

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

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

Lori Walton called the meeting to order, and Donald Razzolini led the opening prayer.

Please keep Brad Hoffman in your prayers as he deals with significant pain issues.

November 2012 Vestry Meeting Minutes

The November 8, 2012 vestry meeting minutes were accepted as submitted. Moved by Laura Winter, seconded by Bud Spalding. Motion approved.

Financial Reports

- Operating cash - \$74,947.36
- Building cash - \$11,574.11
- Special interest (not including Clergy Housing Fund or Schader Fund) - \$44,369.17; Clergy Housing - \$17,748.99; Schader Fund - \$168,191.39
- Pledges are down compared to last year
- Overspent on IT and website, but underspent in other areas.
- Better contract for copier, so copier and printing costs are down.
- Overspent on maintenance, due to gas line and other repairs.
- Motion was made to accept the December financial reports as submitted. Moved by Stephen Ferro, seconded by Gary Gearheart. Motion approved.

Calendar Update

- December 16 - St. James' is providing lunch for Sacred Space. They will be celebrating Christmas this Sunday, as the Francis family is providing a hot lunch.
- December 23 - decorating the church after the 10:30 service
- December 24 - Christmas eve. Children's service at 4 pm, caroling at 10:30 pm with service at 11:00pm
- December 25 - Christmas. Service at 10am.
- January 6 - Epiphany
- January 13 - Budget meeting during Faith Formation
- January 19 - Food & Fellowship dinner

- January 20 - Annual meeting. One service at 10am with meeting to follow. Will set up for the McCutcheon concert after annual meeting.
- January 21 - McCutcheon concert
- January 25-27 - Vestry/Deanery retreat at Bishop's Ranch
- February 12 - Shrove Tuesday
- February 13 - Ash Wednesday

New and Continuing Business

Music Budget - Jennifer Carini

- Jennifer Carini has increased the amount for substitute organists from \$150 per Sunday to \$300 per Sunday. Jennifer has been unable to find a substitute organist to come for even one service for \$150. At \$300 she should be able to find a substitute for both the 8:00 and 10:30 services.
- The piano in EB1 is not being used. Would St. James' be interested in donating the piano to the school where Jennifer works, Cesar Chavez Middle School (part of the New Haven Unified School District)? The district is willing to pick up the piano.
- Motion was made to donate the piano in EB1 to Cesar Chavez Middle School. Moved by Bud Spalding, seconded by Donald Razzolini. Motion approved.

Little Church

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

The Little Church Renovation Committee (LCRC)

- The Little Church Renovation Committee is commissioned by the Vestry to study and recommend repairs/maintenance/renovation of the Little Church
- Meets once a month
- Reports to the Vestry on a regular basis
- Consist of The Rev. Lori Walton, Sylvia Ma (chair), Scott Kennedy (emeritus), Patty Lacy, Jim McConnell, Mary Casas, Chris Perry, Tom Blalock, Jan Brandt, Nancy Svenson and Bobbie Tomkinson.

Tasks accomplished in 2012 by the LCRC

- Obtained bids from 2 structural engineers and hired Earthquakes and Structures, Inc. (ESI) to performed a structural evaluation of the Little Church, resulting in a report documenting the existing condition of the Little Church and the recommendations for repairs.
- Hired Hogan Art Glass to clean and repair the stained glass windows in the Little Church. The last phase will be re-installed by Dec 17.

- Obtained inspections from 3 vendors and hired Pacific Coast to eradicate pests with Orange Oil.
- Obtained bids for furnace piping asbestos abatement, new gutters and for electrical works.
- Obtained a cost proposal from ESI to draw up engineering plans for seismic and wind retrofit in the crawlspace
- Roof repair, coordinated by the Facilities cluster

Asking Vestry for funding, Dec 13, 2012

- \$1200 to hire Newark Mechanical to replace asbestos flue of the furnace, insulate supply air duct, and install Merv filter (recommendations from ESI on p9 of the Structural Report)
- \$3500 to hire ESI to do lateral load calculations to crawl space wall, to locate and retrofit design to framing at and around step-up area (altar area) and to draw up engineering plans. We need the engineering plans to get estimates from contractors to do the seismic and wind retrofit in the crawlspace (recommendations from ESI on top of p4 and p13-14 of the Structural Report)

