

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
January 18, 2011

A regular meeting of the vestry of St. James's Episcopal Church was held on January 18, 2011, pursuant to proper notice of time and place. Vestry members attending were Mrs. Eleanor Angle, Mr. Dick Bennett, Ms. Jane Dowrick, Ms. Althea Frederick, Mr. Bill Gregory, Ms. Barbara Guvernator, Dr. Jan Harris, Mr. Scott Hetzer, Mr. Monty McFadden, Mrs. Cary Milley, Mrs. Dena Moore, Ms. Newnie Rogers, Mr. Mark Shuford, Mr. Scott Ukrop, Ms. Elizabeth Ware, and Mr. Stephen Watts. Mrs. Pam Goggins and Mr. Rich Walker were absent. Also attending were the Rev. Randolph Hollerith, the Rev. Ann Dieterle, Mrs. Anita Lisk, Mrs. Poconna Thiel, Mrs. Virginia Whitmire, and Mr. Chip Woodson. Mr. Alex Slaughter and Ms. Geraldine Johnson were invited guests. 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. Motions to adopt the agenda and approve the Minutes from the November 16, 2010 meeting was made, seconded and unanimously approved.

OLD BUSINESS

On a motion made and seconded, the Vestry ratified their previous vote to approve clergy housing resolutions which was made by email when the December 21, 2010 meeting was cancelled. These housing resolutions for Mr. Hollerith, Ms. Zimmerman, and Ms. Dieterle provide 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.

SPECIAL BUSINESS

Mr. Slaughter, president of the Children's Center board, and Ms. Johnson, the Center's director, informed the Vestry that the organization Stop Child Abuse Now (SCAN) has contacted the Children's Center regarding a collaboration in which the Center and, therefore, the Church, would provide a dedicated pre-school classroom for children who are participants in SCAN's programs. SCAN would lease this space, beginning February 1, 2011, through August 31, 2011, with an annual renewal beginning September 1, for an annual fee of \$5,000, payable to St. James's. Mr. Slaughter said that this collaboration is consistent with the Children's Center's mission and Ms. Johnson agreed that it was a wonderful opportunity to work with SCAN and their therapeutic program for children in the court system. The Children's Center seeks Vestry approval of the lease because church property is involved, though no property is conveyed. On a motion made and seconded, the Vestry approved the lease agreement as presented.

COMMENTS AND CONCERNS

All agreed that the recent Martin Luther King, Jr. Evensong with the choirs of St. James's and the Norfolk State Choir was great, with a very large attendance.

STEWARDSHIP REPORT

Mr. Woodson distributed his report. While there are fewer pledges and dollars offered at this time, the projection is promising. Ms. Goggins and Mr. Ron Cain, Annual Fund chairs, are working hard and have organized a team of volunteers to call those who pledged last year but haven't yet pledged for 2011. Mr. Hollerith reminded the Vestry to be discreet about the knowledge of who still have outstanding pledges and encouraged the Vestry to give him any feedback they get from the calls they make.

Mr. Woodson reported that \$329,000 in Historic Tax Credits has been received for the Fan the Flame capital campaign, and \$50,000 of that will be held in reserved, as previously determined by the Vestry. Statements will be sent at the end of January to those who still have outstanding balances.

Mr. Hollerith thanked Mr. Woodson for his excellent work.

FINANCE REPORT

Ms. Ware distributed the monthly financial reports and commented that, as pledge revenue for 2010 continues to be received, the 2010 books will not be officially closed until January 20, 2011. Ms. Ware also noted that the buildings and grounds line will be over budget, but that she expects a final budget surplus of approximately \$5,000. The Finance and Executive committees continue to work on the 2011 budget, which will be presented to the Vestry at a specially called meeting on February 8. Once approved at that meeting, the budget will be presented to the parish at the annual meeting on February 13.

Mr. Hollerith thanked Ms. Thiel for her good work all year, and also Ms. Ware for her first year as the chair of the Finance committee. Ms. Ware thanked the members of the Vestry for their prayers and concerns during her recent diagnosis of cancer and reported that her treatment has finished and her report is good.

COMMISSIONS REPORTS

WORSHIP COMMISSION

Worship

Ms. Harris reported that the committee will meet again after the new Vestry class is elected. She, too, thanked the Vestry members for their prayers as she recovers from her recent successful knee surgery.

Mr. Hollerith announced that Carole Connor has given a new chalice in memory of her husband, Doug.

STUDY COMMISSION

Children's Ministries

Kent Duffey, Director of Children's Ministries, submitted a written report. Mrs. Angle reported that she recently met with Mrs. Duffey to work out the details of Mrs. Duffey's upcoming presentation on *Godly Play* at the Sunday Forum.

Youth Ministries

Chris Edwards, Director of Youth and Young Adults, submitted a written report. Mr. Edwards is working with the youth in preparation for the January 30 Youth Sunday, but will leave the staff at the beginning of February to pursue his masters and doctorate degrees in choral conducting at Portland State University in Oregon. Mr. Shuford reported that the Youth committee will be working with Mr. Hollerith in his search to find a new director.

Adult Education

Mr. Shuford commented that the Sunday Forums have begun well, with Dr. Edward Ayers, President of the University of Richmond, providing an excellent forum to kick off the new year. The Sunday morning adult Bible Study has also had a good response.

SERVICE COMMISSION

Outreach and In-reach

Mrs. Moore distributed a written report, noting that the commission has consulted with the Communications committee regarding the upcoming EMHAM (Every Member Has A Ministry) program and has taken their advice to change the name of the program to "Every Member's Ministry." The commission will continue to work with the communications committee to develop the best way to communicate the purpose of the program throughout Lent.

Missions

Mr. Hetzer reported that the Mission committee has been building a lay leadership infrastructure and anticipates being able to move forward easily once Ms. Zimmerman leaves in March. He announced that the Youth mission this summer will be led by Patrick Strickler and Hans Kalkofen and will serve Richmond.

FOUNDATION COMMISSION

Personnel

Mr. Hollerith announced that Mr. Edwards and Ms. Zimmerman will marry at St. James's in late May. As previously stated, Mr. Edwards will leave the staff in the beginning of February, though he will continue to sing in the choir until Ms. Zimmerman's last day, which will be March 20. Mr. Hollerith is not planning the same kind of search for a new associate as he did after the departure of the Rev. Dana Corsello, but instead will glean from recommendations and seminarian candidates. He intends to form a search committee and hopes to hire a person who will begin in June or July. Mr. Shuford remarked that it may be easier to find a new priest than to find a new Youth and Young Adults Director.

Buildings and Grounds

Mr. Bennett remarked again that it has been so helpful to have such a dedicated Facilities Manager as David Barnett.

Mr. Bennett reported that the floor of the portico in front of the church is cracking and will need to be replaced in the near future.

Communication

Mr. Watts commented that it was a good collaborative meeting with the Service Commission members and encouraged other Commissions to work with the Communications committee as needed. He announced that the Community Engagement Initiative has been postponed for the time being, but will be rescheduled.

Memorial Garden

Mr. Gregory reported that the Memorial Book is still in progress and the pages are currently in the hands of the calligrapher. There are five new names to be engraved on the stones.

LIAISONS

Episcopal Church Women

Ms. Ware reported that approximately \$18,000 was raised by the Bazaar and the ECW leadership will be determining how much to distribute to the four grant recipients: the Children's Center, the Peter Paul Development Center, Westminster Canterbury, and ACTS (Area Congregations Together in Service).

SENIOR WARDEN'S REPORT

Mr. Ukrop said that he was thankful for all the work of the Commissions and remarked that it has been a great year.

Mr. Ukrop presented the report from the Nominating committee, which offered a slate of six candidates:

- Louise Bowles
- Margy Brown
- DeWitt B. Casler
- Joseph A. (Jay) Jennings III
- Mary Watt New
- Jody L. Wilcox

RECTOR'S REPORT

Mr. Hollerith thanked the Vestry class of 2011: Mr. Bennett, Ms. Frederick, Mrs. Goggins, Mr. Gregory, Mrs. Milley and Mr. Ukrop, noting that their last official meeting would be on February 8, when the Vestry will meet to approve the 2011 budget, but all were welcome to attend the February 15 Vestry meeting.

Mr. Hollerith reminded the Vestry to review the attendance report and the upcoming events listed on the reverse of the agenda, noting particularly the upcoming Diocesan Council on January 20-22.

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

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

R. Scott Ukrop
Senior Warden