St. James Episcopal Church

4620 California Street, San Francisco, CA

Minutes of Vestry Meeting, April 27, 2016

Vestry members present: Petrina Grube, Ed Wilcox, Kathleen Walker, Carla Borsoi, Carol Overman, Brad Drda, Ullrich Schwertschlag, Ann Rieger-Matthews, Eleanor Scott, the Rev. John Kirkley.

The meeting started with an **Open Reflection** about sharing the multiple losses the community of St. James has experienced in recent weeks and months.

Financial Report

John opened the meeting with Allan LeBlanc's Financial Report, as Allan is out of town.

- Shortfall on pledges is worrisome.
- Rent on 4616 California Street will increase, as will pre-school rent.
- Seasonally, we can anticipate some space rentals for the April/May timeframe.
- In 'other revenue' in our investment portfolio, we have seen an increase of \$10,160.
- John believes we should consider pulling \$8,500 out of the investment portfolio to cover sabbatical priest costs.
- Financial Committee meets 5/14
- Allan has the 2014 audit, and it has been given a clean bill of health, with a few ledger entries remaining.
- Helen Lantz has entered all gifts and pledges for April, and by the end of the month, all the data regarding new contributions will be in the database. By early May, 1st quarter contributions will be ready and can be mailed.
- Starting May 1, we will be able to see Actuals vs. Budgeted.

Petrina Grube presented the Membership Committee Report.

- Petrina indicated that the planned 'Kids Bags' have been finished.
- Ministry areas have been cleaned up and organized with ministry preferences and sign up posters.
- Did a review of the 4/2 Family Brunch. 4 families were present, seemed to go well, people relaxed.
- Next new family event not yet planned, but perhaps aiming for some time in June.
- Covered the Ministry Fair, which kicked off Pie Sunday.

Carla Borsoi presented Parish Life Committee Report

- Elder Tea of 5/1 food will be 'tea sandwiches', Carla pitching in to help after RTSF.
- Carole Ann is going to be working with the kids in the Caldwell Room
- Will be a special blessing during the service and a maypole in the courtyard following!
- Tablecloths, real china and flowers are palled for 80 guests
- Extended child care available
- Serving Yorkshire Gold Tea
- John Kirkley met with Eleanor Scott and Tracey Thomas recently. Plan to re-vamp coffee hour, clean, re-organize the kitchen and pantry, as well as lay in some basic supplies.
- Committee also drawing up a 'job description' of coffee hour prep to aid volunteers on on-going basis.
- One member of the Committee will take turns monitoring sign ups.
- No parish camping trip planned for this summer. Looking at securing a date for next year.
- Committee working on the in-home, shared meals program.

Stewardship Committee

• Several people have expressed interest in joining the committee, including Robert Eldred, Gwen Buehrens, Doreen Canton and Sandra Dratler.

Ann Rieger-Matthews presented the Senior Warden's Report

- Presented a calendar review.
- May 1 is Tea; May 7 is Richard Matthews' service.
- May 22 fundraiser discussed.
- Picnic following the May 22nd 10 am service picnic basket fundraiser, 'Mind the Gap.' Individual committees may create their own baskets, and congregation will be encouraged to make a themed picnic basket theme. Charlie Gregg to auction.

John Kirkley presented the Rector's Report.

- John indicated that the Rev. Jim Ward has been chosen by the Sabbatical Planning Task Force as the Sabbatical Priest. This was confirmed by vote of the Vestry. He will cover Sundays from mid August through October, plus one week day.
- Goal is for Jim to support the Stewardship committee, share his best practices for successful campaigns and pledging.
- Priest associates will be on call for pastoral care during John's sabbatical.
- Letter will be crafted by John Kirkley and Ann to distribute to parish.
- Discussed the role of the bookkeeper.
- John indicated that the Worship Committee and Christian Ed needs an initial meeting.
- Karen Clopton will be chair of the Peace and Justice Committee.
- Roger is hosting a Property Committee meeting on 4/28.

• Discussed Youth Minister's role. Vestry voted to eliminate the position as of July 1, due to the size of the program and budget constraints.

The Vestry meeting closed with a prayer, calendaring confirmation of next meeting, (May 25) and adjournment.

Submitted by Carol Overman, Clerk