

REGULAR MEETING OF THE VESTRY,  
ALL SAINTS CHURCH, PASADENA  
November 14, 2017

PRESENT MaryAnn Ahart, Karen Alexander, Jay Belloli, Hannah Berry, Liza Billington, Chris Caldwell, Valerie Coachman-Moore, Sharyn Delahousie, Scott England, Tony Jackson, Dana Jones, Mike Kinman, Max Molina, Terry Moore, Charlie Rahilly, Frank Ramirez, Isabel Ramirez, Brian Robinson, Judy Van Vleet, Jeff Vanderpool, Jenny Watts, Bob Whitson, Trula Worthy-Clayton

EXCUSED Lorenzo Bacani, Shelley De Leon, Christine Hartman, Andy Malloy, Jim Loduha, Kelly Phelan, Isaac Ruelas

ALSO PRESENT Jim Albarano, Antonio Gallardo, Keith Holeman, Christina Honchell, Sally Howard, Jeremy Langill, Susan Russell, Juliana Serrano, Kathy Onoye

The meeting was called to order at 7:02p.m. in Sweetland Hall. The Rector asked Antonio Gallardo to lead the reflection. Gallardo read Mark 4: 35-41 in Spanish and English. He shared an opening prayer and the Vestry shared their reflections on the scripture.

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: Congregational Development was pulled for additional information. It was then moved, seconded and the Vestry unanimously approved the consent agenda including the minutes and committee reports as received.

##### Congregational Development

Molina shared that the workshop “Setting the Welcome Table: Lessons on Radical Hospitality will be on December 9 in the Forum from 9:00-noon. Reverend Canon John W. Kilgore will integrate scripture with practical lessons for making the church more hospitable.

Ryan shared that there is a new ministry around Senior Saints. They will be documenting the development of a new ministry for future group development.

##### Report of the Treasurer

Albarano reported that we are at 67% of annual pledge budget collected, which is the highest since 2009. Savings has been in personnel.

##### Approval of the Audit

Caldwell presented the draft audit. An extensive re-examination of the endowment fund was completed. This looked at documents dating as far back as 1931. We received a qualified audit. It was moved, seconded and the Vestry approved acceptance of the audit.

##### Reconciliation Committee Report

Jackson distributed and presented a proposal for the Reconciliation Process Outline from the Episcopal Church Foundation. It outlined outcomes, benchmarks, timelines and process. It also included a proposed budget for \$75,000. Following extensive discussion,

the consensus was that we weren't ready to consider the proposal without further work. Changes were suggested and the item was referred back to the committee to get additional proposals and to see if ECF could lower the price.

### Space Task Force Report

Rahilly and Gwen Whitson reviewed the background and focus of Space Task Force to look at quick wins, North lawn, Scott Hall, Storage and enclosure of Sweetland Hall. There was also the issue of retrofitting of the campus. The work has been completed. The next steps need to be the work of a new committee. Rahilly, Whitson and the committee were thanked for their work. The Vestry will need to do their homework on what are the options and what it will look like. The documents will be resent to the Vestry.

### Vestry /Staff Conference Theme

Worthy-Clayton shared many thoughts on themes for the conference. Some of the themes included reconciliation, racial justice, staff and congregation systems, ASC culture, working together, radical hospitality, who are we and how are we within the community, culture change etc.

Jr. Warden Nominating Committee: Item was tabled until January.

## ITEMS FOR DISCUSSION

### Vestry Nominating Committee Update

Worthy-Clayton reported that they are reviewing about 30 candidates. They should have nominations in early January.

### Budget Process

Kinman reviewed a letter to the Vestry on the budget process. Caldwell described the current process. The Vestry was able to see the documents from 2016 and 2007 to compare methods between a time when the budget was increasing annually and a time post-recession. The bulk of the budget is in personnel. The Pitzer formula is used to estimate pledge income and it has been very accurate. The budget is presented at the annual meeting. Kinman shared that the budget needs to be developed through the role of Vestry to share spiritual leadership, lead the mission focus and exercise fiduciary oversight. This discussion will continue as we understand how the budget works, what is the vision and what does success look like. He thanked Jim Loduha, Chris Caldwell and Christina Honchell for their leadership and work.

