

St. James' Vestry Meeting Minutes
Thursday, September 13, 2012

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

Absent: Bud Spalding and Donald Razzolini

Lori Walton called the meeting to order, and Mike Scrutton led the opening prayer.

Prayer Card Set for Sunday School

- The children receive a prayer card with a scriptural verse and a prayer for each unit they study in Sunday School
- For every event the children attend (for example, the backpack blessing) they receive a card with the blessing on it
- The idea is that the children collect the cards throughout the year so at the end of the year they have a whole set of St. James' prayer cards and blessings.

August Vestry Meeting Minutes

Motion was made to accept the August 9, 2012 vestry minutes as submitted. Moved by Gary Gearheart, seconded by Valle Brokes. Motion approved.

Financial Reports

- Operating cash is \$74,788.11
- We are paying less in salaries this year.
- Building cash is \$16,569.03. Building cash is less because of the parking lot repair.
- Pledges are about the same level behind as last year. Traditionally people pay up in December.
- Our year-to-date operating income has exceeded expenses.
- Where are we not spending the money? We have spent less than budgeted on altar flowers, communion supplies, parish life, faith formation, advertising, and Vacation Bible School (which paid for itself).
- This does not include all the costs in the starting up of the new Sunday School program.
- The \$3000.00 that was donated for the stained glass window repair is in Memorial donations.
- Our income has been flat for the last three years. And as we lose parishioners for various reasons, our pledging may dip down as a result.

- The Deaf Ministry does not appear in the budget because this budget was approved at the beginning of the year. It will not appear in the budget until January 2013. The money has been earmarked for Deaf Ministry, however. The money is presently in Operating, but should be put in a Special Interest fund.
- Motion was made to accept the financial reports as submitted. Moved by Stephen Ferro, seconded by Mike Scrutton. Motion approved.

Calendar Updates

- September - Sunday School, Choir, and 6 am Bible Study have started up again
- September 15 - Work party; Appreciation potluck for Bev Mosier for teaching the ASL class
- September 16 - Back to school backpack blessing; Special blessing and goodbye to Margaret Rainey and Scott and Martha Kennedy at the 10:30 service; Youth group meeting in evening
- September 20 - Irma MacLean's memorial service
- September 23 - Lead Team attends the planning session for the January 2013 vestry retreat
- September 30 - St. Francis' Day and Blessing of the Animals
- October 28 - St. James' provides lunches for Sacred Space
- November 3 - Stewardship dinner and program
- November 4 - All Saint's Day; Hoping to have 2 Baptisms at the 10:30 service
- November 10 - Confirmation at Grace Cathedral
- November 11 - iConfirm service
- November 18 - Stewardship Sunday; Lori will invite 2 or 3 parishioners to preach at each service
- November 22 - Thanksgiving day Eucharist at 10 am
- November 25 - Ingathering

Little Church Stained Glass Windows

- Hogan Art Glass has given us the bid for the final phase of the Little Church Windows, which comes to \$9800.00
- The Lead Team has discussed where the money to pay for the project might come from. We have a \$3000 donation and can take another \$2000 out of Memorial Donations. That leaves a balance of \$4800.
- Should the money come from the Schader Fund (\$132,000)? The Building Fund (\$16,000)? The money allocated to capital improvements from the Schader Fund (\$35,000)?
- It was suggested to take the money out of the Building Fund, because we made a commitment to restore the Little Church windows before we started the discussion regarding the allocation of the Schader Fund. At that

time we had discussed that we were going to find ways to pay for the window restoration, and were not looking toward the Schader Fund.

- How much do we need to keep in Memorial Donations? We could take out \$3000 vs. \$2000 originally suggested.
- Motion was made to take \$6000 out of Special Interest Memorial Donations (which includes the \$3000 donated for the stained glass windows), and \$3800 out of the Building Fund to pay for the final phase of the Little Church window restoration project. Moved by Janet Fischer, seconded by Nancy Castaneda. Motion approved.

Valle Brokes

- Valle and Al Brokes are moving to Philadelphia to be near their daughter and son-in-law, and therefore Valle has submitted her resignation to the vestry
- Janet Fisher read Valle's letter of resignation to the vestry, and with reluctance her resignation has been accepted.
- The Lead Team will talk amongst themselves and with Mike Scrutton regarding a possible replacement for Valle.

