

Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
March 17, 2015

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A regular meeting of the vestry of St. James's Episcopal Church was held on March 17, 2015, pursuant to proper notice of time and place. Vestry members attending were Mr. Willson Craigie, Mrs. Peggy Crowley, Mrs. Becky DeCamps, Mrs. Carol Ann Fuller, Mr. Matt Harper, Mr. Knox Hubbard, Mr. Jay Jordan, Mrs. Carrie Montague, Mr. Harry Moore, Mr. Connell Mullins, Mr. Tom Porterfield, Ms. Gloria Prevatt, Mrs. Tina Sherrod, Mr. Geoff Sisk, Mrs. Bobbie Ukrop, and Mrs. Kathryn West. Mr. Allan Rees and Mrs. Norvell Whitaker were absent. Also present were the Rev. Randolph Marshall Hollerith, the Rev. Carmen Germino, Ms. Mary Beth Abplanalp, Mrs. Anita Lisk, Mrs. Poconna Thiel, and Mrs. Virginia Whitmire. 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.

Motions to adopt the agenda and approve the Minutes from the February 10, 2015 regular meeting were made, seconded, and unanimously approved.

**COMMENTS & CONCERNS**

Mrs. West remarked that she enjoyed the recent Dylan Mass, to which all those in attendance agreed.

**SPECIAL BUSINESS**

**Election of Vestry Officers**

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

Following the succession plan in place to help train a Junior Warden, Mr. Sisk announced that he nominated to serve as Junior Warden Mr. Matt Harper, who had been designated for the position last year and had been working with the previous Junior Warden in preparation for taking on this position. There being no further nominations, on a motion made, seconded and unanimously approved, Mr. Harper was elected to serve a one-year 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 as Finance Chair.

### 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.

### Vestry Greeter

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

### Letter in Support of Postulancy

Mr. Hollerith explained the ordination process to the new members of the Vestry and said that Mrs. Wickersham has met with her discernment committee and gone through the multiple evaluations necessary. Mr. Hollerith said that it is at this stage the Vestry of the sponsoring church is asked to formally support someone's postulancy. On a motion made and seconded, the Vestry unanimously agreed to support Mrs. Wickersham with a letter of support for her postulancy.

Mr. Hollerith reported that Mr. Jim Rudisill, whose support for postulancy was approved by the Vestry in January, has met with the Diocese's Commission on Ministry, has been approved by the Bishop to continue in the ordination process, and has been accepted to Yale Divinity School.

### **FINANCIAL REPORTS**

Mrs. Thiel distributed and reviewed the monthly financial reports for January and February 2015, noting that the year is starting off strong. Mrs. Thiel announced that the auditor's 2013 Review is now available and she will send it to all Vestry members via email. The "clean" review was done by Harris, Hardy & Johnstone.

### **COMMISSION REPORTS**

Mr. Hollerith distributed committee assignments for the year, noting that the practice of two Commissions reporting at each Vestry meeting would be resumed next month.

The 2015 Communications Plan, prepared by Russell Lawson, Director of Communications, was also distributed.

### **MISSIONS**

Mr. Hollerith reported that he and Mrs. Abplanalp had just returned from a great mission trip to Haiti, where the team primarily did lots of physical labor to help lay a foundation for a wall around property owned by the Diocese. Mr. Hollerith mentioned that Elizabeth Whitmire is our longest-serving missionary to Haiti, though she is currently at home.

## **YOUTH**

Mrs. Abplanalp discussed work that the Youth Steering Committee has been doing to create a good foundation for a sustainable youth ministry program at St. James's. The committee has determined that an important part of this process is to develop a clear vision and new structure to support youth ministry. To that end, the church has contracted with Ministry Architects to visit St. James's at the end of April to work with all stakeholders in the youth ministry, including staff, clergy, parents, youth advisors, and former and current youth group participants. This three-day process will develop a strategic plan for youth ministry, including a mission statement, list of values, three-year goals with benchmarks, and an organization chart for the infrastructure needed to support the plan. This visioning retreat will be funded by a gift given to the Children's & Youth Ministries of St. James's in memory of Betty and Chuck Molster. Mrs. Abplanalp distributed handouts with more detailed information.

