

**St. James Episcopal Church**  
**4620 California Street, San Francisco, CA**  
**Minutes of the September 30, 2015 Vestry Meeting**

Present: Rev. John Kirkley, Petrina Grube, Noreen Huey, Bill Newlin, Eleanor Scott, Ullrich Schwertschlag, Kathleen Walker, Ed Wilcox

Absent: Carla Borsoi, Doreen Canton, Brad Drda

**Dinner and Check-In**

**Approval of September 30th Agenda and minutes of August 26th, 2015 Minutes. John Kirkley**

- Agenda Approved
- The August Minutes were approved with the correction of spelling of Chris Korbuly's name.

**125<sup>th</sup> Anniversary Planning. John Kirkley and Eleanor Scott**

- \$42K raised towards goal of \$50K
- Wonderful to have Mary Moore and Peter involved. Peter preached in September and Mary Moore scheduled for October 18<sup>th</sup>.

**St. James 125<sup>th</sup> Anniversary- Offsite Gala**

- Invites went out early last week and will also be available Sundays. RSVPs starting to come in. Goal is to sell 120 tickets.
- Tickets are \$150 per and scholarships available.
- Mary Moore will attend and is reviewing invite list for completeness.
- Elia is working on centerpieces for the tables, Charlie Gregg to be auctioneer for live auction, live music for cocktail hour and Brandon to DJ after dinner.
- Have one vacation home for Live Auction; need 2/3 more big ticket items.

**Bouquets of Light: Eleanor Scott**

- Members of St. James and the community will gather between 2-5 pm on October 18<sup>th</sup> to interpret selected stain glass windows through floral arrangements. The floral arrangements will be available for sale and photos of the art will be put into a calendar for sale to raise money for the restoration of the stained glass windows.

**Jr. Warden Report. John Kirkley**

- Funds are available from the 125<sup>th</sup> Anniversary Fundraising Campaign to upgrade the bathrooms and repair some of the stained glass windows.

**Christian Education. Petrina Grube**

**Adult Education**

- Sunday Forums continue with Richmond Blog speaker and Peter Lawson. Wednesday October 14<sup>th</sup> St. James is hosting a forum with St. Ignatius on Affordable Housing and the four ballot measures. Episcopal Church 101 (5 sessions) starts In October.
- Christian Ed Committee is convening October 7<sup>th</sup> at 7 pm. Petrina, Roger Wickstrom, Tracy Thomas, Ayana Moore and John Kirkley make up the committee.

**Godly Play.**

- First few sessions have gone well

**Youth.**

- Game night hosted by Kathleen Walker was a big success

- Middle Schoolers started confirmation. Candidates are Quincy Paul, Carolanne Ayers, Erica Cooper and Madeline Drda.

Petrina has taken on the task of asking people to sign up for various volunteer jobs available. Often people won't volunteer unless asked, so it's an important way to get and keep people involved. She stressed the need for someone to take this on a regular basis.

### **Rector's Report. John Kirkley**

#### **SFOP/PIA**

- Petrina Grube, Roger Wickstrom, Ayanna Moore, Barbara Webb, and Nancy Newmeyer have been involved and primarily working on affordable housing initiative. Went to City Hall with SFOP delegation and met with supervisors.
- John Kirkley has been involved with racism and criminal justice issues.
- As members of congregations are being evicted, SFOP is holding prayer vigils and have been effective.
- Working with new SFOP Organizer, Daniel English.

#### **Ecumenical Associate.**

- Ayanna Moore, an ordained United Church of Christ minister, has been attending St. James on a regular basis. She has preached, is involved with SFOP and Christian Ed and would like to make her role more formalized. The intent is to recognize her as a fellow ordained minister with focus on SFOP and preach from time to time.
- The motion to invite Ayanna Moore to be an Ecumenical Associate at St. James was approved unanimously by the Vestry.

#### **2016 Pledge Campaign**

- Blake Hallinan wrote a beautiful letter to be included in the Stewardship Packet.
- Guide to Giving along with other inserts will be ready to mail within the next few weeks.
- There is no functioning Stewardship Committee and new leadership/energy is needed for the campaign.
- Rebecca Wrangham is organizing fellowship dinners to be held throughout the year
- John expressed his concern with the loss of 19 pledge units and \$21K in 2014/2015. We gained 8 new pledges and approximately \$10K, reducing total pledges from 95 to 84. Anticipate losing 2 pledges this year and \$7K. May have more than 13 new pledges, but wouldn't count on more than 8. Based on his analysis of current pledges and anticipated for 2016, he would not support more than \$200K Budget.
- We need to focus on retention and building a new base.

#### **Pastoral and Program Updates.**

- John reported on various pastoral issues in the congregation
- Fred Goff returned from his 3 month Sabbatical the end of August. How to best use the \$500 available towards the music program is under discussion. Feedback on guest musicians over the summer has been very positive. Will definitely explore expanding the relationship with Amy Foote.
- Eleanor Scot noted she held her 50<sup>th</sup> Birthday party (Happy 50<sup>th</sup> Eleanor!) at St. James in September and what a great venue the church and Parish Hall is for parties. She stressed that St. James should actively market as a good source of extra income.

#### **Financial Report: Bill Newlin**

- Follow-up letter on status of Pledges have not gone out. This is a time consuming effort and there is no one to do it. The Treasurer does not have the time and Erazm has taken on numerous additional tasks and does not have time.
- In need of a volunteer to spend 1 hour a week/hours every other week to keep pledges up to date and generate quarterly updates, etc.

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#### **YTD Profit and Loss August 1- 31st, 2015 and July 2015 Balance Sheet Balance Sheet**

- \$15.7K in cash

- \$185K.2 in Endowment Fund
- \$50.1K in Building Fund

**Comments:**

- \$5K of \$125<sup>th</sup> Anniversary Funds go to Operating A/C
- Assessment Relief approved
- 2015 Pledges should catch up in 4<sup>th</sup> Quarter
- Cash Reserves are weak

**2016 Budget**

- First pass at the Budget
- \$16K deficit assumes \$200K in pledges
- Includes 3% increase in Salaries
- 3% increase in Preschool Lease however they are reducing usage of Parish Hall to Special Events
- 3% increase in CCI Rent. However CCI is transitioning from non-profit to for profit resulting in a significant increase in rent as well as a mild adverse effect on taxes St. James pays. Current rent is \$2,200 per month for 4 offices plus kitchen and bath. Initial indication is they want to retain the entire space. A rent survey will help determine asking rent for the space and status to be re-evaluated the first of 2016.

**Nominating Committee**

- Members consist of outgoing Vestry members Noreen Huey, Doreen Canton, Bill Newlin and Eleanor Scott
- In process of identifying people to talk to. Will report back at the October Vestry Meeting.

**Calendaring and Adjourn:**

- Going forward Vestry Meetings will be changed to Wednesday evenings at 7PM
  - October 28<sup>th</sup>
  - November 16<sup>th</sup> (Monday)
  - December 9<sup>th</sup>

Kathleen Walker gave the closing prayer.

**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.

Same Prayer Buddy Pairings Continue:

John and Helen  
 Ed and Ulrich  
 Petrina and Brad  
 Noreen and Eleanor  
 Carla and Kathleen  
 Doreen and Bill

Respectfully submitted,  
 Helen Lantz  
 Clerk of the Vestry

Attachments: