

St. James' Vestry Meeting Minutes Thursday, August 9, 2012

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

Lori Walton called the meeting to order, and Laura Winter led the opening prayer.

Vestry Meeting Minutes

- Motion was made to accept the July 19, 2012 vestry meeting minutes as submitted. Moved by Janet Fischer, seconded by Bev Mosier. Motion approved.
- It was announced at the July 19, 2012 meeting that the date of the meeting for the rectors and wardens to discuss January vestry retreat was September 16th. The date is actually September 23rd.

Financial Reports

- The person at the Diocese who bills us for payroll, benefits and assessment was on a Mission and thus is behind in sending out the statements for those July expenses.
- For the preliminary accounting report, Lynn Locher looked at what we paid for June and subtracted it from our cash. This is just an estimate, not an actual. As soon as Lynn receives the necessary information, she will prepare the final report and send it out.
- We have approximately \$71,000.00 in Operating.
- The amount listed in Building is actual: \$28,389.20.
- Our pledges are down 9.2% from budgeted, but that is not unusual. This may drop further in the next couple of months, and then pick up again. This is a pattern we have seen before, and we have enough cash reserves to get us through without any problem.
- The profit and loss sheet list actuals except for salaries, benefits, and assessment. Lynn did not estimate on the profit & loss sheet, and therefore there is missing information.
- There is \$229,388 in the Schader Trust.
- We will be receiving more bills for rector relocation (e.g. moving expenses) in August.
- Abode Shoes has \$262.00, and this last Sunday we received an additional \$410.00.

- Vacation Bible School - income was \$1095.00 and expenses were \$859.61, leaving \$239.39. Jan Scrutton would like to use the extra money to purchase a new, larger parachute, and the vestry agreed.
- Money for VBS is under Special Interest Worship Ed 29-3 Christian Education.
- Motion was made to accept the preliminary financial reports as submitted. Moved by Bud Spalding, seconded by Gary Gearheart. Motion approved.
- Lynn will e-mail updated actuals when she receives the payroll.

Calendar Updates

- August - work on the parking lot has begun and will continue over the next few weeks
- August 12 - St. James' providing lunches for Sacred Space
- August 15 and 16 - some of the VBS leaders will be bringing a few of the crafts that were done at VBS to the children of Sunrise Village
- August 18 - work party
- August 26 through September 1 - Lori is on vacation
- September 6-9 Ladies Flatlanders weekend
- September 6 - Choir rehearsal begins
- September 9 - Children's choir rehearsal begins; Deanery meeting at 2 pm at St. Clare's
- September 11 - 6 am Bible study begins
- September 23 - Vestry retreat planning meeting
- September 25-27 - Lori at clergy conference
- September 30 - Feast of St. Francis. Blessing of the Animals at the 10:30 service, which will be held outside on the lawn

Little Church Structural Report

- The structural report should be ready sometime next week

Schader Fund Allocations

Fund as of 7/30/2012	\$229,388.39
Little Church Engineering Report approved 6/14/2012	-\$8,490.00
Parking Lot approved 6/14/2012	-\$28,694.00
Total amount remaining	\$192,204.39

- The Lead Team recommendations were: \$100,000 for the Little Church, \$35,000 savings, \$75,000 capital improvements (including parking lot, carpeting, and additional lighting in the parking lot), \$20,000 Endowment

- The top results from the congregational survey were: Little Church, savings, capital improvements, investment in Endowment, and Children's/ Youth Coordinator
- Motion was made to allocate \$20,000.00 from the Schader Fund to the general Endowment Fund. Moved by Bud Spalding, seconded by Bob Bynum. Motion approved.
- Capital improvements - estimates for carpet run from \$8,000 to \$11,000.
- There is concern regarding even partially funding a staff position with a gift - will we be able to sustain the funding once the gift is gone? However, we could fund the "start-up" costs for a new position - new program materials, new computer, etc.
- Motion was made to allocate \$5,000.00 from the Schader Fund for start-up program costs (not salary) for the Children, Youth and Family Coordinator. Moved by Donald Razzolini, seconded by Stephen Ferro. Motion approved.
- Motion was made to allocate \$35,000.00 from the Schader Fund towards capital improvements (to include the cost of the carpet). Moved by Mike Scrutton, seconded by Donald Razzolini. Motion approved.
- There is now \$132,204.39 left in the Schader Fund.

Parking Lot Update

- Concrete work has been done.
- We will be billed in phases as the work is done.
- Tuesday, August 14 - both entrances will be closed. You will need to park at Harbor Lights.
- Monday, August 20 - clean and fill the cracks in parking lot B (big lot). You will be able to park in parking lot A
- Thursday, August 30 - seal coat will be applied to the entire lot

Endowment Fund Disbursement Allocation

- Deaf Ministry
 - Bev Mosier presented a written proposal requesting that the money from the Endowment Fund be used as seed money to establish a deaf ministry at St. James'
 - Deaf children often receive no religious education because they cannot hear, their families do not sign, and no one signs the church services.
 - Bev is building this model on what has been done at St. Hilda's in Oregon. For example, they had programs for deaf adults with special needs to learn social skills and independent living skills.
 - Interpreting costs are the biggest costs associated for anything you do with deaf people. In the Bay Area, interpreters cost approximately \$100 an hour. Interpreting would be needed for church events attended by deaf parishioners, and for deaf clergy at a variety of clergy conferences, conventions, meetings, etc.

- Outreach can include helping the deaf community obtain social services (food, clothing, etc.) they may need. In Fremont, one suggestion would be to take church to the deaf retirement home.
- At St. Hilda's, Bill Mosier and the program were synonymous for a long time. Program grew over a period of 20 years.
- St. James' tried to establish a deaf ministry several years ago. In fact, Bill Mosier and Bev (who were not married at the time) were invited to come down here to help. The deaf ministry did not work out at that time, partially because St. James' did not have a strong enough connection with the deaf community.
- Lunches for Sacred Space - contributing half the cost of the lunches
 - Sacred Space has now been authorized as a mission church for the Diocese, so they will have their own resources and funding
- Motion was made to allocate the Endowment Fund disbursement to establish a line item in special interest that is specifically for deaf ministry. Moved by Gary Gearheart, seconded by Donald Razzolini. Motion approved.
- While the amount of money is small, it is a statement that we are going to do a ministry in this area, and it is our responsibility to develop it.
- It was suggested that an article be written for the Window to tell the congregation what the vestry has done with the Endowment disbursement: starting a new deaf ministry and what our vision is for the ministry. Bev and Gary will write the article.

Children, Youth, and Family Coordinator

- There is a lack of children/lack of families with children in this congregation, although we now have a youth program because of the hard work of Mike and Jan Scrutton.
- When Lori started here, Brian Cochran was the only Sunday school teacher. It was difficult to get adults to help Brian with Godly Play.
- Last year we did a Sunday school program that Lori cobbled together with help from a fabulous group of volunteers. But it was put together without any real oversight or administration, and cannot be considered a children, family, and youth program. We cannot build on the present type of children, family, and youth program.
- Lori is proposing that we have an unpaid interim Children, Youth, and Family Coordinator for approximately 12 months for the purpose of defining a clear position description and scope to assist in hiring a paid coordinator. Although it will be unpaid for several months, it is to be considered an official staff position, not a volunteer position.
- This will help Lori build a program, put in the foundational pieces, and help the congregation get a vision of what it would be like to be a child-centered congregation. This is working towards the goal of funding that position in a year.

- A Children, Youth, and Family Coordinator would do more than Sunday school. They would also oversee Youth Group, Children's Choir, Acolytes, outreach towards children, nursery oversight, Vacation Bible School, seasonal activities and family and inter-generational events.
- We can be a child centered congregation and not lose anything - we actually grow in the congregation. We gain when we incorporate and integrate children into all aspects of our lives.
- The vestry needs to have ownership of this ministry and support it to the wider congregation, agree to dedicate some office space for the coordinator, allocate funds to support the material cost in the interim period, a line item in the 2013 budget for salary and benefits for a new hire, a dedicated vestry liaison and involvement of all vestry clusters, and get the congregation more involved in terms of education and participation.
- Jan Scrutton has offered to take the interim staff position.
- This should be viewed as an unfunded staff position with the goal of funding it in a year. Part of the role of this unfunded position is to define a clear position description, to work out issues that arise, and to find out what works and what doesn't work.
- Lori and the vestry need to talk about Children, Youth, and Family Coordinator position during the pledge season because we will need a line item for the position in January.
- Motion was made to launch an unfunded staff position for Children, Youth, and Family Coordinator. Moved by Bob Bynum, seconded by Donald Razzolini. Motion approved.

CLUSTER REPORTS

Communication and Evangelism Cluster report, August 2012

1. The Window staff will meet August 21 at 7 pm in the Canterbury Room to review templates and formatting practices. Those interested are welcome to attend this meeting. One thing under discussion is the statement listed on the front page of the Window which now reads: "Called to serve in new and loving ways." Is this a calling the Vestry and Lori are comfortable with or should it be changed?
2. VBS coincided with the launch of a new St James' Children's Ministries blog, saintjkids.blogspot.com, intended to be a communication channel between the kids programs at St James and parents. This follows on from the successful saintjyouth blog.

St James' Children's Ministries

St James' Episcopal Church, Fremont, CA. www.saintj.com

Saturday, August 4, 2012

Thank you!



Our week of fun ended today with a final morning of music, crafts and games. We included the long awaited 'water games' when both leaders and kids got a little damp and had a great time. On a serious note we talked about how important clean water was and how many children do not have clean water available in their homes.

Thank you to everyone who allowed us to care for their children this week - we have



Links

[Saint James' Website](#)

Blog Archive

▼ [2012](#) (6)

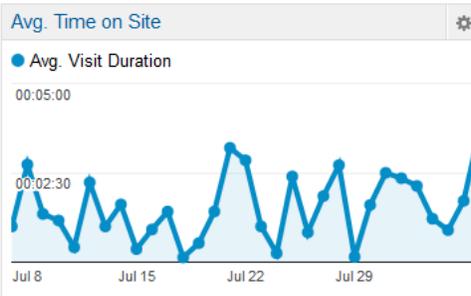
▼ [August](#) (3)

[Thank you!](#)

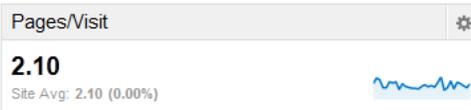
[5 loaves of](#)

[Follow Me! Today we heard the story of Jesus calli...](#)

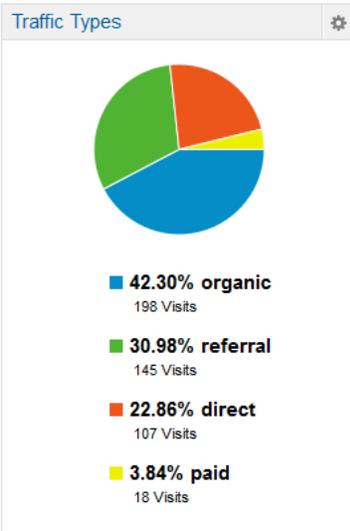
3. The web statistics are attached.
Respectfully submitted,
Valle Brokes, Mike Scrutton



Country / Territory	Visits	Avg. Visit Duration
United States	449	00:01:42
India	5	00:00:41
Australia	3	00:00:00
Philippines	2	00:00:32
Brazil	1	00:00:11
Canada	1	00:00:00
Colombia	1	00:00:00
France	1	00:00:00
United Kingdom	1	00:00:00
Mexico	1	00:00:00



Mobile	Visits	Pageviews
No	384	831
Yes	84	152



City	Unique Visitors	Unique Pageviews
Fremont	101	313
San Francisco	35	105
San Jose	18	36
Union City	14	14
Oakland	9	14
Newark	8	41
Hayward	7	16
Castro Valley	5	17
Santa Clara	5	10
Berkeley	4	18

- Last month the Newsletter page was visited 118 times. That includes people who go to www.saintj.com, and then navigate to the Window, or by clicking on the link on the email that Janet Fischer sends out. We get about two-thirds of those referrals via that email.
- The sermon that we post every week is downloaded 6 times on average. We have about 24 people subscribing to the sermon.
- We are getting a lot of traffic via Facebook.

- When Brenda sends out the weekly newsletter, it gets posted to Facebook at the same time. On average, about 12 people see that posting on Facebook. If Lori mentions it on Facebook, or someone posts a link about what was done at church (like Go Fish with God), that number jumps from 12 views to anything between 85 to 150 views.
- Mentioning St. James' on your Facebook page, and having a link or encouraging people to comment on it is a good way of spreading the word about St. James', and increases traffic.
- The St. James' kids blog launched 10 days ago has already gotten 200 hits.
- The Window meeting will be on July 20th.

Faith Formation Cluster Report

August 2012

Youth and Children

Youth – Jan and Mike Scrutton

We hosted 34 kids for Vacation Bible School. We were blessed with 24 volunteers who were involved in some way. The feedback we have had has been very positive.

