

Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
February 10, 2015

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A regular meeting of the vestry of St. James's Episcopal Church was held on February 10, 2015, pursuant to proper notice of time and place. Vestry members attending were Mr. Ryon Acey, Mrs. Peggy Crowley, Mrs. Carol Ann Fuller, Ms. Mimi Herington, Mr. Knox Hubard, Mr. Steve McCoy, Mrs. Carrie Montague, Mr. Harry Moore, Ms. Gloria Prevatt, Mr. Allan Rees, Mrs. Kendal Sibley, Mr. Geoff Sisk, Mrs. Bobbie Ukrop, and Mrs. Kathryn West. Mr. Matt Harper, Mr. Michael Lantz, Mrs. Britt Van Deusen, and Mrs. Norvell Whitaker were absent. Also present were the Rev. Randolph Marshall Hollerith, the Rev. Carmen Germino, Mr. Russell Lawson, Mrs. Anita Lisk, Mrs. Poconna Thiel, and Mrs. Virginia Whitmire. 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 January 20, 2015 regular meeting were made, seconded, and unanimously approved.

**COMMENTS & CONCERNS**

Mr. Hollerith thanked the retiring Vestry class for their past three years of service – Mr. Acey, Ms. Herington, Mr. Lantz, Mr. McCoy, Mrs. Sibley, and Mrs. Van Deusen – and reminded them that they continue to be leaders in the parish and that former Vestry members are the core and center of the church. Mr. Hollerith said that he was particularly grateful to Mr. McCoy for his friendship and excellent leadership as Senior Warden for the past two years.

Mr. Hollerith asked for prayers for Mrs. Van Deusen and her family, as they mourn the death of her stepfather.

Mr. Sisk added his thanks to the retiring class for their leadership in this past year's Annual Fund campaign. He also reminded the Vestry to attend the upcoming Mardi Gras for Missions fundraiser, noting that there are some wonderful auction items available for bid. Mr. Hollerith remarked that he appreciated that there are auction items in a variety of price ranges.

Ms. Prevatt commented that it had been an honor to work with Mr. McCoy and the others in the retiring class.

**FINANCIAL REPORTS**

Mr. Acey distributed and reviewed the financial reports, which include the year-end results for 2014 and the proposed budget for 2015. Mr. Acey particularly noted that 2014 ended with a small surplus and thanked the staff for keeping expenses in line. He commented that it was extraordinary that the year ended so close to the projected budget.

Mr. Hollerith announced that the Endowment has increased their salary share for the Director of Stewardship and Development position in order to keep it competitive. The 2015 budget tries to honor most programming requests and also includes a 4% salary increase for employees. Mr. Sisk commented that part of the Annual Fund appeal this year was to rectify that the staff had not received an increase in wages for the past two years.

Mrs. Sibley acknowledged that this year's Stewardship campaign efforts were very helpful in encouraging parishioners to increase their annual gift or to pledge for the first time. Mr. Sisk said that beginning the campaign earlier than late October was also very helpful to have a better idea during the budget process of how much to expect in pledge revenue.

In response to Ms. Prevatt's inquiry regarding what constituted "hospitality" in the budget, it was clarified that this line item covers all hospitality efforts, including dinners, meetings with meals, social receptions, etc.

Mrs. Montague said that she was excited to see the increase in the Youth line item, particularly considering the great energy the recently established Youth Steering Committee has around new programming for this age group and the need for funds to implement growth.

Mr. Sisk thanked Mr. Acey for putting together a great report and Mr. Hollerith thanked Mrs. Thiel for all her work to help create the budget, noting that the process takes quite a bit of time and effort from the staff.

A motion was made and seconded to adopt the 2015 budget as presented, which was unanimously approved.

### Stewardship

A report on Annual Giving was distributed and reviewed. Mr. Sisk noted that \$1,980,580 in pledges was in hand and at least another \$28,000 expected from parishioners who have verbally said that they intend to pledge this year. Mr. Sisk added that he's somewhat concerned that, while the amount is higher than in past years, the number of households pledging has decreased.

## **COMMISSION REPORTS**

### **SERVICE COMMISSION**

Mrs. Ukrop distributed a summary report for the Service Commission for the upcoming Strategic Plan.

### Service

Mrs. Ukrop distributed the Servant Ministry report submitted by Nancy Warman, Director of Servant Ministry. Mrs. Ukrop added her invitation for members of the Vestry to join the Outreach Committee for on-site visits to agencies the church supports through its Vestry Outreach Fund. Mr. Moore commented that he was particularly impressed with the committee's visit to St. Andrew's School last month.

### Missions

Mrs. West reported that the Missions Committee met recently and discussed strategic planning for future trips. The next mission trip scheduled is to Haiti March 8-14.

Mrs. Sibley said that she was excited that the summer mini-mission for Junior High Youth was being offered and she felt this was a great age group for potential growth of the Youth program. Mrs. Montague added that the Senior High Youth mission trip as almost full, as well.

## **FOUNDATION COMMISSION**

### **Personnel**

Mr. McCoy reported that search committees have been established for both the Associate Rector and the Director of Stewardship & Development positions and resumes are being reviewed.

### **Buildings & Grounds**

Mrs. Van Deusen submitted a written Buildings & Grounds report. Mr. McCoy encouraged the Vestry to read the report, particularly noting the anticipated work needed for the HVAC system. He also reported that Matt Presson, Facilities Manager, had submitted a list of capital projects, some of which may be funded from the Capital Maintenance Reserve rather than from the general operating budget.

### **Communications**

Mr. Lawson reported that progress is being made on the website rebuild and thanked Richard Rumble for his invaluable help with the design process.

## **LIAISON REPORTS**

### **Children's Center**

Mrs. Whitaker submitted a written report to accompany the report from the Children's Center staff. Last year was the Center's most successful year for fundraising, which included an exceptional \$10,000 gift from a family whose child attends the Center because of the child's special needs.

## **SENIOR WARDEN'S REPORT**

Mr. McCoy expressed his thanks to the Vestry, saying that he realized over his past two years as Senior Warden that all the people involved – Vestry, staff, and parishioners – have made the job easy.

## **RECTOR'S REPORT**

Mr. Hollerith reported that there are several great candidates for both the Associate Rector and Stewardship Director's positions and he hopes to fill the Stewardship position by the end of March and the Associate Rector position by June.

## **OTHER**

Attendance figures for January 2015 were distributed.

Mr. Hollerith reminded the Vestry to review the upcoming events listed on the reverse of the Agenda, and particularly noted the annual congregational meeting on February 15.

There being no further business, the meeting adjourned at 6:35 p.m.

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Anita Lisk  
Secretary

Approved:

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Rev. Randolph Marshall Hollerith  
Rector

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Steve McCoy  
Senior Warden