Mrs. Montague remarked that there is terrific energy around the youth program right now and the idea of creating a sustainable youth ministry is timely, given that the church is also developing a broader strategic plan.

Mrs. Abplanalp said that she has done a similar approach with Young Adults, which is helping to revitalize that area of ministry.

## **MUSIC**

Mrs. Whitmire reported that there have been several special music events at the church lately, with several more to come to finish this program year, including:

- 1) Memorial Day weekend concert, featuring Mozart's Requiem
- 2) Children's and Youth Choirs Cantatas and Recognitions
- 3) The Diocese's Episcopal Arts Series concert by the choral group *Magnificat*

## **CHILDREN'S CENTER**

The Children's Center sent a thank you letter to the Vestry for their annual support. Mr. Hollerith noted that Children's Center Sunday will be on March 22.

## **VESTRY RETREAT**

The Vestry Retreat is scheduled for Saturday, March 21, from 9:00 a.m. – 4:00 p.m. in Valentine Hall. Mr. Vic Maloy, the facilitator for the Strategic Planning Committee, will lead the Vestry through a strategic planning process in the morning. The program staff will join the Vestry in their Commission small groups to determine goals for 2015.

## **PARKING DECK**

Mr. Hollerith reported that the church has received a request to use eight spaces in the parking deck for a short-term lease through November. While the deck, which is co-owned with Congregation Beth Ahabah, is no longer a profit-making entity, a donation would be made to the church that will be used to off-set expenses associated with the deck. A motion was made and seconded to approve the short-term use of eight parking spaces in the deck, subject to the Junior Warden and representative from Beth Ahabah working out details. All approved.

Mr. Harper noted that the church has been approached by a group interested in using the deck during the upcoming UCI cycling race in September. Mr. Hollerith proposed establishing a sub-committee to review race-related requests, such as this, as well as other possibilities for increased visibility and potential fundraising for St. James's.

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

Mr. Sisk thanked the Vestry for their support in electing him Senior Warden and also extended his welcome to the new members of the Vestry.

Mr. Sisk reported that progress is being made on the searches for the Director of Stewardship and Development and the Associate Rector positions. The committees for each search intend to be thoughtful in the process and choose the right person for the position, rather than hire someone who will simply fill it. Mr. Moore commented that St. James's is fortunate to have the Rev. Caroline Parkinson and the Rev. Dr. Mark Cooper available to help Mr. Hollerith and Ms. Germino in the interim. Mr. Hollerith announced that Mr. Cooper will be moving to New York City in the summer to embark on a two-year writing program.

#### **ASSOCIATE RECTOR'S REPORT**

Ms. Germino reported that she participated in the recent retreat at the Society of St. John the Evangelist (SSJE) with a lovely group of parishioners and commented that the brothers at the monastery had mentioned to her how much they enjoyed their partnership with St. James's and our annual retreat with them.

#### **RECTOR'S REPORT**

Mr. Hollerith invited the Vestry to join him at noon on April 8 for a "Lunch and Learn" tour of the East End of Richmond with the Peter Paul Development Center. (This event has since been rescheduled for May 27 at noon.)

Mr. Hollerith announced that Mark and Virginia Whitmire will be on sabbatical this summer and celebrating 20 years of service to St. James's. The operating budget allows for substitute organists during this time and the Endowment board has agreed to support the Whitmires' sabbatical with a gift to help underwrite their expenses. Mr. Hollerith has been working with a committee to plan a celebration in honor of the Whitmires' 20<sup>th</sup> anniversary.

#### **OTHER**

Attendance figures for February 2015 were distributed.

Mr. Hollerith reminded the Vestry to review the upcoming events listed on the reverse of the Agenda. Ms. Germino added that Stuart Circle Parishes will be hosting a blood drive at Grace Covenant on Good Friday and encouraged all Vestry members to participate.

There being no further business, the meeting adjourned at 6:55 p.m.

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Anita Lisk  
Secretary

Approved:

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Rev. Randolph Marshall Hollerith  
Rector

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Geoff Sisk  
Senior Warden