

Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
November 16, 2010

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A regular meeting of the vestry of St. James's Episcopal Church was held on November 16, 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. Scott Hetzer, 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. Mr. Bill Gregory, Ms. Barbara Governator, Dr. Jan Harris, and Mr. Monty McFadden were 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 5:25 p.m. Motions to adopt the agenda and approve the Minutes from the September 21 and October 19, 2010 meetings were made, seconded and unanimously approved.

**COMMENTS AND CONCERNS**

Mr. Hollerith announced that Dr. Harris had knee replacement surgery this week and was recovering well.

Mrs. Milley expressed concern that the gate for the parking deck for One Monument Avenue has been locked on Sundays before all parishioners have retrieved their cars. The management of the deck has been called and the hours the gate is unlocked on Sunday afternoons has been extended. Arrangements have been made for the One Monument Avenue deck to be open for the early Christmas Eve services.

Mr. Hollerith announced that the staff is working on setting up the Parkinson Room for any overflow crowd on Christmas Eve, so that the service is broadcast and shown on the large screen.

Mr. Hollerith also thanked the ECW and all those who volunteered for the recent Bazaar.

Mr. Ukrop thanked Randy for his excellent "State of St. James's" forum.

**FINANCE REPORT**

Ms. Ware distributed the monthly financial reports, noting that October was a good month for pledge payments but over \$400,000 still due by the end of the year to meet budget. Revenues are ahead of expenses. Ms. Ware reported that she has investigated the cost of an audit in 2011 and will include the cost in next year's budget. The budget will be finalized before the Annual Meeting scheduled for February 13, 2011.

## **ANNUAL GIVING**

Mr. Woodson distributed his report. Thus far 368 pledges have been received for a total of \$1,112,883. Mrs. Goggins reported that she and co-chair Ron Cain will be personally contacting those people they know and may call on the Vestry for help making calls.

Mr. Ukrop commended Mr. Woodson and all the volunteers for another terrific Feast of St. James's.

Mr. Woodson reported that pledges for the Fan the Flame capital campaign continue to be received. Mr. Ukrop said that he hoped those parishioners who have completed their capital campaign commitment will increase their annual fund pledge.

## **COMMISSIONS REPORTS**

### **WORSHIP COMMISSION**

#### **Music**

Mrs. Whitmire distributed a report from the music department, noting that the 10-year maintenance on the organ has been completed. She wanted to clarify that no operating budget funds were used for last summer's choir trip to France and all expenses were paid by participants and through fundraising efforts. Mrs. Whitmire also reported that the Parish Choir was joining with St. Paul's and St. Stephen's for a joint hymn sing on November 19 and that the West Gallery Choir and the Youth Choir would be providing music for the annual Advent Lessons & Carols service on December 5.

#### **Call and Welcome**

Ms. Dowrick reported that the committee had met with Ms. Dieterle and Mrs. Lisk regarding the current newcomer process. Mr. Bennett will host a party for newcomers at his home and several parishioners have volunteered to help.

#### **Fellowship**

Mr. Hollerith reported that brunch during the program year was not as well attended as hoped so they will only be offered during the summer.

### **STUDY COMMISSION**

#### **Children's and Youth Ministries**

Kent Duffey, Director of Children's Ministries, and Chris Edwards, Director of Youth and Young Adults, each submitted a written report. Mrs. Angle commented that the attendance figures for Sunday School continue to be good. Mr. Shuford noted that Mr. Edwards would be developing and teaching a new class for 10<sup>th</sup> through 12<sup>th</sup> graders during the Sunday Christian Formation hour during Advent.

#### **Adult Education**

Mr. Shuford reported that Ms. Dieterle and the adult formation committee has nearly finished plans for the Sunday Forum and the Wednesday Christian Journey series for next semester. Ms. Dieterle added that the Forums in January will kick off with Dr. Edward Ayers, President of the University of Richmond.

## **SERVICE COMMISSION**

### Outreach and In-reach

Mrs. Moore distributed a written report, noting that the commission work is currently task-driven and they are collecting information from lay leadership in preparation for the upcoming EMHAM (Every Member Has A Ministry) program. Lay leaders are creating “playbooks” for their respective ministries with concrete guidelines on committee work and responsibilities.

