

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

In attendance: Rector Lori Walton, Treasurer Lynn Locher,, Junior Warden Laura Winter, vestry members, Gary Gearheart, Brad Hoffman, Stephen Ferro, Donald Razzolini, Bev Mosier, Mike Scrutton, Nancy Castaneda, Bud Spalding, Jack Rux, and Clerk Elizabeth Hart.

Absent: Senior Warden Janet Fischer and Bob Bynum.

Lori Walton called the meeting to order, and Bev Moiser led the opening prayer.

Jack Rux was welcomed to the vestry.

October Vestry Meeting Minutes

The October 11, 2012 vestry meeting minutes were accepted as submitted. Moved by Brad Hoffman, seconded by Gary Gearheart. Motion approved, with three abstentions.

Financial Reports

- September reports
 - Operating cash - \$87,793.18
 - Building cash - \$12,530.11
 - Special interest total - \$233,843.15; Schader Fund - \$174,029.39
 - At the end of September our pledges looked good - only down 3.4% from budgeted
 - Operating income versus expenses - \$14,471.07
 - The September financial reports were accepted as submitted.
- October reports
 - Operating cash - \$79,445.24
 - Building cash - \$9,739.11
 - Special interest total - \$228,062.63; Schader Fund - \$168,191.39
 - At the end of October our pledges were down 6.5% from budgeted.
 - Operating income versus expenses - \$6123.13
 - A deposit for the vestry retreat has been paid, but the money was taken out of special interest, rather than the operating budget, leaving a negative balance (-\$223.88) in Special Interest Vestry Retreat. The Special Interest Vestry Retreat will be reimbursed from Operating Vestry Retreat.
 - Pension will be over budget because we need to pay pension on Lori's bonus. Lynn Locher will be contacting the church pension fund to find out how much we need to pay.

- Lynn also needs to find out if we need to pay assessment on money that was transferred from special interest to operating for Lori's bonus.
- Items under IT that will put us over budget:
 - Upgraded Quickbooks - \$217.46
 - We have not received a bill for the refurbished computer in the Volunteers' Office
 - Church Windows (software) needs to be updated before January 1st. Cost is \$220.00. This looks like an annual fee that may need to be budgeted as an annual expense, but Lynn will check if an update every year is really necessary.
- Property taxes have been paid earlier than they were in the past.
- Some of the small fees from the gas line repair came out of maintenance but the big charge for the new gas line came out of building.
- The October financial reports were accepted as submitted.

Calendar Updates

- November 10 - 8 young people will be confirmed at the Cathedral
- November 11 - iConfirm service at 10:30 am; Sacred Space lat 2:00 pm, St. James' responsible for lunches
- November 17 - Work party; Open House and house blessing at Lori & Ron's home
- November 18 - Stewardship the Musical at 5 pm
- November 22 - Thanksgiving service at 10 am in the Little Church
- November 25 - Advent wreaths during Faith Formation
- December 2 - Advent 1, Lessons & carols at 10:30 am; Las Posadas at 5 pm. After Las Posadas we will be clearing the church in preparation for carpet installation
- December 9 - Reset the church after carpet installation
- December 23 - Advent 4, decorating the church
- December 24 - Christmas eve services at 4:00 pm and 10:30 pm.
- December 25 - Christmas service at 10 am.
- January 13 - Budget meeting during Faith Formation
- January 19 - Food & fellowship dinner
- January 20 - Annual meeting. One service at 10 am.
- January 21 - McCutcheon concert
- January 25-27 - Vestry/Deanery retreat (cost is \$170.00)

Main Church Carpet Update

- Carpet installation is the week of December 2-10.
- Clearing of the church prior to installation - we will do what we can after the 10:30 service, the rest will be moved after Las Posadas.

Little Church Fumigation Proposal

The following communication was recently received from the Little Church restoration committee. The Committee has had pest inspections performed and has had three reports and eradication proposals submitted. The recommendation from the engineering consultants is that the pest problem should be taken care of as soon as possible. As a result, the Committee is requesting funding and approval to proceed with the eradication process.

Three inspections of the Little Church were made and the findings of the inspections were nearly identical. Two of the proposals involved traditional systems and one involved the "orange oil" type of treatment. Base Costs were :

Terminix: \$1400 plus \$225 for renewal = \$1625

Pacific Coast: \$1575, includes 2 year warranty = \$1575

Hi Tech: \$1900, 10% discount = \$1710

The Committee recommends using the Pacific Coast Termite Inc. as the service provider. This recommendation is based on the use of the "orange oil" treatment (considered less hazardous), and prior experience by committee members.

Bud Spalding, Facilities Cluster

- All three companies found almost identical problems with the Little Church - all found termites and debris in the same places.
- Little Church Committee is asking the vestry to authorize \$1575.00 for the fumigation project
- The engineers have recommended that the termite problem should be taken care of first.
- Is orange oil as effective as traditional methods? One person on the committee has had a good experience with Pacific Coast Termite. Orange oil is also a less toxic treatment.
- Motion was made to approve up to \$1600.00 to pay Pacific Coast Termite to do the termite eradication in the Little Church. Moved by Brad Hoffman, seconded by Bev Mosier. Motion approved.
- Money is to come out of operating, maintenance and repair.

Mutual Ministry Review

- It has been over one year since our first mutual ministry review
- A mutual ministry review is a process that the vestry and rector go through to talk about how did the last year go, are expectations being met on both sides etc. It is somewhat like a performance review but it is more about

how do we work together and how can we best realize what is best for the whole of St. James', are lines of communication good, etc.

- Lori contacted the Diocese, and was told that healthy churches have a review every year.
- Diocese covers the cost of the first mutual ministry review because they come do it, thereafter they ask that we hire a consultant, which we pay for.
- Cost of a mutual ministry review is \$50 to \$60 per contact hour. Estimated time is 3 to 4 contact hours, so total cost would be about \$200 to \$240.
- This requires a time commitment - an extra vestry meeting.
- Do we want to want to schedule one in January, and then one in October/ November (so twice in 2013) to put us on a yearly schedule? Or, we could wait until October 2013.
- January seems like a bad month - there is the regular vestry meeting, the annual meeting, and the vestry retreat.
- The mutual ministry review includes a review of what St. James' put in the parish profile when they were calling a rector and see whether those goals are being realized, whether the goals have changed, etc. It is supposed to be used as a guiding document for our work together.
- Part of next year's review will be to look at last year's review to see if we have made any progress.
- Suggestion is to calendar an annual mutual ministry review for September/ October of every year. Do we want to do something in the interim?
- The Diocese makes a recommendation regarding people they have trained to facilitate.
- Lori has been given three names. She has worked with one of the persons, and she will call to find out more information regarding cost and would she be willing to facilitate a discussion for an hour in the interim.
- It was suggested that a review of the previous mutual ministry review could be integrated into the vestry retreat.
- Cost of the review will be put into the 2013 budget.

2013 Budget Discussion

- Need to get the figures from all of the people who do ministry here so that we can build the 2013 budget. People need to be as specific as possible.
- All of the numbers need to be given to Lynn Locher by November 30.
- A good example of a formal request for budget was submitted by Jan Scrutton for the Abode Kids Program. One to two nights a month a group of people (with Jan leading) go to Abode to do a secular children's program with a story, a craft related to the story, and a snack. The request gives the background of why the money is being requested and what it is going to be used for.

2013 Vestry Nominations

- Who might be willing to serve?
- Brad Hoffman, Nancy Castaneda, Stephen Ferro and Laura Winter are retiring.
- Ideally we would like to have more than 4 people run, but practically we need at least 4 people who are willing to serve.
- We can be clear about - we start on time and we end on time, we share responsibility, we have fun together, and we work hard to have a lot of integrity in the decisions that we make for the church. We try to do our best what is right for the whole community.
- Eligibility requirements: a communicant in good standing and a pledging member.

