

**St. James Episcopal Church
4620 California Street, San Francisco, CA
Minutes of the March 16th, 2014 Vestry Meeting**

Present: The Rev. John Kirkley, Carla Borsoi, Giselle Bosc, Doreen Canton, Petrina Grube, Noreen Huey, Bill Newlin, Elia Pochron, Eleanor Scott, Barbara Webb

Absent: Ullrich Schwertschlag

Parking Lot, Lunch and Scripture Reflection:

- Based on the Gospel of John 3:1-17 and John's Sermon, the Vestry broke into pairs and discussed the topic of Trust. Spirited conversation ensued.

Old Business:

Approve minutes of February 23, 2014 Vestry Meeting:

- Approved with changes: substitute "pairs" for "dyads" and include Mary Balmana as an attendee.

Pie /Passion Sunday -March 23rd:

- Vestry members will lead table conversation inviting people to share their passions, the things they care about most. John to e-mail suggested questions/comments to start conversation.
- John will tie sermon on the "Samaritan at the Well" to frame table conversation.
- Bill will present the final figures for 2013 Finances and 2014 Budget.
- E-mail reminder to be sent out about the meeting and sign-up to bring sweet or savory pie, child care available. Eleanor Scott to bring art supplies for the kids.
- Doreen to pass around a sign-up sheet to join the St. James Disaster Preparedness Committee and for participation in the March 29th Disaster Preparedness Workshop sponsored by the Diocese.
- John to share with the congregation the news of Katie Canton's resignation as Youth Minister; provide an update on the Solar Panel Project- bids in the process of being obtained, and promote Stewardship Committee and Leadership.

Fundraising Event:

- A Spring and Fall event to be planned to help reduce the budget deficit and build community. A Wine tasting/Art Sale/Raffle Fall event and Dinner Dance Spring event (with babysitting) suggested.
- John and Elia Pochron to meet to calendar and recruit a committee.

New Business

Meeting with SFOP/PICO: John Kirkley and Barbara Webb.

With the dissolution of the CLC, the Outreach/Social Justice ministry needs to be reformed. A possible avenue is with the San Francisco Organizing Project and Peninsula Interfaith Action "SFOP/PIA".

SFOP/PIA is a non-partisan coalition comprised primarily of congregations and schools advocating for healthcare, quality of life for Seniors, improvement of public schools, neighborhood safety, affordable housing, and immigration issues. SFO/PIA is a member of People Improving Communities through Organizing "PICO", a national and local network, dedicated to improving communities. PICO was founded by a Jesuit Priest in 1972.

- John Kirkley attended a meeting of clergy involved with SFOP/PIA and also met with Erika Katske, the Director, together with Barbara Webb and Anne Matthews.
- Neighborhood congregations already active in SFOP/PIA include Temple El-Emanuel, Star of the Sea, St. John the Evangelist and Sherith Israel.
- Established, diverse organization and Faith based involvement is taken very seriously.

- St. James' involvement in SFOP/PIA is a way to make a deeper connection to the Community.
- This is opportune time for St. James to consider joining with the disposition of the CLC and Board.
- Congregations who consider formally joining enter into a "Listening Campaign" to determine if it's a fit for their community outreach goals/mission.
- Anne Matthews has agreed to be the St. James liaison between the congregation and SFOP/PIA.
- The Vestry agreed to support moving into the Listening Phase of the process.

Leadership Recruitment

Youth Ministry.

- Katie Canton is resigning as the Youth Minister and leaving around the end of June, after the annual Mission Trip to the Bishop's Ranch.
- Katie informed the Youth today and they have requested to be included in the recruitment process for her replacement.
- The position currently requires 15 hours a week during the school year and 10 during the summer; however this is a good time to reassess the position and the budget. The goal is to have the new Youth Minister in place the end of August before school starts.
- The Diocese is a good source for possible candidates.
- Petrina Grubb advised the Christian Education Committee Meeting, scheduled for March 27th, will focus on the Youth Minister position and Katie's replacement. Parents of current members of the Youth Group will be invited.

Finance Commission

- Tom Matthews has stepped down as Finance Chair and Warren Wong has stepped up as the new Chair.
- Members of the Finance Commission are Warren Wong, Bill Newlin, Barbara Webb, Hap Rhodehamel, and Bill Newmeyer.
- Minutes of the Feb 6th Finance Commission Meeting attached.

Stewardship

- There is currently no Chair or Committee.
- Always one of the most difficult leadership roles to fill. Most of the discussion centered on how to best present the ministry (as a committee of 7 with varied roles) to encourage participation.
- The Stewardship Committee and leadership will be promoted at Pie Sunday meeting.

Marketing:

- John and Carla Borsoi have had an initial discussion and plan to meet in the near future.

Welcoming Committee:

- Mary Balmana and Noreen Huey to continue to Chair.

Newcomer List Review:

- The Vestry reviewed a list of Children in the database and recommended deletion of the "Active" column as it is misleading. The families may be active Pledgers, but the children not necessarily active/regular attendees.
- Updated Lists attached.

Parish Work Day: Doreen Canton, Junior Warden

- Doreen confirmed the next work day is set for April 12th, the day before Palm Sunday.
- A list of "To Do" items is in the process of being prepared.

Giselle Bosc: Proposed Donation to St. James:

- Giselle needs to move out of her house as soon as possible so it can be painted and staged to sell, and she is looking for help from St. James to organize and box in exchange for making a donation to St. James.
- The weekend of March 29th was determined to be the best time. She and Eleanor Scott plan to meet this week to discuss details/organizing.

Financial Report: Bill Newlin, Treasurer

- Expenditures are more on an “even keel” than last year.
- The transition of the checking account from First Republic to Union Bank almost complete.
- \$10K transfer from Endowment to Building Fund in process.
- Plate is down vs budget due to two main reasons: attendance is down and any donations put into envelopes with Parishioners name, goes to Pledge unless otherwise noted.
- \$2,600 noted under Clergy Expenses is a Pension payment.
- Richard Fowler Estate made a \$2,000 donation to St. James; \$1,000 to the Operating Fund and a \$1,000 to the Discretionary Fund.
- Elia Pochron’s mother also made a generous donation.
- With the donation from the Fowler Estate, the Discretionary Fund has a balance of \$1,300 sufficient for 2014, and John suggested the \$150 per month payment to the Discretionary Fund be suspended.

The Vestry voted unanimously to suspend the \$150 per month payment to the Discretionary Fund until further notice.

- Pledges Receivable has been updated and edited.
- When a pledge payment is booked, QuickBooks currently defaults to any outstanding pledges from previous years. QuickBooks is to be corrected so it defaults to the current years pledge unless otherwise specified, so a more accurate accounting of current year pledges is presented.
- CLC Board met on March 9th and formally voted to dissolve the entity. The use of the remaining funds will be for outreach projects as per the charter of the CLC. The paperwork is in process and once the Secretary of State agrees to the dissolution, the funds will be transferred to Reserve account, to be renamed to Outreach Fund. The Vestry to approve the use of funds going forward.
- The 2012 Audit by the Diocese noted the records of the Church to be complete and in good order. Item C of the Report noted a payroll liability item posted to the Balance Sheet should be researched. The bookkeeper will be asked to investigate.
- Feb 2014 Balance Sheet and Profit and Loss Statements and 2012 Audit Report attached.

Other Items:

- Reminder of Lenten Series Wednesday Evening 7-8:30 pm
- Lenten Challenge-Bethany coordinating
- The schedule of Holy Week services reviewed

Review of Prayer Buddies:

In general, vestry members felt the experience of having a buddy was positive. Daily or frequent check in with buddy is not expected; the mindfulness and intent to hold our buddy in prayer during the day was felt to be more important than frequency of contact.

April Prayer Buddy Pairings:

Eleanor+Bill
Petrina + Mary
Doreen+ Noreen
John + Elia
Giselle +Carla
Barbara + Ullrich+Helen

Meeting concluded in prayer led by The Rev John Kirkley.

Respectfully submitted,
Helen Lantz
Clerk of the Vestry

Attachments:

