

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
December 17, 2013

A regular meeting of the vestry of St. James's Episcopal Church was held on December 17, 2013, pursuant to proper notice of time and place. Vestry members attending were Mr. Ryon Acey, Mrs. Louise Bowles, Mrs. Margy Brown, Mr. DeWitt Casler, Ms. Mimi Herington, Mr. Knox Hubard, Mr. Jay Jennings, Mr. Michael Lantz, Mr. Steve McCoy, Ms. Mary Watt New, Ms. Gloria Prevatt, Mrs. Kendal Sibley, Mr. Geoff Sisk, Mrs. Britt Van Deusen, Mrs. Kathryn West, and Mrs. Norvell Whitaker. Mrs. Bobbie Ukrop and Mr. Stephen Watts 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 5:25 p.m.

Motions to adopt the agenda and approve the Minutes from the November 19, 2013 regular meeting were made, seconded, and unanimously approved.

Mr. Hollerith welcomed Mr. Sisk, who thanked his fellow vestry members for their prayers during his illness.

Mr. Hollerith resumed the discussion of Diana Butler Bass' book, Christianity After Religion, particularly noting the themes raised in the book. He thanked everyone for reading the book and for sending responses to the discussion questions.

SPECIAL BUSINESS

Clergy Housing Allowance Resolutions

Mr. Hollerith presented Housing Allowance Resolutions for the full-time clergy staff, which provides documentation that the church does not provide housing for clergy and they may allow part of their salary as a housing allowance to be exempted from federal taxes, as provided by the IRS tax code. Upon a motion made and seconded, the resolutions were unanimously approved.

FINANCIAL REPORTS

Operating Budget

Mr. Jennings distributed the monthly financial reports and reviewed the income and expenses, reserve accounts, and the balance sheet through the end of November. Mr. Jennings particularly noted that there is over \$350,000 in unpaid pledges for the year. Mr. Woodson said that pledge payments are being received, particularly those who pay pledges with stock transactions.

Mr. Jennings announced that the LLC rent income will cease, as the escrow arrangement for historic tax credit associated with the Fan the Flame capital campaign has concluded.

Mr. Jennings also announced that \$10,000 had been withdrawn from the Capital Reserve Fund to pay the insurance deductible associated with the recent water damage. Also, \$50,000 was withdrawn from Cash Reserves, as previously agreed, to manage cash flow. This will be repaid to the Reserve Fund by the end of the year.

Stewardship

Mr. Woodson distributed a written report.

Annual Giving

Mr. Woodson reported that the Annual Giving campaign results thus far are similar to last year and he hopes to receive at least as much in 2014 pledge income as was pledged in 2013. Calls will be made the end of December and the first of January to those who have previously pledged, but have not yet pledged for 2014. Mr. Woodson thanked Mr. Sisk for his leadership of this year's challenge grant. Mr. Sisk, in turn, thanked those on the vestry who contributed to the grant.

Planned Giving

Mr. Woodson reported that thank you letters had been mailed to all the contributors to the Cornerstone campaign.

Fan the Flame

Mr. Woodson reported that outstanding pledges for the capital campaign are still being received. As previously discussed and approved, the excess in the Fan the Flame account will be used toward the cost of a new sound system in the sanctuary.

COMMISSIONS REPORTS

STUDY COMMISSION

Mrs. Sibley distributed a written report, which included an update on the Study Commission's goals.

Adult Christian Formation

Mrs. Sibley reported that the Rev. Thom Blair, former rector of St. Stephen's Church, Richmond, will be teaching the Sunday morning Bible Study class for the entire winter/spring semester.

Several goals have either been completed, including having an "Invite a Friend" Sunday in collaboration with the Call & Welcome committee; inviting lay leaders to grow their membership and focus on intergenerational fellowship; and identifying lay leaders for small group ministries.

Children's Christian Formation

Mrs. Sibley reported that all was going well in this area. The development of a communications program to those in the parish with school-age children to replace Sunday School registration is one of the Study Commission goals that has been

completed. Direct communication from the Sunday School Superintendents and the Director of Children's Ministries to the children in the program is ongoing.

Youth

Mr. Riffie reported that the newly structured Confirmation class is going well.

Young Adults

Mr. Hubard prepared a written report. After several months of discernment, the committee has identified the following as fundamental to the effectiveness and longevity of a program for Young Adults:

- 1) Isolating and supporting the specific needs, interests, and barriers of the various age/demographic groups (20s, 30s, 40s)
- 2) Instilling lay leadership
- 3) Good communication and accessibility

Plans are underway for social events, including a "soup social" at the home of Mr. Hubard, a family-friendly activity on a Sunday after the Christian Education hour or later in the afternoon, a dog "play-date" at a local park, and setting up quarterly "seasonal" parties in parishioners homes. Mr. Riffie is considering offering a few "Theology on Tap" events in the spring and the committee hopes to collaborate with the Service Commission to provide an opportunity for a group service project for Young Adults.

WORSHIP COMMISSION

Mrs. Bowles distributed a written report

Worship

Mrs. Bowles reported that the Jazz Mass is doing very well since it was moved to Valentine Hall. Attendance has increased, averaging around 45 each week, with many of those new to St. James's.

Mr. Hollerith remarked that this is a busy liturgical season.

Hospitality

Mrs. Bowles reported that the Hospitality committee provided the reception for the recent St. Cecelia Day Britten concert and is currently planning the reception for the upcoming "Invite a Friend" Sunday.

Call & Welcome

Ms. Herington reported that the recent party for newcomers hosted by Dr. and Mrs. Beazley in their home was a great success, with over 20 newcomers to the church attending.

FOUNDATION COMMISSION

Mr. Watts distributed a written report with an update of the status of the Commission's goals, as well as a Buildings and Grounds report concerning the status of the water damage and other repairs and matters.

LIAISONS

Episcopal Church Women

Ms. Prevatt reported that Rosie Messer offered a wonderful lecture about storytelling for the December ECW lecture.

Ms. Prevatt also reported that the recent Taste of St. James's raised over \$17,000. Mr. Hollerith congratulated Ms. Prevatt for her leadership of the art show component of the event, as well as Laura McCoy and Louise Bald for their leadership of the overall event.

Registrations are underway for the bi-annual women's symposium, WomanKind. Ms. Prevatt said that there's a great line up of speakers, including Nora Gallagher, Glennon Doyle Melton, and Marie Monville.

Children's Center

Mrs. Whitaker reported that the children recently enjoyed their annual Christmas party with Santa. The Center's board announced that the Center has almost reached their matching gift goal and expect that they will.

SENIOR WARDEN'S REPORT

Mr. McCoy reported that he has called the following people to form the Vestry Nominating committee: Wyatt Beazley IV, Dick Bennett, Louise Bowles, DeWitt Casler, Catherine Hailes, Jan Harris, Cary Milley, Newnie Rogers, and Bobbie Ukrop.

RECTOR'S REPORT

Mr. Hollerith remarked that it is a joy to work with the staff of St. James's, even during this very stressful time of year.

The attendance for the month of November 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 6:45 p.m.

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

Steve McCoy
Senior Warden