CLUSTER REPORTS

Communication and Evangelism Cluster Report, November 2012

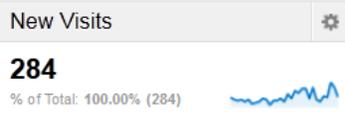
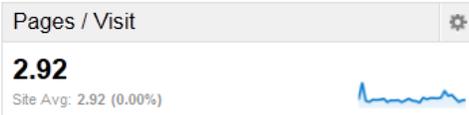
1. Web Statistics for October can be found below.
2. Have been researching new banner for St Francis and giving thought to advertising for Christmas Season.

Respectfully Submitted,
Mike Scrutton, Jack Rux



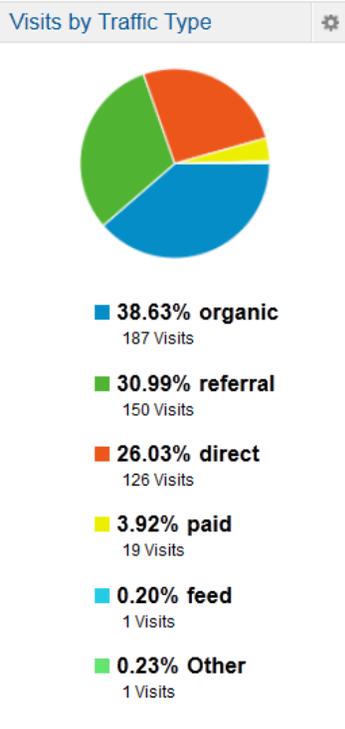
Visits and Avg. Visit Duration by Country / Territory

Country / Territory	Visits	Avg. Visit Duration
United States	448	00:02:07
India	4	00:00:02
Canada	3	00:00:00
Netherlands	3	00:00:00
Spain	2	00:00:00
United Kingdom	2	00:00:21
Japan	2	00:00:43
Nigeria	2	00:00:31
Turkey	2	00:00:00
Argentina	1	00:00:00



Mobile Visits

Mobile (Including Tablet)	Visits	Pageviews
No	398	1,220
Yes	86	192



City

City	Unique Visitors	Unique Pageviews
Fremont	82	432
San Francisco	38	94
San Jose	16	33
Hayward	10	29
Los Angeles	8	25
Oakland	7	16
Palo Alto	7	28
Berkeley	6	24
Newark	6	31
Union City	6	16

- Visits by traffic type
 - Paid - where we are getting advertising. It's from Google ad words when we come up as paid advert on the right side and you click through

- Direct - someone has physically typed in the web address or a bookmark
- Referral - come from another website
- Organic - within the website
- Feed - subset of the podcast or RSS

Faith Formation Cluster Report

November 2012

Youth and Children

Sunday School is going well with Lauren and Bob setting a high standard of planning and teaching. They are reaching out to new teachers and encouraging others to assist them in the classroom. Esther and Dana have both been in this month. Jan will be teaching with some youth group teens in Dec/Jan. The Family Calendar was mailed out to our VBS kids as well as being available from church.

10 kids wore costumes for Halloween on Oct 28.

Youth Group are ready for confirmation - 8 of them will complete the pilgrimage to the cathedral. For confirmation we have - Anthony, Bon, Joey, Tom, Hilary, Chanelle & Bryneth while Beth will be received into the Episcopal Church (having been confirmed previously) This will take place on Nov 10. On Nov 11 we will celebrate the work all the youth have done on the CnC course with an iConfirm service at 10.30am. We really want to encourage everyone to be there for this service where the kids will serve, play, sing, read and we can celebrate their work. The mentors who have support them (and us) will take a part in the service.

In December the youth group meeting will be partly a social event where we welcome the kids to bring friends and encourage those young people (6th grade and above) in our community who have not yet joined the group to come along. We will also be looking a Social Media!

Adult Faith Formation

Adult Faith Formation team met on November 5th. The next meeting will be on December 3rd. Notes from the November meeting are below:

1. Prayer – EJ And Bruce, and see #2 below
2. How will what we are doing here affect or involve people living in poverty? Taken from the Deacon's Resolve Diocesan Resolution How what we do affects those in poverty. Poverty as a subject needs to be thought

of in every meeting. It is from the Deacons resolve. How will our work affect poverty be mindful of this at our meetings?

3. Attendance, - EJ, Bruce, John, Eva, Jeanne. Alice will not join us till January. Absent Nancy (dentist) and Janet (vacation); recorder, Jeanne.
4. Diocesan Resolutions – Review - EJ announced that all resolutions passed
5. November Presentations (and December) Bruce showed Faith Formation classes in the Window with pictures.
 - a. Evelyn Underhill – Barbara Dabney and Brian Cochran – November 4. This was done well – Barbara gave the bio and Brian led a meditation we had a great discussion on Ms Underhill. Not well attended unfortunately.
 - b. Book of Common Prayer – the Overview – Bob Dobbin – November 11
 - c. The Challenge of Jesus Part IV, The Resurrection of Jesus. – Janet Fischer and Lori - November 18 – to continue Dec. 2, 9, 16. Last installment of the challenge of Jesus, Lori will join and help teach the class.
 - d. Advent Wreaths – Linda and Dave Nelsen – November 25 Linda and Dave are ready
6. Las Posadas – December 2 – John Maloney. Per John the prep is starting. The first announcement has started at the church. The food is taken care of by Parish life group.
7. Ideas for Spring 2013
 - a. Bruce noted the Schedule so far: Open January 6th, Jan 20 iffy, Feb 10, 24 open, March 3, 10, 16 open.
 - b. Ideas - two each?

Have a class on different poverty assistance programs that we have here at St James, have a representative come to share their experience. Bruce to ask Lori for the sacred space ministry deacon to come and present a class on this program and or his experiences, noting that he has been here before.
 - c. Confirm, not conform for adults, two sessions, Epiphany and Lent – The Rev. Lori Walton. See schedule.

The evening class for adults we may need to help Lori with this class.
 - d. Bible Basics – Bob Dobbin – see schedule. Three consecutive Sundays.
 - e. Pagan religions ?? Lori would like us to ensure that the class is appropriate for a Christian audience. Educational not confrontational. Tabled at this time. Eva said she would research it and work with Lea to see if she is interested in this program and would like to present something.
 - f. Perambulations: Why Jesus died. Feeding the 5000. Read and discuss.

Maybe read in class and discuss the Feeding the 5000

Why Jesus Died would not be a whole class would need to pair it with an additional reading or readings.

g. Class Brochure: need examples

Eva-idea for a class a brochure as a project to help learn in a different way. Break out work in a class to create a piece of the brochure from each group and add pictures put the brochure together, learn by doing – would this form fit in the 45 min class time frame?

h. Act out a Bible lesson: write a short play and act it out. Blind Bartimaeus? Mark 10:46, Building bigger Barns? Luke 12:16.

John – has an idea – Humor in the bible – Reading from Matthew I – e.g., The Prostitute in the Family Tree as playlets, these plays could they be read in class, or people to come in and act out the play in front of the class, these approaches' would work

The Man Born Blind – short comedy play John 9: 1-38

An essay – A Note From the Good Thief

“We Are the Very Model of Today’s Episcopalian” great song the choir could sing it

Bruce - A blue grass song Blind Bartimaeus easy to dramatize in a class and Luke – Building a Bigger Barn - turn into a playlet.

Bruce has brought in CD’s and DVD’s for us to review. Jeanne to listen to Mysticism Empowerment & Resistance. Would this be appropriate for a class?

EJ to watch the Heart of Christianity - Would this be appropriate for a class?

Bruce to watch – The Human Spirit & The Times We Live In - Would this be appropriate for a class?

Ask the youth group if they would like to act out a bible lesson for the class. Bruce to talk to Jan and Mike Scrutton about this.

EJ – Talked with Ken Trent – The Saints who have done great things and been recognized and great things and not been recognized, he is still gathering more material and maybe in the Spring, 2013 or Fall, 2013 maybe he could do another class.

Acting out a Bible lesson any bible session can be acted out and discussed.

What if you were Jesus – write a letter. If you were an apostles write a letter

Tearing down the temple - can be a story that is dramatized.

i. Other Ideas

Reading music – Jennifer will teach 2 classes on how to read music.

The book Revelations by Elaine Pagels, Janet decided it is a 1 session class.

EJ said that The Great Courses are too long as they are lectures, can it be broken up or a portion used in class?

8. Other business

Racism, Change and History – Bruce has been working on the short intro – then Jim Cunningham will present his writing to the class. Bruce to bring in Joan’s cousins Don’s notes of his travels from the late 50’s. Bruce to complete the class schedule for January, maybe.

9. Next Meeting - Monday December 3 at 5:30 PM.

10. Prayer – EJ

Facilities Cluster Report - November 8th, 2012

Had new gas line installed to the Education Building. Process was completed in 2 days with all permits approved. Total cost as approved by Vestry \$4210.00.

The decision was made to postpone the carpet installation into the Big Church until the 1st week of December. Laura Winter has agreed to facilitate the removal of all items from the stage area and office, as well as moving the chairs to 1/3 of the space after Los Posadas on December 2nd. I will lead a crew to reset the big church on December 8th. An announcement was put in the ‘Window’ and weekly announcements will be made for the next several weeks.

At our last work party we discovered that the timbers around our playground are rotting out. A temporary fix was put in place but we will be doing research as to the best product to replace the wood frame and suggest it as part of the building budget next year.

Thank you
Facilities cluster
Bud Spalding and Brad Hoffman

Cluster Report
Parish Life - Oct. 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

- New activities/events to add to the PL repertoire
- Los Posadas

Projects & Activities - Update

- New activities/events for the PL repertoire
 - The Parish Life Team continues to review new activities... Some ideas in review include scuba diving, hiking/ exploration trips, Dinner and a Movie Nights
- As reported previously, the Parish Life team is taking over the coordinating duties of the Los Posadas meal this year and in the future. In meeting with John Maloney the PL team was given a book of guidelines and an overview of the Los Posadas mindset
 - Date & Time: Dec. 02, 2012 5pm
 - In reviewing the book, it was apparent that this is an event with as many layers as there are participants and many hands will be needed for success. Penny Trant has agreed to oversee the decorations and overall set-up of the Parish Hall which, as in the past, will be the main eating area with overflow gathering in the EB1 meeting room
 - In her capacity as food/décor coordinator Penny will be meeting with Parish Life team-member Donald Razzolini Friday Nov. 9 to review budget constraints and overall concept concern and/or needs of the event. This meeting will also allow the PL team to gain a better understanding of the event in its current form and to review possible revamping of some current procedures that may or may not be needed in the future
 - St. James' Music Director Jennifer Carini has been contacted as a possible resource for homemade traditional tamales at a lower cost than in the past (an approximate savings of \$.80 cents per tamale).
 - In the weeks to come, other contacts will be made using the list of volunteers given by John Maloney for other areas of need for the event as well as sign-up sheets etc. made available

Upcoming Events

- Window Deadline – November 15
- Stewardship "The Musical" – November 17
- 2013 Budget Planning

- Penny Trant is ill so Donald will not be able to meet with her on November 9th.
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CC & SM vestry report for Nov, 2012

Sacred Space---November and December dates are fully signed up, and January Through July, 2013 have been set and posted for sign up.

Caring Team---While not yet in operation, The questionnaire has been distributed via mail, and the link for accessing it on survey monkey will be out in the newsletter this week.

Respectfully Submitted

Gary Gearheart and Bev Mosier

- Thank you to Gary for being so intentional about Sacred Space. New dates for Sacred Space are on the board. We are scheduled through July.
- The Ramsamy and the Francis families are providing hot meals to the Sacred Space congregation for the next two months

**Lead Team Report
November 8, 2012**

Stewardship Update

“Stewardship – The Musical!” takes place Sunday, Nov. 18 at 5pm. In addition, our Stewardship sermon happens earlier that day at each of the services. Ingathering of the pledge cards is the next Sunday, Nov 25. It would be very helpful to have 100% Vestry participation at the ingathering.

Deanery Update

Scott Whitaker is the Vice-President of the Southern Alameda Deanery during 2013, and Jim McConnell is now a member of the Executive Council. Combined with Lori’s election to the Standing Committee, St James’ has a strong presence in the wider Diocese.

The entire parish did a wonderful job at the two memorial services this month. Everything went smoothly and many visitors commented on the hospitality and the welcome they felt. A big thank you to everyone.

Respectfully submitted,

Janet Fischer

Laura Winter

Lori Walton

- Thank you to everyone for all their work on the memorial services.
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Rector's Report

Vestry Meeting, November 8, 2012

Worship

Met with the Worship Committee to plan Advent, Christmas and Epiphany.
Met with Jennifer to choose hymns/music. Schedule is as follows:

Advent 1 (December 2): Lesson & Carols service with Communion.

Advent 2-4: Regular Services

Greening of the Church: Following Advent 4 10:30 Service on 12/23

Christmas Eve Family Service: 4:00pm

Midnight Mass/Carols: 10:30pm

Said goodbye to Valle and Al Brokes on October 28.

Officiated the Williams-Amaroux Wedding on October 20.

Officiated Mary Gifford's Memorial Service on October 27.

Officiated Tim Koonze's Memorial Service on November 3.

Celebrated two baptism – Anthony Prickett (youth) and Kaitlin Bodenrader-Evans (child) on November 4. Spent time with both families and Godparent sets preparing for the day.

Planned, along with Mike and Jan Scrutton, the iConfirm Youth Service for November 11.

Worked with three parishioners to create our Stewardship Sermon to be given on November 18.

Children & Youth

Made plans with Mike and Jan Scrutton to pilgrimage to the Cathedral for Confirmations on November 11. Spent time with the Youth talking about confirmation and planning for the day and the following day, the iConfirm service.

Began doing some investigative work on what the salary and benefit costs would be to hire a Children, Youth and Family Ministry Coordinator. Will present a proposal for 2013 budget purposes.

I continue to meet weekly with Jan Scrutton in her role as the Children, Teen, Family Ministry Coordinator. Our meetings revolve around planning program and establishing a foundation for a future paid position.

Pastoral Care

Spent time with several parishioners in pastoral need. Met with a woman inquiring about the Episcopal Church.

Visited Linda Nelsen in the hospital following her appendectomy

Finance/Administration

Gave Jennifer Carini her annual review.

Worked with Gail Blalock to get the pledge letter mailed by writing the stewardship letter and providing a hard-copy of the congregational care survey.

Began gathering budget numbers for the 2013 budget preparation.

Other

Hosted the Southern Alameda Deanery Meeting on 10/28.

Attended the Annual Diocesan Convention on 10/20.

Attended the Diocesan Standing Committee meeting. This meeting will occur monthly on a Tuesday afternoon. I have also been asked to be the Standing Committee liaison to the Commission on Ministry. The COM meets monthly as well, time and day TBD.

Continuing with Spiritual Direction and ASL instruction.

Met with the Spiritual Care Director at Washington Hospital, Rabbi D'vorah Rose, in order to establish a relationship for mutual ministry support.

Attended the Tri-City Interfaith Council Monthly Meeting.

Agreed to rent the Little Church to a second congregation from the Philippine Independent Church. This congregation is led by Efren Picart, Ariel Picart's brother. They will be using the Little Church on Saturdays from 5-7 (or so), and their monthly donation is the same as the Church of the Holy Infant.

This arrangement began on November 2; their lease is for one year.

- The original congregation of the Philippine Independent Church pays \$200 a month. We have offered the same to the second congregation.
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- Lori has been elected to the Diocesan Standing Committee.

- The Standing Committee is the balance of power with the Bishop at the Diocesan level.
- They exist to be counsel to the Bishop. There are some issues in which the Bishop has to come to the Standing Committee for counsel and advice.
- The Standing Committee deals with property issues in the Diocese, authorizes or declines anyone going up for holy orders, personnel issues (such as clergy misconduct), and if a church wants to go from parish to mission they must have permission from the committee. If the Bishop becomes ill, they are the ecclesiastical authority.
- The commitment is for 4 years, and they meet once a month.
- There are 8 members, 4 lay and 4 clergy.
- Each member of the Standing Committee acts as a liaison to another body. Lori is going to be the liaison to the Commission on Ministry.
- Jim McConnell is now a member of the Executive Council. Scott Whitaker volunteered to be the vice president of the Deanery.

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

Bev Mosier led Compline.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry