

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
January 17, 2012

A regular meeting of the vestry of St. James's Episcopal Church was held on January 17, 2012, 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, Dr. Jan Harris, Mr. Scott Hetzer, Mr. Jay Jennings, Mr. Monty McFadden, Mrs. Dena Moore, Ms. Mary Watt New, Mr. Mark Shuford, Ms. Elizabeth Ware, Mr. Stephen Watts, and Mr. Jody Wilcox. Ms. Newnie Rogers, was absent. Also attending were the Rev. Randolph Hollerith, the Rev. Carmen Germino, the Rev. Alex Riffée, 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 December 20, 2011 meeting were made, seconded and unanimously approved.

COMMENTS & CONCERNS

Mr. Hetzer commented that the recent Martin Luther King, Jr. Evensong was wonderful and particularly noted that it was a great addition to the service to have the Peter Paul Development Center Children's Choir sing with the St. James's Children's Choir.

Ms. Harris moved that a resolution be prepared to commend the clergy and staff for their excellent work. Mr. Shuford agreed to draft the resolution for presentation at a future meeting.

FINANCIAL REPORTS

2010 Audit – Elizabeth Ware

The 2010 Audit, prepared by the accounting firm of Harris, Hardy & Johnstone, was distributed and discussed. The firm only made one recommendation regarding check signatures for the Children's Center. Ms. Ware reported that she has contacted the current president of the Children's Center Board, Mr. Alex Slaughter, who will bring it to their board for action.

Ms. Ware also remarked that she will contact the firm to request that they pull aside the Children's Center portion of the audit so that the Center may use it when necessary for their own purposes, such as for fundraising, without the Church's finances included.

Ms. Ware reminded the Vestry that it had previously determined to do a full audit every three years, with reviews in the years between.

Operating Budget – Elizabeth Ware

Ms. Ware distributed monthly financial reports, which included the proposed 2012 budget, and noted that the Finance and Executive committee had not produced a balanced budget at this time, but intends to have one by the Annual Parish Meeting in February. She commented that the committee had budgeted a 5% raise for the staff, as they felt it was important to provide for raises since the staff had not had one since 2009.

Mr. Woodson distributed a written report and said that the Vestry should reasonably expect to have approximately \$56,000 more pledged for the 2012 budget by parishioners who pledged in 2011 but have not yet submitted a pledge for 2012. Ms. Angle commented that members of the Vestry would be asked to help make calls to some of these people to encourage them to make their pledge.

Mr. Shuford recommended following the pattern of past Vestries of authorizing the Finance and Executive committee to finish the work needed to balance the budget. A motion was made and seconded to approve the 2012 budget, with a subcommittee of the two wardens, the Finance Chair, the Rector, the Treasurers, and the Finance Secretary authorized to resolve the deficit in the budget as presented in this draft in order to produce a balanced 2012 budget for the Annual Meeting.

Mr. Hollerith and Mr. Shuford both thanked the Annual Giving chairs, Ms. Angle and Mr. Ron Cain, and Mr. Woodson for the achievement of new and increased pledges for the 2012 budget, particularly during this difficult economy.

Mr. Jennings inquired about whether or not there were funds in the budget for building maintenance reserve. Mr. Hollerith answered that there was not, but there has been some discussion that a source for that may be from Fan the Flame capital campaign pledge payments once that loan has been paid off.

Mrs. Moore remarked that she was not comfortable increasing pledge income as a means to balance the budget, particularly since the “shrinkage” for non-payment of pledges was only 2%. All agreed.

Following the discussion, the motion was unanimously approved.

Fan the Flame Capital Campaign – Chip Woodson

Mr. Woodson said that he was impressed with the parishioners who are dedicated to paying off their pledges to the capital campaign and reported that only \$40,000 was outstanding on the loan.

Mr. Shuford recommended that the Capital Reserve Fund receive any pledge payments collected once existing obligations have been met. He also recommended using some of those funds to replace the sound system in the sanctuary, as has been previously discussed.

Mr. Watts reminded the Vestry that the Historical Tax Credits income is included in the monies collected thus far and \$50,000 is being held in escrow to be sure nothing goes wrong with the credits. The \$50,000 will be available once that time period has passed.

COMMISSIONS REPORTS

WORSHIP COMMISSION – DR. JAN HARRIS, CHAIR

Dr. Harris reported that the Commission members had just met prior to the Vestry meeting. She commended Ms. Dowrick for her excellent service as the co-chair of the

Call & Welcome and the Hospitality committees, and noted that these committees have been busy.

The Hospitality committee recently helped with the reception for the MLK, Jr. Evensong and will also help with the upcoming Evensong sung by the choirs of St. Christopher's and St. Catherine's, as well as the bishop's reception in May when Bishop Ted Gulick will visit St. James's. There are also plans to once again offer brunches once a month during the summer.

The Call & Welcome committee will host a newcomer "Meet & Greet" at the end of the month, as well as a newcomer party in the spring or early summer.

Mr. Hollerith reported that the equipment used for the Video Ministry had needed repair and the webcasts continue to be well-received.

Mr. Hollerith also reported, with gratitude, that the Rev. Caroline Smith Parkinson and the Rev. Dr. Mark Cooper have agreed to serve as part-time Priest Associates, assisting the clergy with pastoral calls and education opportunities, now that the Rev. Doug Burgoyne has retired.

STUDY COMMISSION – MRS. LOUISE BOWLES, CHAIR

Children's Ministries – Louise Bowles

Mrs. Kent Duffey, Director of Children's Ministries, submitted a written report which noted that Sunday School continues to go well, especially the new *Godly Play* curriculum.

Youth Ministries – Jody Wilcox

Mr. Riffie reported that he continues to develop curriculum for Sunday morning classes and offer a variety of Youth Group activities. He announced that Youth Sunday will be on January 22.

Adult Education

Ms. Dieterle reported that she and the committee are saddened by the death of their chair, Barbara Guvernator. They have completed the Winter/Spring semester Forum schedule, with some Forums being dedicated to "Finding God in Everyday Life." Ms. Dieterle is currently working on Lent programming and the WomanKind symposium.

SERVICE COMMISSION – MR. MONTY MCFADDEN, CHAIR

Mr. McFadden distributed a written report.

Out-reach and In-reach – Monty McFadden, Dena Moore

Mrs. Moore reported that the Playbooks for ministries are being updated for the upcoming EMM (Every Member Ministry) campaign during Lent and current lay leaders are being asked if they plan to continue leading their particular ministries. A blessing of the lay leadership has been arranged for during an upcoming service.

The "Claim Your Ministry" cards are being revised to better reflect if someone is interested in pursuing a new ministry or if they are already involved in the ministry they are claiming.

Sunday morning Forums for both In-reach and Outreach are scheduled during Lent to help communicate to the parish all the ministries the church offers.

Missions – Scott Hetzer

Mr. Hetzer particularly noted in Mr. McFadden’s written report the new missions to Port-au-Prince, Haiti and the East End of Richmond. The committee is also exploring the possibility of a joint mission to Cuba with Beth Ahabah in 2013.

The committee has agreed to support the efforts of the World Pediatric Project, which brings children from third-world countries to Richmond for life-saving surgeries. Support will include funds, as well as volunteers to assist when the children and their families are in Richmond. Ms. Germino calls this a “Ministry of Hospitality” and expects the first of St. James’s efforts with this project to be in late spring.

All were encouraged to attend and support the upcoming “Mardi Gras for Missions” fundraiser on February 21.

FOUNDATION COMMISSION – MR. STEPHEN WATTS, CHAIR

Mr. Watts distributed a written report.

Safety & Security Initiative

Mr. Watts recently met with a representative of the Philadelphia Insurance Company regarding this initiative.

Buildings & Grounds

Mr. Watts reported that the Michaux House has experienced some moisture problems but they are being addressed.

Mr. Watts also reported that he is checking out issues regarding the cell tower equipment and concerns relative to the organ.

Parking

Mr. Watts reported that parking problems continue to be a concern and are still being reviewed.

LIAISONS

Episcopal Church Women – Elizabeth Ware

Ms. Ware reported that plans are well underway for the WomanKind symposium in February and volunteers are currently being recruited.

Children’s Center – Jay Jennings

Mr. Jennings reported that the Children’s Center Board meets on January 18 and, therefore, he doesn’t have anything to report at this time.

SENIOR WARDEN’S REPORT – MR. MARK SHUFORD

Mr. Shuford thanked the Nominating committee for their good work to determine a slate of six candidates for the Vestry from a number of qualified parishioners. The committee recommends the following slate:

Ryon Acey	Steve McCoy
Mimi Herington	Kendal Sibley
Michael Lantz	Britt Van Deusen

Mr. Shuford thanked the Vestry for all their hard work and said that he considered it a privilege to have served as Senior Warden this past year.

RECTOR’S REPORT – THE REV. RANDOLPH MARSHALL HOLLERITH

Mr. Hollerith also thanked the Vestry, especially the retiring class. He commended Barbara Guvernator, a lover of souls, who died in late December, Eleanor Angle, who has agreed to serve as second year as one of the Annual Fund chairs, Jane Dowrick, who so faithfully made newcomers and parishioners alike feel so welcomed, Elizabeth Ware, who has been such a wonderful Finance Chair and who worked tirelessly to achieve the recent audit, and Mark Shuford, for his leadership, support, and friendship.

Mr. Hollerith asked those on the Vestry who would be returning to let him know what they wanted to work on next year – whether it was their current assignment or if they’d prefer to switch to another. He noted that the Vestry Retreat date has been moved to March 17 and time will be spent reviewing the progress of the Strategic Plan.

Mr. Hollerith encouraged the Vestry to read all the written reports and to take note of the dates and events on the reverse of the agenda.

The service attendance report for December, as well as the list of those who transferred in or out of St. James’s during 2011, were distributed.

There being no further business the meeting was adjourned at 7:00 p.m.

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

Mark Shuford
Senior Warden