)
    - Face Painting Artist



- Items Awaiting materialization (IE: still needed)
  - Short some crew members for setup and cleanup but as per usual St. James' fashion plan and they will come (better late than never)
  - The signups for food is a bit lacking but St. James' loves a good potluck and I am sure there will be plenty of food and then some again as per usual

### Projects & Activities - Updates

- Father's Day Goes Green for 2012
  - Assorted Key Chains and Blessings were given to Father's and "pseudo"- Fathers of the congregation
    - Key Chains consisted of... Mt. climbing style chains in assorted colors and useable mini-toolbox style items such as hammers, wrenches, and pliers
- Grad Day Event 2012
  - Graduate information forms were completed by congregation members identifying 14 graduates for the St James' 2012 graduate class this year
  - An article listing all 14 graduate names and achievements was noted the July2012 "Window"
  - A larger version of the article in poster format was displayed in the Parish Hall near the refreshment table
  - It was decided to forego the grad-cake(s) this year due to cake being available/distributed in recognition of Ruby Pike's last day as well as ice cream being available/consumed at the Ice Cream Social event honoring those who volunteer their extraordinary time and talent to make our parish the special place it is

### Upcoming Events

- Feast of St. James' – July 22
- Men's Trip – July 26 thru 29
- Ladies Flatlanders – Sept 6 thru 9

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- There will be participatory buttons that everyone will receive, and ribbons for first, second, and third prizes for the games
  - Unable to get the pies for the pie eating contest, so it's now a Hostess Cake eating contest (with Twinkies and Ding Dongs)
  - Jan Scrutton has provided a large jar of jelly bean pieces for people to guess the number of pieces. Closest guess wins the jar and its contents.
  - Vestry members should bring drinks
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## Social Ministries and Congregational Care Vestry Report for July, 2012

1- Gregg Feeney reports that we have been asked to participate in helping with another Home Warming Family. We will be sponsoring this family with Corpus Christi, Newark First Presbyterian, First United Methodist, and possibly Harbor Light. We will contribute \$400 towards needed of of \$1600. Greg has already submitted the check request and documents for our approval.

2- Bev Mosier is four weeks into her ALS classes, being held Sunday AM, and Monday PM. We are not likely to ever be as fluent as we wish, but Bev has been giving her students, a true gift of having at least a minimal ability to communicate with those in our deaf community. A big thank you to Bev.

3- St James is now fully engaged in the Sacred Space Ministry in Hayward. Many hands have already helped prepare food, Bev was able to oversee our visit on July 8, and John T came to visit St James last Sunday. We are blessed to be able to take part in this new ministry.

Respectfully Submitted  
Gary Gearheart

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- We are doing the shoe outreach again this year.
- We are supporting another Home Warming family, with a few other churches. The family has moved into their new home today. Our part is \$400, to help with the family's deposit, to come out of Special Interest Home Warming.
- Motion was made to approve \$400 to go towards our Home Warming ministry, to come out of Special Interest Home Warming. Moved by Brad Hoffman, seconded by Donald Razzolini. Motion approved.
- \$190.00 was donated by several parishioners to the family of Cabrillo Cafe. The family is now working out of Norman's Cafe.

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Lead Team Report  
July 19, 2012

Lori has closed escrow on a home in Newark. Yay!

The parish survived Lori's vacation with a minimum of disruption. One pastoral issue arose with Jan Pearson's hospitalization, and the Rev. Bob Dobbin was contacted and he responded to the family.

Deanery update:

The deanery has narrowed down the choices to three, for the Episcopal Charities grant. They are: ABODE, FESCO (Hayward family shelter), and Big Heart Wellness Center at St Bart's. A representative from St. Anne's, St. Bart's, and Alice Johnson from St. James' will do the final interview with ABODE.

A general report on the Schader Fund will be in the August Window along with the chart showing the priorities chosen by the congregation.

On June 28 the lead team met with the facilities cluster and Black Diamond Paving to discuss the specifics of the parking lot project and sign the contract.

The structural inspection of the Little Church was done last week. We should have the written report in approximately three – four weeks.

Respectfully submitted,  
Janet Fischer  
Laura Winter  
Lori Walton

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- Deanery update - Scott Whitaker is working on the interviewing with the Wellness Center in Livermore.

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Rector's Report  
Vestry Meeting, July 19, 2012

### **Worship**

Worked with Mandy de Mesa and Armando Manlutac of the Philippine Independent Church to plan the Feast of St. James' Service. The service will include two musical pieces in Tagalog (communion hymn and Lord's Prayer). We will also have members of the P.I.C. serving as an EM and a Lector, and Mandy will officiate.

Welcomed Carol Cook as Preacher and Presider for the July 8 and 15 service.

Celebrated another Sacred Space service in Hayward.

Thanked all of our volunteers on Volunteer Appreciation Sunday, June 24. Also said good-bye to Ruby Pike and congratulated graduates that same day.

Worked with Jennifer to plan music and secure a substitute organist when she is out on July 29.

### **Children & Youth**

As we get closer to the launch, attended a handful of VBS meetings and discussions with Jan Scrutton.

### **Welcoming / New People / Evangelism**

Met with Lea Marie Ave', chair, and Donald Razzolini, co-chair, to discuss the specifics of the Welcoming Committee.

Continuing to schedule coffee with new(er) people to help them feel more connected.

### **Pastoral Care**

Attended to Jan Pearson while she's in the hospital. A huge thank you to Bob Dobbin, deacon, for responding while I was away.

Met with a few parishioners regarding pastoral concerns.

### **Facilities**

Met with the Facilities Cluster and Black Diamond to review the parking lot project.

### **Other**

Attended a colleague group and a rector's meeting.

Continuing with Spiritual Direction.

Attended the memorial service of the Reverend Judith Dunlop at Grace Cathedral.

Attended the installation of Joyce Perry-Moore as the rector of St. Bartholomew's in Livermore.

Meeting with Bev Mosier to catch up on the American Sign Language classes that I missed while on vacation.

Was on vacation from July 1 through July 15.

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- On September 16, at 2 pm in Castro Valley, Lori, Janet and Laura will be meeting with other rectors and wardens to talk about the January vestry retreat. Lori will advocate for better sleeping arrangements.
- Jan Pearson has been in the hospital. She is doing well and anticipates going home next week.
- Lori will be on vacation from August 26 through September 1. Jim McLeod is scheduled to preach.

- The Episcopal Church's General Convention has just ended.
  - The Sunday bulletin will have an insert that will list all the resolutions that were passed. The information is taken directly from the Episcopal Church website.
  - One resolution said that gender identity is not a barrier to any ministry of the church
  - We now have authorized liturgies for same gender unions. They are approved for use in the Dioceses in which the Bishop approves them.
  - The Church has also made the decision to sell the headquarters building in Manhattan.

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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 Gary Gearheart, seconded by Bev Mosier. Motion approved.

Brad Hoffman led Compline.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry