

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
August 23, 2011

A regular meeting of the vestry of St. James's Episcopal Church was held on August 23, 2011, pursuant to proper notice of time and place. Vestry members attending were Mrs. Eleanor Angle, Mr. DeWitt Casler, Ms. Barbara Governator, Dr. Jan Harris, Mr. Scott Hetzer, Mr. Jay Jennings, Ms. Mary Watt New, Ms. Newnie Rogers, Mr. Mark Shuford, Ms. Elizabeth Ware, and Mr. Stephen Watts. Mrs. Louise Bowles, Mrs. Margy Brown, Ms. Jane Dowrick, Mr. Monty McFadden, Mrs. Dena Moore, and Mr. Jody Wilcox were absent. Also attending were the Rev. Randolph Hollerith, the Rev. Ann Dieterle, the Rev. Carmen Germino, the Rev. Alex Riffée, Mrs. Anita Lisk, Mrs. Poconna Thiel, 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. Mr. Hollerith introduced and welcomed new Assistant Rectors, the Rev. Carmen Germino and the Rev. Alex Riffée.

Motions to adopt the agenda and approve the Minutes from the May 17, 2011 meeting were made, seconded and unanimously approved.

COMMENTS & CONCERNS

Mr. Shuford made a motion, seconded by Ms. Governator, to affirm the Rector's decision to dedicate the loose plate offering collected on Sunday, August 14, to Episcopal Relief and Development for the Episcopal Church's efforts to aid Somalian refugees. All approved.

SPECIAL BUSINESS

Clergy Housing Resolutions

Mr. Hollerith presented Housing Resolutions for Ms. Germino and Mr. Riffée, which provides documentation that the church does not provide housing for clergy and they may allow part of their salary as a housing allowance to be exempted from federal taxes, as provided by the IRS tax code. Both resolutions provided for a \$20,000 allowance. Upon a motion made and seconded, both resolutions were unanimously approved.

Assistant Rector Discretionary Funds

Banking resolutions were presented affirming Vestry approval for the new assistant rectors to draw from the previously established assistant rector discretionary fund accounts. On a motion made and seconded, the resolutions were unanimously approved.

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 continue to be ahead of the same

time last year and expenses continued to be on track. She was pleased to report that cash reserves were not needed during the summer months, as is usually the case.

Ms. Ware reported that the audit is still in process and is likely to be completed in the early or mid-fall rather than in late summer, as was previously expected. Ms. Ware commented that new software from the ACS database program has allowed Ms. Thiel to forward financial information directly to the auditors.

Mr. Woodson submitted a written report which included details for Annual Giving, Planned Giving, and Fan the Flame campaigns.

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

Mrs. Angle reported that the committee was meeting regularly and the theme for this year's campaign is "Love and Serve God and Neighbor." Stewardship reflection writers have been selected and their reflections will be inserted into the Sunday bulletins.

Mr. Woodson is updating the case statement for this year's campaign and requested that the chairs for each Commission send him bullet points about their respective ministries to be included.

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

Mr. Jennings reported that the committee has been meeting over the summer and is working toward re-invigorating and expanding the Legacy Society by adopting a small group format to recruit new members. Recognition of current Legacy Society members will be published in the fall quarterly Chimes. The committee is considering a "mini-campaign" for planned giving, soliciting funds specifically for the Endowment.

Fan the Flame Capital Campaign – Mr. Chip Woodson

Mr. Woodson reported that there are still a few outstanding pledges to this campaign, as some contributors requested to make payments over five years. Some pledges are in arrears, but Mr. Woodson expects to receive most of those funds.

COMMISSIONS REPORTS

WORSHIP COMMISSION – DR. JAN HARRIS, CHAIR

Worship – Dr. Jan Harris

Dr. Harris reported that the committee met just before the Vestry meeting and received updates from the lay leaders of the various worship assistants, including Lay Eucharistic Ministers, lectors, Altar Guild, etc. Mrs. Whitmire distributed this year's music brochure, designed by Richard Rumble, and especially noted the upcoming organ recital on September 9 by Hatsumi Miura to benefit Japanese earthquake and tsunami relief efforts. Mrs. Whitmire also announced that the choir mission trip to Haiti in November has a team of 14-15 people.

Call & Welcome – Jane Dowrick, Newnie Rogers

Ms. Rogers reported that the Call & Welcome committee has been working in cooperation with the Hospitality committee to prepare for the upcoming program year.

Hospitality – Jane Dowrick, Mary Watt New

Ms. New reported that the summer brunches were very well attended and a great success.

STUDY COMMISSION – MRS. LOUISE BOWLES, CHAIR

Mrs. Bowles distributed a written report, which included the Rev. Alex Riffée’s schedule for classes and events for youth in the upcoming program year, and the curriculum for 6th – 12th grades.

Adult Education

Ms. Guvernator reported that Sunday Forums and Wednesday night programs have been scheduled for the fall and the committee will begin work on developing the Winter/Spring program beginning in September.

Ms. Dieterle announced that Ms. Germino and Mr. Riffée will each tell their spiritual journey at the first Sunday Forum on September 18. The theme for the forums this fall is “God in Everyday Life.”

Ms. Dieterle also announced that both the Rev. Caroline Parkinson and the Rev. Mark Cooper will offer classes this fall.

Children’s Ministries

Kent Duffey, Director of Children’s Ministries, submitted a written report, which offered further information about the upcoming programs for children and parents this year.

Youth Ministries

Mr. Riffée reported that he has been recruiting and meeting with leaders for the youth program and is looking forward to getting to know the youth at St. James’s. He encouraged the Vestry to review the schedule and curriculum that is included in Mrs. Bowles’ report and to contact him with any questions.

Mr. Shuford announced that he plans to send a letter to the parents of all middle and high school youth in the parish asking them to join with the Vestry in supporting Mr. Riffée in his new ministry.

Young Adults

Ms. Dieterle reported that approximately 20 attended the recent Young Adults cookout. Ms. Dieterle is planning some small group activities to help discern the needs and interests of young adults in their twenties vs. those in their thirties so that programming can be planned for each group accordingly.

SERVICE COMMISSION – MR. MONTY MCFADDEN, CHAIR

Mr. McFadden submitted a written report.

Out-reach and In-reach

Mr. Hetzer said that this committee will follow up on the Every Member’s Ministry (EMM) commitment cards for the upcoming program year. The campaign has been successful in getting people interested in finding their personal ministry.

Mr. Hollerith announced that Mr. Dick Bennett has agreed to chair a new Peter Paul Development Center (PPDC) committee that has been formed to strengthen St. James's ministry to that organization.

Mr. Hollerith said that he has been grateful for the generous support of the Jessie Ball duPont Fund over the years for many of St. James's ministries and was pleased to announce that the Fund has awarded a \$200,000 grant, to be paid over three years, for the ACTS (Area Congregations Together in Service) Ministry.

Missions

Mr. Hetzer reported that both the Sudan and Appalachia mission trips went well. The experimental Youth mission to the East End of Richmond did not work out as planned, but still had some youth devote their time each morning that week to help at PPDC. Mr. Hetzer commented that the leader for this mission, Mr. Patrick Strickler, had done an excellent job even though the original plans fell through.

Ms. Dieterle, who was on the mission team to Sudan, reported that it was primarily a medical mission this year though the team did get to spend some time at the Hope and Resurrection Secondary School in Atiaba.

Ms. Germino commented that the Missions committee is still considering how best to offer local missions. She also reported that leadership for both of the Haiti mission trips and the mission trip to Honduras has been settled.

The Missions brochure for this year is currently in design and Mr. Hollerith announced that one leader for the Mardi Gras for Missions fundraiser is in place but he is still recruiting for the second leader.

FOUNDATION COMMISSION – MR. STEPHEN WATTS, CHAIR

Buildings & Grounds

Mr. Watts commented that there was no reason to think that the recent earthquake damaged any of the facilities but an engineer will inspect the buildings, particularly the steeple, to be sure.

Mr. Watts reported:

- The chiller in the Michaux House has recently been repaired
- Floor polishing in the sanctuary is almost completed
- Previously stated concerns about future repairs needed for the church portico and it does look like repairs will be needed in the near future

Mr. Watts distributed a report on "Church Safety and Security Initiative" (CSS) outlining steps to take to manage potential risks. The purpose of this initiative is to establish a group of people to serve as the CSS team to address those risks.

Mr. Watts is still looking for a volunteer(s) to relieve David Barnett, the Facilities Manager, of event planning responsibilities.

Communication

Mr. Casler reported that the new quarterly Chimes newsletter, designed by Richard Rumble and edited by Valerie Hubbard, Communications Director, will be mailed by the end of September.

LIAISONS

Episcopal Church Women – Ms. Newnie Rogers

Ms. Rogers has agreed to serve as the ECW president this year. She announced that Britt Van Deusen has designed a new logo for the ECW for marketing purposes and the leadership of the group is in discernment about the direction and purpose of the organization.

Ms. Rogers also announced that, after considerable discussion, the ECW would not hold the annual Bazaar this year. The women are hoping to create a new fundraiser, “A Taste of St. James’s” beginning next year but will offer, in the meantime, casseroles for sale during the holiday season to help raise funds for Food Force meals.

WomanKind is on track and speakers/workshop leaders’ contracts are being received. Ms. Rogers encouraged the women of the Vestry to promote the event to the women of St. James’s.

Children’s Center – Mr. Jay Jennings

Mr. Jennings reported that the Children’s Center had their annual meeting in May and is considering governance changes. He said that enrollment for the fall is good and that the Stop Child Abuse Now (SCAN) collaboration has been very successful, with a waiting list for children to enter that program.

SENIOR WARDEN’S REPORT – MR. MARK SHUFORD

Mr. Shuford remarked that the CSS Initiative presented by Mr. Watts is an extraordinary undertaking and thanked Mr. Watts for his work on this effort.

Mr. Shuford reported that a physical upgrade of one of the two cell towers in the steeple is scheduled for February. The lease on one of the cell towers is due to expire next year and Mr. Shuford recommended negotiating with the company for an increase in the fee, all of which is dedicated to Outreach.

RECTOR’S REPORT – THE REV. RANDOLPH MARSHALL HOLLERITH

Mr. Hollerith announced that the Rev. Doug Burgoyne plans to retire this fall. His last Sunday at St. James’s will be October 9. Mr. Burgoyne still plans to attend St. James’s, but has decided that the time has come to step down from official duties. Ms. Guvernator volunteered to help organize the planning for a celebration and gifts in thanksgiving for Mr. Burgoyne’s ministry.

Mr. Hollerith also announced the Rev. Bob Seiler, Pastoral Associate, will now restrict his pastoral calls to parishioners who live at Westminster Canterbury.

A list of those who have transferred into and out of St. James’s so far during 2011 was distributed.

Attendance reports for May, June and July were distributed.

Mr. Hollerith reminded everyone to read the upcoming events listed on the reverse of the agenda and encouraged all the Vestry to attend Opening Day and the Parish Picnic on September 11.

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

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

Mark Shuford
Senior Warden