

St. James' Vestry Meeting Minutes
Thursday, November 14, 2013

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

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| I. | Meeting Called To Order
Absent: Al Casas, Bob Bynum
Opening Prayer | Lori+ |
| II. | Approval of October Vestry Meeting Minutes | Lori+ |
| III. | Financial Report
Acceptance of Financial Reports for October | Lori+
Lynn Locher |
| IV. | New and Continuing Business | Lori+ |
| | a. Record email vote: Approval to purchase new computer for the treasurer's office in the amt. of \$425. | Vestry |
| | b. Vote request: to donate \$1000 from SI fund to the PIC or to ERD for hurricane relief. | |
| | c. Parish Retreat Oct. 5 – responses to survey, final expenditures | |
| | d. DioCal Convention Report | |
| | e. Sacred Space update | |
| | f. 2014 budget preparation – budget requests due by Dec. 1 | |
| | g. Financial Evaluation from DioCal | |
| | h. Facility Use Agreement proposed amendments | |
| | i. Vestry nominations needed | |
| | j. Change in Window email to: newsletter@saintj.com | |
| | k. Vestry Holiday Party Dec. 14. | |
| | l. Bishop's visit: March 16, 2014 | |
| | m. Vestry Retreat: Jan. 24-26 | |
| 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 Walton called the meeting to order, and Lynn Locher led the opening prayer.

October Vestry Meeting Minutes

- Motion was made to accept the October 10, 2013 vestry meeting minutes as submitted. Moved by Ralph Locher, seconded by Donald Razzolini. Motion approved.

Financial Reports

- Operating cash: \$35,614.98; Building cash: \$36,793.67; Special interest accounts (not including Clergy Housing or Schader Fund): \$133,244.01; total Special Interest: \$187,238.96
- We started the year with \$40,000 in operating cash, so we have had to dip into our cash reserve
- Our pledges are further behind this year than at this time last year. Lynn will ask Jan Brandt to look at who may be delinquent and see if it is someone who has perhaps moved or died and therefore will not be paying their pledge. This will allow us to better anticipate whether the pledges will be paid up.
- Unpledged contributions (\$4,140) is close to last year, although it is under what we had budgeted, and other income is ahead of last year (\$17,817.46)
- Year-to-date we have spent \$5184.12 more than our income
- Lynn does not believe we have been excessive in our expenses, but we are \$17,300.22 behind in pledges.
- Use of church is over what we had budgeted.
- Interest was over-estimated.
- David, our office administrator, has not been sending out the reminder emails for altar flowers and candles. Not everyone who has signed up for altar flowers or candles remembers to send in the money without the reminders.
- Expense wise, almost everything is at or below budget except for the Mutual Ministry Review.
- We were hit with some unexpected expenses under inspections.
- In the next 2 months we will have expenses that we didn't budget for under the Children, Teen, and Family coordinator, because we didn't include professional expenses and continuing education.
- Although we are behind \$5,184.12, we are ahead of where we thought we would be as we had a YTD deficit budget of \$11,651.78. Some of the cost savings has been from vacant staff positions.
- There is one more payment to come out of special interest for the retreat.
- Motion was made to accept the financial reports as submitted. Moved by Bud Spalding, seconded by Donald Razzolini. Motion approved.

E-mail Vote

- Let the record reflect that an e-mail vote to approve the purchase of new computer for the treasurer's office in the amount of \$425 has passed.