From Jan's perspective we had a more confident team this year because of their experience. We did a craft evening before hand to get familiar with some of the activities and enjoyed lunch together on Wednesday which was also nice to build on the team feeling. Jan is working to finalize the expenses. Income was over \$1000 and expenses total \$859.61. We will be looking for Vestry approval of the expenditures on Thursday, August 9th.

We launched the kids' blog - saintjkids.blogspot.com that we hope the Vestry will check out and follow.

Sunday School – Out for the summer

Adult Faith Formation

Adult Faith Formation team met on August 8th. The next meeting will be on September 10th.

While the Faith Formation team has been on summer holiday, Bev Mosier hosted a sign language class to support Deaf Ministry at St. James'.

Adult Formation classes will resume on 9/2/12. A synopsis of the schedule is below.

Planned Faith Formation classes/events

1. Fall Presentations.
 - a. "Men of Faith" (alias "Men Saints"): Ken Trant will coordinate this presentation to be held on 9/2/12.
 - b. There will be no classes on 9/9. This is the Ladies Flatlanders (renewal) 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. "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).
 - e. "Evelyn Underhill" – Barbara Dabney. Date 10/28/12
 - f. All Saints Day: 11/4/12 – Class has not yet been defined.
 - g. "History of the Prayer Book" – Bob Dobbin. Date 11/11/12
 - h. "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 Wreaths).
 - i. Los Posadas: John Maloney will coordinate this event again this year on 12/2.
 - j. No Faith Formation Classes on 12/23 or 12/30.

Facility Cluster Monthly Report - August 9, 2012

The parking lot resurfacing and repair project is underway with the attached schedule:

Wednesday, August 8

- ▶ The Concrete Work, Rear Entrance, In front of Trash Bin, front corner next to Harbor Lights
 - There will be restricted access to Parking Lot A and to Office. Parking lot B is open

Tuesday, August 14

- ▶ The Parking Lot near the office will be repaired, and the lot restriped.
 - Parking not available in St. James parking lot.
 - Parishioners need to park in Harbor Light Parking lot

Monday, August 20

- ▶ Clean and Fill Cracks
 - Parking will be restricted to Parking lot A only.

Thursday, August 30

- ▶ Entire Lot will receive seal coat.
 - Parking will be restricted to Parking lot A only.

We continue to gather bids on the carpeting in the big church and will have a presentation ready for the September meeting. We are looking at around \$10,000.00

We had warranty repair work completed on Blinds in EB-1.

We had 8 Parishioners come to the work party on July 21st.

There was an issue discovered with the flat roof over the Sacristy of the Little Church during the inspection by the engineering group we hired. We are currently working with the roofer that did the work in 1998 to give us a prorated estimate for repairs before the rainy season starts.

After discussing with the parties involved the re-sod project in the courtyard has been postponed to October.

Submitted
Brad Hoffman and Bud Spalding

Cluster Report
Parish Life – Aug. 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 scheduled at this time

Projects & Activities - Updates

- St. James' Day celebration 2012
 - Date: Sunday July 22, 2012 – only one service was held at 10:00a
 - The theme for this year was "Family Fun Faire" – festivities began directly after the 10a service throughout most of the campus
 - Set-up crews arrived at approximately 08:30a and were greeted happily by Sandra Motley with readymade coffee, tea and assorted Danish to begin the day.
 - Bob headed the set-up crew in the erecting/placement of 5 canopies for shade during dining as well as the clean-up detail once the festivities began to wind down
 - Donald met with Game coordinators Greg & Elaine Miller over last minute details regarding set-up and prizes for the Games. 1st, 2nd, and 3rd place ribbons were given along with assorted "participation" buttons were given to winners and participants for all activities of the day
 - Penny assisted where needed with food set-up and helped with face painting duties
 - On hand for the Event...
 - Approximately 100+ members of St. James' in combination with members of the Independent Philippine Church joined in the fun and brought finger food dishes to share
 - Approximately half dozen each 1st – 2nd – 3rd place ribbons as well as approx. 45 assorted participation pins were given out to participants of all ages

