

**St. John's Bishop Committee**  
**Minutes of Monday, May 25, 2016**

**Place:** St. John's Clayton - Fireside Room

**Time:** 7:00 p.m.

**Present:** John Ferrante, Helen Hilbourn, Cindy Molander, Barbara Fester, Laurel McDermott, Sherrie Hidalgo, Wendy Brose, Rev. Amanda May

**Absent:** Paul Henshaw, Corky Francis

**Guest:** Jacquie Whitehurst

Minutes from the March BC meeting were approved.

**Treasurer's Report** – We were negative \$3,000 for the first four months because pledges we expected didn't come in. We did get \$2,000 from the Christmas Tree lot. We're holding the April and May bills and assessment from the Diocese until we have the cash. The bill for the sewer line was \$7,800. The treasurer's report was approved for audit.

**Co-Vicars' Report**

**Rev. Fran Gardner-Smith** – (absent)

**Rev. Amanda May** – Will officially be back from sabbatical as of July 10<sup>th</sup>.

**Sr. Warden** –

**Jr. Warden** -

Major Projects since last report:

1) New Sewer system installation completed

2) Church Office spaces flooded; clean-up and repair progress:

- Support by Church Insurance has been outstanding!
- Most contractors have been very good and timely
- Carpets/floors taken out, furniture moved out, asbestos abatement completed
- New flooring installed in offices
- Bathrooms (2) and kitchenette flooring hopefully to be completed by May 19 - get update from John F. and Barbara F.
- Furniture moved back into offices
- Kitchenette still requires cabinets and sink, after flooring installed - working with John F.
- Computers/printers/scanners, telephones and Security system replaced/upgraded - Richard Evon projects well run!
  - Need to inform/train BC and other responsible personnel on new systems

- Security Alarm system will be activated after we have trained users - the sooner, the better
- Still looking for “home” for large printer/scanner - not needed by St John’s/Holy Spirit
  - CVHS being pursued by Richard E.
  - Mt Diablo HS - no funding/space
  - Diablo View MS - no funding
  - Monument Crisis Center - still needs to be contacted.
  - Others??
  - Sell for scrap??

3) Grounds have been groomed and weeded ( me, Corky & Ron Pell ) in response to neighbor complaints about lower lot

4) Planting of garden boxes did not draw Parish support

5) Facilities Management has been moved to a website process: “Events” site

- We have gained a new long term user - CAP, Clayton ladies crafts group that meets on 3rd Saturday
- We have had several 1 time celebrations, as well as Memorial services
- Saturday Eve NA group has moved to the Parish Hall for meeting due to increase attendance
- I make entries for St John’s
  - Providing information to me has been erratic, at times confusing
  - Should be fairly simple - I need Sponsor, Date, Time, Needs; PLUS personnel can check “Events” website to see if some conflicts need to be resolved

6) Basic admin support has been disrupted by the length of time for the Office repair. This points out the need for designated personnel to answer messages from phone system, as well as email

7) Property Development appears to be back on track. Developer and St john’s personnel met with Clayton P &D personnel, plus selected environmental assessment representative.

- EIR is underway - completion of evaluation expected by June
- Headway was made on some design issues that threatened the development project
- Anticipate progress to community meeting in September

In addition, there has been some pain and disappointment dealing with B of A. We should consider changing banks, and assigning new “check signers”

## **SWEEPS REPORTS**

### **SERVICE (Cindy Molander) -**

### **WORSHIP (Barbara Fester) –**

#### Training:

- . Lay Eucharistic Ministers & Lay Eucharistic Visitors Trainings - April 9, 16, & 30, St. John's & St. Michael's, Reverend Amanda. Attended by 35 participants From Holy Spirit Churches. Make Up session to follow

#### Events:

Arranged by Reverend Amanda, Assisted by members of Worship Committee, including Ministers of worship and friends

- . Maundy Thursday - 4/ 24/16, St. John's Service, Agape Supper, foot washing & stripping of Altar
- . Good Friday - 4/25/16, St. John's
- . Great Vigil of Easter - 4/26/16, St. Michael's
- . Easter Sunday - 4/27/16 St. John's
- . Rogation Sunday - 5/1/16, St. John's
- . Baptism - 5/8/16 - St. John's, Howards
- . Celebration of Life - 5/14/16, John Capraro, St. John's
- . Vigil of Pentecost - 5/14/16, St. Michael's
- . Pentecost - 5/15/16, St. John's

New: White Frontal arrived and placed on altar for Easter. Green Frontal arrived and placed on altar 5/24/16, Thank you Jacquie Whitehurst

Purchases: supplies for Sunday services and Holy Week including lighters and book lights

### **EDUCATION ( Laurel McDermott) –**

## **EVANGELISM (Barbara Fester) –**

### **Events:**

- . Maundy Thursday, St. John's & St. Michael's - 3/24/16 - special thank you to Rosemary Francis for taking care of supper and Ann Ferrante for flowers
- . Easter Bake Sale - 3/27 - Rosemary Francis
- . Easter Egg Hunt & Bunny - 3/27 - Sherrie Hidalgo & Kathy Rosen
- . Easter Sunday Coffee Hour - 3/27 - Touhey & Fester
- . LEM & LEV trainings - 3/9, 16, 30 - thank you to everyone who helped and provided treats
- . Reception for Artist and Spiritual Leader Nita Ng - 4/11
- . Mother's Day & Baptism - 5/8 - Thank you to Howards and Henshaws
- . Reception for John Capraro's Celebration of Life - 5/14
- . Vigil of Pentecost Reception at St. Michael's - 5/14
- . Tapestry Reception - 5/15
- . Hospitality for Meeting with Diocese & Holy Spirit Representatives regarding transition upon departure of Reverend Fran

### **Upcoming:**

- . Reception for Grant Street Players, Senior Projects St. Michael's - 5/29

### **Purchases:**

- . coffee hour supplies, flowers, candles, will need new urn for water

## **PASTORAL CARE (Sherrie Hidalgo) –**

### **Parishioners visited in April and May:**

Corky Francis – Unction, prayers, delivery of prayer shawl  
Rosemary Francis – Prayers, phone calls and visits, prayer service for family-hospital chapel  
Marty Nesty – Communion, prayers, phone calls, flower delivery, will call for communion  
Dick Hilbourn – Prayers, flower delivery, will call for communion  
Sherry Hamilton – Prayers and texting via phone, will call for communion  
Steve Price – Phone calls, offer of communion  
Eric Price – Follow up phone calls and prayers  
Nancy Spellman – Phone calls, prayers  
Dottie – Hospital visit, home visit, prayers, phone call

## **STEWARDSHIP (Jim McDougald, ex officio) -**

Meeting adjourned at 8:40 pm.

Respectfully submitted, Wendy Brose