

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
April 19, 2016

A regular meeting of the vestry of St. James's Episcopal Church was held on April 19, 2016, pursuant to proper notice of time and place. Vestry members attending were Mrs. Louise Bald, Mr. Willson Craigie, Mrs. Peggy Crowley, Mrs. Becky DeCamps, Mrs. Carol Ann Fuller, Mr. Matt Harper, Mrs. Kathe Hetzer, Mrs. Erin Jewett, Mr. Dave Johnson, Mr. Jay Jordan, Mrs. Carrie Montague, Mr. Harry Moore, Mr. Connell Mullins, Mr. Tom Porterfield, Mr. Allan Rees, Mrs. Tina Sherrod, and Mrs. Beth Skidmore. Mr. Ralph Cummins was absent. Also present were the Rev. Randolph Marshall Hollerith, the Rev. Carmen Germino, the Rev. Hilary Streever, Ms. Suzanne Hall, 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.

Motions to adopt the agenda and approve the Minutes from the March 15, 2016 regular meeting were made, seconded, and unanimously approved.

COMMENTS & CONCERNS

Mrs. DeCamps commented on the beautiful new "Alpha & Omega Angel" needlepoint banner created and donated by the Rev. Dr. Vienna Cobb Anderson. The banner will be dedicated on May 1. Dr. Anderson intends to create and donate additional, smaller banners, as well.

Mrs. DeCamps also acknowledged and commended the efforts of the clergy and staff to make everything during Holy Week and Easter run so smoothly.

Mr. Rees announced that the Young Adult "Serve" team had recently put together a sensory garden for the Children's Center and the "Grow" team planned the recent Stations of the Cross hike, which was a very meaningful experience for those who participated.

Mr. Moore noted that he was glad he was able to access the service over the Internet on a recent Sunday when he was travelling out of town.

Mrs. DeCamps and Mrs. Fuller remarked that the recent CARITAS shelter week had a great spirit and energy.

Mrs. Hetzer said that she was glad to join the Vestry and was sorry she had to miss the retreat and first meeting.

Mr. Johnson announced that the Men's Cooking Team recently honored their leader, Harry Moore, with a commemorative plaque located above the newly installed fryer in the Michaux House kitchen, to acknowledge Mr. Moore's persistence in obtaining the fryer.

Mr. Hollerith thanked all those who had sent notes to include in the gift basket presented to him to commemorate the 25th anniversary of his ordination to the priesthood.

SPECIAL BUSINESS

Parochial Report

The 2015 Parochial Report was distributed. On a motion made and seconded, the Vestry unanimously approved the report.

Election of Diocesan Council Delegates and Alternates

A list of current Council Delegates and Alternates, noting those whose terms have expired and who is eligible for re-election, was distributed. Mr. Hollerith explained that St. James's may have six Delegates and Alternates to Diocesan Council and they are elected to staggered terms. Richard Rumble, whose term as a Delegate expires this year, is eligible for another 4-year term. Tom Baker, Ron Odom and Michael Smith, whose terms as Alternates to Council also expire this year, are willing to serve another 2-year term and are willing to stand for re-election. On a motion made and seconded, Mr. Rumble was elected to a second 4-year term as a Delegate and Mr. Baker, Mr. Odom, and Mr. Smith were elected to 2-year terms as Alternates.

Boy Scout Troop 400

Mr. Hollerith presented a proposal from Boy Scout Troop 400, currently located at St. Paul's, downtown, indicating their interest in moving to St. James's. Tony Smith, a parishioner at St. James's and the troop's long-time leader, said that the troop's leadership has consulted with St. Paul's and the church approves the move.

Mrs. Fuller inquired about the expectations involved in an annual Scout Sunday. Mr. Hollerith explained that it typically featured scouts attending a service in uniform, processing into reserved pews and being recognized at some point during the service. Mr. Porterfield suggested having Scout Sunday some time during the beginning of the program year to aid in recruitment. Mr. Hollerith commented that the troop does hope to recruit boys who are members of St. James's, as well as boys from the church's neighbor, Beth Ahabah.

Mr. Mullins asked if there is a maximum capacity for the troop. Mr. Hollerith said that membership fluctuated, but Troop 400's membership is typically around 60 at any given time.

Mr. Johnson expressed concern about adding more regular monthly meetings in the church's busy schedule and Mr. Hollerith said that scheduling would be taken into consideration when setting the troop's meeting schedule.

Mr. Harper said that he and Mr. Jordan were still researching implications regarding insurance.

Mrs. Bald raised concerns about the national Boy Scouts current position regarding diversity and leadership and wanted the Vestry to be assured that the Scouts were inclusive.

Mrs. Jewett commented that the Scouts' commitment to community service is similar to St. James's similar commitment to outreach.

In general, the Vestry was very positive about the proposal and Mr. Hollerith concluded the discussion by tabling the issue for a vote at the May Vestry meeting.

FINANCIAL REPORTS

Finance

Mr. Moore distributed and reviewed the monthly financial reports. He stated that income and expenses are on target. Quarterly statements were mailed recently, which typically generates additional revenue.

Regarding reserve funds, Mr. Moore announced that the “Chiller” reserves will be used to pay for the engineering study needed for that project and the “Taliaferro Lights” reserves were used to transition to LED lighting throughout the facilities. He reminded the Vestry that the general Endowment Fund fluctuates with the market. Mrs. Hetzer inquired about the “Honduras Mission Fund” and it was explained that that fund was created as the result of a gift to benefit missions programs.

Finally, Mr. Moore distributed the church’s Balance Sheet, saying that, while it is not usually included in the monthly reports, Mr. Moore considers it helpful to serve as an occasional update for the church’s overall finances.

Stewardship

Ms. Hall distributed a written report, saying that pledges continue to be received even though the budget has been approved. Ms. Hall particularly noted the significant increase in the number of people pledging, as well as increased levels of pledges. Mr. Moore inquired about how the difference in budgeted pledge income and additional pledge income was acknowledged. Mr. Hollerith said that it remains undesignated and serves as a cushion throughout the year for unexpected expenses.

Ms. Hall encouraged the Vestry to mark their calendars for Founders Sunday on June 5, which will feature the Rev. Dr. Vienna Cobb Anderson and the “Alpha and Omega Angel” banner. Founders Sunday creates an opportunity to talk about planned giving and the Omega File.

Ms. Hall announced that the Annual Giving campaign next year will feature videos and the timetable for the campaign will reflect the need to accommodate their production. Ms. Hall reported that approximately 93% of the church’s operating budget is based on pledge income and she intends to thank those who pledge often.

Ms. Hall also announced that the annual Feast of St. James’s would be on Wednesday, October 26 at the Science Museum. She is currently interviewing candidates to serve as the Stewardship Assistant.

ONE TO ANOTHER REPORTS

Hospitality

Mrs. Skidmore distributed a written report. She, Mrs. Hetzer, and Mrs. Jewett met recently with Mr. Hollerith to discuss the committee’s plans for the year. Mrs. Skidmore announced that Summer Brunches, which are a separate endeavor from the Hospitality Committee’s responsibilities, will be offered in July and August under the leadership of Gloria Prevatt and Laura Shuford.

Buildings and Grounds

Mr. Harper said that the engineering pre-work related to a new chiller installation is under way and the Steeple Committee is meeting to discuss progress on that project, but he had nothing further to report yet regarding these two items. He announced that a project to replace the lighting in the Memorial Garden is currently under consideration.

Safety and Security

Mr. Porterfield reported that the Committee is currently working on a proposal to bring to the Vestry to consider over the summer, with action taken in the fall.

Communications

Mr. Porterfield reported that the Committee met recently and is working on an application to assist with stewardship efforts that includes a number of pre-paid programs. One of the programs being considered is "PushPay" and the Vestry should expect a test soon to help the Committee with its review of the program.

Memorial Garden

Mr. Craigie reported that, as Mr. Harper mentioned, the Committee is reviewing proposals that will replace damaged or destroyed up-lights in the Memorial Garden and trees along the playground fence. It has been determined that the lighting for the steps leading to the Catacombs also needs to be improved.

A proposal to increase the fee for interment in the Memorial Garden to \$1200 was distributed. After some discussion, the proposal was tabled so that the Vestry Memorial Garden policy could be adjusted and brought forward at the May Vestry meeting for vote.

ECW

Mrs. Sherrod had no report.

Ms. Germino reported that a huge percentage of surveys were collected from the WomanKind symposium and all were positive. Ms. Germino commended the WomanKind leadership for keeping expenses down, while the event raised significant revenue that will be used as seed money for the next WomanKind, which will be in 2018. Ms. Germino also commended Katherine Hoffmann, who serves as Treasurer for the ECW and WomanKind.

SENIOR WARDEN'S REPORT

Mrs. Crowley thanked the clergy and staff for the Vestry Retreat, saying that she thought it was a great experience.

Mrs. Crowley encouraged all members of the Vestry to consider participating in St. James's planned giving and recommended that they speak to Ms. Hall about possibilities.

RECTOR'S REPORT

Mr. Hollerith distributed the goals determined at the Vestry Retreat for each of the three areas of the Strategic Plan (*One To Another, Community and the World, and God In Christ*), as well as the reporting schedule for each. He reminded the Vestry that it would not meet during June or July.

Members of the committees in each Strategic Goal area were welcomed to meet following the meeting to continue discussion of their goals.

OTHER

Attendance figures were distributed for March 2016, including Palm Sunday, Holy Week and Easter services comparisons with 2015.

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

Mrs. Skidmore thanked Mrs. Lisk for all her help keeping the members of the Vestry informed and on track. All agreed.

There being no further business, the meeting adjourned at 6:45 p.m.

Anita Lisk
Secretary

Approved:

Rev. Randolph Marshall Hollerith
Rector

Peggy Crowley
Senior Warden