

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
September 16, 2014

A regular meeting of the vestry of St. James's Episcopal Church was held on September 16, 2014, pursuant to proper notice of time and place. Vestry members attending were Mr. Ryon Acey, Mrs. Peggy Crowley, Mrs. Carol Ann Fuller, Mr. Matt Harper, Mr. Knox Hubbard, Mr. Michael Lantz, Mr. Steve McCoy, Mrs. Carrie Montague, Mr. Harry Moore, Ms. Gloria Prevatt, Mr. Allan Rees, Mrs. Kendal Sibley, Mr. Geoff Sisk, Mrs. Bobbie Ukrop, Mrs. Britt Van Deusen, Mrs. Kathryn West, and Mrs. Norvell Whitaker. Ms. Mimi Herington was absent. Also present were the Rev. Randolph Marshall Hollerith, the Rev. Carmen Germino, Mr. Russell Lawson, Mrs. Anita Lisk, Mrs. Poconna Thiel, 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 prayer, with the business of the meeting immediately following.

Motions to adopt the agenda was made, seconded, and unanimously approved. Friendly amendments were made to the Minutes from the August 26, 2014 regular meeting and a motion was made, seconded, and the amended Minutes were unanimously approved.

SPECIAL GUEST

Mr. Hollerith introduced Mr. Wally Stettinius, whom he has asked to advise the Vestry as they consider approaches for a process to create the next long-term or strategic plan.

Mr. Stettinius said that he considers himself a "process advisor" to help organizations design a process to plan for their next 3-5 years. He recommended the Vestry

- 1) Test and adapt existing strategy to inform what's next
- 2) Analyze the current situation
- 3) Develop a plan of how to best communicate ideas
- 4) Determine how to plan from the present into the future, approaching from the future and working back to the present.

Mr. Stettinius recommended appointing a steering committee made up of members of the Vestry to organize the work, using the assistance of a planning facilitator. He also clarified that, in his opinion, a "strategic plan" generally indicates a plan that involves radical change for the organization, while a "long-range plan" for the next 3-5 years would have goals that are revisited annually. A long-range plan also offers an opportunity to bind the congregation together. Mr. Stettinius said that it was important to include an economic model, or "resource plan," so that there is an idea of the resources that may be available to accomplish the goals set forth in the plan.

Mr. Stettinius suggested a “rolling” approach with a long-range plan, where as one year passes, another year is added. The initial plan would take the most time and effort of the Rector, Steering Committee, and Vestry, but it would mean that level of commitment wouldn’t be necessary every 3-5 years as the plan expires.

Mr. Hollerith said that he would like the Vestry to consider moving forward with this planning process. Mr. Hollerith advocates taking the pulse of the congregation every 3-5 years to help focus on what parishioners appreciate and what they want their church to be. He would expect to include the congregation in developing the plan in order to get that input.

Mr. Hollerith thanked Mr. Stettinius for his time and advice.

COMMENTS & CONCERNS

Discussion continued regarding the process of adopting a new 3-5 year plan. Many vestry members agreed that adopting the rolling approach would offer future vestries the opportunity to adapt to their current concerns and issues, re-evaluating goals each year and making any necessary adjustments. Mr. Acey commented that it would be helpful to track information for 3-5 years to see if any trends emerge (such as an increase/decrease in the number of children/parishioners or funding concerns) that would indicate a need to modify goals set out in a long-range plan.

Mr. Hollerith said that, with the goal to present a final plan to the Vestry and congregation in the fall 2015, a time-line to do the process needs to be determined soon so that the bulk of the work can be completed by May 2015. Mr. Hollerith asked anyone who may be interested in serving on this steering committee to let him know.

FINANCIAL REPORTS

Mr. Acey distributed the monthly graphs and financial reports for the year thus far, noting that revenues improved but expenses spiked since the last meeting. Mr. Acey said that he thinks the church may have under-budgeted for utilities this year and he continues to monitor utilities and equipment service contracts expenses. Regardless, Mr. Acey said that the church’s finances are still looking good. Mr. Acey reported that \$50,000 was transferred from the cash reserves, as is usual this time of year, and that amount will be returned to the reserve fund at the end of the year when cash flow increases.

STEWARDSHIP

Mr. Woodson thanked the Vestry and Mr. Hollerith for making personal pledges with a 15% increase in time to note their commitment on stewardship materials. He distributed stewardship packets that will be mailed at the end of the week. Mr. Woodson thanked Mr. Sisk, Mrs. Crowley, and Mr. Brent Winn for all their work and great ideas for Annual Giving this year. Mr. Sisk expressed his appreciation to the Vestry for stepping up to the request to increase their pledges.

