

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
May 17, 2011

A regular meeting of the vestry of St. James's Episcopal Church was held on May 17, 2011, pursuant to proper notice of time and place. Vestry members attending were Mrs. Eleanor Angle, Mrs. Louise Bowles, Mr. DeWitt Casler, Ms. Jane Dowrick, Ms. Barbara Guvernator, Dr. Jan Harris, Mr. Jay Jennings, Mr. Monty McFadden, Mrs. Dena Moore, Ms. Mary Watt New, Ms. Newnie Rogers, Mr. Mark Shuford, Ms. Elizabeth Ware, Mr. Stephen Watts, and Mr. Jody Wilcox. Mrs. Margy Brown, Mr. Scott Hetzer, and Mr. Rich Walker were absent. Also attending were the Rev. Randolph Hollerith, the Rev. Ann Dieterle, Mrs. Anita Lisk, Mr. Richard Rumble, Mrs. Poconna Thiel, Mrs. Virginia Whitmire, and Mr. Chip Woodson. Mr. Hollerith served as chairman, with Mrs. Lisk serving as secretary. Dr. Megan Limburg was an invited guest.

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. Mr. Hollerith introduced and welcomed Dr. Megan Limburg, who will be serving at St. James's for her Mid-Atlantic Training this summer as part of the requirements for her ordination to the priesthood.

Motions to adopt the agenda and approve the Minutes from the April 19, 2011 meetings were made, seconded and unanimously approved.

COMMENTS & CONCERNS

Mr. Shuford congratulated Mark and Virginia Whitmire for another fantastic Jazz Eucharist.

Ms. Dowrick commented that Zachary Reid, a reporter for the Richmond Times Dispatch, recently had a wonderful article about St. James's mission to Haiti.

SPECIAL BUSINESS

Parochial Report

The 2010 Parochial Report was distributed, including membership and financial statistics for the year. On a motion made and seconded, the Vestry unanimously approved the report as presented.

FINANCIAL REPORTS

Operating Budget – Ms. Elizabeth Ware, Chair

Ms. Ware distributed monthly financial reports and reviewed the income and expenses, noting that pledge payments for this year are significantly ahead of the same time last year. At a third of the way through the fiscal year, revenues and expenses remain on track and the church is going into the summer months on good financial ground. Ms. Ware also noted that the utilities cost are in line, which was an issue last year.

Ms. Ware reported that the audit has started and is in process and due to be complete during the summer.

Mr. Hollerith noted that salary arrangements for the two new assistant rectors are within budgeted costs.

Mr. Woodson submitted a written report which included details for Annual Giving and Fan the Flame campaigns, as well as the names of those on Stewardship committees.

Planned Giving – Mr. Jay Jennings, Ms. Newnie Rogers

Mr. Jennings reported that the committee intends to re-invigorate the Legacy Society, which recognizes those who have told the church that they plan to bequeath a gift to St. James's. Current members will be recognized and new members will be actively recruited. The committee will present a Sunday Forum about the opportunities for planned giving. The Omega File, an "end of life" planning booklet, is available for parishioners.

Fan the Flame Capital Campaign – Mr. Chip Woodson

Mr. Woodson reported that the Fan the Flame campaign is winding down and plans are underway to create a remembrance/recognition book with the names of all those who donated to the campaign to build the east expansion (now known as the Michaux House) and renovate Gibson Hall and the Sunday school and Children's Center classrooms.

Annual Giving – Mrs. Eleanor Angle, Mr. DeWitt Casler

Mrs. Angle reported that the committee is laying the groundwork for themes for the annual Feast of St. James's. The committee's goal is to raise at least \$1.882 million for the 2012 budget.

COMMISSIONS REPORTS

WORSHIP COMMISSION – DR. JAN HARRIS, CHAIR

Worship – Dr. Jan Harris

Dr. Harris reported that the committee will meet just before the August 23 Vestry meeting, but all members of the committee have been active.

Call & Welcome – Jane Dowrick, Newnie Rogers

Ms. Dowrick reported that the upcoming newcomers' party will be held on June 26 at One Monument Avenue and thanked Mr. McFadden for hosting. Several parishioners have indicated that they are interested in serving on this and the Hospitality committee and Ms. Dowrick, Ms. Rogers, and Ms. New are working on organizing these volunteers.

Hospitality – Jane Dowrick, Mary Watt New

Ms. Dowrick reported that additional help is needed to prepare for the bishop's reception when he visits on May 22.

STUDY COMMISSION – MRS. LOUISE BOWLES, CHAIR

Mrs. Bowles reported that the committee hadn't met this month, as nothing is currently pressing. The committee is looking forward to welcoming the Rev. Alex Riffée as the Assistant Rector responsible for Youth and Young Adults programming.

Children's Ministries

Kent Duffey, Director of Children's Ministries, submitted a written report, which announced that Elizabeth Andrews has agreed to serve as Sunday School superintendent next year, joining continuing superintendent Kristin Davis.

Sunday School teachers were invited to a recognition dinner to thank them for volunteering their time and energy to Children's Ministry.

Adult Education

Ms. Governator reported that the committee has developed the theme of "God in Everyday Life" for the first four Sunday Forums in the fall.

