

# St. James's Episcopal Church

## Annual Report 2009



### THE 2009 PARISH MEETING ST. JAMES'S EPISCOPAL CHURCH February 28, 2010

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#### Agenda

THE CALL TO ORDER	The Rev. Randolph Marshall Hollerith, Rector
APPOINTMENT OF A SECRETARY	Anita S. Lisk
APPOINTMENT OF A PARLIAMENTARIAN	Wilson R. Trice
DETERMINATION OF A QUORUM	Parliamentarian
ADOPTION OF THE AGENDA	
APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	February 8, 2009
	November 8, 2009
NOMINATING COMMITTEE REPORT	Ronald A. Cain, Jr, Chairman
	Call for additional nominations
ELECTION OF THE VESTRY	
REPORTS	
The Endowment Fund	Wilson Trice Endowment Board Secretary
2009 Year End Statement & 2010 Budget	Ann Rawls Finance Committee Chair
Fan <i>the</i> Flame Report	Ferd Baruch Capital Campaign Co-Chair
Building Committee Report	Jim Goggins Building Committee Chair
Senior Warden's Report	Ronald A. Cain, Jr.
Rector's Report	Randolph Marshall Hollerith
OTHER REPORTS OR BUSINESS, IF ANY	
ADJOURNMENT	
PRAYER	
HYMN	

**MINUTES OF THE ANNUAL MEETING OF THE CONGREGATION  
ST. JAMES'S CHURCH, RICHMOND, VIRGINIA  
February 8, 2009**

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On Sunday, February 8, 2009 at 10:25 a.m., the Annual Meeting of the Congregation of St. James's Episcopal Church, Richmond, Virginia, was called to order by the Rector, the Rev. Randolph Marshall Hollerith. Anita S. Lisk was appointed secretary and Wilson R. Trice, parliamentarian. Mr. Trice reported that a quorum was present. On a motion made, seconded and unanimously approved, the agenda was adopted. The 2008 Annual Report, including Minutes from the February 3, 2008 Annual Meeting, was distributed and on a motion made and seconded the Minutes were unanimously approved.

Ruth Modlin Ellett, Senior Warden, reported on behalf of the Nominating committee that the committee considered many recommendations from the parish and offered the following slate of candidates for election to each serve a three-year term on the Vestry: Eleanor Angle, Jane Dowrick, Barbara Guvernator, Mark Shuford, Rich Walker, and Elizabeth Ware. The candidates stood and were recognized. There being no nominations from the floor, the nominations were closed and ballots distributed. Mr. Hollerith thanked the Nominating committee, who represented a cross-section of the parish, for their good work and the congregation for offering names for the committee's consideration. He also thanked the retiring class, Ruth Modlin Ellett, Mary Waller Fergusson, Stevie McFadden Toepke, Read McGehee III, Jay Patton, and Jennifer Sisk, as well as the remaining members of the Vestry, noting that the complete list is printed in the Annual Report. Completed ballots were collected and tallied, resulting in the election of the slate as presented. Mr. Hollerith thanked all who had agreed to stand for election to the Vestry.

Mr. Trice remarked that the Endowment Fund was structured so that six Trustees were elected to 6-year terms, and a Trustee representative of the Vestry was elected to a 3-year term. The Rector and both Wardens also serve on the Endowment Fund board. Current Trustees are: G. Bernard Hamilton, Ruth S. Pratt, Wilson R. Trice, Lilo S. Ukrop, E. Massie Valentine, Jr., Henry L. Valentine II; Helen L. Kemp serves as the Vestry representative, with Ronald A. Cain, Jr. and R. Scott Ukrop serving as Senior and Junior Warden, respectively, and Mr. Hollerith as Rector.

Mr. Trice said that the Endowment's financial report, which can be found in the Annual Report, has not been immune from recent market fluctuations and is down slightly. The report also lists expenditures and disbursements from the fund. Looking forward, the Endowment Fund board has committed to contribute \$10,000 in 2009 toward the building of the Bishop's Chapel at Roslyn, in honor of retiring Bishop Peter James Lee. The board is also considering how best to make the parking deck, which is a separate, taxable entity than the Church, more economically viable in light of the rising cost to maintain it. In 2009, the board will also make a decision as to how much it will

contribute to the Capital campaign. In closing, Mr. Trice encouraged parishioners to consider making a planned gift to the Endowment Fund.

Mr. Ron Cain, a member of the Finance committee, gave a report on behalf of the committee and Mrs. Ann Rawls, Finance committee chair. The 2008 year-end report and 2009 budget are included in the Annual Report. Midway through 2008 adjustments were made to reduce expenses, particularly by the staff. The committee has developed a very conservative budget for 2009 in light of the current economic downturn. The anticipated bridge loan for construction costs for the building project was expected to be needed by this time; however, thanks to the generosity of parishioners, it will not likely be needed until April. The committee particularly thanked Katherine Hoffmann and Timothy Carpenter, volunteer Treasurers, Jay West and Scott Hetzer, Annual Giving chairs, and Mrs. Poconna Thiel, Finance secretary, for all their efforts and expertise.

Mrs. Ruth Modlin Ellett, Senior Warden, said that 2008 had been a magnificent year for the Church. Blessed by its Vestry, clergy team and staff, highlights for the year included

- Breaking ground for the new east expansion, the Michaux House
- Mr. Hollerith taking the first half of his sabbatical, leaving the Church in the capable hands of the Rev. Dana Corsello
- Dedicated leadership involved in construction decisions, with special thanks to Pierce Rucker, Junior Warden, Wilson Trice, and Bobby Garland

Mrs. Ellett reminded the congregation that in these uncertain economic times St. James's is always there to support parishioners and those in need. She encouraged the congregation to make contributing to St. James's their top giving priority, particularly during these trying times.

Mrs. Ellett concluded her report by thanking Mr. Hollerith for being such a great leader, teacher and friend, and expressing her gratitude for the privilege of serving as Senior Warden.

Mr. Hollerith reported that 2008 had been a busy year, with the most visible sign being the erection of a building next door, having broken ground after the Annual meeting just last year. Mr. Hollerith said that Bobby Garland and Taylor & Parrish, the contractors, are great to work with, as are Fred Cox, the architect, Jim Goggins and the members of the Building committee, Sara Cann and the Interiors committee, and Eric Burfeind and the Kitchen committee, and Chris Moore and Chris Edwards, who are helping with the technological aspects of the new space, including phones, internet wiring, and other systems. Mr. Hollerith said that approximately 60-70 people have been involved in decisions related to building the new space and renovating the Sunday school building.

Mr. Hollerith also reported that he appreciated the gift of the precious time he spent with his family during the first part of his sabbatical. It was a great

**SPECIALLY CALLED MEETING OF THE CONGREGATION**  
**ST. JAMES'S CHURCH, RICHMOND, VIRGINIA**  
**November 8, 2009**

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adventure and a blessing in their lives to be allowed to take the time. He thanked Mrs. Ellett, Mr. Rucker, Rev. Corsello, and the staff for taking care of everything while he was gone. Mr. Hollerith said that, in consideration of the economy, he has decided to postpone the remainder of his sabbatical.

Mr. Hollerith said that he was proud of the staff, who trimmed expenses mid-year when asked, and thanked parishioners for making and paying their pledges to the Church. He commented that the clergy and pastoral staff are aware of the concerns of parishioners during these uncertain economic times and appreciate parishioners' efforts to make their pledge payments. Mr. Hollerith also thanked the Endowment Fund board for contributing to his Discretionary Fund.

Excited about 2009, Mr. Hollerith cited the following things he was looking forward to:

- The east expansion completion in June and the beginning of renovations to the Sunday school building
- Energy focused outward into the community, as we finish our work to create these new spaces which should be used to benefit others
- The development of a new Strategic Plan, with the parish considering the future, as now is the time to dream again.

Finally, Mr. Hollerith thanked the members of the staff, who do their work faithfully and with great professionalism, while still working together as a family, and Mrs. Ellett and Mr. Rucker for their time and efforts during their terms as Wardens.

There being no further business or discussion, a motion was made, seconded and unanimously approved to adjourn. The meeting concluded at 11:05 with a blessing by Mr. Hollerith, followed by a hymn.

Anita S. Lisk, Secretary

APPROVED:

The Rev. Randolph Marshall Hollerith, Chairman

On Sunday, November 8, 2009 at 10:25 a.m., a specially called meeting of the Congregation of St. James's Episcopal Church, Richmond, Virginia, was called to order by the Rector, the Rev. Randolph Marshall Hollerith. Anita S. Lisk was appointed secretary and Wilson R. Trice, parliamentarian. Mr. Trice reported that a quorum was present. On a motion made, seconded and unanimously approved, the agenda was adopted.

