

Minutes of a Specially Called Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
July 19, 2016

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A specially called meeting of the Vestry of St. James's Episcopal Church was held on July 19, 2016, pursuant to proper notice of time and place. Vestry members in attendance included Mrs. Louise Bald, Mrs. Peggy Crowley, Mrs. Becky DeCamps, 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. Willson Craigie, Mr. Ralph Cummins, and Mrs. Carol Ann Fuller were absent. Also present were the Rev. Carmen Germino, the Rev. Hilary Streever, and Mrs. Anita Lisk from the staff. Mrs. Crowley served as chairman and Mrs. Lisk served as secretary.

Ms. Germino opened the meeting at 5:10 p.m. with prayer. Motions to adopt the agenda and approve the Minutes from the June 7, 2016 specially called meeting were made, seconded, and unanimously approved.

**COMMENTS AND CONCERNS**

Mrs. Crowley thanked Mrs. Skidmore, Mrs. Jewett, and Mrs. Hetzer and the Hospitality Committee for providing an amazing farewell reception for the Rev. Randy Hollerith and his family. Mrs. Crowley remarked that it was a wonderful day and very special for the Holleriths and the parish.

Mrs. DeCamps thanked Mrs. Crowley for recently hosting a party for the Vestry and the staff at her home.

Mrs. DeCamps also commented that it appears that a smooth transition period is underway with the assistance of Ms. Germino and Mrs. Streever.

**FINANCIAL REPORT**

Mr. Moore had no written report but shared that current revenues vs. expenses were good and that both pledge revenue and plate receivables in June were outstanding. While it is inappropriate to announce the specific amount of Mr. Hollerith's farewell purse, Mr. Moore said that it was very generous.

**Stewardship**

The revised Vestry Statement on Annual Giving was distributed. Mr. Johnson, who serves on the Annual Giving Committee, said that they are approaching the concept of stewardship as a ministry and reported that approximately 80 parishioners have volunteered to be leaders in the upcoming "Peer-to-Peer" campaign. Mr. Johnson emphasized the importance of the Vestry's support of the campaign and the Vestry Statement on Annual Giving will be important in conveying faith and confidence in the church to have a strong Annual Fund campaign.

Mrs. Bald added that the Peer-to-Peer effort will also help to educate parishioners about what the church offers and how ministries can be supported in a way that will resonate with them.

Mrs. Streever reported that there will also be educational programs that address stewardship during the program year.

Mr. Porterfield commented that it is important to acknowledge in-kind gifts from those who may not have the ability to make a monetary contribution.

On a motion made and seconded, the following Statement was unanimously approved:

#### Vestry Statement on Annual Giving

What we give to the Church's work in the world depends on the relationship each of us has with God. In considering a level of commitment, we must reflect on and pray about our thankfulness to God for the good things given to us in this life. The Vestry encourages charitable giving, with the hope that a pledge to support God's work at St. James's will be an individual's or family's largest charitable gift.

The Vestry acknowledges the Biblical tithe of 10% of annual income as the standard of giving to God's work in the world. We strongly encourage our fellow Vestry members and parishioners to be mindful of the tithe as we prayerfully consider our financial commitment to the vital work and ministry of this congregation in our community and in the world, pledging as much toward a tithe as able.

We further recognize that in order to expect parishioners to contribute a larger percentage of their giving and time to St. James's, the Church must communicate clearly how it uses its resources to support the ministries and maintenance of St. James's. This information can be found in the Church's Annual Report, the Annual Giving Case Statement, on the website, and in many other church communications.

#### JUNIOR WARDEN

Mr. Harper reminded the Vestry that the church owns 75% of the parking deck and Beth Ahabah owns the remaining 25% and it is managed by the Ecumenical Parking Committee, with representatives from both congregations. The committee met recently to discuss a number of issues related to the deck that need to be addressed. Mr. Harper distributed a list of those maintenance items and costs associated with them.

Mr. Harper has already authorized the replacement of the malfunctioning lighting controller and noted that replacement of the interior lighting will increase brightness and reduce utility bills significantly.

Mr. Harper said that St. James's cost portion of the proposed work would be approximately \$39,500. Typically, funding for this type of project would be requested from the Endowment. However, Mr. Harper was reluctant to make such a request at this time, as the Vestry will soon ask that the Endowment fund the replacement of a chiller, as well as significant work on the steeple, and asking for funding for the parking deck in addition to the other two items seemed excessive. Therefore, Mr. Harper suggested that

the funding come from the Capital Reserve Fund. Mr. Moore expressed his concern that doing so would significantly deplete those reserves and recommended that the Endowment be approached and the Capital Reserves be used only if the Endowment Board declined to fund the proposal.

A motion was made to approve the expenditures for the proposed parking deck maintenance if the Endowment provided the funding. The motion was seconded and unanimously approved. Mr. Harper agreed to ask the Endowment Board for the funding.

### **SENIOR WARDEN**

Mrs. Crowley unveiled the official church portrait of the Rev. Randolph Marshall Hollerith, which was painted by Loryn Brazier. The painting will be hung in the hallway on the first floor of the Michaux House.

Mrs. Crowley reported that she and the Transition Committee (including Mr. Harper, Mr. Moore, and former Senior Wardens Dena Moore and Geoff Sisk) had considered the many recommendations offered for the Search Committee for the next Rector and had created a list of twelve, including the Chair and Vice-Chair, with an additional list of names in case any of the original list declined to serve. Mrs. Crowley distributed the lists and the Vestry concluded that it was a great group of strong leaders. A motion was made and seconded to approve the Search Committee and to authorize Mrs. Crowley and the Transition Committee to finalize the Committee. The motion was unanimously approved.

Mrs. Crowley reported that the Diocese considered several potential Interim Rectors to recommend to the Transition Committee, including suggestions from parishioners, before suggesting three candidates to interview. After the interview process, the Committee determined that it recommended calling the Rev. Dr. Thom Blair to serve as the Interim Rector. A motion was made, seconded, and unanimously approved to call Dr. Blair for the position.

Mrs. Crowley emphasized that the Vestry and staff are a team working together for the church, especially during this transition period. She said the next steps in the process are:

- 1) The Vestry and staff should keep both the Search Committee and Interim Rector information confidential until it is ready to be publicized to the parish;
- 2) Mrs. Crowley will make calls to the Search Committee members to determine their willingness to serve and to Dr. Blair to let him know of the Vestry's approval; and
- 3) A letter and email message will be sent to the parish with the news as soon as everything is finalized.

Mrs. Jewett commended Mrs. Crowley and the Transition Committee for all their efforts.

It was determined that the use of "BaseCamp" as a vehicle for Vestry communication about the search process was no longer necessary and emails should be sufficient going forward.

### **ASSOCIATE RECTORS**

Both Ms. Germino and Mrs. Streever reported that the staff and church are doing well.

**OTHER**

Mr. Johnson commented on the recent choir residency at Worcester Cathedral in the UK, noting that the Senior Verger at the Cathedral said that St. James's choir was the best he'd ever heard. Mr. Johnson, who participated in the residency, said that it was an unbelievable experience.

Mrs. Crowley reminded the Vestry to note the events on the reverse of the Agenda.

There being no further business, the meeting was adjourned at 6:35 p.m.

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Anita Lisk  
Secretary

Approved:

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Peggy Crowley  
Senior Warden