

Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
October 18 2011

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A regular meeting of the vestry of St. James's Episcopal Church was held on October 18, 2011, pursuant to proper notice of time and place. Vestry members attending were Mrs. Eleanor Angle, Mrs. Margy Brown, Mr. DeWitt Casler, Ms. Barbara Guvernator, Dr. Jan Harris, Mr. Scott Hetzer, Mr. Jay Jennings, Mr. Monty McFadden, Mrs. Dena Moore, Ms. Mary Watt New, Ms. Newnie Rogers, Mr. Mark Shuford, Ms. Elizabeth Ware, Mr. Stephen Watts, and Mr. Jody Wilcox. Mrs. Louise Bowles and Ms. Jane Dowrick were absent. Also attending were the Rev. Randolph Hollerith, Mrs. Anita Lisk, 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 5:30 p.m.

Motions to adopt the agenda and approve the Minutes from the September 20, 2011 meeting were made, seconded and unanimously approved.

**COMMENTS & CONCERNS**

Mr. Hollerith said that Mrs. Thiel's husband, Paul, was in the hospital and asked the Vestry to keep them in their prayers.

Ms. Ware reported that the recent UTO (United Thank Offering) ingathering had a great response, generating the highest amount ever collected for this effort.

**SPECIAL BUSINESS**

**Ordination to the Priesthood**

Mr. Hollerith circulated a Vestry certification for Ordination to the Priesthood from the Diocese of Connecticut for the Rev. Carmen Germino. On motions made and seconded, the Vestry unanimously approved the certification in support of Ms. Germino.

Mr. Hollerith announced that the service for Ordination to the Priesthood for Ms. Germino, Mr. Riffée, and Mr. Herbert Jones from St. James's, is scheduled for the morning of Saturday, December 10, at St. Stephen's Episcopal Church. Mr. Jones has been hired by Our Saviour Episcopal Church in Montpelier, Virginia.

**FINANCIAL REPORTS**

**Operating Budget** – Ms. Elizabeth Ware, Chair

Ms. Ware distributed monthly financial reports and reviewed the income and expenses, noting that receivables in September were slightly behind budget and over \$500,000 in pledges are needed to be collected in the last quarter of the year. In September \$40,000 was drawn from cash reserves, which will be repaid by the end of the year. The church has not yet made use of the \$80,000 offered by the Endowment Fund to offset the increase in

facilities expenses for the Michaux House. Reminders have not been sent to those who are behind on their pledge payments so as not to interfere with the upcoming Annual Giving campaign. Overall expenses in September are slightly over income.

Mr. Hollerith commended the parish for traditionally being good about paying their pledges and anticipates this year will be no different.

Ms. Ware reported that the audit is almost final and will be presented to the Vestry upon completion.

### Stewardship

Mr. Woodson distributed a written report.

#### Planned Giving – Mr. Jay Jennings, Ms. Newnie Rogers

Mr. Jennings reported that the committee will meet in November. Mr. Woodson announced that Mrs. Nancy Phillips left a \$200,000 bequest for the music program. The Endowment will manage this fund.

#### Annual Giving – Mrs. Eleanor Angle, Mr. DeWitt Casler

Mrs. Angle reported that the case statement and pledge cards were mailed this week. The theme for the campaign is “Love and Serve God and Neighbor.” Stewardship reflections have been in the Sunday bulletin wrapper for the past month. Pledge Sunday is scheduled for October 30, following the Feast of St. James’s, which will be on Wednesday, October 26. Plans for the Feast are going well, with over 300 RSVPs already submitted. Table hosts training will be on December 20.

## **COMMISSIONS REPORTS**

### **WORSHIP COMMISSION – DR. JAN HARRIS, CHAIR**

Dr. Harris reported that the commission members had just met prior to the Vestry meeting.

#### Worship – Jan Harris

Dr. Harris reported that the sound system had to be repaired recently and that the system, which is 15 years old, will need to be replaced in the near future. Microphones for the clergy were recently replaced, but most of the equipment is getting too old and out of date. The new system will incorporate music amplification so that it will feed better into the webcast.

Mr. Watts said that he, Mr. Shuford and Mr. Hollerith have met with the sound engineers regarding their proposal for a new system.

#### Memorial Garden – Mary Watt New

Ms. New reported that this committee has recently added several new members, who had met recently. Mrs. Janet Baruch has volunteered to chair the landscaping sub-committee. The Remembrance Book for those who are buried in the Garden is located in a specially made cabinet located in the Gibson Hall Atrium.

Call & Welcome – Jane Dowrick, Newnie Rogers

Ms. Rogers reported that the recent newcomer “meet & greet” was well attended and many of the newcomers are already involved in various ministries. The fall newcomer party is scheduled for November 13 in the home of Mark and Britt Van Deusen.

Hospitality – Jane Dowrick, Mary Watt New

Ms. New reported that the Hospitality committee has coordinated several recent receptions, including the Blessing of the Animals party and the Rev. Doug Burgoyne’s retirement reception.

Music – Mrs. Virginia Whitmire

Mrs. Whitmire reminded the Vestry of upcoming music events, including:

- October 30 Bluegrass Mass at the 9:00 a.m. service
- November 20 Choral Eucharist at the 11:15 a.m. service
- December 4 service of Lessons & Carols at 5:00 p.m.

**STUDY COMMISSION – MRS. LOUISE BOWLES, CHAIR**

Mrs. Bowles distributed a written report and noted that the committee had met recently.

Adult Education – Barbara Guvernator

Ms. Guvernator reported that the committee is currently at work scheduling speakers for the next semester.

Children’s Ministries – Louise Bowles

Kent Duffey, Director of Children’s Ministries, submitted a written report, which included attendance statistics, information on new parenting programs, the “CARITAS for Kids” initiative, and information regarding the *Godly Play* and *Growing in Faith* curricula.

Youth Ministries – Jody Wilcox

Mr. Riffie has taken 8<sup>th</sup> Graders to the Diocesan PYM (Parish Youth Ministries) weekend at Shrine Mont in October and will take 6<sup>th</sup> and 7<sup>th</sup> graders to their PYM weekend at Shrine Mont in November. Attendance at the new high school class on Sunday mornings has increased.

**SERVICE COMMISSION – MR. MONTY MCFADDEN, CHAIR**

Mr. McFadden distributed a written report.

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

The EMM (Every Member Ministry) campaign continues to draw people to complete a commitment card and lay leaders are still following up with those who express an interest in their particular ministry. Playbooks will be updated for the next Lenten campaign and commitment cards specifically designed for children and youth will be created.

The committee hopes to have a blessing and recognition party for the lay leaders at the end of the program year.

Missions – Scott Hetzer

Mr. Hetzer reported that the Missions committee will lead the Adult Forum on Sunday, October 30.

**FOUNDATION COMMISSION – MR. STEPHEN WATTS, CHAIR**

Safety & Security Initiative – Stephen Watts

Mr. Watts said that he has been attending meetings regarding this new initiative.

Buildings & Grounds – Stephen Watts

Cell Tower

Mr. Watts reported that NTelos is interested in discussing the possibility of adding new equipment in the steeple. They need an opening facing a particular direction, which isn't available given the other equipment already located there, so this may not work out.

Mr. Shuford added that AT&T, which currently has cell equipment in the steeple, had asked to swap out old equipment for new so that they can upgrade their services, but it turns out that they plan to simply add equipment rather than remove and replace old equipment. The lease allows them to add equipment; however it also protects the interests of the church so that equipment may not be added if it restricts access to the chimes. There is a concern that adding new equipment without removing the old may adversely affect access to the mechanical equipment for the chimes, so AT&T has been asked to provide drawings of where the equipment would actually go so that it can be determined whether or not it hinders access. Mr. Shuford also noted that the church is in a good position to renegotiate the fees paid the church when this lease is renewed in October, 2012. All fees from the cell lease, currently \$24,000 per year, is used for outreach ministries.

**LIAISONS**

Episcopal Church Women –Newnie Rogers

Ms. Rogers reminded the Vestry of the upcoming Holiday Gourmet Food Sale sponsored by the ECW. Over 85 people have volunteered to cook a variety of appetizers, soups and entrees that can be pre-ordered through the mail or online. Orders can be picked up in Valentine Hall the evening of November 17 or the morning of November 18. The ECW will also have a Bake Shop with baked goods available for sale during the hours the pre-sale orders are picked up.

Plans for next February's WomanKind, chaired by Julie Locke and Stacy Brinkley, are well underway. The bestselling author Kristin Tippett will be the keynote speaker.

Children's Center – Jay Jennings

Mr. Jennings reported that several events are planned to commemorate the Children's Center's 25<sup>th</sup> anniversary. The first will be on Friday, October 21, at 1:00 p.m. on the playground.

Mr. Jennings also reported that enrollment for the fall semester is good and the relationship with SCAN (Stop Child Abuse Now) is going well.

**RECTOR'S REPORT – THE REV. RANDOLPH MARSHALL HOLLERITH**

Mr. Hollerith announced that two new Priest Associates will join the staff in January to help fill the void left by the Rev. Doug Burgoyne's retirement. The Rev. Caroline Parkinson and the Rev. Mark Cooper will primarily be teaching and helping with pastoral care, but will also occasionally help with Sunday services.

Mr. Hollerith remarked that he has been really impressed with both the Rev. Carmen Germino and the Rev. Alex Riffée, the new Assistant Rectors. He also thanked the members of the Vestry for their work on the Commissions.

Mr. Hollerith announced that the Chris and Whitney Edwards are expecting their first child, due in April. Mrs. Edwards has a job at a suburban parish in Portland and Mr. Edwards is working as the part-time music director at a different church while he pursues his graduate studies.

The service attendance report for September was distributed.

Mr. Hollerith reminded everyone to read the upcoming events listed on the reverse of the agenda.

There being no further business the meeting was adjourned at 6:40 p.m.

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Anita Lisk  
Clerk

Approved:

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Rev. Randolph Marshall Hollerith  
Rector

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Mark Shuford  
Senior Warden