

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

A regular meeting of the vestry of St. James's Episcopal Church was held on October 20, 2015, 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 Hubard, Mr. Jay Jordan, Mrs. Carrie Montague, Mr. Harry Moore, Mr. Tom Porterfield, Ms. Gloria Prevatt, Mr. Allan Rees, Mrs. Tina Sherrod, Mr. Geoff Sisk, Mrs. Bobbie Ukrop, Mrs. Kathryn West, and Mrs. Norvell Whitaker. Mr. Connell Mullins was absent. Also present were The Rev. Randolph Marshall Hollerith, Ms. Suzanne Hall, Mr. Russell Lawson, Mrs. Anita Lisk, and Mrs. Poonna Thiel. 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 September 15, 2015 regular meeting were made, seconded, and unanimously approved.

COMMENTS & CONCERNs

Mrs. DeCamps remarked that Servant Sunday was great. Mrs. Ukrop thanked everyone who was instrumental in making the event such a success.

Mr. Sisk thanked Mr. Harper and the Cycling Race Committee for arranging hospitality for the final weekend of the championships and especially for selling enough corporate banners to fund it. Mr. Harper mentioned that there may even be a surplus.

Mr. Hollerith commended Bobby Garland and the workers at Taylor & Parrish for coming to hang the banners at a last minute request when the original hangers weren't able to do it. He also mentioned that Mr. Garland's father died this morning and to keep the Garland family in everyone's prayers.

In other pastoral news, Mr. Hollerith announced that the Rev. Doug Burgoyne is doing well recovering from recent surgery to remove a tumor near his pancreas.

FINANCIAL REPORTS

Mr. Moore distributed as a proposed Vestry Policy for annual auditing procedures. Mr. Craigie questioned whether the policy should be more specific about having the audit and the review every other year. The proposed policy was tabled until the Finance committee can recommend clearer language.

Mr. Moore distributed the monthly financial reports. He anticipates a slight deficit at the end of the year. Mr. Moore reported that the Endowment Fund submitted all at once the entire payment of what was allocated for the year, resulting in not needing to borrow funds from the Cash Reserves during the summer months, as usual.

Mr. Moore reported that the 2014 Audit Review prepared by Harris, Hardy & Johnstone has been submitted to the Diocese. Requests for proposals have been sent to

Harris, Hardy & Johnstone, as well as several other accounting firms, for future audit work.

Approximately \$50,000 is expected to be withdrawn from the Capital Reserves to fund several capital projects in the coming months. A structural assessment of the steeple to determine the feasibility of adding more cell equipment may also be funded with Capital Reserves.

Stewardship

Ms. Hall distributed a written report. Thus far over 440 RSVPs have been received for the Feast of St. James's, which will be held on October 28. James Henry and Shelton Way return as co-chairs, with Anne Hurt joining them, and Louise Bowles returns as Decorations chair and Eric Burfeind again leads the cooking team. Those who have pledged before the Feast will be acknowledged in an audio/visual presentation.

Ms. Hall said that she continues to research stewardship practices at other churches. Mr. Sisk commended Ms. Hall for her excellent efforts, particularly being new to the Stewardship & Development position.

Mr. Hollerith recommended that the Vestry consider how to fund support staff for the Stewardship & Development office, as all administrative work is currently done by Ms. Hall or volunteers.

There was some discussion about ongoing stewardship efforts, particularly for those who do not currently make a financial pledge to the church.

COMMISSION REPORTS

WORSHIP COMMISSION

Ms. Prevatt distributed a written report.

Hospitality Committee

Ms. Prevatt reported that several people were recruited for the Hospitality Committee at the recent Servant Sunday Every Member Ministry Fair.

Ms. Prevatt recently proposed to the Finance & Executive Committee purchasing permanent nametags for parishioners who serve as ushers and it was agreed to budget for this next year.

Call & Welcome Committee

Mrs. Sherrod reported that there was a nice turn out of newcomers at the recent "Meet & Greet" gathering, and she anticipates most of those attending will join the church. A newcomer party is scheduled in November at the home of Dr. and Mrs. Wyatt Beazley.

Worship Committee

Mrs. DeCamps reported that letters were sent to a number of parishioners inviting them to join the Altar Guild and, as a result, have twelve women who have accepted the invitation. Altar Guild leaders will meet soon to discuss adding a sixth group and who will serve on each. Mrs. DeCamps is also working with Mrs. Lucy Meade, Altar Guild chair, to update the Altar Guild handbook.

Mr. Hubard remarked that the Music Department presented an awesome U2 Eucharist and Celtic Mass.

Mr. Hubard presented a proposal to replace the sanctuary pew cushions and circulated fabric samples of the material to be used. After much research, the Worship Committee recommended contracting with Sanctuary Glass & Furniture at a quoted estimate of \$17,748. The Finance & Executive Committee recommended using the Memorials Fund to cover this cost up to \$18,000. Mr. Hubard has also contacted the Diocese regarding the best way to donate old cushions, but Sanctuary Glass & Furniture can also remove the old cushions, though perhaps at an additional nominal fee.

A motion to expend monies from the Memorials Fund to pay for replacement pew cushions was made, seconded, and unanimously approved.

STUDY COMMISSION

Mrs. Montague distributed a written report.

Children

Mrs. Montague reported that there's been a good turnout of children this year and additional volunteers are needed for Sunday School throughout the year.

Youth

The Youth Leadership Committee is meeting monthly. They are working on creating a budget for 2016 that can accomplish the goals and plans created for the program.

There is good energy for the new Youth Group format for Sunday mornings.

Young Adults

Mr. Hubard reported that there is also good energy in the Young Adults Ministry. More young adults attended the second "Thirsty Thursdays" than the initial outing and the event will continue monthly. The Young Adult Conversation Group on Sunday mornings is going well. This gathering offers young adults an opportunity to talk about a variety of topics of interest to this age group, including stewardship.

Adults

Mrs. DeCamps reported that the Adult Education Committee is primarily supporting Mrs. Streever. Plans for adult educational opportunities have been made for the 2015-16 program year, based on ideas generated by the committee at the beginning of the year.

The annual parish retreat at Shrine Mont will be in October and will be intentionally intergenerational. The theme is prayer.

LIAISONS

ECW

Mrs. West reported that the focus continues to be on the Taste of St. James's on November 18, which is co-chaired by Louise Bald and Erin Jewett, and WomanKind, co-chaired by Brooke Taylor and Meta Braymer, scheduled for February 25 & 27, 2016.

Children's Center

Mrs. Whitaker reported that the Children's Center is entering its 30th year. John and Kathy Conrad, who co-founded the Center along with Geraldine Berry Johnson, recently toured the Center and expressed amazement at its growth.

The recent party celebrating donors of the Children's Center, held at the home of Jay and Nancy Jordan, was well attended.

Mrs. Whitaker also noted that the Children's Center thanks the church for its continuing support.

JUNIOR WARDEN'S REPORT

Mr. Harper called on Mr. Porterfield, chair of the Safety & Security Committee, who distributed the Minutes from their most recent meeting. Mr. Porterfield especially noted:

- 1) Ushers are being given an orientation on the use of the AEDs;
- 2) The new crosswalks are helpful, but cars are parking in them;
- 3) Signs instructing cars to yield to pedestrians in the crosswalks will be set out on Sunday mornings.

The Committee is researching how to prevent parking in front of the church during weddings and other church events. The Committee also anticipates upcoming expenses related to upgrading the electrical systems in the parish house. Finally, the Committee recommends the church consider hiring off-duty police for all church events.

SENIOR WARDEN'S REPORT

Mr. Sisk commended Mr. Lawson on the new website and thanked Mr. Hubard and Laura Shuford for their great work on the pew cushion replacement proposal.

Mr. Sisk said that he hoped all Vestry members would attend the Feast of St. James's and will have made their pledge before the event.

Mardi Gras for Missions will again be chaired by Mrs. Sisk and the committee hopes to involve younger people in its planning.

RECTOR

Mr. Hollerith wanted the Vestry to be mindful that the first same-sex Blessing of a Union at St. James's would be this weekend, in case they were contacted about it.

Mr. Hollerith thanked the members of the Vestry for the time and efforts they dedicate to the Vestry and St. James's. He also thanked the Vestry for allowing him to take time for his vacation the beginning of the month.

The Worship Attendance report for September was distributed.

Mr. Hollerith reminded the Vestry to review the upcoming events listed on the reverse of the Agenda.

There being no further business, the meeting adjourned at 6:50 p.m.

Anita Lisk
Secretary

Approved:

Rev. Randolph Marshall Hollerith
Rector

Geoff Sisk
Senior Warden