

Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
January 20, 2015

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A regular meeting of the vestry of St. James's Episcopal Church was held on January 20, 2015, pursuant to proper notice of time and place. Vestry members attending were Mr. Ryon Acey, Mrs. Peggy Crowley, Mrs. Carol Ann Fuller, Mr. Matt Harper, Ms. Mimi Herington, Mr. Knox Hubard, Mr. Michael Lantz, Mr. Steve McCoy, Ms. Gloria Prevatt, Mrs. Kendal Sibley, Mr. Geoff Sisk, Bobbie Ukrop Mrs. Britt Van Deusen, Mrs. Kathryn West, and Mrs. Norvell Whitaker. Mrs. Carrie Montague, Mr. Harry Moore, and Mr. Allan Rees were absent. Also present were the Rev. Randolph Marshall Hollerith, the Rev. Carmen Germino, Mr. Russell Lawson, 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 5:30 p.m.

Motions to adopt the agenda was made, seconded, and unanimously approved. Friendly amendments were made to the Minutes from the December 16, 2014 regular meeting and a motion was made, seconded, and the amended Minutes were unanimously approved.

**COMMENTS & CONCERNS**

Ms. Germino and Mrs. Fuller both said that the recent mission trip to Cuba was a great success, with good work and relationship building. They said that the overall political tone was hopeful but cautious. The team was able to check out Camp Blankingship, but construction has to wait until all the work permits have been secured.

**SPECIAL BUSINESS**

**Letter in Support of Jim Rudisill's Postulancy**

Mr. Hollerith explained the ordination process and said that Mr. Rudisill has met with his discernment committee and gone through the multiple evaluations necessary. Mr. Rudisill said that he feels called to serve as a military chaplain. He is scheduled to go before the Diocesan Commission on Ministry soon and is beginning to apply to seminaries. Mr. Hollerith said that it is at this stage the Vestry of the sponsoring church is asked to formally support someone's postulancy. On a motion made and seconded, the Vestry unanimously agreed to support Mr. Rudisill with a letter of support for his postulancy.

**FINANCIAL REPORTS**

Mr. Acey distributed and reviewed the financial reports and the year-to-date income and expense report, and said that he would email the monthly graphs once the books for 2014 have been closed. At this time there are still outstanding invoices and revenues to post for 2014. Mr. Acey said that it looks like the year-end will have a good bottom line. Mrs. Thiel encouraged Vestry members to contact her after the meeting if they have any questions.

Mr. Acey announced that the Finance & Executive committees have begun the budget process for 2015 and a subcommittee will continue to meet to develop a balanced budget for next year. The budget will be presented to the Vestry for approval at the monthly meeting on February 10.

### Stewardship

Mr. Woodson distributed a written report, announcing that the amount pledged for 2015 is well ahead of last year, but there are fewer pledges made.

Mr. Sisk thanked all who had made follow-up calls, particularly Mrs. Crowley. He said that those contacts often are the difference in getting these last pledges committed. Mrs. Crowley noted that some people with whom she's spoken don't understand that they can commit to pledge but don't have to pay immediately. She said that, once she explains that pledges are needed for budgetary planning purposes, most are willing to make a pledge.

Mr. Hollerith noted from Mr. Woodson's report that nearly all of the pledges made to the Cornerstone Campaign for the Endowment have been received.

Mr. Woodson reminded the Vestry that this was his last Vestry meeting before retiring at the end of the month and thanked them for all their support. He said that it has been an honor to serve at St. James's and he and his wife, Sandy, will continue as parishioners. All those attending gave Mr. Woodson a standing ovation.

## **WORSHIP COMMISSION**

### Worship

Mr. Lantz reported that the clergy is considering offering the 5:00 p.m. Jazz Mass during the summer months, if the budget permits.

### Call and Welcome

Ms. Herington reported that, due to the new Sunday morning study schedule, the newcomer "Meet & Greet" gatherings have been cut back. However, there will still be a party in the spring to welcome all those who have been visiting the church this semester. All newcomers are contacted by a committee member to welcome them and answer any questions they may have. Ms. Herington also noted that there is a newcomer survey on the church's website.

### Hospitality

Ms. Prevatt reported that the Hospitality committee served over 1000 people at various receptions in the past year. Over 250 attended the recent MLK Evensong reception.

## **STUDY COMMISSION**

Mrs. Sibley reported that the new Sunday morning adult study format began with the new year. Forums will only be offered monthly and all other adult study opportunities will be suspended on that day. The Rev. Thom Blair's Bible Study, which continues to be popular, and 2 or 3 week "short courses" taught by the clergy will be offered on other Sundays. Mrs. Sibley said that Sunday, January 25 would be the first time there will be a Forum offered without the other study options and she would appreciate any feedback heard from parishioner about the change in format.

Mrs. Sibley distributed a summary report for the Study Commission for the upcoming Strategic Plan. Mr. Hollerith reminded the Vestry that this type of summary for each Commission will be very helpful to the Strategic Planning committee.

### Young Adults

Mr. Hubard reported that the Young Adult leadership team would be meeting this week to continue their discussion of general ministry plans with the goal to determine specific opportunities for Study, Growth, and Play sometime during the next few months.

### Youth

Mrs. Whitaker reported that Youth Sunday will be on February 1 and youth will serve as leaders at both the 9:00 and the 11:15 a.m. services, with the Youth Choir singing at the later service.

## **LIAISON REPORTS**

### ECW

Ms. Prevatt reported that the ECW Lecture Series is currently suspended and should be removed from the website. She also reported that the Taste of St. James's event was a big success, with over \$15,000 raised for Food Force. Ms. Prevatt commended co-chairs Laura McCoy and Erin Jewett for their great work.

### Children's Center

Mrs. Whitaker said that she didn't have a report but had been asked to convey that the Center's Director of Development, Winnie Canup, has offered to give a tour of the Center to anyone or any group who may be interested to learn more about it.

## **JUNIOR WARDEN'S REPORT**

Mrs. Van Deusen reported that the "Fan the Flame" campaign account, which was previously dedicated as a reserve fund for a new sound system, is expected to have approximately \$83,000 remaining after all expenses associated with the new system have been paid. Mrs. Van Deusen made the following motion to allocate these funds:

- 1) \$20,000 used to establish a new reserve fund to set aside monies to go toward the purchase of a new chiller for the HVAC system;
- 2) \$10,000 to remain in the account to be used to finish the website redesign and create a mobile application;
- 3) The remaining balance after those allocations are made be dedicated to the Capital Reserve Fund; and
- 4) The allocation of any additional Fan the Flame monies received would be determined by future Vestries.

The motion was seconded and unanimously approved.

## **SENIOR WARDEN'S REPORT**

Mr. McCoy reported on behalf of the Nominating committee the following slate of Nominees for the Vestry class of 2018: Willson Craigie, Becky DeCamps, Jay Jordan, Connell Mullins, Tom Porterfield, and Tina Sherrod. Mr. McCoy said that there was an

excellent field of candidates from which to choose. While several people have long-term experience at St. James's, only Mrs. DeCamps has served previously on the Vestry and that was many years ago.

### **RECTOR'S REPORT**

Mr. Hollerith reported that he has established the Strategic Planning committee, as well as search committees for the Associate Rector and the Stewardship positions. Members on the committees are:

Strategic Planning – Margaret Corwin, Ida Farinholt, Sam Fuller, Suzanne Hall, Rosie Messer, Thayer Montague, Mark Shuford, Alex Slaughter, Bobbie Ukrop, Britt Van Deusen, and Henry Willett. Dr. Vic Maloy from VIPCare has agreed to serve as the facilitator for the committee.

Associate Rector – Carol Ann Fuller, Carmen Germino, Steve McCoy, Harry Moore, Geoff Sisk, Evelyn Sutton, and Kristin Wickersham.

Director of Stewardship & Development – Eleanor Angle, Peggy Crowley, Ruth Ellett, Helen Kemp, Steve McCoy, Geoff Sisk, Ty Toepke, Wilson Trice, and Massie Valentine, Jr.

Mr. Hollerith said that job descriptions for the Associate Rector and Stewardship Director's position have been circulated to appropriate sources and several applications for the Stewardship job have already been received.

Mr. Hollerith announced that he and several members of the staff traveled to Wilkesboro, NC for the installation of the Rev. Ann Dieterle at St. Paul's Episcopal Church. He was pleased to report that Ann and the parishioners at St. Paul's seem to be very happy with each other.

### **OTHER**

Attendance figures for December 2014 were distributed, as well as year-end attendance statistics. Mr. Hollerith noted that attendance for 2014 was less than the previous year but that was primarily because of the discontinuation of the weekly Jazz Mass.

Mr. Hollerith reminded the Vestry to review the upcoming events listed on the reverse of the Agenda, and particularly noted that the February meeting would be on February 10 – a week earlier than usual – in order for the Vestry to vote on the 2015 budget before the annual congregational meeting on February 15.

Ms. Germino announced that Supper Clubs would be offered during the winter and encouraged the Vestry to participate. February 10 is the deadline to sign up.

There being no further business, the meeting adjourned at 6:55 p.m.

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Anita Lisk  
Secretary

Approved:

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Rev. Randolph Marshall Hollerith  
Rector

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Steve McCoy  
Senior Warden