

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
September 15, 2015

A regular meeting of the vestry of St. James's Episcopal Church was held on September 15, 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. Jay Jordan, Mrs. Carrie Montague, Mr. Harry Moore, Mr. Connell Mullins, Mr. Tom Porterfield, Ms. Gloria Prevatt, Mr. Allan Rees, Mrs. Tina Sherrod, Mr. Geoff Sisk, Mrs. Bobbie Ukrop, Mrs. Kathryn West, and Mrs. Norvell Whitaker. Mr. Matt Harper and Mr. Knox Hubard were absent. Also present were The Rev. Randolph Marshall Hollerith, The Rev. Carmen Germino, The Rev. Hilary Streever, Ms. Suzanne Hall, 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 5:25 p.m.

Motions to adopt the agenda and approve the Minutes from the August 18, 2015 regular meeting were made, seconded, and unanimously approved.

COMMENTS & CONCERNS

Mrs. Fuller thanked Mr. Sisk for bringing to the Vestry's attention what St. Paul's Episcopal Church downtown was doing regarding Confederate symbols in their sanctuary. It was noted that at St. James's there are Confederate battle flags in the stained glass windows commemorating Sally Thompkins who was a parishioner of St. James's, and J.E.B. Stuart, who was buried from St. James's.

Mr. Moore announced that the Peter Paul Development Center would be having a "Rise and Shine" breakfast event on Monday, October 19 and encouraged members of the Vestry to attend. Mr. Hollerith said that the church is hosting a table.

FINANCIAL REPORTS

Mr. Moore distributed the monthly financial reports, noting that the items of concern were highlighted. While August pledge receivables were better than expected, Mr. Moore is still concerned about how much remains to be collected by the end of the year. He noted that cash was somewhat depleted due to the disbursements of half of the allocated Vestry Outreach Funds (the remainders will be disbursed in December). As is the usual practice, Mr. Moore anticipates using \$60,000 from the Cash Reserves, which will be repaid in December.

Mr. Moore reported that Harris, Hardy & Johnstone, the church's audit firm, has completed the 2014 Audit Review and it will be presented to the Vestry at the October meeting. The Finance Committee has sent out Requests for Proposals to the current firm and three others and will determine by the end of the year which firm will be selected as the church's auditors going forward.

Stewardship

Ms. Hall distributed a written report and the Annual Giving campaign's Case Statement. This year's theme is "Let the Spirit Move You" referencing Romans 8:14. Annual Giving campaign materials are being packaged and will be mailed this week. In addition to the mailing, several email notifications, including a video of the Senior Warden at the Peter Paul Development Center, and bulletin inserts will occur throughout the campaign. Ms. Hall encouraged the Vestry to make their pledges early and to encourage others to do the same, as research indicates that "peer-to-peer" solicitations are the most successful. Mrs. Crowley reminded the Vestry that the Annual Giving campaign last year successfully encouraged parishioners to increase their pledge by 15% and she is encouraging parishioners, especially Vestry members, to increase their pledge by 5% this year. Ms. Hall said that this year's campaign will also focus on non-pledging parishioners to encourage them to get into the habit of making a pledge of any size, so that it can be built upon in future years.

Ms. Hall reminded the Vestry that the culmination of the Annual Giving campaign is the Feast of St. James's, which will be on Wednesday, October 28, at the Science Museum.

Mr. Sisk thanked Ms. Hall for her great work on the campaign.

Mr. Porterfield noted that the Communications Committee, which helped with the design of the Case Statement, is willing to work with anyone who needs to communicate to the parish (and the wider world) through design and analyzing what to communicate and how best to communicate it. Mr. Porterfield also commended Richard Rumble for the design of the Case Statement.

Mr. Hollerith remarked that there are many opportunities to remind parishioners of the need to be good stewards all year long.

COMMISSION REPORTS

SERVICE COMMISSION

Mrs. Ukrop distributed a written report of Servant Ministry Highlights, as prepared by Nancy Warman, Director of Servant Ministry.

Vestry Outreach Committee

Mr. Mullins reported the grants and recipients of the Vestry Outreach Fund for the year, as follows:

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| ACTS | \$17,400 |
| CARITAS | \$2,700 |
| CARITAS (Host Expenses) | \$1,000 |
| Circle Center Adult Services | \$1,300 |
| CHIP of Richmond (Family Lifeline) | \$1,600 |
| Crossover Ministries | \$2,400 |
| Daily Planet | \$2,100 |
| Drive to Work | \$900 |
| Fan Free Clinic | \$2,100 |
| Gateway Homes | \$1,200 |

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| Good Choice | \$1,000 |
| Grace on the Hill | \$1,300 |
| Hillard House (Housing Families First) | \$1,300 |
| Home Again | \$1,400 |
| Liberation Family Services | \$900 |
| Peter Paul Development Center | \$19,200 |
| REAP | \$0 |
| Richmond Peace Education Center | \$400 |
| Shepherd Center | \$1,000 |
| St. Andrew's School | \$1,000 |
| St. James's Children's Center | \$10,100 |
| Stop Child Abuse Now (SCAN) | \$1,300 |
| The Healing Place | \$7,600 |
| Virginia Supportive Housing | \$3,400 |
| William Byrd Community Center | \$900 |
| UnBoundRVA | \$0 |
| YWCA | \$1,500 |
| Total | \$85,000 |

Mr. Mullins noted that CARITAS, the Peter Paul Development Center, ACTS, and the Children’s Center were the major recipients of funds and the committee’s intention is to focus on and make grants that make a significant difference to an organization. Mr. Mullins said that half of the funds have been disbursed, with the other half to be disbursed in December. Those organizations with grants of \$1000 or less were fully disbursed. Mr. Mullins reminded the Vestry they were welcomed to join the Outreach Committee when they meet at the sites of the various locations throughout the year. Meetings are typically at 5:30 p.m. on the first Tuesday of the month.

Mr. Sisk circulated thank you notes sent to the Vestry from the Children’s Center. He mentioned that the four major recipients of St. James’s outreach funds will all be participating in “The Amazing Raise” and encouraged the Vestry to personally contribute to these organizations.

Servant Sunday, September 20, 2015

Mrs. Ukrop commended Ms. Germino and Ms. Warman for their exceptional efforts for the Servant Sunday event.

Volunteers are still needed for Servant Sunday set-up, as well as for the UCI Cycling Championships hospitality on Saturday and Sunday, September 26 and 27.

Ms. Germino expressed thanks to Kendal Sibley, chair of the Servant Sunday Committee, and all the committee members, for their hard work to make the event a success.

Mr. Hollerith remarked that it was wonderful to turn what could have been conceived an obstacle – the UCI Cycling Championships closing the streets in front of and around the church – into a creative opportunity on both affected weekends.

Goals Status

Mrs. Ukrop reported that two new in-reach ministries have been created. "Doers in Action" (DAN) and "Professionals in Action" (PIA) will offer services by parishioners for parishioners, be it physical labor or expertise.

Two intergenerational events, packing the ACTS House contributions and Stop Hunger Now, are on this year's schedule.

A new mentoring partnership is being developed with Bellevue Elementary School on Church Hill.

CARITAS Intake is coming up and Margaret Corwin is again leading the effort to recruit volunteers.

Missions

Mrs. West reported that there were four mission trips over the summer, sending 11 parishioners to Honduras and several parishioners engaging with Virginia Supportive Housing for the local outreach mission. The Junior High Schoolers served on a mission to the Eastern Shore and the Senior High Schoolers served on a mission trip to the Blackfeet Nation in Montana.

The Appalachia mission trip this fall has been cancelled.

FOUNDATION COMMISSION

Mr. Harper submitted a written report.

Buildings & Grounds

The exteriors of the Parish House and the Michaux House have been painted. The lease and equipment in the steeple for AT&T cell equipment are being upgraded and T-Mobile is interested in adding equipment. The church will conduct a structural analysis before determining if equipment can safely be added. Mr. Elliott Harrigan is assisting with the leases.

Safety & Security

The Safety & Security Committee is exploring the possible need to upgrade electrical panels in the Parish House.

Stewards of the Earth

The Stewards of the Earth Committee has been teaching parishioners how to regularly compost and recycle.

UCI Cycling Championships

The Cycling Committee is working on providing hospitality on the surface parking lot and in the sanctuary on the final weekend of the UCI Cycling Championships. Mr. Harper and Mr. Monty McFadden have solicited 14 corporations to purchase the opportunity to hang their banners from the parking deck throughout the races.

Planned Giving

Mr. Jorden reported that the Planned Giving Committee will meet after the Annual Giving campaign.

LIAISONS

ECW

Current focus is on the Taste of St. James's on November 18, which is co-chaired by Louise Bald and Erin Jewett.

Children's Center

Mrs. Whitaker reported that the Children's Center Board met earlier in the day and had a presentation by Irene Carney, Director of the Sabot School, who spoke about how the work of the Children's Center is so important.

The Center is nearly fully enrolled for pre-school and has a waiting list for 2 and 3 year olds. The Center is partnering with St. Andrew's School to offer mentoring to pre-schoolers.

SENIOR WARDEN'S REPORT

Mr. Sisk reminded the Vestry that they have a role in enthusiastically supporting Servant Sunday and the Cycling Races Hospitality efforts. He thanked all those who have done so much work on both events, particularly Ms. Germino and Ms. Warman.

Mr. Sisk also encouraged anyone who likes to garden to feel free to help beautify around the church by planting in the tree wells in front of the church and the Michaux House.

RECTOR

Mr. Hollerith said that he is blessed to work with a staff who are so creative, willing to collaborate, and work together without complaint, and who evidently have a love of God, St. James's and each other. He encouraged the Vestry to make a point of thanking the staff for all they do.

OTHER

Mr. Craigie reported that the recent Bishop's Golf Tournament at Shrine Mont had more than four foursomes from St. James's, which was the largest group representation of churches from around the Diocese.

Attendance figures for August was distributed.

Mr. Hollerith reminded the Vestry to review the upcoming events listed on the reverse of the Agenda. The church offices will be closed the week of the Cycling Championships, but most staff will be working remotely from home.

It was noted that, on the second Sunday of the Cycling Championships, the church would worship at 7:00 p.m. with a service of mystical music, chants, candlelight, and parts of Compline along with Holy Eucharist.

Mr. Moore commented that the Thursday Men's Bible Study Breakfast group have been praying for Mrs. Thiel's husband, who is struggling with complications from Lyme's Disease, and asked the Vestry to pray for Paul Thiel, as well.

It was announced that the Young Adults group will be offering a monthly gathering at Hardywood Brewery for "Young Adults Thirsty Thursdays," with the first one happening this month.

There being no further business, the meeting adjourned at 6:30 p.m.

Anita Lisk
Secretary

Approved:

Rev. Randolph Marshall Hollerith
Rector

Geoff Sisk
Senior Warden