Proposed Little Church repair work in 2013-funded by the Building Fund (\$15,000) and the Schader Fund

	Recommendation in Structural Report on page	cost estimate	
mold/mildew/dry rot in furnace/electrical room drywall	p.6	need to get bids	
drywall damage in closet in Sacristy	p.6	need to get bids	
relocate electrical panel in Sacristy, remedy electrical unsafe conditions, inside and outside lighting, audio-visual needs	p.9, p.10, p.11	\$20,000	repairs best done together
other works in Sacristy: leaky sink, broken window,new cabinet, ambry	p.8, p.9 for leaky sink	need to get bids	
After completion of engineering plans, obtain bids and retrofit crawlspace	p.4, p.13, p.14	\$15,000	

	Recommendation in Structural Report on page	cost estimate	
Obtain bids and regrade perimeter of Little Church	p.7	need to get bids	
Obtain cost proposal of engineering plans for new cross-ties and draw up engineering plans	p.5	\$12,000	

Proposed Little Church repair work in 2014-funded by the Building Fund (\$15,000) and the Schader Fund

	Recommendation in Structural Report on page	cost estimate	
Obtain bids and install new cross-ties, repair crack 'A' frame brackets	p.5, p.6	\$25,000	
Install new gutters	p.3, p.5	\$3,600	
Dry rot and other damage repairs on interior and exterior wood surfaces, sealing, painting	p.6, p.8	need to get bids	
Resurface floor	p.8		
Carpet	p.12	\$2,000	repairs best done together
Refinish pews		\$30,000	
Accessibility	p.11, p.12	need to further research and get bids	

Running total of expenses for Little Church Renovation, Dec. 13, 2012

Year	Tasks	paid	cost estimate	
2012	Structural report	\$9,715		
	Stained glass window cleaning and repair	\$25,175		

Year	Tasks	paid	cost estimate	
	Pest eradication	\$1,575		
	Roof repair	?		
	Proposed asbestos abatement and furnace piping repairs		\$1,200	
	Proposed crawlspace retrofit engineering plans		\$3,500	
2013	Repair mold/mildew/dry rot in drywalls of furnace/electrical room and sacristy			need to get bids
	Electrical works		\$20,000	
	Other works in sacristy: leaky sink, broken window, new cabinet, ambry			need to get bids
	Seismic and wind retrofit in the crawlspace		\$15,000	
	Regrade perimeter of Little Church			need to get bids
	Obtain engineering plans for new cross-ties		\$12,000	
2014	Install new cross-ties, repair crack 'A' frame brackets		\$25,000	
	Install new gutters		\$3,600	
	Repair dry rot and other damage on interior and exterior wood surfaces, sealing, painting			need to get bids
	Resurface floor		\$16,000	
	Carpet		\$2,000	
	Refinish pews		\$30,000	
	Accessibility			need to further research and get bids

Year	Tasks	paid	cost estimate	
	total as of 12-13-12	\$36,465	\$128,300	

-
- The committee meets once a month
 - Based on feedback from the vestry, the committee is looking at this as a multi-year project, and the committee is working on determining the cost of the repairs/renovation.
 - The committee is working from the Structural Report and starting with the health and safety issues.
 - Next issue to be addressed is the asbestos in the furnace room - replacing the asbestos flue, insulating the supply air duct, and installing a filter. The committee has 2 bids. Recommendation is to hire Newark Mechanical to do the work, for a cost of \$1,200.
 - One of the structural deficits is in the crawl space - the altar area is not braced properly. Seismic and wind retrofit is necessary. Need structural engineers to draw up plans to show contractors. The cost proposal for structural plans is \$3,500.
 - Who will oversee this project on behalf of St. James'? We may not have anyone qualified once the construction starts, although we will have permits and inspections.
 - The committee has suggestions for items to be repaired/renovated for 2013, assuming the money will come from the Schader Fund and \$15,000 from the Building Fund. These repairs include health and safety issues, such as mildew, dry rot, and electrical issues.
 - Have 2 bids for the electrical work - one is approximately \$9,300 and the other a rough \$10,000 to \$15,000. In considering the electrical, have also looked at audio-visual needs. Cost for AV needs would be under \$5,000, and would include 6 speakers with wireless mics. The total cost estimate for the electrical work is \$20,000.
 - The other structural deficit is the bowing of the walls. Structural plans are also required for new cross-ties. Rough estimate for engineering plans is \$12,000.
 - The roof repair cost \$1,000. The revised total paid so far as of December 13, 2012 is \$37,465.
 - Accessibility - for anything new that is done (which may include the crawl space retrofit and new cross-ties) 20% of the cost to be used to improve on accessibility issues. Repair/maintenance is not included.
 - Jan Brandt has talked to the permit department in Fremont regarding accessibility issues.
 - The Little Church fund has \$1,714. The Endowment Fund expects to give the Little Church approximately \$900 in January.

- Discussion
 - Lori would prefer to do what is minimally needed to keep the church from falling down - that may mean the crawl space retrofit and the cross-ties. She is not comfortable spending over \$200,000 on the Little Church.
 - Lori would challenge us to think about the long term mission of St. James' and how do we want to invest our resources and where do we want to put our resources.
 - We have limited resources, so do we want to invest over \$200,000 on the building?
 - Note that the cost of installation of the cross-ties is probably closer to \$55,000, not \$25,000.
 - To keep the Little Church functional and usable, the least we have to do is crawlspace retrofit, the cross-ties, the electrical, the dry rot/mold repair and the asbestos.
 - It was recommended to hold a special vestry meeting in early January to discuss the Little Church
- Motion was made to authorize \$1,200 from the Schader Fund for asbestos removal in the Little Church. Moved by Bud Spalding, seconded by Janet Fischer. Motion approved.
- Motion was made to authorize \$3,500 from the Schader Fund to pay for the crawlspace retrofit plans. Moved by Janet Fischer, seconded by Donald Razzolini. Motion passed, with three abstentions.
- The committee will need to coordinate these repairs/plans - not the Facilities cluster.
- Need more detail regarding repairs - such as supporting documents and what do the repairs entail?

Rector's Housing Allowance

Motion was made to approve the following resolution:

WHEREAS The Rev. Lori Walton is employed as a minister of the Gospel by the Episcopal Church of St. James', which does not provide for her; the Vestry of St. James' resolves that of the total annual compensation of approximately \$73,811 to be paid to The Rev. Lori Walton during the year 2013, \$30,960 is to be designated a housing allowance within the meaning of the term as used in Section 107 of the IRS code of 1986.

Moved by Mike Scrutton, seconded by Bud Spalding. Motion approved.

Rector's Salary

- Lori's salary for 2013 is \$73,711 per the Diocesan schedule.
- Motion was made to approve the portion of the 2013 budget that involves Lori Walton's salary. Moved by Gary Gearheart, seconded by Nancy Castaneda. Motion approved.

Schader Endowment Funds

- Our understanding has been that we have three Endowment Funds: the General Endowment Fund, the Little Church Endowment Fund, and the Memorial Garden Endowment Fund. All three of these funds are restricted, which means the money cannot be taken out - what we receive is disbursements of the interest earned on that money.
- Dave Nelsen, the chair of the Endowment Board, has informed us that legally there is a fourth fund, an unrestricted fund. In this unrestricted fund, money can be put into the fund and it is treated as something of a savings account. The return on the money is better than if it was placed into a regular bank account.
- The Endowment Board needs to propagate rules for withdrawing money from the fourth, unrestricted fund, which the vestry will need to approve. This will happen later.
- In August the vestry approved the transfer of \$20,000 of the Schader Fund into the Endowment Fund. Our belief was that the money would go into the restricted General Endowment Fund. Dave has indicated that the money is in the unrestricted fund. The vestry needs to clarify that the money from the Schader Fund was to go into the restricted General Endowment Fund.
- Motion was made to clarify to the Endowment Board (by sending a letter to Dave Nelsen, chair of the Board) that the \$20,000 from the Schader Fund that was moved to Endowment should be put into the restricted General Endowment Fund. Moved by Donald Razzolini, seconded by Bud Spalding. Motion approved, with one abstention.

Annual Meeting Report

- It is the cluster's responsibility to write your part of annual meeting report.
- The document must be done in Word, and sent to Janet Fischer by January 10th.

2013 Vestry Nominations

- Each vestry member should ask at least two people to serve on vestry
- At least four candidates are needed.

