

Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
August 18, 2009

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A regular meeting of the vestry of St. James's Episcopal Church was held on August 18, 2009, pursuant to proper notice of time and place. Vestry members attending were Mrs. Eleanor Angle, Mr. Dick Bennett, Mr. Ron Cain, Ms. Jane Dowrick, Mrs. Pam Goggins, Mr. Bill Gregory, Ms. Barbara Guvernator, Mrs. Cary Milley, Mr. Thayer Montague, Mrs. Beth Moore, Mrs. Ann Rawls, Mr. Pierce Rucker, Mrs. Bobbie Smith, Mr. Scott Ukrop, Mr. Rich Walker, and Ms. Elizabeth Ware. Ms. Althea Frederick and Mr. Mark Shuford were absent. Also attending was the Rev. Randolph Hollerith, the Rev. Whitney Zimmerman, Ms. Frances Caldwell, Mrs. Anita Lisk, and Mrs. Poconna Thiel. Mr. Hollerith served as chairman, with Mrs. Lisk serving as secretary.

The meeting opened at 5:00 p.m. with a service of Evening Prayer. The business of the meeting was called to order at 5:30 p.m. On motions made, seconded and unanimously approved, the agenda was adopted and the Minutes of May 19, 2009 Vestry meeting were approved.

COMMENTS & CONCERNS

Mr. Rucker thanked Mrs. Moore for her excellent organization of the move into the Michaux House, and noted that almost 80 parishioners volunteered to help. Mr. Rucker commented that he had heard that some members of the Food Force cooking teams were concerned about the tight space in the new kitchen.

Mr. Montague reminded the Vestry to continue to review Vestry goals.

Mr. Hollerith announced that Ms. Caldwell had accepted the position of Director of Stewardship and Development at the Diocese and would begin her work there in early September. Ms. Caldwell assured the Vestry that the committee working on the upcoming Feast of Blessing and the kick off of the Annual Giving campaign were prepared to move forward.

Mrs. Smith commented that she'd heard concerns about the safety of the parking deck at night. Mrs. Smith, Mrs. Goggins and Mrs. Moore agreed to check on this further. Mrs. Smith also suggested that someone check into the possibility of the city providing crosswalks on W. Franklin Street to help alleviate concerns about crossing from the parking deck to the church and the Michaux House.

Mrs. Milley recommended that Vestry members park in the One Monument Avenue deck – particularly on Opening Sunday in September – to help clear parking spaces for those who are not aware of that parking option. Mr. Hollerith announced that he is suggesting to the parish that the parking in the surface lot next to the Michaux House be reserved for those with limited mobility.

## COMMITTEE REPORTS

### STEWARDSHIP

Ms. Caldwell gave an overview of the Feast of Blessing, which will begin at 6:00 p.m. with a service of blessing in the sanctuary with Dr. Mark Anschutz as guest speaker, followed by a celebration in the Michaux House with heavy hors d'oeuvres and beverages available on all floors. Passports, which will tell the St. James's "story" and offer opportunities to sign up for various ministries, will be distributed to all guests.

### FINANCE

Mrs. Rawls distributed the regular monthly financial reports, noting that revenue is slightly lower this year compared to the same time last year. Statements were mailed in July, which has resulted in pledge payments. \$50,000 was withdrawn from cash reserves, which will be reimbursed in the fall.

Mr. Cain remarked that a difference between now and this time last year is that parishioners are not as concerned about losing the value of their stocks so they aren't paying their pledges early, as they were last year.

With the departure of the Rev. Dana Corsello and Ms. Caldwell, there will be some savings in personnel expenses, even though there will be an Interim Associate Rector until the position can be filled.

### WORSHIP AND EDUCATION

#### Children's Ministries

Kent Duffey, Director of Children's Ministries, submitted a written report, noting that the new "Growing in Faith" rotation model curriculum is ready to start this fall.

#### Adult Education

Ms. Zimmerman reported that Mr. Hollerith is "getting back to the basics" and revamping the Pilgrims Path course to focus on discipleship.

Ms. Zimmerman said that adult education this year will explore the nature of spirituality. The Adult Education committee has lined up excellent speakers for the Forum and Dr. Mark Cooper has agreed to teach a class on Spirituality and Sabbath on Wednesday nights. Additional Bible studies are forming, including another one for women, and Ms. Zimmerman is encouraging the formation of a Bible study for couples.

Mr. Hollerith announced that the Rev. Bob Hetherington, retired Rector of St. Paul's, has agreed to serve as Interim Associate Rector for this program year, beginning in mid-September. Mr. Hetherington will be full-time, focusing on adult education and pastoral calls and will be included in the preaching rotation on Sundays. Mr. Hollerith expects to establish a search committee in January to help him with his search for a new associate. Mr. Hollerith also announced that he has promoted Ms. Zimmerman to Associate Rector, which acknowledges her increased experience since graduation from seminary. Ms. Zimmerman will continue her work with Missions and increase her work in Outreach.

#### Youth Ministries

Mr. Hollerith said that Chris Edwards had returned from the annual Youth Mission trip and reported that this year's trip to Alaska had been really great, with three advisors and eight high school students participating.

## OUTREACH & MISSIONS

### Outreach

Mrs. Smith and Mrs. Angle reported that the committee has met and, from a record number of requests this year, \$67,000 in grant awards has been determined. Payments will be made in two installments.

### Missions

Ms. Zimmerman reported on the following mission trips:

- New Orleans: Will be in the early part of November. The trip will be lead by Virginia Whitmire and Andy Smith and is nearly full.
- Honduras: Scheduled for early March. Partnering with Christ Church, Charlottesville.
- Haiti: working on scheduling mid-winter
- Appalachia: hoping to schedule in the fall
- Sudan: planning to schedule in the late spring

Mr. Cain recommended creating a “highlights from the mission trip” for each mission trip, once completed. Ms. Dowrick suggested including testimonies from mission team members.

Ms. Zimmerman requested prayers for discernment on the best way to response to requests for missions closer to Richmond. Ms. Guvernator suggested investigating the camps for inner-city work sponsored by Richmond Hill.

## FELLOWSHIP

### Newcomers and Welcome

Mr. Hollerith said that he would be taking point on this committee.

## FACILITIES

### Church

Mr. Ukrop announced that the renovations of the education building have begun and any building “issues” in the Michaux House are being addressed. Moisture and humidity in the Michuax House is a concern.

David Jennings began as the new Facilities Manager during the move in June. With the increase in the square footage of the facilities, Mr. Ukrop is considering a proposal from Jo-Lynn, the sexton service, to increase the sexton staff to three full-time people.

### Communication

Mr. Hollerith announced that Richard Rumble has agreed to take the part-time position in communications vacated by the retiring Betty Molster. Mr. Rumble will be responsible for printing, including the creation of the Sunday bulletins and wrapper.

Valerie Hubbard, Communications Director, is currently working on improving the website and will take over as editor of the monthly Chimes newsletter in September.

Strategic Plan

Mr. Rucker reported that the work of the committee is moving along nicely and anticipates bringing their recommendations for the next Strategic Plan to the parish at the Annual Meeting in February.

SENIOR WARDEN'S REPORT

Mr. Cain stressed the need to raise additional monies for the 2010 operating budget, noting that, ideally, a church the size of St. James's should have a \$2 million budget. Pledge commitments are needed to be able to have an idea of how much is available to allocate for expenses.

RECTOR'S REPORT

Mr. Hollerith announced that, in addition to the previously mentioned staff changes, Mrs. Molster has agreed to "come out of retirement" to help in stewardship and development until a new director is hired. Brent Winn, who had already been assisting with the financial reporting for the capital campaign, will continue to do so.

Mr. Hollerith asked for prayers for Massie Valentine, Jr., former Senior Warden, who will undergo surgery for diverticulitis in the Virginia Beach hospital, and for Vestry member Barbara Guvernator, who has been diagnosed with Stage 4 lung cancer.

Mr. Hollerith called attention to the dates of upcoming events on the reverse of the agenda.

There being no further business the meeting was adjourned at 6:40 p.m.

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Anita Lisk  
Clerk

Approved:

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Rev. Randolph Marshall Hollerith  
Rector

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Ronald A. Cain, Jr.  
Senior Warden