

Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
February 23, 2010

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A regular meeting of the vestry of St. James's Episcopal Church was held on February 23, 2010, pursuant to proper notice of time and place. Vestry members attending were Mrs. Eleanor Angle, Mr. Ron Cain, Ms. Jane Dowrick, Ms. Althea Frederick, Mr. Bill Gregory, Ms. Barbara Guvernator, Mrs. Cary Milley, Mr. Thayer Montague, Mrs. Beth Moore, Mrs. Ann Rawls, Mr. Pierce Rucker, Mr. Mark Shuford, Mr. Scott Ukrop, and Ms. Elizabeth Ware. Mr. Dick Bennett, Mrs. Pam Goggins, Mrs. Bobbie Smith, and Mr. Rich Walker were absent. Also attending were the Rev. Randolph Hollerith, the Rev. Whitney Zimmerman, Mrs. Anita Lisk, Mrs. Poconna Thiel, Ms. Nancy Warman, Mrs. Virginia Whitmire, and Mr. Chip Woodson. 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 the January 19, 2010 Vestry meeting were approved.

COMMENTS & CONCERNS

Ms. Frederick commented that the recent WomanKind weekend was fantastic. Ms. Dowrick added that the worship service that concluded the event was moving and clearly important to those participating.

All agreed that the recent Mardi Gras for Missions event was great, with a record crowd and a potential gross of \$50,000 or more.

Mr. Hollerith reminded the Vestry that they were invited to a celebration of the completion of the building project on Friday, February 26, honoring all those who served on committees and contributed so much to the success of the project.

NEW BUSINESS

Mr. Hollerith presented a resolution for the Ordination to the Diaconate for Anne Lane Witt, which certifies that the Vestry supports her ordination as a deacon in the Church. All approved the resolution.

OLD BUSINESS

The final version of the Strategic Plan was distributed and a mock-up of the booklet to show what the format will look like.

Mr. Montague recommended explaining what "Mission" "Purpose" and "Vision" mean and Mr. Hollerith will add that.

On a motion made and seconded, the "Mission, Purpose, Vision" section of the Strategic Plan, with the friendly amendment, was unanimously adopted.

On a motion made and seconded, the Strategic Plan was unanimously adopted.

Mr. Hollerith thanked the Strategic Planning committee and its facilitator, Ms. Woodi Sprinkel, for over a year of hard work. The Vestry Retreat in March will be lead by Ms. Sprinkel to begin the process of the Vestry implementing the plan.

## COMMITTEE REPORTS

### STEWARDSHIP REPORT

Mr. Woodson distributed a report, noting that the amount of pledges for 2010 has grown and Annual Giving campaign volunteers are still contacting past donors who have not yet pledged. Mr. Woodson acknowledged that the difficult economy has affected pledge income.

Fan the Flame Capital Campaign pledges continue to be received, with a number of those pledges paid in full.

### FINANCE REPORT

Mrs. Rawls distributed the usual monthly reports, including the Year-to-Date Actual figures for 2009 and the proposed budget for 2010.

Many parishioners responded to the Annual Fund appeal to increase pledges by 15%.

It was suggested that fees collected for the use of the church's meeting spaces be used added to the maintenance reserve funds.

Mr. Cain wanted to be sure the Vestry did not forget to add \$7500 to the 2011 budget to fund the second half of Mr. Hollerith's sabbatical.

On a motion made and seconded, the 2010 budget was unanimously adopted.

Mr. Shuford recommended the Vestry consider changing the church's fiscal year end to either June 30 or September 30 to help alleviate the end of the calendar year crunch. All agreed to research and consider this possibility.

Mr. Hollerith thanked Mrs. Thiel for her great work and many years devoted to St. James's.

## WORSHIP AND EDUCATION REPORTS

### Children's Ministries

Kent Duffey, Director of Children's Ministries, submitted a written report. The preschool classes and the nurseries have been moved back into Gibson Hall and the transition has gone well.

### Youth and Young Adults Ministries

Chris Edwards, Director of Youth and Young Adults Ministries, submitted a written report. Mr. Edwards and his counterparts at St. Stephen's and St. Paul's Episcopal churches have begun an in-school program for the 7<sup>th</sup> graders at St. Catherine's called "Oasis" that has met with great response.

### Worship

Mr. Hollerith reported that two 7:45 a.m. services were cancelled due to inclement weather, but the 9:00 and 11:15 services on both days were offered.

## MISSIONS REPORT

Ms. Zimmerman reported that the Bishop of Haiti has requested that scheduled mission trips to the country be postponed until later in the spring.

All other mission trips are on schedule, with a team leaving for Honduras in early March.

## OUTREACH REPORT

### Children's Center

Ms. Dowrick reported that the Children's Center intends to invite the Vestry on a tour now that they have relocated to the classrooms in Gibson Hall. Ms. Dowrick also invited members of the Vestry to mark their calendars for the Children's Center Sunday on April 24, and their Spring Fling fundraiser, which will be held on April 29.

## FELLOWSHIP

### Hospitality

Ms. Frederick and Ms. Dowrick are helping to coordinate the party to celebrate the completion of the building project for all the volunteers and committee members who were instrumental in its fruition.

The Hospitality committee will provide refreshments for an Open House in Gibson Hall on Sunday, March 7.

## ECW

Mrs. Angle expressed thanks and congratulations to the WomanKind co-chairs Carrie Montague and Stevie Toepke, and to Ms. Zimmerman, for their excellent organization and leadership for the conference. She reported that approximately 500 women participated in the event.

## BUILDINGS & FACILITIES REPORT

### Communications

Mr. Montague reported that he, Mr. Hollerith, and Chris Edwards have been researching the technical set-up needed to create a web podcast for live streaming of the services. Volunteers would be trained to serve as podcast technicians. An initial investment of approximately \$26,000 would be needed for equipment and set-up, with \$2,000-3,000 needed annually thereafter. Mr. Hollerith recommended using the \$17,000 currently in the budget for the radio ministry to help offset the initial set-up costs incurred, as the radio will no longer be used once this new technology is in place.

A motion was made and seconded to use the monies allocated for the radio ministry in 2010 and 2011 to initiate a web podcast to replace the radio ministry. All approved.

## TNT

Mrs. Moore reported that the relocation to Gibson Hall of the Children's Center, the nursery and preschool classes had gone well and she's still determining where some things will be stored.

### Facilities

Mr. Ukrop reported that the Building committee is addressing some deferred maintenance, such as painting the parish house, improvements to the HVAC system, some exterior painting, etc., with approximately \$149,000 needed in capital maintenance to do what is needed. The committee is expected to recommend proceeding with this work and Mr. Hollerith suggested that the Vestry support the committee's decision.

### Memorial Garden

Mr. Gregory reported that he and Jennifer Sisk are working on a memorial book for the history of those buried in the Garden.

### SENIOR WARDEN'S REPORT

Mr. Cain remarked that he was thankful for the privilege of serving as Senior Warden this past year.

### RECTOR'S REPORT

Mr. Hollerith thanked the Vestry class of 2010 for their service: Ronald (Ron) A. Cain, Jr., Thayer Montague, Elizabeth (Beth) C. Moore, Ann Rawls, Pierce Rucker, and Barbara (Bobbie) Smith.

Mrs. Moore offered gifts in gratitude for her service with her fellow Vestry members.

The attendance figures for the January and February were distributed and 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 7:00 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