

St. James' Vestry Meeting Minutes

Thursday, December 9, 2010

In attendance: Molly Lubwama, Charlie Paratore, Dean Valentine, Scott Kennedy, Andy MacRae, Stephen Ferro, Jan Brandt, Greg Scheuffele, Jan Scrutton, Rev. Lori Walton, and Mary Casas.

Absent: Penny Trant, Brad Hoffman, Laura Winter, and Elizabeth Hart.

Lori called the meeting to order at 7pm. Dean led opening prayer by reading a passage from the Gospel of Matthew.

The minutes of the November 11, 2010 vestry meeting were approved as presented.

Calendar

December 19th: greening of the two churches.

January 15th: Lori's installation as Rector of St. James' 11am-2pm.

January 17th: John McCutcheon concert 7:30pm

February 6th: Annual Budget and Endowment Meeting 9:15am

February 12th: Vestry Day at Grace Cathedral.

February 13th: Annual Meeting, following single service at 10am

February 25th: Vestry dinner, off campus

February 26th: Vestry Retreat at Presentation Center in Los Gatos.

Presentation was made by the Endowment Board Chairperson, Dave Nelsen. Dave will give the presentation to the congregation at the Budget/Endowment meeting on Feb. 6th.

Christmas Bonuses

\$50.00 bonus gift cards were proposed for Art Gallardo, Katherine LaRose, and Aimee Garza.

\$25.00 bonus for Suzanne David. Target gift cards were suggested or some similar retail, to be decided by Lead Team. Motion was made, motion was passed by vestry vote.

Cluster Reports

Parish Life - as submitted

Worship and Christian Formation - as submitted

Social Ministries and Congregational Care - as submitted

Communication and Evangelism - An advertisement regarding Christmas service times was taken out with Tri-City Voice for \$42.00. The Ad runs for 2 weeks, printed on Tuesday Dec. 14th and 21st. Spoke with Patricia Carrol at St Claire's regarding Church Directory, no decision has been made yet.

Facilities - as submitted

Vestry approved via an email vote, the repair of a broken water pipe.

Lead Team - as submitted

Annual Report - review last years reports (you can view on website), under each cluster. Ask each group in your cluster to write a report. All reports are due Jan 9th.

Financial Report

Starting January 2011 the flower/sanctuary candle donations will no longer be in Altar Guild SI but will remain in the Operating Fund.

January 4, 2011 is the deadline for all reimbursements.

Jan Scrutton will send an email to congregation requesting group reports and reimbursement requests, by the end of 2010.

Draft #2 Budget for 2011 was presented

Housing Allowance

Annually each December, the Rector is required to stipulate and the Vestry resolves by motion what portion of the rector's annual salary they wish to be declared as housing allowance. Lori has declared \$23,000 as housing allowance.

Lori presented a Historic Stewardship Trends @ St. James vs. Diocesan Averages

Rector's Report

Met with Worship Committee

Rev. Jim McCleod will assist at 7pm Christmas Eve service

Rev. Karin White will assist at 11pm Christmas Eve service

Christmas banner will be hung on December 12th. (one Christmas banner can not be found)

Aimee Garza will be working on weekly projected service for big church.

Pastoral care: Lori visited two parishioners, one in the hospital and one recovering at home.

Lori met with Dave Nelsen, re: Endowment Committee.

Lori opened a checking account for the Rector's discretionary fund.

Adult Faith Formation, John Maloney has stepped down from chairing FF. Lori is looking for a new chairperson.

Lori is looking at ways to divide the yahoo group into a weekly email group and a special announcement group in which member can unsubscribe.

St. James' is not on Bishop Marc's visitation schedule for 2011.

Three new families have been attending services at St. James'.

Lori will set up a welcoming and moving forward, as part of the St James' community, packet.

Meeting closed with Compline, led by Lori.

Faithfully submitted,

Mary Casas, Jr. Warden

Cluster Reports

Worship and Christian Education Report:

A new organ for the Little church was purchased for \$4575 including disposal of the old. Installation is happening on Dec 13.

Advent wreaths making took place last weekend and 20 wreath were made.

Classes on the traditional Advent hymns are in progress, the first one was this Sunday. If you missed it, plan on attending the last one next Sunday during Faith Formation hour. The classes are centered around the history of the hymns and how they related to our lives.

Las Posadas celebration was this past Sunday. It was attended by about 75 parishioners and their families. Everyone had a great time. Music Entertainment was provided by 8th grade students from a San Jose school where John Maloney teaches music.

Lori met with the Eucharist Ministers and the Worship committee this month.

Greening of the church for Christmas is scheduled for Dec 19 beginning at 12 pm and includes a potluck. Please plan on joining us on that day; the more the merrier.

Altar Guild will have their annual breakfast get together on Saturday Dec 11, 2010 at 9 a.m.

Children's pageant and Carols will be at 4 pm on Christmas Eve, Dec 24. Please encourage the young people in your life to participate; they will love it. The Pageant will be followed by a family service at 7 pm and Eucharist with Carols at 10:30 pm.

There will be only one service on Christmas day at 10 a.m. and one service on December 26th at the same time.

Submitted by,

Laura and Molly

Parish Life Report for December Meeting Dated: December 6, 2010

Currently we have no events happening for December, but will help with other events as needed. We are looking to next year and how we can provide information to the new Parish Life Vestry members with current contacts and changes and the proposed calendar of events.

We are trying to revamp the kitchen supply inventory situation and see how to better purchase, for cost and quantity with the storage limitations, and also seeing if we can find additional or alternate storage area for what is now kept in the Parish Hall storage closet. This closet stores many things that could possibly be put in other spots and we are looking to see what might work best and see what space is available.

Respectfully submitted,

Penny Trant

Dean Valentine

Facilities

The new windows have been installed in the Big Church. We've gotten many compliments on how great they look! The contractor was Larsen Construction from Hayward. They were very professional throughout the entire process, and proved to be a good choice when selecting from the various bids.

We had a broken underground water supply pipe last week. Thanks to those of you who did vote for this sudden expenditure. Fortunately, it was repaired quickly and was not very expensive. If it had been beneath our new concrete, things would have been much worse!

The Canterbury Room lighting has been upgraded, and now provides much better lighting. This is part of our long range plan to improve conditions throughout the campus, and enabling us to become more "GREEN".

Smoke detectors have been installed in EB1.

The swamp cooler on the Parish Hall roof needs to be removed entirely, since we don't use it. The base it sits on is deteriorating and should be repaired if we leave the unit on the roof. We've gotten one bid for about \$1600 to remove it and re roof the area where it sits.

The old organ has been removed from the Little Church. The new organ is expected within a few weeks.

The work party this month is scheduled for Saturday the 20th. Please come lend a hand if you can.

Scott Kennedy/Facilities

Communication/Evangelism Report:

Greg is working on the publicity for the McCutcheon concert next month
Greg is looking into the newspaper advertising question for Christmas services
We are continuing to research the photo-directory. Greg is checking with other congregations to see what services they used and how they liked them.
Should have updates on the above at the meeting tonight.
Respectfully submitted,
Greg Scheuffele
Stephen Ferro

Lead Team Report - Dec 2010

The Senior Warden and Rector have interviewed and hired an Office Administrator.
The Vestry approved the hire of Aimee Garza via an email vote. The vestry met on November 18th for a Budget meeting. Each cluster reviewed and had input on the first draft Budget for 2011.
A Rector's Discretionary checking account was established.
A new group was added to our facility users. We now have a N/A Friday night group. They meet 10-11:30 pm.
faithfully submitted
Jan/Mary