

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
November 17, 2009

A regular meeting of the vestry of St. James's Episcopal Church was held on November 17, 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, Ms. Althea Frederick, Mrs. Pam Goggins, 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. Mr. Bill Gregory was absent. Also attending was the Rev. Randolph Hollerith, 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 October 20, 2009 Vestry meeting were approved.

COMMENTS & CONCERNS

Mrs. Smith reported that the City has painted a crosswalk across Birch Street.

Ms. Dowrick reported that she is scheduled to speak to VCU's AKA sorority, which has determined to do "Pads for Power" as a community service project, and that the UR chapter of the sorority may do this as well.

Mr. Montague revealed his ad campaign for the church's upcoming photo directory, using very old portraits of the staff to emphasize that our last directory is out of date. Mr. Hollerith thanked Mr. Montague for leading this project and the campaign and encouraged all Vestry members to have their photos taken.

COMMITTEE REPORTS

STEWARDSHIP

Mrs. Molster distributed a status report, noting that Mrs. Goggins and Mr. Jay West, the Annual Giving Campaign chairs, have arranged for team captains to call all those parishioners who have previously pledged but haven't yet for 2010. Mrs. Goggins added that some parishioners who have never pledged also will be contacted.

Mr. Hollerith reported that he and a search committee have been interviewing candidates for the Director of Stewardship and Development position and hopes to hire someone by the end of December.

FINANCE

Mrs. Rawls and Mrs. Thiel distributed the regular monthly financial reports, noting that there are only six more weeks left in the year, yet over \$400,000 in 2009 pledges needed to be collected before the end of December and there are still several outstanding prior year pledges to be paid.

Expenses are expected to come in under budget in several categories; however, some – such as utilities – will likely be over budget.

Cash is low and \$100,000 has been drawn from the Cash Reserves account. This will be reimbursed to the reserves once pledges have been collected.

The Finance and Executive committee plans to approach the Endowment Fund for help with the increased operating expenses, as previously arranged.

WORSHIP, EDUCATION AND OUTREACH

Written reports for Children's Ministries, Youth and Young Adults Ministries, and Outreach were submitted by Kent Duffey, Chris Edwards, and Nancy Warman, respectively.

Worship

The Worship committee met to discuss the perceived trend toward smaller attendance, particularly at the 11:15 a.m. service. However, attendance is actually fairly flat and has been for several years, in spite of the increase in membership. Mr. Hollerith intends to emphasize to the parish the need for worship as a faith community is just as important as being "doers." He recommended that the Vestry maintain a positive attitude and strive to connect people in the church. While there's no need to be overly concerned about attendance, Vestry members should be aware of the potential issue.

Outreach

Mrs. Angle reported that the Outreach committee discussed the amount that will be dedicated for distribution in the 2010 budget.

Children's Center

Ms. Dowrick reported that the Children's Center plans to have an Open House once they have moved back into Gibson Hall. Mr. Hollerith reported that the Children's Center is considering creative alternatives to address the need for more playground space, as required by their certificate of occupancy.

Mission Trips

Ms. Zimmerman reported that the eight members of the recent New Orleans mission team had a great week and announced that dates for mission trips in 2010 have been established:

Honduras: March 6-14 (in collaboration with Christ Church, Charlottesville)

Haiti I: March 6-14 (led by Kent Duffey)

Haiti II: April 9-17 (led by Jay Patton)

Appalachia: May 8-14 (led by Mike Bily)

Sudan: May 24-June 5 (led by Jody and Angie Wilcox)

Alaska (Youth): late July (led by Chris Edwards)

In addition, Jane Dowrick and Susan Siegfried are exploring the creation of a mission experience in the City of Richmond.

FELLOWSHIP

Welcome

There is an upcoming newcomers' party on November 22 at Ron Cain's home. The invitation list was circulated and Vestry members were asked to call any newcomer they knew to encourage them to attend the party.

Hospitality

The Hospitality committee will investigate the opportunity to have a party for Vestry members and their spouses.

ECW

Mrs. Angle reported that the recent Bazaar went well. The new space worked beautifully and there was lots of energy and good traffic. Mrs. Smith reported that the Elegant Elegant did particularly well at the Bazaar. Mr. Hollerith suggested the Vestry offer thanks to Debbie Krey and Amy Clifton, who were the co-chairs for the event.

The WomanKind steering committee will meet this week. Ms. Zimmerman reported that the liturgy has been designed and asked that the Vestry, particularly the women members, serve as ambassadors for the event to help raise awareness of it.

FACILITIES

Communications

Mr. Hollerith reported that he and Valerie Hubbard, Director of Communications, have been considering ending the radio broadcast and use money budgeted for that ministry to implement more effective ways to reach shut-ins using new technology.

The redesign of the church's website is in the final stages. The photo directory will be available through the website and it will also have the potential for streaming services live.

Mr. Montague reiterated Mr. Hollerith's request that the Vestry get their family's photos taken for the directory and encourage their friends in the parish to do so, as well. Appointment times can be made on-line, in the narthex on Sundays, and in the Michaux House on Wednesday nights.

Strategic Plan

Mr. Rucker reported that the Strategic Planning committee recently held a retreat at Roslyn to begin the process of putting together the strategic plan, which will be presented to the Vestry at the January meeting.

Church

Mr. Ukrop reported that Taylor & Parrish are moving ahead with the renovation of Gibson Hall and expect to be finished on time in late January. Beth Moore will again coordinate the moving of what needs to be returned to Gibson Hall from the Michaux House. Systems training for the Michaux House HVAC, kitchen, and other equipment is on-going.

SENIOR WARDEN'S REPORT

Mr. Cain reported that he has called together the Nominating committee for the purpose of nominating the next Vestry class, which will be elected at the annual parish meeting on February 28, 2010. The committee members are:

Dick Bennett, *member of Vestry*
Ron Cain, *Senior Warden*
Jane Dowrick, *member of Vestry*
Ida Farinholt, *member at large*
Randy Hutcheson, *member at large*
Mary Kulp, *Episcopal Church Women President*
Mark Shuford, *member of Vestry*
Bobbie Ukrop, *member at large*
Tamra Wilt, *Sunday School Superintendent*

Members rotating off the Vestry next February are:

Ronald (Ron) A. Cain, Jr.
Thayer Montague
Elizabeth (Beth) C. Moore
Ann Rawls
Pierce Rucker
Barbara (Bobbie) Smith

Mr. Cain encouraged the Vestry to send him, or anyone on the committee, nominations by December 21. The committee will meet in January to determine a slate of six candidates to present to the congregation.

RECTOR'S REPORT

Mr. Hollerith remarked that he is excited about the work being done by the Strategic Planning committee.

Mr. Hollerith called attention to the dates of upcoming events on the reverse of the agenda. Worship service attendance in October was distributed.

There being no further business the meeting was adjourned at 6:45 p.m.

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

Ronald A. Cain, Jr.
Senior Warden