

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
April 21, 2015

A regular meeting of the vestry of St. James's Episcopal Church was held on April 21, 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, Ms. Gloria Prevatt, Mrs. Tina Sherrod, Mr. Geoff Sisk, Mrs. Bobbie Ukrop, Mrs. Kathryn West, and Mrs. Norvell Whitaker. Mr. Tom Porterfield and Mr. Allan Rees were absent. Also present were the Rev. Randolph Marshall Hollerith, 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 17, 2015 regular meeting were made, seconded, and unanimously approved.

COMMENTS & CONCERNS

Mr. Harper commented that the Holy Saturday Stations of the Cross event was a fabulous event with a great turnout. This event was organized and sponsored by the Young Adults steering committee with the guidance of Mary Beth Abplanalp and the Rev. Carmen Germino.

Mrs. Ukrop thanked the clergy for again providing the "God In Your Inbox" reflections during Lent.

SPECIAL BUSINESS

Election of Diocesan Council Delegates and Alternates

Mr. Hollerith explained that St. James's may have six Delegates and Alternates to Diocesan Council and they are elected to staggered terms. Janet Peyton, whose term as a Delegate expires this year, is eligible for another 4-year term and she is willing to stand for re-election. Jim Parkinson and Newnie Rogers, whose terms as Alternates to Council, also expire this year, are willing to serve another 2-year term and would like to stand for re-election. On a motion made and seconded, Ms. Peyton was elected to a second 4-year term as a Delegate and Mr. Parkinson and Ms. Rogers were both elected to 2-year terms as Alternates.

Designated Loose Plate Offerings

Mr. Hollerith presented a list of designated loose plate offerings from March 2015 through April 2016 to benefit the following:

<u>Recipient</u>	<u>Date</u>	<u>Occasion</u>
Children's Center	March 22, 2015	Children's Center Sunday
VTS, Yale	May 31, 2015	Theological Education Sunday (Trinity Sunday)
Bishop Gulick's	May 17, 2015	Bishop's visitation – Discretionary Fund (Confirmation/ Receptions/ Reaffirmations)
Central Virginia Foodbank	November 26, 2015	Thanksgiving Day
Children's Center	December 24, 2015	Christmas Eve 4:00 p.m. service
Diocese of Jerusalem	March 25, 2016	Good Friday
Children's Center	April 17, 2016	Children's Center Sunday

On a motion made and seconded, the proposed Designated Loose Plate offerings were approved.

FINANCIAL REPORTS

Mr. Moore distributed the monthly financial reports, noting that the funds reported in the Sound System Reserve Fund have been reallocated, as per the Vestry decision in January 2015.

On behalf of the Finance and Executive committee, Mr. Moore moved that our current accounting firm of Harris, Hardy & Johnstone perform a financial review for the year 2014, as per our budget, with the expectation that the 2016 budget will allocate enough funds for a full audit of the year 2015. The committee also recommended structuring a request for proposal process for a possible change in accounting firms, with the firm selected preparing the 2016 audit. The Vestry unanimously approved the motion and recommendation of the Finance and Executive committee.

Stewardship

Mr. Sisk reported that there has been no change in pledges since last month. He asked the Vestry to save the date for the 2015 Feast of St. James's, which will be on Wednesday, October 28.

Mr. Sisk reported that the Search committee for the Director of Stewardship and Development had not found the right candidate in their interview process thus far; however, two people have recently applied who have great potential and the committee is confident that they will be able to recommend someone for the position soon.

The Planned Giving committee will be meeting to plan this year's Founders Day, which is on June 7.

COMMISSION REPORTS

WORSHIP COMMISSION

Ms. Prevatt distributed a written report and invited committee chairs to share highlights.

Worship committee

Mr. Hubard reported that the Summer Jazz Mass will return and he and Mrs. DeCamps are putting together lay leadership for them. Ms. DeCamps has documented a list of responsibilities for those involved in the service. The clergy will rotate preaching and celebrating.

Mr. Hubard also reported that there is an effort to recruit additional members of the Altar Guild, with the hopes of finding enough new members to not only build up current teams, but also to create a sixth team.

Mr. Hubard also reported that the committee is working with Laura Shuford to research costs for replacing pew cushions in the sanctuary.

Mrs. DeCamps reported that a new ministry has begun recently that is intended to support and instruct baptismal candidates and the families of child candidates, with the hope that this ministry will help keep families engaged and involved post-baptism.

Call & Welcome

Mrs. Sherrod reported that she and Ms. Prevatt have met with staff to discuss goals for the Newcomer ministry. She commented that those who have started attending St. James's in the last 5-6 months will be invited to a party with members of the committee, clergy and program staff at the home of Christy and Michael Lantz on May 31.

Hospitality

Ms. Prevatt reported that St. James's is in "reception season" and the Hospitality committee is rising to the challenge of providing receptions for several consecutive weekends, including the Bishop's visit on May 17, Pentecost on May 24, Founders Sunday on June 7, and a farewell reception for the Rev. Mark Cooper on June 14. Ms. Prevatt has recently updated the Hospitality volunteer list and hopes to recruit additional helpers. The committee also intends to offer kitchen tours for parishioners who use the kitchen (such as members of Food Force or Wednesday Night Dinner cooking teams) in an effort to clarify regulations and health guidelines, provide an inventory of available kitchen tools and appliances with directions on where to find them and how they work.

STUDY COMMISSION

Mrs. Montague distributed a written report.

Adult Education

Several possibilities are being explored for the fall Wednesday night programming. Sunday morning adult programming will continue to offer Thom Blair's Bible Study, 2 or 3-part Short Courses, and monthly Forums, with the Bible Study and Short Courses suspended on the Sunday a Forum is offered. Fall adult programming is expected to be completed before Mr. Cooper leaves in June.

Mr. Hubard commended Mr. Hollerith for his recent excellent Short Course on Marriage.

Mrs. DeCamps reported that a new Education for Ministry (EfM) class will begin in the fall and explained to the Vestry what the program entails.

Children's Education

Becky Page, Director of Children's Ministries, was pleased to report that five fathers who have not previously been involved in Sunday school agreed to teach in March.

There was some discussion about the annual children's Flowering of the Cross on Easter, noting that it was not as full as in the past. However, Sunday School attendance remains strong and Mrs. Whitaker commented that it may be that there is a decline in the mite box tradition.

It was noted that the recent Parenting Forum with Dr. Tony Vitello was well attended. Registrations for Vacation Bible School is underway.

Youth

Mrs. Whitaker brought to the Vestry's attention the information provided by Mary Beth Abplanalp, Director of Youth and Young Adults, regarding the upcoming Visioning Retreat facilitated by Ministry Architects. Mrs. Montague encouraged the Vestry to complete the questionnaire or contact Mrs. Abplanalp with their ideas about youth ministry at St. James's before the retreat. Mrs. Montague also remarked that there is a lot of good energy for the retreat and the future of St. James's youth programming.

Mrs. Whitaker was pleased to report that both the Jr. High mini-mission to the Eastern Shore and the Sr. High mission to Montana were both full.

Mrs. Whitaker also noted the flyer explaining PYM (Parish Youth Ministries), a Diocesan program for youth retreats at Shrine Mont planned by youth throughout the Diocese.

Young Adults

Mr. Hubard distributed a summary of the planning and events for Young Adults in 2014-15. Adopting an approach to develop a sustainable ministry, a group of young adults in the church have been meeting to create a plan for Young Adults ministry. This leadership team has defined a mission for the ministry, which seeks to inspire young adults to Play together as a faith community, Grow spiritually, and Serve as Christ's hands in this world. Sub-committees were formed to schedule events using these themes, and attendance at each has been rewarding.

LIAISONS

ECW

Mrs. West had no report.

Children's Center

Mrs. Whitaker distributed a written report. The Children's Center Board is working on action items developed with a consultant from The Davis Group. They are exploring the possibility of replacing the vans with a short bus to appease insurance restrictions.

JUNIOR WARDEN

Mr. Harper reported the following:

- 1) The hot water air management system serving Gibson Hall, the Parish House, and the sanctuary, which is part of the heating and cooling system, needs repair, as it regularly requires seasonal repairs and maintenance. Mr. Harper recommended fixing this issue using funds from the Capital Reserve Fund. On a motion made and seconded, the Vestry unanimously approved using up to \$18,500 to make these repairs over the summer.
- 2) Bruce Cann, a parishioner, has requested use of eight parking spaces in the deck during the week for his employees who will be working on a project at VCU through November. Representative from St. James's and Beth Ahabah have agreed to this and Mr. Cann's company will compensate both the church and the synagogue.
- 3) A committee is being established to work on opportunities presented to the church by its being on the race course for the upcoming UCI Cycling Championships in September. Mr. Harper encouraged any Vestry members who may be interested in serving on this committee to contact him. Mr. Hollerith commented that the staff is making plans for the two Sundays in September when the race is in Richmond.
- 4) Mr. Harper made a motion to approve funding for a second AED (Automated External Defibrillator) to be placed in the Michaux House, using \$1450 from the Memorial Fund. The motion was seconded and the Vestry unanimously approved.

SENIOR WARDEN'S REPORT

Mr. Sisk thanked everyone for all their hard work and said how much it is appreciated.

Mr. Sisk reported that the Search committee for the new Associate Rector has interviewed a number of candidates but had not yet found the right person. He said that he and the committee are hopeful and asked for prayers that they find the right match for St. James's. He encouraged Vestry members to respond to inquiries about the searches for either the Associate Rector or the Director of Stewardship and Development positions to let people know that both the committees are thoughtfully interviewing candidates and want to work through the process to find the right person rather than simply fill the position.

OTHER

Attendance figures for March 2015, including Holy Week and Easter comparisons with 2014, were distributed.

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

The staff were excused and the Vestry went into Executive Session.

The meeting adjourned at 6:55 p.m.

Anita Lisk
Secretary

Approved:

Rev. Randolph Marshall Hollerith
Rector

Geoff Sisk
Senior Warden