

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
September 18, 2012

A regular meeting of the vestry of St. James's Episcopal Church was held on September 18, 2012, pursuant to proper notice of time and place. Vestry members attending were Mr. Ryon Acey, Mrs. Louise Bowles, Mrs. Margy Brown, Mr. DeWitt Casler, Dr. Jan Harris, Ms. Mimi Herington, Mr. Scott Hetzer, Mr. Jay Jennings, Mr. Michael Lantz, Mr. Steve McCoy, Mr. Monty McFadden, Mrs. Dena Moore, Ms. Mary Watt New, Ms. Newnie Rogers, Mrs. Kendal Sibley, Mrs. Britt Van Deusen, and Mr. Stephen Watts. Mr. Jody Wilcox was absent. Also attending were the Rev. Randolph Hollerith, the Rev. Ann Dieterle, the Rev. Carmen Germino, the Rev. Alex Riffie, Mrs. Anita Lisk, Mrs. Poconna Thiel, Mrs. Virginia Whitmire, and Mr. Chip Woodson. Ms. Nancy Warman and Mr. Connell Mullins attended as special guests with a presentation. 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 21, 2012 meeting were made, seconded and unanimously approved.

SPECIAL BUSINESS

Vestry Outreach committee

Ms. Warman and Mr. Mullins distributed a copy of the committee's form used by non-profit organizations to request funding from the Outreach Fund, the 2012 committee assignments, and a list of the allocations granted for 2012. Committee members include Mr. Ryon Acey, Mr. Larry Green, Mr. Eddie Macon, Dr. Read McGehee, Mr. Connell Mullins, Mrs. Karen Townsend, and Mr. David Wade.

Mr. Mullins explained the process the committee uses to determine how funds are distributed:

- 1) The application process begins in the spring, when organizations are invited to submit a request for funding form.
- 2) Members of the committee are given assignments to check out agencies that the church may support.
- 3) The committee visits a select number of the agencies supported.
- 4) The committee meets to review the applications and then determine which organizations receive funding and how much is granted.

Mr. Mullins noted that the Peter Paul Development Center (PPDC), Area Congregations Together in Service (ACTS), CARITAS (Congregations Around Richmond to Assure Shelter), and the St. James's Children's Center are "signature agencies" sponsored by the church. The committee assignment sheet also indicates those and other agencies supported by St. James's. Ms. Warman remarked that, since she joined the staff, the Outreach committee has narrowed its focus to grants to agencies supporting low income people, prevention of homelessness, and enrichment. She commented that building relationships with the agencies is important. Mr. Mullins and

Ms. Warman agreed that the number of agencies that are currently receiving funding is good, but it would be helpful for the committee to have more members.

Funds budgeted for the Outreach committee to distribute has been increasing every year, and the amount to be distributed for the 2012 budget is \$80,000. The Strategic Plan goal is for outreach funding to be \$200,000 by the end of 2015.

Mr. Hollerith thanked Ms. Warman and Mr. Mullins for updating the Vestry and on the good work of the committee.

FINANCIAL REPORTS

Mr. Jennings distributed the monthly financial reports, noting that pledge receivables and total expenses continue to be on track.

Mr. Acey inquired about plans to build up the Capital Maintenance Reserve. It was explained that, typically, any surplus at the end of the year is dedicated to this reserve fund. Mr. Hollerith agreed that there should be more funds in the reserve and noted that increasing that fund should be discussed as part of the budget process.

Mr. Hetzer asked why the Children's Center receives funds through the budget, as well as from the Outreach committee fund distribution. The budgeted amount is to guarantee that the Children's Center will have at least that amount of funding from the church.

It was generally agreed that line items in the budget for outreach purposes should be considered when discussing how much the church contributes for outreach.

Mr. Jennings reported that the church is nearing the end of a \$10,000 pledge to the Diocese in support of a Hispanic church. He also noted that it is likely the church will draw from the cash reserves soon, as is typical around this time of year, with all funds reimbursed at the end of the year.

COMMISSIONS REPORTS

WORSHIP COMMISSION

Worship

Dr. Harris remarked that the committee met last month and had no further report.

Call & Welcome

Ms. Herington reported that the first "Meet & Greet" for newcomers is scheduled for September 23, and Gloria Prevatt and Michael Smith have agreed to host the party for newcomers in December.

Hospitality

Ms. New reported that the Hospitality committee is contributing to the farewell reception for the Rev. Bob Seiler on September 23, following the 11:15 a.m. service.

STUDY COMMISSION

Mrs. Sibley distributed a written report.

Children's Ministries

Mrs. Sibley noted that the Sunday school year was off to a good start, and there are so many 4th & 5th graders that the currently combined class will likely need to be split back into separate classes.

Youth Ministries

Mr. Riffie reported that the recent youth group "video game night" had 22 students participate and he is hoping this is an indication of an increase in youth group attendance this year.

Adult Education

Ms. Dieterle reported that Sunday morning forums and Bible study have started and she's already received her first deposit for next year's pilgrimage to Spain.

SERVICE COMMISSION

Mr. McFadden distributed a written report.

Out-reach and In-reach

Mr. McFadden reported that the committee plans to simplify the EMM commitment cards, which will be received throughout the season of Lent as well as on Easter Sunday. The committee also intends to reduce the number of "playbooks" printed and instead will direct those interested to check the website, where they will be continually updated. One of the Sunday Forums in the fall will be dedicated to informing the parish about opportunities for both in-reach and outreach.

Missions

Mr. Hetzer reported that the Missions committee is a large and energized group of people.

Mr. Alan Stone is leading the next mission trip, which is to Port-au-Prince, Haiti, with a team of eight. Ms. Germino reported that there are problems with Our Little Roses Orphanage regarding the dates of the mission trip to Honduras scheduled for next spring and that trip may be postponed until summer. The Forum on November 4 will be dedicated to mission trips.

Mr. Casler reported that, while there were some issues with this summer's mission to the East End of Richmond, the potluck dinner hosted by St. James's for all the participants in the Richmond on the Hill summer camps went very well. Ms. Germino said that the Missions committee will evaluate this summer's mission to the East End and determine how it may be improved in the future.

FOUNDATION COMMISSION

Mr. Watts reported that he and David Barnett, Facilities Manager, plan to attend the upcoming Safety & Security Forum hosted by the Richmond City police department.

Stewardship

Mr. Woodson distributed a written report, which included summaries for Annual Giving, the Fan the Flame capital campaign, and Planned Giving activity.

Mr. Woodson said that the Annual Giving and Feast of St. James's committees are meeting regularly in preparation for the upcoming Feast of St. James's in late October. Stewardship reflections written by parishioners will be featured on the cover of the bulletin wrappers for the rest of September through October. Artifacts from the cornerstone time capsules will be on display this year, first at the Feast and then at the church.

Mr. Woodson reported that Ms. Rogers has agreed to serve as the chair of the Planned Giving committee. The event at Dr. and Mrs. Beazley's home may need to be postponed.

Communications

Mrs. Van Deusen reported that the church was no longer purchasing a Saturday advertisement in the Richmond Times Dispatch. Valerie Hubbard, Director of Communications, is researching the cost of placing St. James's on the Google map when Episcopal churches in Richmond are searched for using that Internet site. Mrs. Hubbard is also working on promoting the new 5:00 p.m. Sunday Jazz Mass and how to best publicize the centennial. Mrs. Hubbard will add to the church's website death notices for parishioners with funeral information.

Centennial

Mrs. Moore remarked that celebrating 100 years of the church on W. Franklin Street offers a unique opportunity to raise funds for the Endowment and a Centennial committee, chaired by Cathy McGehee, has been formed.

LIAISONS

Episcopal Church Women

Ms. Rogers reported that plans for the "Taste of St. James's," which will be held November 14-15, is well underway. Mrs. Louise Bald and Mrs. Mary Brooks Jamison are co-chairs for the event.

Preliminary planning for the bi-annual WomanKind symposium has begun.

Mrs. Van Deusen reported that the first of the new ECW Speakers Series went well, and women parishioners not only attended but brought friends. The event featured speaker Jenny Andrews, a parishioner and interior designer. Ms. Germino and the Rev. Caroline Parkinson will speak about women saints at the November event.

Children's Center

Mrs. Moore reported that the Children's Center has received a grant to resurface the playground and purchase a playhouse. Mr. Watts said that he has the diagram from the designer, Mrs. Fraser Davis, if anyone wanted to see it.

SENIOR WARDEN'S REPORT

Mrs. Moore announced that she had been asked why the church always seemed cold and had discovered that the temperature in the church is set to maintain the organ at a steady 69 degree temperature so that it stays in tune.

RECTOR'S REPORT

Mr. Hollerith said that he, the clergy, and music staff are excited about the debut of the new Sunday evening Jazz Mass. The Lay Eucharistic Ministers have been trained and the musicians who are participating will be a blessing to the service. Mr. Hollerith encouraged the Vestry to attend.

Mr. Hollerith regretted to inform the Vestry that Mr. Jody Wilcox had resigned from the Vestry, as he and his wife, Angie, have decided to leave the Episcopal Church. Mr. and Mrs. Wilcox met with Mr. Hollerith to explain that, while they are not unhappy with St. James's, after thoughtful discernment they decided that they are not comfortable with the policies of the national church following this summer's convention and felt they could not remain part of the congregation. Mr. Hollerith asked for the Vestry to keep the Wilcoxes in their prayers as they search for a new faith community.

OTHER

Mr. Acey remarked that his Bible Study group recently discussed the liturgy proposed for same-gender blessings and the members were wondering the status of offering them. Ms. Dieterle commented that members of her Bible Study groups have also discussed this. Mr. Hollerith said that the forums offered during the summer regarding this subject were fairly well-attended and the discourse was civil. He said that there is a process in the Diocese of Virginia that every parish must go through before they can be approved to perform this liturgy. To date, there is no immediate plan for the parish to take part in that process.

The service attendance report for August was distributed.

Mr. Hollerith encouraged the Vestry to read all the written reports and to take note of the dates and events on the reverse of the agenda.

There being no further business the meeting was adjourned at 6:40 p.m.

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

Dena Moore
Senior Warden