

Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
December 20, 2011

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A regular meeting of the vestry of St. James's Episcopal Church was held on December 20, 2011, pursuant to proper notice of time and place. Vestry members attending were Mrs. Eleanor Angle, Mrs. Louise Bowles, Mr. DeWitt Casler, Ms. Jane Dowrick, Dr. Jan Harris, Mr. Jay Jennings, Mr. Monty McFadden, Mrs. Dena Moore, Ms. Mary Watt New, Ms. Newnie Rogers, Mr. Mark Shuford, Ms. Elizabeth Ware, Mr. Stephen Watts, and Mr. Jody Wilcox. Mrs. Margy Brown, Ms. Barbara Guvernator, and Mr. Scott Hetzer were absent. Also attending were the Rev. Randolph Hollerith, the Rev. Ann Dieterle, the Rev. Carmen Germino, the Rev. Alex Riffée, 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 November 15, 2011 meeting were made, seconded and unanimously approved.

**COMMENTS & CONCERNS**

Mr. Shuford remarked that the annual Christmas Pageant on Sunday was wonderful, as always, and very well attended.

Mr. Jennings commented that the recent ordination to the priesthood service for Ms. Germino, Mr. Riffée, and Mr. Herbert Jones was great. Ms. Dowrick, Ms. New and the Hospitality committee was commended for providing the reception following the service at St. Stephen's. Ms. New particularly thanked Ms. Elizabeth Harvard for providing extra, last minute food.

**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 – Elizabeth Ware**

Ms. Ware distributed monthly financial reports and reviewed the income and expenses, noting that not all of the expenses associated with the Feast have come in. Ms. Ware expressed concern that a significant amount of pledge receivables was outstanding, with over \$300,000 to be collected by the end of the month to meet the 2011 budget.

Mr. Shuford commented that the percentage of the amount to be collected is similar to that of previous years but the dollar amount is more because the budget is greater. Mr. Shuford said that he is confident parishioners will pay their pledges. Mr. Woodson remarked that there are several pledge payments that have been made with gifts of stock that has not identified the donor and that information must be tracked down before the gift can be recorded properly.

Ms. Ware reported that the church has not yet drawn any money granted by the Endowment to cover extra expenses associated with the new building over the first three years.

A report of recipients and awards of the \$70,000 in grants from the Vestry Outreach Fund was distributed.

### Stewardship

Mr. Woodson distributed a written report.

#### Annual Giving – Eleanor Angle, DeWitt Casler

Mrs. Angle reported that, thus far, 506 pledges have been received for a total of \$1,527,951 in pledges income. At this time there are 171 parishioners who pledged last year but have not yet pledged for 2012, representing \$391,098 in potential income.

#### Planned Giving – Jay Jennings, Newnie Rogers

Mr. Jennings reported that the Planned Giving committee will present one of the Sunday Forums in February with information regarding the Omega File and end-of-life planning, as well as discuss opportunities to give to the Endowment. The committee plans to follow up the Forum with small groups.

#### Fan the Flame Capital Campaign – Chip Woodson

Mr. Woodson reported that pledges continue to be received and the loan has been reduced to \$270,000.

## **COMMISSIONS REPORTS**

### **WORSHIP COMMISSION – DR. JAN HARRIS, CHAIR**

Dr. Harris commended Ms. Dowrick, Ms. New, and Ms. Rogers for their efforts with the Hospitality and Call and Welcome committees.

#### Memorial Garden – Mary Watt New

Mr. Hollerith reported that the widow of the Rev. Chip Valentine, whose remains are buried in the Memorial Garden, has expressed interest in honoring the memory of him and his parents, Buzz and Dottie Valentine, who are also buried in the Garden. Mrs. Sharon Valentine has commissioned a painting of the Garden by Doug Dorsey, which will hang in the Gibson Hall Atrium over the cabinet housing the Book of Remembrance. Mrs. Valentine also plans to contribute to the Peter Paul Development Center garden project.

## **STUDY COMMISSION – MRS. LOUISE BOWLES, CHAIR**

### Children’s Ministries – Louise Bowles

Mrs. Kent Duffey, Director of Children’s Ministries, submitted a written report which noted that Sunday School attendance continues to be steady, with approximately 120 children between 2-years-old and 5<sup>th</sup> grade attending each Sunday. Parenting Forums, the Advent Fair and Christmas Pageant, and the Family Library were also noted.

### Youth Ministries – Jody Wilcox

Mr. Riffie reported that he is working with 10<sup>th</sup> through 12<sup>th</sup> graders to create a curriculum in which they would be interested. They are considering learning more about pop culture and comparative religions. Mr. Riffie will also be surveying both parents and teens about how the year is going so far and what they would suggest for improvement.

Members of the Senior High Youth Group participated in the Giving Tree gift distribution and annual Christmas party at the Peter Paul Development Center.

### Young Adults – Margy Brown, Jody Wilcox

Ms. Dieterle reported that she is working on creating more small group opportunities for this age group.

### Adult Education – Barbara Guvernator

Ms. Dieterle reported that she and the committee are working to complete the Winter/Spring semester schedule.

## **SERVICE COMMISSION – MR. MONTY MCFADDEN, CHAIR**

Mr. McFadden distributed a written report.

### Out-reach and In-reach – Monty McFadden, Dena Moore

Mrs. Moore reported that the fall quarterly Chimes featured an article promoting the upcoming EMM (Every Member Ministry) campaign.

### Missions – Scott Hetzer

Many, if not most, of the upcoming mission trips are at capacity. Ms. Germino reported that a new mission in the East End of Richmond will be offered in August, 2012, and it is also nearly at capacity. She is also in discussion with Beth Ahabah about a joint mission trip to Cuba.

The committee is also working on creating a leaders handbook. Andy Smith has been instrumental in putting this together, with the help of Ms. Germino and Angie Wilcox providing information about the spiritual aspect of mission trips.

Mr. Riffie is exploring a youth trip this summer to the Appalachian region.

## **CARITAS**

CARITAS Intake continues to go well and work is gearing up for the CARITAS shelter week in February.

## **FOUNDATION COMMISSION – MR. STEPHEN WATTS, CHAIR**

### Buildings & Grounds

Mr. Watts reported that Laura Shuford has been a great help as a volunteer coordinating events in the Michaux House. However, given how often and how many events are scheduled, the task is really too much to ask of a volunteer and the committee will need to reassess how to handle this going forward.

### Safety & Security Initiative

Mr. Watts recently met with a representative of the Philadelphia Insurance Company regarding this initiative.

### Parking

Mr. Watts reported that cars have been parking in no parking sections of the deck, restricting traffic. The committee has decided to place warning flyers on offending cars.

## **LIAISONS**

### Episcopal Church Women –Newnie Rogers

Ms. Rogers reported that approximately \$10,000 was raised through the new Holiday Gourmet Food Sale.

Ms. Rogers also reported that the WomanKind website is operational and registrations are currently being taken. Plans continue to go well.

### Children's Center – Jay Jennings

Mr. Jennings reported that the Children's Center recently adopted their budget for 2012, which is similar to their 2011 budget. The Center currently has 54 children enrolled, four of whom are Muslim. The collaboration with SCAN (Stop Child Abuse Now) continues to work well, with nine children enrolled in that program.

Rather than having their annual Spring Fling fundraiser, the Center plans a fundraising initiative February through May of 2012 to create a John Conrad, Jr. Scholarship fund in honor of the Center's 25<sup>th</sup> anniversary.

## **SENIOR WARDEN'S REPORT – MR. MARK SHUFORD**

Mr. Shuford reported that the Nominating committee had received 25 nominations thus far and will meet in early January to review the candidates and choose a slate of six to present to the congregation at the Annual Meeting in February.

## **RECTOR'S REPORT – THE REV. RANDOLPH MARSHALL HOLLERITH**

Mr. Hollerith remarked that the clergy team has been doing great work but he also wanted to recognize the other members of the staff for their hard work and asked that the Vestry remember them. Mr. Hollerith commented that he was especially thankful to work with a staff that is so professional and was grateful for their spirit and good work.

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.

The service attendance report for November was distributed.

There being no further business the meeting was adjourned at 6:30 p.m.

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Anita Lisk  
Clerk

Approved:

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Rev. Randolph Marshall Hollerith  
Rector

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Mark Shuford  
Senior Warden