### Gifting of Staff Position

Kinman asked the Vestry for their current questions and thoughts. There were many questions, thoughts and concerns. The Vestry was not ready for any decision following some discussion. There needs to be more foundational work on staffing before the proposal is addressed. Kinman asked for a gifting task force to include Valerie Coachman-Moore, Bob Whitson, Jenny Watts and Scott England. They will make a recommendation on the gift.

### Climate Change Committee Update

Whitson reported that there will be a major meeting on this Saturday, November 18, with Bishop Katharine Jefferts Schori as the keynote. There are currently 81 guests registered. Please consider attending. Free LED light bulbs will be distributed on the path to becoming carbon neutral.

### Racial Justice Advisory Board

Coachman-Moore distributed her report. They had a retreat on Nov 4. She highlighted the discussion and next steps. They will have another retreat on Dec 9. She presented Barbara Andrade DuBransky as a nominee for the committee. It was moved, seconded and the Vestry unanimously approved Barbara Andrade DuBransky to the Racial Justice Advisory Board.

### 2017 Giving Campaign Update

Belloli reported that the Giving Campaign is going well. The Giving report was distributed. As of November 9 there are 500 pledges totaling about \$2.270 million.

### RECTOR'S REPORT

The Vestry wished Isabel Ramirez Happy Birthday today.

Kinman reported that the candidate for the Congregational Development clergy position fell through and that he is currently working on plan B. There has been some work on reassigning and combining positions. Antonio Gallardo and Jamie Hebert are working on Congregational Development. Thanks to Nancy Naecker for her work as chair of that committee.

Isaac Ruelas is leaving the staff at the end of the year. Jeremy Langill then spoke of the great need for help. He needs people for the youth, for CYF, for Faith Partners, etc. Kinman shared that he showed up and had a great experience with the senior high. The curriculum is ready for you. Langill is looking for responsible, caring adults that will step up and volunteer. The need is critical.

### WARDENS' REPORT

No further report.

### ITEMS TO ENRICH VESTRY & ALL SAINTS CHURCH

- › Van Vleet asked if there was some way for the Vestry to assist in sign-up for the youth on Wednesday evenings. Worthy-Clayton and Jones will email a sign-up to the Vestry.

### VISITOR COMMENTS & REFLECTIONS

- › Overwhelmed by the budget.

### COMMUNICATION BACK TO THE PARISH

- › Approved the audit.
- › Retired the Space Task Force.
- › Personnel update
- › In-depth work on budget process, reconciliation committee work, and committee work on reconciliation and racial justice.
- › Climate Change Workshop on Saturday.

### APPRECIATIONS & REGRETS

- › Kinman appreciated the Vestry for staying focused and present. He was impressed and grateful.

The meeting was adjourned at 10 pm. with a closing prayer from Mike Kinman.

Respectfully submitted,  
Kathy Onoye

# Vestry Committee Reports

November Meeting 2017

*Addendum to November 14, 2017 Vestry Minutes*

## **NO REPORT**

Finance

Giving

## **CHILDREN, YOUTH & FAMILIES**

October 17, 2017, 6:30PM

After our opening prayer and a few minutes for check in with all present we began with a review/debrief of Registration Day. The overall assessment was that things ran very smoothly. There is a clear trend towards many more people taking care of registration on line. Bearing this in mind, we are considering moving to all

online registration and modifying Registration Day into more of a Kick Off and Welcome opportunity. Julie Flad Leto has drafted a flyer for this kind of event next fall.

Next item on the agenda was a brief staff update from Jeremy: Mai Choi will be working with senior high groups and Seekers through December.

We discussed the need for more volunteers and better scheduling of volunteers to be available to assist with all tasks associated with Angel Tree. Trula and Kelly are coordinating this.

The next CYF meeting will be Tuesday, November 28 at 6:30PM

## **PEACE & JUSTICE / OCC**

October 19, 2017 Meeting

- The P&J Youth dinner on November 8<sup>th</sup> as discussed. Isabel Ramirez will cook tacos/tostada filling and others will assist in preparation and serving. Ministries will give brief descriptions to each table
- The Chair, Erica Tamblyn discussed her plan to visit each P&J ministry on a listening tour. She asked those ministries which had not set a visit yet to identify a date and contact her. She is currently scheduled to visit with Eden, Gun Violence Prevention Task Force, Racial Justice Ministry, Climate Change Task Force, Interfaith Study Group.
- Tom Brady of Eden is assisting to locate an e-waste vendor for both the church's storage project and to offer e-waste disposal to parishioners as well.
- The Vestry Liaison presented a summary of the most recent Vestry meeting.
- There was a discussion how each ministry feeds the Peace and Justice body as a whole.
  - ✓ The ACM discussed is local, regional and international outreach as it raises funds.
  - ✓ The Climate Change Task Forces discusses its work to make positive changes as it view climate change as a moral issue.
  - ✓ The Middle East Ministry covers all issues important to ASC: interfaith, peace and justice, climate change, racial justice – intersectionality is key.
  - ✓ The Racial Justice Ministry is working to partner with all other Ministries and the Racial Justice resolution is now included in the new Members' packet.
  - ✓ The Action Table looks for issues where parishioners can join in and always asks where we can make the most impact across a wide array of issues and concerns.
  - ✓ Transformational Journeys looks for ways to let parishioners experience peace and justice issues through exposure to other cultures and religions both local and afar.
  - ✓ The Gun Violence Prevention Task Force is an intrinsic part of both peace and justice.

This discussion will continue at the next meeting until every ministry has presented its perspective.

- A vibrant discussion of greater inclusion of the 1:00 pm service community into Peace and Justice matters continued. It was decided that the group will create a list of ideas which will be a living document and serve as a guide for further action. So far items on the list are:
  1. Offer Spanish classes to English speaking parishioners,
  2. Encourage all ASC parishioners to come to Latino Hispanic Ministry events such as: services, Convivios, Fiestas
  3. Intercambios, one on one chats over coffee
  4. Spanish translations offered in ministry brochures and materials (Isabel Ramirez offered translation support)
  5. Translate into Spanish special events of all ministries
- Going forward Ministry reports should be submitted in advance as a word (or excel) attachment via email to Ada Ramirez and that they should be submitted no later than COB on Friday prior to the monthly meeting. This will allow for more meaningful discussion at the meetings.

## **BUILDINGS & GROUNDS**

Update on the status of current projects as of October 10th, 2017:

*In Attendance:* Don Bergmann, Pedro Salgado, Lonnie Schield, Erica Tamblyn, Jeff Vanderpool, Bob Whitson  
*Absent:* Veronica Flores, Jenny Watts, Bob Wilson

Lonnie gave an update on the sanctuary roof repairs, which have been completed. He is arranging for the Representative from Roofing & waterproofing Forensics to meet with the Roofer to ensure an accurate quote for the work needed at Regas House. He will also get quotes for Scott Hall & the Print Shop.

The possibility of constructing a secondary roof over the upper-most roof was discussed as an option to address the number of roof penetrations. Difficulties servicing the equipment with this configuration, and the possibility to install solar panels despite all of the mechanical equipment on the roof are also being explored.

Jeff relayed Veronica's update on the cooling tower pumps rebuild, which is scheduled to occur sometime in the next two weeks, as the Contractor works around the Church's schedule.

Jeff also advised that, per Veronica, we are waiting on parts to replace the failed door hardware in the Sanctuary and Sweetland Hall.

As most of the parquet tiles were found to be loose when the Refinisher went to repair and refinish the floors in Sweetland Hall, the committee has been exploring alternatives that would better handle the high level of use and variety of activities to be accommodated. The Committee has explored both heavy duty vinyl flooring commonly used in retail flooring and refinishing the concrete subfloor, which would be durable, and allow a new finished floor to be installed at a later date if desired. A motion passed to explore removal of the parquet floor and refinishing of the concrete.

The Seismic Retrofit report developed for the Rectory/Office was discussed at length. Lonnie reviewed the history of the project, and failed plans to complete this work as part of the campus expansion, and both he and Jeff noted that Phil Naecker suggests conducting further analysis as part of the retrofit process given the inconvenience to staff and programming that further analysis would require in terms of demolition, and the fact that the current report reflects a worst case scenario from which estimates could be obtained (i.e.: that the additional analysis would only reveal cost savings v. added cost and scope). Jeff and Lonnie mentioned they are meeting with the Space Task Force prior to the Committee's next meeting.

To avoid the oversights that occurred when repairs were made to Scott Hall 5 and the Pastoral Care Offices after the pipe burst (wherein phone and data lines were not installed), the Committee discussed having a project manager be assigned for every project that is done on campus who would determine who on staff needs to be included. Jeff offered to develop a procedure and submit to Christina for review and feedback.

Status updates on the Committee's work to prioritize all of the deferred maintenance on Campus and at the Rectory on Woodland Rd were reviewed. The Committee hopes to have all of the analysis completed and submitted by the next meeting.

The Committee's next meeting is scheduled for 11/09/17 at 7pm.

## **CONGREGATIONAL DEVELOPMENT**

Last Meeting: October 17, 2017

Next meeting: November 13 at 7pm.

### **Visit by Rev. John Kilgore**

**Title - Setting the Welcome Table: Lessons on Radical Hospitality**

**Workshop on Dec 9, 9am - 12pm, Lunch Reception immediately following**

- See flyer developed by Susan Russell.
- Goal: Describe the theologic underpinnings of hospitality and develop an understanding of why hospitality is an important core value of All Saints.
- The workshop will help us discover how we can look through the hospitality lens for all our events.
- Invitations sent to: Ushers, Greeters, Welcome Coffee Hosts, Giving Committee, 2018 Pledging Team, Volunteers for Giving Events, Vestry, CD Committee, Leadership Committee, Ministry Leaders.
- Open to everyone in the Parish.
- Congregational Development will develop a follow up training process with Ministry Leaders
- John Kilgore will preach and be the Forum Speaker on Sunday, Dec 10

### **What Our Committee Can Do To Get Ready For The CD Priest**

1. We identified the Congregational Development scope of work, including the ministry groups under the umbrella of Congregational Development.
2. The CD Committee will provide "Listening Sessions" where committee members will meet with the individual CD ministries to collect information.
3. Jason and MaryAnn are developing questions to procure the history of the ministry, what has worked well for them, what support they are looking for in the future.
4. The purpose of the "Listening Sessions" is to look for immediate issues we can address and systemic issue that need further examination.

### **Welcome Table and follow-through on Welcome Cards**

- Stephanie, Dan and Jamie Hebert developed a more detailed process that moves from the newcomer filling out the Welcome Card to the invitation to the New Member Class.
- Jamie will talk with specific staff members responsible for areas of interest marked on the Welcome Card to ensure newcomer is contacted.
- Congregational Development Committee will start monthly "Welcome Phone Calls" to all folks who filled out a Welcome Card. Starts November 15.
- Newcomers will be invited back to a quarterly "Welcome Tour" or "Welcome Reception".

### **New Members Class Fall 2017**

- 38 participants are currently enrolled in the first bilingual (Spanish/English) New Member Class
- 5 Spanish speakers are enrolled.
- New Members will be welcomed and introduced to the parish at the November 19, 11:15am service.

### **Leadership**

- Training for Leading a Ministry on October 22 went very well (10 participants).
- Upcoming Training for Facilitating Small Groups: Learn skills and techniques to be an effective small group leader. Become proficient in creating a nurturing and safe environment for each individual in the group.
  - January 28, 2018, 12:30 – 2:30 p.m., Seminar Room

### **Cooperative Communications**

- Tentatively scheduled to restart on January 21, 2018
- Terry Moore will reach out to recruit future facilitators and trainers.

### **Greeter's Ministry**

- Dan and Stephanie are actively recruiting new Greeters.
- Working to hammer out the details of the new Welcome Card Follow Through.

### **"Back To Basics" Curriculum**

- Team has been put together: Rhonda Jonson, Antonio Gallardo, Brian Robinson, Daniel Baker, Terry Moore, and Kelly Phelan
- The first meeting of the group is scheduled for Dec 5

## PASTORAL CARE / HEALTH & HEALING

### Meetings

- › Pastoral Care leadership meetings November 7 and November 28
- › Pastoral Care Ministry leaders meeting with all ministries set for January 30, 2018

### Healing and Health

- › Divorce support group- Group will begin January 8, 2018.
- › Healing Partners has offered 137 sessions to date. Served 35 different people
- › Accompany Me Chronic Illness support group is entering its 9th month. The group meets bi-monthly and is serving diverse ages (22-75) and illness groups.

### Memorials/Committal of Ashes:

- › John Moran memorial scheduled for Thursday Nov. 30
- › 1 preplanned memorial

### Lay Visitation

- › Leadership team (Judith Fischer and Carolyn Garner Reagan).
- › Training for LEVs given on Nov. 5 with Charlene Crean. One more scheduled January 21, 2018
- › New LEV's: 2
- › Requested for LEV's 5

### Lay Counseling Ministry

- › Intakes (new clients): 6      › 5 referrals and 5 intakes

### Accessibility

- › We are updating the new webpage with suggestions from Edie Hovey using inclusive language in website and flyers for people with disabilities

### Upcoming Pastoral Care and Healing and Health Events January 2018:

- › Sacred stillness retreat—2<sup>nd</sup> retreat scheduled on Saturday January 20, 2018
- › Divorce Recovery Group – January 8, 2018
- › Journaling –January 2018. Dates TBD

### Spiritual Growth

- › Enneagram class led by Carolyn Lyons and Patty King will begin January 8, 2018
- › 13-week class outlines nine interconnected personality types

### Spiritual Direction:

- › New leader Rev. Dorothy (Dory) Torrey. We are planning a Lent event and re-writing brochure to be bi-lingual.

### Labyrinth:

- › Was set in the Forum at All Saints Day
- › Will be in the Forum Sunday, December 31, 2017 for Healing service
- › Discussing the inclusion of CYF in Labyrinth. We have included quiet days retreat in brochure

### Westminster Gardens (Duarte) /Windsor Manor (Glendale)

- › John Forney Visited Westminster Gardens. 7 parishioner
- › Nicole Gatto Visited Windsor Manor

### Conspire

- › Meeting with lay leaders to discuss Conspire event 2018. Participants/leadership: from Living School, Center for Action and Contemplation, Carol Hekman, Rich Redman and Gerti Garner; from Healing & Health leaders: Rise Worthy-Deamer, Anne Noble, Ann D'Angelo and Hilda Boulware
- › Richard Redman, Carol Hekman to meet with Bud Williams to explore centering prayer group for ASC

### Prayer Shawl Ministry

- › Prayer Shawls distributed during October 2017: 4
- › Monthly meeting 2<sup>ND</sup> Tuesday of the month. Next meeting November 14, 2017
- › Prayers Shawls ready to be blessed and be distributed for the congregation: 8

### All Saints Day

- › 579 names on the list      › Letters sent: 306