Little Church Structural Renovation Committee - Sylvia Ma

Little Church Renovation Committee Report to the Vestry Sylvia Ma, Sept. 13, 2012

2012 Little Church Renovation Committee members

- Lori +
- Sylvia Ma
- Scott Kennedy
- Patty Lacy
- Jim McConnell
- Mary Casas
- Jan Brandt
- Tom Blalock
- Nancy Svenson
- Chris Perry
- Bobbie Tomkinson

Updates from the Little Church Renovation Committee, Sept. 13, 2012

- Structural Assessment was done by ESI on July 13, 2012
- Electronic copy of Structural Assessment Report received on Aug. 30, 2012.
- Report was forwarded to Lori, the Wardens, Facilities and members of the Little Church Renovation Committee

- Will forward a bound copy of the report to Elizabeth Hart, Vestry Clerk, when we receive it.

4. Recommended Priority of Repairs

Priority Item

1. Dry-rot and weather proofing including: replacement of damaged exterior and interior finishes, roof flashing and gutter, caulking and sealing, grade separation from wood siding, and painting and sealing exterior.
2. Pest inspection and pest damage repair.
3. Mitigate wall bowing with new cross-ties.
4. Voluntary lateral force (seismic, wind) retrofit including: mudsill connection to foundation, crawlspace bracing, retrofitted framing at raised floors in east of church.
5. Resolve electrical and plumbing issues including: mitigation electrical defects, new GFCI sockets, electric panel movement and upgrade, seismic gas shutoff meter, and sink repair.
6. Repair to interior finishes including: flooring, floor joists, window trim, and thresholds.
7. Replacement of old heating components, asbestos abatement required.
8. Voluntary lateral retrofit to the church walls.
9. Additional light to church and surroundings.

Note: All corrective work should be performed by qualified professionals from the respective fields to comply with industry standards in workmanship. Earthquake and Structures, Inc. (ESI) reserves the right to amend and/or supplement this report in the event additional information, documentation or evidence becomes available.

Sincerely,

Bishwendu K

LCR updates, 9-13-2012, cont.

- The Little Church Renovation Committee met on Sept 10 and went over the recommended priority list from ESI (page 15 of the report)
- Seeking further clarifications from ESI
- Obtaining bids for recommended repairs
- Obtaining proposals from ESI on the engineering cost of remedying the bowing the walls and the seismic retrofits in the crawlspace
- Will continue to prioritize the repairs

Action items from structural Inspection	Time-line	Status
dry rot and weather proofing: roof repair, new gutter, exterior sealing and painting etc.	2012?	Roof may be under warranty, requesting Facilities to follow up with repairs. Jim McConnell will do research and get bids for gutters.
Pest inspection and pest damage repair	2012?	Mary Casas will schedule 3 free pest inspections
Engineering plans, building permit, inspections	2013?	estimate from ESI: \$15,000. Have asked ESI to give us an engineering cost proposal
mitigate wall bowing with new cross-ties	2013? (construction will last 4 weeks)	estimate from ESI: \$25,000 to \$50,000
foundation/floor seismic/wind retrofit	2013?	Estimate from ESI: \$15,000
		Total for above three items: \$55,000 to \$80,000
electrical and plumbing issues		Requesting Ron Larson to take a look at the potential electrical repairs needed. Tom Blalock will contact PG&E to remedy 'seismic gas shut off meter'.
interior finishes repairs: flooring, window trims etc		need bids
Furnace with asbestos abatement		Patty Lacy will research and get bids on a new furnace
Accessibility remedies		Handicap parking upgrade done with parking lot repaving.
Other possible renovation items		
refinish pews/chairs		one bid: \$28,700+tax
refinish floor		one bid: \$15,580+repairs

Action items from structural Inspection	Time-line	Status
cleaning interior walls		one bid: \$13,800
carpet		one bid: \$1980
lights		
sounds		
front door		
		Total for above seven items: \$67,000

Total estimates so far: \$150,000

LCR updates, 9-13-2012, cont.

