

**St. James' Vestry Meeting Minutes**  
**Thursday, March 14, 2013**

**In attendance: Rector Lori Walton, Treasurer Lynn Locher, Senior Warden Janet Fischer, Junior Warden Mike Scrutton, vestry members Dave Nelsen, Alison Saichuk, Bob Bynum, Gary Gearheart, Ralph Locher, Bev Mosier, Donald Razzolini, Bud Spalding, and Al Casas, and vestry clerk Elizabeth Hart**

**Absent: Jack Rux**

**Guests: Alice Johnson and Jim McConnell**

**Vestry Meeting Agenda**

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|---|-------------------------|
| <b>I. Meeting Called To Order</b>                       | <b>Lori Walton</b>      |
| <b>II. Opening Prayer</b>                               | <b>Mike Scrutton</b>    |
| <b>III. Approval of February Vestry Meeting Minutes</b> | <b>Lori Walton</b>      |
| <b>IV. Financial Report</b>                             | <b>Lynn Locher</b>      |
| <b>Acceptance of Financial Report</b>                   | <b>Lori Walton</b>      |
| <b>V. New and Continuing Business</b>                   | <b>Lori Walton,</b>     |
| a. Vestry Retreat – future commitments                  | <b>Wardens, Vestry,</b> |
| b. Deanery Projects discussion                          | <b>Deanery Reps</b>     |
| c. Allocation of McCutcheon funds to Abode Services     |                         |
| d. Approval to purchase folding chairs and cart         |                         |
| e. Vestry responsibilities for coffee hour on Easter    |                         |
| f. Vestry approval to access Heritage account online    |                         |
| g. New deacon – The Rev. Ken Parris                     |                         |
| h. Little Church update                                 |                         |
| i. Food pantry  |                         |
| j. CLOSED SESSION – Office Personnel                    |                         |
| <b>VI. Cluster Reports</b>                              | <b>Vestry</b>           |
| a. Communications/Welcoming                             |                         |
| b. Facilities   |                         |
| c. Faith Formation                                      |                         |
| d. Parish Life  |                         |
| e. Social Ministries/Congregational Care                |                         |
| f. Lead Team  |                         |
| <b>VII. Rector's Report</b>                             | <b>Lori Walton</b>      |
| <b>VIII. Acceptance of Reports</b>                      |                         |
| <b>IX. Meeting Adjourned / Compline</b>                 | <b>Mike Scrutton</b>    |

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

#### February 14, 2013 Vestry Meeting Minutes

The February 14, 2013 vestry meeting minutes were accepted as submitted. Moved by Bob Bynum, seconded by Donald Razzolini. Motion approved, with one abstention.

#### Financial Reports

- Operating cash is \$37,723.97 and Building cash is \$58,154.43
- Pledges are behind.
- Unpledged is considerably behind. Lynn Locher is not sure what has changed in that category
- Have not yet moved the McCutcheon fundraising money into operating.
- Expenses have been higher than anticipated.
- There was a mistake in reimbursing Dave Nelsen for the pancake supper expenses. The reimbursement was taken out of Operating – Parish Life, but should have been come out of Special Interest – Events. Lynn has deposited a check into Operating from Special Interest to cover that cost.
- In Operating, some of the expenses were underestimated – office supplies, copier, and telephone.
- Pension is paid quarterly.
- The Pancake supper took in \$531.00, and cost \$594.00. Lynn recommends that Parish Life consider raising the fee by \$1.00 per adult next year. Much of the increase in cost was the increased price of the griddle rental. We also purchased a little too much food.
- Lynn Locher met with Ruth Poole. Ruth now has a better grasp of the budget in her areas (communion supplies, worship supplies, special interest altar guild). May be able to use special interest memorial funds for some purchases. Would prefer large purchases come out of special interest, as we have a deficit budget.
- Motion was made to accept the financial reports as submitted. Moved by Bud Spalding, seconded by Gary Gearheart. Motion approved.