Mr. Hollerith said that the parish has an opportunity to take advantage of the Commonwealth's historic tax credits for renovation of the Sunday school building. Mr. Hollerith introduced Mrs. Lilo Ukrop, who is leading this effort, to explain the process.

Mrs. Ukrop thanked all who have contributed to the Capital campaign and was happy to report that the building project is currently on time and on budget with little debt. She thanked Fred Cox and Marcellus Wright Cox, architects, and Bobby Garland and Taylor & Parrish, contractors, and especially Mr. Hollerith for his outstanding leadership. Thus far the campaign has raised \$7.8 of the necessary \$8.2 million needed to complete the project. A definition of Virginia historic tax credits and the timeline for the building project was distributed with the agenda for the meeting.

After extensive study and research, it has been determined that St. James's qualifies for historic tax credits. Other organizations that have successfully gone through this process include the YWCA and the Child Memorial Clinic. St. Catherine's School and St. George's Episcopal Church, Fredericksburg, are also in this process.

Mrs. Ukrop introduced Mrs. Elizabeth Cabell Jennings, a former Vestry member and co-chair of the Annual Giving campaign, who spoke about her experience with historic tax credits through her association with St. Catherine's school.

Mrs. Ukrop further explained that, to be eligible, three criteria must be met:

- 1) The project is a certified historic structure
- 2) The construction plans comply with historic renovation regulations
- 3) The costs incurred are certified by an accountant and approved by the Department of Human Resources

St. James's renovation of the Sunday school building has been approved as meeting the first two criteria; the third part is submitted after the certificate of occupancy is issued and is expected to also be approved.

While the final certified costs are yet to be determined, the committee is optimistic that approximately \$200-250,000 in additional capital can be raised with tax credits.

At issue is that the Church, which owns the property, is a tax-exempt entity and cannot use the tax credits. Therefore, a structure must be put in place so that the Church can leverage its tax credits to help finance the project.

Mrs. Ukrop invited Mr. Trice to explain the required legal structure and resolution under consideration. Mr. Trice said that the requirements for the legal structure involved in pursuing historic rehabilitation tax credits was also distributed with the agenda for the meeting, as follows:

In order for the Church to realize value from Virginia historic rehabilitation tax credits, the Church must transfer the Sunday School Building to a partnership or limited liability company and then syndicate the ownership interests in that entity to one or more investors who can use the tax credits.

- Three principles allow the Church to transfer the building, retain ownership and control and enable investors to claim all of the credits
  - A tenant of the building can claim the tax credit, so the building can be leased rather than sold
  - If the tenant is a “pass-through” entity, the credits can be taken by the owners
  - Tax credits can be allocated disproportionately among owners of the investment entity. Minority owners can be allocated 100% of the tax credits.
- Church leases Sunday School Building to 1205 West Franklin Street Associates, LLC
  - Ten Year Lease
  - \$1000/month
- 1205 West Franklin Street Associates, LLC is a limited liability company which will be managed and controlled by St. James’s Endowment Fund, Incorporated. One or more investors will purchase minority ownership interests.
  - Controlling interest remains “in the Family”
  - Outside investors are allocated all of the tax credits
- The Church subleases the Sunday School Building from 1205 West Franklin Street Associates, LLC
  - Ten Year Lease

- \$1120/month (difference in rents covers accounting and legal expenses of the LLC)

Mr. Trice said that the critical piece of the structure is the lease of the facility and the congregation’s consent to the lease. Mr. Trice presented the following resolution for the congregation’s approval:

RESOLVED, that the congregation of St. James’s Protestant Episcopal Church, Richmond, Virginia (the “Church”) consents to the lease of that portion of the building located at 1201-1205 West Franklin Street known as the Sunday School Building to 1205 West Franklin Street Associates, LLC, in which a controlling interest is to be held by one or more persons or entities affiliated with the Church, for the purpose of facilitating the financing of the renovations to said Sunday School Building through investments qualifying for Virginia historic rehabilitation tax credits.

On a motion made and seconded, and with no further discussion, the resolution was unanimously adopted by voice vote.

Mr. Hollerith thanked Mrs. Ukrop, Mr. Trice, Mr. Cain and the Vestry for their work on this issue over the past few months.

There being no further business or discussion, a motion was made, seconded and unanimously approved to adjourn. The meeting concluded at 11:00.

Anita S. Lisk, Secretary

APPROVED:

The Rev. Randolph Marshall Hollerith, Chairman

## **Election of the Vestry**

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COMMUNICANT: A communicant is a member of this church who has received Holy Communion at least three times in the past year. All communicants of this Church who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying, and giving for the spread of the Kingdom of God, are to be considered communicants in good standing.

ELIGIBLE VOTERS: All communicants in good standing, 16 years of age or older, registered in the particular church in which they offer to vote, shall be entitled to vote at the election of Vestry members.

REQUIREMENTS FOR VESTRY MEMBERS: Only lay persons, 16 years of age or over, who are confirmed communicants in good standing of the church shall be eligible for election as Vestry members.

QUORUM: At all meetings of the Congregation a quorum shall consist of at least ten percent (10%) of the number of active communicants qualified to vote reported for the previous year. (140)

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### MEMBERS WHOSE TERM EXPIRES IN 2010

Ronald A. Cain, Jr.	Elizabeth C. Moore	Pierce Rucker
Thayer Montague	Ann Rawls	Bobbie Smith

### MEMBERS WHOSE TERM EXPIRES IN 2011

Richard K. (Dick) Bennett	Pam Goggins	Cary B. Milley
Althea Frederick	William A. (Bill) Gregory	Scott Ukrop

### MEMBERS WHOSE TERM EXPIRES IN 2012

Eleanor Angle	Barbara Governator	Rich Walker
Jane Dowrick	Mark Shuford	Elizabeth Ware

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### REPORT OF THE NOMINATING COMMITTEE

*The committee nominates the following people for three-year terms on the Vestry:*

Jan Harris	Monty McFadden	Nancy "Newnie" Rogers
Scott Hetzer	Dena Moore	Stephen Watts

## **REPORT FROM THE RECTOR—**

### **The Reverend Randolph Marshall Hollerith**

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2009 was a year of endings and beginnings. In early June we moved into the new Michaux House. After years of planning and hard work we found ourselves in possession of almost 30,000 additional square feet of space. While a wonderful beginning, this move required shifting the Children's Center and the entire Sunday school over from the Sunday school building so that phase 2 of our building campaign could begin.

At the end of June we said farewell to John Mavromatis and Dana Corsello. As our facilities manager, John had served the parish for many years. We were sad to see him go but happy that John and Gail could happily retire to the beach. Shortly thereafter we were pleased to welcome David Jennings as our new facilities manager. At the same time, Dana accepted a call to be the rector of St. Luke's in San Francisco. On Sunday, June 28 we gathered together in thanksgiving for her ministry among us and to wish the Corsello family a fond farewell. Also in June Betty Molster formally retired after serving as an integral part of our staff for more than 15 years. Betty's contributions to the life of our community far surpass any accounting I could make here. She is one of the saints of this parish and her ministry has greatly blessed us. We were fortunate that Richard Rumble was able to join our staff in June to fill Betty's position. My thanks to Thayer Montague for his help in our communications department from February to June.

While the church's finances in 2009 reflected the struggles within our economy, we were nonetheless active and engaged in a wide array of ministries. Supported by a successful Mardi Gras fundraiser, mission trips to Haiti, Sudan, Alaska, Honduras, Kentucky and New Orleans went off as planned. Dozens of people continued to be involved in a variety of different ministries within the community. Whether supporting the homeless, mentoring young students, visiting wounded veterans, caring for the poor, or providing meals for the hungry, St. James's sustained a vibrant commitment to live as the hands and feet of Christ in the world.

In August we said goodbye to Frances Caldwell. After nine years of wonderful work, Frances accepted a call to be the Director of Stewardship and Development for the Diocese of Virginia. Frances left us with strong programs for both annual giving and planned giving. At the same time, we welcomed back to the staff the ever faithful Betty Molster who agreed to serve as our interim until someone could be found to permanently fill Frances' position. Betty, under the leadership of Pam Goggins, Jay West, Trent McFadden, Patrick Strickler, and many others created for the parish a wonderful Feast of St. James's that also served as a celebration for the new Michaux House. It was a great event.

In September, the Rev. Bob Hetherington joined our staff as the interim Associate Rector. Bob brought with him a lifetime of wisdom as a gifted priest and leader. Bob took up responsibility for adult education while Whitney took

charge of mission and outreach. Along with the pastoral gifts of Doug Burgoyne and Bob Seiler, St. James's has been well served by a talented group of clergy.

2009 was also the year of the Strategic Plan. Twelve faithful members of St. James's, under the leadership of Woodi Sprinkel, set about the task of discerning the dreams and goals of our parish for the next five years. They spent months interviewing and listening to the members of our church. In more than a dozen focus groups and through an in-depth online survey they worked to assimilate and craft a strategic plan for St. James's. This plan will be presented at the 2010 Annual Meeting.

I continue to be humbled by the gifts of time, talent, and treasure offered by so many. I am incredibly grateful for the leadership and hard work of Ron Cain as Senior Warden, Scott Ukrop as Junior Warden, Ann Rawls as Finance Chair, Jim Goggins as chair of the Building Committee, and Lilo Ukrop and Ferd Baruch as co-chairs of the Fan the Flame Campaign. Without the gifts of their ministries we would not have been able to accomplish so much in the past year.

My thanks to everyone who contributes to our life together. In 2009 we were blessed by the hard work of our exceptional staff. In no particular order, I want to thank: Gina Young, Betty Molster, Kent Duffey, Valerie Hubbard, John Mavromatis, David Jennings, Doug Burgoyne, Bob Seiler, Dana Corsello, Bob Hetherington, Whitney Zimmerman, Anita Lisk, Poconna Thiel, Frances Caldwell, Brent Winn, Nancy Warman, Virginia Whitmire, Mark Whitmire, Chris Edwards, Jeanne Lapierre, and our team of sextons for all their work. They go above and beyond the call of duty to make St. James's the successful institution that it is. Each of them has a passion for serving God and that passion shows.

In the coming year, I hope you will join with me in praying for the future of our church community. God has a plan for us and we have a great future. Thank you for your support and know that I continue to relish my ministry among you.

Blessings,

Randy

## **REPORT FROM THE ASSOCIATE RECTOR— The Reverend Whitney B. Zimmerman**

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2009 brought a lot of changes to our church and my ministry. I started the year off deep in planning for our first mission to Haiti. It was a great success as we laid the foundation of a strong relationship with the Diocese of Haiti and its wonderful priests which has meant we are so much better equipped to respond in support of them in this, their hour of need. I also took our first partnered mission team to Honduras. It was composed of 16 people, some from St. James's and some from Christ Church, Charlottesville. Not only were we able to offer more hands for help, but through the process we helped Christ Church begin their mission program! They took the mantle of mission on and we hope this pattern will continue! I also led a trip to Appalachia, our second time to Barnes Mountain in Eastern Kentucky. The poverty is some of the worst in Appalachia and it was so rewarding to work alongside locals in shoring up their humble homes in preparation for the coming winter (and what a winter it's been!) St. James's mission program is by far the largest it has ever been, with additional trips to Alaska and New Orleans in 2009. Great thanks to the Missions committee, for their courage, vision and desire to share the Good News ever farther!

2009 also meant a continued growth in the Adult Education program. I am so grateful to the members of the committee for their support and help in brainstorming, leading and guiding the program. Special thanks to Evelyn Sutton for her creative thinking and intrepid speaker searches. With interesting speakers like Lucas Krost, documentary filmmaker, Dan Roberts on Religion in America, and Mark Hubbard on the social impact of payday lending, we had an average of 80 at each Sunday Forum and 50 in the Wednesday Christian Journey classes (which is a growth from previous years). I am excited to say that the weekend retreat I helped organize with the help of a host of great volunteers, when so well. Our leader, The Rev. Curtis Almquist, SSJE, was wise, charming and led us through a deeply spiritual weekend of practice and meditation. I also helped to organize a Jewish-Christian Dialogue, in which all our clergy and Rabbi Beifield of Beth Ahabah took part. It was very well received! Chris Edwards and I started a course with the brilliant teaching of The Rev. Dr. Mark Cooper called Rest and Renewal: Creating Sacred Space in our Busy Lives. The course was such a success that we have offered it again in 2010. I also led a group to the Society of St. John the Evangelist, the lovely monastery where St. James's has been hosted for several years now. We were immersed in the ancient tradition of contemplation and meditation that continues to thrive in that community.

Midway through the year, my role took a large shift when Dana, the Associate Rector, went on to become the rector of St. Luke's in San Francisco. I took on the dynamic and thriving Wine Women and Wonder Bible Study which has become delicious spiritual nourishment for me. In the months since I have also started another bible study for young mothers, too! I have also joined Nancy

Warman in the Outreach ministry. This is something I am so glad to be back in, as I was formed in ministry through 7 years as a pastor in Virginia's jails and prisons. The Outreach Committee and the many ministries this church is active are simply extraordinary and I look forward to deepening in that fabulous work!

2009 was a blessed year in which you all invited me to officiate over many weddings, baptize children and adults, preach from (what I am convinced) is the best pulpit in town and teach young and old about our Lord. Thank you, I am incredibly humbled by the good fortunate and abundant graces of this wonderful job you have given me as Associate Rector. God is so good,

Whitney

## **REPORT FROM THE INTERIM ASSOCIATE RECTOR— The Reverend Robert G. Hetherington**

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My particular focus has been adult education. This includes the adult forum on Sunday morning, the Wednesday evening adult courses and the network of small groups which focus on prayer, bible study, book studies and other forms of spiritual growth. Parish retreats like Shrine Mont are also part of my responsibility.

The Sunday morning adult forums have been marked by a wide variety of presentations, everything from CARITAS, the church homeless shelter program in Richmond, to the Advent music of Richard Rumble and his friends. At that hour there has also been a bible study which this fall focused on "Paul, in his own words" and this winter on "The Christian Life," a bible study inspired by N. T. Wright's book *Simply Christian*.

On Wednesday nights we have "The Pilgrim's Path," an introduction to St. James's church and to the theology and history of the Episcopal Church. This course is primarily for new members. We also have a course on "Sabbath Time" led by Mark Cooper and a series of talks about the "Christian Journey" by a variety of clergy and lay leaders in the Diocese of Virginia. Susan Siefgried's Woman in the Word bible study has also been part of the Wednesday night experience.

I have also initiated a spiritual practice on Tuesday evenings to focus on the future of spiritual formation at St. James's—how can we use our education resources to strengthen the spiritual lives of our parishioners in the best way?

The rector involves the clergy in all aspects of the ministry. So I have had plenty of opportunities to lead worship, preach, teach, provide pastoral care and support other staff members in their various ministries.

St. James's is a strong parish family with a complex ministry which goes in many exciting directions. It has been a privilege to serve with you over the last few months. Thank you for the warm welcome you have given me. May God continue to bless the important work you do together.

Bob

## **YOUTH AND YOUNG ADULTS MINISTRIES REPORT— Chris Edwards, Director**

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St. James's youth program is divided into three primary component parts: Sunday morning education, Sunday afternoon Youth Groups that focus on fellowship and outreach, and our summer youth mission trip for high schoolers. In 2009, we made a couple of important additions to the program in order to make communication and planning more effective. First, Jaime Swingley volunteered to be our Youth Program Superintendent beginning in September 2009. Jaime has provided immeasurable help in organizing, planning, and executing our youth activities. Second, we began a new "youth blog" to serve as a clearinghouse of information for all of our middle and high school youth, their parents, and youth leaders. The blog includes Sunday morning class schedules, all Youth Group schedules, youth leader rosters, and weekly updates about upcoming events.

### ***THE JOURNEY TO ADULTHOOD***

Our Sunday morning *Journey to Adulthood* program focuses on Christian Education for 6<sup>th</sup>-9<sup>th</sup> graders. In 2009, those four classes had a combined total of 98 students registered taught by 15 volunteers from the parish. Bishop Shannon's visit in the spring saw the confirmation of 24 of our 9<sup>th</sup> grade students.

### **YOUTH GROUPS**

We offered three youth group in 2009, roughly following the age breakdown of our *Journey to Adulthood* program: Rite-13 Youth Group (6<sup>th</sup>/7<sup>th</sup> grades), J2A Youth Group (8<sup>th</sup> grade), and EYC (9<sup>th</sup>-12<sup>th</sup> grades). On average, each group met about twice a month during the program year, with activities focused on fun/fellowship and service/social awareness. Activities this year were many and varied: a day at King's Dominion; picnics at Maymont; a trip to the Folk Festival; the "Tacky Light Tour" at Christmas; pumpkin gathering and carving, with delivery to local assisted-living facilities that house St. James's parishioners. We took groups of youth to the Diocesan PYM Retreat Weekends at Shrine Mont, attended some of St. James's Evensong services, volunteered in the garden at the Peter-Paul Development Center, went bowling and watched movies. Our Rite-13 Youth Group cooked the Palm Sunday Pancake Breakfast for the parish (raising money for the Peter-Paul garden project in the process), and dozens of our youth participated in our annual Youth Sunday service in February.

