

Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
March 15, 2016

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A regular meeting of the vestry of St. James's Episcopal Church was held on March 15, 2016, pursuant to proper notice of time and place. Vestry members attending were Mrs. Louise Bald, Mr. Willson Craigie, Mrs. Peggy Crowley, Mr. Ralph Cummins, Mrs. Becky DeCamps, Mrs. Carol Ann Fuller, Mr. Matt Harper, Mrs. Erin Jewett, Mr. Dave Johnson, Mr. Jay Jordan, Mrs. Carrie Montague, Mr. Harry Moore, Mr. Connell Mullins, Mr. Tom Porterfield, and Mrs. Tina Sherrod. Mrs. Kathe Hetzer, Mr. Allan Rees and Mrs. Beth Skidmore were absent. Also present were the Rev. Randolph Marshall Hollerith, the Rev. Carmen Germino, the Rev. Hilary Streever, Ms. Suzanne Hall, Mr. Russell Lawson, Mrs. Anita Lisk, and Mrs. Poconna Thiel. 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 the new Vestry members and introductions were made. The Vestry roster and meeting dates for the upcoming year were distributed. Mr. Hollerith noted the Vestry Retreat would be on Saturday, March 19, at Roslyn Conference Center.

Motions to adopt the agenda and approve the Minutes from the February 18, 2016 regular meeting were made, seconded, and unanimously approved.

**SPECIAL BUSINESS**

Election of Vestry Officers

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

Mr. Matt Harper was nominated to serve a second term as Junior Warden. On a motion made and seconded, Mr. Harper was elected unanimously to serve another term 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.

Mr. Hollerith announced that Mr. Harry Moore has agreed to serve a second year as Finance Chair.

Authority to Conduct the Church's Business

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.

### Designated Plate Offerings

A list of specially designated plate offerings for 2016-17 was distributed, as follows:

<u>Recipient</u>	<u>Date</u>	<u>Occasion</u>
Bishop Goff's Discretionary Fund	May 15, 2016	Bishop's visitation
VTS, Yale	May 22, 2016	Theological Education Sunday
St. James's Endowment Fund	June 5, 2016	Founders Day
Central Virginia Foodbank	November 24, 2016	Thanksgiving Day
Children's Center	December 24, 2016	Christmas Eve 4:00 p.m. service
Diocese of Jerusalem	April 14, 2017	Good Friday
Children's Center	April 30, 2017	Children's Center Sunday

On a motion made and seconded, the list of designated plate offerings was approved.

### Vestry Greeter

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

### COMMENTS & CONCERNS

Mr. Harper remarked that he was impressed at how well-managed the Friday evening event for the recent WomanKind symposium was and noted that fellow Vestry members Mr. Moore and Mr. Johnson also helped with bartending for the reception, with Mr. Johnson organizing the volunteer bartending crew.

Mrs. Fuller thanked Ms. Germino and Mrs. Streever for their leadership of the WomanKind weekend. Mrs. Fuller also commented that the Music Department recently offered a wonderful organ concert by Stephen Hamilton, with French poetry about the Stations of the Cross read by Mrs. Streever and others.

Mrs. DeCamps commended Mr. Lawson for the bulletin redesign experiment and inquired if he'd had any feedback on it. Mr. Lawson replied that the experiment will end after Easter and a survey will be included in the Easter bulletins soliciting opinions. Mrs. Fuller said that she particularly appreciated the "Welcome" message and Mr. Porterfield commented that he noticed people took the bulletins with them when leaving church and thought that was positive. Mrs. DeCamps agreed and said that the new format had room for so much great information.

Mr. Cummins announced that his involvement in Lit World, a non-profit children's literacy program, led to a pilot program at the Children's Center last summer and the program went so well that the City of Richmond has expressed interest in doing the program this summer. Debbie Lickey, Director of the Children's Center, testified to the merits of the program and influenced the educators making the decision about using the program. The Children's Center will repeat the program next summer, as well.

### STRATEGIC PLAN

A draft of the Strategic Plan was distributed. Mr. Hollerith noted that the Strategic Planning Committee decided to keep the same Mission, Purpose, and Vision statement from the 2010 plan. The introductory letter explains the need to raise additional funds to be able to fulfil the plan, anticipating that \$450,000 would be necessary.

