

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
August 21, 2012

A regular meeting of the vestry of St. James's Episcopal Church was held on August 21, 2012, pursuant to proper notice of time and place. Vestry members attending were Mr. Ryon Acey, Mrs. Louise Bowles, Mrs. Margy Brown, Mr. DeWitt Casler, Dr. Jan Harris, Ms. Mimi Herington, Mr. Scott Hetzer, Mr. Michael Lantz, Mr. Steve McCoy, Mr. Monty McFadden, Mrs. Dena Moore, Ms. Mary Watt New, Ms. Newnie Rogers, Mrs. Kendal Sibley, Mrs. Britt Van Deusen, Mr. Stephen Watts, and Mr. Jody Wilcox. Mr. Jay Jennings was absent. Also attending were the Rev. Randolph Hollerith, the Rev. Ann Dieterle, the Rev. Carmen Germino, the Rev. Alex Riffie, Mrs. Anita Lisk, Mrs. Poconna Thiel, Mr. Mark Whitmire, Mrs. Virginia Whitmire, and Mr. Chip Woodson. 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 May 15, 2012 meeting were made, seconded and unanimously approved.

SPECIAL BUSINESS

Endowment Vestry Representative

Mrs. Moore reminded the Vestry that Mrs. Helen Kemp currently serves as the Vestry Representative to the Endowment Fund board. At the Endowment board's recent meeting, Mrs. Kemp was elected to serve as a regular trustee and, therefore, the Vestry must elect a new representative to fulfill her term. Mrs. Moore nominated Mrs. Ida Farinholt to serve as the Vestry's representative to the Endowment Fund board. There being no further nominations, on a motion made and seconded, the Vestry unanimously elected Mrs. Farinholt to fulfill Mrs. Kemp's term, which expires in 2013.

SENIOR WARDEN'S REPORT

Diocesan Council

Mrs. Moore noted that a fourth alternate to Diocesan Council still needs to be elected and asked the Vestry to contact either her or Mr. Hollerith with the names of potential nominees.

Personnel

Mrs. Moore announced the following personnel changes: Mr. Richard Rumble and Mrs. Kent Duffey have left to pursue other opportunities. Mrs. Emily Thrower has been hired as the part-time Communications Coordinator and Mrs. Becky Page has been hired as the full-time Director of Children's Ministries. Mrs. Laura Shuford has been hired part-time as Facilities Coordinator to work with Mr. David Barnett, the Facilities Manager, which is also a part-time position. Mr. Barnett will continue to manage the facilities' operational systems and maintenance, while Mrs. Shuford will manage scheduling, reserving space and room set-ups.

Centennial

Mrs. Moore announced that 2012-13 is the 100th anniversary of St. James's presence on W. Franklin Street. The cornerstone was laid in 2012 and the first service in the new building was in 1913. The church will celebrate this anniversary with opportunities for community building and fundraising. Mrs. Cathy McGehee will chair a committee dedicated to creating these opportunities, which will include Forums about St. James's past, present, and future, focus on the Centennial at the annual Feast of St. James's, and campaign to contribute a "Cornerstone" gift to the Endowment Fund in the spring. The year's celebration will culminate in a service in June 2013 in honor of the first service in the new building on W. Franklin Street, which was in June 1913.

Credit Cards

A handout of "Frequently Asked Questions" developed by the committee researching credit card usage in churches was distributed. The committee recommended the following:

- 1) St. James's accept credit cards for payment of pledges;
- 2) Fees by PayPal associated with the use of credit cards will be absorbed by the church, as is done for stock gift commissions;
- 3) The church's website will show what those fees may be and offer the opportunity to add the cost of the fees to the pledge payment being made;
- 4) Pledge cards will show all payment options.

Payment options online through PayPal also will be available for other church functions, such as retreats and events, or other goods and services.

Mrs. Sibley suggested sending a monthly reminder regarding online pledge payments to those who request it. Mr. Hetzer recommended offering an option to request cards to drop into the Sunday morning offering plate, similar to pledge envelopes. Mrs. Van Deusen suggested that pledge envelopes may be adapted to include notation of online payment.

In answer to Ms. Rogers' question regarding itemizing payments, donations that are tax-deductible would be indicated separately from payments for goods and services. Mr. McCoy asked if the fees associated with using credit cards for payment would be noted separately in the budget and they would be, as is done for stock commissions.

Both Mr. Hollerith and Mrs. Moore expect a gradual usage of credit cards for pledge payments, but felt that adding the option for this method of payment is warranted.

There being no further discussion, a motion was made and seconded to accept the recommendations of the committee was unanimously approved. Mr. Hollerith thanked the members of the committee for their time and efforts.

RECTOR'S REPORT

Cornerstone

Mr. Hollerith remarked that, for St. James's 100th anniversary on W. Franklin Street, he had thought it would be meaningful to remove and celebrate what was put into the cornerstone when it was laid in 1912. With the assistance of Taylor & Parrish and careful drilling, the "time capsule" in the cornerstone was found. A copper box held the artifacts from 1912, as well as a lead box from the cornerstone laid when St. James's was founded at Fifth and Marshall Streets, which was laid in 1835. Mr. Hollerith invited the Vestry to

view the unpacking of these boxes. Artifacts will be on display for the year after their unveiling at the Feast. Mr. Hollerith is working with the Virginia Historical Society and the Valentine Richmond History Center to properly unpack and display the items. Ms. Rogers recommended that the church check on whether or not additional insurance is needed to cover any potential loss of the artifacts while they are on display.

Mr. Hollerith is seeking recommendations of items that should be added to the time capsule when it is returned to the cornerstone at the end of the centennial year.

Jazz Mass

Mr. Hollerith announced that the clergy, along with Mark and Virginia Whitmire in the music department, have worked all summer to develop a liturgy featuring jazz for a 5:00 p.m. service on Sundays. A \$25,000 gift was anonymously contributed to fund this inaugural year. The Rev. Carmen Germino, with the input of the others, has crafted a new liturgy. The service will be casual and “come as you are” and will feature several notable Richmond jazz musicians. The communion bread will be baked by volunteers, led by Ms. Gloria Prevatt, using a recipe from the Society of St. John the Evangelist. The Jazz Mass will be offered every Sunday evening at 5:00, with a few exceptions (such as the Evensongs already scheduled, Advent Lessons & Carols, and the Christmas Pageant).

In answer to Mrs. Van Deusen’s question regarding how the Vestry can be supportive of this new service, Mr. Hollerith said that “seeding” it would be necessary at the beginning and encouraged Vestry members to attend, bring friends, and help spread the word about it. The Jazz Mass will be widely advertised to neighbors, jazz enthusiasts, musicians, etc., hoping to build a sustainable congregation. At the end of the year the service will be evaluated to see if it has done so.

The Rev. Robert Seiler

Bob Seiler, at 93 years old, is retiring from service to St. James’s. A celebration of Mr. Seiler’s 60 years of ordained ministry, 60 years of marriage to his wife, Peggy, and 30 years of service to St. James’s, will be celebrated following the 11:15 a.m. service on Sunday, September 23.

FINANCIAL REPORTS

Monthly reports were distributed. It was noted that pledge receivables were good during the summer and total expenses are on track, with some areas over budget but others under.

The report of the disbursements of the Vestry Outreach Fund was also distributed.

COMMISSIONS REPORTS

WORSHIP COMMISSION

Worship

Dr. Harris reported that, in addition to the news about the Jazz Mass, the Worship committee was informed that St. James’s will host an Evensong sung by St. James’s Parish Choir with the choirs from St. Paul’s and St. Stephen’s on Sunday, November 11. A reception will follow. The music department will also offer a Bluegrass Mass at a joint

10:00 a.m. service on Pledge Sunday, October 28, and a new Dylan Mass at the 9:00 a.m. service in the spring.

Call & Welcome

Ms. Herington reported that the committee plans to make greater use of committee members for newcomer activities. Several Sunday morning “Meet & Greet” opportunities for newcomers have been scheduled for the upcoming program year, as well as a winter and spring party.

Hospitality

Ms. New reported that the summer brunches went well and the farewell reception for Mrs. Duffey and Mr. Rumble, which was provided by the Hospitality committee, was well attended.

STUDY COMMISSION

Children’s Ministries

Mrs. Sibley said that Children’s Ministries is working through the transition of directors. The annual Vacation Bible School was great and well attended.

Youth Ministries

Mr. Riffie announced that, over the summer, he has met with youth at Sweet Frogs Frozen Yogurt & Ice Cream Shop on a weekly basis. The Youth Mission trip to West Virginia also went well and several of this summer’s participants are eager to return next year.

Mr. Riffie is working with Mr. McCoy to improve the *Journey to Adulthood* curriculum for the upcoming program year.

Adult Education

Ms. Dieterle reported that she is working on scheduling the adult Christian Formation programs for next year, including Sunday Forums and Wednesday night classes. This year the Christian Journey class will focus on multi-week courses rather than weekly “drop in” classes. Mr. Mark Shuford and the Rev. Caroline Parkinson will lead the fall course offerings.

SERVICE COMMISSION

Mr. McFadden distributed a written report.

Out-reach and In-reach

Mr. McFadden thanked the committee for their work with the spring EMM campaign. The committee met recently to evaluate the EMM program and is working on developing a simpler approach.

Missions

Mr. Hetzer reported that, while the recent Appalachia Mission team was small, it had a good energy and considered their trip successful. The new East End Richmond mission trip just concluded and will be evaluated soon.

Ms. Germino reported that St. James's partnership with the World Pediatric Project offered parishioners the opportunity for interaction with an international perspective, while staying in Richmond. St. James's is sponsoring two children from the Dominican Republic – one financially and with volunteer support and the other supported by volunteers from St. James's but financially supported by another congregation. The sad news is that one of the children died following surgery. The other WPP child sponsored by St. James's will return to the Dominican Republic and come back to Richmond in November for her surgery. Ms. Germino expressed how proud she was of St. James's involvement in this effort, and particularly for the outpouring of support by St. James's volunteers.

Mr. Hetzer announced upcoming missions:

- Port-au-Prince, Haiti, led by Alan Stone, in early November
- New Orleans, led by Andy Smith, in mid-February
- Gonaives, Haiti and Honduras in early March
- Cuba in April

Ms. Germino reported that, because of St. James's experience with missions, she had been approached by Beth Ahabah to see if the church would be interested in partnering with their congregation on a mission trip to Cuba. Applications for this new mission trip exceeded the number of available spots. The mission team will have six people from each congregation, with the hope that this pilot project will build relationships and continue to be offered in future years.

The Missions committee received two grants to assist with the work of missions. The first, a \$3500 grant from Reynolds for the Appalachia trip, will help to build a guest house. The second, a \$5000 grant from the Diocesan Mustard Seed Fund, will be used to help build classrooms at the school in Gonaives, Haiti.

The Mission committee will host a "Missions Fair" at a Sunday Forum in November.

FOUNDATION COMMISSION

Mr. Watts distributed a written report and noted that expenses for Buildings and Grounds is currently under budget.

Stewardship – Chip Woodson

Mr. Woodson distributed a written report, which included summaries for Annual Giving, the Fan the Flame capital campaign, and Planned Giving activity.

Mr. Woodson said that work is underway for the Annual Giving campaign and the Feast of St. James's is scheduled for October 24 at the Science Museum. The Planned Giving committee will be hosting several "legacy" events.

LIAISONS

Episcopal Church Women

Ms. Rogers reported that the new "Taste of St. James's" is well organized and is seeking cooks to prepare the food to be sold. The event is November 14-15.

The ECW, under the leadership of Britt Van Deusen, is launching a speaker's series entitled "Nurturing Every Woman's Spirit" which will feature women in the church. Mrs. Van Deusen said that she hopes this series will be intergenerational and will foster fellowship among the women of St. James's.

Children's Center

Mr. Lantz reported that the Children's Center has had a good summer. They have recently received a grant from Altria and raised a significant amount for the Conrad Scholarship Fund. The first scholarship has been awarded.

OTHER

Mr. Hollerith noted that City Presbyterian Church is allotted 25 spaces on the top floor of the parking deck on Sunday afternoons.

Mrs. Van Deusen reported that the Vestry Resolution commending the staff has been framed and is ready to hang, once a location is determined.

The service attendance report for May, June, and July was distributed.

Mr. Hollerith encouraged the Vestry to read all the written reports and to take note of the dates and events on the reverse of the agenda.

There being no further business the meeting was adjourned at 7:10 p.m.

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

Dena Moore
Senior Warden