Philippine Hurricane Relief

- Lori has been in contact with the Reverends Efren Picart and Mandy de Mesa from the two congregations from the Philippine Independent Church (PIC) that use our worship space. The two PICs here have been in contact with their sister churches in the Philippines. The best way for them to handle donations is to have money wired directly to their churches in the Philippines. The PIC here is an Anglican church that is from the Philippines.
- The PIC in the Philippines has a task force on emergency relief, called the Task Force on Emergency Relief of the Iglesia Filipina Independiente, that was created many years ago in order to respond to this type of devastation.
- Lead Team suggests a donation of \$1,000 from our Special Interest Outreach Fund, giving it to Efren Picart of the PIC, and having him wire the funds directly to the Task Force on Emergency Relief of the Iglesia Filipina Independiente.
- Donations can also be made through Episcopal Relief and Development. ERD is offering matching grants for donations made by December 6th.
- Motion was made to donate \$1,000 from Special Interest Outreach Fund to the Task Force on Emergency Relief of the Iglesia Filipina Independiente. Moved by Bev Mosier, seconded by Dave Nelsen. Motion approved.

Parish Retreat

- We had budgeted \$3,500 for the retreat, and spent \$3,389.22.
- We received a few more responses to the survey. The responses were overwhelmingly positive.
- The results of the survey will be gone over more extensively at the vestry retreat.

DioCal Convention Report

- Resolution 1: 2014 Peace, Justice & Environment
 - Human Trafficking Awareness Day – January 11 (2014 or 2015)
 - Environment – Earth Day – April 22
 - Economic Justice – Labor Day – September 1
 - Immigration – International Migrants Day – December 18
 - This is an attempt to raise these critical issues, and to get churches to engage in some kind of conversation, education and/or action around these issues.
- Resolution 2: Sustainable and Responsible Investing
 - This passed with substitute resolution
 - Original resolution was to divest from fossil fuel companies. It was to put pressure on the Executive Committee to re-examine all of our investments and make sure none of our investments are in companies that are in the business of fossil fuels
 - This was the most hotly contested resolution. The Investment Committee and the chief financial officer of the Diocese spoke out against it because it would cause a financial hardship to the Diocese.
 - The counter-resolution, which passed, stated that the Executive Council and its Investment Committee would work towards incorporating sustainable

and responsible investing practices in the management in the management of the Diocesan endowment and that these practices be consonant with the following principles outlined by our Presiding Bishop.

- The youth were the most vocal against the counter-resolution
- Resolution 3: Commemoration of the Reverend Peter Williams Cassey and Anna Besant Cassey
 - Peter Williams Cassey, who was a deacon, was not allowed to become a priest because he was African American, but he ran parishes in this Diocese.
 - It suggests that That the 78th General Convention of The Episcopal Church direct the Standing Commission on Liturgy and Music to consider adding the Reverend Peter Williams Cassey and Anna Besant Cassey to the commemorations in *Holy Women, Holy Men*.
- Resolution 4: Disaster Preparedness
 - All congregations, diocesan institutions and offices within the Diocese of California are directed to have current disaster preparedness plans prior to next convention.
 - Mike Scrutton is looking into this.
- Resolution 5: Gun Violence Prevention
 - All congregations in the Diocese are encouraged to student the causes of gun violence and to pray for peace in our streets
 - A Diocesan task force will be appointed by the Bishop. Ken Parris will be on the task force.
- Three additional resolutions were presented from the floor.
 - Guantanamo: Calls upon the President and the Congress to close the Guantanamo Detention Facility as quickly as possible, releasing to their home countries those detainees already cleared for release and transferring to federal prison facilities in the United States those detainees whose cases are still to be adjudicated
 - Immigration: Upholds family unity and the creation of a clear pathway to citizenship for currently undocumented immigrants as the guiding principles for the US Immigration policy and enforcement
 - A resolution promoting justice and peace in Israel/Palestine was not acted upon.
- Elections: At this convention they also voted on who was going to be on the delegation to the General Convention and who was going to be on Standing Committee.

Sacred Space Update

- The city of Hayward has voted to ban the distribution of food in public spaces, effective December 4. Our serve date of December 1 is still on, but we have been asked that we keep everything low-key.
- Janet Fischer has St. James' dates for Sacred Space for the next 6 months, but does not have a schedule posted yet, as she is not sure what we will be able to do.
- John Trubina is looking for alternate space for us to have lunches so that it is out of a public space.

- We are collecting socks (and hats and gloves) for Sacred Space.

Budget Preparation

- Lynn Locher needs each cluster's figures by December 1st so she can put together the proposed budget for 2014. The more information you can give to Lynn as to how you came up with the figures the better. The information can be submitted electronically to Lynn, or printed and put in Lynn's mailbox.
- Mike Scrutton has developed a budget sheet that can be submitted electronically. Please use either Adobe Reader or Adobe Acrobat to complete the form.
- Janet offered to write an article for the Window reminding people to pay their pledges and that we are \$17,000 short on pledges. Lynn will also say something at the stewardship dinner.
- Lori expressed the challenge of how to better talk with the unchurched or the newly churched or those who aren't in the habit of making a financial commitment to an organization about stewardship and church finances

Financial Evaluation from DioCal

- We received a report from the Diocese about our giving and how St. James' compares to the rest of the Diocese. The data, from the parochial report filed in 2013, is from 2011.
- St. James' as compared to the rest of the Diocese: we are higher in number of pledging units, but are lower in average pledge. We are higher in average Sunday attendance, but lower in percent income pledged. The percent income pledge is close to the Diocesan average versus the average pledge, which is lower than the Diocesan average.

Facility Use Agreement

- Changes:
- Page 2, under 10. SET-UP AND BREAKDOWN
 - a. Are the responsibility of the Licensee, ~~OR~~
 - b. ~~\$15 per event, performed by St. James' Episcopal Church personnel and scheduled either — by ongoing agreement as outlined in Use Agreement or as otherwise approved by Licensor.~~
 - c. Grounds and facilities **(including bathrooms) are to be left in the condition in which they were found.** Clean up, if necessary, will be billed at the rate ~~of \$20 per hour~~ **\$50 per hour (minimum 2 hours)** and deducted from the security deposit, ~~or invoiced to be paid within 30 days.~~
- Page 2, under 12:
 - c. Pre-event set-up and post event breakdown (**additional times, personnel,** etc.).
- Page 3, under Kitchen Use:
 - 1. Includes the use of the refrigerator, freezer, microwave, and food warmer. Food cooling, warming and staging only is permitted. It does not **include use of the coffee makers, oven, range, or dishwasher. No cooking is permitted.**

- 3. Use of facilities **does NOT include use of any items found in kitchen cupboards, drawers, or stored on the shelves**, including (but not limited to) ~~the following~~: church paper goods, dishes, silverware, glasses, coffee mugs, food or condiments, and cleaning materials.
- 4. Garbage cans in the kitchen, parish hall and bathrooms should be emptied into the outside dumpster if full. Recycled materials are to be taken off-site by the renter.
- Page 9, after Security Deposit:
 - ~~Set up/take down by: (Check one) Licensee _____ St. James' (\$15 or as agreed) _____ Amount of set up/take down fee: \$ _____ per month, included in usage fee above. Terms of set up /take down (if any): _____~~
- Basically we are not offering to put tables and/or chairs out because we no longer have a sexton. We have also added a clause that will, if necessary, charge a cleanup fee of \$50 per hour, minimum 2 hours
- Motion was made to accept the Facility Use Agreement as revised. Moved by Dave Nelsen, seconded by Bev Mosier. Motion approved.
- It was suggested that a coffee maker be purchased for the 12-step groups that use our facilities. A new coffee maker (100 cup) costs approximately \$135.00. The funds would out of Special Interest Outreach.

Vestry Nominations

- We need at least 4 people to run for vestry
- According to the bylaws of St. James', outgoing vestry members are responsible for recruiting other congregants to run for vestry. Outgoing members are Donald Razzolini, Jack Rux, and Janet Fischer.

Window Email Address

- The email address for the Window has changed to newsletter@saintj.com. The old address, [window@saintj.com](mailto>window@saintj.com) was receiving too much spam.

Vestry Holiday Party

- The vestry holiday party is Saturday, December 14th. Donald will provide more details later.

