

Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
February 28, 2012

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A regular meeting of the vestry of St. James's Episcopal Church was held on February 28, 2012, pursuant to proper notice of time and place. Vestry members attending were Mr. Ryon Acey, Mrs. Louise Bowles, Mr. DeWitt Casler, Dr. Jan Harris, Ms. Mimi Herington, Mr. Scott Hetzer, 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, Mr. Stephen Watts, and Mr. Jody Wilcox. Mrs. Margy Brown was absent. Also attending were the Rev. Randolph Hollerith, the Rev. Ann Dieterle, 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 5:25 p.m. Mr. Hollerith welcomed Mr. Acey, Ms. Herington, Mr. Lantz, Mr. McCoy, Mrs. Sibley, and Mrs. Van Deusen as newly elected members of the Vestry and introductions were made.

Motions to adopt the agenda and approve the Minutes from the January 17, 2012 meeting were made, seconded and unanimously approved.

**SPECIAL BUSINESS**

**Election of Vestry Officers**

Mr. Hollerith nominated Mrs. Dena Moore to serve as Senior Warden. There being no further nominations, on a motion made, seconded and unanimously approved, Mrs. Moore was elected to serve a one-year term as Senior Warden.

Mrs. Moore nominated Mr. Stephen Watts to serve a second term as Junior Warden. There being no further nominations, on a motion made, seconded and unanimously approved, Mr. Watts was elected to serve another one-year term as Junior Warden.

On motions made, seconded and unanimously approved, Mrs. Ann Rawls and Mrs. Katharine Hoffmann were elected to serve as volunteer Treasurers and Anita Lisk was elected to serve as Registrar.

Mr. Hollerith announced that Mr. Jay Jennings has agreed to serve as Finance Chair this year.

**Authority to Conduct the Church's Business**

On a motion made and seconded, the Vestry unanimously adopted a resolution provided by Davenport to approve that the Senior and Junior Wardens, the Financial Secretary and the Director of Stewardship and Development are authorized to buy, sell, assign and endorse for transfer, certificates representing stocks, bonds or other securities now registered or hereafter registered in the name of this church.

On a motion made and seconded, the Vestry unanimously adopted a resolution provided by SunTrust to approve the authorization for the Senior and Junior Wardens, the Finance Chair and the Treasurers to sign checks drawn on the church's accounts. It was noted that one signature is needed for checks under \$1,000 and two signatures needed for checks over that amount and that Mr. Jennings, as Finance chair, will review the bank statements.

#### Designated Plate Offerings

On a motion made and seconded, the Vestry approved the following designated loose plate offerings during 2012:

Compass Rose (\$2,000.00 max.)	April 8	Easter
Children's Center	April 22	Children's Center Sunday
Theological Education Sunday	May 6	VTS, Yale and Sewanee
Bishop Gulick's Discretionary Fund	May 13	Bishop's visitation – Confirmation & Baptisms
Central Virginia Foodbank	November 22	Thanksgiving Day
Children's Center	December 24	Christmas Eve 4:00 p.m. service

#### Vestry Greeter

The sign-up list for monthly Vestry Greeters was circulated.

#### Commission and Committee Assignments

Mr. Hollerith distributed a list of Commission and committee assignments for the year, reminding the Vestry that the work of the Vestry was organized according to the Strategic Plan. Mrs. Moore explained that the first name listed is to be the point person for that committee. The four Commissions and this year's chairs are:

- Worship – Dr. Harris
- Study – Mrs. Sibley
- Service – Mr. McFadden
- Foundation – Mr. Watts

Mr. Hollerith announced that the focus of this year's Vestry Retreat, which will be facilitated by Woodi Sprinkel on March 17, will be to review the progress of the Strategic Plan and establish goals for this program year.

#### FINANCIAL REPORTS

Mr. Jennings distributed the 2011 year-end financial report and Balance Sheet as of December 31, 2011 for review, noting that the year ended with a small deficit, primarily due to outstanding pledge receivables.

### Stewardship – Chip Woodson

Mr. Woodson distributed a written report, which included summaries for Annual Giving, the Fan the Flame capital campaign, and Planned Giving activity.

Mr. Woodson said that he still anticipates a few pledges for 2012 from parishioners who pledged in 2011 but have not yet pledged for the current year. He reported that pledges have increased \$100,000 per year since the 2010 Strategic Plan was implemented.

Mr. Woodson also reported that \$7.5 million (95%) of the pledges for the capital campaign have been received toward the goal of \$7.8 million. Outstanding pledges total \$381,000, with \$263,000 of that in arrears. Mr. Hollerith announced that the capital campaign loan has been paid and said that the church is blessed to have finished the campaign without debt. The Vestry will determine how to expend the monies collected from outstanding pledges, such as allocating them to the Capital Maintenance Reserve Fund.

In answer to Mr. Acey's inquiry regarding the church's stewardship base, Mr. Woodson said that, fortunately, St. James's does not rely on just a few large pledges for the operating budget. Mr. Woodson said that about half of St. James's households pledge to the Annual Fund, with an average pledge of approximately \$2,952, and he tracks who pledges, whether they are new or continuing contributors and, if they are continuing, whether or not the pledge is an increase or decrease over previous years.

## **COMMISSIONS REPORTS**

### **WORSHIP COMMISSION**

No report.

### **STUDY COMMISSION**

A written report was distributed.

### Children's Ministries

Mrs. Kent Duffey, Director of Children's Ministries, submitted a written report. The theme for Vacation Bible School, which will be held the week of July 9-13, 2012, will be "Take Me to the Water: God's Love Flows." A book study using Dr. Wendy Mogel's book *The Blessing of a Skinned Knee*, will be offered during Lent and the final parenting forum for the 2011-12 program year will feature Dr. Megan Limburg, who will speak on "Raising Resilient Children" on March 18.

### Youth Ministries

Youth Sunday on January 22 featured youth participants leading the 9:00 a.m. service, including Caroline Goggins, who served as the Officiant and Sophie Peyton, who was the Preacher. The Youth Choir sang at the 11:15 a.m. service, at which Ms. Peyton again preached.

### Adult Education

Ms. Dieterle reported that several Christian formation opportunities will be offered during Lent, particularly Bible Studies and book groups, as well as a two-track Christian Journey program on Wednesday nights.

### **SERVICE COMMISSION**

Mr. McFadden distributed a written report.

### Out-reach and In-reach

Mr. McFadden reported that the annual “Every Members Ministry” (EMM) is underway, beginning with recognition of the various ministries and their lay leaders. Forums in late March will focus on the EMM campaign. Mrs. Moore extended thanks to all who had helped to update the EMM ministry playbooks.

### Missions

Mr. Hetzer reported that St. James’s now offers several mission trip opportunities annually:

- New Orleans
- Gonaives, Haiti
- Port-au-Prince, Haiti
- Honduras
- Appalachia
- Richmond’s East End
- Southern Sudan (bi-annually) and
- Youth

The Missions committee continues to explore new mission opportunities and is currently in conversation with Temple Beth Ahabah about a possible joint mission trip to Cuba in the spring of 2013.

The recent “Mardi Gras for Missions” fundraiser was extremely successful, raising approximately \$94,000 for the missions program. Mr. Hetzer commented that the monies needed for missions all come from this fundraiser, and not from the operating budget.

### **FOUNDATION COMMISSION**

Mr. Watts distributed a written report, particularly noting the emergency action recently needed for the sprinkler system just before the WomanKind symposium, the progress of the Safety & Security Initiative, the loss control audit report received from the church’s insurance carrier, the establishment of a Diocesan Disaster Preparedness and Response team, and addressing parking concerns with Beth Ahabah.

In response to Ms. Herington inquiry about whether or not the church recycled, Mr. Hollerith said that St. James’s recycles everything it can except for perishable garbage.

Mr. Acey asked how the church plans for potential large expenses for capital items. Mr. Watts responded that St. James’s has a capital maintenance reserve fund for such purposes, though it needs to be boosted, and the Endowment Fund assists as needed for catastrophic events.

## **LIAISONS**

### **Episcopal Church Women**

Ms. Rogers reported that the recent WomanKind symposium was a great success and particularly thanked Ms. Dieterle and Ms. Germino for their efforts, Mrs. Whitmire for leading the Saturday morning hymn sing, and co-chairs Stacy Brinkley and Julie Locke. Ms. Rogers said that the event was all very meaningful and she was proud that St. James's provides this kind of event.

## **SENIOR WARDEN'S REPORT**

Mrs. Moore presented a resolution drafted by former Senior Warden, Mark Shuford, as requested at the January Vestry meeting, commending the clergy and staff of St. James's for their talent, dedication and hard work. On a motion made and seconded, the Vestry unanimously adopted the resolution and asked that the Minutes of the meeting reflect the resolution in whole:

**WHEREAS**, we the Vestry of St. James's Episcopal Church, Richmond, Virginia, desire to acknowledge and recognize the talent, dedication, hard work, and achievement of the clerical and lay staff of St. James's; and

**WHEREAS**, Anita Lisk as Parish Coordinator, Mark Whitmire as Music Director, Virginia Whitmire as Organist and Choir Director, Kent Duffey as Director of Children's Ministries, Richard Rumble as Director of Publications, Nancy Warman as Director of Servant Ministries, Gina Young as Administrative Assistant, David Barnett as Facilities Manager, Valerie Hubbard as Director of Communications, Poconna Thiel as Director of Finances, and Chip Woodson as Director of Stewardship and Development, individually and collectively perform all of the myriad tasks that are necessary to a vibrant, engaged, nurturing, uplifted, educated, informed, and financially sound parish in the service of God, and always with a loving heart and smiling countenance; and

**WHEREAS**, The (Very) Reverend Randolph Hollerith as Rector, The Reverend Ann Dieterle as Associate Rector, The Reverend Carmen Germino as Assistant Rector, The Reverend Alex Riffie as Assistant Rector, The Reverend Caroline Parkinson as Priest Associate, and The Reverend Doctor Mark Cooper as Priest Associate, and The Reverend Robert Seiler as Pastoral Associate, individually and collectively exemplify the best attributes of priests of the Christian Church, as evidenced by their love for the Church and its teachings, their generosity of spirit and love to every member of the parish, their faithful service to the parish and the wider community of Christ, their openness to and respect for views and traditions that may differ from their own, their capacity and continuing desire to learn and deepen their own faith, their lifting up of the members of our Church in times of pain, illness, heartache, sadness and stress, and their courage to lead us all towards a deeper relationship with God in new and imaginative ways; now therefore be it

**RESOLVED**, that the Vestry of St. James's Episcopal Church, Richmond, Virginia, for itself and on behalf of the entire congregation, hereby expresses its gratitude and sincerest appreciation for the lives and ministries of the clerical and lay staff of this Church, and further that this resolution be printed in the minutes of the Church.

**RECTOR'S REPORT**

Mr. Hollerith invited the members of the Vestry to join him for a "Lunch and Learn" tour of the Peter Paul Development Center (PPDC) and the East End of Richmond on March 14. Mr. Hollerith particularly encourage those who have not taken this tour before to do so.

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. Mrs. Whitmire encouraged the Vestry to attend the Evensong on March 18, which will be sung by the Parish Choir. The choir will also sing Evensong at the Washington National Cathedral on Friday, March 23.

The service attendance report for January, as well as new Vestry Rosters and a list of Vestry meeting dates, was distributed.

There being no further business the meeting was adjourned at 7:10 p.m.

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Anita Lisk  
Clerk

Approved:

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Rev. Randolph Marshall Hollerith  
Rector

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Dena Moore  
Senior Warden