

St. James' Vestry Meeting Minutes

Thursday, July 11, 2013

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

Vestry Meeting Agenda

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|-------------|----------------------------------------------------------------------------------|----------------------------------|
| I. | Meeting Called To Order
Opening Prayer | Lori+
Bob Bynum |
| II. | Approval of June Vestry Meeting Minutes | Lori+ |
| III. | Financial Report
Acceptance of Financial Report | Lori+ |
| IV. | New and Continuing Business | Lori+ |
| | a. Record email vote for approval of funds to repair organ in the main sanctuary | Vestry |
| | b. Record resignation of Gary Gearheart from the Vestry, effective June 24. | |
| | A. Dinner Sept. 12? | |
| | c. Updates on termite/dry rot repairs | |
| | d. Approval of funds to replace stolen tools | |
| | e. Approval of funds for Ambry and Sanctus candle in Little Church | |
| | f. Application form for New Ministry at StJ | |
| | g. Parish Retreat in the Fall – updates | |
| | h. Update on CTF Minister position | |
| | i. Mutual Ministry Review | |
| V. | Cluster Reports | Vestry |
| | a. Communications/Welcoming | |
| | b. Facilities | |
| | c. Faith Formation | |
| | d. Parish Life | |
| | e. Social Ministries/Congregational Care | |
| | f. Lead Team | |
| VI. | Rector's Report | Lori+ |
| VII. | Acceptance of Reports | |

Lori Walton called the meeting to order, and Bob Bynum led the opening prayer.

June 2013 Vestry Meeting Minutes

- Thank you to Bev Mosier for taking the minutes at the June vestry meeting.
- Corrections:
 - Dave Nelsen's name was spelled incorrectly
 - Date on the agenda should be June 13.
 - On page 3, item b, third sentence from the end: should be ventilation problem rather than bent problem.
- Motion was made to accept the June 2013 vestry meeting minutes as amended. Moved by Bud Spalding, seconded by Jack Rux. Motion approved.

Financial Reports

- Lynn Locher has sent out preliminary accounting reports for June.
- We continue to be in the black by \$9,328.32.
- The Diocese made an error in our payroll at the end of June. They inadvertently attached our payroll to someone else's payroll. The Diocese then had to handwrite checks to our hourly employees so they would get paid. Because of this, the payroll didn't show up on our billing because it did not go through the regular process.
- We are behind on pledges by almost \$14,000. It was suggested to put an article in the September Window regarding pledges.
- For those who donate stock for their pledges at the end of December – would it be helpful to the budget to donate that stock earlier in the year? Will need to ask Lynn Locher that question.
- Most of the money savings is the result of not having hired a CTF coordinator yet. It also took longer to hire an administrative assistant than originally thought.
- Motion was made to accept the preliminary financial reports as submitted. Moved by Janet Fischer, seconded by Mike Scrutton. Motion approved.

New and Continuing Business

Let the minutes show that the email vote regarding the repair of the organ in the main sanctuary for \$650 was approved unanimously.

Gary Gearheart has resigned from the vestry effective June 24, 2013. He and Lea Ave are leaving St. James'.

Gary was signed up to bring the dinner for the September 12 vestry meeting. Alison Saichek suggested a potluck. Alison also offered to coordinate.

Termite and Dry Rot Repairs

- The Facilities group sent letters to the 4 companies that had submitted proposals for termite eradication informing them of the vestry's decision to proceed with structural repairs before proceeding with the eradication process. The companies

were asked that if they have a program to facilitate and/or complete repairs to please submit a proposal by July 15th. We have not yet received any proposals.

- An email went out from Lynn Locher to the facilities team stating that when they are looking for contractors please make sure contractors are not only licensed but also incorporated. Mike Scrutton did some research on the subject. While we do need a licensed contractor there is no legal requirement for companies to be incorporated. However, if we pay a contractor more than \$600 in a calendar, then we need to issue a 1099 miscellaneous form to that contractor for their tax records.

Approval of Funds to Replace Stolen Tools

**St. James Episcopal Church
Facilities Group
Authorization to Replace Equipment**

On Saturday, June 15 eleven parishioners met and formed a Work Party to trim and remove vegetation, and to clean up the property. Sometime between Saturday afternoon and Monday morning, June 17, someone removed the three locks to a maintenance shed. Our Sexton found the opened locks and opened the door to check on the contents of the shed. Nothing appeared to be missing or out of position, so he proceeded to relock the locks. (During this same general time frame, he assisted a neighbor whose car had been parked in the parking lot clean up broken glass and damage from a break in to the car.) Tuesday morning, the shed was again found unlocked and the door open. Subsequent observation and inventory by those familiar with the equipment revealed that some of the Churches equipment and tools had been taken.

A police report was filed and the type of equipment has been listed. The age and condition of the missing equipment, and missing records, precludes an accurate estimate of the true value of the missing items. However, an estimate of replacement and repair costs to equipment and property is approximately the same as the deductible amount to our insurance policy.

The items lost were all commercial quality due to heavy use and needs:

3 each locks for door

2 each locks and reinforced cables for anchoring equipment

1 each gas powered line trimmer and weed eater

1 each Poulan and 1 each Homelite gas powered 14" chain saws

1 each 24 inch Bosch hedge trimmer

1 each gas powered commercial quality leaf blower.

The purchase of replacement equipment and repairs will be under the leadership and auspices of Chris Perry and Tim Spencer, the Work Party and grounds maintenance coordinators.

REQUEST: Facilities requests an allocation and approval to expend up to \$750 to replace and repair the equipment and damage lost to the break-in and burglary of June 17,18, 2013.

**Respectfully Submitted,
F.P. Spalding /Al Casas
Facilities Group**

- **Our insurance deductible is \$500. We don't want to turn in a claim for \$250.00**
- **Asking for \$750 to come from the Building Fund to replace the stolen equipment.**
- **Facilities will ask the assistance of Tim Spencer and Chris Perry, who know tools.**
- **Motion was made to spend up to \$750.00 from the Building Fund to replace stolen equipment. Moved by Jack Rux, seconded by Al Casas. Motion approved.**

Ambry and Sanctus Candle in Little Church

- **Ruth Poole, as chair of the Memorial Garden Committee, has submitted a request for funds to purchase for the Little Church:**
 - **A Sanctus candle, which goes over the Ambry. It must be an electric one because we cannot have an open flame in the Little Church. Cost would be up to \$775.**
 - **An Ambry, the cabinet that holds the reserve sacrament. It must be specially built in order to match the décor of the Little Church. Cost for the construction of the Ambry is up to \$2,000.**
- **Ruth stated they have received an offer for a donation of some money toward the building of the Ambry. If this goes through then the money would be replaced from what we vote for.**
- **These additions to the Little Church would be in memory of Brad Hoffman.**
- **Motion was made to spend \$775.00 from the Special Interest Memorial Donation Fund for a Sanctus Candle for the Little Church. Moved by Bud Spalding, seconded by Bob Bynum. Motion approved.**
- **Motion was made to spend up to \$2,000.00 from the Special Interest Memorial Garden Columbarium Fund for the creation of the Ambry for the Little Church. Moved by Dave Nelsen, seconded by Bob Bynum. Motion approved.**

Application for a New Ministry

- **Janet Fischer found information on an application for a new ministry on Rob Moss's website.**
- **Seems to be a good way to channel ideas, so that all are given the same consideration and treated equally.**
- **Asks people who have ideas to think through each step of their idea for a new ministry**
- **Suggested that the heading should say "Application for a New Ministry at St. James"**
- **Under vestry cluster, need to add Lead Team**
- **Motion was made to adopt the use of the Application for a New Ministry form at St. James'. Moved by Janet Fischer, seconded by Bev Mosier. Motion approved.**

- The form will be posted on the website.

Parish Retreat

- Lori has had a conversation with Rob Moss about what the day might look like, what we are trying to achieve, and what some of his ideas are.
- Lori talked about our thoughts regarding moving to the next level of being disciples in the world, and bringing our Christianity out beyond our church walls.
- Lori told him he needed to be aware of the varying family dynamics in the parish, and when we talk about being Christian in the world, we are not talking about proselytizing, or converting, or saving people.
- At the next vestry meeting, we can start making solid plans for the luncheon, snacks, etc.
- We need to start advertising the retreat – flyers around campus, article in the August Window, and a letter to the parish (by end of the month). We also need a sign-up sheet
- Need to form a retreat team to help coordinate. Would like to have Bud Pearson for audio/visual needs, and Jennifer Carini for music. Would also like a parallel track for children.

CTF Minister Position

- The position has been posted for a long time.
- We have received 2 applications from Episcopal priests. One we have decided not to pursue; the other is a strong candidate.
- Jan Scrutton, Alison Saichek, and Lori will be interviewing the one candidate on Monday. If the interview goes well, she will be invited to worship with us on Sunday.

Mutual Ministry Review

- We have budgeted \$300 for the mutual ministry review. Caroline McCall has been asked to lead us.
- Four dates have been proposed –Thursday, September 5th, Wednesday, September 11th (day before the regular vestry meeting), Thursday, October 3rd (Thursday before the Parish Retreat), and Wednesday, October 9th (day before the regular vestry meeting).
- Date chosen is Thursday, September 5th. Lori will bring dinner for 6:30 pm, and meeting will run from 7-9 pm.

Sacred Space

- Gary Gearheart had been coordinating Sacred Space each month.
- The next time for St. James' to prepare lunches for Sacred Space is August 11th. Penny and Ken Trant will cover August 11th.
- We need a new coordinator who will secure sign-ups and make sure food is delivered and distributed.
- Bev Mosier will write an article for the Window and the weekly email newsletter.

CLUSTER REPORTS

Communication and Welcoming Cluster Report, July 11, 2013

- **Welcoming** - A greeters schedule has been completed, identifying two greeters to each 10:30 Sunday service through the end of the year. It was noted that the copy of the Window in the red welcoming / information folders were not current. These folders are available for handing to visitors and contain a tri-fold information sheet about our Church, a message from Lori, a prayer request / visitor information card and a copy of the Window newsletter. We will request several extra copies of the Window be printed each month and ensure current editions are added to these welcoming folders.
- **The Window Newsletter** - Our monthly publication is truly a work of art. It contains commentary, opinion and perspectives. It highlights the varying activities we are involved with and sponsor both at St. James' and in the surrounding community. It is a reflection of ourselves to the world and something we can all be proud to share. Kudos to the editorial team who put this publication together each month. Ralph Locher, Marilyn Rose and Penny Trant take articles, re-occurring monthly and annual data, schedules and messages from many sources over weeks of time and manage to put the publications out at the beginning of each month, seamlessly. There are a number of guidelines and policies in place to ensure a consistent look and feel to the publication. There are also several checkers who read through each edition looking for spelling and grammatical errors or inconsistencies. We would like to set meeting soon to review the current guidelines and policies. This in an effort to ensure we continue to bring the Window to our readers in the most accurate and informative form possible.

Respectfully submitted,
Dave and Jack

- It was suggested that when handing out the red Welcoming /Information folders a copy of the most current Window be given out as well, rather than keeping a copy of the Window in the folder, which would have to be updated every month. It was also suggested that this be a part of the greeter duties.

Facilities Report
July 11, 2013

The activities of the Facilities group for June, 2013 have been as follows:

TERMITES: The four corporations who had submitted proposals were contacted by letter, and thus, were informed of the Vestry decision to proceed with structural repairs before initiating the eradication process. The four companies were asked if they had a program to facilitate and/or complete repair sand cleanup; and if so, to submit proposals by July 15. If no proposals are submitted, we then face the choices of 1) re bidding, including previous

companies and new companies, knowing what and where problems exist and incorporating the total package (repair and eradicate) 2) hiring a contractor to clean up some debris areas, initiate eradication programs and follow up with repairs later (hoping that this will kill most of the critters)

Your Facilities Group is not prepared to make a firm recommendation, but are concerned that the ultimate eradication will need to be wrapping and fumigation.

GROUNDS and MAINTENANCE: On Saturday, June 15 we had a Work Party. The eleven workers present trimmed and cleaned, and removed excess vegetation. New plants were purchased and planted and some bushes were relocated and replanted. Sometime between Saturday afternoon and Monday morning, someone broke into the maintenance shed, and removed the locks. Our sexton relocked the shed, and assisted a neighbor whose car had been broken into, in our parking lot. Tuesday morning, the shed was again found unlocked and it was determined that some of our maintenance equipment was missing. A police report was taken and is on file. A Report and request has been sent to the Vestry.

BELL TOWER: The Bell Tower was washed on the day of the Work Party in preparation for cleanup and refinishing.

- The tractor mower has been serviced, and will be getting new blades.
- The regular maintenance schedule has been accomplished.

Faith Formation

Nothing much to report.

Sunday School is on summer break.

Faith Formation is on summer break, although plans for fall are developing.

Vacation Bible School will be held July 22-26. I hear the volunteer to child ratio is approaching 1/1. Sounds like a plan.

Alison Saichek

Parish Life – July 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

- § St. James Day: Ralph is out of town. Bob is coordinating different aspects:
 - Set Up: We need to start set up around 8:00 AM and recruit volunteers
 - The Pig: We have heard that they will bring the pig
 - Games: We have contacted the Millers about games
 - PA System: Bud Pearson will set this up
 - Intermingling Between Congregations: Members of the three congregations should intermingle with one another.

Projects & Activities - Updates

- § Volunteer Appreciation Day: This event was a great success with plenty of food and ice cream for all
- § Holy Hikes: Bishop Marc Andrus led a hike on Saturday, June 29 at Coyote Hills Park. There were a number of parishioners from St. James including Lori Walton. Also there were a number of participants from other congregations in the Bay Area varying from Los Altos to Moraga. Bishop Andrus administered Holy Eucharist by stopping at different locations and performing different parts of the service at different stops along the hike. Bread and wine were administered at the end in the shade.

Upcoming Events

- § Saint James Day: July 21 Joint service and potluck between both Filipino congregations and St. James
- § Men's Trip: The annual men's trip to Arnold has been planned for August 15-18.

- Bob Bynum will need a crew on St. James' Day to help with canopies, set-up, and clean up.

Social Ministry and Congregational Care Cluster Report
for the July, 2013 Vestry Meeting
submitted by Bev Mosier and Donald Razzolini

Update: The most important new development this month is that Gary Gearheart resigned from the Vestry and, therefore, from the Social Ministry and Congregational Care cluster. We want to thank him for his dedicated service and wish him well. He will be missed.

Ministry Updates

- Sunrise Village Team:
 - Help was needed for the team that cooks dinner on the third Saturday of even months. Two new people joined the team and the June dinner was a great success, thanks to the Lochers for the chicken dinner and the rest of the team for their enthusiastic assistance. The only glitch was that Bev Mosier discovered she is allergic to the gloves. Argh.
- Sacred Space:

- July's date is the 14th
- Since Gary Gearheart was our “go-to” person for this ministry, we may need to restructure and/or find a new person to oversee it.
- **Deaf Ministry:**
 - Bill Mosier continues to become more involved at Fremont Oaks Gardens (FOG), a residential community that includes Deaf seniors. He is teaching the art classes there and socializing with several members of that community, continuing to “get his feet in that door”.
 - The Lutheran pastor who has led a Bible Study at FOG for years will soon be retiring. Bill has been attending that group. Perhaps there will be a possibility of taking on more of a leadership role there.
 - Last Saturday there was an interdenominational gathering of Bay Area Deaf churches (none Episcopalian) in Hayward with 7 Deaf churches represented. Bev and Bill made many new contacts and interacted with members of all 7 churches, asking for descriptions of the various ministries and figuring out different ways to make it work.
 - Bev and Bill are in the process of creating a survey to be sent out to churches throughout the Diocese of California, in order to collect data re: how many deaf individuals are attending Episcopal churches in this area and who among them (and their families) would be interested in diocese-wide retreats, workshops, social events, etc.
- **LGBT Ministry:**
 - This is ongoing but still in the planning stages. Donald will be assisting in its development and remain involved, but will not oversee it.
- **Other SMCC ministries:** Nothing new to report at this time.

Lead Team Report – July 2013

1. Preparations and publicity for the Parish Retreat, October 5th.
2. Participated in the review of the July newsletter prior to its publication on the website, following its distribution at services on June 30th.
3. Made recommendations to the Facilities Cluster following the break-in to the shed.
4. Concluded discussions with the Diocese regarding discrepancies in billing from 2011. Resolved in favour of St. James’.
5. Participated in and completed formal audit of 2012 accounts.
6. Discussed requirement to issue 1099-MISC for contractors who a paid over \$600 in any one calendar year and who are not LLCs.
7. Received and discussed resignation of Gary Gearheart. The Rector informed the vestry on July 1st. This will be on the agenda of the July meeting

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

Rector's Report
Vestry Meeting, July 11, 2013

Worship

Coordinating with the two Philippine Independent Church Congregations for the St. James' Day celebration.

Officiated the wedding of Megan Tiller McDerby and Monique Manjarrez on July 6. Thank you to Greg and Elaine Miller for decorating with white fabric and to Bud Pearson for taking care of all of the audio needs.

Began some preliminary planning for the Vacation Bible School Service on July 28.

Discussed recruitment strategies for the choir with Jennifer Carini. We will co-host a wine and cheese open house for those interested in choir at my home on September 14.

Invited Brian Cochran to preach on June 23, and met with him following his sermon to discuss format, messaging, and length. I anticipate Brian preaching once ever two months or so.

Worked with Ruth Poole and Bruce Roberts to design an ambry and sanctus candle for the Little Church.

Worked with Ruth Poole (with the help of Jan Scrutton) on the process of un-interring ashes from the Columbarium. The family members of someone interred there wants the ashes to scatter at the family graves site. Ruth was able to get all paperwork in order and the ashes were removed from the columbarium on Wednesday, July 10.

Children & Youth

Worked with Jan Scrutton to prepare and plan for VBS. Learned a few crafts J .

Corresponded with a few applicants for the Children, Teen, and Family Minister position. Will be interviewing in mid-July. Assisting with the interview/s will be Jan Scrutton, current CTF Coordinator and Alison Saichek, Vestry Representative.

Pastoral Care/Outreach

Attended to several parishioners and one non-parishioner for pastoral/spiritual care.

On July 2, administered last rites to Joan Nexon at Aegis of Fremont Assisted Living Facility per the request of Joan's daughter.

Met with Deacon Bill Mosier to discuss his evolving ministry to the deaf community in Fremont, and began exploring ways in which St. James' can support newly formed ministries.

Welcoming

Hosted a New Member/Visitor Lunch which resulted in 20 new names added to our membership database.

Finance/Administration/Staff

Supported the annual audit process. A huge thank you to Jan Brandt and Lynn Locher for preparing and working with the auditor.

Other

Was on vacation from June 11-19. Thank you to Janet Fischer for making sure the ship sailed smoothly.

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

Continuing with Spiritual Direction and meeting with my colleague group.

Attended the Episcopal Asian Ministries Closing Eucharist at Grace Cathedral on June 23.

Attended the Holy Hikes event with St. James' members and other participants, including Bishop Marc Andrus on June 29.

Initiated a phone call to Rob Moss to begin planning the All Parish Retreat to be held on Saturday, October 5. Rob will submit an outline/plan in the next few weeks for me to review.

- **Diocese discrepancy:** The Diocese changed their billing system in 2011, and when they changed their billing system they misallocated \$460 of our money. We fixed it on our end, but they never credited us that money. Jan Brandt and Lynn Locher went through every transaction for two years to figure out where we went wrong, but nothing on our end showed that we owed the Diocese money. Lori stated that if we do owe the money, they needed to show us proof and documentation, and that we would pay the money if they showed us proof. The Diocese could not show us proof, and the Diocese finally agreed to write off the amount.
- Lori will be on vacation from August 11th through September 3rd. Jim MacLeod will preach on the first Sunday, and Carol Cook will serve the three Sundays after that. Carol Cook will also be on call for pastoral emergencies.
- Ken Parrish's installation is September 8th.

Motion was made to accept the cluster reports, the lead team report, and the rector's report as submitted/amended. Moved by Bud Spalding, seconded by Bev Mosier. Motion approved.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry