

**Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
April 22, 2014**

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A regular meeting of the vestry of St. James's Episcopal Church was held on April 22, 2014, pursuant to proper notice of time and place. Vestry members attending were Mr. Ryon Acey, Mrs. Peggy Crowley, Mrs. Carol Ann Fuller, Mr. Matt Harper, Mr. Knox Hubard, Mr. Steve McCoy, Mrs. Carrie Montague, Mr. Harry Moore, Ms. Gloria Prevatt, Mr. Allan Rees, Mrs. Kendal Sibley, Mrs. Bobbie Ukrop, Mrs. Britt Van Deusen, Mrs. Kathryn West, and Mrs. Norvell Whitaker. Ms. Mimi Herington, Mr. Michael Lantz, and Mr. Geoff Sisk were absent. Also present were the Rev. Randolph Marshall Hollerith, the Rev. Ann Dieterle, the Rev. Carmen Germino, 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 5:30 p.m.

Motions to adopt the agenda and approve the Minutes from the March 18, 2014, regular meeting were made, seconded, and unanimously approved.

**COMMENTS AND CONCERNS**

Mr. Moore reported that Celtic Spirituality scholar the Rev. John Philip Newell recently spoke at the Thursday Men's Bible Study breakfast, which was well attended and a good event.

Mr. Hollerith welcomed back Mr. Rees following his recuperation from back surgery. Mr. Hollerith announced that Mr. Woodson was absent from the meeting due to caring for the affairs of his dying cousin and asked the Vestry to keep Mr. Woodson and his family in their prayers.

**FINANCIAL REPORTS**

Mr. Acey distributed the monthly financial reports, including new graphs to help visualize the figures. He explained what each graph showed:

- 1) Monthly Revenue, Expense and Net
- 2) Monthly Revenue and Monthly Expenses
- 3) Year-to-Date Revenue and Year-to-Date Expenses
- 4) Year-to-Date current year pledge and paid-in-advance collections as a percentage of total current year pledges
- 5) Year-to-Date Revenue as a percentage of the budget
- 6) Year-to-Date Expenses as a percentage of the budget, highlighting the 15 largest individual expense line items, as well as a roll-up of all remaining budgeted expenses

Mr. Acey encouraged members of the Vestry to contact him with any questions.

## **COMMISSIONS REPORTS**

### **SERVICE COMMISSION**

Mrs. Ukrop distributed a written report from the Commission, including a report from Nancy Warman, Director of Servant Ministries. Highlights included plans to move the annual Ministry Fair to early in the program year – September 14, 2014.

The Outreach committee has made site visits to a number of organizations which has received funding from the Vestry Outreach Fund, including SCAN, Family Lifeline/CHIP, and Home Again, Inc., and has met with representatives from the Richmond Peace Education Center and St. James's Children's Center. The committee will meet in May to begin discussing this year's grant allocations.

Mr. Moore expressed his concern about the level of the Vestry Outreach Fund budgeted. He said that he hoped to increase the Fund over the next three years and challenged the Vestry to think about how they can be empowered and enabled to do that.

### **FOUNDATION COMMISSION**

#### **Buildings and Grounds**

Mrs. Van Deusen distributed a Buildings and Grounds report, particularly noting that the church will have to plan to replace the HVAC chiller in the fairly near future.

Mrs. Van Deusen proposed that the expense of long-deferred painting and repair jobs in the parish house, which is not included in this year's Maintenance and Repair budget, be deducted from the Capital Reserve Fund. A motion was made to do so, which was seconded and unanimously approved.

Masonry repointing of the church façade and steeple is planned for this summer, for which the Endowment Fund has previously agreed to pay. It has been discovered that the parish house foundation is also in need of repointing and the Wardens will approach the Endowment Fund board to ask if they will agree to also pay this additional cost. Mrs. Van Deusen made a motion to approve payment from the Capital Reserve Fund for any expense for the additional repointing that is not covered by the Endowment Fund. The motion was seconded and unanimously approved.

Mrs. Van Deusen also reported that an antique chest of drawers had been donated by a parishioner for Mr. Hollerith's office and the expense of repairing the chest in the Michaux House entrance will come from the Memorials Fund.

A Stewardship of the Earth committee has been established, with Monica Lewis serving as chair.

#### **Memorial Garden**

A fourth stone has been embedded in the Memorial Garden, as the original three stones are nearly full. Two new names will be engraved on the stones this month. Volunteer gardeners have spruced up the Memorial Garden in advance of Easter.

## **LIAISON REPORTS**

### **ECW**

Ms. Prevatt reported that the lecture series has concluded for this program year. Mrs. Whitaker will host the annual ECW spring party at her home in May.

### Children's Center

Mrs. Whitaker reported that everything is going well in the Children's Center and the new Executive Director, Debbie Lickey, is doing a great job.

### **SPECIAL BUSINESS**

#### Parochial Report

The 2013 Parochial Report was distributed and reviewed. Mr. Hollerith noted increases in membership, yet attendance averaged the same as in 2012. A motion was made and seconded to accept the report as presented, which was unanimously approved.

#### Diocesan Council Delegate and Alternates election

The Vestry policy regarding the election of Delegates and Alternates to the annual Diocesan Council was distributed, along with a list of the current Delegates and Alternates which noted whose terms would expire this year. The Vestry will need to elect one Delegate and three Alternates. Two of the current Alternates are eligible for re-election. Mr. Hollerith requested that the Vestry consider potential nominees and to contact him with names so that they could be contacted regarding their interest and willingness to serve. The Delegate and Alternates will be elected at the regular Vestry meeting in May.

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

Mr. McCoy distributed a list of designated plate offerings for 2014. On a motion made and seconded, the following designations were approved:

- Children's Center: March 23, Children's Center Sunday
- Bishop Johnston's Discretionary Fund : May 18, Bishop's visitation – Confirmation & Baptisms
- Theological Education Sunday: June 15 (Trinity Sunday), Yale and Sewanee
- Central Virginia Foodbank: November 27, Thanksgiving Day
- Children's Center: December 24, Christmas Eve 4:00 p.m. service

### **RECTOR'S REPORT**

Mr. Hollerith commented that it had been a wonderful Holy Week and Easter and noted that attendance for each service could be found on the back of the March attendance report.

Mr. Hollerith invited the Vestry to join him on Wednesday, May 14, at noon for a "Lunch & Learn" tour of Richmond's East End with the Peter Paul Development Center. He particularly encouraged new Vestry members and those who hadn't taken the tour to participate.

### **OTHER**

Mrs. Sibley reported that four 4<sup>th</sup> graders completed this year's Bible Challenge and will be recognized at the 9:00 a.m. service on Sunday, May 27.

Mrs. Ukrop thanked the clergy for this year's "God In Your Inbox" Lenten reflections and Ms. Prevatt thanked Ms. Germino for the idea of submitting photos prompted by the "word of the day."

Ms. Dieterle reminded the Vestry that this year's Interfaith Dinner & Dialogue with Beth Ahabah would be on Wednesdays April 23 and 30 and the theme is "What Happens After We Die? Jewish and Christian Perspectives."

Mr. Hollerith reminded the Vestry to take note of all the upcoming events listed on the reverse of the agenda, particularly noting the schedule on Sunday morning, May 4, which has been altered because of the upcoming CapTech Collegiate Bike Race.

Mr. Hollerith also noted that the Vestry will meet next on Tuesday, May 20, but will not meet during June or July. The August Vestry meeting will be later than usual – on August 26.

There being no further business, the meeting adjourned at 7:00 p.m.

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Anita Lisk  
Secretary

Approved:

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Rev. Randolph Marshall Hollerith  
Rector

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Steve McCoy  
Senior Warden