

Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
February 11, 2014

---

A regular meeting of the vestry of St. James's Episcopal Church was held on February 11, 2014, 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, Mrs. Bobbie Ukrop, Mrs. Britt Van Deusen, Mr. Stephen Watts, Mrs. Kathryn West, and Mrs. Norvell Whitaker. Mr. Geoff Sisk was absent. Also present were the Rev. Randolph Marshall Hollerith, the Rev. Ann Dieterle, the Rev. Carmen Germino, the Rev. Alex Riffie, Mrs. Poconna Thiel, Mrs. Virginia Whitmire, Mr. Chip Woodson, and Mrs. Emily Thrower. Mr. Hollerith served as chairman, with Mrs. Thrower serving as secretary.

The meeting was held in Valentine Hall and opened with prayer. After attendance was established, the meeting began at 5:00 p.m.

Motions to adopt the agenda and approve the Minutes from the January 21, 2014, regular meeting were made, seconded, and unanimously approved.

**COMMENTS AND CONCERNS**

Mr. Hubard told the vestry that he had attended the installation service for the Rev. Whitney Zimmerman Edwards and participated as a musician with her husband, Chris Edwards.

Mr. Acey commented that he is seeing many new faces at church and that the welcome we give them in the first few Sundays is crucial in helping them decide to stay at St. James's. Mr. Lantz proposed permanent nametags for the congregation and asked how we might make that work.

Ms. Herington told the vestry that our many visitors at WomanKind 2014 were impressed and complimentary of St. James's. Ms. Germino reported that the final number of registrants was 450.

**FINANCIAL REPORTS**

**Stewardship**

Mr. Woodson distributed a written report, noting that the total pledges for 2014 was 632 for a total of \$1,876,329, and also mentioned that two-thirds of the Cornerstone pledges have been received.

### Operating Budget

Mr. Jennings reported that receipts in January moved us to a small surplus for 2013 that will go into the 2014 budget. The Budget committee wants to close the gap between projected revenue and projected expenses by growing the income from restricted funds and cutting the requested expense amounts. Growth in income is flat. Modest increases were applied to salaries in 2012 and 2013, but salaries will remain flat in 2014. Health insurance costs have increased.

Mr. McCoy reported that he and Mrs. Sibley met with the Endowment Fund Board to request support for the 2014 operating budget. The board agrees that facility support is a good and appropriate use for these funds, especially service contracts. Mrs. Sibley said the board prefers to spend funds on service contracts rather than capital expenses. The Endowment Fund Board will also provide a stipend for the Rector's sabbatical.

Mr. Hollerith thanked Mrs. Van Deusen, Mr. Acey, Mr. Jennings, Mr. McCoy, Mr. Woodson, and Mrs. Thiel for their work on the Budget committee. He said he hoped for an increase in the Vestry outreach fund from \$80,000 to \$100,000 over time and commented that the Vestry is committed to this. Needing no motion, the budget was unanimously adopted by the Vestry.

### COMMISSIONS REPORTS

#### **WORSHIP COMMISSION**

Mrs. Bowles provided a written report, and particularly noted that the 5:00 p.m. Sunday Jazz Mass continues to grow steadily in numbers. Quotes are being sought for upgrades and replacements for the audio system in the sanctuary. Hospitality for the Norfolk State University Choir on January 19 included a seated dinner for the choir and wonderful reception for choir and guests, all provided by parishioners and the hospitality volunteers.

#### **STUDY COMMISSION**

Mrs. Sibley distributed a written report. The Children's Christian Formation program has an average of 115 children and over 80 adult volunteers each week. The Vacation Bible School dates this year are June 23-27.

Mr. Hubard reported that he is working with Ms. Dieterle, Mr. Riffie and others to schedule more Young Adult activities. There are a couple scheduled in February and two more in March. They are recruiting hosts for events and working on ways to publicize and gather in the young adults to this ministry.

Mr. Riffie told the vestry that Youth Sunday went well. He is finalizing the program year curriculum and confirmation classes for youth who will be confirmed this spring.

Mr. Hollerith asked vestry members to be thinking about committee assignments for 2014. The Vestry retreat will be Saturday, March 22 from 9:00 a.m. to 2:00 p.m. and the Rev. Sue Eaves will lead the retreat.

### LIAISON REPORTS

Mrs. Whitaker reported that the Children's Center enrollment has increased. A children's vegetable garden on the street side of the Michaux House will be made possible by a grant.

### **JUNIOR WARDEN'S REPORT**

Mr. Watts provided a Buildings & Grounds written report. He informed the vestry that Matt Presson has become the permanent Facilities Manager. One of Mr. Presson's early accomplishments has been to reconfigure the church's phone bill and reduce it by 50%. Laura Shuford, the Facilities Coordinator, has led a group in the rewriting of our Facilities Use Manual.

In addition to continuing to fund our service agreements, the Endowment will also cover the cost of repairs in the masonry of the steeple and the north façade of the sanctuary building.

Reporting on the status of one of the Foundation Commission's goals, Mr. Watts said that the Buildings and Grounds committee is continuing to receive estimates for improvements to the sound system in the sanctuary. An estimate has been received from Code 3AV to supplement some speakers and replace others to enhance the reach of the system. An estimate from David Cooke, who was with the firm that initially installed the sound system when the church was rebuilt after the fire, is still expected.

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

Mr. McCoy commented that he thought the reason for no increase in the income pledged for 2014 was due to donor fatigue, citing the Cornerstone campaign mid-year last year in particular. He noted that Mr. Woodson is working on some new ideas for targeted requests and giving going forward. Mr. McCoy said he was pleased with the budget the Vestry has approved and thanked the retiring Vestry class for their hard work and service to the parish.

### **RECTOR'S REPORT**

Mr. Hollerith also thanked the retiring Vestry class for their work. He said if we focus on the authenticity of ministry the giving will take care of itself and growth will come. He noted that the April Vestry meeting, scheduled for Holy Week, will be moved to April 22.

Mr. Hollerith wished Mr. Riffie well in his new call to be rector of St. James', Louisa. Mr. Riffie told the Vestry that he had felt supported in his work here at St. James's. St. James', Louisa, is a parish very much like the West Virginia parish he grew up in, both in size and personality. Sunday, April 6, is Mr. Riffie's last Sunday with us and there will be a reception following the services when St. Jamesers will be able to express their thanks for his ministry among us. Mr. Hollerith said an interim youth leader will be appointed while a search is conducted for the position.

Mr. Hollerith asked for a report on upcoming events. Ms. Whitmire reported that there will be an organ recital and reception on February 14, Evensong sung by the St. James's Youth Choir on March 9, a Choral Eucharist at 11:15 a.m. on March 9, and a concert by the Westminster Choir College Schola Cantorum on Sunday, March 16.

Mr. McCoy said some overnight and breakfast volunteers for CARITAS Shelter Week are still needed and urged Vestry members to volunteer.

There being no further business, the meeting adjourned with a prayer by Mr. Hollerith.

---

Emily Thrower  
Scribe

Approved:

---

Rev. Randolph Marshall Hollerith  
Rector

---

Steve McCoy  
Senior Warden