

Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
September 20, 2011

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A regular meeting of the vestry of St. James's Episcopal Church was held on September 20, 2011, pursuant to proper notice of time and place. Vestry members attending were Mrs. Eleanor Angle, Mrs. Louise Bowles, Mr. DeWitt Casler, Ms. Jane Dowrick, Ms. Barbara Governator, Dr. Jan Harris, Mr. Scott Hetzer, Mr. Jay Jennings, Mrs. Dena Moore, Ms. Mary Watt New, Ms. Newnie Rogers, Mr. Mark Shuford, Ms. Elizabeth Ware, Mr. Stephen Watts, and Mr. Jody Wilcox. Mrs. Margy Brown and Mr. Monty McFadden were 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. 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 5:20 p.m.

Motions to adopt the agenda and approve the Minutes from the August 23, 2011 meeting were made, seconded and unanimously approved. Goals from the Spring Vestry Retreat were distributed.

**COMMENTS & CONCERNS**

Ms. Dowrick announced that her daughter, Anna Whitlow, will be getting married in October.

Mr. Hetzer commented that he enjoyed the recent Forum where Ms. Germino and Mr. Riffie spoke about their spiritual journeys.

Mrs. Angle remarked that the parish picnic at Rock Bottom was great.

**SPECIAL BUSINESS**

**Ordination to the Priesthood**

Mr. Hollerith circulated a Vestry certification for Ordination to the Priesthood from the Diocese of Albany for the Rev. Alex Riffie. On motions made and seconded, the Vestry unanimously approved the certification in support of Mr. Riffie.

**FINANCIAL REPORTS**

**Operating Budget** – Ms. Elizabeth Ware, Chair

Ms. Ware distributed monthly financial reports and reviewed the income and expenses, noting that the church has received 57 percent of the pledges not paid in advance and the church has not had to draw from cash reserves during the summer months. Expenses are also in line. The audit is still in process and is expected to be completed in October.

Planned Giving – Mr. Jay Jennings, Ms. Newnie Rogers

Mr. Jennings reported that the fall quarterly Chimes listed the members of the Legacy Society in recognition of their planned gifts. Two new members of the Legacy Society have been added since that publication.

Annual Giving – Mrs. Eleanor Angle, Mr. DeWitt Casler

Mrs. Angle reported that everything for the upcoming stewardship campaign is on schedule and the Feast committee is hard at work. Table hosts are being recruited and the Rev. Lynne Washington has agreed to be the speaker at the training dinner for them.

Mr. Woodson reported that the case statement is designed and will be printed and mailed prior to the Feast.

**COMMISSIONS REPORTS**

**WORSHIP COMMISSION – DR. JAN HARRIS, CHAIR**

Worship – Dr. Jan Harris

Dr. Harris distributed a written report of the committee's meeting in August and reported that the committee will meet again in October and December. She commented that, under the direction of acolyte masters Margy Brown and Norvell Whitaker, the acolyte program has changed this year, with teams rotating through the services rather than specific teams serving for either the 9:00 or the 11:15 service. Mr. Hollerith recently trained 13-14 new acolytes.

Call & Welcome – Jane Dowrick, Newnie Rogers

Ms. Dowrick reported that the fall newcomer party is scheduled for November 13 in the home of Mark and Britt Van Deusen.

Hospitality – Jane Dowrick, Mary Watt New

Ms. New reported that the Hospitality committee is coordinating the farewell reception for the Rev. Doug Burgoyne, whose last day on staff will be October 9.

**STUDY COMMISSION – MRS. LOUISE BOWLES, CHAIR**

Mrs. Bowles distributed a written report and noted that all was going well in all areas of Christian Formation.

Children's Ministries

Kent Duffey, Director of Children's Ministries, submitted a written report, which included attendance statistics for the beginning of the program year. Mrs. Duffey's report also reviewed the *Growing in Faith* and *Godly Play* curriculums being used this year in Sunday School. Parenting programs this fall include a book study of *The Blessing of the Skinned Knee* and a parenting forum on "The Hurried Child" presented by a representative from Commonwealth Parenting.

### Youth Ministries

Mr. Riffée reported that parents and youth met together on Opening Sunday for a “Youth Fair” which offered the opportunity for students in each grade level and their parents to be introduced to Mr. Riffée and to meet with their teachers to learn about the *Rite-13* and *J2A* class schedules for the year.

Mr. Riffée announced that he will be taking youth to the fall Diocesan PYM (Parish Youth Ministry) weekends at Shrine Mont. He also plans to compile a photo directory for the youth that includes each student’s school and contact information.

Mrs. Moore commented that she was impressed with Mr. Riffée’s work on the Youth Blog, which also shares with the students Mr. Riffée’s faith journey.

### Adult Education

Ms. Dieterle reported that the Sunday morning adult Bible Study will begin on September 25 and will focus on “wisdom literature” in the Bible.

### **SERVICE COMMISSION – MR. MONTY MCFADDEN, CHAIR**

Mr. McFadden submitted a written report.

### Out-reach and In-reach

Mrs. Moore reported that the Every Member’s Ministry (EMM) campaign continues to inspire people to contact Nancy Warman, Director of Servant Ministries, about various ministry opportunities. While the EMM materials remain present throughout the year, the campaign will be promoted again during Lent.

### Missions

Mr. Hetzer welcomed both Ms. Germino and Mr. Casler to the Missions committee. He reported that the committee will present the Forum on October 30. Mr. Hetzer also said that the upcoming choir mission trip to Port-au-Prince, Haiti is full. The committee is considering sponsoring a local mission for adults, as well as working with the International Hospital for Children. Missions currently scheduled are:

- Choir Haiti Mission trip to Port-au-Prince, November 5-12, 2011
- Haiti Mission trip to Gonaives, March 2-9, 2012
- Honduras, March 3-10, 2012
- Appalachia, June 3-9, 2012

Mr. Hetzer commented that he is looking forward to this year’s Mardi Gras for Missions fundraiser, and announced the chairs for the event:

- Mr. Ferd Baruch – Live Auction
- Mrs. Lynda Hatcher – Silent Auction
- Mrs. Janet Baruch and Ms. Lila Putney – party

### **FOUNDATION COMMISSION – MR. STEPHEN WATTS, CHAIR**

Mr. Watts distributed a written report.

### Communication

Mr. Casler reported that the committee is working with Valerie Hubbard and Richard Rumble to create a new “welcome to St. James’s” informational brochure.

### Buildings & Grounds

Mr. Watts reported that engineers had checked the steeple and the rest of the church facilities after the recent earthquake and found no structural concerns resulting from the earthquake. However, pre-existing issues were revealed and are scheduled to be repaired.

The HVAC system has some condensation problems which have created deterioration of some ceiling tiles. This issue is being addressed.

Mr. Watts remarked that he is working with Mr. George Booth and Mrs. Thiel on the Safety and Security Initiative. Mr. Watts has agreed to serve as the church’s contact person for the Diocese’s new security committee.

Mr. Watts reminded the Vestry that it is important to keep valuables out of sight in cars parked in the deck or Michaux House lot, as there have been recent break-ins in both.

### Events

Mr. Watts was pleased to announce that Mrs. Laura Shuford has volunteered to help Mr. Barnett and serve as the “customer service” contact for events at the church. They are currently reviewing the Vestry’s Facilities Use Policy to see if it needs to be updated.

### Cell Tower

As Junior Warden, Mr. Watts has been approached about considering adding additional equipment in the steeple for cell service. Mr. Watts will review the proposal and determine whether or not this is feasible.

## **LIAISONS**

### Episcopal Church Women – Ms. Newnie Rogers

Ms. Rogers announced that cooks are needed for the new ECW Gourmet Food Sale, which will be held instead of the Bazaar this November.

### Children’s Center – Mr. Jay Jennings

Mr. Jennings reported that the Children’s Center has a regular board meeting on September 21.

## **RECTOR’S REPORT – THE REV. RANDOLPH MARSHALL HOLLERITH**

Mr. Hollerith remarked that Opening Sunday for the program year was great, with fabulous music, joyful services, and large attendance at both the children’s and youth parent meetings. Mr. Hollerith commended the staff for their excellent work over the summer in preparation for the program year.

The service attendance report for August was distributed.

Mr. Hollerith reminded everyone to read the upcoming events listed on the reverse of the agenda. He announced that he would be out of town for the Blessing of the Animals service on October 2 and again on All Saint's Sunday on November 6, when he will be attending the baptismal service for his nephew.

Mrs. Whitmire encouraged the Vestry to attend the Evensong service scheduled for Sunday, September 25, which will be sung by the Parish Choir.

There being no further business the meeting was adjourned at 6:15 p.m.

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Anita Lisk  
Clerk

Approved:

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Rev. Randolph Marshall Hollerith  
Rector

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Mark Shuford  
Senior Warden