

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

Present: Rev. John Kirkley, Mary Balmana, Carla Borsoi, Doreen Canton, Noreen Huey, Bill Newlin, Elia Pochron, Ullrich Schwertschlag, Barbara Webb

Absent: Petrina Grube, Eleanor Scott

Bethany's Send Off Party!

Old Business

Approve minutes of October 2014 Vestry Meeting: John Kirkley

- Approved unanimously as submitted.

Stewardship Update. John Kirkley

- 38 Pledges received to date for a total of \$101K
- Last year at this time 48 pledges had been received. Expecting a total of 100 pledges
- A reminder e-mail to go out next week followed by phone calls in December.

Fall Fundraiser. Doreen Canton and Elia Pochron

- "Meet The Artist" Fundraiser was very successful and well attended. Great exposure for the artists and for St. James as a welcoming, caring community.
- The church was transformed beautifully and configuration worked well to display the art, ceramics and jewelry and food and drink.
- Kudos to Elia for a tremendous job of organizing the event and bringing the community to St. James.
- Numbers are not final, but an estimated \$2500 was made after expenses.
- Special Thank You to Erazm and Eleanor Scott, Charles Neal for wine donation, and Mary and Virginia for food donation, and DJ Brandon donating his time.
- Lessons Learned:
 - Need to improve on the logistics and administrative aspects. Ensure there is a committee with someone committed to every aspect of the event.
 - Need more volunteers for Clean-up
 - Draw from the community; possibly display local art in the nave seasonally, consider asking Shores, a Performance Artist, to perform during Easter Season, incorporate children's art at the next event.
 - Make St. James the place they want to come to

Nominating Committee. Barbara Webb

- Mary Balmana and David Differding and Deborah Hull, Alternate as candidates for the Deanery
- Ed Wilcox, Peter Krag, and Brad Drada as candidates for the Vestry
- Elia, Mary, Giselle and Barbara rotating off as well as Treasurer, Bill Newlin.

New Business

Rector's Report. John Kirkley

- Henry Scarisbrick has agreed to be Treasurer and is meeting with Bill and Erazm next week.

- Two proposed resolutions were provided for Vestry review and consideration to submit to the Parish at the Annual Meeting in January.
 - 1) Re-Adopt the Inclusivity Resolution
 - 2) Move towards becoming a Member of SFOP. Have someone from a congregation who is already a member come and speak with the Vestry. The commitment will include a monetary one of \$1500-\$4000 plus a time commitment of 4-6 members of the Parish.

Comments are expected by the December Vestry Meeting.

- Barbara Webb continues to be involved in SFOP's Covenant of Care Project. The next meeting scheduled for Thursday November 20th will be held at St. James.
- John met with Fred about possible 3 to 4 month Sabbatical and Fred was very receptive and grateful and will propose a few dates. John will work with Canon Stephanie of the Diocese for funding and identify a committee of 3 to 4 Parishioners to work on resources for music and worship during Fred's absence,
- John is eligible for a 5 month sabbatical as of November 2015 which probably won't be taken until 2016. The Lily Foundation funds the grant up to \$50K, \$15K of which goes to the Church to provide for Clergy during the sabbatical. The plan for a 2016 sabbatical needs to be submitted by April 2015. John will need help from the parish in determining and writing the plan. Carol Overman has volunteered to help.

Junior Warden Report. Doreen Canton

- Need to reshift fire extinguishers in the entry so they are more visible and ensure there is one in the church.
- No update on new coffee maker. Eileen and Chris Korbuly are doing the research for replacement.
- Will co-ordinate with Erazm to set a date for a pre-Christmas Clean-Up,
- Disaster Preparedness Committee continues to focus on inventory with Mary O'Neal and Barbara Webb doing most of the work. Lu Canton is drafting a plan. The goal is to have the inventory and plan completed for presentation at Pie Sunday
- The next meeting for the Disaster Planning Committee is scheduled for Monday, November 17th.

Christian Education Report. John Kirkley

- An Advent Series is planned for the three Wednesday Evenings before Christmas
- Focus will be on the book "Prayer in the Cave of the Heart" by Cyprian Consiglio.

Welcome Committee Report. Noreen Huey and John Kirkley.

- 5 New Members will be officially welcomed on Sunday, November 23rd; Tracy Thomas, Christopher and Natalie Thomas, Virginia Marken, and Jennifer Burns
- We will also welcome the Rev. Gwen Buehrens as Priest Associate who will celebrate regularly with us two Sundays a month and also assist with pastoral care and preaching.
- Coffee Hour/Lunch, provided by the Vestry, will be in honor of the new members and Rev. Buehrens.

Financial Report: Bill Newlin

YTD January-October, 2014,

- Not much change from last month. Slippage on pledges received continues while better performance on expenses continues resulting in Net Income of \$6.8K vs Budget of (\$3.1K).
- Per the audit, working on accounting for pledge accruals appropriately year-on-year
- Need to ensure a prepaid 2015 Pledge of \$4500 is recorded correctly

2015 Budget-V3.0

- Nothing new in recent version which is expected to be adopted next month.

Approval of 2015 Clergy Housing Allowance.
The following resolution was approved unanimously
by the Vestry on November 16, 2014:

2015 Housing Allowance Resolution
St. James Episcopal Church

WHEREAS the Rev. John Lawrence Kirkley is employed as a minister of the Gospel by the Episcopal Church of St. James San Francisco which does provide a residence for him, but does not provide full cost of maintaining such residence: the Vestry of St. James resolves that of the total annual compensation of approximately \$65,982,40 to be paid to the Rev. John Lawrence Kirkley during the year 2015, \$5,000 is to be designated a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

Other Business

Calendaring:

- Annual Meeting the 2nd Sunday of January 11th, 2015
- Vestry Retreat Saturday January 24th. Place TBD
- January 25th Carole Jan Lee's 80th Birthday Party-St. James
- Moving Vestry Meetings from Sunday after 10 am Service to possibly 3/4th Monday of the month 6:30-8:30

Prayer Buddies:

Daily or frequent check in with buddy is not expected; the mindfulness and intent to hold our buddy in prayer during the day is felt to be more important than frequency of contact.

November Prayer Buddy Pairings:

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

Respectfully submitted,
Helen Lantz
Clerk of the Vestry

Attachments:

Food Schedule

	<u>Food</u>	<u>Set-Up</u>	<u>Clean-Up</u>
Dec 14	Doreen	Elia	Barbara