#### Vestry Retreat

- At the last vestry meeting, there was a lengthy discussion regarding the Deanery-wide vestry retreat.
- The consensus was that having a weekend vestry retreat together was valuable. The question is do we want to do a weekend retreat at the Bishop's Ranch with other churches?
- The first vote: Those in favor of going to the Bishop's Ranch as part of the Deanery-wide vestry/Deanery retreat in January of 2014? Vote includes treasurer, clerk, and Deanery reps. Yes – 11; No – 5
- For those opposed – Why?
  - We don't mix with the rest of the group – we are not part of the clique.
  - Felt overwhelmed the first time attended
  - Problem with premise itself given the geographical distance separating the churches

- Several people stated that they voted for going on the Vestry/Deanery retreat because not going would cause more problems than it would solve. Many are willing to go on the Vestry/Deanery retreat to keep the peace with the Diocese and Deanery.
- The Bishop holds this retreat up as a model for area ministry in the Diocese.
- The fact that we are far apart geographically is the reason we come together in the first place. Getting together once a year is to experience and express the pains and the successes we all go through.
- The idea of a Deanery retreat is an excellent idea as a forum for sharing experiences, for working at how we want to be a better Deanery, for overcoming some of these differences about cliques. Separately is the excellent idea of a vestry retreat, where we can spend time on the things we need to focus on for the next 12 months. The problem we have had for the last two years is how to meld those two desires/activities into a single event. We have had to compromise the last two years. We achieved our goals as a vestry, but the time we spent all together was about point scoring, or was not well facilitated, or fell flat.
- Part of the problem is some churches have their vestry members be also Deanery reps. Those persons cannot be at two meetings at once, and so attended their vestry meetings, not the Deanery meetings. We could make it be a better retreat. There are some at the Diocese who are aware of the cliques. More hopeful, the Deanery leadership has changed. With intentionality, we can shift it.
- Who is willing to go to the Vestry/Deanery retreat at the Bishop's Ranch in 2014? Unanimous yes.

#### Deanery Projects

- Deanery bash may be ending, as the water slide in Pleasanton is closing.
- Sacred Space – Alice Johnson mentioned a newspaper article about the Hayward City Council tackling the handout of food in downtown open areas. It may come up for licensing or permits, etc.
- Votes on the possible projects –
  - Campfire – 1
  - Concert/mass choir/evensong – 11
  - Rector swap – 1
  - Habitat for Humanity – 8
  - A's game – 10
  - Deanery work day @ Ranch – 5
  - AIDS walk – 4
  - Sacred Space – 16
  - Woods-to-Waves – 1
- St. James's choices are – Sacred Space, Concert, A's game, and Habitat for Humanity

#### Allocation of Funds for McCutcheon Concert

- Income was \$6,990.00, expenses were \$3,455.91, net income was \$3,534.09
- The recommendation of the McCutcheon team was to give \$1,000.00 to Abode Services. It was further suggested to give \$500 now and give another \$500 at the

end of the year if our finances allow for it. We would leave the \$500 in special interest.

- Motion was made to allocate \$500 now to Abode Services from the McCutcheon concert, put \$500 into Special Interest for a vote in December, with the remainder to go into the Operating account. Moved by Bev Mosier, seconded by Ralph Locher. Motion approved.
- We have signed the 2014 contract for next year.

#### **Proposal for Folding Chairs & Cart**

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**ST. JAMES EPISCOPAL CHURCH  
Fremont, California  
2013 Building Budget  
Purchase Submittal  
Padded Folding Chairs/Movable Chair Cart**

The adopted 2013 Building Budget of St. James Episcopal Church, in Fremont California, appropriated \$800 for the purchase of 40 Padded Folding Chairs and \$205 for the purchase of a chair cart for storage and movement of folding chairs. With the assistance of the parish administrator, sources for these items have been researched on line, and projected costs obtained.

Together, these two appropriations are \$1005. Vertical Chair carts can be purchased within the budgeted amount. However, by combing the two amounts, it is possible that we could upgrade the quality of the cart by applying the cost savings from a less than the estimated costs on the chairs.

**CHAIR CART –** Two types of chair carts are available. The current chair cart is a horizontal cart with a capacity of approximately 40 chairs. Our current storage area accommodates the equivalent of two such racks, horizontally, but limits the vertical space utilization to about three feet. The purchase of another similar cart would only get half of our current folding chairs on a cart but would not increase storage capacity by itself.

**APPROPRIATION \$205**

**COST RANGE - Vertical Rolling Rack \$170 to \$330**

**SOURCES: Amazon.com - Sandusky-Lee \$170**

**GlobalIndustrial.com \$170 \$240 \$330**

**Overstock.com - No vertical carts listed**

Another available type of chair cart is **Double Sided – Double Tiered**. The cart is constructed with a rack configuration that allows chairs to be hung from the racks and takes advantage of the vertical space. The available double sided-double tiered racks advertise a capacity of up to 84 chairs. This type of cart is 67 inches long by 34 inches wide by 70 inches when mounted on 4inch non-marring heavy duty casters.

**APPROPRIATION \$205**

**INTERNET COST RANGE MSRP \$320 to \$603**

**SOURCES: Internet listings**

Globalindustrial.com: \$320, \$380  
Overstock.com: \$280 (special Mayline products), \$326 (Safco 4199 BL)  
Amazon.com: \$290 (Safco4199 BL), \$270  
Classroomessentialsonline.com: \$240

**PADDED FOLDING CHAIRS - BUDGET APPROPRIATION - 40 at \$20 --- \$800**

While seeking internet prices for padded folding chairs, it became readily apparent that there was a wide variety in the offerings at various agencies. Chairs similar to those currently owned and in use at St. James ranged in price from \$16 at COSTCO to over \$30. The COSTCO prices cited are on the same chairs as we currently own:

COSTCO: Sudden Comfort by MECO \$16 \$16.30 \$16.70 @40 = \$668  
Amazon.com pkg. of 4 \$275 ea. \$68 possible 70% disc ea. \$20 @40 = \$ 800  
Classroom essentials list price \$52, Sell price \$18 @40 = \$758  
MECO/Chickory Lace/High Back Chair unit price \$22.75 @40 = \$910  
OFFICE DEPOT \$30 to \$40 unit price @40 = \$1300

Also internet contacted bizchair.com and fatcatalog.com.

It appears that the COSTCO price and product is the most desirable. However, to purchase the Costco product necessitates obtaining a membership Card and account. I submit the idea that COSTCO offers enough variety of products that St. James could utilize a COSTCO Business account at an annual cost of \$ 55.

**RECOMMENDATIONS:** That the Vestry of St. James Episcopal Church approve the following recommendations.

**Recommendation # 1** -That St. James acquire a Business membership at COSTCO at an annual cost of \$55. Said card to be kept in the Office and utilized only when a discounted product is available at COSTCO, and such use is to be authorized by agreement with two members of the lead team.

**Recommendation #2** – That forty Sudden Comfort by MECO padded folding chairs, similar to the chairs currently owned, be purchased and delivered from COSTCO.

**Recommendation #3** - That, when the purchase price of the chairs is known, unencumbered balance of funds be reallocated toward the purchase of a Double Sided – Double Tiered cart, (Safco model 4199 BL).

Respectfully Submitted,  
F. P. “ Bud” Spalding

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- We can stay within budget for the chairs and a cart by combining the chairs/cart line items

- Proposal is to buy 40 chairs from Costco (like the brown padded folding chairs we already own) and Safco cart, which is advertised to hold 84 chairs
- Total amount needed to purchase 40 padded chairs and the Safco cart would be \$1,005.00, not including tax.
- Motion was made to authorize up to \$1,200.00 for 40 padded chairs and Safco cart, money to be taken from the Building Fund. Moved by Janet Fischer, seconded by Dave Nelsen. Motion approved.
- It might be worthwhile to have a Costco business membership. However, a business membership is tied to a credit card. Discussion is tabled for now.

#### **Vestry Responsibility for Coffee Hour on Easter**

- Vestry provides food for Easter morning
- Food needs to be ready to serve, on disposable plates, so there will be little/no cleanup
- Bring enough for 10 to 15 people

#### **Heritage Account**

- Many months the statements from Heritage do not arrive in time to prepare the financial reports for the vestry meeting, so Lynn has to go to Heritage Bank to have them printed out. Heritage Bank has suggested an online account.
- Our previous treasurer, Jan Brandt, was very concerned about security with an online account.
- Lynn talked with her lawyer. He felt if the vestry understood there was a certain amount of risk, and that it was in the minutes, that Lynn would be protected.
- Lynn would like to be trusted by the vestry to have online access. Lynn would be the only one with the password, and will change the password frequently. Lynn would have access to all the St. James' Heritage accounts.
- We already have online access to the Schwab account.
- Motion was made to authorize the treasurer of St. James' to set up online access to the Heritage Bank accounts. Moved by Dave Nelsen, seconded by Bev Mosier. Motion approved.

#### **New Deacon**

- Lori has submitted a letter of agreement to the archdeacon of the Diocese to submit to the Bishop for signature to have Ken Parris come serve St. James' for 2 years.
- Ken retired in November as a lieutenant in the Oakland Police Department. He started the chaplaincy program for Oakland Police officers in the 1990s and was ordained as a vocational deacon in the 1990s. He has served at Christ Church Alameda, St. Anselm's in Lafayette, and St. Paul's in Oakland.
- Ken's first Sunday is set to be Palm Sunday.
- Ken is available to do work during the week, and has a high interest in interfaith work.

## Little Church Update

- There is a request from the Little Church committee to approve \$1,242.00 to purchase sound equipment for the Little Church. This would come out of the \$100,000 previously allocated.
- Motion was made to allocate \$1,242.00 for sound equipment for the Little Church, the money to come out of the Little Church Fund. Moved by Ralph Locher, seconded by Donald Razzolini. Motion approved.
- Problems with the two newly repaired flat roofs on the Little Church. The flat roof over the electrical room is ok after the repair. The flat roof above the sacristy still has issues. Observations and suggestions have been forwarded to Al Casas. Issues include dry rot, repair of flashing and sheet metal, and re-sloping of roof to problems with standing water.
- The flashing was supposed to have been fixed last year, but the dry rot and re-sloping were not included.
- Al will coordinate with the Little Church committee and the general contractor for the project.
- Will the money for this repair to come out of the Little Church fund? The vestry is comfortable in supplementing the Little Church fund with additional funds to help repair this portion of the roof.

## Food Pantry

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### Food Pantry Re-organization Project

#### MINISTRY SERVICE PROPOSAL:

St. James' Food Pantry Re-organization Project.

#### OBSERVATION / OBJECTIVE:

Over the last few months, a slow progression in actuality over time and throughout the last year or so, the Saint James' food pantry has become stagnant and ineffective due to lack of foot traffic, and the ever-growing need for help in these troubling times. It is the idea of the Social Ministries Congregational Care team that the time has come to make some changes in the way we represent the food pantry and incorporate as well as utilize the resources available within our community. Our goal is for the pantry not only to be an emergency resource for "in the moment" nourishment and personal hygiene (IE: toiletries) needs but also as a resource in finding a daily meal, transitional assistance, or a new start on down the line.

#### FACTS & FOOD FOR THOUGHT:

##### FACTS

- Assisting in the future needs of our homeless brothers and sisters as well as to those who might be in a transitional state is a HUGE job.
- Our resources are limited as they stand due to expenses, budget, and monthly income. We simply cannot everything

- We, St. James' Episcopal Church, are in a unique position in that we are one of the founding churches to one of the largest "NOT-FOR-PROFIT" (most funding comes from grants, donations, and private donations) homeless assistance organizations within the Tri-Cities area providing not only assistance programs, transitional housing, and temporary housing for low-income, and the un-housed or at-risk (including those with special needs) but also on-going support services
- Food cards, Merchandise vouchers / Gift Cards, and Transportation vouchers are considered by many assistance programs, such as ABODE, to be dangerous or "at risk" due to their street value for barter and easily changeable status from voucher-to-cash in the procurement of drugs and other non-essential items. The potential of being targeted for criminal activity by having these items on premise is considered very HIGH and non-safe unless stored temporarily due to a special event or circumstance for immediate distribution.

### **FOOD FOR THOUGHT**

- We Can Do This.
- We have done it before though on a much different level...this time we do not have to do it alone
- This is an easily manageable way of helping those in need
- The budgetary hit is minimal and it will not drain or overextend our limited resources
- Its cost effective, more bang for the buck so to speak, as it would expand our resources, enable more interaction with other community based organizations, and open us to new ministry opportunities / possibilities in the future

Through our contacts and affiliations with ABODE services, Viola Blythe Ministries, and others we can give immediate assistance to the Homeless and "In Need" or "At Risk" community around us by providing information to "NOT-FOR-PROFIT" agencies, community services or organizations already in position to assist as needed on any level, as well as provide easy-to-prepare "HOT" meal or meals, non-perishable items, and toiletries.

- Many canned foods have a 2-3 year shelf life and may be eaten cold from the can or heated
- Main dish camping and military food packages are low cost, can be stored for long periods of time, and usually only require adding hot/boiling water to prepare
- Granola Bars, Dried Fruits & Veggies, and Trail Mixes are good "Emergency Storage Food" for nutritional effect also have a lengthy shelf life
- Other items that have a more limited shelf life can be transitioned out of the pantry cupboard on a monthly basis and distributed / offered to those who attend Sacred Space
- Small travel size toiletry items such as shampoo, toothpaste, soap, even wash cloths and socks can be put together in small packages or ziplock bags for single person distribution

**New Additions:**

Thanks to ABODE Services we currently have a template for a Tri-fold pamphlet that lists phone numbers and agencies, including services available through ABODE, within the TriCities area that have weekly/monthly food distribution and other resources/services available to those in need.

- In addition to the pamphlet, an informational easy to carry/store card will be created that will have phone numbers and possibly addresses to agencies/resources within the area that are able to assist, on a more extensive level, either in an emergency situation or as mentors to begin the process of obtaining a more stable life.

#### **Closing Remarks:**

After careful thought Donald has taken over the administrative duties of the Food Pantry. In the coming weeks; Donald will be sorting the “out dated” items from the current and dispose of items past their expiration. Once sorted, the remaining items will be relocated to one of the new cabinets in the Vestry Room while a small amount will remain in the narthex “Food Pantry” cabinet for easy access and distribution.

The narthex location will house assorted canned, easy-to-prepare main dishes, and dried food items as mentioned previous in the “food for thought” section of this overview will be available. This location will also house various toiletry items in self-contained gallon size ziplock baggies. For easy transport the SMCC team will look into purchasing a case of shopping bags the size of which can contain an “emergency” survival kit that might sustain an individual or small family in need for a few days.

- Survival Kit...
  - Easy-to-prepare main dish package(s)
  - Canned items (specifics will depend upon availability)
  - Box or packets of granola or health bars as available
  - Ziplock bag of toiletries

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- Rather than doing away with the food pantry altogether, we are trying to streamline it so that the items in it have a longer shelf life so we don't have to constantly switch items out.
  - Looking at canned food (which tend to have a shelf life of 2 to 3 years), and easy-to-prepare main dish items (like the main dish camping foods that only require water)
  - Planning on going through items to make sure the items are up to date, and replenish with up to date items.
  - Move the bulk of the storage to the cabinet in the vestry room.
  - The small pantry in the narthex would be used primarily for quick access. There will be toiletries in ziplock baggies.
  - Also have list of resources for people. Perhaps have a postcard/business card size list of resources/phone numbers that people can carry in wallet.
  - This would not include vouchers, which would open us up to a security risk.
  - Lori would like to keep the pantry as minimal as possible for now. Lori would also like to do a through examination of the neighborhood and what are the needs of the

neighborhood. What can St. James' do that is unique to us? What need is out there that is not being fulfilled?

- Would like to see better promotion of what we do – for example, the feeding teams at Sunrise Village.

Closed Session – Personnel Discussion

## **CLUSTER REPORTS**

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### **Communication and Welcoming Cluster Report, March 2013**

- 1) Familiarized myself with tour inventory of banners. Will be relocating banners soon to the new cabinets in the vestry room. Several new banners will be purchased this year including ones for VBS and Christmas. The Easter banner will be put up on Monday morning, March 25.
- 2) Two calendar events will appear in the March 26 edition of the Tri-City Voice, one for the Saturday Easter Vigil and one for Easter Sunday Service. I contacted the Argus but have not received a response regarding how to place a community ad with them. Will continue with this process tomorrow.
- 3) Welcoming: I spoke with LeaMarie. We plan to meet briefly this Sunday to discuss this activity and plan a date when all greeters can meet formally to discuss this important commission.
- 4) The Window: We will work toward planning a meeting soon with the editors and proof readers. This will bring Dave up to speed with the Window generation process.

Respectfully submitted,  
Jack and Dave

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- The statistics for the webpage do not be to be done monthly, but perhaps annually (for the annual report).

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### **Facilities Report**

The Activity level of the Facilities group during February and March include:

- Cabinets in Vestry Room - Four purchased - Three installed, one waiting to be assembled
- Thermostats coordinated and reset - Will evaluate as impacted by daylight savings time
- Lights on Ed Bldg - Daylight sensors repaired - Motion sensor to be addressed
- All lights on banners and large cross repaired and working (We Hope)
- Purchase of folding chairs and storage cart. - Proposal prepared for action by Vestry - Estimated to be at or under budget

- Work Party - March 16 All Day to trim and shape trees and vegetation - ALL HANDS on DECK
- ABODE storage container. - Plans being developed to clean, repair, and repaint.
- Both Facilities coordinators have taken turns at vacationing, thus many pending issues waiting for attention.

Respectfully submitted  
Al and Bud

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- The cabinets in the vestry room should be bolted to the wall once the last one is assembled and installed.

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Faith Formation Report  
March 14, 2013

The Faith Formation Committee(?) met Monday evening, March 4<sup>th</sup>, at 5:30.

**Faith Formation:**

- On March 3<sup>rd</sup> Janet Fischer led the session on Revelations, by Elaine Pagels, and reported that it was well received.
- Jennifer Carini held a third music reading class on March 10.
- No program has been planned for March 17<sup>th</sup>, and the following two Sundays are Palm Sunday and Easter.
- The Tuesday evening Lenten program, the “Bible Challenge” to read the Bible, has been well attended.
- The emphasis for the April sessions (Easter Season) will be Spiritual Practices, led by various people. Janet has sent an e-mail asking for people with experience in types of prayer, meditation, and other practices to volunteer to facilitate sessions.
- On May 12<sup>th</sup> EJ will present one session on “The Work of the Vestry”. The hope is that if people have a better idea of what it means to serve on the Vestry we might have an easier time getting people to step up at annual meeting time.
- Two more May Sunday sessions will touch on Pagan spiritual practices.
- There are still a few holes in the schedule during April. A guest presenter was suggested and we are looking into that.
- A fall emphasis on hunger and food justice issues is being considered. A showing of the new documentary “A Place at the Table” could be a kickoff event.

**CTF Report:**

Good Friday Interactive Stations of the Cross, appropriate for all ages (children with a parent or other adult), will be held from 1:00 to 4:00 on March 29<sup>th</sup>. “Holy Week for Kids” will be offered from 4:30 to 6:00 on Good Friday.

**Youth Group:**

**Eight of our youth prepared lunches for Sacred Space on Sunday, March 10<sup>th</sup>, and six went along to Hayward for the service. They received positive comments for their presence, interacting with the people who attended. An Easter Overnight is planned for after the Easter Vigil.**



**Sunday School:**

**Attendance varies from four to ten, depending on “who has the kids” and if the Children’s Choir is performing. The monthly (?) children’s worship service will be held during the Sunday School time on March 17<sup>th</sup>.**

**Staffing:**

**The Nursery Provider job has been posted on Craigslist, and applications are being reviewed. Interviews will be schedule following Holy Week.**

**A job description for the CTF Coordinator is being developed, and the position will be posted in late April, after review of the job description by the Vestry,**

**Respectfully submitted,**

**Alison Saichek  
Cluster of One**

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**Cluster Report**  
**Parish Life – March 2013**

**Submitted By: Bob Bynum**  
**Ralph Locher**

**Goals for 2013**

**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. Ralph Locher will be leading the first of these in April.

**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**

**Current Projects & Activities**

§ Annual Children's Easter Egg Roll: 400 empty plastic eggs were picked up by volunteer Easter bunnies last Sunday following the two church services. It was requested that the filled plastic eggs be returned by Good Friday. The Youth Group will hide the eggs during the 10am Easter service. An article appeared in the March newsletter, thanks to Penny Trant and others. Announcements will appear in the Sunday Bulletin as well.

**Projects & Activities - Updates**

§ None At This Time:

**Upcoming Events**

§ Food & Fellowship Dinner: On Saturday, April 25<sup>th</sup>, Gary Gearheart and Lea will host a fellowship dinner at the home of Margaret Broun. The last F & F dinner had 24 attendees. Participation will be encouraged next month via newsletter article, announcements, etc.

§ Take a hike: We have decided to hike the hike to see if there is much interest in parishioner participation in monthly hikes. First one planned is on April 6<sup>th</sup> at Sunol

Wilderness Regional Park. An article was published in the March newsletter and it will be in the Sunday Bulletin announcements up to and including Easter Sunday.

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**Social Ministries & Congregational Care - February 2013**

Submitted by: Gary Gearhart - Bev Mosier - Donald Razzolini

**Current Projects**

- **Food Pantry:**
  - Over the last few months, a slow progression in actuality over time throughout the last year or so the Saint James' food pantry has become stagnant and ineffective due to lack of foot traffic and the ever-growing need for help in these troubling times. After careful thought Donald has taken over the administrative duties of the Food Pantry
  - In the coming weeks the plan is to sort the "out dated" items from the current and to dispose of any items that are past their expiration date. Once sorted, the remaining items will be relocated from the storage cabinets in the Choir room to one of the new cabinets located in the Vestry Room while a small amount will remain in the narthex "Food Pantry" cabinet for easy access and distribution
  - An easily stored Tri-fold pamphlet will be made available along with a pocket/wallet friendly post card or business card type informational tool showcasing local phone numbers of local resources

**Ministry Updates**

- **Sacred Space:**
  - We are participating this Sunday, the 10th, with our Youth Group preparing the meals.
  - April is about one third filled out for volunteers to provide meals, and May is 100% covered. We have dates scheduled in June and July also, and will soon be adding dates through the end of the year
  - The schedule and sign-up sheets are on the bulletin board in Parish Hall, and all are encouraged and welcomed to participate
- **Caring Team:**
  - Meals were offered to Brad Hoffman's family, but they chose to decline. They asked that we continue to support them in prayer
- **Deaf Ministry:**
  - Bill and Bev Mosier have been visiting Deaf churches in the area to get a feel for what's already out there as well as to do some networking. This is part of the process of assessing needs and establishing groundwork for potential Deaf ministry at St. James. The Mosiers are also beginning the process of establishing an independent (i.e., not tied to St. James) non-profit for the purpose of assisting Deaf foreign individuals who are not eligible for services available to Deaf American citizens and permanent residents. In addition, Bill has become involved as a participant in a number of activities at Fremont

Oaks Garden (FOG), a retirement community for Deaf seniors, and he will begin teaching an arts and crafts class there this month

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### Lead Team Report – March 2013

1. Supported the Rector in her handling of the Office Administrator.
2. Jr Warden discussed specification of a proposed new sound system for the Little Church with the chair of the Little Church Committee and Bud Pearson. Reported back to lead team. Little Church committee were informed that they have approval to include sound system equipment and wiring in the "needed" category of work to be done. However, this work will be included in the \$100,000 that has already been allocated to the LC project.
3. Sr Warden reported to the McCutcheon committee that
  - a. they have approval to plan the 2014 McCutcheon Concert,
  - b. they have approval to advertise that we will donate a portion of the proceeds to a charity, but we haven't picked one yet.
  - c. the Vestry has not voted on an amount to send to Abode Services from the 2013 concert. We will do that at the next vestry meeting, after the final net figure from the concert is established.
4. Change of signature authorities for the accounts has been completed, referring to the new Jr Warden.
5. Reviewed and updated the Facility Rental Use Agreement, based on the decisions made at the October 2012 vestry meeting.
6. Approved and reached agreement with “Langauge Pacifica” to hire the Vestry Room on Saturday mornings and Tuesday evenings through April 20<sup>th</sup>.
7. Showed the vestry room and provided initial cost estimates to a representative of the “National Alliance for Mental Illness”, who are seeking a location for future meetings.
8. Reviewed proposals from Facilities cluster for new chairs and cart, prior to discussion at the next vestry meeting.
9. Checked in with Parish Life cluster regarding the Easter Egg Hunt preparations.
10. Reviewed and commented on drafts of the March newsletter, providing feedback where appropriate.

Respectfully submitted,  
Lori Walton, Rector  
Janet Fischer, Senior Warden  
Mike Scrutton, Junior Warden  
Lynn Locher, Treasurer

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**Rector's Report**  
**Vestry Meeting, March 14, 2013**

**Worship**

Moved into Lent, created bulletin and powerpoint changes to match the season. Working on the Easter season bulletin and powerpoint.

Thanked the Reverend Bob Dobbin for his service these past two years.

Coordinated participants for Good Friday and the Easter Vigil.  
With Janet Fischer's and Pegeen Perry's assistance, securing Passion Gospel readers for Palm Sunday.

Worked on the various bulletins for Holy Week and Easter.  
Planned music with Jennifer for the services.  
Working with the Altar Guild to make sure everything is covered for the week.  
Met with the Worship Committee to plan Maundy Thursday and review Good Friday and Easter.

Met with Elaine Miller to talk through some of her ideas for liturgical design/vestments/decorations.

Presided at the Sacred Space services on February 24 and March 10.

**Children & Youth**

Continued working with Jan Scrutton on the various activities going on for kids and their families.

With Jan Scrutton and Alison Saichek's help, the nursery position is posted and responses are coming in. Jan and Alison will narrow it down to a recommendation for me to talk with.

**Pastoral Care**

Traveling to Stanford about 2x/week to see Brad Hoffman.  
Spent time with Jan Pearson at Washington Hospital prior to her surgery, and continue to visit her while she recovers at home.  
Attended to Bonnie Nelson, also hospitalized, but now at home.

Had a few meetings and phone calls with parishioners regarding spiritual/life situations.  
Will have attended Hillside Convalescent Care Facility as part of the Easter outreach.

**Finance/Administration/Staff**

Coordinated office volunteers to cover the phone and do some setup/computer work in the office.

In the absence of an office admin, spent some time communicating with facility users and potential users. Handed over to Mike Scrutton, Jr. Warden, the new facility rental requests.

Temporarily creating both the Sunday News and Weekly Email.

Met with and secured an agreement with vocational deacon, Ken Parris. Ken's first Sunday will be on Palm Sunday.

### Faith Formation

With Bruce Roberts and Janet Fischer, taught the Lenten class/es on the Bible.  
Had lunch with CnC Managing Director Laura Toepfer for the purpose of giving her feedback on the adult material and to provide her with some material for marketing.  
Finished the class on Anglicanism.

### Other

Participated in a conference call with the Standing Committee on February 28.  
Attended the Diocesan Standing Committee meeting on March 5.  
Will be attending the Diocesan Vocations Conference at the Bishop's Ranch on March 16.  
Continuing with Spiritual Direction and meeting with my colleague group.  
Will be attending the Clergy Chrism Mass on Tuesday, March 26.  
Would like to take three retreat days following Easter Sunday (Monday-Wednesday).

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- Lori is on the Standing Committee as the liaison to the Commission on Ministry. There will be 9 aspirants on Saturday at Bishop's Ranch – 4 who are seeking holy orders to the priesthood, and 5 who are seeking holy orders to the vocational diaconate.
- Lori will be taking vacation on June 16<sup>th</sup>. Tom Jackson will be the supply priest.

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

Mike Scrutton led Compline.

Respectfully submitted,

Elizabeth Hart  
Clerk of the Vestry