

REGULAR MEETING OF THE VESTRY,  
ALL SAINTS CHURCH, PASADENA  
September 12, 2017

PRESENT MaryAnn Ahart, Karen Alexander, Jay Belloli, Hannah Berry, Liza Billington, Valerie Coachman-Moore, Sharyn Delahousie, Scott England, Christine Hartman, Tony Jackson, Dana Jones, Mike Kinman, Andy Malloy, Max Molina, Terry Moore, Isabel Ramirez, Brian Robinson, Jenny Watts, Trula Worthy-Clayton

EXCUSED Lorenzo Bacani, Chris Caldwell, Shelley De Leon, Charlie Rahilly, Frank Ramirez, Judy Van Vleet, Jeff Vanderpool, Bob Whitson, Keith Holeman Sally Howard, Kelly Phelan

ALSO PRESENT Jim Albarano, Antonio Gallardo, Christina Honchell, Jeremy Langill, Jim Loduha, Isaac Ruelas, Susan Russell, Juliana Serrano, Kathy Onoye

The meeting was called to order at 7:02 pm in Sweetland Hall. The Rector opened with a prayer. He shared the process of reconciliation and what one needs to move forward. He then offered a prayer.

Visitor Welcome: Kinman welcomed the visitors and asked them to introduce themselves.

#### ITEMS FOR DECISION

##### Approval of Consent Agenda:

- › Report of the Clerk and Committee Reports: Buildings & Grounds and Children, Youth & Families were pulled for a separate vote. It was then moved and seconded, and the consent agenda including the minutes and committee reports as received was unanimously approved.

##### Buildings & Grounds

Honchell reported that Martin Roofing found extensive damaged slate beyond anticipated. The damage doubles the 10 feet to each side with signs of plywood water damage, black paper rotting, and slate not properly installed. It was moved and seconded that the entire south aisle roof all 40+ ft. be repaired which will double the cost of repair from \$6,000 to \$12,000. Following discussion, the Vestry unanimously approved the motion.

##### Children, Youth & Families

Malloy shared that the youth choir will be taking a Trouvères Civil Rights Concert Tour of the South beginning June 21, in conjunction with Transformational Journeys. They will need additional financial support and will do tamale sales, a coffee house event and other fundraising to ensure that all Trouvères are able to attend. As a child-centered church we need to consider this as an opportunity to support our youth.

##### Report of the Treasurer

Albarano reported that there was a dip in July but we were strong in August. The pledge income is at 61% collected which is the highest at this point in the year since 2009.

##### Vestry/Staff Conference Design Team

Worthy-Clayton asked for volunteers and Ahart, Belloli, Malloy and Molina volunteered. She asked for others to consider being a part of this team and let her know.

## Corporate Documents

The Vestry moved and seconded, unanimously approved the following resolutions:

- 1) Either the Rector (Mike Kinman) or the Administrator (Christina Honchell) are authorized and empowered to enter into an Agreement with Church Investment Group, Inc. (CIG) and are further authorized to have access to information for this account, including but not limited to on-line access to the CIG website, custodial and CIG statements and quarterly presentations.
- 2) Any two of the following employees: Christina Honchell, Jim Loduha and Zach De Johnette, are authorized and empowered to issue instructions under such Agreement, including, without limitation, with respect to the deposit or withdrawal of cash and the deposit, withdrawal, purchase or sale of securities and other property; and is further authorized to have access to information for this account, including but not limited to on-line access to the CIG website, custodial and CIG statements and quarterly presentations.

The purpose of these resolutions is to change the name of authorized staff on documents previously approved (adding Kinman and De Johnette, removing Kennedy and Maginn), and to have Kinman and the Sr. Warden, Trula Worthy-Clayton, sign off on the Incumbency Certificate of Secretary filed with CIG.

## ITEMS FOR DISCUSSION

### Racial Justice Ad Hoc Committee

Coachman-Moore reviewed a brief history of the resolution and ministry and the structure of the advisory board. She also reviewed the five pillars of the ministry. Watts shared the next steps and the timeline of the work. They presented a brief bio on each member of the Advisory Board. It was moved and seconded, and following questions and clarifications the Vestry unanimously approved the Racial Justice Advisory Board and commended the work of Valerie Coachman-Moore, Jenny Watts and the entire committee.

### Reconciliation Committee Update

Jackson reported that they have met and discussed their mission and discussed questions regarding their goals and the process. They are looking into Parishwide Reconciliation using outside support such as the Episcopal Church Foundation. Discussion followed. Tony Jackson and the committee were thanked for their work.

### 2017 Giving Campaign

Belloli reported that the launch will be on October 8. The theme is Our Stories. Loduha shared the many changes in the campaign. Worthy-Clayton will focus on the Vestry giving. She asked the Vestry to consider their pledge and make their pledge before October 8. Commendations were given to Jim Loduha, Jay Belloli and the Giving Committee. Kinman shared his journey to tithing and asked also for the Vestry to pledge by the beginning of the campaign on October 8.

### Alcohol Use Task Force Update & Resolution

Billington reported that the draft policy has been updated following the Listening Sessions. She presented the new version of the Alcohol Use Policy. This is the second draft. Following conversation and revision recommendations concerning insurance coverage, church events off campus, and other topics, Billington will update and bring to October meeting for a vote.

## Budgeting Process

Kinman shared that he has had a chance to have conversations with some key members about how we do things. He believes that the more people involved in this conversation the better the decisions will be. This will be on the agenda for October.

## RECTOR'S REPORT

*Staffing Update:* Kinman reported that we are hopeful we are getting close to announcing the hiring of two new members of our clergy staff at All Saints Church – a Senior Associate for Pastoral Care, Healing and Health and an Associate Rector with primary responsibility for Congregational Development. The rector has identified a candidate for each position and the Clergy Search Committee and wardens have interviewed each candidate and recommended hiring the candidates pending agreement on contracts and other details needing resolution. One candidate is local and the other is from another diocese. In addition to working out employment contracts, both have current job responsibilities from which they need to transition before they can assume these positions and work to do before an announcement can be made. We expect to make an announcement on one of the positions at the beginning of October. The other will take somewhat longer.

The Director of Music search committee has met and designed a survey tool which is currently being used to gather information from the congregation. We will be meeting again in October to sort through the information and design a job description, which will then be posted. We expect a new Director of Music to be named in mid-to-late spring, for them to be here in early summer and to begin conducting on Homecoming, 2018.

*Epiphany preaching series:* As part of our efforts to dismantle white supremacy through the amplifying and centering of nonwhite voices, during the six Sundays of Epiphany we will only be having women of color in the pulpit at All Saints Church on Sundays. Four of the six preachers have already been scheduled: The Rev. Traci Blackmon, The Rev. Dr. Kelly Brown Douglas, the Rev. Nancy Frausto, Dr. Brinell Anderson. We are hopeful that we will have a new clergy staff member in place to fill the other two slots.

*Racism Presentation:* Kinman has been invited to be a presenter in Geneva, Switzerland, as a presenter to a World Council of Churches hearing on Racism and Afrophobia, including testimony at a UN hearing. He will miss Celebration of Ministries Sunday.

*Maundy Thursday Arrest:* Kinman shared that he was arrested for failure to obey a police order to disperse during a demonstration in solidarity with those being held inside for deportation by the Immigration and Customs Enforcement. The citation carried a \$281 fine. After prayer, study of scripture, conversations with the church wardens and leaders of the action, Kinman has decided to ask for arraignment in front of a judge on this charge at which time he will request that he be sentenced to community service in lieu of the fine. This will be on the afternoon of September 19.

## WARDENS' REPORT

Worthy-Clayton reported that they are organizing the Vestry Nominating Committee. The retiring class of Vestry members will serve on the committee along with others from the parish. Let her know of other name suggestions for the Committee. Nominations will begin in October. There is a process in the bylaws for self-nomination. She also reminded the Vestry to pay for the dinners and the Vestry/Staff Conference meals.

Jones shared a story about the work of Young and Healthy. All Saints will receive the J. Don Thomas Award along with Neighborhood Church. Jason Lyon has invited the Vestry to learn more about Young and Healthy by attending a tour of their new facility. Two dates have been reserved for the Vestry on September 23<sup>rd</sup> and 26<sup>th</sup>.

The Vestry was also reminded that they are responsible for providing dinner for the Youth Group on September 27 and May 30.

#### ITEMS TO ENRICH VESTRY & ALL SAINTS CHURCH

- › Billington announced that the Climate Change Task Force will have an event on November 18 and encouraged Vestry to attend. Bishop Katharine Jefferts Schori will be the featured speaker.

#### LOOSE ENDS

- › Serrano shared that many go to arraignment alone and she suggested that Kinman go alone.
- › Ruelas encouraged that the Vestry and their ministries and committees to get at least one person to volunteer with the youth. Our youth need to work with our caring adults.
- › Langill shared that 100 volunteers a month are involved with our youth. He too asked for investing time with our youth.
- › Watts reflected that youth in our community go through arraignment without support of an adult. We need to consider being there for kids who have no support.
- › Molina asked for prayers for the homeless. He has worked with them for the last three months. It is hard to find resources and it is dangerous on the streets for the homeless.

#### VISITOR COMMENTS & REFLECTIONS

- › There were 14 visitors at the meeting.
- › They shared an appreciation for being here and felt the spirit in the work done.
- › They thanked the Vestry for approving the Racial Justice Advisory Committee
- › A suggestion on going green was to limit the printing for the fall campaign and do more email.

#### COMMUNICATION BACK TO THE PARISH

- › Staffing update
- › Approval of the Racial Justice Advisory Committee
- › Share Kinman's trip to Switzerland
- › Share the work on Reconciliation
- › Share Kinman's arraignment
- › Share the revision of the Alcohol Use Policy

#### APPRECIATIONS & REGRETS

- › Ahart appreciated the bios on the Racial Justice Advisory Committee. This is an amazing group.
- › Isabel Ramirez thanked Robinson for attending the Immigration Forum.
- › Molina appreciated the Vestry being back in session after the summer.
- › Belloli appreciated the work being done.
- › Coachman-Moore appreciated the Jr and Sr Wardens and thanked them for doing so well.

The meeting was adjourned at 9:33 pm. with a closing prayer from Antonio Gallardo.

Respectfully submitted,  
Kathy Onoye

# Vestry Committee Reports

*September Meeting 2017*

*Addendum to September 12, 2017 Vestry Minutes*

## **NO REPORT**

Finance

Giving (verbal agenda item in place of written report)

Peace & Justice / OCC

## **BUILDINGS & GROUNDS**

Update on the status of current projects as of August 7th, 2017:

### Completed:

- **Shade Structure** - The replacement shade cloth for the structure covering the east playground will be installed by Pasadena Awning 8/08.

### In Progress:

- **Roof Repairs** - Martin Roofing is scheduled to begin the repairs at the Sanctuary & Regas House the first week of September. We will be asking him to provide estimates for additional roof areas in need of repairs/replacement when on-site so we may present these bids along with the waterproofing bids already received from California Restoration & Waterproofing.
- **Cooling Tower Pump Replacement** - Consolidated Mechanical has advised the replacement pumps for the cooling tower are physically larger than the existing pumps, which would require replacing the platforms, reworking the piping, etc. Because of this, they recommend rebuilding the existing pumps and replacing pump motors & couplings in lieu of full replacement, at a savings of \$5,600 (\$12,400 v. \$18,000). We are awaiting confirmation that this solution will have the same life expectancy.
- **Door Hardware** - Veronica Flores is still coordinating with the Salesperson and Technician from Axxess Hardware to obtain an accurate final quote for the door hardware replacement in the Sanctuary & Regas House, as well as replacement doors for the NE corner of Sweetland Hall based on specs Jo Drummond submitted.
- **Regas House Floors** - Veronica has assembled the bids to repair & refinish the wood floors in Sweetland Hall (\$7,000) and replace the carpets in the Guild Room (\$1,920), Small Lounge (\$680) & Forum (\$2,903).

The Committee is working to further prioritize our deferred maintenance list so each item on the list is assigned a priority based on a common guideline that factors age, condition, cost to repair (v. cost to wait till failure). The Committee has divided into teams comprised of 1 or 2 members, each of which will tackle a specific building on campus (1. Sanctuary, 2. Regas House, 3. Rectory/Office, 4. Scott Hall, 5. Print Shop, 6. Trailer, or 7. campus grounds/parking lot.)

The Committee's next scheduled meeting is on Thursday 9/14.

## **CHILDREN, YOUTH & FAMILIES**

The committee met on Tuesday, August 29, 2017, at 6:30.

Meeting opened with prayer and check-in.

### Items for discussion:

- planning details regarding Saturday set up for Registration Day - scheduled prep time in Sweetland Hall and the Guild Room? Sign Up Genius info will be sent one week prior for all tasks, providing food and cleanup on Sunday. Jenny, Kelly and Isaac all attended the meeting and provided many important details and updates on status of staff planning and prep.
- Discussed arrangements needed to plan and participate in Celebration of Ministries – staffing tables, providing CYF materials for distribution at table, banner and participating in processional.

- Difficulties in busy month of September due to busy CYF schedule and committee members with children returning to school make it difficult to staff Wednesday Night dinners. We're still working on possibilities to participate as early as possible.
- Jenny Tisi reported on early planning for Trouveres' 2018 civil rights concert tour. The scale of this tour and related expenses are creating concern for Jenny with the fund raising that will be necessary to defray costs for participants. There are fund raising events planned and we will continue discussions about other means of raising additional funds without impacting the fund raising for other ministries and activities at All Saints.

Items for reporting:

- Jeremy was on vacation the week of our meeting and we were all pleased that he "stayed away" from our meeting even though he was in town.
- Ruth Esseln has announced her resignation from the CYF committee due to changing work requirements and new continuing education opportunities. We thanked her and wished her well.

**PASTORAL CARE/HEALTH & HEALING**

Healing and Health

- Divorce group completed its third twelve-week group, with excellent feedback. A fourth group will begin January 18, 2018.
- Healing Partners has offered 96 sessions to date. A training class for new healers will be offered September 30.
- Accompany Me Chronic Illness support group is entering its 6th month. The group meets bi-monthly and is serving diverse ages (22-75) and illness groups.

Memorials/Committal of Ashes:

- 7 memorials
- 1 committal of ashes

Lay Visitation

- Leadership team: Judith Fischer and Carolyn Garner Reagan.
- Consultation with Archdeacon, Charleen Crean, who will help us plan two training days this fall for all LEV ministers.

Lay Guidance Ministry

- LCM had a retreat August 26<sup>th</sup>.

Accessibility

- We are updating the new webpage with suggestions from Edie Hovey

Upcoming Pastoral Care and Healing and Health Events January 2016:

- Sacred stillness retreat – October 14, 2017
- Divorce Recovery Group – January 18, 2018

Spiritual Growth

Spiritual Direction:

- New leader is retired Rev. Dori Tori. We are planning a Lent event and re-writing brochure to be bi-lingual.

Labyrinth:

- Updating brochure and translating into Spanish. Discussing the inclusion of CYF in labyrinth. We will include labyrinth in Quiet Day retreats.

## **CONGREGATIONAL DEVELOPMENT**

Last Meeting: August 15

Next meeting: September 17 at 7pm.

The transition of the Congregational Development Committee continues. We welcomed new committee members Lynsey Baker, Steve and Claire Williams, Max Molino (vestry liaison), MaryAnn Ahart (vestry liaison), Stephanie Hermann (co-chair Greeters Ministry), Jason Lyon and Gerti Garner. The Leadership Committee, chaired by Terry Moore, is now under Congregational Development. Jamie Hebert is now the Congregational Development Coordinator. Mike Kinman is the staff liaison to the Congregational Development Committee until the new Associate for Congregational Development is in place.

Mission of Congregational Development (we are in the process of defining our mission):

- To promote radical hospitality
  - You are welcome here to come in as you are and you will be embraced as a gift to All Saints.
  - Mike has invited Rev John Kilgore, Priest, cardiologist and speaker to come for a weekend to preach and bring practical lessons for making our church more hospitable. Details coming soon.
- To provide unifying events through a central formation experience
  - Back to Basics Classes: discussion of core spiritual practices (prayer, worship, study, service and giving) with study of scripture.
  - Curriculum to be developed and tailored to All Saints by a small task group: Mike Kinman, Brian Robinson, Daniel Baker, Antonio Gallardo, Terry Moore, Rhonda Johnson, Jeremy Langill and Kelly Phelan.
  - Plan is to premiere the Back to Basic Class in Spring 2018.

### Leadership

- I. Last Meeting: Tuesday, September 5, 2017, 7:00 a.m. Seminar Room
- II. Next Meeting: Tuesday, October 3, 2017, 7:00 a.m.
- III. Leadership is now under Congregational Development. Jamie Hebert is our new staff liaison.
  - a. Isaac Ruelas has attended some meetings and is collaborating with Leadership Committee on Cooperative Communications training and offerings with multicultural emphasis.
  - b. In light of the fact that all people of color on the committee have resigned recently to take other demanding leadership roles, we need to recruit new members. Several names have been put forward and we are seeking approval from staff.
- IV. Upcoming training sessions currently on calendar:
  - a. Training for Facilitating Small Groups. Learn skills and techniques to be an effective small group leader.
  - b. Leaders of New Members Groups will be invited.
    - i. September 18, 2017, 6:30 – 8:30 p.m. in the Seminar Room
    - ii. The training is open to all leaders and interested members of the congregation.
  - c. Training for Facilitating Small Groups
    - i. January 28, 2018, 12:30 – 2:30, Seminar Room
  - d. Training for Leading a Committee or Ministry. This class provides specific training to help leaders of a committee or ministry find their vision, execute an agenda, recruit others into the work, and monitor the participation of each member.
    - i. October 22, 2017, 12:30 – 3:00 p.m., Guild Room
- V. Celebration of Ministries / Leadership Reception, an event to thank and celebrate the work and accomplishments of leaders at All Saints Church
  - a. September 24, 2017, 2:30 – 4:00 in Sweetland Hall
  - b. All ministry leaders, their "heirs apparent" have been invited
  - c. Calendar of upcoming training sessions will be distributed
  - d. Refreshments, including wine, cheese, crackers, bite-sized desserts will be served.

- VI. Cooperative Communications presentation/training. As staff member for Multiculturalism, Isaac Ruelas has drafted a new curriculum emphasizing multicultural issues in collaboration with Leadership.
- a. Four members of the Leadership Committee have met one-on-one with Isaac to go over his ideas and give feedback.
  - b. A first training session occurred on August 31, 2017. Isaac Ruelas teamed with Terry Moore for the presentation.
  - c. Approximately 10 others attended the training, and two offered feedback.
  - d. After the September 5 meeting of the Leadership Committee Meeting, the group unanimously agreed that we need further study before presenting, and also that we need to have a team of diverse presenters at each training.

#### Welcome Ministry (Greeters, Welcome Table and Welcome Coffee)

- Stephanie Herrman has joined Dan McCarrel as co-chair of the Greeters Ministry
- Greeter and Usher Training is scheduled on September 9, 9am - 1pm
  - a. Melissa Hayes, Jamie Hebert and Terry Moore developed agenda for training.
  - b. Topics to be covered: hospitality, multiculturalism, emergency procedures, how to welcome families and children and pastoral concerns. Longevity awards will be presented by Melissa Hayes.
- Dan and Stephanie are in the process of updating the Greeters Ministry Training Guide

#### New Member Class Fall 2017

- Next NMC class is scheduled for October 8 through November 11 (six Sundays)
- Edna Trigg, Antonio Gallardo and Jamie Hebert have been hard at work with the curriculum, recruiting leaders and opening the class to our Spanish speaking brothers and sisters.
- Written materials for NMC are being translated to Spanish.
- Bilingual (Spanish/English) leaders are being recruited.

#### Parish Life Groups

- Jamie Hebert has become the Congregational Development Coordinator overseeing the Parish Life Groups
- Jim Palmer is the new chair of the LGBTQ Ministry. Recent LGBTQ Ministry lunch reception had a good turn out with 40 folks.

#### Small Group Ministry

- Small Group Ministry is on hiatus as we redefine its mission and goals.