Youth Ministries

Mr. Shuford reported that he and Stacy Brinkley are working on a survey to parents of youth in 6th through 12th grades, and the youth themselves, to help discern what they (each the parents and the students) want from the youth program and the goals they may have for it. Survey results will help Mr. Riffie as he begins to plan the program year for the youth. The committee is also planning to contact the youth who have recently been confirmed to recruit them for worship assistant opportunities such as ushering or serving as a lector.

Mr. Hollerith remarked that the parents of the 9th grade J2A class hosted a luncheon celebrating their upcoming confirmation. The teachers for this class, who have been with them since they were in 6th grade, were thanked for their dedication to the class.

Young Adults

Mr. Wilcox commented that he will be working with Ms. Dieterle about the possibilities of bringing current small groups together on occasion. Ms. Dieterle will be working with Mr. Riffie and Ms. Carmen Germino, new Assistant Rectors, on programming for young adults.

SERVICE COMMISSION – MR. MONTY MCFADDEN, CHAIR

Mr. McFadden distributed a written report.

Out-reach and In-reach

Mrs. Moore reported that the Every Member's Ministry (EMM) program was a success, with much data collected. Mrs. Moore thanked Angie Wilcox for organizing the data so that action could be taken. Letters were sent to lay leaders with the names of those who had signed up for their ministry and they will follow up with those volunteers about how to become involved. Mrs. Moore thanked the Communications committee and staff for their hard work to make this ministry campaign such a success.

Missions

Mr. Hetzer reported the following developments for mission trips:

- Participation in the Sudan trip is small, likely because of the time and cost involved, and will probably become a mission every other year in the future

- The Youth mission trip has about eight signed up to participate in a mission to Richmond's East End this summer.
- Haiti and New Orleans mission trips are scheduled in the fall

Mr. Hetzer also reported that approximately \$78,000 was raised for mission at the Mardi Gras fundraiser. He commented that the committee is also working on the structure for lay leadership to help mission teams going forward.

FOUNDATION COMMISSION – MR. STEPHEN WATTS, CHAIR

Mr. Watts distributed a written report.

Communication

Mr. Casler reported that the Communications committee discussed print vs. electronic communications at its last meeting, and is considering changing the monthly mailed newsletters to a newly designed quarterly mailed newsletter, with a calendar of events mailed monthly. The eChimes would continue to be emailed every other week.

Ms. Dowrick applauded this change, noting that it could significantly reduce costs. Mr. Hollerith commented that the quarterly newsletter could be larger and the quality improved, and may draw more attention since it will be delivered less frequently. The quarterly newsletter will also be delivered more according to the church's seasons.

Mr. Hollerith also said that mailing the Chimes on a quarterly basis would be considered an experiment which would be reviewed after gaining feedback from parishioners.

Mr. Hollerith said that he was grateful to Jay Patton for his gift of printing and mailing the monthly Chimes. Mr. Patton has agreed to continue mailing the quarterly Chimes.

Buildings & Grounds

Mr. Watts remarked that David Barnett, Facilities Manager, was doing an excellent job keeping up with facilities issues. He is particularly interested in reviewing and improving our safety and security of the facilities. Mr. Barnett is also working on developing policies for maintaining and protecting the Michaux House floors.

The audio system in the sanctuary needs to be updated and the committee has a proposal for that under consideration.

LIAISONS

Episcopal Church Women – Ms. Elizabeth Ware

Ms. Ware announced that the annual ECW Spring Party would be on May 22 at the home of Chris Call. Ms. Dieterle reported that several women have been meeting to discuss the annual Bazaar and the ECW in general. Developments include:

- Britt Van Deusen has agreed to design a new logo to help “brand” the ECW
- It was determined that women have a hunger for spiritual nourishment and would welcome more Bible studies and/or speakers outside of Sunday mornings
- The Bazaar has lost energy and momentum and the women are interested in maintaining some of the best elements of the Bazaar, but totally re-design it.

There is much interest in creating something to do with food and exploring a “Taste of St. James’s” as a replacement for the vendor-driven Bazaar. The women are also considering keeping an “Elegant Elephant” type of event on the other end of the program year when WomanKind is presented.

Mr. Hollerith thanked Ms. Dieterle for her efforts to help the women discern their next step, and thanked the women involved for their leadership.

Children’s Center – Mr. Jay Jennings

Mr. Jennings reported that the Children’s Center board is reviewing their Articles of Incorporation and discussing updating them to better reflect their current system of governance.

The Center received a grant from the Beirne Carter Foundation to purchase a new van to replace one that has over 100,000 miles on it. The Children’s Center vans are also used for occasional transportation for St. James’s youth programs.

RECTOR’S REPORT – THE REV. RANDOLPH MARSHALL HOLLERITH

Mr. Hollerith reported that the Rev. Carmen Germino will begin her ministry at St. James’s on June 26 and the Rev. Alex Riffée will begin his on July 5.

Mr. Hollerith reminded the Vestry to review the upcoming events listed on the reverse of the agenda, particularly noting that Bishop Johnston would be visiting St. James’s for Confirmations this Sunday, May 22. He encouraged the Vestry to attend the Memorial Day concert by the Parish Choir on Sunday evening, May 29.

Mr. Hollerith reminded the Vestry that they would not meet during the months of June and July and the next meeting of the Vestry would be on August 23.

Attendance reports for March and April were distributed.

There being no further business the meeting was adjourned at 5:50 p.m.

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

Mark Shuford
Senior Warden