

St. James' Vestry Meeting Minutes

Thursday, April 11, 2013

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

Vestry Meeting Agenda

- | | | |
|-------|--|----------------------------|
| I. | Meeting Called To Order | Lori Walton |
| II. | Opening Prayer | Alison Saichek |
| III. | Approval of March Vestry Meeting Minutes | Lori Walton |
| IV. | Financial Report Acceptance of Financial Report | Lynn Locher Lori Walton |
| V. | New and Continuing Business | Lori Walton |
| | a. Parish Survey results | Wardens |
| | b. Certify Parish Parochial Report | Vestry |
| | c. Do we want a church credit card? | |
| | d. Jeremy Taylor Dream Workshop for 2014 | |
| | e. Thank you note from Bob Dobbin | |
| | f. Heritage Resolution for online services | |
| | g. Filling the Parish Administrator position | |
| | h. Equipping the Beloved Community Day – May 11 | |
| | i. Pentecost – May 19 | |
| | j. Approve Endowment Board new members – Jan Brandt and Scott Whitaker | |
| VI. | Cluster Reports | Vestry |
| | a. Communications/Welcoming | |
| | b. Facilities | |
| | c. Faith Formation | |
| | d. Parish Life | |
| | e. Social Ministries/Congregational Care | |
| | f. Lead Team | |
| VII. | Rector's Report | Lori Walton |
| VIII. | Acceptance of Reports | |
| IX. | Meeting Adjourned / Compline | Alison Saichek |

Lori Walton called the meeting to order, and Alison Saichek led the opening prayer.

March Vestry Meeting Minutes

Motion was made to accept the March 14, 2013 vestry meeting minutes as submitted. Moved by Bud Spalding, seconded by Dave Nelsen. Motion approved.

Financial Reports

- As of March 31st, operating cash is \$46,808.90, building cash is \$57,058.97, and special interest total is \$227,395.25
- Pledges look good for this time of year, and are better than the past two years. Unpledged contributions, plate, and use of church are ahead of budget.
- Income has exceeded expenses. However, we did not have an administrative assistant or nursery attendant for part of this time.
- Cost of office supplies was underestimated.
- Pancake supper put a dent in special interest – events.
- Lynn Locher has purchased a one-year \$10,000 CD (\$5,000 from rector's housing and \$5,000 from the Schader fund), which is paying a slightly better interest rate than Schwab. Lynn has also purchased another \$10,000 CD from the Building Fund for the parking lot money.
- Our audit is scheduled for Thursday, June 27th. Lynn has sent out a request for the information that is needed from other people/groups, including the Endowment Board.
- Motion was made to accept the financial reports as submitted. Moved by Mike Scrutton, seconded by Gary Gearheart. Motion approved.

Parish Survey Results

- Last year during the pledge drive an interest survey went out with the pledge cards. Gail Blalock cumulated that information.
- Suggestions for programs and ministries included an LGBT ministry, a centering prayer group, and a body prayer dance group.
- Donald Razzolini has volunteered to take on the leadership of the LGBT ministry
- Will be talking about centering prayer in faith formation. The person who suggested centering prayer may be looking at an ongoing group, and perhaps would be interested in heading it.

Parish Parochial Report

- At the end of 2011, we reported 355 members. We increased by 16, and decreased by 10. At the end of 2012 we have 361 members on the books.
- We have 35 communicants in good standing who are under age 16.
- Average Sunday attendance is 133.
- Easter attendance (Vigil and Easter Sunday) was 314
- We had 105 Sunday & Saturday evening Eucharists, 47 weekday Eucharists, 44 private Eucharists (like home visitations), 3 Daily offices on weekdays, 3 marriages, and 5 burials.

- We had 1 Baptism 16 years and older, 1 Baptism under 16 years of age, 2 Confirmations 16 years and older, 5 Confirmations under 16 years of age, and 1 received by a bishop
- There are 24 church school students enrolled
- Motion was made to certify the 2012 Parochial Report as submitted. Moved by Janet Fischer, seconded by Donald Razzolini. Motion approved.

Church Credit Card

- Do we want to have a church credit card?
- Most ordering is done online, and requires a credit card. Right now Lori has been using her personal credit card to order items online for the church. She does get reimbursed, but it is still on her credit card.
- Card could be used to order church supplies, and paid off each month so we do not accrue interest.
- Lori's thought is that the credit card would be her responsibility and only Lori, or the parish administrator with Lori's permission, would be the ones using it.
- If the parish administrator must use a credit card to order things, it would be better if it was a St. James' credit card with a credit limit set relatively low, rather than someone's personal credit card.
- A Costco business account application includes an American Express application. Costco only accepts American Express. However, we do not use Costco for most of our purchases. We use Quill, which bills us each month.
- Could we get a card (MasterCard or Visa) through Heritage Bank?
- Lori would go through the bill each month, mark on the bill where each expense should be allocated, and attach receipts.
- Suggested credit limit of \$5,000.
- Motion was made for St. James' to apply for a MasterCard or Visa, with a credit limit not to exceed \$5,000. Moved by Janet Fischer, seconded by Bob Bynum. Motion approved.
- Lynn will check to see if we can get the card from Heritage Bank. Lori will probably have to fill out the application since it will have her signature.

Jeremy Taylor Dream Workshop for 2014

- Proposal from Faith formation for March 2014.
- There was a Jeremy Taylor Dream Workshop done at St. James' several years ago, which was well attended.
- Jeremy Taylor's fee is \$800 plus mileage, which must be paid upfront. He does not want a retainer. The cost would be covered by participants' fees.
- We would charge attendees a fee and something for lunch.
- Jeremy Taylor is a Unitarian minister, and taught at seminary
- Lori wants to make sure that someone else other than Lori or office personnel will take responsibility for coordination, registration, advertising, collecting fees/money etc. She also does not want to take a loss.

- It would be a community outreach program, a way to create an offering for the wider community, but it is not a fundraiser.
- This would need to be done by people in Faith Formation and Johanne LaRocque.
- Motion was made to authorize Faith Formation and Johanne LaRocque to book a date and begin the process of planning a workshop with Jeremy Taylor. Moved by Ralph Locher, seconded by Dave Nelsen. Motion approved, with one abstention.

We received a thank you note from our former deacon, Bob Dobbin

Heritage Resolution for Online Services

- The paperwork from Heritage Bank asks that our governing body pass a resolution in order for us to have online banking.
- The authorized signers are from the signature card
- This will allow Lynn to go online and access our accounts and print out our statements
- Motion was made to accept the resolution as stated by Heritage Bank for online banking. Moved by Bud Spalding, seconded by Donald Razzolini. Motion approved.

Parish Administrator

- The Lead Team would like to go through an agency. Marsha, the person who runs the agency, does job counseling, and helps place people. She will offer this service to us for no charge. She works through Christian organizations and churches.
- One of the things she told us was that we do not pay enough to hire a quality person. We need to pay more. Right now we have been paying \$16/hour, and she stated St. James' needs to pay at least \$20/hour to hire a quality person.
- This will impact the budget next year, but not this year. Lynn checked the numbers, and the additional money that it will cost for the remainder of the year minus the money we have saved by not having an administrator for part of the year, will actually result in a net savings of approximately \$31.20 for this year
- Position is still 16 hours a week with no benefits. We do not hire parishioners.
- Adrienne Ferrell has been coming in consistently to do all the printing and updating. Lori asked Adrienne is she would still be willing to come in on Friday or Saturday to do Sunday setup – collating Sunday materials, bringing them out to the church, etc.
- We could then change the hours for the parish administrator from Tuesday through Friday to Monday through Thursday.
- We hope to hire someone by mid-May
- Mike Scrutton has offered to help interview.

Equipping the Beloved Community Day is May 11th in Burlingame. Lori and Janet will be attending. There are several different offerings of interest. The cost is \$25 and includes lunch.

Pentecost – May 19th

- Lori suggested having a celebration of our diversity, inviting people at both services to wear traditional clothing and/or a symbol that represents their heritage or culture.
- There will be a potluck after the 10:30 service, asking people to bring food that represents their culture or nationality.
- Also ask people to sign up for clean up, etc.

Endowment Board New Members

- It is the responsibility of the vestry to approve new Endowment Board members. Jan Brandt has agreed to serve for a 3-year term, and Scott Whitaker for a 1-year term (the remaining one year of Joan Robert's term.)
- Motion was made to approve the new members of the Endowment Board, Jan Brandt and Scott Whitaker. Moved by Donald Razzolini, seconded by Jack Rux. Motion approved.

CLUSTER REPORTS

Communication and Welcoming Cluster Report, April 2013

- I spoke with Monica of Harbor Lights last week regarding the use of the gate between our properties. She oversees the facilities there. I asked for her thoughts on the question of leaving the gate unlocked and/or opened all the time. This would not be acceptable she explained, because they operate the school there. She mentioned two things I thought I would pass on; She often confronts people loitering in our parking lot close to the fence-line and asks them to leave. Harbor Lights has a guard on staff during school hours. (I didn't think to ask if they were armed).
- Banners - Jack and Dave will meet on April 18 and move the banners from the choir room to their new location, organizing and taking inventory as we go.
- Welcoming - I met with LeaMarie and she gave me an overview of what she, Lori and many volunteers have done over the last 20 months developing our current welcoming methodology. We have not scheduled one yet, but intend to hold a meeting soon with all Welcoming Committee members.
- The Window - As part of the review team, Jack helped review the April edition of the Window prior to its publication. A checklist has been developed to help the review process. This is to help speed the process and help ensure each publication is as accurate as possible.

Respectfully submitted,

Dave and Jack

- Thanks to Connie Rux, who helped with the editing of the Window
- Banner storage – The closet in EB4 are for the banners that are not used very often. Other banners will be stored in one cabinet in the vestry room. It was suggested to keep a list of the banners stored in the cabinet on the inside of the cabinet door.

Facilities, April 2013

The months of March and April (to this point) have been active and productive for the Facilities Group. Some Capital outlays have been completed and maintenance issues addressed. The activities of the past month include:

CAPITAL PROJECTS

Cabinets for Vestry Room - Six Cabinets were purchased for the Vestry Room with the intention of relocating the food pantry, storage of vital archives and records, and consolidating other storage currently located elsewhere on campus. These cabinets have been completed, installed with earthquake safety in mind and are **ready to be used in compliance with St. James procedural guidelines**

Folding Chairs and Cart - Forty new Padded Folding **Chairs** were purchased from COSTCO to supplement the identical forty folding chairs on hand. This purchase was necessary to alleviate the problem of having to borrow and return chairs from outside facilities, and to allow us to increase our own capacity. A Rolling Chair **Cart** with vertical storage capacity was purchased to accommodate the new, and most of the older chairs, and to better utilize the space required.

Note: It was determined that, in order to benefit and receive COSTCO delivery service, the person/customer must have a COSTCO Credit Card as well as a membership card.

MAINTENANCE ISSUES

Work Party- March 16 - Two days after the Vestry Meeting, an annual tree pruning and trimming Work Party was held, coordinated by Chris Perry and Tim Spencer. Several trees and bushes in the park and on the Cabrillo side of the property were trimmed, shaped and pruned. It should be noted that the attendance and support at the Work Parties has diminished over time, and major projects are not as easily completed. On March 16, less than a dozen parishioners came and some stayed until late in the afternoon (early evening)

Note: There is a pile of cuttings next to the Dumpster shed. They are too green for firewood this year and possibly for woodworking. Those cuttings are available for anyone who wants them. After April, the cuttings will be disposed of as dumpster space is available

Coordinating activities - Facilities representatives have been in contact with the Little Church Committee and are working to define areas of common interest and responsibility. Facilities liaison personnel are all now on Dale PO list.

Repairs and Replacements

Replaced doorbell switch by office entry from courtyard - Checked doorbell switch from parking lot

Replaced flapper valve to toilet off maintenance room

Replaced two broken door stops on two doors to the Ed Building

Replaced light switch in a Parish Hall bathroom

Replaced fluorescent lights in Rectors Office

Replaced and repaired assorted spotlights on exterior lights around campus

Set and adjusted timers and thermostats to Daylight Saving time in the Parish Hall, Little Church, and Ed. Bldg.

We have recently received word that doors leading to rooms from outside have been found to be left open. Specific references included EB4 or EB5 and the furnace room of the Little Church. We need to ensure that every effort is made to lock doors when done with projects.

Respectfully submitted

Bud Spalding, Al Casas

- The hand lawn mower has gone in for repairs and for the blades to be sharpened. It will take approximately 2 weeks for repair. Estimated cost of repair is \$55

Faith Formation Report

April 11th, 2013

The Faith Formation Committee met Monday evening, April 1st, at 5:30.

Faith Formation:

March classes:

Revelations: went well.

Music 102: went very well, and very well attended. Perhaps offer periodically.

April classes:

Classes on Filling Your Spiritual Toolkit:

April 7: George Vlastelica on Combat Prayer

April 14: Barbara Dabney on the Labyrinth

April 21: Brian Cochran and Barbara Dabney on Passage Meditation

April 28: Bruce Roberts will lead presentation on "Spiritual Heroes" featuring Jimmy Carter. This will be with audio clips and a power point presentation.

May classes:

May 5 – still open. Janet will check with Brian Cochran to see if he can present another “tool” for the Spiritual Toolkit.

May 12: Presentation on serving on the Vestry. Mike Scrutton and Donald Razzolini will talk about the work of the Vestry.

May 19 & 26: Nature Spirituality led by Ava Moore and Janet Fischer. In prep mode.

June classes:

June 2: The Protestant Episcopal Church and Same Sex Unions. To tie in with the Supreme Court cases, Prop 8 and DOMA.

June 9 – open.

Jeremy Taylor Workshop:

<http://www.jeremytaylor.com/pages/jeremy.html>

We had him at St. James’ in approx. Spring 1997 for a dream workshop. Johanne LaRocque would like to bring him here again. His fee is \$800 plus mileage for a 1-day workshop. He’s already booked to 2014.

He is a UU minister, and has written many books on dream interpretation and teaches on this.

Johanne is willing to make the arrangements. She will check on if he needs a retainer, and what dates he is available. Lori suggested this might be a good event to kick-off Lent. Dates in March of 2014 are available, and he does not require a retainer.

CTF Report:

Nursery Care Provider

Nonie Aluzzi is our new nursery care provider. Her first interview was with Jan Scrutton and Lauren Doherty, a second interview was held with Alison and Lori. Her first Sunday was April 7th.

Holy Week for Kids.

This was a program for families where we told the stories of Holy Week and shared crafts, activities and dinner. Five families joined Lori and Jan.

Stations of the Cross.

This was offered all afternoon on Good Friday and was accessible to all ages. Over 35 people walked the stations.

Youth Group:

The St J Youth Easter overnight was possible thanks to Dave staying the night and Pat, Bud and Laura helping cook breakfast. Nine teens were part of the Easter Vigil skit and seven slept over. They walked the labyrinth before breakfast and then hid eggs for the kids egg hunt.

Blogs:

If you aren't reading the Kid's Blog and Youth Blog regularly, you are missing stuff like this:

[Bringing ALL the stories of our faith to ALL ages.](#)



This year we took on the challenge of bringing those important stories of Holy Week to our children. Sunday School started on Palm Sunday dressing up and processing into church, with a pull-along donkey!

On Good Friday our Stations of the Cross was set up around church offering an interactive or reflective experience for everyone. From a three year old collecting the stamps to complete the prayer to 11 year olds reflecting on Jesus' last day, and on to adults experiencing the stations anew.



Activities included tasting salt to be reminded of Jesus' tears, kneeling on stones to reflect on Jesus' falling on the road to Golgotha and thinking of places to pray for in the world.

If you enjoyed our stations this year, please let us know what you liked best by commenting on this blog.



Also on Good Friday five families gathered for Holy Week for Kids. This was an opportunity to share the stories of Holy Week using crafts, stories and activities as well as to share a meal together. These pictures show a little of the fun we had.



With 40 children hunting for Easter Eggs after church on Sunday the energy was high (and some of the eggs were pretty high up too as the youth group had hidden them!)

Respectfully submitted,
Alison Saichek, Jan Scrutton
Faith Formation Committee

Goals for 2013

A. On-going

a. Continue support in the following areas...

- **Kitchen**
- **Congregational Outreach**
- **Congregational Activities...**
 1. **Receptions & Memorials**
 - a. **Brad Hoffman's service**
 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:** The Easter egg hunt was a great success with fun for children and families.

Projects & Activities - Updates

- **None At This Time:**

Upcoming Events

- **Food & Fellowship Dinner:** The Food and Fellowship dinner was cancelled. At this time we don't have a new plan for a dinner. There has been some discussion on how to proceed.
- **Take a hike:** Due to the memorial service for our dear friend Brad Hoffman, the hike has been postponed.
- **Night with A's:** Southern Alameda Co. Deanery
- **Men's Trip:** The annual men's trip to Arnold has been planned for August 15-18.

- There will be a fellowship dinner at the Rux's house.
- June 16th is Volunteer Appreciation day. Lori will not be here. Tom Jackson will be the supply priest. Parish Life will provide ice cream at the coffee hour after the 10:30 service. The vestry will help scoop ice cream.

Social Ministries and Congregational Care
April 2013

Current Projects:

Food Pantry: Donald is in the process of reorganizing the food pantry. The remaining supplies have been relocated to the vestry room.

Sacred Space: We are participating, this Sunday, the 14th, and dates have been set on second Sunday each month, Aug thru Nov, and 1st Sunday in December

Caring Team: continues to be a work in progress

Deaf Ministry: Bill and Bev continue to develop Deaf Ministries in several areas

Respectfully submitted by Gary Gearheart, Bev Mosier, and Donald Razzolini

- We were able to get volunteers to provide food for Sacred Space

Lead Team Report – April 2013

1. Church Calendar – working on a refresh of the church online calendars.
2. Facilities bookings – arranged use of campus by Philippine Independent Church for two events, plus one private party. Jr Warden is maintaining the calendar while we're in a period of interim for the Parish Administrator.
3. Campus Internet Connection – Jr Warden worked to diagnose a problem with the church internet connection. Worked with an engineer from Comcast. The connection seems to have been stable since March 29th.
4. Reviewed draft and requested changes to April newsletter.
5. Worked on strategy for working with agencies / third parties in the hire of a new Parish Administrator.
6. Reviewed Terms and Conditions from Heritage Bank for online banking service.
7. Planning for one-day Parish Retreat for the fall.

Respectfully submitted,

Lori Walton, Rector

Janet Fischer, Senior Warden

Mike Scrutton, Junior Warden

Lynn Locher, Treasurer

- The calendar refresh is now complete.

- The calendar on the website now lists events promoted by St. James'.
- Separately, we are keeping a facilities use calendar. On the website, there is a link to the facilities calendar on the bottom of the events calendar. There is also a separate facilities use page.
- Janet is starting to do some research on who we might be able to get to come for the Parish retreat.
- Dave Nelsen is retiring from the Endowment Board. He has done a marvelous job and we thank him for his work.

Rector's Report
 Vestry Meeting, April 11, 2013

Worship

Prepared and executed Holy Week and Easter, including recruiting, planning, bulletin preparation, etc. Thank you to the many people who helped with all of the details.

The numbers were as follows:

| | |
|--|-----|
| Maundy Thursday Meal, Ritual, Worship: | 31 |
| Good Friday Reflections: | 32 |
| Good Friday Interactive Stations: | 39 |
| Good Friday Tenebrae: | 38 |
| Easter Vigil: | 106 |
| Easter Sunday: | 219 |

Welcomed the Reverend Ken Parris as our liturgical deacon. Worked with ArchDeacon Carolyn Bolton to work up a letter of agreement.

Officiated at Brad Hoffman's Memorial Service on April 6. Officiated over a private interment of ashes on April 7.

Honored Doris Whitaker on the one year anniversary of her death.

Did pre-marital counseling for two different couples for weddings scheduled for May and July.

Children & Youth

Interviewed and hired new nursery care provider, Nonie Aluzzi. Thanks to Alison Saichek and Jan Scrutton for their work in finding Nonie.

Pastoral Care

Made several trips to Stanford to minister to Brad Hoffman and his family.
 Contacted several parishioners who are ill or facing difficulties.
 Made hospital/home visits to Bonnie Nelsen and Bill Mosier.

Attended Hillside Convalescent Care Facility as part of the Easter outreach.

Finance/Administration/Staff

Continued to coordinate office staff volunteers and perform some of the parish admin functions. Thank you to everyone who has been helping fill the holes.

Worked on Parish Admin position description and explored hiring avenues.

Faith Formation

Completed leading the classes on the Bible for our Lenten Series.

Other

Participated in a conference call with the Standing Committee on April 3.

Attended the Diocesan Standing Committee meeting on April 9.

Attended the Diocesan Vocations Conference at the Bishop's Ranch on March 16.

Continuing with Spiritual Direction and meeting with my colleague group.

Attended the City Council Meeting in support of ABODE on Marcy 18.

Attended the Clergy Chrism Mass on Tuesday, March 26.

Postponed my retreat time until end of April (April 22-24). Invited Carol Cook as a guest preacher for April 28.

- It is in the works to have Ken Parrish taking over the coordination and training of the Eucharistic visitors.

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.

Alison Saichek led Compline.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry