

Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
September 17, 2013

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A regular meeting of the vestry of St. James's Episcopal Church was held on September 17, 2013, pursuant to proper notice of time and place. Vestry members attending were Mr. Ryon Acey, Mrs. Louise Bowles, Mrs. Margy Brown, Mr. DeWitt Casler, Ms. Mimi Herington, Mr. Knox Hubard, Mr. Jay Jennings, Mr. Michael Lantz, Mr. Steve McCoy, Ms. Mary Watt New, Ms. Gloria Prevatt, Mrs. Kendal Sibley, Mr. Geoff Sisk, Mrs. Britt Van Deusen, Mr. Stephen Watts, Mrs. Kathryn West, and Mrs. Norvell Whitaker. Mrs. Bobbie Ukrop was absent. Also present were the Rev. Randolph Marshall Hollerith, the Rev. Ann Dieterle, the Rev. Carmen Germino, the Rev. Alex Riffie, 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 service of Evening Prayer. The business of the meeting was called to order at 5:30 p.m.

Mr. Hollerith said that the discussion of Diana Butler Bass' book, *Christianity After Religion*, will resume next month.

Motions to adopt the agenda and approve the Minutes from the August 20, 2013 regular meeting were made, seconded, and unanimously approved.

#### **COMMENTS AND CONCERNS**

Mr. Jennings commented that he recently attended the ground-breaking ceremony for the replacement chapel for Immanuel Church on the Hill at the Virginia Theological Seminary. Mr. Hollerith remarked that St. James's Endowment Fund had contributed to the rebuilding of the chapel, which had burned, and its gift will be acknowledged.

Mr. Hollerith said that Tom and Mary Horton have had great support as they grieve the death of their daughter, Claire, and the service will be on Wednesday, September 18, at 11:00 a.m. with the interment of ashes in the Memorial Garden.

#### **FINANCIAL REPORTS**

##### **Operating Budget**

Mr. Jennings distributed the monthly financial reports and reviewed the income and expenses through the end of August, noting that pledge payments for the month had been low, resulting in a drop in income. Expenses are either on budget or lower and Mr. Jennings commended the staff for their efforts to curtail their budget spending.

Mr. Jennings also reported that the annual Scott-Taliaferro scholarship funds had been disbursed.

As this time of year is the typical low point in the church's cash cycle, Mr. Jennings proposed moving cash reserves and reimbursing the reserves later in the year when more cash is available. Mr. McCoy, as Senior Warden, moved to authorize moving \$50,000 from the cash reserves to the general checking account. The motion was seconded and unanimously approved.

Mr. Jennings reported that the audit is still in process.

It was also noted that the Endowment Fund has grown this year, particularly because of the recent Centennial Campaign efforts.

## **COMMISSIONS REPORTS**

### **SERVICE COMMISSION**

Mr. Acey distributed a written report. The Commission's goals include:

- 1) Streamlining the process to coordinate and communicate about ministry opportunities. Mr. Acey particularly highlighted the online volunteer sign-up for the Feast of St. James's as an example of these possibilities.
- 2) Creating video "I-Witness Accounts" featuring stories of transformation relayed by volunteers speaking about the importance and influence of St. James's in their lives.
- 3) Extending expressions of appreciation to lay leaders and other volunteers on a regular basis.
- 4) Making St. James's in-reach, outreach and missions more regularly highlighted during events, print, and online communications.
- 5) Increasing the use of social media to increase St. James's visibility in the community.
- 6) Ensuring that ministries remain vibrant and relevant. Mr. Acey specifically noted new ministries – Advocacy for RVA Rapid Transit, the ACTS House, the Outreach/ Mission ministry week, and Families in Service.

Mr. Acey also reported that the Outreach committee had disbursed budgeted funds, with half sent during the summer and the remainder scheduled to be sent in December. Also, Elizabeth Whitmire will return to Haiti in October as a full-time missionary serving St. Joseph's Home for Boys and Wings of Hope.

The Commission's report also included a list of the various in-reach, outreach, and mission ministries scheduled over the next few months.

### **FOUNDATION COMMISSION**

#### **Stewardship**

Mr. Woodson distributed a written report, noting that Annual Giving co-chairs Charlie Whitaker and Brent Winn have been hard at work, and subcommittee co-chairs Geoff Sisk and Peggy Crowley have plans to target new gifts. The Feast of St. James's co-chairs, Shaila Menees and Shelton Way, have set up the opportunity to volunteer for the event online.