Mr. Hollerith explained the process to create the plan. Committee members Mark Shuford, Henry Willett, Thayer Montague, Bobbie Ukrop, Ida Farinholt, Margaret Corwin,

Alex Slaughter, Suzanne Hall, and Rosie Messer joined Mr. Hollerith and facilitator the Rev. Dr. Vic Maloy for monthly meetings for a little over a year. The Committee solicited comments and opinions from the parish, Vestry, and staff using the SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats). The plan was created utilizing that information, with the overarching theme of “Strengthening Community.”

Following discussion, the Vestry agreed to leave to the Committee any revisions informed by the Vestry’s feedback and to approve the plan in principle.

## **FINANCIAL REPORTS**

### **Finance**

Mr. Moore distributed the monthly financial reports. He noted that, while it is still early in the fiscal year, reviewing the 5-year monthly comparison indicates that receivables are already a bit behind previous years. Mr. Moore also noted that the current year stewardship figure is slightly different than budgeted due to additional pledges made after the budget had been approved.

### **Stewardship**

Ms. Hall distributed a written report, noting that pledges continue to come in for the current year. Thus far there are 617 pledging units and 814 that do not pledge. Ms. Hall said she was excited about the current Vestry and their support of the church’s stewardship efforts. Ms. Hall announced that the church will be hiring a part-time assistant in her office.

Ms. Hall said that she is very interested in a vision to talk to all parishioners “face-to-face” to spread the word about St. James’s and its ministries. Mrs. Crowley remarked that the Stewardship Committee hopes to educate the parish about what it means to make a pledge. Mrs. Bald agreed that education is particularly needed with young adult parishioners. Mrs. Jewett commented that she found it very telling that more parishioners don’t make a pledge than those who do.

## **COMMISSION REPORTS**

### **Worship**

All agreed that the spirit of the recent WomanKind event was powerful and very special. There was great feedback about having a men’s component on Sunday. It was also noted that St. James’s reputation for excellent hospitality was evident throughout the weekend.

Mrs. DeCamps reported that the pew cushions delivery was on target for the end of the month.

Mr. Moore announced that the individual usher nametags have arrived and are being distributed.

### **Foundation**

Mr. Harper reported the following:

- The steeple has numerous roof leaks, but is structurally sound. Proposals for repair are forthcoming.

- The electrical panels that distribute power to the main buildings are aging and a special Committee will be reviewing how to proceed.
- The chiller serving the main buildings is aging and past its life-expectancy. The Vestry has started setting aside funds for replacement. The Building & Grounds Committee will be reviewing two bids to replace it, with a third bid expected. The third company requires that engineering analyses and drawings be done before it submits its bid. This engineering work needs to be done regardless of the company who receives the contract. Should the work be done in advance, the bids of the first two companies will be reduced by that cost, as engineering analyses and drawings are part of their estimates. This engineering work will also help inform the Vestry about what work will need to be done when the chiller is replaced. The recommended engineering firm has submitted a bid to do the work for \$17,800. Mr. Harper recommended going ahead with the engineering work and obtaining the chiller bid from the third company. A motion was made and seconded to do the engineering work to replace the chiller at a cost not to exceed \$18,000 paid by the funds set aside for the chiller replacement. The motion was unanimously approved.

### **STAFF REPORTS**

Ms. Germino invited the Vestry to sign up for a Summer Supper Club. Supper Clubs of 8-10 parishioners will be formed with the intent for each group to meet for pot-luck dinners at least twice during the summer months.

Mr. Lawson advised the Vestry that he is working on a promotional video for an upcoming short course and will be asking members of the Vestry to help with the filming at some point during the Vestry Retreat.

### **RECTOR'S REPORT**

Mr. Hollerith thanked the Vestry for a good discussion about the Strategic Plan and said he looked forward to the upcoming Vestry Retreat.

### **OTHER**

Attendance figures for January and February 2016 were distributed.

Mr. Hollerith reminded the Vestry to review the upcoming events listed on the reverse of the Agenda.

There being no further business, the meeting adjourned at 7:30 p.m.

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Anita Lisk  
Secretary

Approved:

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Rev. Randolph Marshall Hollerith  
Rector

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Peggy Crowley  
Senior Warden