

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
March 15, 2011

A regular meeting of the vestry of St. James's Episcopal Church was held on March 15, 2011, pursuant to proper notice of time and place. Vestry members attending were Mrs. Eleanor Angle, Mrs. Louise Bowles, Mrs. Margy Brown, Mr. DeWitt Casler, Ms. Jane Dowrick, Ms. Barbara Guvernator, Dr. Jan Harris, Mr. Scott Hetzer, Mr. Jay Jennings, Mr. Monty McFadden, Mrs. Dena Moore, Ms. Mary Watt New, Ms. Newnie Rogers, Mr. Mark Shuford, Mr. Rich Walker, Ms. Elizabeth Ware, Mr. Stephen Watts, and Mr. Jody Wilcox. Also attending were the Rev. Randolph Hollerith, the Rev. Ann Dieterle, the Rev. Whitney Zimmerman, Mrs. Anita Lisk, Mrs. Poconna Thiel, 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 5:25 p.m. Motions to adopt the agenda and approve the Minutes from the February 15, 2011 meetings were made, seconded and unanimously approved.

COMMENTS AND CONCERNS

Mr. Hollerith noted that this would be Ms. Zimmerman's last Vestry meeting before she leaves the staff and will also be Mr. Walker's last Vestry meeting, as he will be moving to Charlotte, NC.

Mr. Shuford congratulated the Service Commission for their vision for the Every Member's Ministry (EMM) campaign, particularly the color-coded playbooks for ministries, which was Mrs. Moore's idea.

Mr. Hollerith reported that the "God in your inbox" emailed Lenten reflections of scriptures from the Gospel according to Mark has been well received.

Ms. Guvernator commented that the recent "windshield tour" of the East End given by the Rev. Lynne Washington at the Peter Paul Development Center was an amazing experience.

SPECIAL BUSINESS

Mr. Hollerith distributed Vestry commission assignments and said that they would be discussed further at the upcoming Vestry retreat on March 19. Mr. Hollerith announced that Mrs. Angle has agreed to serve as co-chair with Ron Cain for the 2012 Annual Fund campaign.

FINANCE REPORT – MS. ELIZABETH WARE, CHAIR

Ms. Ware distributed monthly financial reports and reviewed the income and expenses, noting that revenues are typically good at the beginning of the year. Mrs. Thiel reported that letters to remind those who have not paid their prior year pledge would be mailed soon.

Ms. Ware reported that the audit is scheduled for mid-May through the end of June.

COMMISSIONS REPORTS

WORSHIP COMMISSION – MS. JAN HARRIS, CHAIR

Call & Welcome

Ms. Dowrick reported that a newcomers' Meet & Greet was held in February and another is scheduled for April. The committee is also working on a Spring/Summer party.

STUDY COMMISSION – MR. MARK SHUFORD, CHAIR

Youth Ministries

Mr. Shuford reported that the Youth Christian Formation committee is in the process of interviewing candidates for the Youth Director's position with Mr. Hollerith.

Children's Ministries

Kent Duffey, Director of Children's Ministries, submitted a written report, which detailed the recent attendance in Sunday School, the upcoming final "Growing in Faith" rotation curriculum, and registration numbers (thus far) for this year's Vacation Bible School, which will be held June 27 through July 1.

Adult Education

Ms. Guvernator reported that the following people have volunteered to serve on the Adult Education committee: Maxie Cannon, Mark Cooper, Sam Fuller, Tom Porterfield, Richard Rumble, Evelyn Sutton, and Henry Willett. Ms. Guvernator announced that the focus of the Adult Forum during Lent would be the EMM campaign.

SERVICE COMMISSION – MR. MONTY MCFADDEN, CHAIR

Out-reach and In-reach

Mr. McFadden reported that the EMM campaign is underway, with "playbooks" for each ministry produced and displayed in racks in the Parkinson Room, the Narthex, and the Michaux House. Commitment cards have been designed and will accompany "Claim Your Ministry" letters which will be mailed in early April. Mr. McFadden said that there has been lots of communication about the campaign and expressed his thanks for the tremendous effort of the staff for this campaign.

Mrs. Moore encouraged the Vestry to attend the Sunday Forums in support of the campaign. There will be Forums highlighting In-reach, Out-reach, and Missions.

Missions

Mr. Hetzer reported that the Haiti and Honduras missions were the previous week and those who participated in each mission said that they went very well. Mr. Casler and Mr. Woodson both participated in the Haiti trip. Mr. Hetzer was on the Honduras mission team, which primarily consisted of parent /child participants.

Mr. Hetzer commented that he was particularly excited about the upcoming Youth mission trip which will serve the East End of Richmond. The Youth will stay in the Michaux House and work at Peter Paul Development Center and other projects during the day.

Thanks to Heather Daniels and Kathe Hetzer, co-chairs, this year's Mardi Gras for Missions fundraiser was very successful. Well-attended and well-supported, Mr. Hollerith remarked that the event was great on many levels and particularly opened avenues for volunteers and the community.

Ms. Warman submitted a written report for Servant Ministries, noting especially that this year's CARITAS shelter week in February, which was a departure from the usual week between Christmas and New Year's, was very successful and the timing would likely be repeated next year.

FOUNDATION COMMISSION – MR. RICH WALKER, CHAIR

Personnel

Mr. Hollerith reported that, in addition to the Youth committee serving as a search committee for the Youth Director position, he has also established a search committee for the Assistant/Associate Rector position. Mr. Hollerith has had several interviews by phone for both positions and the committees will interview select candidates beginning this week.

Communication

Mr. Watts submitted a written report and announced that Dr. Henry Willett has also joined the Communications committee.

Buildings and Grounds

Mr. Watts reported that he had met with last year's Junior Warden, Mr. Dick Bennett, and Facilities Manager David Barnett regarding the facilities.

Stewardship

Mr. Woodson distributed the Annual Giving and Fan the Flame reports. Pledges are still being received for this year's operating budget.

LIAISONS

Episcopal Church Women – Ms. Elizabeth Ware

Ms. Ware announced that leadership positions for the ECW, including President and co-chairs for the Bazaar, are currently being determined. Mr. Hollerith reported that the annual ECW Bazaar is being evaluated, as there doesn't seem to be much energy for this labor-intensive event as there has been in the past. He commented that women now are more involved in church leadership than when the ECW first originated and it is evolving accordingly. Ms. Ware said that monies raised from the Bazaar have most recently been used to support the Food Force costs for providing meals for Freedom House, the Children's Center, Westminster-Canterbury, and the Peter Paul Development Center.

Children's Center – Mr. Stephen Watts

Mr. Watts reported that the SCAN collaboration with the Children's Center continues to go well and enrollment for the Center's summer program looks strong. The Center is the beneficiary of memorial gifts in honor of Mr. Brownie Cummins and Mrs. Geraldine Johnson, Director of the Children's Center, is being honored by Virginia Lawyers Weekly as one of the "Influential Women of 2011." Mr. Watts reminded the Vestry that Children's Center Sunday will be on March 27.

SENIOR WARDEN’S REPORT – MARK SHUFORD

Mr. Shuford had no report and said that he was looking forward to the Vestry Retreat on Saturday.

RECTOR’S REPORT – THE REV. RANDOLPH MARSHALL HOLLERITH

Mr. Hollerith thanked the Vestry for giving their time for the upcoming Retreat at Richmond Hill.

He reminded the Vestry to note the upcoming events listed on the reverse of the agenda and to review the church attendance for January and February.

ASSOCIATE RECTOR’S REPORT – THE REV. WHITNEY ZIMMERMAN

Ms. Zimmerman offered many thanks to the Vestry for their leadership and help in shaping her as a person and priest. She also thanked them for their trust and confidence and teaching over the last four years. Ms. Zimmerman invited everyone to her and Chris Edwards’ wedding on Saturday, May 28, and to the reception prepared by Kathe Hetzer and Jeanette McKittrick following in Valentine Hall. The members of the Vestry responded with applause and told Ms. Zimmerman that they wished her and Mr. Edwards well and that they will be missed.

There being no further business the meeting was adjourned at 6:40 p.m.

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

Mark Shuford
Senior Warden