- Envisioning a 3 to 4 year plan of renovation
- Requesting the Vestry to allocate \$100,000 from the Schader Fund for the Little Church Renovation project.
- Requesting the Vestry to incorporate \$15,000 per year in the 2013, 2014 and 2015 budgets for the Little Church Renovation Project.

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- The present roof is 14 years old and no longer under warranty
 - Problems (dry rot, mold) are with the flat part of the roof
 - Little Church does not have gutters
 - Evidence of termites was found in the crawlspace
 - Sylvia Ma is asking for more information from ESI regarding the cross-ties in the interior to mitigate the wall bowing.
 - Seismic and wind retrofit is done in the crawlspace
 - Electrical panel above the sink needs to be moved
 - Wiring needs upgrading - the covering comes off, leaving bare wire exposed. Requesting a second opinion to determine the urgency of repair
 - The frames around the windows need to be repaired
 - Some of the piping for the furnace contains asbestos. If/when we replace the furnace and components it will require asbestos abatement or the asbestos must be encapsulated somehow. Should this be higher priority?
 - Additional requirement - if repairs are under \$136,000 in a three year period, an additional 20% must be allotted for accessibility. If the repairs are over \$136,000 in a three year period, we must be completely up to code.
 - If the vestry has questions, Sylvia will compile them and ask ESI for clarification

- Before we get any bids or have any work done for the wall bowing or seismic retrofit we will need engineering plans, which is estimated to cost \$15,000
- The cross-ties will be permanent, and will take 4 weeks to install
- The structural assessment report describes what needs to be done in terms of accessibility. More research is required to determine what our options are and in what order the accessibility changes need to be done.
- The parking lot and the engineering plans should not be included in the \$136,000, as they are not structural repairs. Would the stained glass windows be considered structural repair?
- Looking at a 3 to 4 year plan. Cost of estimated repairs so far is \$150,000. Sylvia has requested \$100,000 from the Schader Fund, and a line item of \$15,000 in the budget.
- The budgeting for 2013-15 is impossible to answer until we see what pledges look like.
- There is some concern about spending a lot of money on a building without knowing if doing just some of the top priority items (because we cannot afford to do it all) will preserve the church long term. Health and safety items need to be done first.
- Is there grant money available for preservation of historical churches?
- Should we look at a longer (10 or 5-8) year plan versus a 3 to 4 year plan? How long can the repairs be stretched out?
- Do we want to preserve the Little Church? - general consensus is yes, but Mike Scrutton suggested determining the cost of all repairs before making final decision.
- Sylvia Ma will be able to give a better estimate next month after more bids have been gathered. The vestry needs a better idea of what the total picture looks like.
- Schader Fund allocations have been tabled for now.

Caring Team Update

- We do not have a Caring Team yet
- Idea is to gather a database of people who are willing to provide transportation, meals, and other practical care things in times of crisis or need.
- How to gather data - an email with a link to a survey (survey monkey) or add a line to the interest survey on the pledge form asking if you are willing to be part of a care team? How about both?
- It was suggested to put a second sheet with the pledge form describing the Caring Team
- We could do a link to the survey on iContact as well as send out information on the Yahoo group email
- Pledge form is going out in October

Main Church Carpet Bids

- Brad Hoffman obtained three bids: Worship Interiors Group (\$11,676.00), Signature Carpet One (\$12,363.00) and Conklin Bros. (\$12,499.00)
- Includes the office and the stage, and carpeting will go in the direction of the flow of traffic.
- Bids are for 36 oz. carpeting (present carpet is 26-28 oz). 36 oz. carpeting is more dense.
- There is no padding - glue down.
- We have a track record with Worship Interiors - they did our chairs.
- Motion was made to approve up to \$12,000.00 to Worship Interiors Group for new carpeting for the Big Church; the money to come from the allocation for capital improvement from the Schader Fund. Moved by Gary Gearheart, seconded by Bev Mosier. Motion approved.

Roof Repairs for the Little Church

- The inspection found areas where the flashing had not been installed correctly.
- Brad Hoffman was able to get a bid from Sonrise Roofing for \$1000. They did the original work, and the bid was reduced essentially because they were accepting responsibility for the improper installation.
- Brad will verify with the roofing company that they are repairing what was described in the report.
- There are also some concerns about not having 3 bids.
- It was agreed that Janet Fischer will cut the relevant sections referring to the roof from the report and paste them into a document that can be presented to Sonrise Roofing and two other contractors. Brad will get two more bids.

CLUSTER REPORTS

Communication and Evangelism Cluster Report Sept. 2012

1. Attended Window Staff meeting August 20 to review templates and formatting practices. Followed up with team, looking at templates to improve consistency between issues of The Window. Discussions ongoing.
2. Worked on structuring a St James' "brochure" with pertinent topics and photos. Sample pages might include:
 - Worship
 - Adult Education, Fellowship, Family, and Outreach
 - Staff
 - St. James History

- Campus Facilities
- Children, Teen and Family
- Festivals – Easter, Christmas
- Further Resources

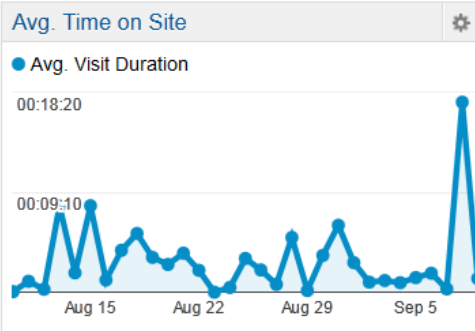
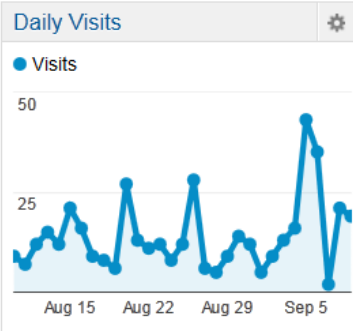
3. Discussed improvements of banner for St. Francis' Day Blessing of the Animals.
4. Met with Janet and Lori to discuss analytics on existing website. Most popular pages are Homepage, Newsletter, Worship, Clergy, Sermons. Working on update to infrastructure of SaintJ.com website (based on Wordpress). New site is under construction and will hopefully go live before the next meeting. Meanwhile, a preview can be seen at the temporary address: saintj.com/wp
5. Web Statistics for August can be found below.

Respectfully Submitted,
Mike Scrutton, Valle Brokes

My Dashboard

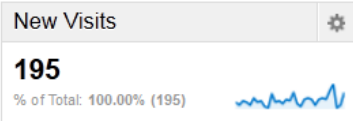
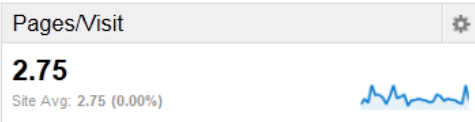
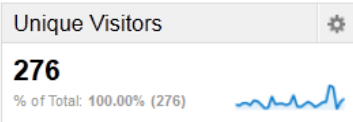
Aug 10, 2012 - Sep 9, 2012

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



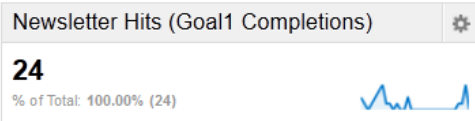
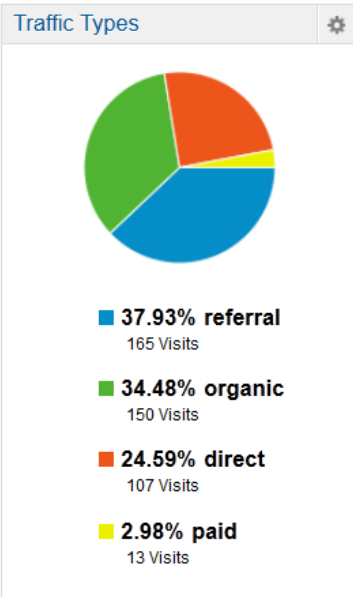
Time on Site by Country

Country / Territory	Visits	Avg. Visit Duration
United States	400	00:03:19
United Kingdom	4	00:00:00
Indonesia	4	00:00:00
India	3	00:06:20
Philippine s	3	00:00:07
Australia	2	00:00:00
Canada	2	00:00:04
Germany	2	00:00:12
Hong Kong	2	00:00:00
Armenia	1	00:00:00



Mobile Visits

Mobile	Visits	Pageviews
No	376	1,030
Yes	59	166



City

City	Unique Visitors	Unique Pageviews
Fremont	93	489
San Francisco	27	50
San Jose	13	34
Union City	6	7
Hayward	5	17
Los Angeles	4	14
Monterey	4	39
Newark	4	13
Santa Clara	4	6
Bethesda	4	4

- The final item of the report discusses the staging of the new website.
- The content is largely unchanged, but there is more flexibility and usability.

