

Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
January 19, 2016

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A regular meeting of the vestry of St. James's Episcopal Church was held on January 19, 2016, pursuant to proper notice of time and place. Vestry members attending were Mr. Willson Craigie, Mrs. Peggy Crowley, Mrs. Becky DeCamps, Mrs. Carol Ann Fuller, Mr. Matt Harper, Mr. Knox Hubbard, Mrs. Carrie Montague, Mr. Harry Moore, Mr. Connell Mullins, Mr. Tom Porterfield, Ms. Gloria Prevatt, Mr. Allan Rees, Mrs. Tina Sherrod, Mr. Geoff Sisk, Mrs. Bobbie Ukrop, and Mrs. Norvell Whitaker. Mr. Jay Jordan and Mrs. Kathryn West were absent. Also present were The Rev. Randolph Marshall Hollerith, The Rev. Carmen Germino, The Rev. Hilary Streever, Ms. Suzanne Hall, Mr. Russell Lawson, Mrs. Anita Lisk, and Mrs. Poconna Thiel. Mr. Hollerith served as chairman, with Mrs. Lisk serving as secretary.

The meeting opened at 5:00 p.m. with a review of Confederate symbols found in the sanctuary. Following a prayer, the business of the meeting was called to order at 5:15 p.m. Motions to adopt the agenda and approve the Minutes from the December 15, 2015 regular meeting were made, seconded, and unanimously approved.

**DISCUSSION OF CONFEDERATE SYMBOLS**

Mr. Hollerith opened the discussion by noting many historic Southern churches, such as St. Paul's, were reviewing Confederate symbols in their sanctuaries. St. James's has the Confederate battle flag in two of the stained glass windows. After extensive discussion, Mr. Hollerith thanked the Vestry for their willingness to express their viewpoints and said that he appreciated the opportunity for the leadership of the church to think about how to honor the church's past while confronting the issues of the present.

**COMMENTS & CONCERNS**

Mrs. Whitaker commented that the recent Martin Luther King, Jr. Evensong with the Choirs of St. James's and Norfolk State was beautiful. Mr. Moore added that the Evensong was well-attended and a generous offering was collected to offset the travel expenses of the Norfolk State Choir. Mrs. Ukrop commended Ms. Prevatt for the reception provided by the Hospitality Committee and Mr. Moore and Bill Thrower for providing the Norfolk State Choir with dinner.

Mrs. Sherrod remarked that she appreciated Mrs. Streever's Sunday morning sermon that explained the consequences of the recent Anglican Primates' meeting.

Mr. Craigie made a suggestion that lectors refrain from substituting if they have read in the past 60 days in order to give others more opportunities.

## **SPECIAL BUSINESS**

### **Clergy Housing Resolutions**

Mr. Hollerith presented Housing Allowance Resolutions for the full-time clergy staff, which provides 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. The resolutions state that, as of January 1, 2016, Mr. Hollerith's housing allowance will be \$60,000, Ms. Germino's allowance will be \$30,000, and Mrs. Streever's allowance will be \$50,000. Upon a motion made and seconded, the resolutions were unanimously approved.

## **LIAISONS**

### **Children's Center**

Mrs. Whitaker distributed a written report and was pleased that the Children's Center's annual fundraising goal for 2015 was exceeded.

A proposal to renovate the computer area was distributed. The project will be funded by a grant received by the Center and no infrastructure will be changed. The Vestry had no objection to the project.

## **ECW**

Ms. Germino reported that the ECW-sponsored WomanKind symposium is in February and registrations are going well thus far. The Rev. Nadia Bolz-Weber is the keynote speaker for the weekend. The Rev. Becca Stevens will be preaching at the closing service on Saturday, as well as at the 9:00 a.m. service on Sunday. She will also present a special forum for men on Sunday morning during the Christian Study hour. Ms. Germino particularly encouraged men on the Vestry to attend the Sunday morning forum, which will focus on how men can best support the women in their lives.

## **FINANCIAL REPORTS**

Mr. Moore distributed the monthly financial reports, noting that the 2015 year-end report is not yet complete due to outstanding income and expenses that need to be posted. Mr. Moore is expecting there will be a shortfall for the year-end, as well as a drop in reserve accounts due to the current market status.

## **Stewardship**

Ms. Hall distributed a written report for Stewardship, and thanked the Vestry and many others who have worked hard to close the gap on the difference in pledges between last year and this year. Ms. Hall said that she had faith that enough pledges will be made to create a flat budget for 2016.

Mr. Sisk commended Mr. Lawson for modifying the website to clarify giving a contribution versus making a pledge.

Mr. Mullins inquired about fees for credit card use to pay pledges. Depending on the card used, there is a 2-4% fee, while there is about a 1% fee currently charged for automatic withdrawals from a checking account.

## **COMMISSION REPORTS**

### **SERVICE COMMISSION**

Mrs. Ukrop distributed written reports from Nancy Warman, Director of Servant Ministry, and Kathryn West, Missions Committee Chair.

Mrs. Ukrop encouraged the Vestry to thank the lay leaders of the nearly 50 active servant ministries at St. James's.

Ms. Germino reported that approximately 4,200 pounds of food was collected for FeedMore at the Thanksgiving service.

Ms. Germino announced that the Rt. Rev. Leo Frade, former Bishop of Honduras and retired Bishop of Southwestern Florida, and his wife, Dr. Diana Frade, founder of Our Little Roses Home for Girls in Honduras, would be visiting St. James's on Sunday, January 31. Bishop Frade will preach at the 9:00 and 11:15 a.m. services and Dr. Frade will speak at the Forum between those services.

Eight people formed the recent mission team to Cuba. They met with Bishop Griselda in Havana to discuss potential mission projects. The team also traveled to Santiago, Cuba to explore project opportunities there.

The Vestry was reminded that the Mardi Gras for Missions fundraiser, chaired by Jennifer Sisk and Maura and Rick Gaenzle, will be on Tuesday, February 9, and all Vestry members were encouraged to attend.

Mr. Mullins reported that the Vestry Outreach Committee recently met at Housing Families First and their next meeting will be at the Daily Planet Medical Respite on Hull Street. Mr. Mullins invited the Vestry to join the Outreach Committee for any of their on-site visits.

### **FOUNDATION COMMISSION**

#### **Buildings & Grounds**

Mr. Harper reported that roof work is necessary for the Michaux House, Parish House, and Gibson building due to several leaks. A motion was made, seconded, and unanimously approved to authorize the expenditure of no more than \$14,400 so that the Junior Warden and Facilities Manager can move forward with these repairs quickly after the anticipated additional bids are received.

#### **Safety & Security**

Mr. Porterfield reported that efforts for orientation of AED usage for the ushers had gone well. He thanked Matt Presson and Chris Abplanalp for providing the training.

#### **Communications**

Mr. Lawson reported that the communications plan for the year is in action, with emails being sent daily. He thanked Mrs. Ukrop and her husband, Jim, for purchasing ad space in the Richmond Times Dispatch for the Martin Luther King, Jr. Evensong.

### **SENIOR WARDEN'S REPORT**

Mr. Sisk reiterated the encouragement for the Vestry to participate in the upcoming Mardi Gras for Missions fundraiser, noting that there are several great auction items donated this year. He thanked the staff for all their efforts for the event.

Mr. Sisk reported that the Nominating Committee has provided a slate of six candidates for the next Vestry class, which will be put forth for election at the Annual Parish Meeting on Sunday, February 21. The slate is: Louise Bald, Ralph Cummins, Kathe Hetzer, Erin Jewett, Dave Johnson, and Beth Skidmore. Mr. Sisk thanked the other members of the Nominating Committee for their work: Ryon Acey, Peggy Crowley, Steve McCoy, Connell Mullins, Gloria Prevatt, Newnie Rogers, Kristen Rosengren, and Evelyn Sutton.

### **RECTOR**

Mr. Hollerith thanked all those who have been working so diligently on the Annual Giving Campaign, especially Mrs. Crowley, Mrs. Ukrop, Mr. Sisk, and Ms. Hall.

Mr. Hollerith reported that he and the Wardens recently met with the Endowment Fund Board to request their funding of certain capital items.

Mr. Hollerith also noted that there had been four funerals in the past ten days, which has stretched the staff, but who continue to do good work. He particularly commended Mrs. Lisk.

Mr. Hollerith announced that the Rt. Rev. Peter John Lee from the Diocese of Christ the King in South Africa would be visiting St. James's on Wednesday, January 20 and, along with the Racial Reconciliation Team travelling with him, will discuss racial reconciliation in South Africa at the Christian Journey class that night. Bishop Lee and the team will also participate in the Diocesan Council scheduled for the end of January.

### **OTHER**

Mrs. Streever thanked Blakeley Sisk for her presentation at the January Forum on her mission in India.

Ms. Hall announced that the Strategic Plan is coming together and commended Mr. Hollerith for his extensive work on it with the Committee. Mrs. Montague asked if the 2016 budget would be informed by the Strategic Plan. Mr. Hollerith said that the budgeting process includes requests for how funds and resources are allocated.

The Worship Attendance report for December 2015 was distributed.

Mr. Hollerith reminded the Vestry to review the upcoming events listed on the reverse of the Agenda, noting that the date of the February Finance & Executive Committee meeting may be adjusted because of the Mardi Gras event.

There being no further business, the meeting adjourned at 7:05 p.m.

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Anita Lisk  
Secretary

Approved:

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Rev. Randolph Marshall Hollerith  
Rector

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Geoff Sisk  
Senior Warden