

St. James' Vestry Meeting Minutes  
Thursday, January 10, 2013

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

Absent: Brad Hoffman

Lori Walton called the meeting to order, and Nancy Castaneda led the opening prayer.

The date on the agenda should be January 10<sup>th</sup>, not January 19<sup>th</sup>.

#### December 2012 Vestry Meeting Minutes

- It was announced at the December 13, 2012 vestry meeting that the Francis family was providing lunch for Sacred Space. It was actually the Ramsamy family that provided lunch for Sacred Space on December 16<sup>th</sup>.
- Motion was made to accept the December 13, 2012 vestry meeting minutes as amended. Moved by Janet Fischer, seconded by Donald Razzolini. Motion approved.

#### January 3, 2013 Special Vestry Meeting Minutes

- One correction: on page 2, under Laura Winter, third bullet point, the sentence should read: "Because this report is a snapshot in time, we need to ask more questions regarding the urgency of things that need to be done."
- Motion was made to accept the January 3, 2013 special vestry meeting minutes as amended. Moved by Bud Spalding, seconded by Donald Razzolini. Motion approved, with two abstentions.

#### Financial Reports

- At the end of December: Operating cash \$87,449.79; Building Cash \$10,370.51; Special Interest \$48,932.26; Clergy Housing Fund \$17,748.99; Schader Fund \$168,207.96
- Last week \$100,000 was transferred from the Schader Fund to the Little Church Fund.
- We have done very well with our operating pledges budgeted and paid. Our pledges paid were 0.1% above pledges budgeted.
- Ended 2012 with operating income \$14,147.68 over expenses.
- Building budget is skewed because the money that was donated for the pew chairs was placed in the building budget.

- Profit & Loss, Budget vs. Actual
  - Social Ministries did not spend all that was budgeted.
  - Most of our programs did not spend as much as budgeted
  - Did very well the copier and insurance premiums.
  - In operating, we were under budget by \$3,603.81
  - Unbudgeted Buildings & Grounds, and ended up \$2,185.59 over budget.
  - Over budgeted on salaries
- Special Interest – We have \$2,287.55 in Christian Education, \$2,814.24 in Altar Guild, \$1,622.21 in Home Warming, \$1,938.54 in General Outreach, and \$4,579.83 in Memorial Donations.
- Need to make some decisions regarding moving money from the Operating Fund. There are areas that could use some cash.
- Suggestions of the Lead Team regarding money transfers
  - Lynn would like to keep \$40,000 in operating as a reserve
  - First suggestion is to move \$25,000 to the Building Fund so that we have cash on hand
  - Sabbatical – It is recommended that when a rector takes sabbatical the church hire someone, at least part-time, to take care of day-to-day activities, administrative functions and any pastoral issues that should arise. Lori believes 40% time would be enough, which would be 2 days in the office plus Sunday. We have already put aside \$5000 for sabbatical. If we hired someone at 40% time for 3 months, the cost would be approximately \$7,500. Therefore, the second suggestion is to transfer \$2,000 towards sabbatical.
  - Part-time Children, Teen, and Family (CTF) Coordinator – Lori's concern is funding this position in the future (2014 and 2015). Salary, not including benefits, would be approximately \$30,000 a year. The third suggestion is that for 2014 we take 50% of the cost of salary and benefits combined (approximately \$19,000) and we fund it from the excess this year.
  - Sabbatical and CTF Coordinator money would go into Special Interest.
- Putting money into Special Interest does not restrict the funds in the same way as putting money into either the Building Fund or Endowment.
- Motion was made to transfer money from the Operating Fund to the following funds: \$25,000 to the Building Fund, \$2,000 to the Special Interest Sabbatical Fund, and \$20,000 to the Special Interest Children, Teen, and Family Coordinator position. Moved by Mike Scrutton, seconded by Gary Gearheart. Motion approved.

## 2013 Budget

- 92 Pledges to date for a total of \$243,622. We lost \$8,000 in pledges due to people moving or dying.
- Use of church has increased because we have a second Philippine Independent Church congregation.
- Movement of money will impact interest we receive
- Fundraisers – income is reduced as compared to 2012 as a portion of the money raised by the McCutcheon concert will go to Abode Services.
- Diocesan assessment is based on our income in 2011
- Outreach
  - AEMCH continues at \$100 a month. There is a connection between St. James' and AEMCH because of Arlinda Cosby's work with the organization, and Sandra Motley serves on their board.
  - Budgeted \$600 to the Abode Children's Program and \$750 to Homewarming.
  - Budgeted \$300 to Sacred Space
  - Viola Blythe Community Services is located in Newark and does wonderful work in the community. Have budgeted \$750
  - Shield the Vulnerable– course anyone who wishes to use our facilities must take to make them aware of their legal obligation to report child or elder abuse, prevent child/elder abuse, etc. Background check is for anyone we hire. Budgeted \$445.
- The Forward Movement booklets come out of Faith Formation and cost \$90 a year
- Lynn has tried to factor in inflation in the Operating budget.
- Copier costs covers maintenance and toner, but does not cover the cost of paper.
- Have added the cost of appreciation gifts for staff per Lori. Previously the money had been taken out of professional expenses.
- IT and website costs have been increased, as there were several items that we had not been budgeting, such as the subscription to the Window (church software), upgrades to other software, etc.
- Buildings & Grounds – added in areas that were traditionally under Building but are really operating expenses, such as the pruning of the redwood trees behind the Education Building, equipment rental for work parties, and some new bark for the playground.
- The rector's salary is dictated by the Diocese, and the pension is dictated by the pension program.
- Our deacon did not choose to spend any continuing education money last year, but that could change.
- Spent less for supply priests, thanks to one of our parishioners, the Rev. Canon Jim McLeod, but again this could change.

- The salaries for administrative assistant, sexton, and musician are based on the salary documents on file. Both the sexton and musician have received pay increases recently. The administrative assistant's one-year anniversary is coming up at the end of January, and she should receive a 2.6% salary increase.
- Budgeted in half a year for Children, Teen, and Family Coordinator. Salary is based on hiring a clergy person, but will consider a non-clergy person.
- Added a new position – ASL interpreter costs. The interpreter is for Bill Mosier to use when he and Bev feel it is most necessary for Bill to have an interpreter (for example, at an event where Bev cannot interpret). They will secure the interpreter and arrange for payment. Cost of an ASL interpreter is approximately \$100 an hour.
- With the changes, including the modification to the administrative assistant's salary, the deficit budget will be approximately \$14,436.
- The vestry has committed to certain things, in particular the Children, Teen, and Family Coordinator. Lori's challenge to the community would be to do some prayerful consideration about increasing what they are able to give.
- If we need cash we could turn to the Schader Fund. We have \$34,000 that has not been earmarked.
- Motion was made to pass the 2013 operating budget as amended. Moved by Bud Spalding, seconded by Stephen Ferro. Motion approved.

#### Building Budget

- The amount of money from the Schader Fund that has been earmarked for capital improvements is \$35,000. After the bill for the carpet is paid, the amount to be transferred to the Building Fund will be \$23,524.
- Projects include: painting the interior of the Big Church and Parish Hall, Big Church lighting upgrade, Big Church roof repair, Big Church termite inspection and treatment, paint for outreach storage unit, stabilize and paint/stain big cross in park, stain the arch in front of the Big Church, funds put aside for parking lot pavement and refrigerator/freezer, and purchasing a fireproof cabinet, chair cart, and folding chairs.
- Changes to the building budget include the adding the Schader money, stain for the arch in front of the Big Church, and listing the chairs as high, rather than medium, priority.
- Motion was made to pass the 2013 building budget as amended. Moved by Gary Gearheart, seconded by Bud Spalding. Motion approved.

### Rector Housing Fund

- We still have \$17,000 in the Rector Housing Fund. The intent was that as things come up with the house, we refund the cost to Lori and add that to our equity share in the house.
- Lori's house has no heat – it may be a problem with the heating ducts. Some or all of the repair may be covered under the home warranty.
- Lori has three estimates - \$2965, \$2800, and \$6025. Lori would like to go with Superior Mechanical for \$2,800.
- Asbestos was found when the inspection was done to determine what was wrong with the heating. This was not disclosed when they purchased the house. The asbestos removal, which would be done by a different company, may cost an additional \$1460.
- If these repairs are covered under the home warranty, then Lori must use the company specified by the home warranty company.
- Motion was made to take up to \$4,200 out of the Rector Housing Fund for the heating duct work and the asbestos removal pending review by the home warranty company. Moved by Bev Mosier, seconded by Mike Scrutton. Motion approved.

### Updated Quote for Asbestos Removal In Little Church

- The vestry voted last month for \$1,200 for asbestos removal in the Little Church. The \$1,200 did not include disposal cost. The revised quote is \$2,200.
- This money will come out of \$100,000 allocated for the Little Church from the Schader Fund.
- Motion was made to revise the amount authorized for asbestos removal in the Little Church to \$2,200. Moved by Bob Bynum, seconded by Donald Razzolini. Motion approved.

The updated crawl space plan quote for the Little Church has been put on hold for now.

### Storage Cabinets

- We have a request to purchase some additional storage cabinets, which would be placed the long wall in the vestry room. The overflow food from the parish pantry would be stored in these cabinets, rather than the cabinets in the Canterbury Room, along with the archival architectural plans and banners. Have found some cabinets from Home Depot, for a cost of \$847.78.
- Motion was made to approve \$850 out of the Building Fund to pay for new cabinetry. Moved by Donald Razzolini, seconded by Nancy Castaneda. Motion approved.

The Annual Meeting is January 20<sup>th</sup>, 2013, following the one service at 10 am. Vestry is responsible for providing food for coffee hour that day.

### Vestry/Deanery Retreat

- The vestry/deanery retreat is January 25<sup>th</sup>-27<sup>th</sup>.
- If you need specific accommodations (for example, you have food allergies or physical limitations) please let Lori know as soon as possible.
- Carpooling will be arranged via email.
- Part of what we will be doing is carving out more vestry time than what the overall schedule allows for. There are some things the Deanery is doing as a group that we will not participate in.
- Part of what we want to do at the retreat is an intentional visioning process.
- We are responsible for Compline Friday night, and Prayers of the People at the Sunday service.
- Potluck dinner for Friday night – finger foods, sandwiches, etc.
- Jan Scrutton will be joining us as the Children, Teen, and Family Coordinator. Deanery reps will also be attending.

### CLUSTER REPORTS

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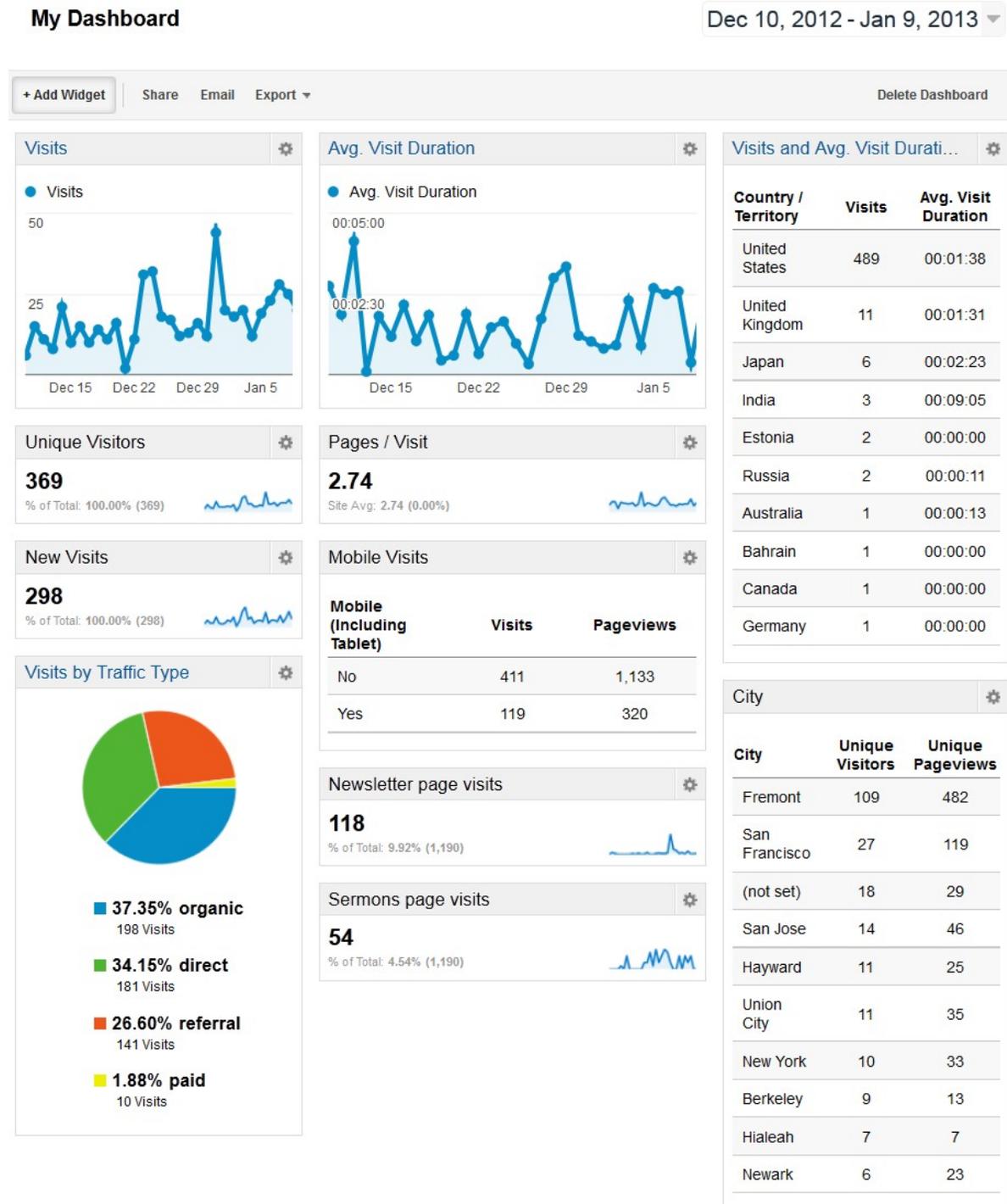
#### Communication and Evangelism Cluster Report, November 2012

1. The Window – Reviewed and made comments on content prior to publication of January edition. The new masthead and style guidelines were applied consistently.
2. Fabricated a temporary “Church Open for Prayer” banner in response to the shootings in Newtown, CT. Subsequently, we’ve designed and ordered a new banner which can be easily customized at short notice in future (see below).



3. Collected photos of events from 2012 in preparation for creating the slide show for the Annual Meeting.
4. Web statistics for past month can be found below.

Respectfully Submitted,  
Mike & Jack



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- Jack Rux submitted a couple of items for the McCutcheon concert to the weekly papers.
- A staff writer from the Argus that Jack knows is planning on writing up something about the concert.

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## Faith Formation Cluster Report

*January 2013*

### Youth and Children

Sunday school in December was taught by Jan Scrutton with support from the Youth group. Jan will continue teaching Sunday school through January.

Kathryn Ruth, our Nursery Care Provider, left in December and her place is being covered by volunteers until a decision is made about the future. We remain committed to providing this important service to our youngest members and their parents

### Adult Faith Formation

Adult Faith Formation team met on January 7<sup>th</sup>. The next meeting will be on February 11<sup>th</sup>. The schedule of classes is below. More details will be sent to Vestry once the meeting notes from Monday's meeting are available.

DATE	SUNDAY	FAITH FORMATION SUBJECT	IN CHARGE
1/6/13	EPIPHANY		
1/13/13	EPIPHANY 1	Church Budget Meeting - No Class	
1/20/13	EPIPHANY 2	Annual Meeting - No class	
1/27/13	EPIPHANY 3	READING MUSIC	BRUCE
2/3/13	EPIPHANY 4	READING MUSIC	BRUCE
2/10/13	EPIPHANY 5	Abraham Lincoln	BRUCE
2/17/13	LENT 1	RACISM, CHANGE AND HISTORY	BRUCE
2/24/13	LENT 2	HOSPICE	BRUCE
3/3/13	LENT 3	REVELATIONS by Elaine Pagels	JANET
3/10/13	LENT 4		
3/17/13	LENT 5		
3/24/13	PALM SUNDAY	NO CLASSES	
3/31/13	EASTER	NO CLASSES	
4/7/13	EASTER 2	BIBLE BASICS	BRUCE
4/14/13	EASTER 3	BIBLE BASICS	BRUCE
4/21/13	EASTER 4	BIBLE BASICS	BRUCE
4/28/13	EASTER 5	EVOLUTION OF THE WORD	JANET
5/5/13	EASTER 6	EVOLUTION OF THE WORD	JANET

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FACILITIES GROUP  
JANUARY 10, 2013

The performance and accomplishments of the Facilities Group during the month of December was slightly lower than most of the previous months. This was the result of adverse weather conditions which shut down the last two exterior work parties; and compounded our maintenance problems by heavy rains and winds leaving a considerable amount of debris around the campus. Hopefully the next scheduled work party will offer an opportunity to catch up.

On January 7, the project of re-carpeting the Church was finally completed. The delay resulted from some shoddy workmanship on the first go-around, necessitating a reorder and reinstallation at the contractor's expense.

At the work party on December 22, two members repaired the door to the men's bathroom in the Church. Someone had forced the door to open so hard that the doorstop had broken through the inside panel of the door. Chris Perry and Tim Spencer repaired the door and installed two kick plates to avoid a repeat of the situation.

This door situation highlights a possible lack of awareness problem. We endeavor to maintain the Buildings and Ground in good condition. We try to provide safe tools and equipment for those who use them. However, the broken door was obviously the result of carelessness. The power cord of the vacuum has been entangled in the vacuum brushes, and one end cover to the front door hardware has been lost. These are probably accidental incidents which might have been avoidable. We ask you to just be aware and be careful with our facilities and equipment.

Respectfully Submitted  
Bud Spalding and Brad Hoffman (in spirit)

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**Parish Life Cluster Report**  
December 2012

**Submitted By: Donald Razzolini  
Bob Bynum**

- **Los Posadas Dec. 02, 2012 5pm** – Parish Life took over responsibility of the meal portion this year and will continue in the future. The PL team was given a book of guidelines and an overview of the Los Posadas mindset written by John Maloney. Donald has updated/organized the guidelines booklet to include price breakdowns of food and general resources. A formal copy will be given to the Los Posadas meal coordinator and a copy placed in the Parish Life handbook for future reference. The meal took place in the Parish Hall with overflow gathering in the EB1 meeting room. A reported 105 of the 116 people signed up were in attendance, making good use of the Parish Hall space so the

EB1 alternative location for overflow was not needed. As in years past, Penny Trant coordinated the food set-up and has agreed to head this part of the event annually from this point forward.

The overall success of the event was the result of many people doing many things and pitching in to help.

- a. Don Rose lead a team of volunteers to set-up the tables and chairs
- b. Penny and Ken Trant set the the tables with table cloths and silverware
- c. Evelyn Martinez and Griselda Prater picked up the food from The Tortilla Factory in Newark.
- d. John Maloney directed the actors
- e. Greg and Elaine Miller did the decorations
- f. Many other people, too many to mention in this report, also preformed numerous tasks

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## Social Ministries and Congregational Care

Little has changed since last month.

Sacred Space participation for St James will provide a hot meal for the third month in a row. (Thank You Penny)

Our Food Pantry remains well stocked, but we have had very few visitors.

The Caring team is near ready to roll out, but we are still looking for a second coordinator. We seem to have sufficient volunteers to provide meals and rides as needed.

Respectfully Submitted,  
Gary Gearheart and Bev Mosier

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### Lead Team Report January 10, 2013

Much of this month was spent preparing, revising and updating the 2013 budget.

Assisted with coordination of the carpet installation in the Main Church.

Planned for the January 20 St James' Annual Meeting and the January 25-27 Southern Alameda County Ministry Team Retreat.

The Vestry held a special meeting on January 3, 2013 to make decisions regarding the Little Church Restoration. A letter describing those decisions was sent to Sylvia Ma, committee chair by Janet Fischer, Senior Warden.

Respectfully submitted,

Janet Fischer  
Laura Winter  
Lori Walton

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**Rector's Report**  
**Vestry Meeting, January 10, 2012**

**Worship**

Presided at the Sacred Space Service on December 16.

Along with many volunteers, greened the church and then took it down following the Sunday after Christmas.

Celebrated two Christmas Eve Services and one Christmas Day Service. Compared to last year, attendance increased for the 4:00 Family Service, but decreased for the 11:00 Midnight Mass Service and the 10:00 Christmas Day Service.

