

Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
September 21, 2010

---

A regular meeting of the vestry of St. James's Episcopal Church was held on September 21, 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, Mr. Bill Gregory, Ms. Barbara Guvernator, Dr. Jan Harris, Mr. Scott Hetzer, Mr. Monty McFadden, Mrs. Dena Moore, Mr. Mark Shuford, Mr. Scott Ukrop, Mr. Rich Walker, Ms. Elizabeth Ware, and Mr. Stephen Watts. Mrs. Pam Goggins, Mrs. Cary Milley, and Ms. Newnie Rogers 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 August 24, 2010 meeting were made, seconded and unanimously approved.

**COMMENTS AND CONCERNS**

Mr. Walker remarked that the Rev. Ben Campbell, who opened the Sunday Forum speaker series this fall, was great. Mrs. Angle commented that she hopes the speakers understand that parents must leave the Forum to pick up their children at 11:00 and their leaving isn't a reflection of the speaker or their topic, if the presentation lasts past that time.

Mr. Hollerith thanked Mr. McFadden for hosting a cocktail party for the Vestry following the August meeting.

**FINANCE REPORT**

Ms. Ware distributed the monthly financial reports, noting that revenues are ahead of expenses; however, income lags behind budgeted expectations. Efforts are being made to remind parishioners to pay their pledges in a timely manner.

Mr. Hollerith noted that the Radio Ministry expense line item reflects the previously approved advance purchase of the equipment necessary for the webcast.

**COMMISSIONS REPORTS**

**WORSHIP COMMISSION**

Dr. Harris distributed a summary of the recent Worship Commission meeting.

**Fellowship**

Brunch 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.

### Coffee Hours

“Mocha, Java & Fellowship” will be offered following the 11:15 a.m. service on those Sundays without Brunch. At least one member of the clergy will attend.

### Volunteers

The Worship Commission hopes to work with the Service Commission to recruit additional volunteers for worship tasks.

### Evangelism

Ms. Governator suggested the Forum speaker and topic be submitted to the Richmond Times Dispatch for printing in the Saturday paper.

### Music

Mrs. Whitmire reported that the choirs are working on the Evensong scheduled for September 26 and the new “Bluegrass Mass” at 9:00 service on October 31.

### Newcomers/Welcome

Mr. Hollerith thanked Ms. Dowrick and Ms. Rogers for the recent Sunday morning “Meet & Greet” for newcomers. Approximately twenty people have registered for the Pilgrims Path course this fall.

## **STUDY COMMISSION**

### Youth and Young Adults Ministries

Chris Edwards, Director of Youth and Young Adults, submitted a written report. Mr. Shuford reported that the Youth Christian Formation committee has been formed and hopes to meet soon.

### Children’s Ministries

Kent Duffey, Director of Children’s Ministries, submitted a written report, which noted that she is still seeking three more shepherds for the *Growing in Faith* Sunday School program. Ms. Duffey will be attending a conference on the *Godly Play* program, which she hopes to implement for the preschoolers next year.

### Adult Education

Ms. Dieterle reported that the fall programs are in place, thanks to the Rev. Bob Hetherington, and she and the Adult Education committee are currently developing the spring semester. The committee plans to promote alternative formation programs beyond Sunday morning offerings, such as book clubs and studies and Movie Theology.

## **SERVICE COMMISSION**

### Outreach and In-reach

Mr. McFadden reported that the Service Commission has developed a blueprint for the “Every Member has A Ministry (EMHAM) Lenten program. In Phase I of the program, members of the Commission held meetings with current leaders of several lay ministries so that they may better understand what each ministry is and to education the

lay ministries leaders about the vision of EMHAM. Phase II will be promoting EMHAM between Christmas and the beginning of Lent.

Mrs. Moore remarked that the EMHAM program is exciting but it will really need to be prepared to follow up on the responses post-Easter. She hopes that some of the people who respond will also feel called to a leadership role in their chosen ministry, rather than feeling pressed into service. Mr. Hollerith reminded the Vestry that the Church is the people and it does what the parishioners feel called to do.

### Missions

Mr. Hetzer reported that the Mission committee will be meeting to discuss all missions scheduled for the year, but the following has been determined thus far:

- 1) New Orleans – November 7-12, led by Andy Smith, Russell Lawson and Ann Dieterle
- 2) Haiti – January 2-9, primarily a choir mission trip to help rebuild St. Joseph's Orphanage, led by Alan Stone and Virginia and Mark Whitmire
- 3) Honduras – dates still to be determined, with interest expressed by the parent/child mission team members who participated last year, led by Whitney Zimmerman
- 4) Richmond – dates determined by Richmond Hill, Summer Camp at Richmond Hill for impoverished East End children

### FOUNDATION COMMISSION

Mr. Walker reported that the Commission sub-committees have been hard at work, but still needing to focus on the Strategic Plan goals.

### Communication

Mr. Watts distributed written report. The committee is currently working on a marketing/branding effort.

The photo directories from Olan Mills have finally arrived and will be mailed to those who participated. The online directory will be available on the website and parishioners will be given a password to access it.

### Stewardship

Mr. Woodson distributed a written report. Important upcoming events for Stewardship and Development this fall include the Feast of St. James's, Stewardship Sunday Forum, and Pledge Sunday.

Mr. Woodson also reported that several Charitable Giving Annuities have been received, and the Fan the Flame capital campaign continues to progress well, with approximately \$6.6 million collected toward the \$7.8 million pledged.

### 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. Mr. Bennett also praised the work of Facilities Manager, David Barnett.

## LIAISONS

### Episcopal Church Women

Ms. Ware reminded the Vestry that the ECW leadership will have a social on October 3 and the Fall United Thank Offering (UTO) will be collected on October 10. The ECW Bazaar, co-chaired by Debbie Krey and Amy Clifton, will be November 11 and 12.

### Children's Center

Mr. Watts reported that 51 students are currently registered in the Children's Center and the Center is currently being evaluated by the Department of Social Services to allow for an increased enrollment.

A benefit concert for the Children's Center by professional children's entertainer (and parishioner) Hope Harris will be held at the Gottwald Playhouse at CenterStage on October 17.

## SENIOR WARDEN'S REPORT

Mr. Ukrop remarked that it's great to experience the synergy in the Vestry and encouraged everyone to think about the best way to measure the work being done against the Strategic Plan goals. He reminded the Vestry that an additional \$500,000 is needed for the annual operating budget to achieve the Strategic Plan goals, which will be a challenge to raise in these difficult economic times.

## RECTOR'S REPORT

Mr. Hollerith thanked the Vestry for taking on all these issues with creativity and energy. He also commended the staff for doing a great job and the effort they make to keep things professional and at their best, and all with a good spirit.

Mr. Hollerith encouraged the Vestry to attend the first Wednesday night dinner and program on September 22, and to reach out to newcomers to make them feel welcomed.

Mr. Hollerith reminded the Vestry to review the upcoming events on the reverse of the agenda, including The Listening Room at 8:00 that night. Attendance figures for August were distributed.

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