### Missions

Mr. Hetzer reported that the Mission committee has determined dates and leaders for this year and a special Sunday Forum has been scheduled on December 5 for those interested in participating. Mrs. Goggins is the contact for the Honduras mission trip and Suzanne Hall is leading the trip to Sudan. Jody and Angie Wilcox, who led the last Sudan mission trip, will present the Sunday Forum on November 28. Dr. Andy Smith recently led the mission trip to New Orleans and will help evaluate whether or not to move forward using the same organization. Ms. Zimmerman is helping to evaluate potential mission work in the city for youth.

Mr. Hollerith said that they will monitor the upcoming elections in Southern Sudan and the cholera epidemic in Haiti to determine that it’s safe for travels to those countries. He also reported that a group of physicians from Temple Beth Ahabah have expressed interest in joining with St. James’s for a medical mission.

## **FOUNDATION COMMISSION**

### Personnel

Mr. Hollerith distributed information regarding the Diocesan change in health insurance as the Diocese is joining a national plan for the Episcopal Church. Not all of St. James’s employees are currently on the Diocesan plan, but those who are now must choose by the end of November one of nine plans offered. Mr. Hollerith especially thanked Ms. Thiel, Mr. George Booth and Mrs. Ann Rawls for their help in reviewing the plans to discern which is the most similar to the current plan. The Finance & Executive committee discussed their findings and recommends the CIGNA HMO plan. A motion was made to resolve that the Vestry endorses and recommends the CIGNA plan and further permits employees to upgrade to a more comprehensive plan from their own funds, should they so desire. The motion was seconded and the resolution was unanimously adopted.

### Communication

Mr. Watts distributed written report. The committee is currently working on website enhancements, improvements and corrections, as well as “community engagement” efforts.

### Buildings and Grounds

Mr. Bennett reported that the brass in the sanctuary is being lacquered to brighten and again commented that David Barnett, Facilities Manager, is extremely competent.

## **LIAISONS**

### Episcopal Church Women

Ms. Ware reported that the recent Bazaar was great and the amount of funds raised is still being determined.

### Children's Center

Mr. Watts reported that Cynthia Brown, the Children's Center Director of Development, recently spoke at the Rotary Club and met someone who offered to pair the YMCA with the Children's Center for swimming lessons and water safety.

The Center has recently been approved by the Department of Social Services to have as many as 90 children.

## **SENIOR WARDEN'S REPORT**

Mr. Ukrop reported that he has formed the Nominating committee (see below) and that the call for nominations is being publicized in the eChimes, the monthly Chimes and the Sunday bulletin wrapper. The committee will meet in early January and Mr. Ukrop particularly encouraged members of the Vestry to make nominations. Vestry members rotating off in 2011 are Mr. Bennett, Ms. Frederick, Mrs. Goggins, Mr. Gregory, Mrs. Milley and Mr. Ukrop.

The Nominating committee members are:

- Pam Goggins, member of Vestry
- Scott Ukrop, Senior Warden
- Stephen Watts, member of Vestry
- Margaret Corwin, member at large
- Jay West, member at large
- Mary Kulp, Episcopal Church Women President
- Elizabeth Ware, member of Vestry
- John Peters, member at large
- Sarah Hubbard, Sunday School Superintendent

## **RECTOR'S REPORT**

Mr. Hollerith reminded the Vestry to review the upcoming events on the reverse of the agenda and encouraged Vestry members to attend the Thanksgiving Day service. Attendance figures for September and October were distributed.

## **OTHER**

Mr. Shuford noted that CARITAS Intake at St. James's was underway and would be at St. James's every night through January 7, 2011. He also noted that St. James's will host CARITAS guests the week of February 19 through 26, 2011, rather than the usual week between Christmas and New Year's.

It was also noted that tonight marks the one year anniversary of The Listening Room, held monthly in the basement of the Michaux House as an outreach into the community, and that Mr. Hollerith will celebrate his 10<sup>th</sup> anniversary as Rector of St. James's on the 1<sup>st</sup> Sunday in Advent.

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

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Anita Lisk  
Clerk

Approved:

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Rev. Randolph Marshall Hollerith  
Rector

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R. Scott Ukrop  
Senior Warden