Mr. Hollerith also thanked Mr. Woodson, Mr. Sisk, Mrs. Crowley, and Mr. Winn for all their hard work. Mr. Hollerith noted that what makes a difference in people’s giving is the meaningful work and ministry that they support and he believes that if the church is doing what it is supposed to be doing – the work of God’s kingdom – the resources will be there to achieve it.

WORSHIP COMMISSION

Mr. Lantz reviewed the progress status of the Commission's goals:

- 1) Installation of a new sound system in the sanctuary is nearly complete.
- 2) The 5:00 p.m. Sunday Jazz Mass has been discontinued. The program staff is considering offering it during the summer months.
- 3) Discussion regarding offering permanent nametags is currently tabled.
- 4) Mr. Lawson has researched the viability of creating a new directory and has determined that this year's budget cannot support the cost of printing a new directory. Mr. Lawson hopes funds for that project will be included in next year's budget. Mr. Lawson is also working on a method to include something like an online directory as an aspect of the website.
- 5) While several "fellowship" forums have been scheduled on Sunday, a specific parish-wide "Bring a Friend" Sunday has not been scheduled. Newcomer "Meet & Greet" opportunities are scheduled throughout the year.
- 6) At this time newcomers are mailed a packet of information about the church, with follow-up contact made by Mr. Hollerith and members of the Call & Welcome committee.

STUDY COMMISSION

Mrs. Sibley distributed a written report, particularly noting that adult, children and youth education have all been affected by the departure of Reverends Alex Riffie and Ann Dieterle, and the arrival of Mrs. Mary Beth Abplanalp. Reverends Germino, Mark Cooper, and Caroline Parkinson are all helping with adult education programming in the interim. Mr. Cooper is currently scheduling next semester's Wednesday night and Forum programs.

Mrs. Abplanalp is working with the youth steering committee to create a plan for youth ministry structure and also will be meeting with a new young adults steering committee to determine the vision and direction for that age group.

LIAISON REPORTS

ECW

Ms. Prevatt reported that she is working with Ms. Germino on developing this year's lecture series. The keynote speaker for the next WomanKind will be the Rev. Nadia Bolz-Weber and will be held February 26-27, 2016.

Children's Center

Mrs. Whitaker distributed a written report. After a year with Debbie Lickey as the Executive Director, enrollment has increased and fundraising is going well. The Center has been granted \$20,000 from Altria and a new out-of-town donor has pledged \$50,000 per year for the next five years.

Mrs. Ida Farinholt is the Center's current board president.

JUNIOR WARDEN'S REPORT

Mrs. Van Deusen reminded the Vestry that, after the new sound system in the sanctuary is paid for, \$20-30,000 from the Fan the Flame funds have been allocated to a redesign of the website. There may be additional funds left after that and the Vestry will need to determine how best to spend that. Options to consider include smaller projects within the Michaux House (such as purchasing and installing bulletin boards on the third floor) and starting a fund toward the upcoming expense of replacing the chiller.

Mr. McCoy stated that the Vestry should develop a plan for the expenditure of all these remaining funds so that they are used wisely.

Mrs. Van Deusen reported that the Safety and Security Initiative begun by Mr. Stephen Watts and Mr. David Barnett continues and she will be meeting with Mr. Watts and Mr. Matt Presson, the current Facilities Manager.

Mrs. Van Deusen reported that funds are available to replace the broken fountain in the Memorial Garden.

SENIOR WARDEN'S REPORT

Mr. McCoy reminded the Vestry of the upcoming Taste of St. James's on November 19, which raises funds for the church's Food Force endeavors, and many volunteer opportunities are available.

Mr. McCoy also expressed his appreciation of the Vestry's commitment to stewardship and their pledges for the Annual Giving campaign.

RECTOR'S REPORT

Mr. Hollerith thanked Ms. Germino, Mrs. Ukrop, and Ms. Nancy Warman, Director of Servant Ministries, for their work on the Every Member's Ministry campaign, and to Mr. Acey and Ms. Prevatt for their additional help for the Ministry Fair. Mrs. Ukrop reported that 216 people signed up for a ministry and that 44 of those are new to a ministry at St. James's.

Mr. Hollerith also noted that CARITAS Intake will be held at St. James's October 18 through December 19 and volunteers are needed to represent the church each evening. Mrs. Margaret Corwin is coordinating the volunteers.

Finally, Mr. Hollerith again thanked the members of the Vestry for their support of his recent sabbatical and the gift certificate to the Hope & Glory Inn.

The attendance report for August was distributed.

Mr. Hollerith asked the Vestry to take note of all the upcoming events listed on the reverse of the agenda, reminding them that the October Vestry meeting will be held on October 28 because of the Feast of St. James's.

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