

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
December 18, 2012

A regular meeting of the vestry of St. James's Episcopal Church was held on December 18, 2012, pursuant to proper notice of time and place. Vestry members attending were Mr. Ryon Acey, Mrs. Margy Brown, Mr. DeWitt Casler, Dr. Jan Harris, Ms. Mimi Herington, Mr. Scott Hetzer, Mr. Jay Jennings, 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. Mrs. Louise Bowles and Mr. Michael Lantz were absent. Also attending were the Rev. Randolph Hollerith, 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 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 November 27, 2012 regular meeting were made, seconded and unanimously approved.

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.

Diocesan Council Alternate

Mr. Hollerith nominated Mr. Wilson Trice to serve a one-year term as an Alternate to Diocesan Council. On a motion made and seconded, Mr. Trice was unanimously elected.

FINANCIAL REPORTS

Mr. Jennings distributed the monthly financial reports, including the balance sheet for November. He noted that pledge receivables are lagging in the final months of the year and a letter will be sent to those parishioners who have outstanding balances. Mr. Woodson reported that there's been a flurry of income activity thus far in December. Mr. Jennings commented that most of the shortfall in income is partially offset by lower than expected expenses, particularly in the area of buildings and grounds.

Mr. Jennings also noted that the operating budget has an added line item for the new Jazz Mass in order to better track expenses for it. An anonymous contribution has been made to fund this inaugural year of the Jazz Mass, but it is not certain that it will be contributed again.

Mr. Jennings reported that there was no change in the reserved funds since the last meeting. The balance sheet reports activity in designated funds. Mr. Jennings explained what each line item was for. Mr. Hetzer commented that the money designated for the Honduras mission was established as a base for an endowment for that mission, rather than funds to be drawn down until all expended. Each mission has its own line item on the balance sheet, totaling approximately \$50,000.

Mr. Jennings noted that Fan the Flame is a separate entity and the liability on the balance sheet is what that entity owes the church. It will be reimbursed once all the campaign pledges have been paid. Mrs. Van Deusen requested a balance sheet report formatted similarly to the financial review, including all the assets and liabilities for all entities. Mr. Acey requested a report that also shows year-to-year comparisons of the same months. Mrs. Moore recommended re-formatting the balance sheet to make it more understandable.

The Financial Statements Review by the accounting firm of Harris, Hardy & Johnstone was distributed, reviewed, and discussed. Mrs. Moore drew attention to the firm's notations at the end of the Review, including one regarding Mrs. Johnson's misappropriation of Children's Center funds. Mrs. Moore said that members of the Vestry could contact either her or Mr. Jennings with any comments or concerns regarding the Review. A full audit is recommended every other year, with reviews such as this one in the intervening years.

COMMISSIONS REPORTS

WORSHIP COMMISSION

Dr. Harris distributed a summary of the progress or changes to the Strategic Plan goals for Worship.

Call & Welcome

Ms. Herington reported that the December newcomers' party was lovely but only a few newcomers attended, leading the committee to consider having the party earlier in the fall next year.

Worship

The Jazz Mass on December 23 will be in Valentine Hall so that the Altar Guild can work in the sanctuary to decorate it for Christmas services. Mr. Hollerith encouraged the Vestry to attend.

STUDY COMMISSION

Mrs. Sibley distributed a summary of the progress or changes to the Strategic Plan goals for Study.

Adult Christian Formation

Mrs. Van Deusen reported that the committee had met and developed the spring forum and Wednesday evening program schedule.

Youth Ministries

Mr. Riffie reported that he is working on an intergenerational book study on C.S. Lewis. He also said that the Youth Group recent Tacky Lights Tour was a great success.

SERVICE COMMISSION

Mr. McFadden distributed a summary of the progress or changes to the Strategic Plan goals for Service.

Mr. McFadden reported that he, Ms. Germino, and Ms. Nancy Warman met and established a timeline for this year's Every Member Ministry, including a date for a forum for an In-reach and Outreach Ministry Fair.

Missions

Ms. Germino reminded the Vestry that, beginning in February, a mission trip is scheduled for every month through the summer, with the exception of May. She also encouraged the Vestry to attend the Mardi Gras for Missions fundraiser in February. Richard and Anita Towell are chairs for the event, with Mrs. Janet Baruch chairing the party portion of the event.

FOUNDATION COMMISSION

Mr. Watts distributed a status report for the Foundation Commission's Strategic Plan goals, especially noting that the timing for stewardship education for families was deferred to 2013 because of the transition with a new Director of Children's Ministries.

Mr. Watts also commented on the history and status of the Capital Maintenance Fund and recommended a definition of the Fund and changing the name to Capital Reserve Fund to better reflect its purpose. Mr. Watts also recommended restoring the Fund as a line item in the operating budget and to commit at least \$5000 each year toward the Fund to build it up. Mr. Acey suggested a study of the Reserve Fund to help determine an appropriate amount for the Fund. Mr. Watts responded that, unfortunately, such a study would not only be an added expense, but the church may not be in the position to do what would be recommended by the study. Mr. Watts said that the original strategic goal regarding the Fund was to make sure it was annually funded in the Operating Budget. Mr. Hollerith commented that the Endowment Fund serves as a "back up" if severe capital maintenance is necessary.

Mr. Watts moved to adopt the following as a definition for the Capital Maintenance Fund:

A fund for reserving money to pay for the acquisition, replacement, enhancement, maintenance and repair of any property, asset or improvement with an estimated life of three years or more and, further, rename the "Capital Maintenance Fund" the "Capital Reserve Fund" (line item #001054 in the operating budget) and the name of the budget account to "Transfer to Capital Reserves" (item #051837A). The motion was seconded and unanimously approved.

Mr. Watts reported that the Commission members identified possible allocations for use of the Fan the Flame proceeds (once the church has been reimbursed for its initial outlay of funding for the campaign) as follows:

- 1) All or a large portion of the current balance to create a separate capital fund for acquisition of a new sound system in the sanctuary, to serve as visible seed money for the attraction of additional gifts to that fund;
- 2) All or a large portion of the current balance to go to the Capital Reserve Fund, but earmarked for the sound system;
- 3) A combination of the above options (1 & 2) with the current balance or a large portion being split 50% to a separate fund for the sound system and 50% to the Capital Reserve Fund, not earmarked for the sound system.

Buildings & Grounds

Mr. Watts reported that several repairs have been made recently, including the replacement of the playground surface, resolution of the condensation issues, and addressing the vibration issues in the music rehearsal space and the nursery by sound engineers.

Mr. Watts said that the potential card entrance system has been deferred until next year.

Stewardship

Mr. Woodson submitted a written report, noting that the status of stewardship is about the same as this time last year. Letters have been sent to those who made a pledge in 2012 but have not yet done so for 2013. Mr. Woodson said that some have decreased the amount of their pledge, but that is mostly offset by those who have increased theirs. He attributes the increases to having printed directly on the pledge card the amount of the 2012 pledge and what a 10% increase to that would be.

Mr. Woodson reported that the Fan the Flame status is fairly static, with not much in arrears.

LIAISONS

Episcopal Church Women

Ms. Rogers reported that the ECW had sponsored two events in their lecture series since the last Vestry meeting and both highlighted the talents of the female clergy on staff – Ms. Dieterle, Ms. Germino, and Mrs. Caroline Parkinson.

A resolution recognizing and thanking the leadership team for the new Taste of St. James's was presented. On a motion made and seconded, the resolution was unanimously approved. Copies of the Resolution will be sent to each of those named in it. Mrs. Laura McCoy and Mrs. Louise Bald will be co-chairs of the event next year, with Mrs. Mary Brooks Jamison assisting.

Children's Center

Mr. Hollerith reported that the Children's Center board recently hosted a staff appreciation dinner and the annual Christmas party provided by Tom Horton was great.

SENIOR WARDEN'S REPORT

Mrs. Moore reported that the Communications committee is interviewing four candidates for the Director of Communications position.

Mrs. Moore thanked all the Commission chairs for submitting the status of the Vestry goals for their respective areas and encouraged the members of the Vestry to read the reports. Mr. McFadden noted that the Service Commission had difficulty determining how to meet the goal of increasing funding for Service, particularly the Vestry Outreach Fund. Dr. Harris suggested that funding for a new sound system in the sanctuary be a priority.

The Nominating committee has been collecting names of nominees for the Vestry and will meet in January to determine the slate. The Annual Meeting will be on February 24, 2013.

RECTOR'S REPORT

Mr. Hollerith said that the staff is working well and hard for the Christmas season. The office will be closed for some of the week between Christmas and New Year's.

On a personal note, he reported that his wife, Melissa, is still recovering from her recent surgery but chemotherapy will not be needed. He said that he appreciated everyone's prayers and concern.

OTHER

The service attendance report for November was distributed.

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.

Mr. McCoy reported that he will be stepping down as the lay leader for lectors and welcomed recommendations for a new leader.

There being no further business the meeting was adjourned at 700 p.m.

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

Dena Moore
Senior Warden