	2011	2012
Family Service	69	104
Midnight Mass	55	123
Christmas Day	47	38
<b>Total</b>	<b>271</b>	<b>265</b>

Planned the music and much of the Epiphany and Lent seasons with Jennifer. Confirmed with Marilyn Rose that she'll put together a slide show for Palm Sunday. Invited the Youth to do an Easter Vigil skit, and heard rumors of other skits in the works.

Led a prayer service on December 15 in response to the shootings in Newtown Colorado. About 10 people participated.

Included a "hand-blessing" during service on January 6, in celebration of Epiphany and to mark the beginning of a new year.

**Children & Youth**

Worked with Jan Scrutton on upcoming events that would pertain to Children and Families for inclusion on the Family Calendar. For Lent/Holy Week, planning on having an Ash Service following Shrove Tuesday on February 12 and an "all-age" Interactive Stations of the Cross on Good Friday, March 29.

Ami Locher has done a wonderful job covering the nursery. Jan Scrutton, Beth Scrutton, and Ami Locher will work to cover the nursery for the next month or so. A position description will be generated and posted to craigslist following the start of a new vestry year.

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. Jan will work on a position description and a timeline for discussion with the vestry.

### Pastoral Care

Visited a couple parishioners and talked with a few regarding spiritual/health/family concerns.

Visited Margaret Rainey and blessed her new home on December 18.

Met with members of the Healing Team to discuss a future workshop offering that would be conducted by them and open to churches and groups in the area, along with churches in the Diocese.

### Welcoming Committee

Sent a few “welcome emails” and sent a card to visitors who signed the book. Worked with LeaMarie Ave to pin down a schedule for the Greeter Ministry.

### Parish Life and Events

Created a coffee-hour sign up sheet and organized ministry teams to participate. Made announcements, created an instruction sheet and asked Brenda to send weekly reminders. Hoping to hand this off to Parish Life soon.

### Finance/Administration/Staff

Spent a lot of time working on budgets, examining finances and discussing financial decisions.

Met with Gail Blalock to talk about the 2012 pledges and to look forward to 2013. Gail has agreed to continue as the stewardship chair until a co-chair can be found with the idea of transitioning the co-chair into the chair.

Attended the Special Vestry Meeting on January 3 to make decisions on the Little Church Restoration.

Had lunch with Bob Dobbin to discuss his ministry.

Met with Julia McCray-Goldsmith to discuss general diocesan resources and education.

Planning for the Annual Meeting and Vestry Retreat.

### Other

Met with the Chair of the Commission on Ministry and the Vocations Officer, along with other members of the Standing Committee on December 19 to discuss Standing Committee/Commission on Ministry relations.

Attended the Diocesan Standing Committee meeting on January 8.

Attended the Interfaith Lunch on January 3.

Attended a dinner hosted by the Bishop for the Executive Council and Standing Committee on December 18.

With Brenda and Bud’s help, saw the completion of the carpet installation.

Discussed storage needs with Janet Fischer and put together a suggestion for the purpose of cabinets to be housed in the vestry room for the storage of banners, food pantry items, and archive materials.

Continuing with Spiritual Direction.

Met with my colleague group.

Will be attending the Standing Committee Retreat on Friday, January 11-12 at St. Dorothy's.

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- Lori added in a separate email: Janet Fischer has been a strong leader as the Senior Warden, walking all of us through the complicated housing process and through the discussion, discernment and decisions regarding the Schader Fund money. She has been invaluable in her insight, her clear thinking, and in her ability to organize and motivate. I have asked her to stay on as the Senior Warden for 2013, and she has agreed. I know you will join me in thanking her for this last year, and in supporting her during 2013.

Motion was made to accept the cluster reports, the lead team report, and the rector's report as submitted/amended. Moved by Janet Fischer, seconded by Jack Rux. Motion approved.

#### Calendar Updates

- January 13 – St. James' providing food for Sacred Space.
- January 20 – Annual Meeting
- January 21 – McCutcheon Concert
- January 22 – Tuesday evening Faith Formation class begins
- January 25-27 – Vestry retreat
- January 25-26 – Human trafficking conference here in conjunction with Harbor Lights. Greg Miller is our point person.
- February 12 – Shrove Tuesday
- February 13 – Ash Wednesday
- Will be Lenten classes Tuesday evenings during Lent

Motion was made to accept the financial reports as amended. Moved by Bud Spalding, seconded by Bob Bynum. Motion approved.

Nancy Castaneda led Compline.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry