

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
December 15, 2009

A regular meeting of the vestry of St. James's Episcopal Church was held on December 15, 2009, pursuant to proper notice of time and place. There were no absences. Vestry members attending were Mrs. Eleanor Angle, Mr. Dick Bennett, Mr. Ron Cain, Ms. Jane Dowrick, Ms. Althea Frederick, Mrs. Pam Goggins, Mr. Bill Gregory, Ms. Barbara Guvernator, Mrs. Cary Milley, Mr. Thayer Montague, Mrs. Beth Moore, Mrs. Ann Rawls, Mr. Pierce Rucker, Mr. Mark Shuford, Mrs. Bobbie Smith, Mr. Scott Ukrop, Mr. Rich Walker, and Ms. Elizabeth Ware. Invited guests attending were Mr. Wilson Trice, Mrs. Lilo Ukrop, Mr. Jay West, and Mr. Brent Winn. Also attending was the Rev. Randolph Hollerith, the Rev. Whitney Zimmerman, Mrs. Anita Lisk, Mrs. Betty Molster, 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 5:25 p.m. On motions made, seconded and unanimously approved, the agenda was adopted and the Minutes of November 17, 2009 Vestry meeting were approved.

COMMENTS & CONCERNS

Ms. Frederick announced she would be visiting family in Trinidad for the holidays.

Mr. Hollerith thanked the Vestry for their care and concern for his family during Mrs. Hollerith's recent surgery and recovery.

NEW BUSINESS

Clergy Housing Allowance resolutions

Mr. Hollerith presented Housing Resolutions for him and Ms. Zimmerman, which provides documentation that the church does not provide housing for clergy and they may allow part of their salary as a housing allowance to be exempted from federal taxes, as provided by the IRS tax code. Both resolutions provided for a \$60,000 allowance. Upon a motion made and seconded, both resolutions were unanimously approved.

Parking Deck

Mr. Cain reminded the Vestry that the parking deck is held in a separate corporation, Ecumenical Parking, with St. James's controlling the majority interest and Temple Beth Ahabah controlling the minority interest. This was the original arrangement when the deck was first built, as it was a profit-making entity with Stuart Circle Hospital and later Virginia Commonwealth University leasing spaces. Now that the hospital has closed and VCU has built their own additional parking, the deck is no longer making a profit and is, instead, costing more to maintain than the annual taxes paid on it. Ecumenical Parking has been advised to convert the deed to St. James's and Beth Ahabah, saving the church approximately \$20-25,000 in taxes, with Ecumenical Parking continuing to provide management. Mr. Trice, as the church's legal counsel, will handle the legal aspects of the

deed transfer. On a motion made and seconded, the Vestry unanimously approved the transfer of the title to the parking deck property to St. James's and Beth Ahabah.

Radio Ministry

It is time to renew the contract with the radio station and Mr. Rucker suggested that the expense of the radio ministry, which is approximately \$18-19,000 annually, calls into question whether this method of transmitting services remains effective. Mr. Rucker has spoken with the station about the contract, and has determined that it can be terminated with two week's notice. Mr. Montague and others are considering the possibility of streaming the service live on the Internet and investigating what can be done online at a significant savings. Mr. Hollerith remarked that the money for the radio ministry will remain in the budget so that when the transition to this newer technology is made, funds are available to make the necessary investment. Until that time, the radio ministry will continue.

Building and Capital Campaign committee thanks

Mr. Hollerith said that, once the building project is complete, he wants to have a party for all those involved in the Building and Capital Campaign committees to express appreciation for their time and effort. (The party is currently scheduled for Friday, February 26, at 6:30 p.m.)

COMMITTEE REPORTS

STEWARDSHIP

Mr. Hollerith announced that Mr. Chip Woodson has accepted the position of the Director of Stewardship and Development and will begin in January. Mr. Woodson is the former CFO and Stewardship Director for the Christian Children's Fund (now known as ChildFund). Of the approximately 45 resumes received, the search committee interviewed eight very qualified candidates. Mr. Hollerith said that he and the church have been blessed to have had Mrs. Molster serve in the interim and is thankful for all she has given and continues to give St. James's and the staff.

Annual Giving

Mrs. Molster distributed the Annual Giving report, commenting that the campaign is doing well and pledges are being made as the calendar year comes to an end. December statements for 2009 pledges are scheduled to be mailed.

Regarding next year's budget, Mrs. Goggins asked if there was a process to assure staff raises are included. The Finance and Executive committees are still working on the 2010 budget, which won't be adopted until February, and plan to include raises which will be retroactive to the beginning of the year. Mr. Hollerith asked Vestry members to continue to keep the Annual Giving campaign efforts in their prayers.

Fan the Flame

Mrs. Molster reported that Capital Campaign pledges continue to be paid. Mr. Winn commented that, if all outstanding pledges are paid and the anticipated historic tax credits received, the campaign will have very little debt at the end of 2016, when the last of the pledge payments are expected.

FINANCE

Mrs. Rawls and Mrs. Thiel distributed the regular monthly financial reports, noting that approximately \$350,000 in revenue is needed by the end of the month to meet the budget. This is more than is typically collected in December, but pledge payments are currently coming in at a good rate thus far this month. Some areas of revenue are falling short of budgeted expectations, particularly loose plate offerings and prior stewardship collections.

Expenses are under budget and are anticipated to remain so at the end of the year, suggesting that the difference between revenue and expenses may balance in the end.

WORSHIP, EDUCATION AND OUTREACH

Children's Ministries

Kent Duffey, Director of Children's Ministries, submitted a written report. Mr. Hollerith commented that Mrs. Duffey contributed more to Children's Ministry than just arranging for curriculum and both Mr. Montague and Ms. Dowrick agreed that the children's program is incredible. Mrs. Goggins expressed her appreciation for Paulette Pullen's continuing to serve as the director of the Christmas Pageant.

Youth and Young Adults

Ms. Zimmerman reported that she had recently hosted a dinner for several young adults new to St. James's to discuss their interests and how they wished to become involved at the church.

Chris Edwards, Director of Youth and Young Adults, took both the Rite-13 and EYC youth groups on a Christmas "Tacky Lights" tour. The youth groups will once again provide a Christmas party at the Peter Paul Development Center and distribute the Giving Tree gifts.

Outreach

Mrs. Smith reported that the Outreach committee met and began to discuss how to disburse 2010 outreach funds. They are considering focusing on fewer programs so that the grants make a greater impact.

Mission Trips

Ms. Zimmerman distributed the new Missions brochure and reported that 50-60 people attended an informational meeting about upcoming missions. Lay leadership is in place for all missions and the leadership and potential team members are enthusiastic. Ms. Zimmerman encourages the Vestry to promote and personally attend the annual Mardi Gras for Missions fundraiser in February to help raise ample funding for the missions scheduled for this year.

Children's Center

Ms. Dowrick reported that Governor Tim Kaine recently visited the Children's Center for a press conference to promote pre-school initiatives, choosing the Center as an example of the type of preschool center that exemplifies the best in preschool education.

Tom Horton will host his annual Christmas Pizza party for the Children. Ms. Dowrick suggested that members of the Vestry visit the Center for lunch anytime during the week.

The Listening Room

The first event was well received and plans have been made to offer The Listening Room in the basement of the Michaux House on a monthly basis. Mr. Hollerith remarked that providing a venue for acoustic singers/songwriters/bands to play is providing outreach into the community and our neighborhood.

FELLOWSHIP

Welcome

The Newcomers' party at Mr. Cain's home was well attended. Mr. Bennett encouraged Vestry members to contact any newcomers they may know to follow up the initial contact by the clergy and a member of the committee.

ECW

Mrs. Angle reported that WomanKind plans are going well. Nora Gallagher has agreed to be the keynote speaker and great workshops led by extraordinary women are planned. There will once again be a service project component and book studies are planned in advance of the event. The weekend will conclude with a beautiful liturgy, with Linda Pruitt as the preacher.

CHURCH

Strategic Plan

Mr. Hollerith, Mr. Shuford, and Mrs. Ginny Poindexter have completed a rough draft of the Strategic Plan, which will be reviewed by the whole committee. The final document will be presented at the January Vestry meeting. The Strategic Planning committee will then take the feedback from the Vestry, make revisions as they see fit, and bring the final plan to the Vestry at the February meeting. The plan will be presented to the congregation at the annual parish meeting on February 28.

Facilities

Mr. Ukrop reported that the heating issues are being addressed.

Mr. Montague recommended creating policies for the use of the Michaux House and Gibson Hall meeting spaces once the building project is complete. Mr. Cain noted that granting use of the building is currently made on a case-by-case basis.

SENIOR WARDEN'S REPORT

Mr. Cain reminded the Vestry that nominations for the next Vestry class are needed before the nominating committee meets in early January.

Mr. Cain reported that the church is working on assessing a value for the in-kind contributions made to the Children's Center.

Mr. Cain and Mrs. Rawls attended a meeting regarding Diocesan financing and were informed that the Diocese is in need of additional support. Unlike other Dioceses, which typically assess a fee from its parishes, the parishes in the Diocese of Virginia voluntarily contribute to the Diocese, with the average gift being approximately 6% of their annual budget. (St. James's contributes 10% each year.)

RECTOR'S REPORT

Mr. Hollerith encouraged the Vestry to get their photos taken for the new parish directory.

Mr. Hollerith called attention to the dates of upcoming events on the reverse of the agenda, particularly the Christmas worship schedule. Worship service attendance in November was distributed.

There being no further business the meeting was adjourned at 7:00 p.m.

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

Ronald A. Cain, Jr.
Senior Warden