

Minutes of a Regular Meeting
of the Vestry
of St. James's Episcopal Church
March 13, 2018

A regular meeting of the Vestry of St. James's Episcopal Church was held on March 13, 2018, pursuant to proper notice of time and place. Vestry members attending were Mrs. Louise Bald, Mr. Arthur Brinkley, Mr. Ralph Cummins, Ms. Melinda Davis, Mr. Jim Goggins, Mrs. Kathe Hetzer, Mr. T.A. Hickman, Mr. Scott Hurt, Dr. John Mahoney, Mr. Trey Sibley, Mrs. Beth Skidmore, Mr. Michael Smith, Ms. Karen Stanley, Mrs. Laura Strickler, Mr. Michael Whitlow, and Mrs. Annie Witthoefft. Ms. Erin Jewett and Mr. Dave Johnson were absent. Also attending were staff members the Rev. Dr. John McCard, the Rev. Carmen Germino, the Rev. Hilary Streever, Ms. Suzanne Hall, Mr. Russell Lawson, Mrs. Anita Lisk, Mrs. Poconna Thiel, and Dr. Mark Whitmire. Dr. McCard served as chair, with Mrs. Lisk serving as secretary.

The meeting began at 5:00 p.m. with a service of Evening Prayer, with the business of the meeting beginning at 5:30 p.m. Motions to adopt the agenda and approve the Minutes from the February 20, 2018 regular meeting were made, seconded, and unanimously approved.

Dr. McCard welcomed the new Vestry class and introductions were made.

SPECIAL BUSINESS

Election of Vestry Officers

Dr. McCard nominated Michael Whitlow to serve as Senior Warden. There being no further nominations, on a motion made, seconded and unanimously approved, Mr. Whitlow was elected to serve as Senior Warden.

Mr. Whitlow nominated Laura Strickler to serve as Junior Warden. On a motion made and seconded, Mrs. Strickler was elected unanimously to serve as Junior Warden.

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

Dr. McCard announced that T.A. Hickman had agreed to serve as Finance Chair.

Authority to Conduct the Church's Business

On motions made and seconded, the Vestry unanimously approved the authorization for the Senior and Junior Wardens, the Finance Chair and the Treasurers to sign checks drawn on the church's accounts and for those people, as well as Poconna Thiel, as Financial Secretary, and Suzanne Hall, as Director of Stewardship and Development, the authorization to sell gifts of stock.

Vestry Greeter

A sign-up sheet for volunteers to serve as monthly Greeters at the church door was circulated.

Parochial Report

The 2017 Parochial Report to the National Church and the Diocese of Virginia was distributed. A motion to approve the report was made, seconded, and unanimously approved.

COMMENTS & CONCERNS

Members of the Vestry expressed that they were looking forward to the upcoming annual Dylan Mass.

OLD BUSINESS

Vestry Plate Counters

Mr. Hickman circulated a sign-up sheet for volunteers to serve as monthly plate counters.

NEW BUSINESS

Vestry Retreat

Dr. McCard and Mr. Whitlow thanked Mrs. Jewett for hosting a social gathering in her home on Friday evening prior to the Vestry retreat.

Dr. McCard and Mr. Whitlow announced that they are approaching Vestry work for the coming year as focusing on three areas:

- 1) Conversion – our faith (the “God in Christ” committees)
- 2) Discipleship – sharing our faith with others (the “Community & the World” committees)
- 3) Service – our response to our call of faith (the “One to Another” committees)

Mr. Whitlow explained that these areas fit well with the current strategic plan, but are more action-oriented. He and Dr. McCard want the Vestry meetings to be more about sharing ideas and not simply reporting what different committees have been doing. Dr. McCard said that he hopes this approach will maximize the Vestry’s time together for creative thinking.

Committee assignments were distributed. Mr. Whitlow said that liaisons for each of the three overall focus areas will be determined after the retreat.

FINANCIAL REPORTS

Mr. Hickman distributed the annual budget, as well as the financial report for the month of February. The church has a good cash flow. He noted that there was \$29,000 in the Capital Reserve fund at the beginning of the year, which is now approximately \$15,000 due to previously approved capital expenses. Mr. Hickman reminded the Vestry that a 3-year \$800,000 credit line had been obtained to pay for steeple repairs and to purchase and install the chiller replacement and that the Endowment is paying the interest on the credit facility. There is approximately \$400,000 currently available on the credit facility and a future capital campaign will be necessary in the near future to raise funds to repay this loan and other pending capital expenses. Mr. Hickman noted that the Strategic Stewardship, Buildings & Grounds, and Finance committees have been working toward a plan to anticipate when maintenance will be needed and how it will be paid for when the time comes. When the Michaux House was built, the Endowment agreed to temporarily support parts of the operating budget and that was not anticipated to be a long-term arrangement.

Mr. Whitlow remarked that he hopes to begin the budgeting process earlier in the year and that, while it was fortunate that stewardship efforts have had strong results, there will be challenges. Mr. Hickman noted that the 2018 budget anticipates income in order to be balanced.

Stewardship

Ms. Hall distributed the current dashboard for the Annual Giving campaign, noting that the campaign was primarily concluded.

SENIOR WARDEN'S REPORT

Mr. Whitlow commented that the new members of the Vestry had a great orientation and he is looking forward to the retreat.

JUNIOR WARDEN'S REPORT

Mrs. Strickler announced that, as previously agreed, agreements have been entered into with Huff Morris for architectural evaluation and Engineers Plus for maintenance evaluation. She also noted that accessibility issues continue to be evaluated. She also announced that plaster issues continue in the sanctuary ceiling and a solution to fixing the problem causing them will be found and addressed before repairs are made.

RECTOR'S REPORT

Dr. McCard reported that the summer 5:30 p.m. Jazz Mass will return, beginning on June 10. Dr. Whitmire encouraged Vestry members to reach out to tell people about this alternative service opportunity.

Dr. McCard encouraged the Vestry to share church experiences such as sermons and events on their social media as an evangelistic tool to spread the word about all that is going on at St. James's.

OTHER

The Vestry Commitment letter for 2018 outlining expectations of those serving on the Vestry was distributed. Members of the Vestry were asked to read, sign, and return the letters to Mrs. Lisk.

The attendance report for February 2018 was distributed.

Dr. McCard reminded the Vestry to review all the upcoming events listed on the reverse of the agenda. Mrs. Streever particularly encouraged the Vestry to attend the "Ache of Addiction" Lenten series offerings and thanked the Adult Formation Committee for their great work making the arrangements for this important series. Dr. Whitmire announced the upcoming organ concert celebrating the 20th anniversary of the installation of St. James's organ, Opus 112. The concert on Friday, April 20, will feature David Griggs.

New rosters and Vestry meeting dates were distributed.

There being no further business, the meeting adjourned with a benediction by Dr. McCard at 7:00 p.m.

Anita Lisk
Secretary

Approved:

Rev. Dr. John McCard
Rector

Michael Whitlow
Senior Warden