

St. James' Vestry Meeting Minutes

Thursday, May 9, 2013

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

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|--------------|---|--------------------|
| I. | Meeting Called To Order | Lori Walton |
| II. | Opening Prayer | Dave Nelsen |
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| III. | Approval of April Vestry Meeting Minutes | Lori Walton |
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| IV. | Financial Report | Lynn Locher |
| | Acceptance of Financial Report | Lori Walton |
| | Revision of Special Interest Fund designations | |
| | | |
| V. | New and Continuing Business | Lori Walton |
| | a. Scott Whitaker – ABODE Program | Wardens |
| | b. Altar Guild request to purchase candles | Vestry |
| | c. Memorial Garden request to purchase bark & pebbles | |
| | d. Filling the Parish Administrator position | |
| | e. Equipping the Beloved Community Day – May 11 | |
| | f. Philippine Independent Church celebration – Sat. May 18 @ 2pm | |
| | g. Decision on Madonna painting in LC | |
| | h. Thank you letter from Abode Services | |
| | i. Approval of Vestry/Deanery retreat deposit: \$550 | |
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| 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 |
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| VIII. | Acceptance of Reports | |
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| | Meeting Adjourned / Compline | Dave Nelsen |

Lori Walton called the meeting to order and Dave Nelsen led the opening prayer.

April Vestry Meeting Minutes

- Motion was made to accept the April 11, 2013 vestry meeting minutes as submitted. Moved by Dave Nelsen, seconded by Mike Scrutton. Motion approved.

The vestry clerk, Elizabeth Hart, will not be able to attend the June meeting. Bev Mosier has offered to take the minutes at that meeting.

Financial Reports

- Although Lynn Locher is not at this meeting, she sent the financial reports to the vestry via email. Lori led the discussion regarding the reports.
- We are in the black (income versus expenses) by \$4,880.06.
- We are short \$7,888.47 on pledges. Janet Fischer suggested placing a reminder regarding pledges in the next Window, especially since pledges tend to go down in the summer. Lori also suggested putting a reminder in the weekly email.
- We are over budget on plate, unpledged, and use of church.
- There are several items under Social Ministries where the money has not been used. We should have expenses under Shield the Vulnerable, as we have done background checks this year. Anyone who is issued a key must have a background check. The bill goes to the Diocese, and then the Diocese bills us – it may be that the Diocese has not billed us yet.
- We are over budget on office supplies and paper.
- We are due to replace the treasurer’s PC this year.
- Motion was made to accept the financial reports as submitted. Moved by Donald Razzolini, seconded by Jack Rux. Motion approved.

Revision of Special Interest Funds Designations - Proposal

Com&Evange-84 Evangelism	\$2,889.45	Keep
Event -33 Vestry Retreat	\$286.12	Keep as back up for budgeted amount
Event -34 Youth	\$1,016.89	Keep as back up for budgeted amount
Event -51 FuturePay, Room, Wedd-Fnrl	\$0.00	Make inactive-not used except for adjustments since 2007
Event -72 Women'sDayRenewal	\$0.00	Make inactive and use Events for any future events
Event -81 Events, Gifts, Camping etc	\$(82.52)	Keep
Event -93 Receptions	\$800.40	Keep
Event -97 Stewardship Event	\$0.00	Make inactive as now part of budget
Facilities -02 Columb-MemorialGdn Me	\$ 7,176.84	Keep
Facilities -43 ChurchLightFund	\$1,967.34	Keep
Facilities -78 Little Church	\$102,265.07	Keep
Facilities -94 StainedGlassWindow	\$0.00	Make inactive (all of that money has been spent)

Lead -08 Memorial Donations	\$6,867.83	Keep Remember \$2,288 from Endowment for Parish Retreat
Lead -100 Scholarship	\$832.00	Keep
Lead -101 RectorSearchRelocation	\$868.25	Keep
Lead -101-1 Rector Sabbatical	\$7,000.00	Keep
Lead -102 Rector Housing	\$9,948.99	Keep
Lead -103 SchaderTrust	\$34,045.96	Keep
Lead -86 Endowment Board Expense	\$240.73	Keep as back up for budgeted amount
Lead -87 Fundraisers Clearing	\$509.75	Keep
Outreach -10 UTO	\$60.80	Keep
Outreach -11 General Outreach	\$2,201.04	Keep
Outreach -11-1 DeafMinistry	\$761.00	Keep
Outreach -12 Birthday	\$89.08	Keep
Outreach -18 EpiscopalRelief & Deve	\$20.00	Keep
Outreach -40 Clergy Discretionary	\$0.00	Make inactive as now a separate account
Outreach -74 AbodeShoes (TCHC)	\$2.00	Keep
Outreach -90 HomeWarmWinterR	\$1,757.80	Keep
WorshipEd -26 Altar Guild	\$2,814.24	Keep
WorshipEd -27 Music	\$130.00	Keep
WorshipEd -29-3 Christian Education	\$2,567.55	Keep
WorshipEd -30-2 Library Fund	\$31.30	Keep
WorshipEd -76 Worship Decorations	\$560.77	Keep
WorshipEd-29-4 ChildTF Coord	\$20,000.00	Keep

- The names/numbers for the inactive funds will be retired. The past history will not be wiped out.
- Motion was made to revise the special interest funds as proposed. Moved by Dave Nelsen, seconded by Donald Razzolini. Motion approved.

Abode Program

- Scott Whitaker attended the Abode meeting on April 23.
- Abode is starting a new program, called “My First Home,” to sponsor foster children ages 18-21. AB 12 was passed in January 2012. It allows young adults in foster care to stay in foster care and receive assistance until age 21 rather than 18.
- Eventually Abode would like to sponsor 60 youths, but will start with 12.
- State will cover most of the costs, but Abode will help with living expenses, furniture, linens, bath towels, kitchen supplies, personal hygiene items, and a stock of non-perishable food.
- We haven’t been moving many families into apartments through Home Warming. According to Gregg Feeney, rental costs have increased enough that the families cannot show that they can sustain the apartment. The state will share more of the

costs (housing, a monthly stipend for basic needs, and support from a case manager) for these foster children than they do for homeless families.

- Scott will be able to find out more information at the next Abode meeting.
- Lori has requested that Gregg and Scott look at what is in the storage container, and make sure all the items being stored are useful.
- Need a solution for storing small items like pots, pans, silverware, towels, etc. Perhaps one of the closets in EB5 could be used.
- Might be able to divert the food pantry to a new purpose.

Altar Guild Request

- There is a request from the Altar Guild to spend some special interest memorial donation money on 2 sets of advent oil candles at \$375 a set and 2 Christ oil candles at \$160 each. Including shipping and handling the cost is approximately \$1,200. There is \$6,867.83 in the special interest memorial donation fund, but \$2,200 is endowment money for the all parish retreat.
- The oil candles are to replace the waxed candles we have been using for the advent wreath, which are only used one season, then thrown away, and can drip on linens and carpets.
- The advent candles (for the advent wreath) should be blue, not purple.
- Motion was made to approve the expenditure for the 2 sets of advent oil candles and 2 Christ oil candles. Moved by Gary Gearheart, seconded on Bev Mosier. Motion approved.

Memorial Garden Request

- The Memorial Garden committee is requesting approval to purchase bark and pebbles for the Memorial Garden. Cost is \$416.11, and would come out of special interest memorial garden fund.
- Motion was made to approve the expenditure for bark and pebbles for the Memorial Garden. Moved by Bev Mosier, seconded by Bob Bynum. Motion approved.

Parish Administrator

- The parish administrator position has been filled. His name is David Goldstein.
- Thank you to Mike Scrutton for helping Lori with interviews, review of resumes, etc.
- Four people were interviewed, three of whom were men.

Part-Time Employees

- We have never paid our part-time employees for holidays. We also do not pay sick time or vacation.
- The Diocese lists 12 holidays. The question has come up regarding paying our part-time employees for holidays. We budget salaries for a 52-week year, so paying part-time employees for holidays would not affect the budget.
- We really do not offer any perks for our part-time employees. As a gesture, Lori suggests we pay for holidays.
- The section on part-time employees in the personnel handbook will need to be modified, and then the handbook changes will have to be approved by the vestry.

The holiday list in the handbook also needs to be updated to match with the Diocese. The Lead Team will modify the handbook appropriately and send the changes out. The vestry will then be able to vote for approval of the changes via email.

Lori and Janet Fischer will be attending the Equipping the Beloved Community on May 11th.

Philippine Independent Church Celebration

- The Philippine Independent Church is celebrating an anniversary of their church on Saturday, May 18th at 2 pm. They have invited our congregation to join them. Lori will be celebrating with them.
- Lori has asked the vestry to attend if possible.

Madonna Painting in Little Church

- The frame has been repaired.
- We have received two verbal appraisals. One appraisal estimated the value at auction between \$3,000-\$5,000. The other estimate was between \$1,000-\$5,000.
- The painting does need some work – estimate to start at \$500 minimum
- Do we want to want to pay to conserve the painting? Don't want to make a decision until we have looked at it.
- The discussion is tabled until we have more definitive information.

We received a thank you letter from Abode for the \$500 we sent them from the McCutcheon Concert.

Vestry/Deanery Retreat

- Motion was made to approve \$550.00 as a deposit for the 2014 Vestry/Deanery retreat. Moved by Bev Mosier, seconded by Donald Razzolini. Motion approved.

CLUSTER REPORTS

Communication and Welcoming Cluster Report, May 2013

- Banners – Jack and Dave met on April 18 and moved the banners from the choir room. The current banners are now located in the Vestry room. Retired and seldom used banners are in the corner closet in EB5.
- Welcoming – A meeting of the Welcoming Committee is planned for Monday, May 13. We will be discussing our purpose, reviewing the greeter program and planning a new-member luncheon.
- Window – The great thing about the May Window newsletter was the “window” between the first draft and the final copy being printed. Ralph Locher did a great job of getting the first draft out on a Sunday evening, giving those of us proofreading it almost 72 hours before he wanted to go press with it. Kudos to Laura Winter for being the first to catch “April 2013” on the masthead and on the page folios instead of May 2013. The time also allowed for us to catch many numerous minor fixes that it is hoped, to paraphrase a Beatles song, “took a good song and made it better.”

Continuing reliance on our checklist for the Window should also be of help going forward.

Respectfully submitted,
Dave and Jack

- VBS banner has been ordered

Facilities Report – May 9, 2013

- Termite Inspection - letters were sent out to pest control companies. Four responded. They were Orkin, Terminx, High Tech, and Pacific Coast. All proposals are to be submitted to St. James' by May 31st. Each inspection took well over three hour and very thorough. Reports will be review and submitted to the vestry by the next vestry meeting.
- April Work Party was held on April 20th. There were about twelve participants. Trimmed bushes and ivy, spread mulch and weeded. General Maintenance was performed on the Tractor Mower – new battery installed, changed oil and filter. Hand mower was taken in for service at Centerville Saw and Tool for tune up and blade sharpening. Mower was picked up and returned to St. James on the 29th of April.
- Door Closers around Parish Hall and the door that leads in from the parking lot were adjusted to prevent slamming. All doors must be checked to be sure they close and are latched when locking the premises.
- Vacuum cleaner in the main church was reported to not be as effective as it once was. Old vacuum in the little church not sure about, but apparently is of little use. Will be evaluating vacuums.
- Chair cart may be too heavy and over loaded for our old tile floor. Replaced two broken tiles in PH. Recommending not to place all chairs on the cart and store only what is needed.
- Many Thanks to Bob Doherty and his grandson's scouts troop 269 Wolverine patrol. (Coordinated by Gregg Feeney) on May 4th and 5th for a few hours each day. The Wolverine patrol sanded, and scraped away rust and old decals from the storage container and primed the container in preparation for painting. Painting will be at a later date once the right color scheme has been matched. There were a minimum of five scouts working each day.

Respectfully Submitted by:
Bud Spalding
Al Casas

**Faith Formation Report
May 9, 2013**

Yours truly has been crazy busy with rehearsals and performances this past month, so deep appreciation to Jan Scrutton and Bruce Roberts-Faith Formation Committee for their reports:

CTF report for May 2013

Youth group met at Lori's house in April when they made pizza and played games. It was great to see them able to relax at their rector's house – another reason to be grateful Lori lives close by now!

Sunday School is being taught in April/May by Penny Trant and Nancy Castaneda.

We had the first VBS leaders meeting. Low turn out but a number of other people have told me they are available to help. Our banner is ordered and registration forms are being prepared. We are putting out an appeal for more resources this week on the email/news sheet. (tin cans, cardboard tubes and gallon milk bottles) I'm also writing an article for the Window to explain why we picked the theme. I'm attaching a first draft FYI.

I have had interest from Julia M-G at the Diocese in publishing the Interactive Stations of the Cross as a resource for the diocese. I will be meeting with her over the summer to try and get this going.

Lori and I have been working on the CTF job description and should be ready to post it shortly. We are meeting tomorrow and I will send you a copy FYI after then.

I have spent time in EB4 trying to organize resources and will continue to try and maintain this space for our children/youth materials. (and defend it against the spread of EB5 etc!!)

Youth group will be celebrating Pentecost wearing their prom clothes! The date is not intentional, it was the one they managed to coordinate when the 4 (girls) who had Jr/Sr Prom this year could all manage. Other members of the group will also dress up and we'll go out for lunch after church. We hope this will be a tradition going forward and is an extra chance to show off those dresses.

Thanks,
Jan Scrutton

Faith Formation:

FAITH FORMATION MEETING, MAY 6, 2013

1. April Classes
 - a. Filling Your Spiritual Toolbox
 - i. Combat Prayer – 4/7 with George well attended well received.
 - ii. Labyrinth – 4/14 Barbara did this well, it was well received, PP was shown.
This may be done again in a year or so. Maybe next time the class can be out at the Labyrinth.
 - iii. Passage Meditation – 4/21 Brian and Barbara this class went well
 - b. Jimmy Carter “Spiritual Heroes” 4/28 This class went well, people liked it, it was well attended.
2. May Classes
 - a. May 5 – No Class
 - b. May 12 – Vestry - EJ is coming along with this, Donald and Mike do not need anything from the FF team. No hand outs for this class. Janet will also be there if questions are asked that they can not.
 - c. May 19 and 26 – Nature Spirituality Practice Ava and Janet, Janet has told Bruce she is ready.
3. June Classes
 - a. June 2 - PEC and same sex unions, if it is not in the news do we want to have a class??? Maybe wait till the Supreme Court makes a ruling. Open. We would like to find another subject than the PEC and same sex unions. So for June we will have as a class Spiritual Heroes – Rumi with Bruce in Charge
 - b. June 9 – Maybe a continuation of Rumi (two classes) or it may be open. This will be the last date for Faith Formation presentations until fall.
4. Fall Classes
 - a. Diocesan Resolutions – EJ does still not have the calendar for Deanery meetings; she would like to present this in August but she needs to confirm this October 19th is the Diocesan Convention. Maybe this presentation can be on September 15th.
 - b. Spiritual Heroes – Bruce - On being Spiritual Heroes there are several sessions that would be nice to present.
 - i. “The Ecstatic Faith of Rumi “ - Bruce is going to list to this to see how long it is to see what will a full class entail (see 5b above).
 - ii. “Brother Thay: A radio Pilgrimage with Thich Nhat Hanh” - Need someone to take this one on.
 - iii. “Obedience and Action” - Jeanne to listen to the CD and look at the written information decide how to present this to the class, whether it be a PP, hand out, timing presentation,
 - iv. “The Freelance Monotheism of Karen Armstrong” - Need someone to take this on, conversation on the CD, class to discuss.
 - c. The Thoughtful Christian – “The God of the Old Testament” - Lori wants to do this as a bigger class.
 - d. Episcopal Resource Center classes – Bruce. Not sure if any of the classes that we have not done yet if we are interested in. The 8 to 12 session classes cost \$400 the church paid the class. Would need to do some more research to see if we are interested in any of the classes. Possible for this fall classes. Morehouse Publishers series this year new ones to be published. They have a new online catalogue, Bruce

was not sure if the price was for the Episcopal Resource Center or who would we purchase the class from.

- e. Augsburg Press? No one looked at this yet, to do later.
 - f. Sparkhouse Press – “Animate Faith” series, Bruce gave this to EJ to check into.
 - g. Bill Countryman – CDSP – Janet. No responses from Bill Countryman. See if Janet wants to pursue this.
 - h. Feminine connections to God – three books - Janet may present Mothers Sisters Daughters: Standing on Their Shoulders, in the fall.
5. Movie Nights
- a. World Hunger – “A Place at the Table” Evening, Tues – DVD
 - b. Hollywood director – DVD – Evening, Tues.
 - c. “The Way” DVD – Tues. Evening. This may be January to February 2014, before Lent because we may have Lenten classes on Tuesday evenings. We will have to have someone preview the movies first and come up with questions to review after the movie. We would start the movie early because it is dark out and then we can end early. May be consecutive weeks of showings for these movies. Look at 2014 to see which dates would work the best. Ash Wednesday is March 5th. If Lori has her Epiphany program again we will not be able to have these classes because she would probably start in early February.
6. Jeremy Taylor – Dreams, Myth and Social Change – Feb. 22, 2014, Johanne LaRocque is in charge. The cost will be taken care of by ticket sales before hand, or at the door if there is room left. Jeremy Taylor will advertise on his website also.
7. Other Business, Meditation class - Cunningham gave Bruce a practical how to do meditation, it is very interesting, not one type of meditation, a how to, visualization, concentration. Very interesting. Possibly have this presented around the Labyrinth class time.

Thanks,
Alison Saichek

Cluster Report
Parish Life – May 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

Current Projects & Activities

§ None At This Time: I has been quiet this month

Projects & Activities - Updates

§ None At This Time:

Upcoming Events

§ Night with A's: Southern Alameda Co. Deanery night at A's Friday, June 14.

§ Mens' Trip: The annual men's trip to Arnold has been planned for August 15-18.

- St. James' Day is missing from the list of upcoming events. St. James' Day is scheduled for July 21st with a single service. The Philippine congregation will be involved.

Social Ministries & Congregational Care - May2013

Submitted by: Gary Gearhart - Bev Mosier - Donald Razzolini

Current Projects

- Faith Formation Vestry Minute (or two):
 - In an effort to make the vestry more visible and to give "food for thought" to those who might be considering the vestry as a possible ministry...Donald will be co-presenting, along with Mike Scrutton and Janet Fischer, an overview of the vestry at the Faith Formation hour on Sunday May 12 @ 9:15 EB1.

Ministry Updates

- Sacred Space:
 - Sacred Space has been very active and the ministry continues to grow.
 - This past Sunday, May 5 was the 1 year anniversary of Sacred Space, Hayward...the Ramsamy family provided another hot meal.
 - St James is signed up through December. June's date is the 9th, and July's date is the 14th.
- Deaf Ministry:
 - Ten members of the congregation went "off to see the wizard -- the wonderful wizard of Oz" at the deaf school on Friday eve May 3rd. Despite some seating snafus, a good time was had by all. The ASL students from last summer got to observe the Deaf community and its ways of doing things first hand.
- Food Pantry:
 - The Food Pantry continues to be a work in progress as no major changes are underway at this time.
 - Foot traffic has remained pretty much the same since our last report and as such the purchase of additional food and toiletry items has been placed on

hold for the time being until such time items on hand can be utilized/replaced as need arises.

- Donald continues to look into updating/enhancing the resource pamphlet to include the addition of a sort-of-business card resource item that can be stored in a purse or wallet that will provide phone numbers, emergency services, and meal resources within the area for those in need

Lead Team Report – May 2013

1. Parish Administrator - Advertised, shortlisted, interviewed and appointed a new Parish Administrator, to start on May 8th. Thanks to Bev Mosier for providing a good contact in the Bay Area recruitment business.
2. Little Church - Consulted with Little Church Committee on evaluation of Little Church for “Potential Historical Significance” prior to any work being done.
3. Church Credit Card – The Treasurer identified a suitable credit card through Heritage Bank. An application has been made; a card has been received and activated.
4. Deanery / Vestry retreat – discussed plans to commit to attending in 2014.
5. Campus Internet Connection – While the connection seems to have been stable since March 29th, there has been disruption in the past week (since April 29th). Jr Warden has installed a simple “on/off” switch for easy rebooting.
6. Reviewed draft and requested changes to May newsletter.

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

- We are still working on finding an appropriate program for the all parish retreat in the fall.

Rector's Report
Vestry Meeting, May 9, 2013

Worship

Met with Jennifer Carini to plan music for the Feast of Pentecost/Pentecost Season.

Met with the Worship Committee to discuss Holy Week, Easter, and Pentecost.

Asked EJ Hilliard to help coordinate varied languages for the 10:30 service.

Invited Laura Winter to fly the Holy Spirit Dove during the 8:00 service.

Discussed baptism with Leslie Almond regarding the baptism of her daughter Olivia.

Continued pre-marital counseling for an off-site wedding at the end of May.

Presided over Sacred Space Eucharist on April 21, and co-celebrated on May 5.

Children & Youth

With Jan Scrutton, created a first draft of the CTF Minister position description. Sent it to Julia McCray-Goldsmith and Jennifer Snow for feedback. Finalizing it this week for posting.

Hosted StJ Youth for pizza and dessert at our home on April 14.

Attended the first of two Vacation Bible School meetings.

Worked with Jan Scrutton to plan the Children's Worship / Liturgy of the Word for May 13.

Pastoral Care

Working on strengthening our Lay Eucharistic Visitor team. Asking current visitors to get re-licensed, and invited others to consider joining. Transitioning this ministry to Deacon Ken Parris to lead.

Contacted several parishioners who are ill or facing difficulties.

Made hospital/home visits to Jim Cunningham.

Welcoming

Sent welcome emails and made phone calls all visitors who gave contact information.

Accepted Lea Marie Ave's resignation as Welcome Committee Chair.

With Dave Nelsen's leadership, scheduled a Welcome Committee meeting for May 13, with plans for a visitor and new member lunch in June.

Finance/Administration/Staff

Continued to coordinate office staff volunteers and perform some of the parish admin functions.

Met with Gail Blalock to look at the Stewardship calendar and to plan the fall campaign.

With Mike Scrutton, interviewed four candidates for parish administrator. Offered the position to David Goldstein. David's start date was Wednesday, May 8.

Spent Wednesday morning assisting David in his new position, going over tasks, showing him around, etcetera.

Other

Participated in a conference call with the Standing Committee on May 2.

Attended the Diocesan Standing Committee meeting on May 7.

Continuing with Spiritual Direction and meeting with my colleague group.

Attended the City Council Meeting in support of ABODE on April 16.

Took April 22-24 as personal retreat days.

Attended the Deanery Meeting on April 28.

- The job description for the Children, Teen and Family coordinator was emailed to vestry members. The job description incorporates the discussion from the retreat.

- The job will be posted by Monday. It will be posted with the Diocese (DioBytes), and the seminary. Will ask Julia McCray-Goldsmith if she will post on Forma (listserv for Episcopal educators)

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

Dave Nelsen led Compline.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry