

Trinity Episcopal Cathedral

San Jose, California

Minutes of the Vestry

Regular Meeting

Thursday, April 17, 2008

ATTENDANCE: Very Rev. David Bird, Carol Stephen, Greg Calkins, Charles Key, Shane Patrick Connolly, Richard Cox, Rev. Zane Wilemon.

EXCUSED: Diana Miller, Heather Kepler, Mary English, George Duran

7:06 PM Meeting called to order by Sr. Warden Charles Key

VESTRY MINISTRY COORDINATORS

Coordinator Helper Clergy

Buildings & Grounds Richard Cox ? David Bird

Hospitality Mary English Shane Patrick Connolly Zane Wilemon

Stewardship Carol Heather Kepler David Bird

Outreach ? ? Lee Barford

Children's Programs (Diana Miller) ? David Bird

Worship Ministries Heather Kepler Carol David Bird

Communication ? ? Zane Wilemon

Parish Life Greg Calkins Carol Zane Wilemon

FINANCE – Notes provided in meeting handout to be posted to shared files.

Giving is trailing the \$230M rate of pledging, though pledges are up from original projections. Not yet to \$251M budgeted for pledges. Sidewalk will need to be repaired – about \$1M with Maintenance already running over budget. Utility Costs, Sudanese Outreach, Altar Flowers are areas that are over budget. Factors – major repairs on basement plumbing. Parish Events budget is exhausted.

Demand for paper instead of styrofoam cups, and while coffee hour budget expenditures are running behind plan, paper option can be considerably more costly per Mariette Franke. Referred

issue to Greg Calkins' committee on Parish Life. One idea suggested was to have 'owned' mugs for individuals.

Two new couples in database, plus Zane has list of new regulars who were not yet approached on stewardship.

ACTION ITEMS:

Paul Archambault to send letters to those pledging but behind on pledges.

Carol - Referred to Hospitality to develop approach for new people coming in to Trinity. Carol from Stewardship will coordinate with Hospitality.

Zane - Communications needs to provide new & adequate brochures for newcomers/visitors/inquisitors.

APPROVAL OF PAST MINUTES:

Motion to approve the February minutes was made by Shane Patrick Connolly, seconded by Charles Key.

Correction to Heather's name – change Prescott to Kepler in “Vestry Present” section.

Correction to Carol Stephen's name in Finance Committee section – should read 'Stephen', not 'Stephens'.

Passed by acclamation.

Motion to accept March Minutes – made by Carol Stephen, seconded by Shane Patrick Connolly.
Passed by acclamation.

RESOLUTION #2

Resolved, that George Duran, as a current officer of Trinity Cathedral (Jr. Warden), is authorized to be a signer on the Working Account. Moved by Carol Stephen, seconded by Charles Key.
Approved by acclamation.

VESTRY TRAINING

Presentation was placed by Charles Key in the Yahoo! shared group files for all to view. It was suggested that this be made a requirement for Vestry members either before *running* for Vestry or before *servicing* on Vestry.

Group spoke about the Grace of God and what it's like to be in the Grace of God – hand analogy used in training session was discussed. This part of presentation had a big impact. Also discussed - ministry, responsibilities, insurance, church management as a whole along with our connection with the Diocese.

PERSONNEL

Rosemary has agreed to take over personnel management for us. Two employees were requested to do self-evaluations that will be reviewed with the clergy and Rosemary and then reviewed with the personnel. Rev. Zane has a 6 month and 1 year evaluation. Vestry would like to have the Dean Bird & Rev. Zane report back on the results of Associate Priest's efforts. Rev. Zane would like to distribute the evaluation before the review meeting.

RESOLUTION #2

Resolved, that Trinity Cathedral shall use the most recent, approved edition of the Manual of Personnel Policies, Procedures, and Practices of the Diocese of El Camino Real as its standard for personnel management, with the understanding that where the manual refers to the 'Diocese' we will substitute the 'Cathedral Parish' and where the manual refers to the 'Bishop', we will substitute the 'Dean and Rector', where appropriate. Moved by Carol Stephen and seconded by Shane Patrick Connolly. Approved by acclamation.

NEW BUSINESS

Trinity Thursdays & liability issues were discussed. Carol Stephen suggests that we change the event name to omit 'Trinity' to prevent potential liability issues. She also encourages folks not to discuss formal church business at the events to further prevent liability issues. 'Thursday at O'Flaherty's' was suggested for the new name instead of 'Trinity Thursday at O'Flaherty's'.

For smoothing the flow of our 10:30am service, suggestions were made to move weekly Birthdays, Anniversaries, etc. to Monthly? Some objections voiced. Suggestion was made to have a Celebration's sign-up list, much like the prayer list and have the officiant read from the list vs. letting folks make their own announcements. It was further suggested that announcements be limited to events coming up within the week and any item(s) that were, for some reason, not printed in bulletin. Other suggestions were welcomed.

DISCUSSION:

Keep Birthdays & Anniversaries but LIMIT THIS to these particular celebrations only. Suggested communicating events better – referred to Communication committee. Use sign-up? Omit optional person-specific wording from Prayer of Celebration and replace with THEY as a matter of course?

RECOMMENDATIONS:

Change wording in Order of Service in celebration prayer to "THEY".

Vestry member in charge welcomes people, highlights events, and invites to coffee. Clergy welcomes & invites all to communion.

DISCUSSION:

Question – where does Lay Pastoral Ministry fit? Who is responsible?

Dean Bird has requested meeting with Guadalupe. Still awaiting response on date for meeting.

SENIOR WARDEN'S REPORT

Refer to written report. Highlights include:

Use Yahoo! group – communicate! Look at calendar, add files, post items.

Institutionalize our processes so each successive Vestry doesn't need to reinvent the wheel.

Keep spiritual aspect of the ministry in our thoughts.

We are now tracking weekly attendance and graphing performance.

Re-energize Vestry-in-Charge program. Shane to kick this off on Sunday.

ACTION ITEMS:

Timothy Roberts to photograph Vestry.

Charles to post Vestry page on the Trinity website.

Charles to find coordinator for Vestry-Member-in-Charge program.

Shane to make up checklist for Vestry-Member- in-Charge.

ALL – PRAY EVERY DAY! Set reminder in your PDA, calendar, Outlook, etc.

DISCUSSION:

Answering service failed to contact Dean on his cell phone upon news of a death in the Parish.

ACTION ITEM:

Dean to assign Heike to contact the service, express our displeasure at the failure, re-iterate service requirements and/or re-send contact protocols and phone numbers.

BANNER PERMIT REQUEST

Zane Wilemon met with Historic Preservation Committee members and discussed banners. Zane received permit application form.

ACTION ITEMS:

Vestry has authorized Zane to move the Episcopal Church Welcomes You sign on the Office Building and will move forward with placing 10 Minutes with God sign on the Office Building.

Dean Bird will approach Ed Janke to enlist his help in getting permit approval for large sign on the Bell Tower.

Vestry has authorized Zane to move forward with Historic Preservation Permit Adjustment Application.

Richard will scan site plans / scale drawings and get these to Zane for the permit package.

DISCUSSION – BUILDINGS & GROUNDS:

Richard Cox has presented comprehensive maintenance list to the Senior Warden for review.

Seismic securing of water heater in Great Hall is complete.

Steel posts near back stairs of Office Building have been removed and their ‘stumps’ ground down.

Dean Bird asked if thermostats can be installed so that heat doesn’t run indefinitely in the vesting room.

ACTION ITEM:

Dean Bird to provide Santiago’s contact information to Richard Cox. <COMPLETE>

Senior Warden to ask Heike to communicate to John to ensure upstairs Great Hall restrooms are checked for cleanliness before Sunday services.

Richard will look into possibility of a new thermostat for the heater in the vesting room.

ADJOURNED AT APPROX. 9:00 PM.

Respectfully submitted,

Shane Patrick Connolly, Member