

St. James Episcopal Church
4620 California Street, San Francisco, CA
Minutes of the April 20th, 2015 Vestry Meeting

Present: Rev. John Kirkley, Doreen Canton, Carla Borsoi, Brad Drda, Petrina Grube, Noreen Huey, Ed Wilcox

Absent: Eleanor Scott, Bill Newlin, Ullrich Schwertschlag, Kathleen Walker

Dinner and Check-In

Approval of Agenda and minutes of March 16th, 2015 Minutes. John Kirkley

- Agenda Approved
- The March Minutes were approved unanimously with no corrections.

Sr. Warden Report. Doreen Canton

Pledge Campaign and Follow-Up

- No changes noted

St. James 125th Anniversary

- Possible off-site gala with tentative date of November 14th
- Doreen has put together a core committee to plan the event and will schedule first organizational meeting soon.
- Goal is to raise \$25K
- John Kirkley will approach Mary Moore Gaines and Peter Lawson to be Honorary Chairs.
- A smaller celebration is planned for St. James Day, Saturday July 25th with 11 AM church service followed by BBQ.

Jr. Warden Report. Doreen Canton for Brad Drda

- Lytch gate has been removed and in the process of being repaired.
- Bids for general electrical work for sconces, exterior lighting, etc. are pending.
- An \$18K anonymous donation was received to upgrade the bathrooms in the church office building. Courtney Harrison submitted several options. These were reviewed, decision made on best option for the Parish and next step is to secure bids. Several projects may be bundled (electrical/plumbing) to get better pricing. The goal is to have the project completed by the end of the year.

Rector's Report. John Kirkley

St. James Preschool Update

- 2015 Budget is more challenging than expected and in the process of revision.
- The need for stand-alone afternoon class is declining and the trend is back to 2 working parents needing either morning or afternoon childcare or both. Without the additional afternoon tuition income is down.
- The Preschool is pursuing several avenues to increase revenue.
 - Licensing has a space requirement that affects the the number of kids that can be on the premises at any given time, Roger has an idea of how he can increase both the internal and external space by sufficient footage to add one child for enrollment of 39.
 - Preschool offers a "2s" program, not offered by many other preschools, so to capitalize on existing program, expanding this program and increase afternoon extended care is under consideration. This would involve use of the Parish Hall as a classroom on a regular basis during the week. The church would have limited use of the Parish Hall during the week, but benefit by increase in rental income. The current lease would need to be renegotiated and the current space upgraded to meet licensing standards. Cost of upgrades possibly to be shared by Church and Preschool.
- The Preschool has enough reserves to get through this year without teacher layoffs. In the short term, they may not be using church space as much and this would mean lost revenue for the church.

Fred's Sabbatical

- Scheduled for May 17- August 16th
- Still no word from the Diocese regarding financial help towards the sabbatical, so Fr. John has approached musicians inside and outside of St. James to assist with music during Fred's' sabbatical.
- All but 4 Sundays are covered to date with only 2 paid Sundays. Steve Dukes will play the first Sunday in exchange for the use of the church space for the April 25th dance, Grant Paul will play the guitar 3 Sundays, Tomoko to play Pentecost Sunday and the last Sunday, and Amy Foote, a graduate of the SF Conservatory will play 3 Sundays in exchange for the use of church space for recital and practice time

Parish Life

- A Pentecost BBQ in the Parish Courtyard is planned for May 24th with live music.
- The Parish Camping Trip is planned for June 19-21st at Memorial Park in San Mateo County and will feature a Western theme. Limited sign-up so far.
- Petrina and Noreen are organizing an update of the Parish Family Photos. Parishioners will be asked to submit their own photos over the next 3 weeks and a photographer will be available after church on designated Sundays.

Congregational Renewal Task Force. Carla Borsoi

- Carla Borsoi (Chair), Rev. John Kirkley, Blake Hallanan, Carol Overman, and Tracy Thomas are current members of the Task Force.
- The Sabbatical Proposal Narrative for the Eli Lily Grant for Fr. John's Sabbatical has been submitted, It includes funding for John and for St. James to pay supply priests during the sabbatical. Expect to hear yes or no in August.
- The major focus of the Task Force has been data collection. They have conducted 6 interviews with individuals in the community, and have scheduled a number of Richmond Perspectives at James.
- A Parish Survey was submitted to the parish members and to date have received 40 responses.

Financial Report: Henry Scarisbrick

YTD Profit and Loss March 31st, 2015 and Marc 2015 Balance Sheet

Balance Sheet

- \$33.9K in cash
- \$191K in Endowment Fund

Profit and Loss

Income (cash basis)

- Cash flow is good.
- YTD Pledges = \$56K
- Line Item 1300 Memorials and 1720 Outreach exceed budget. Everything else in line with budget
- Doesn't include significant collections for Easter or past due pledges recently paid.

Expenses (accrual basis)

- Outreach is significantly exceeding budget, but everything else is in line with budget.

Diocesan Assessment Relief

- We are eligible for a 3rd year of assessment relief of \$8K. If not requested now, we have to wait another 3 years. So will request now based on a major tenant, the St. James Preschool, reducing use of space.

Reallocation of Endowment Portfolio

- Once Henry is added to the account, the funds in the portfolio will be reallocated.

Other Business. John Kirkley

- The Diocese is exploring the possibility of a Diocesan Capital Campaign, the first in over 60 years. There has been no substantial increase in endowment since the railroad days. Bishop Marc feels it's time to strike while the economy is good.
- The campaign totaling \$30MM includes, \$6MM for congregational endowment initiatives, \$3MM for environmental initiatives, \$3MM towards global initiatives, \$5MM to endow the position of Bishop, \$5MM for Episcopal Charities, \$6MM towards camps and conferences, and \$2MM towards a new Diocesan Center in Oakland.

Calendaring and Adjourn:

- Community Dance April 26th 1-4 pm
- Baptism 10 AM, April 26th
- May 24th - Pentecost. Youth led worship
- June 7th Journey Sunday to celebrate all graduates
- July 5th and August 16th John on vacation
- June 19th-20th Parish Camping trip
- July 25th, Feast of St. James special celebration of 125 years
- June 14th-18th Youth Group Mission Trip, Bishops Ranch led by John Kirkley
- The next Vestry Meeting is scheduled for May 18th.

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.

Prayer Buddy Pairings:

John and Brad

Ed and Harry

Petrina and Doreen

Noreen, Carla, Helen

Eleanor and Ulrich

Kathleen and Bill

Respectfully submitted,

Helen Lantz

Clerk of the Vestry

Attachments: