

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
November 19, 2013

A regular meeting of the vestry of St. James's Episcopal Church was held on November 19, 2013, pursuant to proper notice of time and place. Vestry members attending were Mr. Ryon Acey, Mrs. Margy Brown, Mr. DeWitt Casler, Ms. Mimi Herington, Mr. Knox Hubard, Mr. Jay Jennings, Mr. Steve McCoy, Ms. Mary Watt New, Ms. Gloria Prevatt, Mrs. Kendal Sibley, Mrs. Bobbie Ukrop, Mrs. Britt Van Deusen, Mr. Stephen Watts, Mrs. Kathryn West, and Mrs. Norvell Whitaker. Mrs. Louise Bowles, Mr. Michael Lantz, and Mr. Geoff Sisk were absent. Also present were the Rev. Randolph Marshall Hollerith, the Rev. Ann Dieterle, the Rev. Carmen Germino, the Rev. Alex Riffie, 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 and approve the Minutes from the October 15, 2013 regular meeting were made, seconded, and unanimously approved.

Mr. Hollerith said that the discussion of Diana Butler Bass' book, Christianity After Religion would resume in December. Answers submitted to last month's discussion questions were distributed.

COMMENTS AND CONCERNS

Mr. Hollerith announced that Mr. Sisk is being treated for lymphoma and will attend Vestry meetings whenever he can while undergoing treatment.

SPECIAL BUSINESS

Mr. Hollerith announced that two parishioners have expressed interest in serving as Alternates to Diocesan Council. On a motion made and seconded, Mrs. Kristin Wickersham was unanimously elected to serve a one-year term and Mr. Jim Parkinson was unanimously elected to serve a two-year term as Alternates to Diocesan Council.

FINANCIAL REPORTS

Operating Budget

Mr. Jennings distributed the 2012 Audit prepared by Harris, Hardy & Johnstone accountants, and briefly reviewed its contents. He noted that the Children's Center will be given a separate audit document with only their information for use in their fundraising efforts.

Mr. Jennings also distributed the monthly financial reports and reviewed the income and expenses, reserve accounts, and the balance sheet through the end of October. He noted that, while pledge receivables in October were good, receiving all outstanding pledges by the end of the year remains a challenge. Mr. Jennings announced that Ms. Elizabeth Ware has agreed to review and reconcile revenue and expenses associated with mission trips.

Mr. Hollerith thanked Mr. Jennings and Mrs. Thiel for their work on the audit.

Stewardship

Mr. Woodson distributed a written report. He reported that the Annual Giving campaign has thus far received 426 pledges for 2014 for a total of \$1,348,600, which is slightly ahead of last year at this time. The Planned Giving committee will be sending a thank you letter to those who contributed to the Cornerstone Centennial Campaign. Mr. Woodson also reported that the Fan the Flame campaign remains stable.

COMMISSIONS REPORTS

SERVICE COMMISSION

Mr. Acey distributed a written report, highlighting the following:

- 1) The Commission is pursuing opportunities to make volunteering easier and lay leaders for recent events and ministries have found different online sites to assist with sign-ups.
- 2) The iWitness audio/video vignettes offer the opportunity to share parishioners' experiences at St. James's.
- 3) As the chair of the Service Commission, Mr. Acey has personally contacted lay leaders of various in-reach, outreach and missions ministries to express appreciation of their efforts and leadership.
- 4) The Commission is striving to increase the visibility of service ministries, particularly utilizing social media.
- 5) The Commission continues to ensure that all in-reach, outreach, and mission ministries are vibrant and relevant.

Mr. Acey also noted the status of other current outreach ministries, including the World Pediatric Project, CARITAS Intake, the Taste of St. James's, and the Christmas Giving Tree. He announced that St. James's will particularly promote the concept of "The Advent Conspiracy" movement during the upcoming season of Advent, where families are encouraged to refocus their Advent and Christmas season around worship and giving.

Nancy Warman, Director of Servant Ministry, submitted a written report and Mr. Acey commended her ongoing efforts, saying that she was a great asset and he appreciated her help and ministry.

FOUNDATION COMMISSION

Mr. Watts distributed a Buildings and Grounds report and the current status of the Foundation Commission's goals.

Buildings and Grounds

The Buildings and Grounds report included an update on the water damage repairs. Mr. Watts noted that the church's insurance was scheduled to expire in November and, after researching options and getting bids, Selective Insurance Group was chosen as the new insurance carrier.

Mr. Watts reported that he had met with Bobby Garland of Taylor & Parrish Contractors regarding the cracks discovered in the steeple's masonry and the leaks in the roofing by the steeple. Mr. Garland had also noticed significant cracking in the exterior brick façade on both sides of the portico. Mr. Garland is also helping with addressing the continuing issues of condensation associated with the HVAC system. Mr. Watts said that all these issues will need to be addressed soon.

Status of Foundation Commission's Goals

Mr. Watts reported the following:

- 1) Becky Page, Director of Children's Ministries, is considering the feasibility of a new family and children education program focused on children learning about stewardship.
- 2) The Commission is discussing options with potential consultants for a new audio system for the sanctuary.
- 3) Under the direction of Russell Lawson, Director of Communications, the Commission's goal of reviewing ways to enhance potential communication platforms has been completed.
- 4) A new succession plan for the office of Junior Warden has been established, with a Vestry member chosen to shadow the current Junior Warden, with the expectation of that Vestry member being elected Junior Warden at the first meeting of the new Vestry. Mrs. Van Deusen has agreed to shadow Mr. Watts.
- 5) The Buildings and Grounds committee has been reconstituted, with five former Junior Wardens agreeing to serve on the committee.
- 6) The Commission is still intending to create a "redemption of the earth" ministry.
- 7) The Safety and Security Initiative continues.

LIAISONS

Episcopal Church Women

Ms. Prevatt encouraged the Vestry to attend the Taste of St. James's event on November 20, and thanked co-chairs Laura McCoy and Louise Bald for all their work.

The next ECW lecture on November 5 will feature parishioner Rosie Messer, who is a storyteller.

Children's Center

Mrs. Whitaker reported the crosses and gourmet peanuts will be sold during the Taste of St. James's and on Sunday mornings to benefit the Children's Center. New Director Debbie Lickey is making great progress and has instituted a new curriculum and teacher training. Mrs. Whitaker remarked that the Center has a dedicated Board and staff.

SENIOR WARDEN’S REPORT

Mr. McCoy also encouraged attendance at the Taste of St. James’s. He reported that he is calling a Vestry Nominating committee together and invited those currently on the Vestry to let him know if they would be interested in serving on it.

RECTOR’S REPORT

Mr. Hollerith remarked that Matt Presson is doing a great job as our interim facilities manager on a part-time basis. He feels the parish is in good shape and recently took the whole staff bowling.

The attendance for the month of October was distributed. Mr. Hollerith reminded the Vestry to review the upcoming events listed on the reverse of the Agenda. He noted the upcoming Newcomers’ party and gave thanks to Wyatt and Mason Beazley for hosting the event in their home.

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

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

Steve McCoy
Senior Warden