- The files that make up the website now reside on the host, so it's easier for other people to help maintain it.
- Looking at templates for the Window.

Faith Formation Cluster Report

September 2012

Youth and Children

We had a successful first Sunday back - 6 kids with another one coming to have a look after church.

Kids started collecting the prayer cards for the year.

Jan chose and ordered the new Sunday School curriculum. Lori and Jan spent a morning at the Resource Center and they were able to compare a number of curriculum and take advise/listen to peoples experience. The final pick was Grow, Proclaim, Serve published by Cokesbury.

Jan picked it because

- it has a small classroom curriculum perfect for our current situation.
- It is easy for our leaders to follow
- it has a variety of elements to pick from including music, a dvd, story, craft and an outreach project.
- It covers short 4-5 week units on one broad theme or topic.
- There is the option to differentiate material given to the kids by age/reading ability.
- Each unit shares a Bible verse/ theme
- the curriculum is also available for smaller age groups if we wanted to move on to separate classrooms later.

A few weeks ago Jan mailed notes to all the kids who went to VBS and are part of Sunday School. She will also be sending cards to kids returning to Sunday School who missed VBS or to those who may be interested in coming along having been at VBS. A number of our VBS kids belong to other churches but Jan will be letting them know about special events at St James'.

The Sunday School giving project this year will be Heifer International and we will be trying to 'fill the Ark' with animals for people in need. The plan is to launch this to the congregation at the St Francis Day Service.

Parents will get a letter and registration form for Sunday School which will explain the programs we have already set up for this year (prayer cards, Heifer Int and Sunday School Worship)

On Dec 9 Lori will join the Sunday School and any younger children (with parents) for Sunday School Worship in the Little Church. We hope this will happen 3-4 times a year and the kids will experience a gentle, teaching service during the Sunday School time before returning to church as they usually do.

Jan Scrutton will start doing 2 mornings a week on campus from Sept 10. Two key things Lori and Jan are working on are reporting and budgeting. We also need to work out how costs are divided - Sunday School/Youth/VBS but also Abode.

We did have a successful first 2 evenings with the kids at Abode and have been invited back on a regular basis. We have dates for Abode Kids in Sept & Oct and are working on getting background checks done.

In the next few weeks Jan will map out the Children, Teen and Family year at St James'. She does not expect to add a lot of events but I do want to work on seeing what we do for kids and what we can do better. Just looking from Sept to Dec we have Sunday School, Blessing of the backpacks, St Francis, Wreath making, Los Pasadas and the Christmas Eve nativity. One of our issues is not about more events but about making the program cohesive and inclusive.

Youth Group is going well. With confirmation on Nov 10 we are working towards to end of our iConfirm course and preparing for that decision and the service afterwards at St James'

Adult Faith Formation

Adult Faith Formation team met on Sept 10th. The next meeting will be on October 1st.

Meeting minutes from the Aug 8th meeting were distributed on after the August vestry meeting. I have included the meeting minutes below.

Planned Faith Formation classes/events

1. Fall Presentations.
 - a. "Men of Faith" (alias "Men Saints"): Ken Trant will coordinate this presentation was held on 9/2/12. The response was very positive.
 - b. There will be no classes on 9/9. This is the Ladies Flatlanders (fellowship) weekend.
 - c. Convention Resolution Presentation on 9/16: EJ will present the

resolutions that will be voted on at general convention on 10/20.

- d. There will be no classes on 9/30 due to the Blessing of the Animals service.
- e. "The Challenge of Jesus" parts III: Janet Fischer will present these classes for four sessions each starting on 9/23 thru 10/21. (Break on 9/30 for Blessing of the Animals).
- f. "Evelyn Underhill" – Barbara Dabney. Date 10/28/12
- g. All Saints Day: 11/4/12 – Class has not yet been defined.
- h. "History of the Prayer Book" – Bob Dobbin. Date 11/11/12
- i. "The Challenge of Jesus" parts IV: Janet Fischer will present these classes for four sessions each starting on 11/18 thru 12/16. (Break on 11/25 for Advent Wreath creation).
- j. Los Posadas: John Maloney will coordinate this event again this year on 12/2.
- k. No Faith Formation Classes on 12/23 or 12/30.
- l. Spring classes are being defined and finalized.

2. FAITH FORMATION MEETING MINUTES 8/6/2012

- a. EJ opened with prayer.
- b. Attendance: Nancy Castaneda, Janet Fischer, EJ Hilliard, John Maloney, Ava Moore, Bruce Roberts (Chair).
- c. John volunteered to be the Recorder for this and the September meetings with the understanding that he would not be Recorder again before May 2013. All agreed.
- d. Bruce announced that Alice Johnson was taking a leave of absence from the committee until January 2013. He also noted that Jeanne Morris could not attend this evening's meeting due to her work schedule.
- e. Bruce invited each person to share her/his summer vacation experiences. Everyone shared interesting activities.
- f. REVIEW OF MAY/JUNE PRESENTATIONS
 - i. "The Challenge of Jesus": this series presented by Janet Fischer went very well.
 - ii. "Episcopal Monastic Orders and Mysticism": Brother Jude of the St. Francis monastic order presented his well-attended and interesting topic. A video on monastic service and monasticism is available. He also preached successfully at our two Eucharists. He is very welcome to return in the future, although his health may not permit it. We have some materials that he gave us in the Faith Formation files.
 - iii. "Deaf Ministry": Bev Mosier continues this class during the summer twice a week. Bruce, who participated in the classes, attested to its value and interest.

g. DIOCESAN CONVENTION RESOLUTIONS

- i. EJ presented details relating to the upcoming Diocesan Convention scheduled for October 20, especially the resolutions to be voted upon.
- ii. There are three resolutions: (1) The first resolution relates to an ongoing discussion about changing selected terminology in the Nicene Creed. (EJ believes that this issue will be assigned to the Episcopal bishops rather than the Diocesan Convention.) (2) The second resolution from the Diaconate is the Diocese encourages an awareness of the poor in our midst. (3) EJ was unsure of the third resolution.
- iii. There may be more late resolutions proposed at the Convention.
- iv. EJ praised how well prepared St. James' delegates are on Convention proposals/issues.

h. FALL 2012 PRESENTATIONS

- i. A few revisions/additions were made to the proposed Fall 2012 schedule of Faith Formation classes:
- ii. 9/16/2012: class on the Diocesan Convention resolutions.
- iii. 9/21/2012: the "Challenge of Jesus" class originally scheduled for 9/16 was moved to 9/21.
- iv. EJ will contact Ken Trant to determine if he wants any other men to participate in the presentation of his 9/2/2012, "Men of Faith."
- v. Ava will contact her son to determine if on 11/4/2012 he and his choir, New Creation Praise Team, would perform at St. James' to celebrate All Saints Day.
- vi. Please refer to the attached "Faith Formation Fall 2012" spreadsheet for a detailed listing of the classes and presenters for September – December 2012.

i. SPRING 2013 PRESENTATIONS

- i. Janet will lead two classes in discussion of Elaine Pagels' most recent book Revelations.
- ii. A future committee meeting will continue developing the Spring 2013 schedule of classes (See item 13 of the May 14, 2012 minutes for some possible classes already discussed.)
- iii. EJ recommended we purchased the three-hour DVD program Asian and Abrahamic Religions that she viewed on public television. Bruce will look for it and the committee will consider its use in the Faith Formation program.

j. Next meeting September 10, 2012 at 5:30 PM

k. Closing prayer was led by EJ.

Facility Cluster Report - September 13th 2012

Old Business:

1. The parking lot repair and renovation was completed in August for a total cost of \$48,694.00.
 - ▶ We are looking into the additional cost of having 2 concrete "stops" placed in front of the 'Senior Parking' area in front of the office entrance.
 - ▶ There is a project working to create new directional signs for our new parking setup
2. A new faucet was placed in the center island sink in the main kitchen.
3. Lights at the St James sign have been repaired.

New Business:

1. The Little church inspection discovered an issue with the Little Church Sacristy roof that needs repair.
 - ▶ After initially contacting the company that completed the reroof of the little church including the slope and Sacristy roofs we received a price of \$1800.00. With discussion of the fact that we had a 5 yr workmanship warranty (expired) and a 30 yr manufacture warranty (47% use) we received a prorated price of \$1000.00 to repair the roof.
 - ▶ **We are recommending that the Vestry approve \$1000.00 for repair of the little church roof.**
2. We have received 3 bids for carpeting the big church.
 - a. We have worked under the following parameters:
 - i. The Carpet is to run from front to back (vs. side to side) so the seams are in the flow of traffic
 - ii. The first piece down runs down the center of the church from the door to the stage steps. Again to keep any seem out of the main traffic flow.
 - iii. The bids include the multi-use office and the "stage" area. On two of the bids the stage was given as a separate price
 - iv. The bids include one "move" of the chairs in the church by the carpet crew.
 - ▶ We would have to have a crew on the Sunday before the job to remove the organ, piano, electronic fixtures, Altar and all items except the chairs from the areas to be re-carpeted. The chairs would need to be moved to an area about 1/3 of the floor space.
 - ▶ We would need to have a crew of parishioners to reset the church on Saturday after the carpet is completed.
- ▶ **Worship Interiors Group. (they did the Chairs)**
 - a. **\$11676.00**

- ▶ Conklin Bros. (Abbey Carpet)
 - a. \$12,499.00
- ▶ Signature Carpet One.
 - a. \$12,363.00

Submitted
Brad Hoffman

Cluster Report Parish Life - September 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. New Activities (Suggested by Bob)

- a. Hiking Group
 - In the past there have been parishioners who went hiking. This is an activity that could be revived
- b. Deep Sea Fishing Trip
 - Bob talked to people on the men's' trip to Arnold about this. This would take some planning since boats depart early in the morning.
- c. Thursday Dinners
 - This would be similar to the dinner at Sweet Tomatoes that Greg Miller's daughter sponsored. It could be for fund raising purposes or just fellowship.
- d. More Joint Activities with Philippine Independent Church

C. St. James Day Improvements

- a. Encourage more intermingling between the congregations
 - Bob sat with members of the PIC and had a great time discussing joint activities with the PIC, travel to the Philippines, diving in the Philippines, etc. Bob found them to be a great group of people. We should get to know them better.
- b. Ask the PIC to bring the pig as in the past

Current Projects & Activities

- Parish Life is on Hiatus for the next few weeks as there are currently no Social Events are scheduled at this time

Projects & Activities - Updates

- No New Activities at this time

Upcoming Events

- Ladies Flatlanders – Sept. 7 thru Sept. 11
- Back To School – September 2012...actual Date and Time TBA

SM&CC report for Sept, 2012

Caring Team:

Phone call canvassing of the congregation for this ministry has not been very productive, so we are changing our approach to using broadcast email in hopes of better response.

ASL Classes

Bev has started up the second phase of ASL classes on Monday nights.

Sacred Space

Gary will be coordinating this ministry, and our next turn for bringing the lunches is Oct 28, followed by Nov 11, and Dec 16. All are invited and encouraged to attend.

Abode Shoes

We have had a great response to this Ministry this year, and Kathy has already given a sizable check to ABODE.

Food Pantry

Donations to the Food Pantry continue to be generous and we have had more than sufficient supplies to meet the needs of those using the Pantry.

Respectfully submitted

Gary Gearheart

Lead Team Report Sept. 13, 2012

The structural report for the Little Church has been submitted, and Sylvia Ma will be at the vestry meeting to present the findings.

Stewardship Update

We're doing things a little differently this year. Bulletin inserts taken from The Episcopal Church website will be used beginning next month. The pledge card will be redesigned to eliminate the building fund option. An interest survey sheet will be included with the pledge card mailing, and the

Stewardship Event will be a one-night musical held in the Main Church. Mark your calendars for "Stewardship – The Musical!" on Nov. 3.

Altar Guild Update

With Margaret Rainey's move to Vacaville, the leadership of the Altar Guild has been restructured: Ruth Poole will serve as the Altar Guild Directress and Dorothy Balderston will be the Assisting Directress. Lauren Doherty will pick up the wine, with Mary Casas responsible for ordering all other supplies.

The Reception Committee will now be led by Dorothy Balderston.

The Lead Team was available to cover any potential emergencies while Lori was on vacation for one week.

Deanery Report (per Barbara Dabney)

Proposed changes to Dio Canon 16.02 was explained. EJ Hilliard presented the Resolutions that will be coming up for a vote at the convention. She will also cover them on Sunday at the faith formation hour. For the grant from Episcopal Charities, the vote was between Abode Services, Big Heart Wellness Center (Livermore) and the Family Emergency Shelter Coalition. Big Heart Wellness Center was the winner.

Respectfully submitted,

Janet Fischer
Laura Winter
Lori Walton

Rector's Report
Vestry Meeting, September 13, 2012

Worship

Officiated a Sacred Space service on August 19.

On vacation August 26; Jim McLeod preached and presided in my absence.

Continuing to plan the St. Francis Day celebration – will need help setting up canopies and chairs, and taking them down.

Officiated at a wedding in Cromberg, CA over the September 7/8 weekend.

Met a few times with Margaret Rainey to discuss transferring Altar Guild and Reception Duties to others.

Set the preaching/presiding schedule for October through January.

Connected Music Director, Jennifer Carini, with the President of the Tri-City Interfaith Council, Jeff Spencer. Jennifer is going to direct this year's Thanksgiving Service Choir. The Interfaith Thanksgiving Service happens on the Monday of Thanksgiving week. Everyone is welcome to participate!

Children & Youth

Jan Scrutton began her weekly duties as the Children, Teen and Family Ministry Coordinator. See the Faith Formation report for details from Jan.

Spent some time with Art Gallardo and Bud Spalding to equip the office with furniture. Thanks to Becky Whitaker for donating a desk chair, and to Gregg Feeney who will be donating a desk.

Traveled to the Resource Center with Jan to look at curriculum and to network with other CTF Ministers and leadership.

Planning a backpack blessing during announcements on September 16, 10:30 service.

Discussed the iConfirm Service – to take place on November 11 (not November 18 as previously thought).

Welcoming / New People / Evangelism

Happy to see that our new Greeters Program is working well and is effective in getting people to coffee and helping them feel welcome. Concerned that a handful of new visitors/members have "disappeared". I've emailed a couple of them without success. Giving some thought as to who might be a good person to do follow-up phone calls.

Our next New Members Lunch should happen in November. However, we have not seen many new people in the last few months. Delaying a lunch might be necessary.

Pastoral Care

Spent a lot of time in Washington Hospital with Irma McLean during her final days. Met with Irma's family on a few occasions to work through end-of-life/spiritual/ethical issues. Met with the family to plan the funeral service to take place Thursday, September 20, 1:00 at St. James'. I will also officiate a graveside committal service on Friday, September 21, 11:00 at Cypress Lawns in Colma.

Visited Paul and Nancy Svenson, bringing them communion.

Visited Wilma Delane, a resident of Good Samaritan House in South Fremont. Brought her communion as well, and asked Barbara Dabney to make a visit.

Met with two parishioners regarding spiritual issues.

Made the St. James' Funeral/Memorial Planning Sheet available to all parishioners.

Finance/Administration

Note the Stewardship Sermon will take place on November 18 (not November 11 as previously thought).

Gave Sexton Art Gallardo an annual review.

Communication

Met with the Window Editorial Team to work out issues of consistency.
Met with Janet and Mike to review website statistics.

Other

Attended a colleague group and a rector's meeting.
Continuing with Spiritual Direction.
Continuing to meet with Bev Mosier to further increase my ASL skills.
Attended the Tri-City Interfaith Council Monthly Meeting.
Attended the So. Alameda Deanery Meeting.

Was on vacation August 26-September 2 (last vacation for the year).

Clergy Conference is scheduled for September 25-27.

Motion was made to accept the cluster reports, the lead team report, and the rector's report as submitted/amended. Moved by Valle Brokes, seconded by Bob Bynum. Motion approved.

Mike Scrutton led Compline.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry