

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
August 26, 2014

A regular meeting of the vestry of St. James's Episcopal Church was held on August 26, 2014, pursuant to proper notice of time and place. Vestry members attending were Mr. Ryon Acey, Mrs. Carol Ann Fuller, Mr. Matt Harper, Mr. Knox Hubard, Mr. Michael Lantz, Mr. Steve McCoy, Mr. Harry Moore, Mr. Allan Rees, Mrs. Kendal Sibley, Mr. Geoff Sisk, Mrs. Bobbie Ukrop, Mrs. Britt Van Deusen, Mrs. Kathryn West, and Mrs. Norvell Whitaker. Mrs. Peggy Crowley, Ms. Mimi Herington, Mrs. Carrie Montague, and Ms. Gloria Prevatt were absent. Also present were the Rev. Randolph Marshall Hollerith, Mrs. Mary Beth Abplanalp, Mr. Russell Lawson, 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 5:30 p.m.

Motions to adopt the agenda and approve the Minutes from the May 20, 2014 regular meeting were made, seconded, and unanimously approved.

FOUNDATION COMMISSION

Mrs. Van Deusen distributed a written report from the Buildings and Grounds committee. She reported that the replacement of the sound system in the sanctuary is in progress and should be finished soon. The repointing of the bricks on the church façade is complete, as are several small painting and repair projects throughout the facility. Several additional small projects have been identified and will be scheduled for next year. The committee is currently receiving bids to reinsulate several pipes.

A new "Stewards of the Earth" committee has been established and its members are excited to launch efforts for the church to be more "green" whenever possible. Mrs. Van Deusen recommended reading Ms. Germino's article about this effort in the fall Chimes newsletter. Mrs. Van Deusen also encouraged members of the Vestry who may be particularly interested in these efforts to join the committee so that leadership continues once her Vestry term expires. Mrs. Van Deusen made a motion that the "Stewards of the Earth" committee regularly report as a standing committee of the Foundation Commission. The motion was seconded with an amendment that a member of each Vestry class be encouraged to serve on it. The amended motion was unanimously approved.

Mrs. Van Deusen also reported that the broken water fountain in the Memorial Garden will be replaced. Parishioner and landscape designer Frazier Davis has donated her time and talents to research and create the replacement design. Mrs. Van Deusen made a motion that the Vestry approve expending up to \$3500 from the Memorial Fund to purchase and install the fountain replacement. The motion was seconded and unanimously approved.

Samples and a quote to install the replacement of the damaged carpet in the undercroft have been received and are being reconciled with the insurance settlement. Several regular maintenance inspections have been completed and the dead tree outside the Michaux House has been scheduled for removal by the City. Mr. Lawson researched changing copiers in the office and they have been replaced, anticipating a \$600 per month savings on a five-year lease.

Mr. Hollerith thanked Mrs. Van Deusen, commenting that her work as the Junior Warden has made for a very busy summer.

Personnel

Mr. McCoy distributed a staffing review prepared by Mr. Harper. Mr. Harper said that, with the help of Mr. Woodson, he did a comparative study of several churches similar in size to St. James's. His methodology was to collect data from ten churches in the region between DC and Atlanta. The report summarizes that St. James's staffing level is generally at or slightly below those churches studied. Mr. Harper's recommendation is to communicate these findings in the next Annual Report and to consider these results when reviewing staffing levels for the next long-range or strategic plan. Mr. Harper distributed and reviewed a summary spreadsheet of the report.

Mr. Hollerith thanked Mr. Harper and Mr. Woodson for their work, adding that St. James's affiliation with the Consortium of Endowed Episcopal Churches aided in the research. Mr. Hollerith said that he is comfortable with the current staffing levels but wants to be sure the staff is appropriately compensated. Mrs. Sibley recommended keeping the information from the churches in the study confidential.

Stewardship

Mr. Woodson distributed a written report and reminded the Vestry that the Annual Giving campaign would begin with the new program year in September, rather than waiting until the annual Feast in late October. Mr. Sisk said that the committee has been working on the plan for the Annual Giving campaign since June. The primary change is to begin the campaign at the beginning of the program year and use the Feast as a celebration of the pledges made and bring the campaign to a close. Pledge cards and supporting stewardship materials will be mailed in September and no one Sunday will be designated as "Pledge Sunday" when all pledge cards are brought forward to the altar. There will be a greater effort to thank people immediately for making a pledge, initially acknowledging the gift with a postcard and following up with a personalized letter that will particularly acknowledge significant increases and first-time pledges. The committee's goal is to raise 15% more than last year. The packet of stewardship materials will be segmented to address different types of donors (e.g. past pledges, never pledged, only give gifts, etc.) and the letters will include an explanation of the move to an earlier campaign. Mr. Sisk said that it is the committee's hope that the materials will include a statement that Vestry members have committed to raising their personal pledges by 15%. Per Mr. Sisk's request, Vestry members agreed to contact Mr. Woodson no later than September 8 with their pledges so that he can determine if that statement is appropriate to include in the stewardship materials.