Bishop's Visit

- The Bishop is scheduled to visit St. James' on March 16, 2014, during Lent.
- The Bishop will preach at both the 8:00 and 10:30 services. Lori is hoping to have some confirmations or receptions for that day.
- Lori would also like to have the Bishop meet with the vestry.

Vestry Retreat

- The retreat is January 24-26, 2014 at the Bishop's Ranch
- Cost is \$175.00 for shared space. A single room is \$252.00. Scholarship money is available for those who need it.

- If you are going to stay offsite, you should make your hotel reservations soon. There is still a cost for Bishop's Ranch of approximately \$120.00 in addition to your hotel room.
- Attendance is optional for retiring vestry members.

CLUSTER REPORTS

Communication and Welcoming Cluster Report, Nov 14, 2013

The Window Newsletter – The November issue of the Window was published on Friday, Nov 1. Marilyn Rose was the primary editor but due to her work schedule Ralph stepped in to help complete the process. This happens occasionally and the team's collaborative skills are recognized and appreciated. Also part of the Window staff are Laura Winter and Jack Rux whose sharp eyes detect issues within articles and other formatting issues. There are others checking as well; Mike Scrutton, Janet Fisher, and Rev. Lori. I commend all the people involved with the Window publication, it's a wonderful reflection of who we are and what we're doing.

Penny Trant is the editor for the December issue of the Window. Due to the Thanksgiving weekend she will be requesting submissions be sent to her by Monday the 18th. She hopes to send the proof copy out for checking on Friday the 22nd and have David make print copies on Wednesday the 27th.

A new email alias has been created. The old window@saintj.com has been receiving far too much spam. The new address is newsletter@saintj.com and is up and running now. The old address will be kept alive for about a month, then closed permanently.

Welcoming - The Greeters team is generally working well. Substitutes are being arranged when a member cannot make their scheduled time. The team of 7 people seems to be adequate.

There is concern about the number of guests who have joined us, often for several Sundays, and then not returned. Lori feels she is not able to spend as much time as she'd like following up with guests. We will be working on finding helpers who can share in the responsibility of following up with guests and new-comers. A meeting of the Welcoming committee will be scheduled for soon after the Thanksgiving weekend.

Respectfully submitted,
Jack and Dave

November 2013 Monthly Report
Facilities Cluster St. James

The Activities of the Facilities Group during the month of October into November have been varied:

JANITORIAL and YARD – Facilities has worked with Fernando’s Janitorial Service to ensure that the janitorial service maintains the standards of service and cleanliness that St. James desires. The vegetation Yard service has restored much of the maintenance standards by trimming, cutting, and shaping hedges, ivy, and other vegetation next to the buildings of our campus. Fernando’s work typically is on Friday/Saturday night/morning.

If the work performance is not satisfactory, please let us know so that we can deal with it.

THERMOSTATS and TIMERS – With the end of Daylight saving time AND the start of winter weather, the thermostats all needed resetting of time and of controlling temperatures. Al Casas has worked to reset all thermostats to accommodate the time and temperature needs of the Church and the various groups utilizing our facilities. The loss of power during the Little Church repair has affected the timing controls on automatic lighting, thermostats, and sprinkler controls, We are working to correct problems and replace batteries when needed.

FURNACES – The filters to all furnaces were checked and cleaned or replaced when necessary.

RESTROOM VENTILATION – The Vent fan in the ladies restroom of the Church had to be replaced

LITTLE CHURCH pew – The back pew in the Little Church was found to be broken and unsafe to use. The pew has been pulled from service and will be repaired.

Respectfully submitted
Al Casas and Bud Spalding

- Our yard specialist is coming to the work party tomorrow, and he will look at the sprinkler controls.

Faith Formation Report
November 14, 2013

Plans for **Adult Faith Formation** for the Fall:

Attached is the Fall 2013/Spring 2014 Faith Formation Calendar:

Children, Teen and Family Ministry:

The report by our CTF Coordinator, Stephanie Green, has been presented separately.

Alison Saichek
Faith Formation

		FAITH FORMATION FALL 2013		AS OF 11/13/13	NEXT MEETING DEC 2, 2013	
DATE	SUNDAY	FAITH FORMATION SUBJECT	IN CHARGE	PRESENTER	MORE REMARKS	EXTRA REMARKS
9/1/13	PENTECOST 14	Faith - What are you going to do with yours?	BRUCE	Ken Trant		Labor Day Weekend
9/8/13	PENTECOST 15	DIOCESAN RESOLUTIONS	EJ	EJ		Flatlanders
9/15/13	PENTECOST 16	Brother Thay	Bruce	Bruce		
9/22/13	PENTECOST 17	Feminist Mysticism and Images of God	JANET	Janet		
9/29/13	PENTECOST 18	OBEDIENCE IN ACTION	JEANNE	Jeanne		
10/6/13	PENTECOST 19	All Parish Retreat - No Class				Retreat on 10/5
10/13/13	PENTECOST 20	ANIMATE FAITH GOD	EJ	Bruce		
10/20/13	PENTECOST 21	ANIMATE FAITH RELIGION	EJ	EJ		
10/27/13	PENTECOST 22	ANIMATE FAITH JESUS	EJ	EJ		
11/3/13	PENTECOST 23	ANIMATE FAITH SALVATION	EJ	Janet	Daylight Savings Ends	ALL SAINTS SUNDAY
11/10/13	PENTECOST 24	ANIMATE FAITH CROSS	EJ	Janet		VETERANS DAY Monday
11/17/13	PENTECOST 25	ANIMATE FAITH BIBLE	EJ	EJ		
11/24/13	CHRIST THE KING	ANIMATE FAITH CHURCH	EJ	Janet		
12/1/13	ADVENT 1	No Classes - Lessons and Carols				Thanksgiving Weekend
12/8/13	ADVENT 2	Vestry Class - Part II	EJ	EJ, Dave N., Al C., Elizabeth H.		
12/15/13	ADVENT 3	Movie - Chain of Love	Stephanie	NEED SOMEONE		International Migrants Day Dec. 18
12/22/13	ADVENT 4	Chain of Love - Discussion	Stephanie	Stephanie		
12/29/13	CHRISTMAS 1	NO CLASSES				

12/8/13	5:00 PM	Las Posadas	John Maloney	John Maloney	Parish Life	
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**Report to the Vestry for November 14, 2013
Children's, Teen and Family Ministries**

Nursery

Nonie has returned to work following recovery from surgery. She is undergoing a six-week regime of chemotherapy. I have arranged volunteer, back-up Nursery care for November 17-December 8 in the event that Nonie is too weak to come to work on a Sunday morning.

Sunday School Learning

1) We concluded our learning about St. Francis (as part of the “Young and Called” series) with a story from a children’s book, *Brother Sun, Sister Moon*, about Francis making the first crèche for Christmas Eve. The Dohertys led the lesson and craft for the day. The introduction of the historical origin of the crèche was designed to help prepare the children for their own creation of a crèche our Christmas Eve service at St. James’. (October 20, 2013)

2) In two different lessons (October 27 and November 10) I emphasized circles of gathering around the Eucharistic table where “Jesus is with us in the bread and the wine” to introduce the children to the feast of All Saints (the faithful gathered around the table through the centuries) and the ministry of Sacred Space (where the faithful—many without homes and--gather around the table in a park). The table image is linked to our learning about discipleship and Jesus’ instructions, “Feed my sheep,” from our Day of Discipleship St. James’ retreat (October 5).

3) Children wore costumes to church for Halloween (October 27) and I attempted an explanation of the origins of Halloween as the Eve of All Saints. Maybe not the most effective lesson I have done, given all the excitement around the costumes, the exuberance of Halloween celebration and the general obscurity of All Saints in public (even church!) culture. Next year I think that I might have more success with linking Halloween to All Souls and the Day of the Dead—all of which evolved from All Saints. The festive mood of Halloween in contemporary American culture is perhaps closer to the good will of Day of the Dead (Día de los Muertos) ; many children receive education about Day of the Dead in their public schools. The children brought great energy—and festive color!—into the sanctuary as they came forward to share “who they were for Halloween” and to receive a blessing for their own celebrations in their neighborhoods, at school, and at home.

4) Brian Cochran led the children in a lesson on Baptism on All Saints Day (Nov. 3) in preparation for the children’s attendance at the baptisms in the worship service.

5) We look forward to concluding our “Young and Called” series with stories about David through the end of November in conjunction with the Stewardship Event and Ingathering. In Advent we will follow the Godly Play lessons which will also prepare the children for their ministry within the Christmas Eve service. I plan to design lessons roughly following the Revised Common Lectionary through Epiphany, Lent, and Easter with specific themes for each season.

Sunday School Service Learning

1) The children baked cookies with their families, proudly brought them to church, and bundled them for sharing at Sacred Space on November 10. I coordinated the event with the Ramsamy family who prepared a hot lunch that day. Laura Winter, who ministers

regularly with Sacred Space, joined us to answer the children's questions and help prepare the 52 bags of cookies. (Liam and I contributed two batches of cookies and home-made frosting for the day.)

2) The children will be collecting socks, hats, and gloves in continuing service to Sacred Space through December 1. The children understand the importance of helping others keep warm and answered readily to this call for warm items both from Raelene Ramsamy and the Rev. John Trubina, Director and Founder of Sacred Space. The personal and direct collection of the items during the Offertory is designed to enact a continuity of care between the members of St. James' and Sacred Space (mediated by the children) and to communicate the connection between provision of warmth and our shared Table Fellowship in Christ.

St. J Youth

1) I met with three youth on October 27 to share the origins of All Saints with the rededication of the Pantheon and explore with them the development of All Hallows' Eve (and our contemporary Halloween) from there. Our conversation also included get-to-know you time.

2) Youth Leaders Jan and Mike Scrutton facilitated the meeting of St. J Youth on November 10. The Rev. John Trubina and Tracy Brown, Secretary to the Board of Advisor for Sacred Space, met with St. J Youth to share the story of Sacred Space and discuss issues of homelessness, both personal and social. The liveliness of the discussion took everyone to 9:00 pm! Deacon John led evening prayer to conclude.

3) I will meet with the Youth for Sunday Morning Faith Formation on November 24 to reflect with the Youth upon their meeting with the leaders of Sacred Space and discuss that ministry in conjunction with the San Francisco Night Ministry and the Lifebuoy Friendship Hospital, a floating hospital designed to serve communities residing on eroding river banks in Bangladesh. We will explore the ways in which all three ministries/organizations are centered on ethics of friendship.

4) In November and December the Youth will be collecting personal toiletries for victims of human trafficking in connection with the faith-based organization, Love Never Fails. The Youth project helps us, as a parish, look toward further education and engagement with issues of human trafficking which is encouraged through the recent Diocesan Resolution on Peace, Justice, and the Environment for 2014. See [http://www.diocal.org/sites/default/files/media/PDF%20Docs/2013-10-29 Certified Resolutions.pdf](http://www.diocal.org/sites/default/files/media/PDF%20Docs/2013-10-29%20Certified%20Resolutions.pdf) for full text. St. J Youth Leaders Mike and Jan Scrutton are overseeing the collection project with the Youth.

Liturgy and Sacraments

1) Assisted the Rector in preparing Adam Locher and Gabrielle Perez for baptism by introducing the elements of baptism and their meanings.

2) Obtained fresh chrism from Charles Shipley, Verger of Grace Cathedral, and enjoyed a brief lesson with Olivia Nabukeera (age 8) on the making of chrism (using spices dating from 1966!) in the sacristy at Grace. Mike and Tom Scrutton delivered the chrism back to St. James'.

3) Attended Confirmation, Receptions, and Affirmations of Baptismal Vows at Grace Cathedral on November 2 to celebrate the Reception into the Episcopal Church of Lauren Doherty, Bob Doherty, and Adrienne Farrell, all of whom exercise significant ministry with and for the children of our parish. Recruited Amos Muwonge and Olivia Nabukeera to carry the St. James' banner which Mike and Tom Scrutton kindly brought to Grace.

4) Wrote an article for the November *Window* on the ecclesiology of Reception and the Dohertys' and Adrienne's reasons and hopes for making a new commitment to life in Christ within the Episcopal Church and at St. James'.

5) Preached at 8:00 and 10:30 am on All Saints Day and assisted with the baptism of four members of our parish.

Fellowship

1) Organized an intergenerational trip to Joan's Farm and Pumpkin Patch in Livermore on October 19. Twenty-six people from seven different extended families (with friends!) attended. Age range: Less than one year to mid-70s (?).

2) *A Day in the City*: Met Amos Muwonge and Olivia Nakeera (age 8) to ride the cable car up past China Town to Nob Hill on the day of Confirmations, etc. at Grace Cathedral. Guided them on a tour of Grace Cathedral before the service. Took them around the Fairmont Hotel to see the gardens and then down Powell St. past Union Square on the way to lunch and BART. It was Amos's and Olivia's first time to visit those portions of the city. Olivia gave generously from her pocket money to street performers along the way. There's a sermon in there somewhere!

3) Organized materials for Advent wreath making on December 1 with assistance of Lori Walton and Dave Nelsen.

Family Faith Formation

I am currently working with Bruce Roberts and members of the Faith Formation Committee to offer the film, *Chain of Love* (<http://icarusfilms.com/new2002/chain.html>) during the Faith Formation hour on December 15 in observance of International Migrant Workers Day on December 18. Parents of young children are specially invited to attend (after having expressed great interest!). There will be a separate children's program offered in the same hour which will include card and ornament-making for children in Haiti (a project sponsored by St. Mark's, Palo Alto, and introduced by the Rev. Lori Walton) as well as free play. Formal and informal opportunities for discussion of the film will follow on December 22. The event is designed as a pilot for future Family Faith Formation occasions in the coming year.

Stewardship

1) I had the opportunity to speak for an hour with Gail Blalock, Chair of the Stewardship Committee, about the upcoming Stewardship Event (and to read the play!) as well as learn some of the history of stewardship at St. James' in the past. I am in conversation with Gail and Lori about increasing families' and children's understanding and engagement with stewardship.

2) Lynn Locher provided me with a thorough introduction to budget line items and special interest accounts relevant to Children', Teen and Family Ministries.

Pastoral Care

Conversation/Communication with parishioners from three households regarding significant life events.

Communications

- 1) Regular writing of announcements for weekly emailed newsletter and Sunday bulletin.
- 2) Window article for November (see above).
- 3) Phone calls and emails to families in preparation for Stewardship Event and Advent and Christmas offerings at the church.

Meetings

Attended weekly organizational meetings with the Rector and monthly meeting with the Rector and Deacon for reflection on liturgy, sacramental ministries and pastoral care.

Changes in attendance

Gabrielle Perez and Dwight Osha have begun attending Sunday School regularly; prior to the months of October/November they consistently remained with their parents in worship. A new family has arrived: Jay and John, with son, John Michael (age 9). They will be attending the Stewardship Event. Please welcome them!

Respectfully submitted,
The Rev. Stephanie M. Green

Cluster Report
Parish Life – November 2013

Submitted by: Bob Bynum, Ralph Locher

Goals for 2013

A. On-going

a. Continue support in the following area:

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

Past Month's Activities: None to report.

Projects & Activities - Updates

- **Coffee hour:** During her absence, Sandra Motley told us that she did not hear any complaints so all must have gone okay. Bob and I will have to continue to encourage people to sign up for bringing in refreshments.

Upcoming Events

- **Las Posadas:** Will assist John Maloney as needed.

Social Ministries and Congregational Care – November 2013
Submitted by Bev Mosier

Abode Foster Youth:

In support of the foster youths, Abode Services established My First Home Warming Program in mid 2012 specifically tied to getting foster youths into permanent housing and provide services needed to keep their independence. The first youth was a young woman with a baby who moved in late June. Since that time 8 more youths have been entered into the system and it's been the help of all the churches that this program has succeeded. This program alone takes a lot of coordinating of new items since these youths have nothing to start with. Abode Services provides new mattresses for them and it's a key element along with new household items from the churches to start a new home for the youths.

Abode Homewarming:

The support among the parishioners at St James' has been great and our storage unit on site is filled with donated items to help families move into apartments and homes. The families we've supported along with the other 14 churches have done well and most have moved out of the program. The program is designed to provide financial support for 12 months and the goal to have them out on their own between 12 - 18 months. Our biggest challenge is to find affordable housing units and the high demand for rentals has been a stumbling block for some. Higher financial assistance is needed to move in and more churches are pooling their resources to make it happen.

In November we expect to move in 2 families, one being a male veteran who is employed part-time and the second is a husband and wife with kids 10, 11 and 13. St James' will be reaching out to our partner church Harbor Light to help get these families into permanent housing. If you have any questions, feel free to call Gregg Feeney [510-795-1870](tel:510-795-1870), or email, dgfeeney@comcast.net and Scott Whitaker [510-797-2125](tel:510-797-2125), or email straightrail1@yahoo.com for additional information.

Abode Shoes: Payless Gift Cards:

\$440 in Payless gift cards from St. James parishioners were delivered to the Abode Services office in September. Additional donations of \$467 were received after that delivery, so

additional gift cards were delivered to Abode Services later in October.

Centerville Presbyterian Church Free Dinners: Centerville free dining room has been serving dinner to the needy on Tuesdays and Thursdays since 1998. I cook the 3rd Tuesday of each month and at the present time I think I'm the only volunteer from St. James.. We prepare 200-300 meals each time. The entire program is run on donations and volunteers. Donations are always needed. Jan Pearson

Deaf Ministry: Bill Mosier brought Eucharist to an elderly Deaf Episcopalian couple in Berkeley. He continues his ministry at Fremont Oaks Gardens.

Lead Team Report – November 2013

1. Attended (or watched the recording of) the Episcopal Church Foundation's seminar on the "[Basics of Parish Finance](#)". Met as a lead team to discuss how we measure up to the Best Practices discussed.
2. Preparations for the 2014 Budget, including generation of reports by the Treasurer on 2013 spending and preparation of a form by the Junior Warden.
3. Discussed revisions to the Facility Use Agreement, to be proposed at the November Vestry Meeting.
4. Received a request from a Saturday night NA group for a regular use of space on campus.
5. Compiled final version of the Vestry Survey Feedback.
6. Met as a lead team to discuss feedback from and the brainstorming held at the Parish Retreat. The Senior Warden wrote an article for the November issue of The Window describing our initial findings.
7. Reviewed statistics from the Diocese on Stewardship trends, comparing St. James' to the rest of the Diocese.
8. Work on the 2013 Pledge Campaign continues:
 - a. A letter from the rector along with a pledge card was mailed early November.
 - b. Dinner and a musical featuring the original title, "St. James' First Thanksgiving" on November 16.
 - c. A Stewardship Sermon on November 17, given by Brian Cochran.
 - d. An ingathering of pledges on Christ the King Sunday, November 24.
9. Participated in the review of November Newsletter.

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

Rector's Report
Vestry Meeting, November 14, 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 Bev Mosier, seconded by Ralph Locher. Motion approved.

Janet Fischer led Compline.

Respectfully submitted,

Elizabeth Hart
Clerk of the Vestry