

**St. James' Vestry Meeting Minutes
Thursday, September 12, 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, Bev Mosier, Ralph Locher, Bob Bynum, and Bud Spalding
Absent: Al Casas and Donald Razzolini
Guests: Ken Parris, Mary Casas, Ruth Poole, and Sylvia Ma**

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|-------------|--|-------------------------------------|
| I. | Meeting Called To Order
Absent: Donald Razzolini
Opening Prayer | Lori+

Mike |
| II. | Approval of August Vestry Meeting Minutes | Lori+ |
| III. | Financial Report
Acceptance of Financial Reports for July and August | Lori+
Lynn Locher |
| IV. | New and Continuing Business | Lori+ |
| | a. Report on Diocesan Convention, changes to the Canons, and proposed Resolutions | Jim McConnell
Mary Casas |
| | b. Update on Little Church renovations | Ken Parris+ |
| | c. Ken Parris to discuss his ministry | Vestry |
| | d. Record email vote: Approval of an additional \$400 to finish dry rot repairs | |
| | e. Parish Retreat Oct. 5 – updates | |
| | f. Hiring of Sexton or keep cleaning service; add yard work to contract? | |
| | g. Approve \$500 for CREDO retreat | |
| | h. Mutual Ministry Review discussion | |
| 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 | Lori+ |

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

August Vestry Meeting Minutes

- Thank you to Bev Mosier for taking the minutes at the August meeting
- Motion was made to accept the August 8, 2013 vestry meeting minutes as submitted. Moved by Bud Spalding, seconded by Ralph Locher. Motion approved.

Financial Reports

- July Financial Reports
 - Operating cash – \$45,461.44, Building cash – \$47,184.63, Special interest total - \$223,023.09.
 - Pledge payments were 13% below budgeted, which is greater than at this time the last two years.
 - The operating expenses do not reflect the second payroll payment of the month.
 - Motion was made to accept the July financial reports as submitted. Moved by Dave Nelson, seconded by Bud Spalding. Motion approved.
- August Financial Reports
 - Operating cash - \$45,266.02, Building cash - \$36,247.62, Special interest total - \$220,895.25
 - Pledge payments were 9.7% below budgeted.
 - We received two stop transfers in September.
 - We ended the month \$4,466.92 income greater than expenses. However, the expenses do not include the second payroll payment of \$5,706, which is usually included in the August finances. If we had paid that in August, we would have ended the month in the red.
 - We have been getting payroll statements approximately two weeks after the end of the pay period. This is a problem, and could impact our ability to close out the books in a timely fashion at the end of the year.
 - This is the first month that Stephanie Green's salary appears in the financial reports.
 - We also did not receive a bill from the janitorial service.
 - Motion was made to accept the August financial reports as submitted. Moved by Bev Mosier, seconded by Janet Fischer. Motion approved.

Update on the Little Church Renovations

- Construction has begun in the Little Church sacristy and furnace room
- According to the contractor, Cowan Construction, the sink and cabinet has to be removed in order to do the electrical work. When the cabinet is removed, the cabinet cannot be re-installed due to age. The cabinet and sink will need to be replaced.
- Ruth Poole, Joan Roberts, and Mary Casas talked to Home Depot and received a rough estimate on the cost of a new cabinet, counter, and sink/faucet.
- A new window will also be installed in the sacristy.

- The Altar Guild would like to have a cabinet with countertop installed under the window to replace the folding table, along with a pantry to house the vacuum, ladder, fan, etc. This would provide storage room not only for us but some space for the Philippine Independent Church as well.
- For the St. James' closet, would like a shelf on the top for AV equipment, rods for our hangings, and space for the Pascal candle
- For the closet used by the Philippine Independent Church, the original shelving will be reused, but Mary Casas will contact the PIC to ask if they have any requests regarding shelving placement.
- Laminated wood flooring has been donated to use in the sacristy. The flooring will go on top of the existing tile flooring. The flooring will go in after the cabinets have been installed.
- It will take 4 to 6 weeks to get the cabinets once they have been ordered.
- Cowan Construction will be done with the project before the cabinets arrive. However, they offered to come back if they are not involved in another project. This has been budgeted in the request.
- The estimated total cost is \$5000 – for the counters, cabinets, sink/faucet, and rods, and labor
- Mary will ask if the Philippine Independent Church would like a lock installed, with the condition that St. James' will have a key.
- Existing funds – there is \$1,199.84 in the Special Interest Altar Guild fund, and a donation of \$1,000 for the Little Church sacristy cabinets. There is also \$6867 available in Memorial Donations
- Is this to be in addition to the \$100,000 already allocated to the Little Church? This was not one of the top priorities for the vestry for the renovation. If this is taken out of the \$100,000, does something else drop off the list? We could do one of three things: take the money out of the \$100,000 now and deal with any shortfall later, or find \$4,000 out of special interest now, or split the cost between special interest/donation and \$100,000
- Motion was made to use the \$1,000 donated for the cabinets, along with \$4,000 from the \$100,000 previously allocated for the Little Church restoration, for the new cabinets in the sacristy of the Little Church. Moved by Mike Scrutton, seconded by Jack Rux. Motion approved.

Diocesan Convention

- There are 5 resolutions that have been submitted and 3 resolutions from the floor. They range from the Diocese divesting from fossil fuels to gun safety to recognizing two people from the 1800s for lesser feasts and fasts.
- There is a resolution asking the Diocese to commit to engaging in education around certain topics – human trafficking, immigration, the environment, and disaster preparedness.
- Canon changes
 - It used to be that the Standing Committee was responsible for compensation for the bishop and the CFO. The chancellor is saying that goes against state

law, so there is a canon change to transfer the responsibility from the Standing Committee to the Executive Council.

- Right now the canons say the chancellor is the chancellor of the Bishop and the Diocese wants it to say the chancellor is the Diocesan chancellor. When there is a conflict who gets the lawyer? The lawyer is against the canon change. The lawyer is opposed to it because he says the Bishop is the Diocese, and you can't separate the Bishop from the Diocese anyway. To make this change in a canon that has been in existence since 1847 would do unforeseen damage.

Ken Parris – Overview of some of the ministries he is working on

- Being at St. James' allows Ken to engage in the liturgical life of a parish as well as the everyday life of a parish
- Ken has been working in institutional chaplaincies for the last several years so he hasn't had a place to exercise his liturgical functions.
- Ken retired from the police department in November, but considers the Deaconate his full time job. He has institutional ministries that he maintains that keep him busy. He is a law enforcement chaplain for the Oakland Police Department and is a sheriff's chaplain for the Alameda County Sheriff's Department.
- His office hours at St. James' will be on Mondays. You are welcome to contact Ken on his cell phone at any time if you need his assistance.
- Ken works directly for Lori and under Lori's leadership,
- Ken has been doing ordained ministry for about 18 years, and this is his fifth parochial assignment. He has also served on the vestry and been a delegate to the Diocesan Convention and Deanery.
- The role of the deacon is a facilitator. One of the things a deacon does is to help the rector do her job. He prays for the presider. When he gives the dismissal, it is the beginning of our service in the world.
- The deacon serves as a facilitator for the parish by assessing lay ministries – how healthy and vibrant are those ministries? What are the needs of the congregation?
- He looks at the poor, the weak, the sick, and the lonely – not just monetary poverty, but those poor or sick in mind, body, or spirit, or spiritually lonely.
- Ken has some concerns about the parish. He has had a hard time getting his mind around where the laity is involved in the pastoral care of each other.
- Coffee hour can be very lonely here. It doesn't feel very inviting. And in 6 months Ken has been here, he has had only one invitation for coffee, and that was from Bill Mosier. How welcome are strangers here? It is something to think about.
- In a healthy church, the laity is a vibrant ministry. The lay people are taking on the responsibilities that need to be done to take care of the poor, the weak, the sick, and the lonely in spirit, mind, and body. Ken does not see St. James' doing that very well yet.
- Sacred Space has been looking for a coordinator for some time. In a healthy vibrant parish which is taking care of its own needs it has enough energy and time to go look at where else can we go out to the community and do outreach. The coordinator position would have been filled quickly.

- Ken is willing work on some of these things under the Lori's leadership, and see what we can do to help grow the lay ministry here, first the in-reach part of it, and then the outreach.
- Ken works with the Lay Eucharistic Visitor ministry. We have some very capable lay individuals who are passionate about doing this ministry. We need to do what we can as a parish family to support them in that ministry, and we need to insure that this ministry does what it needs to do as far as taking care of our in-reach needs. It is an "extraordinary" ministry because you are bringing the presence of Christ to someone who cannot be here on a Sunday.
- The other thing Ken has been working with at Lori's invitation is the Tri-City Interfaith Council (TCIC), which is a group of faith-based communities in the tri-city area working to build bridges in the faith community. They undertake various projects that are of interest to all the faith communities, such as peace advocacy and Washington Hospital spiritual care. They also address celebrations, holidays, and holy days for the various faith communities, and help sponsor a Holocaust memorial day. TCIC also tries to make the community of large more aware of the diversity of the tri-city faith community.
- Lori stated that take-away is that sometimes our assumptions are not always accurate for people who come in with a different perspective and it's important for us to hear that and examine it. Bev mentioned that while St. James' is very "Sunday morning" welcoming, in the two years have been here they haven't received any invitations except to church-related activities.

E-mail Vote

- Let the record reflect that an e-mail vote to approve an additional \$400 to come from the Building Fund to finish the dry rot repairs was passed.

Update on Parish Retreat on October 5th

- Vestry members should be signed up for the parish retreat by now.
- The Lead Team and Rob Moss have been doing a lot of work on the retreat.
- Rob Moss will be communicating through Lori to Stephanie Green about the program so that she will have a program for children.
- We have already approved \$3,500 (\$2,288 from the Endowment disbursement and \$1,212 from the Evangelism Special Interest fund) as a budget for this event.
- Motion was made to approve an expenditure of \$1,640.19 for Rob Moss's expenses and honorarium (\$1,000 for the Saturday retreat and preaching on Sunday, and \$640.19 for the hotel, flight, and rental car). Moved by Bud Spalding, seconded by Dave Nelsen. Motion approved.
- Motion was made to spend up to \$750 for ASL interpreters for the retreat from the budgeted amount for interpreters. Moved by Mike Scrutton, seconded by Bud Spalding. Motion approved.
- Responsibilities for the retreat: Donald Razzolini – coffee & pastries, the Nelsen's – lunch, Al & Mary Casas – afternoon break, and Mike Scrutton & Bud Spalding –set-up.

- It was suggested to send out another e-mail to encourage people to sign up for the retreat.
- Dave Nelsen compared costs for lunch from Minerva's and Subway. Subway would be little more than half the price of Minerva's, but we would have to put more effort into Subway – helping with cleanup, buying supplies, etc. A few people would miss part of the conversation.
- We have \$2,760 left after paying Rob Moss, minus \$300 for the children's program, leaving \$2,400. It was suggested that we address lunch as we get closer to the event.

CREDO Retreat

- 8-day retreat put on by the church pension fund that clergy attend every 5 years.
- Lori has been assigned a retreat in 2014, but the cost of \$500 is required now.
- Motion was made to pay \$500 for the CREDO retreat in 2014, money to come from the Special Interest Scholarship fund. Moved by Bud Spalding, seconded by Bev Mosier. Motion approved.

Sexton or Cleaning Service

- Lori stated the cleaning service is doing fine.
- The yard work was not included in the contract. Bud Spalding has been helping with the mowing and watering for the present.
- Do we want to hire a sexton to cover gardening and janitorial, or do we want to hire a landscaping service (as well as continuing the cleaning service)?
- We were paying the sexton \$1,150 per month. Right now we are paying the cleaning service approximately \$500 a month.
- The current cleaning company also does yard work. It might be possible to add yard work to our contract.
- With a cleaning/landscaping service, we would have to cover some of the special needs that our sexton did as needed. We would lose having someone immediately available to do heavy lifting, and someone who would help with some seasonal set-up, such as for Lent.
- There is some cleaning that isn't being done – the trash isn't being emptied out of Lori's office, the study and the vestry room aren't being vacuumed, and the windows aren't being washed. We may need to expand the scope of the cleaning.
- It was suggested to contract out the landscaping for now, but look at the issue again in a few months. It was also suggested to continue with the cleaning service at least until the end of the year. The sexton is hard position to fill, and there are too many things going on to do interviews at this time.
- Al Casas and Bud Spalding will map out the scope of work for the landscaper.
- There are some projects that a cleaning service will not do – changing batteries in the smoke detectors, changing clocks, etc.
- It was suggested to post a list of on-going projects that need to be done. Items could be checked off and dated as projects are completed.

Mutual Ministry Review

- The vestry felt good about the review – the openness, the frankness, the willingness to talk about our “warts.” It was very helpful, and members of the vestry gained a lot from it. The vestry also gained some tools in dealing with different circumstances.
- One thing heard at the review was the issue of getting new leadership. Part of that is because people aren’t not as quick to commit, and part is because we have “silo” ministries – closed systems. Some of the work of the entire church is to examine these and make them more permeable, more welcoming and more accessible. How do we expand our vision about who can actually do ministry here?

CLUSTER REPORTS

Communication and Welcoming Cluster Report, Sept 12, 2013

The Window Newsletter – Our monthly publication that provides a great window for our congregation and others to view the many diverse activities going on in our parish continued to do that with the September issue.

The “Summertime Blues” that seemed to beset the production of the previous two or three issues were for the most part left behind. Thanks to Ralph Locher designing and getting out the first copy fairly early, numerous corrections and improvements, many minor in nature, were able to be addressed and made in a timely manner. Thus, he had time enough to provide a final review copy.

Thanks largely to Mike Scrutton’s work, updates to the last page were made, adding the listing of Stephanie to the church staff. We fell short of perfection, though, and next month we vow to get Jennifer Carini’s first name spelled correctly.

Welcoming - The Welcoming Committee is signed up for hosting the coffee hour on St. Francis Day, Sept 29. Dave is coordinating this effort.

Respectfully submitted,
Jack and Dave

- The St. Francis’ Day banner needs to be put up the Monday before the day.

FACILITIES REPORT **September 2013**

Since the August Vestry Meeting the Facilities Group has been active and involved. These are some of the tasks, requests or items we have dealt with:

TERMITES – The program to eradicate termites and repair or replace damaged property has been completed. A more extensive report will be submitted.

CHILDREN, TEEN, FAMILY MINISTRY – Rev. Stephanie Green has moved her office to the back of the Main Church. All locks have been Re-Keyed to the appropriate security level. All three primary offices are keyed to a higher security level.

DOORS TO CHURCH – Repaired the Panic Hardware on the front doors to the Main Church

DOOR STOP, EB1 – The doorstops to the Ed Bldg. have been checked. Broken stops repaired

LIGHTS – Exit Lights in Church and various Flood light and walkway lights around the campus have been replaced

EQUIPMENT – Most of the equipment lost in the theft in May has been replaced. We are now able to provide equipment for work parties to use.

LOCKS – Locks to the Equipment sheds have been replaced. Keys will be via centralized issue.

ROUTINE MAINTENANCE – When our Sexton quit, there were several tasks which needed to be covered. INSIDE MAINTENANCE has been contracted to a firm that specializes in Office Maintenance. Facilities has attempted to maintain a watering and mowing schedule for the primary lawn areas. The search will soon be underway for a Sexton, duties as well as some yard maintenance.

WORK PARTIES – The past few months have seen a decrease in participation in Work Parties, and in the scheduling. In part, we choose to believe that this is a result of vacation time as well as the aging of the community. It is certain that the way things were must change.

LITTLE CHURCH – the Little Church Project is moving forward. It is under the watchful eyes of Sylvia Ma and Bruce Roberts

MEMORIAL GARDEN – The Memorial Garden Committee has continued to maintain the Garden and is working closely with the Little Church project

**Respectfully submitted,
Al Casas and Bud Spalding**

**St. James Episcopal Church
Termite Program
Final Report**

BACKGROUND: Since March, the Vestry of St. James has been aware of a termite Control and Eradication Program by monthly reports from the Facilities Group. We have reported on the initial Bid process, the program changes made because of needed structure repairs,

the supplemental bid requests and the award of contract to Hi Tech Termite Control to eradicate Termites and make structural repairs. In their Supplemental Report and Bid Hi Tech indicated that their initial inspection and report were limited in overall scope, and if the in depth repair work revealed more extensive damage, an additional report would be filed. On August 30, the last day before the Labor Day Weekend, more extensive damage was found, consisting of Dry Rot.

At this point, the cost of repairs was at \$9200. An orally quoted price for these needed additional repairs was \$1200, of which \$800 was still available from the Vestry authorization. At this point there were two apparent option; (1) to “button up” the project leaving the damage “as is” and proceed with additional bids for roof repairs at a potential cost of several thousand dollars, or (2) find an additional \$400 to have the on site work crew complete the existing project and make long term (a few years) repairs as indicated . The funds were approved by an emergency Vestry e-vote.

The work continued over the Labor Day Holiday weekend and to the following Wednesday. Payment for the initial work was paid on September 3. The supplement check for the projected \$1200 was held until completion of the project. Upon completion of the project, the final inspection report was submitted and payment was made. An overpayment will be reimbursed by Hi Tech. The bottom Line is that the ongoing Termite Eradication Project has been completed.

There are some issues and points of information that have come out of this program:
Warranty – Hi Tech will warranty their work for a period up to three years. They also offer an on going inspection and treatment program at an annual fee in excess of \$650.
Termites – Termites can be eradicated, but can or will return if not serviced regularly. The last previous record of Termite inspections or treatment at St. James was in 2002.
Construction- The last phase of this project was the repair of Dry Rot, most likely caused by leakage of water from ponding of water on the flat roof surfaces on the Church.
Repairs that were made were to be long term repairs, a few years, but were not permanent reconstruction.

Respectfully Submitted,
The Facilities Group
Bud Spalding and Al Casas

On September 12, the final business transactions with Hi Tech Termite Control was completed. On this date, St. James received the following items from Hi Tech:

1. A Thank you letter for doing business with them
2. A Standard Notice of work completed and not completed - The primary inspection, findings, and work to repair damage - \$8618
3. A Standard Notice of work completed and not completed The secondary and extensive damage findings while making the initial repairs. These were the findings that prompted the special Vestry approval of supplemental funding in order to

- ensure the completion of the job. The final cost after the final breakdown - \$ 800
4. A rebate check of \$ 400, resulting from an overpayment.
 5. An Invoice /Statement showing a cost breakdown and no balance due.

This project is complete.

Bud Spalding

**Faith Formation Report
September 12, 2013**

Plans for Adult Faith Formation for the Fall:

9/15 Brother Thay (Thich Nhat Hanh)

9/22 Feminist Mysticism and Images of God

9/29 Obedience in Action

A seven week series "Animate Faith":

10/13 God

10/20 Religion

10/27 Jesus

11/3 Salvation

11/10 Cross

11/17 Bible

11/24 Church

These involve DVD presentations followed by discussion. Journals for the whole series cost \$15 and are very high quality. There are two presenter guides available for use by discussion leaders.

The programs presented by Ken Trant on 9/1 and EJ Hilliard on 9/8 were well attended.

Children, Teen and Family Ministry:

The first report by our new CTF Coordinator will be presented separately.

Alison Saichek

Faith Formation

CTF Minister's Report

Vestry Meeting, September 12, 2013

Preliminary Work/Hiring Process

Attended St. James' Patronal Feast liturgy and potluck. Observed games and talked with youth and children.

Attended one day of Vacation Bible School for observation and to meet the VBS ministering community.

Completed all hiring paperwork for the Diocese. Verified transfer process for healthcare coverage through Kaiser Permanente. Filed New Assignment Notice with Church Pension Group.

Meetings with the Rev. Lori Walton

Met with Lori for supervision and planning on the following dates: September 4 (2 hours); September 5 (1 hour); September 9 (2 hours). We also spoke by phone on the evening of September 7 for 30 minutes in preparation for Sunday, September 8.

Sunday School

Cleared, cleaned and rearranged Sunday School room (EB 3).

Reorganized interactive story sets and art supplies in EB3 for children's use during work time.

Designed a week-by-week, four-month schedule of Fall curriculum topics by using *Grow, Proclaim, Serve* as a base and then expanding and adapting the course of study to connect with our liturgical celebrations of St. Francis Day, All Saints and Advent. Theme: "Young and Called"--a series that will allow us to focus on the figures of Samuel, Francis, Clare, and David (all called into God's service as young people) in anticipation of considering Christ's coming as a "different kind of king" in Advent.

Began identifying ministry partners for teaching Sunday School and created a preliminary schedule for Story Tellers and Companions for September through December 2013.

Met formally with Ami Locher and Lauren Doherty to discuss assistance with Sunday School and their history of teaching at St. James'. Met informally with Brian Cochran to gain a sense of the history of Sunday School and Godly Play at St. James'.

Began to familiarize myself with the resources of Godly Play supplies stored in EB4.

Compiled a four-month calendar of Sunday School learning, family-friendly worship, fellowship days and service opportunities for children and families. Verified dates and events with Jan and Lori.

Taught the first day of Sunday School with Jan Scrutton as Companion on September 8. Story: "Hannah's Prayer and Samuel's dedication to service at Shiloh" (original narration based on biblical text).

St J Youth

Met with Jan Scrutton for one long meeting and two brief meetings for planning purposes for St. J Youth and to learn about the community of children and youth at St. James. Mike Scrutton was also present for the short meetings.

Exchanged extensive emails with Youth Leaders Jan and Mike Scrutton in the interest of creating a calendar for the Youth for the fall involving monthly evening meetings with the Scruttons; monthly Sunday morning faith formation offerings with me; service opportunities with Abode and Sacred Space; and field trips in the interest of fellowship and community-building. Jan will be presenting the fruit of those discussions in calendar form.

Designed a mini-curriculum of monthly faith formation offerings to coincide with markers in the liturgical year (St. Francis, All Saints, and Advent) to be communicated in calendar form with blurbs for publication.

Spent some time “hanging” with the Youth after church on Sunday, September 8, to begin to get to know what’s going on in their everyday lives (full as they are!).

Service commitments and opportunities for Youth and Children

Communicated with John Trubina, Founder and Director of Sacred Space, and Bev Mosier about how the children and St. J Youth at St. James’ might contribute to St. James’ current ministry with Sacred Space. We are making a commitment for the children to assemble lunch bags for Sacred Space in November and for the Youth to attend the Eucharist and serve lunch to the Sacred Space community in December. We will invite families of Sunday School children and families of Youth to contribute to the lunches in November and December, respectively. Youth may also assemble lunch bags in December. (A hot meal is already being provided by Lynn Locher and Janet Fischer.)

Initiated invitation for John Trubina to come to speak to St. J Youth at their November 10, Sunday evening meeting; his work will be featured again in the Youth Faith Formation meeting on November 24, alongside others’.

Nursery

Did inventory of Nursery toys.

Initiated refreshment/cleaning of Nursery toys for the Fall.

Had hour-long pastoral meeting with Nonie Aluzzi in anticipation of her surgery and to help discern ways in which St. James’ might be of assistance to her during her recovery. Enjoyed time together with Nonie’s daughter, Hazel, and my son, Liam, in the Nursery.

Joined Lori and Jan Scrutton to pray for Nonie and offer her a prayer shawl on Nonie’s last Sunday before taking six weeks of paid medical leave.

Accepted responsibility of finding volunteers to cover Nursery during Nonie’s medical leave.

Liturgy

Assisted the Rev. Carol Cook with Sunday services at 8:00 am and 10:30 am on August 18.

Was commissioned as CTF Minister with Youth Leaders, Jan and Mike Scrutton, in the 10:30 am service on September 8.

Offered blessing of backpacks and students in the 10:30 am service on September 8.

Engaged in preliminary liturgical planning with Lori for the Feast of St. Francis. Offered suggestions for readings, Eucharistic prayer, hymns, and post-communion prayer for the feast day. Furnished text documents of readings from the *Life of St. Francis* by Bonaventure and Eucharistic Prayer from St. Gregory's, San Francisco. Agreed to pursue copyright clearance for readings.

Parish Retreat

Began planning the curriculum for a Day of Discipleship for children on the day of the Parish Retreat.

Began recruitment of Ministry Partners to assist with children's program on that day.

Began communications directly in the 10:30 service and in published writing to invite children and encourage their registration for the retreat.

Parish Communications

Wrote one introductory *Window* article for September.

Wrote CTF weekly announcements for August 25 and September 1, 8 and 15 and requested deletions.

Devised plan with Youth Coordinators for submission and deletion of weekly announcements in coordination with David in the office. Communicated plan to David and Lori.

Initiated discussion about having parallel articles on Children's and Youth Ministries for the *Window*. Offered suggestions for rotating authorship and content.

Computer and Office

Cleaned out shelves and drawers and reorganized supplies in rearrangement of CTF office.

Began exploring resources in archive of materials.

Picked up new computer from Apple and met with Mike Scrutton for installation of printer and Microsoft Office software. *Immense thanks to the Vestry for such a wonderful computer and printer and to Mike for taking the time and lending the expertise to get both up and running!*

Attended one Apple tutorial for the MacBook Air (part of the One-on-One year plan).

Diocese

Made commitment to attend Fresh Start (9:30 am - 2 pm on the second Thursday of each month at the Cathedral), beginning September 12.

Registered for Clergy Conference at the Bishop's Ranch.

Attended installation of the Rev. Jeffrey Frost at St. Timothy's, Danville.

Attended half-day of Equipping the Beloved Community continuing education day at St. John's, Ross, on August 24, 2013. Attended plenary session with Bishop Marc and keynote speaker on incorporating All Souls observance into parish life. (We are already doing this with the children and Youth!) Attended a workshop on history, nutrition and ethics of wheat and bread production in light of Christian conventions of sharing bread at the Eucharist.

Followed up with Sarah Crawford on Diocesan overpayment for first pay cycle of August 1-15. I received a full half-month's pay when we anticipated that the pay would be pro-rated for August 12-15; August 12 was my official start date. I believe that in the last two weeks with full-range planning for the fall, the additional effort required for ministry start-up with facilities management and communications, and attention to certain pastoral care responsibilities, I have fulfilled the outstanding hours in the initial pay period.

Respectfully submitted,
The Rev. Stephanie Green

Cluster Report

Parish Life – September 2013

Submitted by: Bob Bynum, Ralph Locher

Goals for 2013

A. On-going

a. Continue support in the following areas...

- Kitchen/coffee hour
- Congregational Outreach
- Congregational Activities...
 1. Receptions & Memorials
 2. Special Events – lead by outside sources

Current Projects & Activities

- § Ladies' Flatlanders: twenty-one ladies spent a nice week-end in Pajaro Hills
- § Coffee Hour

Projects & Activities - Updates

- § Coffee Hour:

- Provided refreshments for 10:30am coffee hour on Sunday (9/8)
- Manage both coffee hours for the following Sundays: 9/15 and 9/22 in the absence of Sandra Motley
- Bob and I will fill-in as well as recruit volunteers for set-up and clean-up. She has also requested more help for clean-up after the 10:30am coffee hour so we hope that we can schedule some of these volunteers on a more permanent basis.
- Refreshments: Getting people to volunteer is an on-going problem so in addition to church announcements, Ralph will write an article for *The Window*.

Upcoming Events

- § Parish Retreat: Respond as requested.
- § Las Pasados: This celebration is not presently posted on the church calendar. If St. James' celebrates it as in the past few years, I assume it would occur on Sunday, 12/17. Parish Life would help with the food and set-up.

- Parish life needs to give some thought to coffee hour

Social Ministries and Congregational Care Cluster Report - September 2013

The leaders of the various SMCC ministries report the following activities since the last Vestry meeting:

Abode Dinners are continuing to go well.

Abode Kids is waiting to hear about our new contact with dates for the fall. We are set up for some of our most popular activities – tie pillows, flower arrangements in decorated pots, clay beads and shrink art.

Sacred Space is still in need of a new coordinator. Meanwhile, Bev Mosier is serving as interim coordinator. Sixty lunches were prepared, and all but two distributed on Sunday September 8th. After sharing the Eucharist, the lunches and many good conversations, toiletries were also given out by members of St. Clare's in Pleasanton.

It is possible, however, that Sacred Space will need to make some change. This week the City of Hayward is looking at a proposed ordinance to end food distribution in Hayward parks. There was a meeting on Saturday September 7 and another on Wednesday September 11. The outcome has not been reported as of this writing.

Deaf Ministry: Bill Mosier is now teaching two art classes at Fremont Oaks Gardens (FOG), a residential senior community that includes deaf seniors: i.e., his ongoing Monday painting class and a new Friday drawing class. This month Bev and Bill also visited Carlton Plaza in Fremont, which has 9 deaf residents. One (along with her late husband) was an active member of the Episcopal Conference of the Deaf for many years, so that was an enjoyable reunion for Bill, who learned of her presence at Carlton Plaza from another deaf Episcopalian resident of another assisted living center in San Francisco to whom Bill took the Eucharist a few weeks ago. During his SF visit, Bill was updated on some history re:

Deaf ministry in the diocese of California and got information about others to contact, e.g., the woman at Carlton Plaza. During the Carlton Plaza visit, Bev also met up with two friends from years gone by. Bill's friend and Bev's friends introduced the Mosiers to the rest of the deaf residents and it was agreed that the Mosiers would begin visiting Carlton Plaza, in addition to FOG.

- The contract for Abode Kids has been approved for six months.
- Sacred Space – there is an ordinance in Hayward that is being proposed that would make it illegal to pass out food in public parks in Hayward. There have been 2 meetings about the ordinance, and the vote is October 1st.
- Bill Mosier has had surgery for a second cochlear implant, and it will be programmed on October 16th. The hope is Bill will hear better after the programming.

Lead Team Report – September 2013

1. Preparations for the Parish Retreat, October 5th – Work on content progressing well; this will be on the agenda of the September meeting.
2. Rector and Wardens had further meetings with Caroline McCall in preparation for the Mutual Ministry review, held on September 5th.
3. Junior Warden assisted in the on-boarding of Rev. Stephanie Green as Children, Teen & Family Minister. Laptop and printer have been purchased and commissioned, including networking.
4. Participated in the review of August and September Newsletters.

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

- Margaret Rainey will be celebrating her 90th birthday on October 9th. There is a birthday party for her on Saturday, October 12th in Vacaville. People from St. James' have been invited to join her family to celebrate.

Rector's Report
Vestry Meeting, September 12, 2013

Because the Rector's report may contain information of a personal nature, it is no longer published on the web. Parish members may review the Rector's report in the church office if they wish.

Motion was made to accept the cluster reports, the lead team report, and the rector's report as submitted/amended. Moved by Mike Scrutton, seconded by Ralph Locher. Motion approved.

Lori Walton led Compline.

Respectfully submitted,

**Elizabeth Hart
Clerk of the Vestry**