

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
May 17, 2016

A regular meeting of the vestry of St. James's Episcopal Church was held on May 17, 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, Mrs. Carrie Montague, Mr. Harry Moore, Mr. Connell Mullins, and Mrs. Beth Skidmore. Mr. Ralph Cummins, Mr. Dave Johnson, Mr. Jay Jordan, Mr. Tom Porterfield, Mr. Allan Rees, and Mrs. Tina Sherrod were absent. Also present were the Rev. Randolph Marshall Hollerith, the Rev. Carmen Germino, the Rev. Hilary Streever, Ms. Suzanne Hall, Mr. Russell Lawson, and Mrs. Anita Lisk. 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 April 19, 2016 regular meeting were made, seconded, and unanimously approved.

COMMENTS & CONCERNS

Mrs. Skidmore remarked that the Hospitality Committee provided lovely receptions following the 9:00 and the 11:15 services for Bishop Susan Goff's recent visit to St. James's. She continued that a parishioner had asked her the best way to deal with a homeless person coming into Valentine Hall asking for food, which invited the question of how to deal with that situation, in general. Mr. Hollerith said that it was appropriate to offer food, if available, and to refer them to Nancy Warman, who is a social worker and has the skills and knowledge to help these people.

OLD BUSINESS

Election of Diocesan Council Delegates and Alternates

While Kristin Wickersham's term as a Delegate to Diocesan Council is not yet over, the Bishop has asked for her term to be completed by someone else, now that Mrs. Wickersham is in the ordination process. Mr. Hollerith recommended changing Tom Baker's status from Alternate to Delegate. All agreed.

Memorial Garden

A revised Memorial Garden Vestry Policy was presented, as follows:

Definitions:

“**Church**” refers to St. James's Episcopal Church and includes the Clergy, Vestry, Wardens, employees, members and/or agents of St. James's Episcopal Church.

“Garden” is the Memorial Garden on the grounds of the church
“Immediate family” includes the spouses, children, parents,
brothers, and sisters of members or of former members of the church.

The Memorial Garden at St. James’s Episcopal Church on West Franklin Street in the city of Richmond, Virginia has been established for the burial of cremated remains.

The Rector, Vestry, and Wardens of the church have full custody and control of the Garden and its use.

Only cremated human remains may be buried in the Garden. The cremated remains shall be buried directly in the earth. After burial, the remains will not be recoverable, nor will they be preserved in any manner.

The cremated remains shall be those of Church members, the immediate families of Church members, former Church members, and others designated by the Rector as may be pastorally appropriate.

Arrangements for the interment of ashes and for funeral or memorial services shall be made with the Rector.

A fee in an amount set by the Vestry is requested for each interment. The current fee is \$1,200.00, which includes: the interment of ashes, engraving the stone marker, creating a page in the Book of Remembrance, and the perpetual care of the Garden. Memorials honoring the deceased will always be welcome as an additional means of ensuring the long term care of the Garden.

No Property right of any kind in the Garden shall be acquired by the making of a payment of any amount. Except for the stone markers, no memorial, permanent or temporary, shall be placed in the Garden.

Application for the interment of ashes in the Garden may be made at the time of need by the next of kin or pre-arrangement may be made for burial in the Garden by completing an application form in duplicate.

On a motion made and seconded, the revised policy was unanimously adopted.

Boy Scout Troop 400

Mr. Hollerith reported that the primary issue to accepting Boy Scout Troop 400 to be located at St. James’s was insurance, since the church’s insurance company does not cover the amount considered necessary. Mr. Harper has consulted with the Boy Scouts and has determined that they provide umbrella coverage. Insurance experts George Booth and Mike Crowley were also consulted and they concluded that the \$10 million per incident verbally agreed upon would be sufficient. The Boy Scouts will provide an official certificate of insurance.

Mrs. Fuller mentioned that the Boy Scouts have revised their policies to be more inclusive. Mr. Hollerith noted that St. James's parishioner Tony Smith is the troop's Scoutmaster and there are several parishioners who are in leadership positions with the troop.

A motion was made and seconded to accept Troop 400's proposal to move to St. James's, subject to the receipt of the certificate of insurance. The motion passed unanimously.

SENIOR WARDEN'S REPORT

Mrs. Crowley noted that it is obvious that St. James's is a thriving parish, as evidenced by the number of confirmations and baptisms during the Bishop's recent visit. She thanked Mr. Harper for his invaluable service as Junior Warden. Mrs. Crowley concluded by saying that she was looking forward to the upcoming "peer-to-peer" approach for the Annual Giving Campaign and hoped the Vestry would be involved in the effort.

FINANCIAL REPORTS

Stewardship

Ms. Hall distributed a written report, noting that Founders Sunday will be celebrated on June 5. The reception following the 10:00 a.m. service will feature the Rev. Dr. Vienna Cobb Anderson's needlepointed banner and recognition of Legacy Society members. The Planned Giving Committee has recently determined to name the Legacy Society the "Whitlock Legacy Society" in honor of Elizabeth Whitlock, whose gift of \$5,000 began St. James's Endowment Fund.

Ms. Hall explained that future stewardship efforts will include educating the parish to think of stewardship as a year-round activity, though Annual Giving focus for pledges will remain in the fall. The peer-to-peer approach will involve leadership of 8-10 people from five different demographic age groups. Ms. Hall invited interested members of the Vestry to attend a leadership recruitment event at the home of Bobbie and Jim Ukrop on May 24.

This year's Annual Giving Campaign theme is that every person counts. Ms. Hall announced that she hopes to have the new assistant in her office as soon as the background check is completed.

Ms. Hall presented Vestry Statements on Annual Giving and Planned Giving for consideration. After discussion, a motion was made and seconded to table the Annual Giving Statement so that Ms. Hall can make some adjustments recommended by the Vestry, and to accept the Statement on Planned Giving as presented. All approved.

Ms. Hall distributed a legacy gift form, which is included in the Omega File and given to those contributing to the church through planned giving, and encouraged the Vestry to consider making their own planned gift to St. James's.

Finance

Mr. Moore distributed and reviewed the monthly financial reports. The budget summary indicated that revenue is up and expenses are down compared to the same time last year and Mr. Moore said that, if that trend continued, the church could expect a surplus at the end of the year. Mr. Hollerith noted that some of that surplus will be needed to cover costs for the summer Jazz Mass services.

Mr. Mullins suggested following up with anyone who contributes to the loose plate offering with a check if they do not currently pledge.

Mr. Moore reported that the Endowment Fund is recovering well from earlier market fluctuations and the quarterly statements generated excellent pledge income in April.

COMMUNITY & THE WORLD REPORTS

Outreach and In-reach

Nancy Warman, Director of Servant Ministries, submitted a written report with details about several recent outreach efforts. Mr. Mullins especially noted that the recent ACTS annual dinner celebrating its 10th anniversary honored Ms. Warman.

Mr. Mullins reported that the Vestry Outreach Funds Committee was currently accepting applications for grants. Once the applications are reviewed, the committee will meet to make grant decisions. Disbursements of funds is usually made in two payments.

Missions

Mrs. Fuller reported that Dr. Andy Smith has taken on the chairmanship for the committee. She also reported:

- Richmond mission – will work from 8:00 a.m. – 3:00 p.m., take a break, then meet for dinner and discussion before participants go to their respective homes
- Honduras – the mission team is full
- Cuba – applications include a question on what the participant can contribute to the team
- Haiti – will return to St. Joseph's and Wings of Hope in the fall

Servant Sunday

Ms. Germino said that, due to significant interest in repeating a Servant Sunday similar to last year, it has been determined that September 11 will be set aside as Servant Sunday to kick-off the program year. The morning will begin with a brief service of Holy Eucharist, followed by multiple opportunities for outreach service at the church and off-site. The event will conclude with the annual Parish Picnic at Rock Bottom for lunch. Regular worship times and Christian formation will begin the following week, on September 18. The "Every Member Ministry Fair" will not be included on Servant Sunday and Ms. Germino is working with Ms. Warman to determine how best to offer ways for parishioners to regularly get involved in servant ministries offered through St. James's. Mrs. Bald encouraged the use of video and Mrs. Skidmore agreed, commenting that she has been speaking with Mary Beth Abplanalp, Director of Youth and Young Adults, about creating a video using youth talent inviting their peers to help with hospitality.

Call & Welcome and Hospitality

Mrs. Skidmore reported that the Call & Welcome Committee will host a party for newcomers in late June.

Mr. Hollerith thanked Mrs. Skidmore for the great receptions for the bishop, who stayed at the later reception until the last person was ready to leave and clean up was underway.

Stewards of the Earth

Mr. Harper remarked that recent Sunday Chimes covers included comments by Mark and Virginia Whitmire highlighting stewardship of the earth, and another cover contained details about some specific environmental efforts being made by St. James's.

Children's Center

Mrs. Hetzer reported that the Children's Center Board had met earlier in the day and Thayer Montague was elected President. The Center is working with consultants to create an updated website. Mrs. Hetzer also reported that registration for the summer program had filled quickly and that the loose plate offering for Children's Center Sunday this year was twice that from 2015.

JUNIOR WARDEN'S REPORT

Mr. Harper distributed a Buildings & Grounds extra-budgetary expenditures summary.

- 1) Fire alarm system replacement in the Sanctuary, Gibson Hall and Parish House buildings
 - a. Considered necessary for immediate safety concerns
- 2) Urgent Maintenance
 - a. Parish House flat roof replacement
 - b. Chapel Flat roof replacement
 - c. Steeple and Chimes repairs
 - d. Chiller replacement
- 3) General Safety
 - a. Catacombs entrance and Parish House porch lighting improvements
 - b. Tree lighting replacement in the Memorial Garden area

These expenditures would be funded by Memorial and Capital Reserve funds and Mr. Moore noted that these projects, while necessary, will significantly deplete the reserve funds. Mr. Hollerith thanked both Mr. Harper and Mr. Moore for their time and efforts to work through this proposal.

A motion was made and seconded to accept the proposal to do these projects and expend the funds necessary, as presented. The motion was unanimously approved. Mrs. Bald suggested that these upgrades and repairs be reported as a stewardship lesson for the parish.

RECTOR'S REPORT

Mr. Hollerith thanked Ms. Germino for organizing the recent Slave Trail Walk with Mt. Gilead Church and said that it was a very special and meaningful event. He also thanked Mrs. Abplanalp for organizing a banquet for the 9th grade confirmation class, their parents, and mentors. He said that Ms. Abplanalp's remarks at the dinner were really powerful.

Mr. Hollerith reported that the annual Jazz Mass on May 22 will use special communion bread made by Gloria Prevatt. The Strategic Plan will be distributed at that service. Mr. Hollerith thanked Mr. Lawson and Richard Rumble for their work on the design and communication of the new plan.

OTHER

Attendance figures for April 2016, with comparisons to April 2015 for reference, were distributed.

Mr. Lawson invited the Vestry to nominate for the James Patton Communication award anyone who they consider has significantly contributed to St. James's communications.

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

There being no further business, the meeting adjourned at 7:05 p.m.

Anita Lisk
Secretary

Approved:

Rev. Randolph Marshall Hollerith
Rector

Peggy Crowley
Senior Warden