Coffee Hour

- Ww will be changing the food portion of coffee hour. We will be asking parish members to supply food.
- Sandra Motley and Brad Hoffman will still set up the tables, prepare the coffee/drinks, and do the clean-up.
- Lori has created a master coffee hour sign up schedule.
- Also asking ministry teams to sign up for one Sunday a month (both 8 and 10:30 services).

- Vestry - Annual Meeting and Easter Sunday
- The Memorial Garden Committee - Sunday before Memorial Day
- Parish Life - Volunteer Appreciation Day.
- Children/youth - VBS Sunday
- Welcoming Committee - St. Francis's Day
- Stewardship - ingathering Sunday
- Worship Committee - Sunday that we green the church
- Parish Life will do sign ups.
- Lori will send out an email to the whole parish regarding the change and give information on some tips and tricks.
- Lori will ask Brenda to send a reminder email to the person(s)/groups who signed up each week.

Nursery Care Provider

- Ami Martinez-Locher and Beth Scrutton will be helping out in the nursery at the 10:30 service on an interim basis.
- Will be advertising and hiring a new nursery care provider in 2013. Lori will ask Faith Formation to spearhead this.

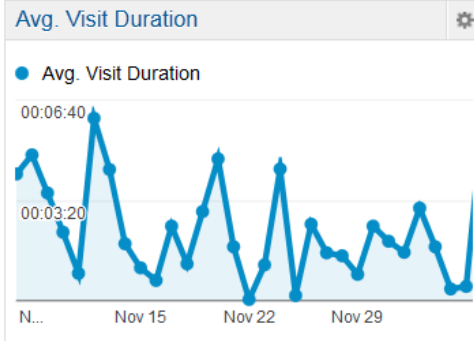
CLUSTER REPORTS

Communication and Evangelism Cluster Report, November 2012

1. The Window
 - a. Attended editors meeting of The Window to discuss use of the template since the last meeting in August.
 - b. Created checklist for editors to be used before publication to promote consistent layout, masthead, Saint James' logo, typography etc.
 - c. Created new masthead for use by all editors – previously different editors used different fonts.
 - d. Reviewed drafts of November edition prior to publication
2. New banner for St Francis and Animal Blessing service purchased. New supplier (buildasign.com) created double sided 8'x4' banner from our artwork for \$108 (about a third of the price of our usual supplier). BuildASign often have discount promotions so we can plan upcoming needs in advance and order early in order to get a better price still.
3. Mike & Jack discussed St James' brochure. Jack is giving thought to copy.
4. We statistics for November can be found below.

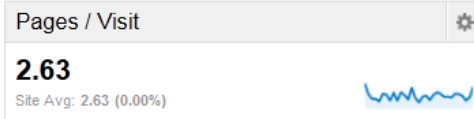
Respectfully submitted,
Mike Scrutton, Jack Rux

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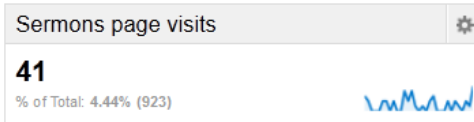
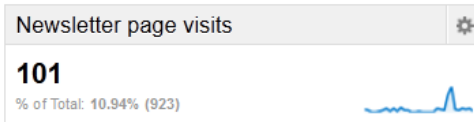
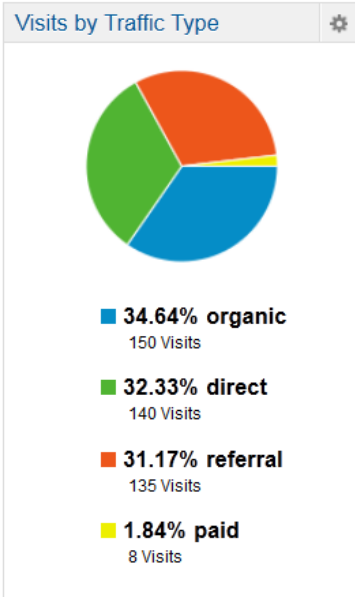
Visits and Avg. Visit Durati...

