

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
August 24, 2010

A regular meeting of the vestry of St. James's Episcopal Church was held on August 24, 2010, pursuant to proper notice of time and place. Vestry members attending were Mrs. Eleanor Angle, Mr. Dick Bennett, Ms. Jane Dowrick, Ms. Althea Frederick, Mrs. Pam Goggins, Mr. Bill Gregory, Ms. Barbara Guvernator, Mr. Scott Hetzer, Mr. Monty McFadden, Mrs. Cary Milley, Mrs. Dena Moore, Ms. Newnie Rogers, Mr. Mark Shuford, Mr. Scott Ukrop, Mr. Rich Walker, Ms. Elizabeth Ware, and Mr. Stephen Watts. Dr. Jan Harris was absent. Also attending were the Rev. Randolph Hollerith, the Rev. Ann Dieterle, the Rev. Whitney Zimmerman, Mrs. Anita Lisk, Mrs. Poconna Thiel, 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. Motions to adopt the agenda and approve the Minutes from the May 18, 2010 meeting were made, seconded and unanimously approved. Mr. Hollerith introduced and welcomed the Rev. Ann Dieterle, new Associate Rector, and thanked Mrs. Goggins, Ms. Angle and Mr. McFadden for organizing a party for the Vestry to welcome her to St. James's.

COMMENTS AND CONCERNS

Mr. Ukrop commented that it was a tribute to Ms. Dieterle that attendance was high on the Sunday of the special forum where she offered her spiritual journey to the parish.

SPECIAL BUSINESS

The term for the Vestry representative to the Endowment Fund Board ends this year and Helen Kemp, who currently holds the position, is eligible and willing to serve another term. On a motion made and seconded, the Vestry unanimously re-elected Mrs. Kemp to serve another term on the Endowment Fund Board.

FINANCE REPORT

Ms. Ware distributed the monthly financial reports, noting that all was as expected. The utilities in the Michaux House continue to be more than projected and revenues are lagging behind because of the summer months. As is typical in the summer, monies have been borrowed from the cash reserves, which will be repaid as income is received later in the year. Messages reminding parishioners to pay their pledges, as well as promoting the capability of arranging for automatic withdrawals for pledge payments, have been publicized in the Sunday bulletins, the eChimes and the monthly Chimes.

Mr. Hollerith brought to the attention of the Vestry the possibility of allowing parishioners to pay their pledges with a credit card, noting that several parishioners have

expressed interest in paying their pledges in this manner. Previous vestries had voiced concerns that allowing credit card payment of pledges may encourage parishioners to take on debt and voted to not allow for such transactions to pay pledges. Mr. Hollerith also noted that the church pays a fee for each credit card transaction, similar to a commission that is deducted from the value when the gift of stock is made.

After some discussion regarding whether or not the fee charged is offset by the convenience of the transaction increasing pledge amounts and payments, it was determined to table the discussion until Ms. Ware and Mr. Woodson could research the matter further.

Ms. Thiel reported that SunTrust Bank needs a resolution from the Vestry approving Ms. Dieterle as a signatory for the Associate Rector's discretionary account. On a motion made and seconded, all approved.

COMMISSIONS REPORTS

WORSHIP COMMISSION

Hospitality

Mr. Hollerith thanked Ms. Frederick and Ms. Dowrick for arranging the reception for Ms. Dieterle's spiritual journey forum.

Fellowship

Summer brunches were well received, with approximately 400 people attending the four offered. Wes Holland, a parishioner and professional caterer, provided the food and personnel and has agreed to continue in the fall as an experiment to see if the parish would like to continue to have brunch offered during the program year. The brunches will be offered once a month, with two seatings – one at 11:00 a.m. following the Christian Formation hour, and the second at 12:30 p.m., following the later service.

Newcomers/Welcome

Ms. Dowrick reported that the party for newcomers at the home of Mr. Gregory was well attended and the fall party will be on November 21 at the home of Mr. Bennett. A Sunday morning "Meet & Greet" for newcomers is scheduled for September 19. Ms. Dieterle will be the clergy contact for newcomers.

Music

Mrs. Whitmire reported that the choir tour in France was glorious and thanked the Vestry for its support. It was a wonderful experience and there were several standing ovations.

The Music Department is currently gearing up for the upcoming program year. In accordance with the Strategic Plan, more special music and instrumentation will be offered this year, including adding two "Bluegrass Mass" at 9:00 service and a sung Eucharist with instruments at the 11:15 service.

STUDY COMMISSION

Adult Education

The Rev. Bob Hetherington, Ms. Guvernator, and the Adult Education committee have scheduled speakers for the fall semester of the Sunday morning Adult Forum and Wednesday night Christian Journey.

Children's Ministries

Kent Duffey, Director of Children's Ministries, submitted a written report, which noted that she is currently seeking additional volunteers for the *Growing in Faith* Sunday School program. Ms. Duffey will be attending a conference in September on the *Godly Play* program.

Youth Ministries

Mr. Shuford reported that the Youth Christian Formation committee has been formed and will meet soon. The committee will research what's working and not working for post-confirmation youth in other churches. The committee will also examine the current relevance of the *Journey to Adulthood* program, which is now about 20 years old.

Young Adults Ministries

Mrs. Angle reported that fellowship, outreach and spiritual formation are the focus of the Young Adults ministry. Adam Pillsbury has volunteered to explore outreach opportunities for young adults.

SERVICE COMMISSION

Mr. McFadden distributed a report from the Service Commission. Ms. Warman, Director of Servant Ministries, also submitted a written report.

Missions

Mr. Hetzer reported that the Mission committee met, including some new members and some members who were rotating off the committee. The committee, which plans to determine the details for all the mission trips by the beginning of the year, is seeking to make the mission trips more lay-lead instead of relying on clergy for leadership and intends to promote a Senior/Junior leadership style so that each year lay leaders will be in place for the following year. The committee hopes to promote mission trips, as well as offer follow-up reports on the trips at Sunday forums. The committee will also serve as a resource for the annual Mardi Gras for Missions fundraiser.

Outreach and In-reach

Mr. McFadden reported that the Commission members spent time defining "In-reach" and "Outreach" and will work with these two committees to determine how the Commission members may serve as a resource for their work.

The Commission is creating an "Every Member Has A Ministry" Lenten discipline, where all parishioners are encouraged to thoughtfully determine what their particular ministry may be for the year, and is establishing the infrastructure necessary to handle the response.

FOUNDATION COMMISSION

Mr. Walker was pleased to report that there had been lots of committee work over the summer.

Communication

Mr. Watts distributed written reports from the committee meetings in June, July and August. Strategic Plan goals achieved in this area thus far include improving the website and adding the live streaming of the services on the Internet. Mr. Watts particularly thanked Valerie Hubbard, Director of Communications, for her efforts to upgrade the website, and the video volunteers who do the live streaming of the services.

The committee is also working on improving marketing efforts.

Stewardship

Mrs. Goggins reported that plans for the annual Feast of St. James's, which will be held at the Science Museum on October 20, are moving forward, with Ty Toepke and Trent McFadden serving as co-chairs. The event's theme is "Faith, Hope and Love" and will feature Italian food provided by Eric Burfiend's cooking team, video vignettes produced by Thayer Montague, and musical entertainment arranged by Mark Whitmire. Personal reflections about Stewardship at St. James's will be inserted in Sunday bulletins beginning in September. The Annual Fund campaign will especially focus on targeting those parishioners who have completed their "Fan the Flame" capital campaign pledge, encouraging them to continue to give at a higher annual level, as well as approaching and educating parishioners who do not have a giving history.

Buildings and Grounds

Mr. Bennett reported that this committee is currently discussing and establishing policies and procedures for use of St. James's meeting spaces.

Memorial Garden

Mr. Gregory reported that the committee is proposing a change to the current Vestry Policy regarding the cost of burial in the Memorial Garden, suggesting that the cost of interment and a flat fee for the cost of engraving the stone be incorporated into one fee of \$800, rather than the current policy of a \$500 interment fee and the fluctuating cost of the engraving. A motion to adopt the proposed revised policy was made, seconded and unanimously approved.

Mr. Gregory reported that the memorial book of those buried in the Garden is currently being put together and the case which will hold it has been made and delivered to the Atrium in Gibson Hall.

LIAISONS

Episcopal Church Women

Ms. Ware reported that the ECW leadership will have a social on October 3. Ms. Zimmerman reported that the Bazaar co-chairs and committee chairs are meeting in early September.

Children's Center

Mr. Watts reported that fundraising for the Center was going well, and the Center had recently received a \$50,000 grant from Altria. Income from tuition is below expectations, as about 40 students are enrolled and the budget allowed for tuition income from 50-60 students, anticipating the addition of a 2-year-old class and the approval of the Department of Social Services to increase the number of students allowed to enroll.

SENIOR WARDEN'S REPORT

Mr. Ukrop remarked that the Commissions need to track the progress made in their respective areas of the Strategic Plan over the next five years and invited the Vestry to consider how that may best be achieved.

RECTOR'S REPORT

The final Statistical Report for 2009 and the 2009 Parochial Report was distributed, as were the service attendance figures for June and July 2010. Mr. Hollerith noted that, as is the trend in many churches, St. James's average attendance is no longer what it used to be. Though St. James's membership has steadily increased in recent years, annual attendance is approximately the same each year.

Mr. Hollerith reminded the Vestry to review the upcoming events on the reverse of the agenda. Volunteers were requested to help serve as guides on Opening Sunday.

There being no further business the meeting was adjourned at 7:05 p.m.

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

R. Scott Ukrop
Senior Warden