

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
August 18, 2015

A regular meeting of the vestry of St. James's Episcopal Church was held on August 18, 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, Mr. Tom Porterfield, Ms. Gloria Prevatt, Mr. Allan Rees, Mr. Geoff Sisk, and Mrs. Bobbie Ukrop. Mrs. Tina Sherrod, Mrs. Kathryn West, and Mrs. Norvell Whitaker were absent. Also present were The Rev. Randolph Marshall Hollerith, The Rev. Carmen Germino, The Rev. Hilary Streever, Ms. Suzanne Hall, Mr. Russell Lawson, 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 May 19, 2015 regular meeting were made, seconded, and unanimously approved.

Mr. Hollerith welcomed Mrs. Streever, Associate Rector, and Ms. Hall, Director of Stewardship and Development, who joined the staff during the summer.

COMMENTS & CONCERNS

Mr. Hollerith commended Mr. Porterfield for his successful efforts to work with the City to add crosswalks across Franklin Street between the parking deck and Birch Street.

Ms. Germino expressed thanks to Ms. Prevatt and those helping her to provide the summer brunches.

FINANCIAL REPORTS

Mr. Moore distributed the monthly financial reports. He reported that summer pledge receipts are significantly down compared to last year; however, a reminder letter that is usually sent earlier in the summer has just been mailed with quarterly statements and good results are expected. While he is not too concerned at this time, Mr. Moore wanted the Vestry to be mindful that, if projected pledge income isn't realized, there will be a budget shortfall at the end of the year.

Mr. Moore reported that the Finance Committee is beginning the process for Requests for Proposals (RFP) for an accounting firm to handle the church's financial audits and reviews. The firm of Harris, Hardy & Johnstone is currently working on the 2014 Review and will be included in the RFP. Mr. Moore said that interviewing other firms should not be construed as dissatisfaction with the church's current accounting firm, but rather to determine possible cost savings.

Stewardship

Ms. Hall presented a resolution from eTrade authorizing the Wardens, Finance Secretary and Director of Stewardship and Development to complete stock sale transactions. The Resolution was unanimously adopted.

Mr. Hollerith commended Ms. Hall for her immediately and gracefully stepping into Annual Giving and Feast of St. James's planning and preparations.

COMMISSION REPORTS

WORSHIP COMMISSION

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

Worship Committee

Mr. Hubard referenced the Worship Committee portion of the written report, and expressed his excitement about how well the Summer Jazz Mass has gone, noting that the last one will be on September 30. Mr. Hubard particularly recognized Frances Caldwell and Emily Thrower, who regularly set up the space, as well as the clergy and staff, for all their efforts to create the service each week.

Mrs. DeCamps reported that she is working with the Altar Guild to recruit new members and document the details of their work and responsibilities.

Mrs. DeCamps also reported that there has been good, positive feedback from those who have been involved in the new Baptism Guides program.

Mr. Hubard said that St. James's is on the race course for the upcoming UCI Cycling Championships and services on September 20 and 27 will be altered to accommodate the races. On September 20 a three-fold event will occur at St. Catherine's School that will include worship, the Every Member Ministry Fair, and packaging meals for Stop Hunger Now. Ms. Germino added that the details for the event are coming together and the website has further information, including online registration, which is required by Stop Hunger Now. Mr. Hollerith said that this event is an intergenerational, holistic opportunity to have all parishioners come together to worship and serve. The Vestry is strongly encouraged to participate in Servant Sunday. Ms. Germino said that the costs involved include paying for the Stop Hunger Now meals ingredients and renting tables and chairs. While the Missions Committee may help with some of the costs from their funds, the Vestry was asked to approve the use of funds from the 2014 budget surplus. On a motion made and seconded, the Vestry unanimously approved the use of up to \$5,000 from the 2014 budget surplus for this event. Ms. Germino encouraged the Vestry to not only register and participate, but to also spread the word that volunteers are needed to set-up and pack-up afterwards. The service on September 27 will be at 7:00 p.m. instead of in the morning.

Mr. Hubard has been working with the staff, especially Laura Shuford, and Altar Guild to research options to replace the pew cushions in the sanctuary, as the current ones are old and fraying. Mr. Hubard said it will take about three to four months to make the new cushions and anticipates the funding for this project could come from either the Memorials Fund or the Capital Reserves Fund or a combination of both. After some discussion it was decided that the Finance & Executive Committees would review the Worship Committee's proposal further and bring it before the Vestry in October.

Mr. Hollerith thanked the Worship Committee, Laura Shuford, Facilities Coordinator, and Lucy Meade and Vann Williams from the Altar Guild for their research efforts.

STUDY COMMISSION

Mrs. Montague distributed a written report.

Children

Mrs. Montague noted that there were fewer children participating in Vacation Bible School this year compared to previous years and expressed her concern about engaging children outside of Sunday morning activities. Mrs. Montague asked the Vestry to be mindful of how many children are currently participating in Children's Ministries in this program year.

Youth

Mrs. Montague reported that the youth had two mission trip opportunities this summer – one for Middle School aged youth and one for High Schoolers. She said that there is a great new awareness and energy of the church's Youth Ministries.

Young Adults

Several Young Adult events were offered during the summer and more are scheduled for the fall. A new small group study option for Young Adults will be offered on Sunday mornings that will encourage participants to engage in a conversation about a variety of topics of interest to this age group.

Adult Education

The new Sunday morning format of offering Bible Study and Short Courses the first three Sundays each month and a general Forum only on the fourth Sunday will continue. Mrs. Streever added that she has found it delightful to work with all those who are involved in adult Christian education.

Mrs. Montague said that this year's annual parish retreat at Shrine Mont will be intentionally intergenerational.

Mrs. Streever said that the Parish Resource Guide and the Fall Study Guide, which not only will have a general scope of all the programs and ministries at St. James's but also details for the fall programming, will be mailed soon. She thanked Mr. Lawson for his excellent work on these very informative publications.

LIAISONS

Children's Center

Mr. Hollerith reported the Center has enjoyed a great summer program and fall enrollment is looking good.

ECW

Ms. Germino reported that planning for both the Taste of St. James's in November and WomanKind in February are well underway.

JUNIOR WARDEN

Mr. Harper reported the following:

1) UCI Cycling Championships: Mr. Harper distributed a written report from the Cycling Subcommittee, noting that the September 19-27 races which will pass directly in front of the church offers a unique opportunity. It is expected that the final weekend will draw the most spectators and the subcommittee proposes several activities on Saturday and Sunday, September 26 & 27 to offer hospitality to neighbors and spectators, including

- a. Welcoming banners
- b. Tents on the surface parking lot with water stations and water for sale
- c. Opening the sanctuary during limited times
- d. Big screen TVs set up in Valentine Hall facing the parking lot for race viewing

Volunteers are needed to support these activities and, while there is a concern that many volunteers are also needed for Servant Sunday the weekend before, Mr. Harper is confident that parishioners will come forward to help.

The estimated costs for the proposed activities is approximately \$4,500, and the subcommittee is soliciting corporate funding through the opportunity to hang corporate banners on the side of the parking deck.

Mr. Sisk commented that the church shouldn't pass up this once-in-a-lifetime opportunity and encouraged the Vestry support the proposed activities. Mr. Hollerith agreed that it is important for the church to take advantage of this opportunity to offer Christian hospitality to all those who will be on hand for this event.

A motion was made and seconded to authorize up to \$2,000 to support the proposed activities during the UCI Cycling Championships final weekend. The motion was unanimously approved.

2) Exterior Lighting: As per the recommendation of the Stewards of the Earth Committee, light bulbs around the church, including for the steeple and parking lot lights, are being changed from traditional bulbs to LED bulbs as an energy and cost-saving measure. The church will take advantage of a rebate program offered by Dominion for businesses that transition to LED lighting. Mr. Harper considers this move an investment and proposed using the Taliaferro Lights Memorial Fund to pay for this transition. On a motion made and seconded, the Vestry unanimously approved using the Taliaferro Lights Memorial Fund to make the transition to the more energy and cost-saving LED package.

3) Safety and Security: Mr. Porterfield reported that, as previously mentioned, the City has striped crosswalks across Franklin Street at Birch Street. Mr. Porterfield also reported that a new AED machine has been installed in the Michaux House and plans have been made to work with the usher leadership to train at least two ushers per team on how to use it.

Mr. Harper moved that, going forward, the Safety & Security subcommittee become a Vestry standing committee under the Foundation Commission. The motion was seconded and unanimously approved.

4) The water project in the Parish House and Gibson Hall has been completed and parts of the exteriors of the Parish House and the Michaux House are currently being painted.

SENIOR WARDEN'S REPORT

Mr. Sisk thanked everyone for all their hard work and support for everything that has been related to the cycling championships and commented that it is very exciting.

Mr. Sisk encouraged the Vestry to view St. Paul's Episcopal Church's website to read about their plans for Confederate symbols in their church. He expects there will be future conversations about Confederate symbols at St. James's.

Mr. Sisk reported that Mrs. Ukrop, Mrs. Crowley, Mr. Lawson and Richard Rumble have all been doing great work for the Annual Giving Campaign and he welcomed Ms. Hall's addition to the team.

Mr. Sisk also reported that the AT&T contract for the use of the steeple to house cell equipment will start being paid annually rather than throughout the year. The company will be doing some maintenance work around their equipment in the near future. T-Mobile has also expressed interest in adding equipment in the steeple but the church is being cautious about that. Mr. Sisk thanked Elliott Harrigan for his guidance and counsel regarding cell equipment in the steeple.

RECTOR

Mr. Hollerith thanked everyone for their continuing ministry and leadership.

OTHER

Attendance figures for the summer months was distributed.

Mr. Hollerith reminded the Vestry to review the upcoming events listed on the reverse of the Agenda. He particularly noted that there will be a special Forum on August 23 when Mrs. Streever will tell about her spiritual journey.

There being no further business, the meeting adjourned at 7:15p.m.

Anita Lisk
Secretary

Approved:

Rev. Randolph Marshall Hollerith
Rector

Geoff Sisk
Senior Warden