- Games for everyone's expertise – from athletics, to mind puzzles, to teamwork, to indulgence were at the ready for everyone to enjoy
- A special thank you to all who made this event a success from set-up to food to activities to cleanup and beyond...a good time was had by all
- Some special winners of the included...
 - Hostess Cake Eating Contest (5mins to eat as many Hostess DingDongs or Twinkies you can)
 - First Place Winner – Olivia Carini
 - Second Place went to Bryneth Fuller
 - Jelly Bean Jar Count (how many jelly bean pieces in the jar) –
 - First Place Winner - Ms. Jill Buono...not only did Jill win a 1st place ribbon but she also got to take home the Jelly Bean pieces and the Jar they came in
 - Second Place Winner Evelyn Martinez
 - Third Place Ribbon went to Rev. Lori Walton

Upcoming Events

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

Social Ministries and Congregational Care for August 2012

The New Shoe Program is underway, and we hope it will be as successful as ever.

Our food pantry is abundantly stocked, but not as well utilized as we hope it would be. The traffic continues to be unpredictable.

Home Warming moved another family in during the month of July, and the presence of our storage unit, put St James at the center of the activity with four other churches. As always, Gregg Feeney orchestrated activities around getting the much needed items together for the family.

A good number of people in the congregation have taken part in the ASL classes offered by Bev Mosier, and a new culture of awareness and inclusion is growing. We thank Bev for her time and effort to bring us this gift.

Sacred Space continues to develop and St James expects our participation to continue to grow. Gary will begin to be the coordinator for this effort in September.

Respectfully submitted
Gary Gearheart

- As an offshoot of Vacation Bible School, we are doing two evenings at Abode Sunrise Village of bringing to the children story, craft, and song. Because it's a secular organization, we are going to be doing the rainbow fish.

Lead Team Report August 2012

Since our July meeting, the Vestry voted to eliminate the Building Fund option from the 2013 Pledge Card.

We are still waiting for the Little Church Structural Report.

The next Deanery meeting is at St Clare's, Pleasanton on Sunday, September 9 at 2pm. The agenda is to complete the process to secure funding from Episcopal Charities. The choices before the group are: Abode Family Services Mobile Health Van, Big Heart Wellness Center, Family Emergency Shelter Coalition. All are welcome to attend.

Respectfully submitted,
Janet Fischer
Laura Winter
Lori Walton

Rector's Report
Vestry Meeting, August 9, 2012

Worship

Worshipped together in a single service with the Philippine Independent Church on July 22, followed by a wonderful time of eating, visiting, and game-playing.

Enjoyed an energized service on August 5 to mark the end of our Vacation Bible School week.

Welcomed a guest organist in Jennifer Carini's absence on July 29.

Met with Jennifer Carini to plan music for the remainder of the Pentecost season.

St Francis Day Service with Animal Blessings scheduled for September 30.

Desperately looking for someone to coordinate our Sacred Space lunches:

August 12
October 28
November 11
December 16

Children & Youth

Was privileged to spend five days in Vacation Bible School. This year's program was "Go Fish with God", giving the children great access to bible stories, creative crafts, fun and interactive games and learning experiences. Many, many thanks to Jan Scrutton for her master planning and implementation, and to all of the parishioners who helped make it happen.

Met with Julia McCray-Goldsmith and Jennifer Snow from the Diocese of California to discuss Children, Youth and Family Ministry at St. James'. Met with Jan Scrutton as well and designed a proposal that will be presented to the vestry Thursday night as a separate agenda item.

Welcoming / New People / Evangelism

Emailed past visitors who have not visited more than once to get feedback on why. Received mixed results. Sent four emails, got two responses. One decided to remain a Methodist and the other was hoping for a Friday night, shorter service.

Pastoral Care

Continue to attend to Jan Pearson by bringing her weekly communion.
Visited Nat Bryant in the hospital following his heart attack.
Visited Bill Mosier following his kidney episode.
Met with a parishioner regarding pastoral concerns.

Met with three separate couples for marriage/wedding counseling.

Finance

Met with Gail Blalock to discuss Stewardship. Pinned down the following dates:

November 3, Stewardship Event for the Parish

November 11, Stewardship Sermon

November 25, Ingathering

Worked with Dave Nelsen on Endowment particulars and making sure there is an accurate list of Shell Society members.

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.

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

Jim McLeod is preaching and presiding.

Clergy Conference is scheduled for September 25-27.

- Convention is in October. Lori has been nominated to serve on Standing Committee.

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.

Laura Winter led Compline.

Respectfully submitted,

Elizabeth Hart
Clerk on the Vestry