Country / Territory	Visits	Avg. Visit Duration
United States	402	00:02:22
Canada	3	00:06:26
Austria	2	00:00:36
Hong Kong	2	00:00:15
Ukraine	2	00:00:52
Australia	1	00:00:00
Belarus	1	00:00:00
Germany	1	00:00:13
United Kingdom	1	00:00:00
Indonesia	1	00:01:34



Mobile Visits

Mobile (Including Tablet)	Visits	Pageviews
No	351	923
Yes	82	216



City

City	Unique Visitors	Unique Pageviews
Fremont	77	327
San Francisco	31	89
(not set)	20	31
Hayward	12	48
San Jose	10	49
Newark	6	36
Oakland	6	19
Union City	5	18
Bethesda	5	5
Berkeley	4	14

Faith Formation Cluster Report

November 2012

Youth and Children

The biggest event from the last month has to be our hectic confirmation weekend. We had a total of 10 teens from St James' complete the Confirm not Conform course. Of those, 8 chose to be confirmed. We had a great morning at Grace Cathedral on November 10th. The group was supported by family, friends, mentors and parishioners from St James'. The following morning back at St James' the iConfirm Service was a real reflection of the work and the fun that went into the year.

Lauren and Bob Doherty have completed their first stint as Sunday School Teachers. They covered the first three months of the year and the planning and attention to detail was great – thank you to them. Jan is now teaching for Dec/Jan supported by members of the youth group.

We have set up nursery cover for the next couple of months. The kids will see Ami Martinez-Locher or Beth Scrutton each week in nursery. While this is not a long-term solution it does provide continuity of care while we decide how best to proceed.

Remaining Calendar Events

Sunday December 2, 5-7pm,

Las Posadas Celebration: Sign up for this fun celebration of the story of Mary and Joseph's journey to Bethlehem. Includes dinner. Details available soon. Children's Choir will be part of the entertainment.

Sunday December 9, 10.30am:

Sunday School Worship: In the Little Church for all young people, from toddlers (and parents) to teens. This quarterly short service takes place during the first part of the 10.30am Service and will be an interactive worship experience for children.

Monday December 24, 4:00pm:

Children's Nativity Service.

Celebrate the story of Christ's birth. Children can come dressed as a character from the nativity story, angel, wise man, shepherd or animal, or can use one of the costumes at the church, no script or rehearsals, and they can play a part in our nativity scene. Children arrive by 3.45pm.

Sunday December 30: No Sunday School

Sunday January 20

Single Service with Sunday School at 10:00am followed by Annual Meeting. Kids will be cookie decorating during the Annual Meeting. Raising funds for the Fill the Ark Project.

Adult Faith Formation

Adult Faith Formation team met on Dec 10th. The next meeting will be on January 7th.

November and December presentations

- a. Nov. 11 – Book of Common Prayer – Bob Dobbin very well presented
- b. Nov. 18, Dec. 2, 9 – Janet Fischer, Lori Walton. “The Challenge of Jesus” – Janet said a number of people would like to view the DVD. Bruce in charge of scheduling.
- c. Nov. 25, Dec 2 - Advent Wreaths – Linda and Dave Nelsen – Not well attended in spite of the terrific work by Linda and Dave. Awaiting assessment by Linda.
- d. December 2: Los Posadas – John Maloney - No head count, but 160 signed up. John received some constructive suggestions from parishioners. Tin Whistlers very excited to perform.

Upcoming presentations – up in the air – help needed to get through this.

- e. Hospice – probably cancelled – no positive feedback from Washington Hospital as of yet. Dates give them are Jan 6 and Feb 24.
- f. Two dates cancelled, Jan 13 and 20, due to the Budget Meeting and the Annual Meeting.
- g. Reading Music scheduled for Jan 27 and Feb 3.
- h. Racism, Change and History now February 10.
- i. Confirm not Conform for Adults – Lori Walton Jan 13 to March 17 – waiting for confirmation of availability of DVD.
- j. REVELATIONS BY Elaine Pagels – possibly a two-week presentation by Janet. Feb 17 and 24 depending on Hospice presentation

New/old ideas

- a. Pagan Religions – Janet will pursue this subject.
- b. “Perambulations” – Bruce suggested that individual writings could be copied, read in class and discussed – reserve topic.
- c. Youth Group and Bible Verse to act out as playlets. Need to contact Jan Scrutton to find out if the Youth Group would be interested in taking this on. Possible subjects follow:
 - i. Man born blind

- ii. Building a Bigger Barn.
- iii. Prostitute in the Family Tree – maybe not.
- iv. DVDs for evaluation
 - 1. Mysticism Empowerment & Resistance – Jeanne - Not discussed – subject for next meeting.
 - 2. Heart of Christianity – EJ – not discussed – subject for next meeting.
 - 3. The Human Spirit and the Times We Live In – Bruce – Possible Saturday morning subject with bagels and Lunch for \$15. Play a segment and discuss.
- v. Book Evolution of the Word by Marcus Borg suggested by Janet to be scheduled for two sessions following Bob Dobbin’s Bible Basics 4/28 and 5/5, 2013.

Facilities December 2012

The activities that the Facilities Cluster planned or participated in during November/ December have been and currently are:

LITTLE CHURCH ROOF - Roof repairs and flashings repaired by Sonrise Roofing

LITTLE CHURCH PEST ERADICATION -Coordinated and facilitated the treatment of Areas under the Little Church and around the Base of the Church. Treatment was with an Orange Oil Solution by Pacific Coast Termite Inc. after clearing wood residue and debris from the area under the Church. Cost \$1575

CARPET OF THE MAIN CHURCH - Planned and facilitated the installation of new Carpet in Main Church. Supervised and coordinated the installation and necessary adjustments and will coordinate the necessary final adjustments yet to be made.

WORK PARTY - The November Work Party was impacted by major rains. However, two parishioners did manage to clean rain gutters.

Respectfully submitted,
Bud and Brad

Cluster Report
Parish Life - Nov. 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

- **No current projects at this time**

Projects & Activities - Updates

- **Las Posadas: The Las Posadas celebration, which took place on Sunday, December 2, was a great success.**
 - **Donald has updated/organized the guidelines booklet established by John Maloney to include price breakdowns of food and general resources. A formal copy will be given to the Las Posadas meal coordinator and a copy placed in the Parish Life handbook for future reference.**

- As in years past, Penny Trant coordinated the food set-up this year and has agreed to head this part of the event annually from this point forward
 - Penny reports that she counted 105 of the 116 people signed up were actually in attendance, making good use of the Parish Hall space and not requiring the use of EB1 alternative location for overflow.
- Revenue: There were four baskets, one placed at each of the tables for donations. Bob made a preliminary count of \$110.00 in one of the baskets as reference.
- Great Team Work: Success of the event was the result of many people who pitched in to help.
 - Don Rose's team did the set-up of tables and chairs starting at 3:30 PM
 - Penny and Ken Trant set the table cloths and silverware
 - Evelyn and Griselda picked up the food from The Tortilla Factory in Newark
 - John Maloney directed the actors
 - Greg and Elaine Miller did the decoration
 - Many other individual preformed numerous tasks helping the above listed team leaders
 - We hope we have not offended anyone by omitting their names here

Upcoming Events

- Gifts and Caroling at Hillside Care Center

Social Ministries and Congregational Care
December 2012

Food Pantry - Donations have been steady, but demand has slowed considerably

Sunrise Village Children's Program - Jan and volunteers have developed this into a very good ministry that the kids seem to love.

Sacred Space - This Sunday will be the second of three that Saint James families will provide a hot meal, and we are signed up with dates through July

Caring Team - Response to this ministry has been very slow and we have not been able to get this ministry off the ground yet.

Respectfully submitted
Gary Gearheart and Bev Mosier

Addition from Bev Mosier:

Actually, the pledge cards included a survey I wrote to get info about who wants to be on the Caring Team and/or available for meals, rides, etc. with their contact information. I'll be typing up a list from these surveys very soon. We are actually on the verge of an official Caring Team just as soon as all the pledge cards and surveys come back.

Lead Team Report
December 2012

The Stewardship Committee organized a wonderful event: Dinner and "Stewardship the Musical." It was very well attended and very well received.

We (mostly Lynn) have been working hard on preparing the proposed budget for 2013 for vestry review.

We are preparing for the annual meeting and vestry retreat in January.

Janet Fischer

Rector's Report
Vestry Meeting, December 13, 2012

Worship

Attended and presented at the Confirmation Service on November 10 at Grace Cathedral.

Led the iConfirm Service on November 11.

Preached with three parishioners for our Stewardship Sermon on November 18, followed by our ingathering of pledges on November 25.

Celebrated a Thanksgiving service on November 22 – about 20 people in attendance.

Met with Ruth Poole and Dorothy Balderston to talk about Altar Guild needs for 2013.

Celebrated our Annual Advent Lessons & Carols Service on 1st Advent, December 2.

Preparing and Planning for:

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

Christmas Eve Family Service: 4:00pm

Midnight Mass/Carols: 10:30pm

Children & Youth

Celebrated the Liturgy of the Word with the children in the Little Church on December 9 for the 10:30 service. We talked about Zechariah and Elizabeth, the birth of John, the waiting and preparation for Jesus. We lit the Advent Wreath candles, sung two hymns, and said our prayers. Our intention is to have this type of "children's chapel" once a quarter, or every 4 months.

With Jan Scrutton, set the dates for July's VBS (July 22-26), and began working out a theme/focus.

Said goodbye to Kathryn Ruth in the nursery. Ami Locher will cover the nursery for the next few Sundays, and possibly other teens, while we look to advertise/hire a new person.

Organizing and planning for this year's children's service on Christmas Eve, 4:00. We'll go with the same general program as the last few years, but may "tweak" a few things.

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 a potential new member around a significant loss due to death.

Checked in on several parishioners dealing with health issues.

Welcoming Committee

Met with the welcoming committee to go over new(er) people, how to integrate them, how to encourage visitors to return. Due to only a few new members, decided to not have a welcome lunch this fall, and shoot for a larger lunch in the spring.

Sent a few "welcome emails" and made a "welcome phone call" to visitors who signed the book.

Parish Life and Events

Attended Las Posadas on December 2.

Hosted the Altar Guild Brunch on December 8.

Met with Sandra Motley and Brad Hoffman to discuss a change in Coffee Hour – will initiate parishioner participation in 2013, one sign up for 8:00 and another for 10:30. We will ask Ministry Teams to participate once during the year, providing for both 8:00 and 10:30.

Finance/Administration

Worked on Budget for 2013, including preliminary figures for hiring a Coordinator for Children, Youth, and Family ministries.

Attended and spoke at the Stewardship Musical.

Other

Attended Bishop's Lunch on December 1.

Attended the Diocesan Standing Committee meeting on December 4.

Met with the Commission on Ministry via Skype on November 15.

Met with Melissa Ridlon, Commission on Ministry officer, at St. James' Oakland on November 29.

Attended the Interfaith Thanksgiving Service on November 19.

Spent time working with the carpet installers and carpet salesman to get the carpet completed and to work through our dissatisfaction with the install and the installation crew.

Continuing with Spiritual Direction and ASL instruction.

Met with my colleague group.

Learned that the position of Spiritual Care Director at Washington Hospital, previously held by Rabbi D'vorah Rose, was eliminated. Clergy from the Tri-City Interfaith Council are looking into this and formulating a response.

Did not attend the Tri-City Interfaith Council Monthly Meeting or Rector's Meeting this month due to scheduling conflicts.

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

2013 Budget Discussion

- Reminder that vestry members need to turn in their pledge cards.
- All requests for reimbursement should be submitted and signed off by December 26th.
- Income
 - Pledges to date: \$224,602 for 78 families. We have lost 8 pledges.
 - Our current plate receipts are running above budget, so the income for plate set slightly higher for 2013 (budgeted \$4,000 for 2012, \$4,200 for 2013)
 - Increased unpledged for 2013 by \$100 (budgeted \$5,000 for 2012, \$5,100 for 2013)
 - Use of church - we have a new Philippine community using our facilities on Saturday so use of church income should increase (budgeted \$5,800 for 2012, \$8,200 for 2013)
 - Interest income based on current interest we have received (budgeted \$100 for 2012, \$150 for 2013)
 - Altar flowers and candles unchanged (budgeted \$2,000)
 - Fundraisers decreased because some of the funds from McCutcheon will be donated to Abode Services (budgeted \$4,500 for 2012, \$4,000 for 2013)
 - Assuming that our pledges will be the same as last year (\$236,810) total budgeted income is estimated to be \$260,460.
- Expenses
 - Diocesan assessment is based on our income from 2011. ($\$65,040 \times .05 = \$3,252 + \$182,642 \times .17 = \$31,049.14$ which equals a total of \$34,301.14)
 - For outreach, request to add \$500 to Abode Children's program for supplies. \$3,500 is budgeted for all other outreach, for a total of \$4,000. Request by Lori to break out the \$3,500 funding. \$1,200 (\$100/month) goes to AEMCH, but would like to have some type of plan/vision for the remaining funds.
 - The \$761 received from Endowment to go to Deaf Ministry. The Lead Team felt it was best put into Special Interest.
 - Altar flowers and candles expenses matches income (\$2,000)
 - Communion supplies per Lori - \$1,000 (same as last year)
 - Music supplies per Jennifer's request - \$1,169
 - Worship supplies - \$340, but need to check where the Forward Movement booklets money comes from
 - Parish Life - asked to keep the same (\$1,300). Lori would like Parish Life to re-look at the numbers, as only \$400 has been spent this year. For example, we saved money this year because the flowers for Mother's Day were donated.

- Faith Formation - \$400. The Diocese purchased the Confirm not Conform program for adults. Faith Formation, Children & VBS has requested \$1,100, and Faith Formation Youth has requested \$450.
- Endowment has requested \$300 and Stewardship has requested \$950.
- Mutual Ministry Review is a new item. Request is \$300, per Lori
- Advertising originally requested \$530, but Mike would like to bring the amount down further. Have started using a new banner supplier for one-third of the cost.
- Vestry retreat \$500.
- Sabbatical Fund is in special interest. Lori stated that it is recommended that you do not have just Sunday coverage when the rector is on sabbatical when you have a full-time rector for a parish this size. Instead, you need to hire someone at least part-time to cover pastoral care needs and administrative care needs.
- Estimated total program expenses: \$10,339
- Operating
 - For many of the items under operating Lynn added a cost of living increase.
 - IT and website were based on Mike's figures.
 - For insurance premiums, Lynn added a 5% increase from 2012 budget (\$15,000 for 2012 vs. \$15,750 for 2013)
 - Property taxes are based on our current assessment
 - Lori asked that Appreciation Gifts be added (\$350)
 - Estimated total operating expenses: \$41,387
- Buildings & Grounds
 - Based on Bud Spalding's estimates for what we would need for next year.
 - Estimated total building & grounds expenses: \$7,250
- Salaries
 - Rector's salary is set by the Diocese
 - Rector's pension is 18% of salary
 - Health benefit figures are from the Diocese
 - Professional expense, auto expense, and continuing ed to remain the same as last year
 - The Deacon continuing ed and professional expenses to remain the same (\$500)
 - Supply priest \$1,200
 - All other employees' salaries are based on their current salary agreement
 - Nursery care provider is \$15 an hour for 2 hours a week. Amount is the same (\$1,560)
 - Children, Teens & Family coordinator is a new line item. Salary listed (\$25/hr x 16 hours/wk for 6 months = \$10,400) is for a non-clergy

person. The salary would be higher for a clergy person (\$13,008 plus 18% for pension). First priority is to fill the skill set to do children and family ministry.

- Added benefit of hiring a clergy person vs. a lay person - it would relieve the parish and relieve Lori. For example, if Lori was sick, a clergy person could celebrate Eucharist, we would not have to pay a supply priest as we would have an ordained person on staff, an additional person could do pastoral visitations, etc.
- Are we ready for a funded position? The answer from the vestry is an unequivocal yes!
- Building Budget
 - Should have approximately \$10,000 in the building budget at the end of the year.
 - Lynn originally suggested transferring approximately \$40,000 from operating into the building budget, but now suggests \$30,000.
 - Parking lot pavement - Should have been \$12,000 for the 2013 budget, not \$1,200. Suggested to round down to \$10,000.
 - Unrestricted Endowment Fund would be a good place to save money for expenses related to building issues (parking lot, refrigerator/freezer, etc.)
 - Items 9, 10, and 11 (Redwood pruning, equipment rental, and new bark for playground) should be part of the operating budget because they are part of maintaining buildings and grounds. Will see how our pledges go before making final decision regarding moving these to operating.

Donald Razzolini led Compline.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry