

St. James' Vestry Meeting Minutes  
Thursday, August 8, 2013

In attendance: Rector Lori Walton, Senior Warden Janet Fischer, Treasurer Lynn Locher, vestry members: Dave Nelsen, Jack Rux, Alison Saichek, Bev Mosier, Al Casas, Ralph Locher and Bud Spalding  
Absent: Junior Warden Mike Scrutton, Vestry Clerk Elizabeth Hart, vestry members Bob Bynum and Donald Razzolini  
Guests: Little Church Renovation Committee Members Sylvia Ma, Bruce Roberts and Jim Cunningham

**Vestry Meeting Agenda**

***“How do we make God present in our church, our families, our neighborhood, our town, our world?”***

*~January 2013 Vestry Retreat*

***“How will what we are doing here affect or involve people living in poverty?”***

*~October 2012 Diocesan Resolution*

- |      |  |                       |
|------|--|-----------------------|
| I.   | Meeting Called To Order<br>Opening Prayer  | Lori+<br>Bud Spalding |
| II.  | Approval of July Vestry Meeting Minutes  | Lori+                 |
| III. | Financial Report<br>Acceptance of Financial Report   | Lori+<br>Lynn Locher  |
| IV.  | New and Continuing Business  | Lori+                 |
|      | a. Little Church renovation update   | Vestry                |
|      | b. Record email votes:   |                       |
|      | A. Up to \$10,000 approved to come from the bldg. fund for termite and dry rot damage, tenting for termites            |                       |
|      | B. Letter of Agreement approved for The Rev. Stephanie Green   |                       |
|      | c. Updates on termite/dry rot repairs  |                       |
|      | d. Parish Retreat in the Fall – updates  |                       |
|      | e. Update on CTF Minister position   |                       |
|      | f. Mutual Ministry Review  |                       |
|      | g. Upcoming dates: Budget meeting with parish 1/12/2014; Annual Mtg 1/19/2014, Deanery retreat dates: Jan. 24-26, 2013 |                       |
|      | h. Approval for purchase of computer for Stephanie Green   |                       |
|      | i. Cleaning service to be hired for next 6 weeks   |                       |
| 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

Meeting Adjourned / Compline

Bud Spalding

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I. Lori Walton called the meeting to order, and Bud Spalding led the opening prayer.

II. July 2013 Vestry Meeting Minutes

- No corrections:
- Motion was made to accept the July 2013 vestry meeting minutes. Moved by Janet Fischer, seconded by Bud Spalding. Approved.

III. Preliminary Financial Reports

- Lynn Locher asked us to accept the final June financial reports that were sent out after the June 2013 vestry meeting. Moved by Jack Rux, seconded by Al Casas. Approved.
- We will need to do the same thing again next month when final tallies for July have come in.
- Preliminary July financial reports were reviewed. We continue to be doing fine.
- Gail Blalock wrote a blurb for the newsletter about keeping up with pledges.
- All of VBS bills should have been paid out of special interest. Will look into that.
- Equipment rental will average out by the end of the year.
- On the income side, use of church is doing real well. The church will soon have a new renter (see below).
- The only reason that pension is over budget is because we pay it quarterly.
- Auto expenses are up because Lori made many Stanford visits, which is not just mileage but also bridge and parking.

IV. New and Continuing Business

- The Little Church: Sylvia Ma reported that the Little Church Renovation Committee had 4 bids for roof repair and for mold and asbestos removal and noise abatement. Jim Cunningham made magnificent blueprints of the little church with plans re: what needs to be done. Beautiful work, Jim. Thank you to Bruce Roberts and Jim Cunningham for going to the city and showing them what we need and also for getting the bids.
- Bruce Roberts described the two top bids: Dickens Thomas Construction and Cowan Construction. The "+20%" is an "in case" amount if costs need to go over expected. Both companies specialize in remodels. Both are bonded with years of experience. Both sub-contract. Both have done great work according to the references Bruce and Jim checked out. Both could start fairly soon. Both

companies want the same amount to start up. (Final payments are made after the liens are released.)

- Cowan included an additional \$85/hour if the dry rot is extensive.
- Janet Fischer asked if they would do asbestos removal. Didn't see it on the bids.
- Jim Cunningham said "no." Bruce Roberts said we are under "threshold" for obligatory removal. The advice given was to cover it rather than remove it. It's confined inside the heater room. Covering it would be safe.
- Al Casas asked about the sloping. Bruce Roberts said the sloped roof will be on both sides so it will look even, although actually one side is shorter.
- Janet Fischer -- who used to work in insurance -- commented that if Dickens Thomas let his insurance lapse that's a red flag. Others agreed.
- Lori asked about the heater. There is language about noise abatement. Will it really be quieter?
- Bruce Roberts said that is the hope. One contractor wanted to take some pieces up to Berkeley and get replacements. Another wanted to change the fan speed. A third had yet another idea. There was a range of potential strategies.
- Jim Cunningham said they settled on lining the plenums and reducing the motor speed. The furnace is actually oversized for that space. So they can cut back a bit.
- Bud Spalding said the termite eradication project will be underway at the same time. Will that create any conflict? Bruce Roberts didn't see a problem.
- Bruce Roberts wanted to make a statement. He alleged that he's been losing sleep because a vote was taken before all the information was in and it was a close vote. That's why the committee decided to bring it to us for another vote. Both contractors are competent and Bruce doesn't have a favorite, but he will sleep better if we make the decision.
- The committee considered many criteria, which they have summarized on a chart for us, so we have all the info with which to make an informed decision.
- Janet moved that we accept the bid from Cowan Construction for an amount not to exceed \$30,500. Bud seconded it. Discussion.
- Janet amended her motion to include the additional fee Cowan requested if there is extensive dry rot. Bud seconded again.
- The vote was unanimous in favor of Cowan Construction.
- Bruce Roberts and Jim Cunningham went to the city today to try to rush the permit process. If they'd had an appointment they might have been able to do it, but now they are being told it could take up to 15 days. They are hoping the process will be expedited.
- Sylvia Ma asked about our tenants.
- Lori said the church now has 3 tenants. Two Philippine churches and now the Ohlone College choir on Tuesday nights. The Ohlone choir is the 3<sup>rd</sup> renter referenced above. The tenants may need to be pushed to clean out the sacristy. They have 20 years worth of stuff in there.

- Also they need to be told that they can use the main church if they can't use the Little Church on any particular day because of this project. And of course we use the Little Church on Wednesday mornings, so we might need to make some adjustments one Wednesday, too.
- Sylvia asked for an email to be sent saying this will happen within the next month and then when we have the exact dates we can let them know the specifics.
- If it's not OK for them to use the Little Church one day, we can make that obvious, too, by putting yellow tape across the door and a sign telling them to go to the main church.
- Al Casas suggested that Facilities could help pay for the roof. Janet said that would be the third time we've paid for the roof. Lori said it's a renovation not maintenance.
- Lori is cautious because our building fund is being hit with unexpected expenses. Janet Fischer said we will "ponder" which fund should be used for this purpose.
- Allison asked if there is any temporary storage the tenants could use for the duration of the project.
- Lori said there might be temporary space in the choir room because that was recently cleared out of everything that is not choir related.
- Bruce Roberts suggested that maybe they could clean their stuff out and then only put back what they really need.
- Dave Nelsen asked Jim Cunningham if Cowan's price is a good price from his experience. Jim said it is reasonable
- Jim said Cowan is listed as a preferred contractor. Jim feels good about him. (He trained him.)

Let the minutes reflect that two email votes were taken since our last meeting:

- A. Up to \$10,000 approved to come from the bldg. fund for termite and dry rot damage, as well as termite eradication.
- B. Letter of Agreement approved for The Rev. Stephanie Green

#### Termite and Dry Rot Damage

- It's going to happen this month. Hopefully the next report will say, "It's done."

#### Parish Retreat Updates

- There has been ongoing conversation with Rob Moss. He has submitted an outline. Some tweaking was done to fit with the specific needs and interests of our parish. He's great to work with.
- Lots of pieces need to be put in place. We need people's help with tasks on the list. Think about how we as vestry members can help in advance.
- Vestry members also need to talk up this retreat. We want as many people as possible to come.
- Now working on Rob Moss' flight arrangements and accommodations.
- Janet Fischer will handle registration. Need someone for coffee and snacks in the morning and in the afternoon. Also need someone to do a catered lunch. It could be more formal or something like Togo's. And we need room set-ups.

- Lori wants to make sure Bud Pearson is included for AV needs.
- The vestry will all be there except the Lochers and Bev Mosier, who have prior commitments.

The Rev. Stephanie Green has been hired.

- Stephanie's first day on the pay roll is August 12<sup>th</sup>.
- Her first Sunday will be Aug 18<sup>th</sup>.
- She is going by Stephanie Green, even though some documents say Stephanie Green Tramel, because that is still her legal name. She is in the process of transitioning.
- Stephanie will preach and preside at the St Francis service.
- We need to approve her housing allowance and the purchase of her computer.
- Lori moved that we set the housing allowance at \$4,600. (See Appendix B)
- Mike Scrutton has requested that we take up to \$1400 from CTF start up allocation for Stephanie's laptop, printer and any other necessary equipment.
- Dave Nelsen so moved and Bev Mosier seconded. Unanimously approved.
- Bud said we need to change the locks on Stephanie's new office. Stephanie is concerned about security. Two issues: one is security and the other is the microphones that are currently stored in there. We could just make it an L3 key, which is more limited (everybody has an L2, it seems). But then what do we do about the microphones? Could move the microphones to another location, but they do need to be locked.
- The sacristy is locked. Dave Nelsen will email Bud Pearson about that.
- Can we rekey that office to be an L3 and can we get a couple more L3 keys? Bud Spalding will do it. Will take care of it next week before the 12<sup>th</sup>.
- Dave Nelsen wondered about the door itself. It doesn't work very well. Bud will have someone look at it.
- Take that money out of building fund? Yes

Mutual Ministry Review

- Caroline McCall will do our MMR. Janet passed out a handout outlining the purpose of the MMR and listing the questions we need to be ready to answer.
- September 5<sup>th</sup> is the day we agreed on to do this. We will start at 6:30 and begin the meeting while we eat.
- Lori suggested that we take notes as we think about these questions.
- Janet said the emphasis is on "mutual". They want to see if we are on track with our goals.

Upcoming Dates

- The budget meeting with the parish 1/12/2014
- The Annual Meeting 1/19/2014
- Vestry and Deanery retreat dates: Jan. 24-26, 2013

Cleaning Service for the Next 6 - 8 weeks

- Lori told each of the 4 bidders that we are looking for temporary help right now, but it might turn into more later
- VFMS (Veronica) got some bad reviews on YELP. She didn't include everything in her bid, either. Low bid, but Lori was not comfortable.

- XKWIZIT was way too high. Lori was surprised because he was so nice.
- So, two left. Fernando and ShineBrite. Lori wasn't comfortable with the women from ShineBrite. Fernando was recommended by Jenifer Carini.
- Fernando works only at night. There were concerns about it being too dark at night. Could it be 6PM? Lori said yes. We can arrange to have it done then.
- Bud Spalding said that Fernando seems like a good option, but we would need to make sure he was aware of the need to keep all doors closed and locked. Bev Mosier said if he usually works in office buildings, he should be aware of keeping doors locked.
- We'd have to give him an L2 key, not an L3 key.
- Bev Mosier moved and Janet Fischer seconded that we hire Fernando.
- Lori needs somebody to contact the people we will not go with. Then somebody to contact Fernando or his wife and arrange a meeting with him to show him where the supplies are. Should start Friday (a week from tomorrow).
- Janet Fischer will contact the rejected bids.
- Al Casas will call Fernando tomorrow and arrange a meeting. Show him where the supplies are. If we don't have something, he can tell David and David can order supplies.
- Fernando needs to do the parish hall first (just mop). And the bathrooms in this building. But then it will be messed up again after NA leaves. Maybe Sat?
- Lori thinks we just need to go with Fridays. It's temporary. If NA makes a mess, so be it.
- And what about yard maintenance? Bud Spalding will come by and water the lawns. Lori suggested that he check in with Sandra to make sure they're not both doing it
- At the next vestry meeting we will discuss if we want to hire a new sexton or contract with a company. Lori did a survey of churches around to see what they do. St. Clare's just has a contractor. Others have sextons. It's a hard job to fill, because it is part-time and menial labor.
- It might be cost effective to go with contractors. But the cost would be a bit higher than the current bids, because there would be additional things we'd want done monthly, e.g., windows.

#### V. Reports and Acceptance of Reports

- Communication/Welcoming – as submitted. Lori said that they may need to do some banner changes that Art used to do.
- Facilities – three additions to the report. Ordered 5 new locks today. Tomorrow the hood extinguishing system will be installed. And they bought a new engraver.
- Faith Formation – as distributed. Bev Mosier asked for an electronic copy to include with the minutes.
- Parish Life – as submitted. Lori said should also mention women's retreat --not just men's. Lori also wondered about the Food and Fellowship dinner.

- Lori said that these reports are historical documents of the church. We don't have to follow a particular format, but we do need to be thorough. Whatever happened between the previous vestry meeting and current vestry meeting should be reported on.
- Social Ministry and Congregational Care – as submitted. Discussion re: Sacred Space coordinator. Ramsamy family is doing it this August. But Lori said that if others don't want to pick it up, we may need to consider letting it go. Bev Mosier said she would be the temporary coordinator starting in September (since the Ramsamy family has August covered) until we can find someone.
- Sept 8, Oct 13, Nov 10, and Dec 1 are the Sacred Space commitments we have now.
- We have the same issue with coffee hour. Very few people are signing up. At St. Mark's everyone was automatically put down for coffee hour. Two families were partnered and scheduled. Each family was on the schedule for about once a year.
- Allison will talk to people at the 8:00 services. The suggestion was made that we should walk around with a clipboard and sign people up one-on-one.
- Lead Team – as submitted
- Rector's report – as submitted

Dave Nelsen moved and Jack Rux seconded approval of all the reports. Approved.

September 12<sup>th</sup> is the next vestry meeting. It's a potluck. Allison will coordinate that. Thank you Allison. Don't forget Sept. 5<sup>th</sup> for the MMR, too.

## **APPENDIX A: CLUSTER REPORTS**

### **Communication and Welcoming Cluster Report: Aug. 7, 2013**

The Window Newsletter – Our monthly publication, while a great window to our parish's life and our various missions, has been beset with problems in timely production in recent months. This month numerous problems combined to delay the printing of the August issue for several days.

Each month where there have been problems those problems have been different. This month they appear to have been in communication, computer problems (including a nasty virus that infected this month's chief designer's computer) and ongoing health issues.

A meeting, it is hoped, can be held in the next few weeks on improving how the newsletter team can work better together. This meeting would include the three newsletter designers who rotate over three months taking the lead on producing one month's issue., Dave and Jack of this cluster of the vestry would attend, as well as others who contribute and/or oversee the Newsletter's content.

One particular problem this month was this month's chief designer did not know she had this month's issue to do until about July 26. She apparently had taken a "you've got August" message much earlier to mean Aug. 15-Sept. 1 working on the September issue.

Dave and Jack also hope to come up with a schedule that lists each lead designer out six months in advance and distribute it to all concerned by e-mail.

We also hoped to formulate a schedule of targeted times, not only the deadline of the 15<sup>th</sup> for submissions but also the time to have a review copy distributed to the volunteer proofreaders (ideally giving them 72 hours to make any needed improvements) and then a print time that will allow the printed issue to be distributed at church on the first Sunday of the month.

Normally that targeted print time would be the Thursday morning preceding the Sunday it would be distributed, so it that the printing would occur when the office administrator is on duty. However, with the administrator on vacation this week and the lead designer working to finish the August issue Wednesday P.M., Ralph Locher is planning to print it either Friday evening or Saturday morning.

Welcoming – The Greeters schedule has come together nicely. But volunteers come and go, one of the current eight has decided to step aside, and the group is down to seven. Dave has a few people in mind to approach about being a replacement.

Respectfully submitted,

Dave and Jack

#### Facilities

The Activities of the Facilities group centered mostly around the Work Party and the development and finalization of a plan to eradicate a Termite problem in the main Church complex. The approval of funds to replace stolen equipment has been used to replace some of the lost equipment. The remaining will be purchased as needed.

The work party cleaned up the campus as best it could. Two significant water leaks from leaking water valves were repaired. Other repairs of lesser note were addressed.

A considerable amount of time was spent developing a termite eradication plan, seeking and evaluating bids, and initiating the program. A report will be filed.

On July 31, our Sexton, Art Gallardo, terminated his service to St. James. The immediate impact is anticipated to be minor. The Facilities Group will endeavor to maintain a satisfactory service level until a comparable level of service can be established.

Respectfully submitted,  
Bud and Al

## FAITH FORMATION CLUSTER REPORT AUGUST 8, 2013

1. Sunday School is still on break.
2. Vacation Bible School was fabulous. [Christmas Fun at Vacation Bible School](#)



Merry Christmas!

Our VBS week is well underway with 30 kids and over 20 adults in red t-shirts enjoying time together. While our mornings are made up of stories, music, games and crafts they are also built on relationships - kids meeting old friends, and making new ones, teens and adults spending time gluing and painting, cutting and coloring.

This week we are hearing the stories of the birth of Christ, and thinking about how the people in the stories watch and wait.



3. Lori and the Lead Team have already informed you of the hiring of The Rev. Stephanie Green to be our CTF Coordinator. Her first Sunday with us will be August 18<sup>th</sup>.
4. The Faith Formation Committee is gearing up for fall programs. See the meeting notes on the reverse.

## FAITH FORMATION MEETING - NOTES AUGUST 5, 2013

1. No regular meeting only Bruce and EJ attended.
2. September Schedule – Send me copy for the Window by Aug 13.
  - a. Ken Trant 9/1/13 – What can you do with your faith?
  - b. 9/8 No Class
  - c. Diocesan Resolutions 9/15/13 – EJ - Yes.
  - d. Feminist Mysticism and Images of God – Janet is on for it.
  - e. Obediance in Action – Jeanne – She is on for it.
3. October and November Classes
  - a. 10/6/13 No class due to All-Parish Retreat
  - b. Animate Faith series – Presenters to be decided – see schedule – Bruce to Preorder PARTICIPANTS BOOKS @ \$15 EACH – Needs to go in September Window so we can get folks to order participant books.
4. December classes
  - a. No Advent Wreath class this year.
  - b. Vestry Class –12/8
  - c. **December 1 and 15 are open**
5. MOMS Presentation – Midwives on Missions of Service – donations will be sought – possible openings Dec. 1 and 15.
6. “A Place at the Table” received, Janet’s movie, both DVD and Participant’s guide. Other movie “The Way” available through Janet. Third movie not known. “The Other Side of Heaven” is not the third movie. Still looking. If we can make this a series it would done in January, February of 2014 in Epiphany.
7. “On Being” – two sessions of “SPIRITUAL HEROS” still available. Karen Armstrong “Freelance Monotheism; and Brother Thay “ A Radio Pilgrimage with Thich Nhat Hanh.” Possible 2 sessions on Brother Thay to introduce him to audience.
8. Book by Resa Alslan, Zealot: The Life and Times of Jesus of Nazareth – Janet is reading it.
9. “The God of the Old Testament” now available for us to use – one session - available for Spring.
10. Episcopal Resource Center – Check it out.
11. Jeremy Taylor 2/22/14. Must have concrete OK by September. Bruce to Check with Johanne LaRocque.
12. Other Business –
  - a. Prayer next time EJ, and Bruce for poverty.
  - b. Parishioner suggested a race relations class(es). Note: Anti-racism Training September 6 and 7 at Church of the Epiphany, San Carlos, \$50 registration, DioCal. We can look into local classes as well.
  - c. Basic Meditation outline – Jim Cunningham
  - d. Los Posadas – Parish Life now in charge.
  - e. Ava resigned from the committee.
13. **Next Meeting** September 9, 2013 at 5:30 PM in the Vestry Room

Submitted by Alison Saichek

**Parish Life**  
**Bob Bynum and 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**

**Past Month's Activities**

- **St. James' Day:** This combined event with the two Filipino churches was well attended and appeared to have been enjoyed by all. The roasted pig was excellent and there was even a small amount of leftovers. Bob Bynum submitted an article for the August issue of *The Window* thanking all the volunteers.
  - Notes for next year:
    - There was a long wait line for the pig as it had not been carved. If a pig is again on the menu, it should be carved ahead of time.
    - There was just barely enough food for all.

**Projects & Activities - Updates**

- **Coffee hour:** Bob and I will have to do more to encourage people to sign up for bringing in refreshments.

**Upcoming Events**

- **Men's Trip:** The annual men's trip to Arnold will occur on August 15-18. Once again Gregg Feeney has done all the leg-work to make it occur.

Social Ministries and Congregational Care  
Cluster Report - August 2013

The Prayer Shawl Ministry currently has plenty of prayer shawls on hand and another batch waiting to be blessed in the fall.

The Comforters Guild is working on blankets for the Linus Project, as described at: <http://saintj.com/wp/ministries/comforters/>. An ingathering is being planned for that in October.

Abode Kids will continue under the exceptional leadership of Jan Scrutton even after our new children, youth and families' minister, Rev. Stephanie Green, takes the reigns in other arenas. Jan and her gang work at Sunrise Village two nights per month. They typically do a story, craft and/or board games and a snack. Jan is grateful for the budget, which has enabled them to make things like clay beads and fleece pillows that

the children can keep and take with them when they move into their new homes. The next visit will be on August 21 or 22.

Payless Shoe Drive - To date, they have collected about \$400 in donations for the new shoe outreach. Donations will continue to be accepted through the end of September. The gift cards will be delivered to Abode Services by Oct. 5th.

Sacred Space is still in need of a new coordinator. The following blurb went out in the newsletter and the weekly email, but there have been no responses to date:

**Sacred Space Coordinator Needed**

This exciting ministry of worshipping in a Hayward Park on **Sundays**, at **2:00pm** with the homeless is currently in need of a coordinator for the **St James'** contributions. The coordinator will oversee the preparation and distribution of sack lunches, once monthly, typically on the third Sunday. If interested, contact Bev Mosier at 971-218-2462 or [bevican@gmail.com](mailto:bevican@gmail.com).

Deaf Ministry: Our survey is completed and in the process of being sent out to all the churches in the diocese in order to determine how many deaf people are "out there" and what kinds of activities/services they might be interested in perhaps on a monthly (or other regular) basis, e.g., social events, study groups, education for children and/or youth, home visits, etc.

Rector's Report  
Vestry Meeting, August 8, 2013

**Worship**

Held a small prayer service in the Memorial Garden to honor the life of Phyllis, Genore Schaaf's sister, on July 14.

Celebrated St. James' Day on July 21 with the congregation and the Philippine Independent Congregations. Thank you to Parish Life for coordinating the potluck.

Celebrated Vacation Bible School Sunday on July 28 at both services. Thank you to Bruce Roberts for taking all of the pictures, and to the Scruttons for helping to tell the story and creating the sermon slide show.

Co-celebrated at the Sacred Space Service with The Reverend Canon Stefani Schatz on August 4.

Created a preliminary preaching schedule for October through January.

Met with a couple to discuss blessing their marriage in September. This is a same-sex couple affiliated with one of our parishioners.

Coordinated with Jim McLeod and Carol Cook to cover preaching and presiding in my absence.

Planned for Deacon Ken Parris' installation to take place on September 8. We will be welcoming the Reverend Carolyn Bolton, Archdeacon for the Diocese.

Began planning for baptisms in November. Anticipating 5-6 total.  
Working with 4 individual adults for potential confirmation/reception.

Worked with Ruth Poole and Bruce Roberts on the design of the new ambry and sanctus candle for the Little Church.

### **Children & Youth**

Enjoyed a full week of Vacation Bible School. A million thanks to Jan Scrutton and ALL of the volunteers who helped pull it all together.

Spent a significant amount of time interviewing and discussing the Children, Teen and Family Minister position. Wrote to the Bishop with our plans, talked with the diocese about package structures, and reviewed applications. Along with Jan Scrutton and the Lead Team, interviewed Stephanie Green, who accepted our offer of employment and will begin on August 12.

Attended both of Anthony Prickett's saxophone concerts.

### **Pastoral Care/Outreach**

Visited a non-active member who was at Stanford Hospital.

Ministered to a family who experienced a car accident.

Corresponded with a new member's family who was in an accident while traveling out of state.

Made several pastoral phone calls.

Visited Amos Muwonge who was admitted into Kaiser Hayward ICU.

### **Welcoming/Evangelism**

Completed an all-parish mailing to announce our upcoming parish retreat on October 5. Communicated with Rob Moss some of our thoughts and ideas on what shape the day will take.

### **Finance/Administration/Staff**

Processed all of the new hire material for Stephanie Green and announced her call to the parish.

Accepted the resignation of Art Gallardo and processed his termination paperwork effective 7/30. Made a couple of requests for him to return the key and have not heard back from him.

Obtained bids from three cleaning companies to clean the campus on an interim basis.

Attended the meeting to discuss termite eradication.

### **Other**

Will be on vacation from August 11 through September 2.

Participated in a conference call with the Standing Committee on August 1.

Continuing with Spiritual Direction and meeting with my colleague group.

APPENDIX B: CLERGY HOUSING ALLOWANCE

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I certify that on the date of: *August 8, 2013* the   X   Vestry    Bishop's Committee    Board of Directors of *St. James' Episcopal Church* passed a resolution authorizing the following housing allowance for the year 2013.

"Whereas, The Rev. *Stephanie Green Tramel*, an ordained minister, has accepted an appointment to serve *St. James' Church* which does not provide a residence for its appointed minister; It is Hereby Resolved, that the housing allowance paid to The Rev. *Stephaie Green Tramel* for the year beginning *August 12, 2013* and ending *December 31, 2013*, shall be set at an annual amount of *\$4,600*, and that it is designated as a rental allowance within the meaning of that term as used in Section 107 of the Internal Revenue Code of 1986."

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*Lori A. Walton +*

*08-08-13*

AUTHORIZING SIGNATURE of Institution

Lori A. Walton +

*08-12-13*

PLEASE PRINT NAME

Rector

*604*

TITLE