

St. James' Vestry Meeting Minutes
Thursday, October 10, 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, Al Casas and Donald Razzolini

Absent: Bud Spalding

Guests: Bill Mosier and his ASL interpreter Carla, and Ami Martinez-Locher

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| I. Meeting Called To Order
Absent: Bud Spalding
Opening Prayer | Lori+
Bev Mosier |
| II. Approval of September Vestry Meeting Minutes | Lori+ |
| III. Financial Report
Acceptance of Financial Reports for September | Lori+
Lynn Locher |
| IV. New and Continuing Business
a. The Rev. Bill Mosier to speak about his ministry
b. Record email vote: Approval to pay invoice for Mutual Ministry Review in the amt. of \$500.
c. Record email vote: Approval to pay additional \$444.35 for cabinetry in the Little Church sacristy.
d. Update on cabinets in sacristy
e. Fernando's Janitorial – add yard work
f. McCutcheon Concert proceeds
g. Parish Retreat Oct. 5 – Feedback
h. Mutual Ministry Review discussion
i. 2014 budget preparation | Lori+
Vestry
Bill Mosier |
| V. Cluster Reports
a. Communications/Welcoming
b. Facilities
c. Faith Formation
d. Parish Life
e. Social Ministries/Congregational Care
f. Lead Team | Vestry |
| VI. Rector's Report | Lori+ |
| VII. Acceptance of Reports | |
| Meeting Adjourned / Compline | Bev Mosier |

Lori Walton called the meeting to order, and Bill Mosier led the opening prayer.

September Vestry Meeting Minutes

- Motion was made to accept the September 12, 2013 vestry meeting minutes as submitted. Moved by Mike Scrutton, seconded by Dave Nelsen. Motion approved.

Financial Reports

- Operating cash - \$46,246.46; Building cash - \$36,768.34; Special Interest total - \$199,828.35
- Pledges still lag behind. We are not as behind as in 2011, but more behind than last year.
- Total operating expenses do include all the payroll for September. Thank you to Mary Casas, who came in on Tuesday and made the second payroll payment so Lynn Locher would have all the information for the report.
- Because we have done well with use of church and our fundraisers we are at 94.9% of our projected budget
- Music supplies is over budget due to the organ repair. The Mutual Ministry Review was also over budget because it cost more than anticipated.
- Inspections are over budget due to some inspections and requirements that we did not anticipate.
- Telephone/internet is higher than budgeted. It was supposed to go down based on a change that David made – David thought he was making a positive change to our billing, but what happened was we lost our long distance service.
- Equipment rental under Buildings & Grounds should even out over the year, although the cost is higher in the summer
- A line was added under salaries for Janitorial & Gardening Services. We have received our first bill of \$380 from them (this does not include gardening)
- The bills for the parish retreat have not yet come out of the Memorial Fund. The money will come out in October.
- Little Church has had some donations as well as expenses.
- Lead-100-1 Camino De Santiago – It is a \$2000 donation given by the Rev. John Baker as seed money for anyone who wants to go to Spain and walk the Camino. There will be an article in the November Window newsletter with more information
- The Episcopal Church Foundation had a webinar on church finances, which Lynn said it was very good and informative. Lynn believes we are in reasonably good shape from their point of view. Lynn hopes to have some thoughts to share next month
- Motion was made to accept the financial reports as submitted. Moved by Al Casas, seconded by Donald Razzolini. Motion approved.

The Rev. Bill Mosier – Deaf Ministry

- A part of what Bill is doing now is leading up to a different kind of Diocesan ministry that will be for and about deaf people. Bill has been in touch with the Canon to the Ordinary and the Archdeacon about how to develop some of those aspects of deaf ministry that would pull in the deaf community.
- Bill's problem is that he did not know anyone in the deaf community in Fremont. So, he has spent the last few months learning more about the deaf community in Fremont and Newark, and where the deaf Episcopalians are. So far he has only located four people, whom he visits and who live in different residential care facilities in the Bay Area.
- At the same time he is developing a special ministry with an arts program at Fremont Oak Gardens (FOG).
- He has also met with a group of deaf individuals at Carlton Plaza.
- Bill has been participating in the Lutheran Bible study at FOG. They are searching for another Lutheran pastor as the current pastor is retiring. Although Bill does not always necessarily agree with the religious views of the current pastor, he is there for the people involved.
- Bev and Bill have also been going to different churches together.
- Bill wants to support deaf Episcopalians or families of deaf children in the Diocese. Right now there is a vacuum of knowledge of who they are, where they are, etc. Bill and Bev have written a survey and given it to the Canon of the Ordinary and the Archdeacon to get feedback. He would also like permission from the Bishop before the survey is sent out. Unfortunately, no progress regarding the survey has been made at the Diocese.
- Bill was licensed by the Canon to the Ordinary when he first came to California, but he is not yet registered with the Diocese.
- Lori asked Bill if he felt there was a spiritual need in Fremont for non-Episcopalians for some kind of common worship. Bill said yes, but stated the difficulty has been in finding them. He believes that he might be able to get involved through DCARA (Deaf Counseling, Advocacy, and Referral Agency).
- After Bill receives his recognition from the Diocese, we could add a page to the St. James' website about the deaf ministry. It may be possible to put the survey on the website as well. It was also suggested to have an article in the Window.

E-mail Vote

- Let the record reflect that an e-mail vote to approve the \$500 invoice for the mutual ministry review was passed.
- Let the record reflect that an e-mail vote to pay an additional \$444.35 for cabinetry in the Little Church sacristy was passed.

Update on cabinets in sacristy

- There was a further error in the cost of the cabinets from Home Depot – they wanted an additional \$500. Bruce Roberts was very dissatisfied with Home Depot's service so he cancelled the order.

- Bruce found a cabinetmaker to make the cabinets. The counters will still be purchased from Home Depot.
- The counters from Home Depot are \$1,333.31, and the cabinets from the cabinetmaker are \$4,800.00, for a total of \$6,133.31.
- Last month the vestry voted to pay \$5,000.00 (\$1,000 from a donation, and \$4,000 out of the \$100,000 allocated for the Little Church) for the cabinets, plus an additional \$444.35, for a total \$5,444.35.
- The difference in cost is \$688.96. However we have received another \$1,000 for the Little Church fund specifically for the cabinets.
- Motion was made to vacate the vote of \$5,000 and the e-mail vote of an additional \$444.35 for the Little Church cabinets. Moved by Dave Nelsen, seconded by Donald Razzolini. Motion approved.
- The plumbing for the new sink will be done in-house by Bruce Roberts and Jim Cunningham
- We do need a functional sink and cabinetry in the sacristy.
- Several vestry members expressed concern regarding the cost of the cabinets.
- The question was asked - will be enough money left over (of the \$100,000 allocated) for the earthquake retrofit and the walls?
- Motion was made to approve \$6,133.31 for the Little Church cabinets, \$2,000 to come from donations, the balance from the \$100,000 allocated for the Little Church renovation. Moved by Dave Nelsen, seconded by Donald Razzolini. Motion approved.

Fernando's Janitorial

- Because we do not have a sexton, Bud Spalding has been doing some of the yard work duties.
- Fernando's Janitorial cleans for 3 to 4 hours every Friday evening.
- Fernando's was asked to submit a bid for the yard work. The bid is \$250 for initial cleanup, and \$540 a month for maintenance. The yard work would be done Saturday morning.
- Total cost would be \$380 (for internal cleaning) + \$540 (gardening) = \$920 a month. This is still less than the cost of a sexton.
- Fernando's is on contract until the end of the year.
- However, the service cannot do everything that the sexton did, such as changing the clocks, cleaning up spills right away, cleaning up the cigarettes, pulling out the dumpster, etc.
- It was suggested it might be worth out the cost to have Fernando's come on a second day for an hour or two to clean bathrooms, empty trash, etc.
- Motion was made to spend \$250 for an initial cleanup and \$540 a month to Fernando's Janitorial Service for yard work until the end of the year. Moved by Janet Fischer, seconded by Donald Razzolini. Motion approved.

McCutcheon Concert

- Sylvia Ma as chair of the committee has asked if we would like to allocate a portion of the proceeds towards an outreach program such as Abode Services. The committee wants to know so they can put it on the advertising for the concert.
- Last year we donated to Abode Home Warming. Since Abode has had difficulty with Home Warming this year, perhaps the donation should just be to Abode Services.
- Until last year, the proceeds from the concert went into the operating budget. Are we in a financial position to be able to allocate a portion of the fundraiser to charity? We are not saying how much we are donating. The 2014 budget will be tough – we've added some expenses, we've added a position, costs are going up, and we have lost some pledges. However, stating we are giving a portion gives us a lot of wiggle room.
- Motion was made to allocate a portion of the proceeds of the McCutcheon concert 2014 to Abode Services. Moved by Alison Saichek, seconded by Donald Razzolini. Motion approved.
- The vestry will vote on the amount when we know more about the 2014 budget.

2014 Budget Preparation

- Vestry members need to look at what their cluster has spent this year, talk to cluster members, and start to put together some figures for what you think your cluster will need for 2014.
- Budget discussion will probably start in November
- Lynn will print out specific line item expense sheets for each cluster so vestry members can see what has been spent, what are recurring expense, etc. Please send an e-mail to Lynn to ask for the information.

Parish Retreat Feedback

- We have received 23 responses so far, 18 of whom attended the retreat
- The responses have been very positive for the most part.
- 74% of the people who responded felt we should have a similar retreat every year. Some vestry members suggested every other year.
- How do we boil all the ideas down and use those to further our mission?
- Why do a retreat? – Community building and visioning/strategy
- It may be the work of a subcommittee or the vestry to analyze all the brainstorming ideas which Janet keyed in. Other possibilities would be faith formation or a potluck after the service, but it would need to be facilitated
- The Lead Team will look at the brainstorming in the next few weeks in order to move forward.

Closed Session

- The vestry discussed the Mutual Ministry Review.
- The vestry discussed employee health benefits.

- Motion was made for the Kaiser High Option insurance plan for 2014 to be paid in full by the employer. Moved by Bev Mosier, seconded by Bob Bynum. Motion approved.

CLUSTER REPORTS

Communications and Welcoming Cluster Report for October 2013 Vestry Meeting

The Window, St. James' monthly newsletter, continues to offer our parishioners as well as the public through the St. James' Web site, a window to news, events and what is going on spiritually in our church and parish.

The October issue, designed for the second straight month by Ralph Locher, was produced in a timely manner that allowed plenty of time for detailed proofreading. An early draft was provided with almost 10 days left in September, a final review draft was submitted Sept. 26, and it was published online Sept. 28 with printed copies distributed the following day, at the Sunday, Sept. 29, service.

While the final copy online was easy to read, we still need to address the readability of the Window online at our Web site. The type on the PDFs there are not the easiest to read, as the copy appears as if it's been typed on an old ribbon typewriter in which some of the characters have much ink while others are very light.

The Welcoming Committee continues with a regular set of volunteer greeters at the Sunday services.

Respectfully submitted,
Jack Rux and Dave Nelsen

**St. James Episcopal Church
October Report
Facilities Group**

September Activities and Achievement

- A. Coordinate and oversee the hiring of a janitorial service for the cleaning and maintenance of Churches, Parish Hall, Front Office and interior public areas.
- B. Review ongoing acceptable care and landscape needs of the exterior portions of the St. James campus: Including lawn care, trimming hedges and bushes at and near buildings, irrigation of flower beds, and general cleanup. To meet with janitorial service to develop and incorporate an overall maintenance program for the core area of the property.
- C. Replaced Older Floor Tiles in Parish Hall as they have deteriorated through age or heavy wear. Did regular maintenance as needed or called for.
- D. Supported other clusters activities, programs, and events as requested or needed.

- E. Work Party of September 21 - the eight or so participants completed several projects before being rained out.

Respectfully submitted,
Al Casas & Bud Spalding

Faith Formation Report
October 10, 2013

Plans for Adult Faith Formation for the Fall:

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.

December Plans:

12/1 – No Faith Formation due to Lessons and Carols
12/8 Vestry Class – EJ will facilitate
12/15 Perhaps focus on International Migrants Day

Children, Teen and Family Ministry:

The report by our CTF Coordinator, Stephanie Green, will be presented separately.

Alison Saichek
Faith Formation

Report to the Vestry
The Rev. Stephanie Green
Children's, Teen and Family Minister
October 10, 2014

Nursery

1. Arranged for volunteer Nursery care with seven members of the parish for the six weeks during which Nonie Aluzzi is on medical leave. (Two teens shared one Sunday.)

2. Arranged for childcare during Baptismal Preparation and special supervision of children on the day of our St. Francis celebration.

3. Brought in toys to supplement Nursery toy collection. (Personal donation.) There is a sound need for the development of the Nursery toy collection to accommodate children's different interests and shifting cognitive and motor development in the new year.

Sunday School

1. Prepared sacred stories for September and October. In September the stories about Samuel were drawn from 1 Samuel. In October the stories about St. Francis were drawn from Bonaventure's *Life of St. Francis* and a children's book devoted to Francis.

Samuel: Devotion of Hannah and Birth of Samuel; Calling of Samuel; The Stolen Ark and Samuel the Judge

Francis: Francis Blesses the Fish/Francis Praises God with the Birds (told in the liturgy); Francis Gives His Coat to the Poor Man; Francis Makes Peace with the Wolf

2. Served as Story Teller on each Sunday except September 22. Worked with Lauren Doherty to develop the lesson on that day.

3. Continued to develop materials available to the children for individual work and creative time in the classroom.

4. Scheduled all Story Tellers and Companions through the end of December. (Three dates only lacking Companions.)

Youth Ministry

Taught a faith formation session on representations of Francis in late medieval painting, Bonaventure's *Life of St. Francis*, and Zeferelli's *Brother Son, Sister Moon*. Introduced the Youth to Francis as an historical figure as well as the theology he promoted and social valued he cultivated.

Communications

1. With the assistance of Mike and Jan Scrutton, prepared take-home calendars for Sunday Morning Faith Formation for the Youth and Children's and Family Ministry events.

2. Wrote and submitted weekly announcements for the newsletter and bulletin.

3. Continued to work with David to adapt the forms and smooth the process of parish communications.

4. Submitted an article for *The Window* to offer an overview of Sunday School for the Fall.

5. Reserved picnic tables at Joan's Pumpkin Farm for October 19 and began advertising community outing at Sunday services.

Liturgy

1. St. Francis Day Celebration: Preached at 8 am and 10:30 am; presided at 10:30 am. Offered the first reading as a story for the children. Assisted in the blessing of the animals.

2. Secured permission rights through Paulist Press for printing sections of Bonaventure's *Life of St. Francis* in our bulletins. Worked with David and Lori to ensure proper attributions.

3. Proofed and edited drafts of reading inserts and bulletin.

4. Began planning with Lori for All Saints.

Pastoral Care

1. Pastoral conversations with members of three households.

2. Offered book recommendations to Lori for faith formation and parenting in light of baptism (multiple contexts).

Retreat: A Day of Discipleship

1. Recruited and prepared Ministry Assistants. (Seven initial failed attempts in calling people due to timing—overlap with Nightwatch at Grace Cathedral, which occupied both teens and children/youth ministers, and Saturday is a usual day of rest for childcare professionals). Lori contacted Julia McCray-Goldsmith who suggested her son, Amos McCray-Goldsmith and his girlfriend, Jillian Bockencamp. The two were wonderful in leading some of the games, overseeing most crafts, and being present to the children in conversation, play, and sharing their own life experience and faith in our discussions.

2. Recruited retreat participants through direct phoning of families

3. Developed curriculum for the day based on the theme of discipleship and sharing of stories offered by the Rev. Dr. Rob Moss to the adults in the parish. See attached.

4. Oversaw the retreat day for the children. Presented all biblical stories of Peter as a disciple of Jesus and an adapted Godly Play lesson on parables (stories inside stories). Led most games. Prepared supplies for crafts and oversaw one craft.

Meetings

1. Weekly meetings with the Rector.

2. Staff meeting with Rector and Deacon.

3. Faith Formation committee meeting (by spontaneous invitation)

Diocese

1. Fresh-er Start: September 12 and October 10. (Clergy in-service day at Grace Cathedral for people in new calls.)

2. Clergy Retreat at the Bishop's Ranch (September 24-26)

3. Attended the Installation of the Rev. Corryl Lassen Rector of St. Mark's, Berkeley (September 15)

Parish Life – October 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

§ 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
- Sandra is scheduled for a hip replacement on 10/11 and will probably be unavailable in the kitchen for 8 weeks or more. Bob and Ralph 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

§ Las Posadas: 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.

- Las Posadas is December 8th at 5 pm.

**Social Ministries and Congregational Care
October, 2013**

Sacred Space: Janet Fischer has graciously stepped up to become the coordinator of the monthly participation by and contributions from St. James' parishioners. She will start in November, 2013. Thank you, Janet! Bev Mosier will continue as interim coordinator this month.

Deaf Ministry: The Rev. Dcn. Bill Mosier will attend the vestry meeting on October 10, 2013 and report on ministry among Deaf parishioners in the Diocese of California historically, currently and in an ideal future.

No reports came in from any other ministries in this cluster this month.

Lead Team Report – October 2013

1. Prepared for and supported our Parish Retreat, held on October 5 2013. This included agreeing the program with Rob Moss, meeting with him over dinner, and performing setup of the meeting space.
2. Reviewed Mutual Ministry Review report prior to its circulation to the vestry.
3. Received notification that the Mission Peak Chamber Singers are moving to a new location, and ceasing their agreement to use the Little Church. (Reason cited was difficulties with relative position of piano and seats).
4. The 2013 Pledge Campaign is well underway under the leadership of Gail Blalock. This year's events will include:
 - a. An all-parish letter mailed the week of October 6 asking every household to consider proportionate giving, working up to a tithe.
 - b. A second letter from the rector along with a pledge card mailed early November.
 - c. A personal invitation to the below event.
 - d. Dinner and a musical featuring the original title, "St. James' First Thanksgiving" on November 16.
 - e. A Stewardship Sermon on November 17, given by Brian Cochran.
 - f. An ingathering of pledges on Christ the King Sunday, November 24.
5. Participated in the review of October Newsletter.

Respectfully submitted,
Lori Walton, Rector

**Janet Fischer, Senior Warden
Mike Scrutton, Junior Warden
Lynn Locher, Treasurer**

**Rector's Report
Vestry Meeting, October 10, 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 Ralph Locher, seconded by Jack Rux. Motion approved.

Mike Scrutton led Compline.

Respectfully submitted,

**Elizabeth Hart
Clerk of the Vestry**