

Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
November 27, 2012

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A regular meeting of the vestry of St. James's Episcopal Church was held on November 27, 2012, pursuant to proper notice of time and place. Vestry members attending were Mrs. Margy Brown, Mr. DeWitt Casler, Ms. Mimi Herington, Mr. Scott Hetzer, Mr. Jay Jennings, Mr. Michael Lantz, Mr. Steve McCoy, Mr. Monty McFadden, Mrs. Dena Moore, Ms. Mary Watt New, Ms. Newnie Rogers, Mrs. Kendal Sibley, Mrs. Britt Van Deusen, and Mr. Stephen Watts. Mr. Ryon Acey, Mrs. Louise Bowles, and Dr. Jan Harris were absent. Also attending were the Rev. Randolph Hollerith, the Rev. Ann Dieterle, the Rev. Carmen Germino, the Rev. Alex Riffie, Mrs. Anita Lisk, Mrs. Poconna Thiel, 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 prayer. Motions to adopt the agenda and approve the Minutes from the October 16, 2012 regular meeting were made, seconded and unanimously approved.

**FINANCIAL REPORTS**

Mr. Jennings distributed the monthly financial reports, particularly noting that approximately \$473,000 in pledge receivables need to be collected before the end of the year. There are plans to send a reminder letter to those with outstanding pledge balances. Expenses are within budget.

On a motion made, seconded, and unanimously approved, the Vestry retroactively approved the withdrawal of \$60,000 from cash reserves that had been transferred in September. The funds will be repaid at the end of the year.

The financial review for 2011 is nearly complete. There is some outstanding work to be done regarding the transfer of the parking deck from an LLC back to ownership by the church and Beth Ahabah. The Endowment has agreed to continue paying the expenses for the parking deck. The review will also have a note disclosing the misappropriation of Children's Center funds.

Mr. Hollerith announced that the Finance and Executive committee will begin to develop the 2013 budget in early January.

**COMMISSIONS REPORTS**

**WORSHIP COMMISSION**

Dr. Harris submitted a written report, as well as a status report for the commission's strategic plan goals.

### Worship

Mr. Hollerith reported that the Jazz Mass has settled into approximately 50 worshippers.

### Call & Welcome

Ms. Herington reported that the committee is working on the party for newcomers in December.

### Memorial Garden

Ms. New reported that the Garden was spruced up for the event on November 25, which welcomed those who have loved ones interred in the Garden to see the new painting by Doug Dorsey of the Memorial Garden and the Remembrance Book in its specially-made display case. The painting and book will remain on display in the Gibson Hall Atrium. There has been interest expressed for getting prints made of the painting.

### Music

Mrs. Whitmire reported that the Evensong sung by the Parish Choir with the choirs of St. Stephen's and St. Paul's was beautiful. St. James's choirs continue to rehearse for Sundays and special events, expanding on a challenging and impressive repertoire.

### **STUDY COMMISSION**

Mrs. Sibley submitted a status report for the commission's strategic plan goals.

### Youth Ministries

Mr. Riffie reported that the 10<sup>th</sup> – 12<sup>th</sup> grades class was going well. He is currently working on the upcoming Rite-13 ceremony and Youth Sunday in January.

### **SERVICE COMMISSION**

Ms. Warman distributed a written report for Servant Ministries, which highlights upcoming ministries, including CARITAS Intake, Virginia Supportive Housing Christmas party, CARITAS Shelter week, and the Giving Tree.

Mr. McFadden reported that he and Ms. Warman will be meeting about the Every Member Ministry.

### Missions

Mr. Hetzer reported that the child sponsored by St. James's for the World Pediatric Project, Anelle Gomez, had developed an infection and returned to the Dominican Republic without heart surgery. She will return in a few months. Mr. Hollerith encouraged the Vestry to follow Elizabeth's blog: <http://sedeleveale.blogspot.com>.

Alan Stone recently led a team of eight to Port-au-Prince, Haiti, and one of the mission team, Elizabeth Whitmire, is remaining in Haiti to work at Wings of Hope.

Mr. Hetzer reported that nearly all the mission teams were full: New Orleans; Gonaives, Haiti; Cuba (joint mission with Beth Ahabah). The Honduras mission has been rescheduled for July. The Appalachia mission will be in June and the Youth Mission to West Virginia will be in late July. The committee is still discerning the mission to the East End of Richmond in the summer. The committee has determined that it will not send a mission team to Sudan but will continue to support the efforts there financially.

Mr. Hetzer announced that Elizabeth Ware has agreed to serve as the treasurer for the missions committee and will handle the finances for the missions.

#### Outreach

Mr. McCoy announced that CARITAS Intake will begin on December 8 and St. James's will provide intake services between 4:30 – 6:15 every night for nine weeks. Mr. McCoy encouraged members of the Vestry to volunteer.

### **FOUNDATION COMMISSION**

#### Buildings & Grounds

Mr. Watts informed the Vestry regarding aspects of the use of the facilities during the recent Evensong, including some significant operational issues with the elevator in the parking deck.

#### Stewardship

Mr. Woodson submitted a written report. Pledges for 2013 are comparable to the same time last year. Mr. Woodson said that the goal is to increase pledges by \$100,000 for 2013.

The Fan the Flame capital campaign is wrapping up, with some pledges still outstanding and some in arrears.

### **LIAISONS**

#### Episcopal Church Women

Ms. Rogers reported that the "Taste of St. James's," was a great success under the exceptional leadership of Mary Brooks Jamison and Louise Bald. Over \$15,500 was raised, which is significantly more than the inaugural event last year. Ms. Rogers read some of the positive evaluations from committee members. Mr. Hollerith proposed that the Vestry draft a resolution commending the leadership of the event.

#### Children's Center

Mr. Lantz reported that the Children's Center board has hired a consultant for the search for a new director. They expect to take three to six months for the search. In the interim, Pat Caine, one of the teachers, is stepping in to help with administrative duties for the Center, with assistance from Jennifer Sisk and Poconna Thiel.

A staff appreciation dinner is scheduled for December 11.

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

Mrs. Moore distributed the article for the upcoming Chimes newsletter regarding the Nominating committee. Members of this year's committee are: Elizabeth Andrews, Sunday School Superintendent; Pam Goggins; John Hart; Jan Harris; Scott Hetzer; Steve McCoy; Dena Moore, Senior Warden; Mary Watt New; Newnie Rogers, Episcopal Church Women President; and Stevie Toepke. Mrs. Moore encouraged the Vestry to submit nominations of those parishioners they think would be good for the Vestry. Mr. Hollerith said to consider the talents of those Vestry members whose terms expire and try to nominate someone who may offer those gifts. The deadline for nominations is December 10 and the committee will meet in early January.

Regarding last month's vote to appoint a committee to manage the parking deck, Mrs. Moore had omitted Evelyn Sutton as one of St. James's representatives to serve on this committee. On a motion made and seconded, all approved adding Ms. Sutton to the committee.

Ms. Herington commented that several residents on West Avenue have a sense that St. James's contributes to parking issues on their street and she wanted the Vestry to be aware of their concerns.

### **RECTOR'S REPORT**

Mr. Hollerith thanked the Vestry for all their patience and support while he has been out of the office due to his wife's recent surgery. He reported that Melissa was recovering well. Lilo Ukrop has been coordinating food contributions and the community has been very generous.

Mr. Hollerith reported that the Director of Communications, Valerie Hubbard, has resigned to take a position as a Media Specialist with the state for the Alcohol Beverage Control department. He, along with Mrs. Moore, Mr. Casler, and Mrs. Van Deusen will serve as the search committee for her successor. Chris Moore, who has served as the interim director before, will again work part-time to keep publications and the website going during this interim period. Mrs. Moore encouraged the Vestry to send her recommendations and resumes if anyone knows of a potential candidate for the position.

### **OTHER**

The service attendance report for October was distributed.

Mrs. VanDeusen encouraged the women on the Vestry to stay for tonight's lecture series, which features the Rev. Carmen Germino and the Rev. Caroline Parkinson speaking about women saints. The next lecture will be a "brown bag" lunch on December 18, when the Rev. Ann Dieterle will speak about Mary's role as "God-bearer."

Mr. Hollerith encouraged the Vestry to read all the written reports and to take note of the dates and events on the reverse of the agenda.

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

Approved:

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Anita Lisk  
Clerk

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Rev. Randolph Marshall Hollerith  
Rector

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Dena Moore  
Senior Warden