

St. James Episcopal Church
4620 California Street, San Francisco, CA
Minutes of the March 16th, 2015 Vestry Meeting

Present: Rev. John Kirkley, Doreen Canton, Brad Drda, Petrina Grube, Noreen Huey, Eleanor Scott, Kathleen Walker, Ed Wilcox

Absent: Carla Borsoi, Bill Newlin, Ullrich Schwertschlag

Dinner and Check-In

Approval of Agenda and minutes of February 12th, 2015 Minutes. John Kirkley

- Junior Warden, Brad Drda asked for discussion of specific projects for the upcoming Parish workday be added to the Agenda.
- The February Minutes were approved unanimously with no corrections.

Sr. Warden Report. Doreen Canton

Stewardship

- Received to date a total of \$184K in Pledges, approximately \$20K short of \$204K goal.
- 6-10 Pledges are still outstanding and will follow up with telephone calls.

Disaster Preparedness

- Lu Canton presented a comprehensive draft of the Disaster Preparedness Plan for St. James at Pie Sunday.
- Inventory of the Church completed thanks to the leadership and work of Mary O'Neal. Erazm with Helen's assistance is in the process of completing inventory for the office.
- Gwen Buehrens will be invited to the next meeting to assist in developing a list of Seniors who may need assistance.
- The St. James plan will be shared with Meg Bloomfield who is developing a plan for CCI. The Preschool has a plan in place, but needs to complete an Inventory.

St. Paul's Discipleship Group

- Doreen and Rose Scarff attended a workshop on Discipleship Groups at St. Paul's Episcopal Church, San Rafael on Saturday March 7th. Two more workshop sessions are offered March 21st and 28th.
- Discipleship Groups are small groups of 4/8 people structured to foster spiritual growth, generosity, working with the poor and to discern your call and the best use of your gifts. The groups start by saying aloud 7 vows/basic practices.
- St. Paul's has 5 Discipleship Groups totaling 30/40 people from various parishes meeting every two weeks.

Jr. Warden Report. Brad Drda

- Lytch gate repair in process. Erazm has scheduled a blacksmith to come assess the project.
- Brad and Erazm will work on getting bids for general electrical work for sconces, exterior lighting, etc. Courtney Harrison is pursuing alternatives for the sconces and will report back.
- In addition to general cleaning, Brad will consult with Ryszard Pochron and John Harrison about additional projects for the March 20th workday.
- Parish Workdays are scheduled March 20th, June 27th, September 26th and December 5th.
- Fr. John also noted a significant pigeon problem between the apartment/CCI building and adjacent property that needs to be addressed.
- Replacement of the partitions in the Women's Bathroom in the Parish Hall needs to be a priority.

Rector's Report. John Kirkley

St. James Preschool Update

- Attendance remains strong with one vacancy in the Pre-K class. For Fall of 2015, there are 47 applicants for 7-8 places in the 2/3's class.
- As of 12/31/2014, the Preschool had \$245K in cash reserves and \$148K in the checking account.
- The Annual Gala grossed \$90K with a net of \$70K.

- The 2015-16 Budget will be presented to the Vestry at the April meeting.
- Weekly chapel services continue.
- There has been some turnover in teachers, but the programs remain stable with Roger and Olivia at the helm.

Liturgical Planning

Holy Week

- Bulletin production and signing up volunteers for services in process.
- Holy Eucharist Monday and Tuesday, Tenebrae Wednesday, Maundy Thursday service and dinner, Good Friday services at Noon and 7 pm, The Great Vigil at 7 pm Saturday and 8 and 10 am services Easter Sunday.
- Harpist Amelia Roman will perform on Easter Sunday.
- The Youth will be in charge of the Easter Egg hunt in Mountain Lake Park after the 10 am service.
- Eleanor Scott volunteered to be in charge of Coffee Hour after 10 am Service in the Courtyard-weather permitting.

Fred's Sabbatical

- Scheduled for May 17- August 16th
- Still no word from the Diocese regarding financial help towards the sabbatical. Fr. John to continue to follow-up.
- Approaching musicians inside and outside of St. James to assist with music during Fred's sabbatical. Grant Paul will play the guitar 2/3 Sundays and have reached out to Brandon Mendiola about possible leads.
- Steve Dukes wants to hold a Clean and Sober Dance on a Saturday/Sunday afternoon (April 26th suggested date) and has offered to play for free at a later St. James event in exchange for our donation of the space. The Vestry was in favor.

Christian Formation

Youth Group

- The Chili Cook-Off was well attended by 50-60 and grossed \$305.
- The Ski trip is cancelled because appropriate affordable lodging couldn't be secured. Instead, Scott Golde and Chau Tai will host the youth at their home in Danville for an overnight the weekend of April 24-26th.
- The Youth Group Mission Trip to the Bishop's Ranch is scheduled for June 14-18th-Thursday to Sunday and will be led by Fr. John. A \$50 deposit is due by May 1st.

Adult Formation

- The Wednesday evening Lenten Series led by Eleanor Scott and Petrina Grube and Sunday Forums led by Fr. John were very well attended by 6-8 and 12-14 respectively.
- Rev. Gwen Buehrens will lead a small closed group of 7/8 for a 6-week series in April/May on Healing Grief and Loss.
- Police Captain Simon Silverman will speak this Sunday after the 10 am services as part of the monthly Richmond Perspective Series.

Parish Life

- A Pentecost BBQ in the Parish Courtyard is planned for May 24th
- The Parish Camping Trip is planned for June 19-21st at Memorial Park in San Mateo County and will feature a Western theme. Scott Golde is pursuing offering western themed activities such as horseback riding.
- Parish Retreat is scheduled for the weekend of November 6-8.
- The Parish Family Photos are in need of an update, a project to be pursued after Easter.

Congregational Renewal Task Force

- Carla Borsoi (Chair), Rev. John Kirkley, Blake Hallanan, Carol Overman, and Tracy Thomas are current members of the Task Force.
- A draft of the Sabbatical Proposal Narrative for the Eli Lily Grant for Fr. John's Sabbatical was presented to the Vestry for review.

Financial Report: Henry Scarisbrick

YTD Profit and Loss February 28th, 2015 and February 2015 Balance Sheet Balance Sheet

- Approximately \$45K in cash and \$189K in the Endowment Account. It should be noted, \$10K was transferred to the Building Fund and \$8K borrowed from the Endowment Fund for The Solar Project.
- Under Accounts Receivables, some of the older Pledge Receivables will be written off and collection of some of the more recent Pledge Receivables to be pursued.

Profit and Loss

- “Net/Net” on track with overall Budget as of the end of February.
- Line Item 1300-Memorials is over Budget due to recent deaths in the Parish and Category 1500 Special Events is below budget as this is primarily covered by Easter and Christmas and two special fundraising events.
- Expenses are running slightly high primarily because Diocesan Assessment continues to be paid while requested relief is pending approval.

Reallocation of Endowment Portfolio

- Once Henry Scarisbrick is added to the account, he will reallocate the funds in the portfolio.

Pie Sunday Presentation Debrief

- Overall excellent presentation with positive feedback from Parishioners.

Calendaring and Adjourn:

- First Parish Workday scheduled for Saturday March 20th
- Parish Dinners coordinated by Rebecca Wrangham are planned for this Spring. Sign-up sheets are in the Parish Hall.
- Kathleen Walker to host a baby shower for Sarah Montoya sometime in May. Probably a midafternoon event in the Parish Hall with the Youth Group included.
- The next Vestry Meeting is scheduled for April 20th.

Prayer Buddies: To be Continued ??

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.

Prayer Buddy Pairings:

To be continued at the April Vestry Meeting

Respectfully submitted,
Helen Lantz
Clerk of the Vestry

Attachments: