

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
February 19, 2013

A regular meeting of the vestry of St. James's Episcopal Church was held on February 19, 2013, pursuant to proper notice of time and place. Vestry members attending were Mr. Ryon Acey, Margy Brown, Mr. DeWitt Casler, Dr. Jan Harris, Ms. Mimi Herington, Mr. Jay Jennings, Mr. Michael Lantz, 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. Scott Hetzer were absent. Also attending were the Rev. Randolph Marshall Hollerith, 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 December 17, 2012 and the January 15, 2013 regular meetings were made, seconded and unanimously approved.

COMMENTS & CONCERNS

Mr. McFadden commended the Nominating committee for their excellent work to develop a slate of candidates for the Vestry.

It was noted that the CARITAS Shelter Week was going well.

FINANCIAL REPORTS

2012 Year End Report

Mr. Jennings distributed the 2012 Year End report and the 2013 Budget report, noting that most of the funds offered by the Endowment to supplement the 2012 budget were accepted to balance the budget. Mrs. Moore commented that the upcoming audit for 2012 will not reflect the balanced budget because the gift from the Endowment wasn't transferred until January. Mrs. Moore also noted that pledges have increased each year since 2009 and the church should be very grateful for that.

Dr. Harris remarked that she believes that it is important that the church doesn't rely on Endowment funds for operating expenses on a regular basis and urged caution when developing future budgets. Mr. Hollerith explained that the Endowment had agreed to help with operating expenses during the first three years after the expansion so that the church had time to gradually increase its budget to accommodate the additional expenses associated with the new facilities. Going forward, it is the intent of the Vestry to appeal to the Endowment primarily for funding capital items.

2013 Operating Budget

Mr. Jennings and Mrs. Moore explained the process used for creating the 2013 budget, as distributed. The Finance and Executive committees met several times to consider spending requests by staff and committee chairs, as well as revenue projections from stewardship and other sources. Support from the Endowment Fund will be designated for capital items, particularly the maintenance contracts for the major equipment systems, such as the HVAC. The Endowment Board will also fund three small capital improvement projects outside of the operating budget, with total estimated cost of \$32,000.

The 2013 budget is \$2.21 million -- an increase of 3% over last year's budget.

Highlights of the budget include:

- Anticipated stewardship pledges of \$1.92 million, a projected increase of \$60,000 over 2012 total pledges
- An increase in shrinkage to 3.5% of anticipated pledges
- Small salary increases for the staff & clergy
- Flat budgets for programs, outreach, and operating expenses

As previous approved by the Vestry, additional gifts to Fan the Flame capital campaign will be designated to the sanctuary sound system replacement.

Stewardship

Mr. Woodson distributed the Stewardship report, noting that the church had received approximately the same number of pledges for 2013 as last year, but with a slight increase in the average pledge. Mr. Woodson said that the Annual Fund committee continues to solicit pledges from those who made a pledge last year but had not done so yet for this year. He thanked the Vestry for their assistance in this effort.

Mr. Woodson reported that the Fan the Flame report indicated payments of pledges, as well as the transfer of funds to repay the church for providing the initial funding needed to begin the campaign.

Mr. Woodson also reported that the Centennial committee was developing plans to make visits and phone calls to specific parishioners, particularly prior Vestry and Legacy Society members. Mailings, including a "case statement" have been sent. Pledges to this campaign are due by June, with the opportunity to pay the pledge over two years. Mrs. Moore encouraged the current Vestry to consider what they personally can do to support this campaign and the Endowment.

COMMISSIONS REPORTS

WORSHIP COMMISSION

Worship

Dr. Harris thanked all who worked on the Worship Commission and committee.

Music

Mrs. Whitmire included a message about the upcoming Dylan Mass, which is scheduled for the 9:00 a.m. service on Sunday, March 3. Dr. Harris mentioned that Mark Whitmire posted an “invitation” to the service on YouTube.

Call & Welcome and Hospitality

Ms. Herington reported that the Hospitality committee will be providing food for the Every Member Ministry Fair on March 3, as well as the annual brunch between the 9:00 and 11:15 a.m. services for the clergy and choirs on Easter Day. The Call & Welcome committee will host another “Meet & Greet” in the spring and a party for newcomers in June at the home of Louise and Russell Bowles.

Dr. Harris mentioned that the Hospitality committee had provided the reception following the MLK, Jr. Evensong, which was very appreciated by the Norfolk State Choir and all those attending.

STUDY COMMISSION

Children’s Ministry

Mrs. Sibley reported that attendance has been fairly steady in Sunday School and a new rotation in the elementary school level has started for Lent. She also mentioned that the Parenting Forum series this year has been well received.

Youth Ministry

Mr. McCoy reported that the high school class is in the third of four rotations, but attendance has been down. The 6th & 7th grade Rite-13 classes are going well. The Youth Groups served dinner for CARITAS guests.

Mr. Riffie reported that the 6th grade Rite-13 teachers have already agreed to teach their class next year.

Adult Formation

Mrs. Van Deusen reported that the spring schedule for Adult Formation has been set and the committee will meet again in April/May to begin work on next year.

Mr. Hollerith reported that Ann Dieterle, who is currently on medical leave, is doing well.

SERVICE COMMISSION

Mr. McFadden distributed a written report.

EMM

Mr. McFadden reminded the Vestry that the Every Member Ministry Fair is scheduled for the forum on March 3, and expressed the committee’s appreciation for the Hospitality committee’s providing food. The committee is still seeking a volunteer to input the data received at the Fair.

Missions

Mr. Hetzer submitted a written report. The New Orleans Mission Team is currently on-site and several missions are scheduled over the next few months. Mr. Hollerith expressed his thanks for Mr. Hetzer’s leadership to create an infrastructure for the missions program.

Dr. Harris inquired about the results of the recent Mardi Gras fundraiser. Although the results are not final, it is anticipated that the event raised approximately \$50-60,000. Nancy Warman, Director of Servant Ministry, also submitted a written report.

FOUNDATION COMMISSION

Mr. Watts announced that he has agreed to serve, if elected, for another year on the Vestry and as Junior Warden.

Buildings & Grounds

Mr. Watts reported that David Barnett, Facilities Manager, has communicated that the church should expect an upcoming expense to replace the boiler and the chiller by the end of the decade. Mr. Watts also commented on security issues, noting that Wednesday evening is particularly difficult to secure the buildings because of all the activity at the church on that night.

Communications

Mr. Casler reported that Russell Lawson, the new Director of Communications, was “up and running” and welcomed input from the Vestry.

Planned Giving

Mr. Hollerith thanked Ms. Rogers for her work on the Planned Giving committee.

LIAISONS

Episcopal Church Women

Ms. Rogers reported that the ECW lecture series has had a great response. Mrs. Ruth Cunningham recently offered a workshop on flower arranging and The Rev. Dr. Vienna Cobb-Anderson gave a presentation on her travels to Iran. The series will conclude for the program year with a presentation by Mrs. Mary Slaughter on the Enneagram personality indicator.

Children’s Center

Mr. Lantz distributed a written report. Highlights included:

- 1) There is over \$77,000 in the John Conrad Memorial Fund for scholarships.
- 2) Approximately \$23,250 has been pledged for Geraldine Johnson’s promised restitution of funds misappropriated from the Center.
- 3) A search committee for the Center’s new Executive Director has been formed and a consultant has been hired to help them in their process.
- 4) Plans are underway for a fall fundraiser.
- 5) The Board is pleased and appreciative of Ms. Pat Caine’s stepping in as the Interim Director of the Children’s Center.
- 6) A bookkeeping firm has been hired to handle regular bookkeeping services.

SENIOR WARDEN'S REPORT

Mrs. Moore reported the Nominating committee's slate of nominees for the Vestry Class of 2016: Knox Hubbard, Gloria Prevatt, Geoff Sisk, Bobbie Ukrop, Kathryn West, and Norvell Whitaker. And, as previously mentioned, Mr. Stephen Watts has been nominated to complete the one-year unexpired term to complete the Class of 2014.

Mrs. Moore thanked the Vestry and Mr. Hollerith for allowing her to serve as Senior Warden this past year.

RECTOR'S REPORT

Mr. Hollerith expressed special thanks to Dena for her service and remarked that it had been a great blessing to have her as Senior Warden this past year, particularly during the revelation of the misappropriation of funds from the Children's Center by Mrs. Johnson.

Mr. Hollerith also thanked all the Vestry members who were completing their term and reminded them that they remain leaders of the church. He said that he considers them all a blessing and thanked them for their three years of service.

Mr. Hollerith said that it is important to encourage parishioners to attend the Annual Meeting on February 24.

The attendance report for 2012, with comparison to 2011, was distributed. Church attendance has increased over last year. The attendance report for January 2013 was also distributed.

Mr. Hollerith called an Executive Session at 6:50 p.m. and the meeting concluded with prayer at 7:00 p.m.

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

Dena Moore
Senior Warden