Mr. Woodson reminded the Vestry that the Feast will be on Wednesday, October 23, at the Science Museum, and the table hosts training dinner will be on Thursday, October 17, in Valentine Hall.

Mr. Sisk reiterated that the Annual Giving subcommittee's goal is new participation and, to that end, a Challenge Fund has been established to encourage new pledges. Mr. Sisk said that the Fund is a collection of monies from several parishioners who are contributing more than they would normally pledge in order to establish this matching fund. Using this fund, new pledges may be matched up to \$7000 or more.

Mr. McCoy encouraged Vestry support of this effort, inviting all members to join together with those who are contributing to create this Fund. Mr. McCoy emphasized that the focus is on 100% participation of the Vestry, rather than an expectation of a particular amount given. Mr. McCoy also asked for the Vestry to make their individual pledges no later than October 14 so that can be announced at the Feast.

Mr. Woodson distributed pledge cards and Mr. Sisk asked for Vestry members to contact him regarding contributing to the Challenge Fund.

### Buildings and Grounds

Mr. Watts distributed a Buildings and Grounds report, as well as a report on the status of the Foundation Commission goals.

Mr. Watts announced that David Barnett, the church's Facilities Manager, had resigned. Mr. Hollerith commented that Mr. Barnett had said that Mr. Watts had been a great Junior Warden and appreciated his time and efforts on behalf of the church. Mrs. Laura Shuford, Facilities Coordinator, will assume some of Mr. Barnett's responsibilities but Mr. Hollerith intends to hire someone for this position. Mr. Hollerith commended Mr. Barnett for his exceptional service to St. James's.

### Foundation Commission Goals

Mr. Watts highlighted the status of objectives already underway, specifically for

- 1) Implementing the Church Safety and Security Initiative
- 2) Determining the feasibility of a new family/children education program focused on learning about stewardship
- 3) Developing a proposal and process for acquiring a new audio system for the sanctuary

New objectives include:

- 1) Reviewing ways the church's communications can be enhanced so that there are numerous and compelling invitations to become involved in ministries, while presenting a consistent public presence, and developing a means for measuring the results of these enhancements
- 2) Creating a succession planning structure for the office of Junior Warden
- 3) Reconstituting a Buildings and Grounds committee to include former Junior Wardens that meets quarterly
- 4) Creating a "Redemption of the Earth" ministry for selecting and implementing an annual environmental stewardship goal for St. James's

## **WORSHIP AND STUDY COMMISSIONS**

Worship and Study Commissions will report at the October Vestry meeting.

## **LIAISONS**

### Episcopal Church Women

Ms. Prevatt reported that Elizabeth Whitmire, who has been serving as a long-term missionary in Haiti, will be the ECW Lecture Series first speaker for this program year. Ms. Whitmire will also speak at a Sunday Forum.

Plans for this year's "Taste of St. James's" are well underway. This year the event, co-chaired by Laura McCoy and Louise Bald, will be a one-night only event on Wednesday, November 20. An art exhibit and sale will be featured at the event, but will remain on display for a longer period of time.

### Children's Center

Mrs. Whitaker reported that the Children's Center board had met earlier in the day and is pleased that Debbie Lickey, the new Executive Director, is taking the Center in a good and positive direction. Fall enrollment is going well.

Mr. Hollerith commented that the SCAN (Stop Child Abuse Now) collaboration with the Children's Center is going well, but SCAN was informed by Social Services that they had to obtain their own licensing. Mr. Hollerith commended Alex Slaughter for his time and efforts for this.

## **SENIOR WARDEN'S REPORT**

Mr. McCoy said that he thinks changing the Vestry meeting format to have two of the four Commissions reporting each month is working well.

## **RECTOR'S REPORT**

Mr. Hollerith remarked that he is fortunate to work with an amazing staff and that he and the church are blessed by their work and countless hours. He encouraged the Vestry to give them thanks.

Mr. Hollerith said that he will be out of the office on vacation September 28 through October 3.

## **OTHER**

Mrs. Sibley reminded the Vestry that the "Bible Challenge" began on Monday, September 16, and that several members of the 4<sup>th</sup> and 5<sup>th</sup> grade classes had signed up for it. Ms. Dieterle said that about 150 people had registered for the Challenge.

Worship attendance for May through August was distributed.

The Vestry was encouraged to review upcoming events, as listed on the reverse of the Agenda.

There being no further business, the meeting adjourned at 7:00 p.m.

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Anita Lisk  
Clerk

Approved:

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Rev. Randolph Marshall Hollerith  
Rector

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Steve McCoy  
Senior Warden