### **YOUTH MISSION TRIP**

We had a fantastic Youth Mission Trip to the Diocese of Alaska in July 2009. Patrick Strickler, Ashlee Kneip and I led eight high schoolers – four boys, four girls – to Manley Hot Springs, a small village about 150 miles west of Fairbanks, Alaska. This was our fifth consecutive summer working on a site that, when completed, will be used as a retreat and camp/conference center for the Diocese

of Alaska. After a week of working on a multipurpose fellowship hall that is under construction, we enjoyed an overnight rafting trip on the Nenana River in Denali National Park. We remain committed to this building project, and plans are in the works to return in the summer of 2010.

### **YOUNG ADULT MINISTRIES**

The young adult (20s/30s) population at St. James's remains strong. Our social gatherings at the homes of young parishioners that began in the fall of 2005 continued to be regular events this year. Highlights of 2009 included a young adult-led St. James's team for the Monument Avenue 10K and a summer cookout in August. Our young adult events have proven to be a great means of making new young parishioners feel welcome, while providing those who are not-so-new with an opportunity to socialize outside of Sunday morning worship.

We also continued with our weekly Young Men's Bible Study on Tuesday mornings in 2009. What began several years ago as a month-long study of a single Gospel has become a weekly hour of fellowship and discussion among a regular core of attendees.

Our youth and young adults play a vital role in our parish life – their enthusiasm, involvement, and infectious vitality are priceless assets to St. James's. I look forward to 2010 and the continued growth of these two ministries!

## **CHILDREN'S MINISTRIES REPORT— Kent Duffey**

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2009 was a very busy year for Children's Ministries at St. James's. Our programs continue to grow, change and enrich the spiritual journeys of our young St. Jamesers.

### **NEW SPACE**

Spring cleaning took on a whole new meaning when the space that had been occupied by the nursery, children's chapel, workrooms and Sunday school rooms was completely cleaned out and moved for the Gibson Hall renovation. It was exciting to shed some of the things we no longer needed, knowing that we were moving to bigger and better things.

In June, we moved our nurseries over to the completed Michaux House and broke in that building with our 2009 VBS, Camp E.D.G.E. We had 100 children and over 50 volunteers using every floor with their activities.

In September came the meeting of all nine Sunday school classes in the Michaux House. Our elementary classes will continue to use this space and make it our own. Our preschool classes were held in Michaux House temporarily while the Gibson Hall renovation continued.

### **NEW PROGRAMS**

At the end of 2008, the Children's Education curriculum committee decided that we would offer the Workshop Rotation model program for our Elementary aged students beginning September 2009. Meetings were held in the winter of 2009 to create an identity for the program, themes for each year and to select supporting scripture. The program was given the name "Growing in Faith," with each year's theme supporting that identity. In September 2009 we opened with "Believing in God's Promises" and used scriptural stories that had been selected by the committee.

This new program also provided a way for many more volunteers to get involved in different ways. Each class was assigned 2-3 Shepherds, adults who spend the year with their class. Workshop leaders teach the lessons and our materials team organizes all the supplies needed for each workshop. We also introduced a bible study for our workshop leaders to be held the Sunday before they began teaching. This was led by a member of the clergy and gave time for these leaders to spend time with the scripture they would be teaching and reflect on it as adults, before teaching it to children.

### **OUTREACH**

Each year's Vacation Bible School has an outreach component to it. This year, we teamed up with the FeedMore program, a division of the Central Virginia Food Bank. The FeedMore program puts together food "backpacks" for needy students during the school year. Our students brought in food similar to that

used and were able to fill 100 of backpacks. These were taken to the Fairfield Court Boys and Girls club and were given to approximately 30 children over a 3 week period.

In the fall, we geared up for our second CARITAS for Kids program. Over several weeks, student participated in creative projects to make prayer cards, placemats, toiletry bags and welcome signs. They were also encouraged to raise money to support the St. James's CARITAS mission. At the Advent Fair, students turned in their money raised. This year it was \$600.00. That is double what the children raised in 2008.

### **TRADITIONS**

While many new things happened in Children's Ministries in 2009, we also continued to enjoy the ministries that have become so loved with this program.

- Our preschool Sunday school classes continued to have large numbers attend, especially our 3 and 4/5 year old class.
- Sunday school kids again made Valentine's for parishioners who are unable to make it to Sunday services for a variety of reasons.
- Mite boxes were observed as a Lenten discipline and gave over \$400.00 to the foreign Missions program at St. James's.
- The Shrine Mont retreat had 30 preschool and elementary aged kids as part of its program, more than ever before!
- Baptismal banners continue to be made by parishioners and given to the families of the newly baptized.
- The Advent Fair enjoyed its new location in Valentine Hall and saw record numbers of kids making crafts and enjoying the fellowship of one another.
- In spite of an early winter storm, the Christmas Pageant went off without a hitch on December 20. The snow on the ground added to the festive and holy character of the service.

What is most important about what happened in Children's programs is the good ministry being done by so many volunteers. Many of these people may never see the impact that they have had on a child's spiritual development, yet they minister regardless. Volunteers teach Sunday school, help those teachers, work all week at Vacation Bible School, volunteer for our nurseries, create baptismal banners, shop and create crafts for the Advent Fair, direct the children in the Christmas pageant. They are a blessing to the children of this church and to all of us at St. James's.

## **MUSIC PROGRAM REPORT—**

**Dr. Mark Whitmire, Music Director**

**Virginia Ewing Whitmire, Organist and Choirmaster**

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As we look back on 2009, we realize what a wonderful year it was for the Music Program. In addition to the regular schedule of rehearsals and services, the Music Program produced dozens of other musical events, including concerts, recitals and Evensong services. The year included concerts by choir from Norfolk State University, Westminster Choir College, Canterbury Cathedral, James Madison University, and others. Scores of guest musicians and numerous guest choirs performed at St. James's and countless members of the community visited St. James's to hear musical programs. Four evening events—the MLK Evensong in January, our Memorial Concert in May, the service of Advent Lessons and Carols, and the *Messiah* at the midnight mass on Christmas Eve—enjoyed the largest attendance ever. At the dedication of Michaux House we all marched into the street to the sound of six drummers and brass, singing “We are marching in the light of God, Selah! Selah!”

This has been another year of growth. The Parish Choir, West Gallery Choir, Guitar Ensemble, Youth Choir, Children's Choir, and the Cherub Choir have all experienced record growth. The West Gallery Choir that sings at the 9:00 a.m. service has grown to 42 singers!

Of course much of our energy was devoted to our 2010 trip to France where we will sing at the American Cathedral (Paris), Chartres Cathedral, Rouen Cathedral, La Madeleine (Paris), and Notre Dame Cathedral (Paris). Forty-five singers are making the trip. Those who are able are paying their own way. A Scholarship Fund has been established to help make the trip possible for those who need financial assistance. We held a very successful fund-raiser in December, and will have a Benefit Concert on Sunday, June 6.

2009 was another year of Outreach. Members of the choirs continued to sing each month at the Virginia Home. During the holiday season choristers sang carols at Westminster Canterbury, the Heartfield, The Virginia Home, and at the homes of shut-ins. We took our third Choir Mission Trip to New Orleans, where we spent a week rebuilding homes destroyed by hurricane Katrina.

This great year was made possible by the commitment and tireless work of the more than 75 adult choristers and 100 children and youth who make up the choirs. They are joined by more than 20 other parishioners who regularly provide food, flowers and hospitality for our visiting musicians. On Wednesday nights our halls are full of choir parents who help out with the children.

It is exciting to be a part of such a thriving parish where music plays such an important role. The sounds of last month's MLK service are still ringing in my ears—600 voices singing “What a fellowship, what a joy divine!” We are reminded how music binds us together.

Soli Deo Gratias—Mark and Virginia

## **SERVANT MINISTRY REPORT—**

**Nancy L. Warman, Director**

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Blessings and abundance are words that come to mind as I reflect on the past year of servant ministry at St. James's Episcopal Church. As a community of faithful Christians, we are so richly blessed, and you as “doers of the word” share your blessings in abundance with others as you seek to strengthen God's kingdom within the church and in the world. It is my privilege to share highlights of this past year's servant ministry.

### **IN-REACH CHURCH MINISTRY**

In-reach church ministry is made strong with many faithful longtime volunteers and many new volunteers working together and taking on the roles of servant ministry within the church. Worship ministry is great and varied: Usher ministry with co-leaders Rich Walker and Harry Turton is comprised of 11 teams and 102 ushers. Michael Lantz continued to serve as lay leader for Lay Eucharistic Ministers and had a team of 35 LEMs who assisted in Sunday worship services and provided in-home communion to those who are shut-in and unable to attend church services. In recent months 7 LEMs have transitioned out of this ministry leaving the need for new volunteers. Anne Jamerson and Connie Saffelle provided outstanding leadership to a growing and changing roster of 82 acolytes and adult leaders. Steve McCoy completed his first year as leader of Lector ministry and served well his team of 56 lectors.

Wheels ministry provided transportation each Sunday morning for Westminster-Canterbury residents to attend the 11:15 worship service and Thanksgiving Day service. Wyn Brown continued in his role as lay leader and had a team of 17 volunteer drivers.

We are greatly nourished and probably a bit spoiled by our Wednesday night dinner teams and our Sunday morning coffee teams. These dedicated volunteers provide opportunity for important fellowship, along with the best ever amazing meals and coffee-time treats! We have 7 teams of 66 volunteers serving on dinner teams and 5 teams with 20 volunteers serving on coffee teams!

Hospitality ministry provided additional fellowship opportunities for church members and guests for a variety of special occasions. Co-leaders Althea Frederick and Jane Dowrick, along with many volunteers, served as planners and hosts for special receptions, including Kick-Off Sunday, Blessing of the Animals (with animal treats!), Easter brunch for clergy and choir, Bishop's reception on Confirmation Sunday, and the annual Pentecost celebration.

Keepers of the Flame senior lunches and fellowship is one of our newest ministries and it started with this April invitation: “We request the honor of your presence at a luncheon... the semi-gourmet luncheon will be catered by St. James's semi-seniors!” Sallie Graham is founder and lay leader of this monthly opportunity for seniors of St. James's and friends to gather for lunch, fellowship, and occasionally for speakers.

Helping Hands ministry is an outreach to our own church members who need support at times of illness or a death in one's family or at the time of celebrating the arrival of a new baby. Jayne Pemberton provided leadership for this team of 21 lay volunteers who provided 35 meals to parish families.

### **OUTREACH MINISTRY**

Outreach ministry is strong, vital and ever growing! It embraces the varied interests and gifts of many doers and it continued over the past year to raise up St. James's as a "church at work in the world." Ministry to our community takes on different shapes and sizes, and as outlined below, it embraces many different needs with love-in-action compassionate responses:

Servant Ministry abounds as one strolls down the streets of the French Quarter and becomes intoxicated with the aroma of Cajun style hors d'oeuvres and New Orleans gumbo! Doers, volunteers, auction donors and guests—many of them—took their places and made it all happen for Mardi Gras for Missions, on Tuesday, February 24. This fabulous event, co-led by Liz Patton and Dick Bennett, and with second to none auctioneer Dick Fowlkes, took in some \$63,000 for missions ministry! It was a great night for missions and it was a night extraordinaire for servant ministry!

Food Force ministry teams continued outreach to homeless and low-income people who are served meals each day at the Freedom House Conrad Center. We are grateful to our 3 teams of 28 volunteers and to lay leader, Louise Lipscomb for their "commitment extraordinaire" to this important ministry that continues to meet a growing community need. A special word of appreciation also goes to our Men's Cooking Team, comprised of leader, Harry Moore and 11 volunteers who also prepare meals for Freedom House and for special events at the church.

Outreach to the Central Virginia Foodbank was increased this past year with the addition of a Spring collection and with the summer Vacation Bible School challenge to adults to help fill backpacks for children in need of food for the weekend. The May Jazz Eucharist Sunday collection and the Thanksgiving Day offering provided a total of 4,358 lbs. of non-perishable food to the inventory of CVF. The VBS challenge provided enough food to fill 106 backpacks for at-risk children who attended the Boys and Girls Club at Fairfield Court.

In addition to the foodbank collection, outreach was provided also to the inmates of the Richmond City Jail. As a lay minister in the city jail, parishioner Bob Wiard provides leadership for the collection of personal hygiene items. This year's two collections provided 27 filled-to-the brim bags of needed items.

Outreach collection reports are not complete without the mention of Easter basket treats for the Peter Paul Development Center! In late March a collection basket was placed in the Narthex with the hope for stuffed toys, wrapped candy, toothbrushes, gift cards, jump robes, play-doh, socks, and coloring books and crayons. In generous "Doer style," it was all collected, and more, and provided to PPDC for its April 11 Easter egg hunt.

GateWay Homes ministry team comprised of Mary Slaughter (leader), Eleanor Schnabel, Bob Herring, Pauline Mula, and Sandra Cooper served as a "beacon of light" for two adult women who needed guidance and hands-on ministry as they moved from GateWay Homes to independent living. This ministry care team helped the women furnish and decorate their new apartment. GateWay Homes is a transitional living program for those who are challenged with mental health issues and who seek to learn to live independently.

Mentoring ministry, under the leadership of Betse Trice and John Hart, continued with 8 mentors in 4 city schools and in the Peter Paul Development Center. On May 14, Betse Trice hosted the second annual "Mentoring Team Party" for all mentors to enjoy time together and to share reflections on the experiences of the past school year. In September, church member and enthusiastic mentor Ryon Acey gave an informative and inspiring account of his role as a mentor and of the importance of mentoring ministry. Following the forum, a bus tour of the PPDC community was offered to those wanting to learn more about the community where most of the children who are mentored live and attend school.

McGuire Veterans ministry team under the leadership of Charles Robideau continued to grow throughout the year. A group of 19 volunteers took turns going on the fourth Tuesday evening of each month to McGuire Veterans Hospital to provide an ice cream social and ministry of presence to wounded veterans in the polytrauma unit and to their families. Of special interest and importance is a December letter that Charles Robideau received from Ian Surraville, a young man who had been a patient at McGuire's and who came to know some of our team members. Ian attended services at St. James's and received a blessing from Randy one Sunday before leaving the hospital and Richmond to go to be with his parents and his young son in North Carolina. Ian's letter stated that he had been accepted at Harvard to begin a graduate program starting January 25! Ian's passage from being a brain injury patient at McGuire's to being a graduate student at Harvard, and to being united with his son, is amazing and wonderful, and it happened with a detour through St. James's that was indeed a blessing for him and for us!

ACTS (Area Congregations Together in Service) is an interfaith ministry of congregations of which St. James's has been a core leader and continuing participant. I continue to serve as Chair of its board, and am now delighted to have Margie Gray and Michael Lantz serve with me. In addition, nine other St. James's Doers offer volunteer time and expertise. This ministry, along with our "in-house" emergency fund outreach, takes its place as a "prevention of homelessness" in the continuum of care of community services. During 2009, Dana and I referred 40 client families, representing 105 individuals, 47 of whom are children. ACTS provided \$26,500.00 in financial support to these families. In addition to these referrals to ACTS, we served 87 client cases from my in-house emergency fund.

St. James's financial literacy coaches, including Frances Caldwell, Duke Singleton, Tom Cunningham, Patty Duffy, and Harry Turton, are significant

players in a new ministry and partnership that began this past year and came to fruition in the January 11, 2010 opening of GoodChoice, a community partnership between Goodwill Industries, St. James's, and the Virginia Credit Union. GoodChoice is an alternative to payday lending that offers a lower cost comprehensive financial education program, one-on-one coaching, and a financial incentive for borrowers who complete the financial education program. This program is designed to break the cycle that traps borrowers into repeated reliance on payday lenders.

Our lovely new Valentine Hall was transformed with bright shiny bicycles and sparkling wrapped gifts, and a decorated tree, all making it look like Santa's workshop! Many Doers—individuals and families—not only transformed our space, but also provided some transformation for children and families who might otherwise have felt neglected and been without the anticipated joy of the season. Through the Christmas Giving Tree, 50 children and 35 seniors of the Peter Paul Development Center received gifts, and an additional eight families from the community were provided gifts and gift cards. Our in-house ACTS emergency fund was increased by gifts in the amount of \$1205 that will be used to stabilize families in their housing. Our Christmas season was filled with blessings, and among them were our Giving Tree leader, Sallie Graham and her faithful team of nine ministry volunteers: Ruth Pratt, Jane Thompson, Liz Nance, Peggy Crowley, Pauline Mula, Eleanor Schnabel, Caroline Stokes, Lilliboo Cronly and Ginny Hofheimer.

CARITAS, with an abundance of servant ministry, brings one year to an end and sees the beginning of a new one as it opens our doors each year to homeless men or women who are guests of CARITAS. Beginning December 26, our beautiful new Michaux House doors were opened to become home to 35-38 homeless men who were our guests for the week. Christ's love filled our new space as hundreds of volunteers—children and adults—provided warm and gracious hospitality, along with listening ears, compassion, and ministry of presence. Our guests loved our bright and spacious building and our leadership team had fun with the challenge of “doing things in a new way in a new building!” Meals were cooked, lunches were packed, coffee was brewed, laundry was washed, games were played, movies were watched, showers were taken (and in our own building for the first time!), hair cuts were provided, concerns were shared, prayers were offered, snacks were shared, laughter was contagious, and rest was made possible in a warm and safe place. Co-leaders Erin Jewett and Carrie Acey, with backup support from Julie Locke and David Wade, provided outstanding leadership for this holiday week of amazing ministry.

This report reflects the wonder and awe of God's call to one urban parish. Most importantly it tells the story of its response! You, the Doers of St. James's have been participants in God's work in the world, and you have put your great and varied gifts to work in God's name. I continue to be amazed and inspired by your abundant ministry and all of its blessings, and I give thanks each day for the opportunity to serve with and among you.

## **OUTREACH REPORT— Edward M. Macon, Chairman**

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In 2009, your Outreach committee was responsible for distributing to community outreach organizations \$67,000 appropriated by the Vestry. This includes \$20,000 dedicated to support St. James's participation in ACTS (Area Congregations Together in Service) homelessness prevention ministry. In 2009, the committee received requests from about thirty different community organizations. The committee spent much time studying and evaluating the requests in an effort to determine which organizations most directly and positively impact our immediate community. Also on behalf of the entire congregation, the fifth payment was made toward our ten year, ten thousand dollar pledge to the Diocese of Virginia to support the mission work of the Diocese.

2009 has been a difficult year. We are seeing more people with serious needs and community organizations are struggling to meet the increased demands. St. James's support of these community organizations has never been more important, whether it be your time, your talent or your treasure. We have worked to help marshal the resources allocated to the committee to see that they are used to do God's work. As we look ahead to 2010, we recognize that the needs of our community continue to rise due to the ongoing bleak economic outlook. We will continue to look at how St. James's may more effectively support those organizations that share our mission of "answering God's call to love and serve others; standing as a beacon of Christ's light in the World."

### Committee Members:

Eleanor Angle  
Sandra Cooper  
Dave Irvin  
Gail Kangas  
Doug Krey  
Eddie Macon, Chair  
Read McGehee III  
Carol Midkiff  
Bobbie Smith  
Karen Townsend  
Betse Trice  
David Wade  
Rev. Randy Hollerith  
Nancy Warman  
Rev. Whitney Zimmerman

## **Requests for Support**

ACTS	20,000.00
CARITAS (Capital campaign/paver)	2,000.00
Circle Center Adult Services	1,500.00
CHIP of Richmond	1,100.00
Crossover Ministries	2,000.00
Dailey Planet	2,000.00
Diocese of Virginia (part of 10 year/\$10,000 pledge)	1,000.00
Drive to Work	500.00
Fan Free Clinic	2,000.00
Freedom House	1,500.00
Gateway Homes	1,000.00
Hilliard House	500.00
Home Again (ESI Connections)	1,000.00
Jacob's Ladder	500.00
Meal on Wheels	500.00
Peter Paul Development Center	10,000.00
St. Andrew's School	600.00
St. James's Children's Center	5,000.00
Stop Child Abuse Now (SCAN)	900.00
The Healing Place	5,200.00
Virginia Supportive Housing	3,500.00
William Byrd Community Center	1,500.00
YWCA	<u>2,000.00</u>
	<b>\$64,800.00</b>

## **Other Expenditures**

Stuart Circle Dues	\$200.00
CARITAS 2009-10 (Host expenses)	<u>1,000.00</u>
<b>Total</b>	<b>\$67,000.00</b>

## **CHILDREN'S CENTER REPORT—**

### **Barbara B. Ukrop, Chairman of the Board**

2009 brought the Children's Center mixed news. The economic challenges put a strain on a number of the families we serve. We were able to maintain serving 50 children on average for the year. However, owing to those challenges, we saw a drop in enrollment during the fall of 2009. The marketing committee has worked diligently to increase enrollment. They have actively reached out with marketing strategies to social agencies, community partners, and the community we serve as a whole. Although we ended the year of 2009 with a reduced number of children, these efforts resulted in bringing enrollment back up to the goal of 50 for 2010. Among these children are several full-scholarship children from the East End. These children were chosen and will be transported to the Children's Center by Peter Paul Development Center.

The move into the temporary space in The Michaux House went very smoothly, thanks in very large part to the church membership. The church's generosity in allowing the Children's Center to use this space provided us the opportunity to continue our mission without disrupting the families we serve. As a result, the Children's Center was able to provide the education we promise for all of our children, including our special populations of special needs and/or at-risk children.

- Foundation and corporate grants totaled \$58,000 for the year. This drop from 2008 was attributed to the significant drop in foundations' and corporations' ability to distribute the same amount of monies as in the past. However, we continued to develop relationships with our corporate donors for yearly requests, and added new corporations and foundations as partners. In addition and most significantly, as an ongoing commitment to the Children's Center, Universal Leaf Foundation granted monies to pay for the entire new computer lab in our new permanent space. The Diocese of Virginia's Fund for Human Need also gave funds to purchase software and for installation costs for the computer lab.
- Individual giving was maintained, with a number of new gifts. In spite of the economic and stock market downturn, we were able to exceed our goal for the fifth year in a row. Contributions reached to \$149,000 for the year.
- We continue to expand our partnerships with other agencies in the community. SPARC is now a partner with the Children's Center. We are delighted to add them to the ever-growing list of partners such as the Children's Museum and the Richmond Area Association for Retarded Citizens, Visual Arts Center, and VCU.
- We are happy to announce two new technology communication tools: our new website: [stjchildrenscenter.org](http://stjchildrenscenter.org) and our online newsletter: *e-scoop*.

Our goal is to increase our profile in the Richmond community, as well as give individuals the ability to donate online and to purchase items, such as cookbooks and tickets to our annual fundraising event, the Spring Fling.

We are blessed and thankful for St. James's Church's continued support, faith and trust in helping us provide the best education for our most vulnerable citizens.

Thank you and God bless.

## **ECW REPORT— Mary Kulp, President**

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Once again the women of the church pulled together in 2009 to organize an impressive and successful holiday Bazaar. The totals from the event were not available at press time, as committee members are still submitting receipts to treasurer Katherine Hoffmann. She should have a final total in the spring. She did a big overhaul on the bookkeeping and these are the amounts we had from 2008 Bazaar that was available for grant payouts.

We held back some money for future projects:

- WomanKind: 3,000.00
- Bazaar seed money 3,500.00
- Checkbook 1,000.00

Balance left in August 2009: \$20,586.29

- Children's Center received our largest grant: \$4,733.81
- ACTS: \$4,617.73
- Safe Harbor: \$4,017.94
- Peter Paul Development Center: \$3,908.30
- Westminster Canterbury: \$3,308.51

The grants were significantly smaller due to the addition of Safe Harbor and the money set aside for WomanKind. This year's Bazaar may not have been as big of a money maker as it was in the past due to the economy and bad weather for the Preview Party. Our WomanKind committee has done a wonderful job of setting up potential money makers for their event and we're hoping it will begin to pay for itself, leaving us with more funds to add to our grants. The ECW will also be hosting a party for Richmond's garden club as one of the streets to be toured this spring will be West Avenue.

Respectfully submitted,

Mary Kulp

President, St. James's ECW

## STEWARDSHIP AND DEVELOPMENT REPORT— Chip Woodson, Director

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*For it is in giving that we receive.*

—From a prayer attributed to St. Francis

### THE FEAST OF ST. JAMES'S

The Feast of St. James's – a very different Feast – was held in late September with the dual purposes of kicking off the Annual Fund campaign for the year 2010 and dedicating the Michaux House. After eight years of dinners “off site,” this was the first Feast held at St. James's.

The service of dedication and blessing in the sanctuary, with very special music, was an opportunity to give thanks for the new building. The Michaux House provides a much-needed, long-awaited addition with a large, beautiful parish hall – Valentine Hall – and appropriate size Sunday School classrooms, large and small meeting rooms and space for current and future outreach programs. All of this, plus the seven month renovation of the Gibson Hall building, were made possible by the Fan the Flame campaign begun in 2007.

Following the service, 500 parishioners crossed Birch Street for an evening of fellowship and travelogues by Thayer Montague depicting where our next journey will take us. The “trip” required a passport and covered all four floors of the Michaux House, which afforded all to learn more about the ministries of St. James's. The evening was chaired by Patrick Strickler and Trent McFadden and included delicious food provided by the cooking team led by Eric Burfeind and Pim Jager. The hard work and creativity by the committee resulted in a great evening of fun for all who attended.

### ANNUAL GIVING

We are thankful for the Annual Giving co-chairs, Jay West and Pam Goggins, who have taken leadership in the 2010 campaign. They have given freely of their time and talents in successfully guiding the pledge process. Our pledges have surpassed last year reflecting the loving commitment of the parishioners to St. James's. You make the ministry of worship, study and service happen at St. James's.

As of February 9:

- \$1,667,500 in commitments for 2010 have been received from 612 families
- 267 families increased their giving (up from 162 last year)
- 50 families are pledging for the first time
- 217 families have promised the same giving as last year

- 78 families have had to reduce their pledge (compared to 122 last year)
- 73 families who pledged for 2009 have not yet made their pledge for 2010

We are most grateful to those who fulfilled their 2009 pledge and made a new commitment for 2010.

### PLANNED GIVING

As many know, St. James's has a rich and varied history, having weathered both good and bad times. It has always been a place where God's love is shared and God's good news is proclaimed. There have been generations of saints in our community who have left a legacy intended to care for the future of our church. The St. James's Legacy Society was created to honor all those who have made a bequest or gift which supports the future welfare of the Church.

The Planned Giving committee, chaired by Bill Gregory and Rich Walker, is charged to encourage and support those who wish to leave such a legacy. By making a gift to the Endowment Fund, in the form of a will bequest, an end of life gift or an outright gift, you will become a member of the St. James's Legacy Society. The Planned Giving committee, St. James's Vestry and the St. James's Endowment Board, Inc. are committed to help meet the needs of those who wish to leave a legacy to St. James's by providing useful information and options.

Gifts to the St. James's Endowment Fund, Inc. go into an investment account. Annually, up to 4% of its liquid assets are made available to the church for:

- Capital needs of the church
- Outreach ministries, grants and programs of the church
- Seed money for new ministries and special one-time projects or expenses
- Such other purposes as are specifically designated by donors whose gifts are included in the Endowment Fund

We invite you to join the group of faithful stewards and leave your own legacy in support of God's work being done in this parish.

### FAN THE FLAME, BUILDING THE FUTURE OF ST. JAMES'S

The new Michaux House was completed late last spring and we have just completed and re-occupied the renovated Gibson Hall. With the careful stewardship of the Building committee and Taylor & Parrish, Fan the Flame is on track to meet its original budget of \$9.2 million (excluding construction financing costs).

Fan the Flame has received a total of \$7,861,557 in gifts and pledges. Of the total pledges, \$6,194,664 in payments have been made to date. During the last 12 months alone, Fan the Flame has received \$1,344,679 in payments. A total of

590 gifts and/or pledges were received and of those pledges, 223 have been paid in full.

Fan the Flame has incurred \$1.4 million in debt to date and it is estimated that the total indebtedness at the completion of the project will be \$1.8 million. Future pledge payments and the projected proceeds from the sale of historic tax credits from the Sunday School and Gibson Hall renovation will retire much of this debt. However, the Building committee is projecting that some debt will still be outstanding upon the completion of all pledge payments. The Building committee is currently evaluating various options to address this outstanding debt.

#### **OTHER GIVING AT ST. JAMES'S**

The Jessie Ball duPont Fund continued to generously award grants to St. James's in 2009. The \$7,500 "People In Need Grant" funded utility and rent assistance as well as other emergency assistance to individuals who came to us through ACTS (Area Congregations Together in Service).

The Jessie Ball duPont Fund also awarded a \$200,000 grant to St. James's for the GoodChoice program, which will fund an initiative designed to free people from dependency on payday lending. GoodChoice is a collaborative venture with Virginia Credit Union supplying infrastructure, Goodwill Industries supplying program space and financial literacy curriculum, and St. James's supplying financial literacy volunteers.

During the year, we receive a number of memorial gifts to St. James's, many of which are designated to the Endowment Fund, the music program, Fan the Flame, missions, or other specific areas. In 2009, we received 177 such gifts totaling \$12,895, of which, \$7,346 were undesignated and \$5,549 were designated.

## **FINANCE COMMITTEE REPORT— Ann Rawls, Chairman**

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### **HOW ARE WE DOING?**

As members of the Vestry might tell you, each month I present a written and oral financial report to the Vestry. The presentation generally begins like this, "I am pleased to report that the parish is in a sound cash position and as expected expenses remain in-line with receipts." Beyond those simple words, I present this year's annual report on the financial position of the parish.

Parish activities are funded almost entirely by parishioner pledges (92%), cash placed in the offering plates on Sunday (4%) and designated receipts such as income from the cellular tower placed on our steeple. In addition to the annual budget, there are some other ongoing funds that are spent and/or increased over time such as the building maintenance reserve that is used for non-routine repairs. Managing cash-flow is key to our stability and as such, there is a cash reserve of \$100,000 which is often used during the summer when receipts are low and replenished in the fall when receipts increase.

### **ANNUAL RECEIPTS....**

In 2008 receipts were \$1,835,161 which was just above the budget of \$1,834,544. This past year, 2009, we collected \$1,741,941 which was a 5% decrease from the prior year but matched expectations and spending levels.

The receipt budget for 2010 is \$1,887,211. This is an increase of \$145,270 over 2009, 8% higher. However, it is just 3% higher than 2008, \$52,050. The increase is supported by increases in pledge income plus an \$80,000 gift from the St. James's Endowment Fund.

As stated earlier in this report, most of the income for the parish comes from annual pledges. Each year we budget to collect 95%-96% of funds pledged. For the past 10 years collections have ranged from 96% to 99% of pledges.

### **ANNUAL EXPENSES....**

In February 2008 the Vestry and staff made deliberate decisions to either keep spending level or, in some instances, to reduce spending. Then during the summer of 2008, spending levels were shaved again. Going into 2009, spending levels stood at 4% less than 2008.

For 2010, expenditures will increase by \$144,334. Most of the increases are for the expected costs of operating our additional 27,000 square feet. There are also modest increases in program funding and staff compensation. This will be the first increase in staff salaries since 2007.

### **FINALLY....**

I want to recognize the people who make our financial operations work so well. We are extremely fortunate to have the long-term knowledge and experience of Mrs. Poconna Thiel who serves as the bookkeeper and financial secretary for the

parish and for the Children's Center. Also, there are many volunteers who provide support year after year – Ms. Katherine Hoffman and Mr. Tim Carpenter serve as the volunteer treasurers and a committee of volunteers count funds collected at services and make weekly bank deposits. We can feel confident that are funds are handled properly.

**AND, LASTLY....**

If you have not returned your pledge card, please call Chip Woodson, the new Director of Stewardship and Development, make your pledge on-line or send him an email (cwoodson@doers.org)to make your intentions known.

Thank you for the opportunity to serve as your Finance Chair.

Faithfully submitted,

Ann M. Rawls

**2009 YEAR END STATEMENT / 2010 BUDGET  
ST. JAMES'S EPISCOPAL CHURCH  
TOTALS AS OF DECEMBER 31, 2009**

	2009 YTD Actual	2009 Annual Budget	2010 Annual Budget
<b>REVENUES</b>			
Non Stewardship Gifts	15,500.00	20,500.00	23,500.00
Stewardship Pledges	1,590,969.67	1,582,400.00	1,667,503.36
Plate and Non-Pledge	62,380.60	85,000.00	70,000.00
Miscellaneous Income	10,517.56	10,000.00	12,500.00
Cell Tower Income	22,041.37	23,750.00	23,708.00
Transfer from Memorials	6,000.00	6,000.00	7,000.00
Transfer from Endowment Fund	0.00	0.00	80,000.00
Acts Ministry	0.00	0.00	3,000.00
Surplus Carryover	34,532.23	28,000.00	0.00
<b>TOTAL REVENUES</b>	<b>1,741,941.43</b>	<b>1,755,650.00</b>	<b>1,887,211.36</b>
<b>EXPENSES</b>			
Diocesan Matters	\$320.00	\$2,000.00	\$1,800.00
Personnel	\$927,660.38	\$959,539.26	\$1,013,420.55
Office Expenses	\$106,041.32	\$98,600.00	\$97,800.00
Building and Grounds	\$310,874.94	\$298,500.00	\$347,950.00
Stewardship	\$12,000.00	\$12,000.00	\$12,000.00
Worship	\$2,751.99	\$2,150.00	\$2,400.00
Music	\$69,000.00	\$69,000.00	\$75,000.00
Mission and Outreach	\$263,212.60	\$264,394.00	\$278,040.34
Communications	\$5,299.84	\$11,050.00	\$8,600.00
Children's Ministries	\$7,042.76	\$7,230.00	\$8,000.00
Adult Christian Education	\$10,991.38	\$7,500.00	\$8,000.00
Youth Ministries	\$6,538.07	\$6,250.00	\$8,200.00
Special Programs	\$7,779.52	\$5,100.00	\$9,000.00
Lay Ministries	\$11,584.40	\$9,550.00	\$15,220.00
<b>TOTAL EXPENSES</b>	<b>\$1,741,097.20</b>	<b>\$1,752,863.26</b>	<b>\$1,885,430.89</b>
<b>Change in Net Assets</b>	<b>844.23</b>	<b>\$2,786.74</b>	<b>\$1,780.47</b>

**ENDOWMENT FUND REPORT—  
E. Massie Valentine, Jr., Endowment Fund Treasurer**

STATEMENT OF INCOME AND EXPENSES 2006 - 2009				
	2006	2007	2008	2009
<b>Income</b>				
Trustees Endowment Fund	\$70,093.04	\$76,499.37	\$77,608.08	\$74,648.75
Anderson Horan Fund	9,394.58	10,110.60	9,548.99	8,081.91
Gifts	12,767.06	5,141.00	800.00	0.00
Gift Annuity 1 - Income *	912.91	1,019.66	430.21	0.00
Gift Annuity 2 - Income *	15,358.32	17,410.72	12,276.62	0.00
Gift Annuity 3 - Income *	3,001.85	2,961.25	2,615.27	0.00
Gift Annuity 4 - Income *	0.00	6.33	2,193.73	0.00
Mortgage Interest	6,600.00	6,000.00	6,000.00	5,500.00
Clergy Loan Interest	0.00	0.00	0.00	500.00
Bequests	25,000.00	0.00	211,205.82	55,000.00
<b>TOTAL</b>	<b>\$143,127.76</b>	<b>\$119,148.93</b>	<b>\$322,678.72</b>	<b>\$141,730.66</b>
* Gift Annuities transferred into Trustees Endowment Fund Account in 2008				

**ENDOWMENT FUND REPORT, CONTINUED—**

<b>Expenses</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
To Rector for Distribution	15,000.00	10,000.00	22,000.00	10,000.00
Asset Management Fees	18,886.06	20,596.27	19,903.89	18,487.77
Pension	1,200.00	1,200.00	1,200.00	1,200.00
Salary Share	30,000.00	30,000.00	30,000.00	30,000.00
Westminster Canterbury	10,000.00	10,000.00	10,000.00	10,000.00
Ecumenical Parking	20,792.95	20,000.00	20,000.00	23,100.00
Gift Annuity 1 - Payment	2,700.00	2,700.00	2,700.00	2,700.00
Gift Annuity 2 - Payment	20,419.04	20,419.04	20,419.04	20,419.04
Gift Annuity 3 - Payment	3,249.96	3,249.96	3,249.96	3,249.96
Gift Annuity 4 - Payment	0.00	0.00	1,904.85	2,000.00
Stuart Circle Parking	18,000.00	18,000.00	18,000.00	18,000.00
St James's Expansion	20,000.00	0.00	0.00	0.00
Gift to Rector	0.00	10,000.00	0.00	0.00
Rector Sabbatical	0.00	0.00	7,500.00	0.00
Dana Corsello Purse	0.00	0.00	0.00	5,000.00
Bishop's Chapel at Roslyn	0.00	0.00	0.00	10,000.00
Miscellaneous	267.19	719.65	372.00	285.56
<b>TOTAL</b>	<b>\$160,515.20</b>	<b>\$146,884.92</b>	<b>\$157,249.74</b>	<b>\$154,442.33</b>
<b>Net Addition (Withdrawal)</b>	<b>(\$17,387.44)</b>	<b>(\$27,735.99)</b>	<b>\$165,428.98</b>	<b>(\$12,711.67)</b>

<b>HISTORY OF DISBURSEMENTS FROM THE FUND</b>		
1967-2003		\$3,538,315.01
2004	To Rector for Distribution	10,000.00
2004	Salary Share Agreement	30,000.00
2004	Ecumenical Parking	20,000.00
2004	Stuart Circle Parking	18,000.00
2004	Richmond Hill Gift	5,000.00
2004	HVAC System	15,000.00
2005	Richmond Hill Gift	5,000.00
2005	Stuart Circle Parking	18,000.00
2005	Ecumenical Parking	15,500.00
2005	To Rector for Distribution	10,000.00
2005	Salary Share Agreement	30,000.00
2005	St James's Expansion	10,000.00
2006	Stuart Circle Parking	18,000.00
2006	To Rector for Distribution	15,000.00
2006	Westminster Canterbury	10,000.00
2006	St James's Expansion	20,000.00
2006	Ecumenical Parking	20,792.95
2006	Salary Share Agreement	30,000.00
2007	To Rector for Distribution	10,000.00
2007	Westminster Canterbury	10,000.00
2007	Salary Share Agreement	30,000.00
2007	Ecumenical Parking	20,000.00
2007	Stuart Circle Parking	18,000.00
2007	Gift to Rector	10,000.00
2008	To Rector for Distribution	22,000.00
2008	Salary Share Agreement	30,000.00
2008	Westminster Canterbury	10,000.00
2008	Ecumenical Parking	20,000.00
2008	Stuart Circle Parking	18,000.00
2008	Rector Sabbatical	7,500.00
2009	To Rector for Distribution	10,000.00
2009	Salary Share Agreement	30,000.00
2009	Westminster Canterbury	10,000.00
2009	Ecumenical Parking	23,100.00
2009	Stuart Circle Parking	18,000.00
2009	Dana Corsello Purse	5,000.00
2009	Bishop's Chapel at Roslyn	10,000.00
		\$4,150,207.96

## ENDOWMENT FUND REPORT, CONTINUED—

<b>STATEMENT OF ASSETS</b>	
<b>As of December 31, 2009</b>	
<b>INVESTABLE ASSETS</b>	
Endowment Fund Subject to Trustee's Instructions	
Market Value of Securities and Cash	\$3,284,901.52
Anderson-Horan Fund (Income is used for Charitable Purposes at Rector's discretion)	
Market Value of Securities and Cash	345,131.50
<b>Total Investable Assets</b>	<b>\$3,630,033.02</b>
<b>OTHER ASSETS</b>	
Mortgage Loan	100,000.00
Clergy Loan	25,000.00
Cash in Checking Account	164.48
<b>Total Other Assets</b>	<b>\$125,164.48</b>
<b>TOTAL ASSETS</b>	<b>\$3,755,197.50</b>

## SENIOR WARDEN'S REPORT— Ronald A. Cain, Jr.

I have certainly enjoyed serving as Senior Warden this past year. St. James's is truly a remarkable place and it seems to me is getting better as we go along. Bishop Johnston, on his last visit here, said two things that I distinctly remember. One, that St. James's has the best clergy in the Diocese and two, that he could feel the energy that was running through our parish. He was right on both counts. Our clergy and our staff are without equal. We are blessed to have them and our success is in large part due to their efforts.

Our lay leadership is also exceptional. You cannot run an operation like St. James's with all of its moving parts unless you have large numbers of volunteers who are willing to give up their time as well as their money to make it all work. From the Altar Guild, Building committee, Fan the Flame, Strategic Planning, Annual Giving, Cooking Teams, Vestry, Hospitality, Newcomers, Ushers, Choirs, LEMs, Lectors, Missions, Bible Study Leaders, Church Office volunteers, Sunday School Teachers and Lord knows how many others I have inadvertently left out. We could not be who we are without the efforts of all of these people. If you are already volunteering your time and supporting the Church with a financial commitment, I thank you. If you are not, please consider doing so in the coming year. While we have made great progress, there is much to be done.

In closing, again let me say how much I have enjoyed this year. We are lucky to have Randy Hollerith as our Rector. It takes a special person to effectively lead a large and diverse parish like St. James's. His job is literally 24/7 and I have the utmost respect for him. I also have great confidence in his leadership as we go forward and begin to use our new facilities to reach out even more into our community. Thank you and may God bless St. James's Episcopal Church.

Ronald A. Cain Jr.  
Senior Warden

***Rector***

The Reverend Randolph Marshall Hollerith

***Associate Rector***

The Reverend Whitney Zimmerman

***Interim Associate Rector***

The Reverend Robert Hetherington

***Associate Priest***

The Reverend Douglas Burgoyne

***Pastoral Associate***

The Reverend Robert Seiler

***2009 Vestry***

Ronald (Ron) A. Cain, Jr., *Senior Warden*

Scott Ukrop, *Junior Warden*

Eleanor Angle

Richard (Dick) K. Bennett

Jane Dowrick

Althea Frederick

Pam Goggins

William A. (Bill) Gregory

Barbara B. Guvernator

Cary Milley

Thayer Montague

Elizabeth (Beth) C. Moore

Ann Rawls

Pierce Rucker

Mark Shuford

Barbara (Bobbie) Smith

Richard (Rich) Walker

Elizabeth Ware