Mr. Acey recommended that, for budgetary purposes, the Stewardship committee should work toward a 3-5% annual increase going forward.

Mr. Sisk also commented that the committee is considering acknowledging pledges by name alphabetically in an Annual Report in an effort to thank all who make a commitment to pledge. After a discussion of the merits and concerns of doing this, the Vestry agreed that public acknowledgement in thanksgiving for pledges would be fine.

Mr. Sisk said that the pledge card would have a place for people to show how they would like their name listed, should a publication be created. In deference to some concerns, Mr. Sisk assured the Vestry that the committee will be careful to use language so that a listing doesn't convey exclusivity.

FINANCIAL REPORTS

Mr. Acey distributed the monthly graphs and financial reports for the year thus far, noting that revenue in July was good and more in line with year-to-date collections in previous years. He is particularly watching utilities, equipment service contracts and maintenance repairs expenses.

SERVICE COMMISSION

Mrs. Ukrop distributed a written report prepared by Nancy Warman, Director of Servant Ministries, and encouraged the Vestry to read it. She noted that St. James's stepped up this summer to serve as a CARITAS shelter for two weeks when CARITAS had an unexpected need for additional shelters.

The Every Members Ministry Forum is scheduled for Sunday, September 14. Mrs. Ukrop has contacted all lay leaders of the various ministries to assure that every ministry is represented. Mrs. Ukrop encouraged the Vestry to attend and step in to help, if needed.

Missions

Mrs. West reported that there were three successful missions this summer. Twelve people went to Honduras for a week; seven participated in the interfaith mission to Appalachia, partnering with Beth Ahabah; and a ministry team welcomed and cared for World Pediatric Project patient Fidel, who came to Richmond for eye surgery, and his mother.

LIAISON REPORTS

Children's Center

Mrs. Whitaker reported that the Children's Center had an enrollment of 55 children this summer and 39 are already enrolled for the fall, with more expected.

A resolution of appreciation for Mrs. Margaret Valentine's service as Children's Center Board Chair for the past two years was presented. On a motion made and seconded, the resolution was unanimously adopted.

Mr. Hollerith told the Vestry that he had recently met with a couple who had been injured in the parking garage elevator failure last year. The couple wanted to meet with him so that they could present him with a gift to the Children's Center.

SENIOR WARDEN'S REPORT

Mr. McCoy had no report.

RECTOR'S REPORT

Mr. Hollerith again thanked the Vestry for the gift of his recent sabbatical. He very much appreciated the time with his family.

Mr. Hollerith introduced and welcomed Mrs. Mary Beth Abplanalp as the new Director of Youth and Young Adults. Mrs. Abplanalp said that she was glad to be in Richmond and at St. James's and particularly appreciated all the work Kristin Wickersham had done as the interim Youth Director. The new Youth Ministries Steering committee has met and she will be meeting soon with Mr. Hubard and Mr. Rees about Young Adult ministries.

Mr. Hollerith commented that the church provided the Rev. Ann Dieterle with a good send-off. He plans to search for a new Associate/Assistant Rector beginning in January and anticipates interviewing both current priests and seminarians. Ms. Germino has been promoted to Associate Rector and the Rev. Dr. Mark Cooper and the Rev. Caroline Parkinson have agreed to increase their hours in the interim.

Mr. Hollerith also announced that August 31 would be the last 5:00 p.m. Jazz Mass and encouraged the Vestry to attend. The clergy are considering offering it as a summer worship option.

The attendance figures for the summer months were distributed.

Mr. Hollerith reminded the Vestry to take note of all the upcoming events listed on the reverse of the agenda. Ms. Abplanalp added that there will be a "Youth Ministry Kick Off" event on Opening Sunday, September 7, during the Christian Education hour.

Mr. Hollerith recommended that the October Vestry meeting move a week, to October 28, because of the Feast of St. James's. All agreed.

There being no further business, the meeting adjourned at 7:45 p.m.

Anita Lisk
Secretary

Approved:

Rev. Randolph Marshall Hollerith
Rector

Steve McCoy
Senior Warden