

St. Ambrose Episcopal Church
Minutes of the Vestry Meeting

Wednesday March 24, 2021

Via Zoom

Present: Fr. Shane Scott-Hamblen , Hamilton Fong (2022), Raphael Gerber (2023), Shelley Keefe (2021), Alison LeBlanc (2021), Michael Lord (2023), Brenda Matsuo (2023), David McIntyre (2021), Valerie Mersh (2023), Jim Neubert (2022)

Absent: None

Guests: Sea Breeze School Principal – Jerelyn Weber, Youth Minister - Daniel Tate, Denise Obando, Transition Minister, Diocese of California

- I. Call to Order and Opening Prayer – Father Shane at 7:07 p.m.
- II. Check-in: Everyone is doing well and staying busy.

V. b. 3 Rector Search moved up to this location for Denise Obando’s chance to be excused as guest directly after her item on Agenda.

Shelley introduced that she has been discussing with Denise about a timeline of steps to follow in the coming months for the Rector search process. We need to appoint a Search Committee to develop a Parish Profile and also do the search process – not the Vestry. The Vestry will take the final 3 Candidates presented to us and then take over the interview process.

Shelley developed a proposed timeline that Denise made slightly longer based on experience.

April – Search committee appointed by Vestry. It can include one Vestry member (not a Warden).

Each Vestry member is supposed to submit to Shelley, by the 28th, their favored shortlist of six candidates from the Congregation. Shelley will tabulate the results and share with Vestry. Then outreach will begin to determine who accepts. Denise said no school board members who are not parishioners are allowed, but that the relationship with Jerelyn Weber and Sea Breeze School will be emphasized all along and choice of Search Committee candidates should bear this in mind as of high importance in the criteria.

May-August – The Search Committee, working with Fr. Shane and with Denise as a resource, writes the Parish Profile and OTM (Office of Transition Ministry) Portfolio based on information gathered from the Congregation. There will be congregational conversations about what brings us joy, where there are signs of vitality, our core values, the mission of St. Ambrose Church. Denise will review documents before submitting to Vestry for approval. Final documents are submitted to the Diocese to begin the candidate search.

Discussion included: Fr. Shane advised we include the El Buen Pastor Ministry in our Parish Profile. We also later discussed updating the church website with a designer Jerelyn has referred, Pro Weaver. Alison said she wants to form a subcommittee for this. Mike & Fr. Shane will be part of it. Others can pitch in. David said he would help, as

well if needed. This is a way to better represent our parish profile and values than we are doing today, so that we will be better served to the Rector Candidates who will investigate us. Shelley shared an example of a nice website of a church in Milford, MA. Ali said she would follow up on this and would keep in touch with our website person, Karin Patterson to ensure she is involved. During this website discussion, Mike reiterated that he wants to have his Finance Committee to get payments to church able to be done through the website. It was advised he collaborate with Andy, who is cautious about the concept.

September – Search is open for about one month.

October to December – Search Committee evaluates resumes, conducts 2 rounds of interviews and narrows the field down to 3 finalists to be presented to the Vestry and to the Bishop. The Search Committee has completed its work.

January – February – Vestry interviews finalists, invites them to conduct a service at St. Ambrose for the Vestry only. Finalists will meet with Bishop Marc. Once all interviews are over, Wardens meet with Bishop Marc, the Vestry deliberates, then calls the permanent Rector. Denise reminded us that Vestry has no part in any of the work of the Search Committee, in response to a question from Jim, so that there is no bias and impartiality & objectivity is maintained. We should have confidence in the process and in our fellow members of the church on the committee. She said we also have an excellent mentor in Fr. Shane, who understands how the process works and who has volunteered to help with the Parish Profile. She also said she'd be partnering with the Search Committee and advising the Vestry throughout. We thanked Denise, and she left at about 7:55 p.m.

III. Minutes of February 24th, 2021 Vestry Meeting – Approved with revision required MSC

A. Year should say 2021, not 2020.

B. Valerie was concerned that *I. Programs* did not include the Meditation Ministry.

Hamilton then emailed Jim after the Meeting. I will include the email in next Month's second review of my 2/24 Minutes. It follows:

We've received very positive responses for the Contemplative Meditation offering that is announced regularly in the Ambrosian and also in the Sunday Bulletin. Currently, 24 people have requested to be on our email list.

Tuesdays, we send out a weekly reminder with a link to join the Zoom session. Each session the attendance has ranged from 9-12 people per session.

We have a core group of around 8 people who show up regularly. Attendees include members and a couple non-members of the congregation who were invited by April. One of these non-member attendees has also started attending Bible study.

Fr. Shane has demonstrated for the group a range of contemplative experiences. We are fortunate that Fr. Shane can draw from his former monastic life. While we sit in meditation, he presents music or readings from psalms and scholars.

Minutes of March 17th, 2021 Special Vestry Meeting – Approved MSC

IV. Financial Reports – Michael Lord, Treasurer

- A. Mike said he was having trouble getting persons to join in the Finance Committee, but that he would keep trying.
- B. February Financial Statement
Approved, subject to audit, after some discussion. February was net gain, due to several pre-paid pledges for the year. Month looks good, no deficit.
- C. Year-To-Date Financial Statement
Approved, subject to audit, after some discussion. We're not much down, looking good for now.

V. Parish Reports / Old Business:

A. Rector's Report – Father Shane

- 1. Discussed water line rupture concern. (See later notes)
- 2. Meeting with Bishop, just prior to our meeting, said we cannot regather until June. Choir permitted with 12' distancing and masks on.
- 3. We can do an outdoor service for Easter Sunday, if we want to. Jerelyn said we can work around the water line rupture. Can have service where the pickleball court is. Can use the side gate for entry. Raphaelae endorsed doing service in the parking lot. Shelley asked about an outdoor service with a screen showing the indoor livestream production. Raphaelae then suggested booking the Ryan Park Amphitheatre for Easter – would be a good draw. It was agreed that we cannot do it 10 days from now. It was agreed by consent: Let's keep it indoors.
- 4. Holy Week: Same hours as planned before (7:30 p.m. for most, 10:00 a.m. for Palm Sunday & Easter). Easter Sunday should have many viewers due to SBS children participating via video recording.
- 5. Fr. Shane will send out the Bishop's Letter to congregation (no ingathering till June)

B. Senior Warden - Shelley

- 1. She did the announcement of Nilda's retirement from Vestry, thanks for her service & request for Spanish speaking translator for EBP Ministry. It will be in upcoming Ambrosian.
- 2. Long discussion about Vestry new member terms. Some wanted 1 or 2 year terms. Fr. Shane then said By-laws said it should be 3 years, so let's keep it that way and anyone can retire at any time they wish with no issues.
- 3. Rector Search – Special Guest Denise Obando, Transition Minister, Diocese of CA
SEE ABOVE – ITEM MOVED TO TOP OF AGENDA

C. Sea Breeze Report – Jerelyn –

- 1. Monday a little geyser erupted in the courtyard between the classroom buildings. It was a burst pipe from the original sprinkler system for the classroom buildings. It is urgently being fixed by R2 Construction. Foster City Water Dept. and Public Works were very helpful. Drawings could not be located, so finding the origin was very

difficult. An expert forensic company was called to help locate. Origin was found. Church Insurance Group will cover \$2500 for excavation, though end cost will be far higher. Bell Plumbing may have nicked the pipe in an earlier June sewer repair job. They acknowledged they would help cover cost if it was determined they caused it. Repair should take a week. Vital for school licensing to have working sprinklers.

2. Men's Room toilet also broke Monday; was fixed.
 3. Fr. Shane asked Clerk to record that Jerelyn should be congratulated for her hard work. We all think very highly of her, it is agreed.
 4. School teachers had a very satisfying & productive workshop recently.
 5. Summer & Fall Enrollment is way up, with a waiting list. Very positive.
 6. PPP Loan no. 2 is funded now. Very grateful for this.
 7. Childcare communication software "Pro Care" is new and working very well.
- D. Altar Guild – Shelley – Asked we read the Report, after Fr. Shane reminded us of the time.
- E. Buildings & Grounds – Jim – Same.
- F. Technology & Livestream – David – Same.
- G. Outreach – Jim –
1. The Multilingual EBP Zoom Meeting was very successful and meaningful to all who attended. We learned so much more about the hardships and lives of their church leaders and congregation. We made a commitment to continue the relationship, but made no specific plans. From our side, Nilda was very helpful and thoughtful.
 2. Alison and Jim (mostly Alison) presented the 4 I-pads to EBP at Good Shepherd, Belmont at 12:45 on Sunday 3/21. We worked on 4 different persons learning how to set up and get Wi-Fi onto their tablets. We took a few photos afterwards.
- H. Programs
1. Sea Breeze School – Brenda – Brenda reported she would do a Survey Monkey survey to the school parents. It will include questions that will serve the Parish Profile. She suggested any support from others would be welcomed. Alison said she would be available to collaborate. It is understood that Jerelyn would assist, as well.
 2. Meditation Group – Hamilton – Hamilton reported that it was going very well, a large number of attendees, and that Fr. Shane was such a good asset and leader. David McIntyre said that he created a Directory for Meditation Group and would provide DropBox link to Shelley.
- I. Youth & Family Ministry – Daniel –
1. Pizza Party was well attended.
 2. Zoom Meeting with church alumnus Karen Chee who's a writer for Seth Meyers late night TV is upcoming. There were very few interested Youth, but he was working on it. Someone asked if adults could attend and he (and Alison, too) said that it was definitely a Youth Meeting, adults not wanted. Important to separate the two. Hamilton asked if an older former youth who knows her who is not local could join in, by invitation. They said yes to that, His parents wanted to join, and they were allowed if they remained off-screen, out of view. It will be recorded for adult fans of Karen Chee to watch later.

3. Easter Egg hunt upcoming. – Alison said she'd be coordinating with Daniel on this.
4. Daniel said he was concerned about numbers, attendance, but that he was committed, especially with regathering in the (now-distant) future.

VI. New Business:

- A. Re-gathering Plan – Now deferred to June based on Bishop Marc's Letter.
- B. Holy Week Planning - See Notes earlier in this Report

VII. Closing Prayer - Father Shane

VIII. Adjournment – 9:03 p.m.

These minutes are respectfully submitted by Jim Neubert