

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
September 15, 2009

A regular meeting of the vestry of St. James's Episcopal Church was held on September 15, 2009, pursuant to proper notice of time and place. Vestry members attending were Mr. Dick Bennett, Mr. Ron Cain, Ms. Jane Dowrick, Ms. Althea Frederick, Mrs. Pam Goggins, Mrs. Cary Milley, Mr. Thayer Montague, Mrs. Beth Moore, Mrs. Ann Rawls, Mr. Pierce Rucker, Mr. Mark Shuford, Mrs. Bobbie Smith, Mr. Scott Ukrop, Mr. Rich Walker, and Ms. Elizabeth Ware. Mrs. Eleanor Angle, Mr. Bill Gregory and Ms. Barbara Guvernator were absent. Also attending was the Rev. Randolph Hollerith, Mrs. Anita Lisk, and Mrs. Betty Molster. 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. On motions made, seconded and unanimously approved, the agenda was adopted and the Minutes of August 18, 2009 Vestry meeting were approved.

Mr. Hollerith asked the Vestry to continue to keep Barbara Guvernator in their prayers.

VESTRY GOALS REVIEW

Mr. Hollerith announced that a subcommittee will be formed to research salary compensation. Mr. Cain and Mrs. Smith volunteered to serve on the committee.

The Strategic Plan survey is now online and responses are being received by the committee.

COMMENTS & CONCERNS

Mrs. Moore congratulated Mrs. Molster for her recent recognition of years of service to St. James's, including taking on Stewardship temporarily following the resignation of Frances Caldwell.

The HVAC system in the Michaux House is still being adjusted to work out humidity issues.

COMMITTEE REPORTS

FACILITIES

Communication

Mrs. Moore thanked Vestry members for their efforts to shepherd parishioners to correct locations.

Strategic Plan

Mr. Rucker reported that the online survey is going well and planning is on schedule. The committee is collecting and analyzing the data gathered.

Church

Mr. Ukrop said that he anticipates that the budget will need to absorb extra costs due to new space, particularly for sextons and utilities.

Mr. Hollerith reminded the Vestry that the Endowment Fund board has agreed to help with new operating costs on a three-year step down basis.

Mrs. Smith reported that she is working with David Jennings, Facilities Manager, and the city to see if it is a possibility to paint crosswalks on W. Franklin Street from the garage to the Michaux House. If approved, the crosswalks would likely be painted in December.

Mrs. Molster reported that construction work is on schedule for the renovations to Gibson Hall (the education building).

STEWARDSHIP

Mrs. Molster reported that things were going well in Stewardship, with the Annual Fund Case Statement ready to be mailed tomorrow and pledge cards and letters to be mailed on September 23 so that they can be returned on Pledge Sunday, October 27.

The Feast volunteer training dinner went well, with inspiring speakers telling the volunteers what St. James's has done to make a difference in their lives. Plans for the Feast of Blessing are also going well. Mr. Shuford reminded Vestry members of their duties for the Feast and gave an overview of what the evening will involve.

Mrs. Goggins distributed a report on pledge income from 2003-2009. The Annual Giving campaign this year will encourage parishioners to increase their pledges by at least 15%.

FINANCE

Mrs. Rawls distributed the regular monthly financial reports, noting that \$50,000 was borrowed from cash reserves during the summer, which will be repaid when cash flow improves. Statements were mailed in July and will be again in October. Mrs. Rawls also pointed out the Buildings & Grounds expenses and stated that an additional \$200,000 will be needed in next year's operating budget to cover the new expenses.

WORSHIP AND EDUCATION

Children's Ministries

Kent Duffey, Director of Children's Ministries, submitted a written report, highlighting the great Opening Day on September 13.

Adult Education

Mrs. Smith reported for Ms. Zimmerman that the Wednesday night programs and Sunday morning Forum speakers are all set for the fall.

Mrs. Goggins commented that she had checked into concerns about safety during the Wednesday night programs and is working on the logistics for establishing a system where parishioners serve as escorts.

Youth Ministries

Chris Edwards, Director of Youth and Young Adults, submitted a written report.

OUTREACH & MISSIONS

Outreach

Mrs. Angle submitted a list of organizations that were granted Vestry outreach funds. Mrs. Smith, who also serves on the committee, commented that Westminster Canterbury was not allocated funds because they are given funding from both the Endowment Fund and the Episcopal Church Women.

The focus of the committee is shifting to grants for homelessness and homelessness prevention. Mr. Hollerith expressed his interest in more support for the Peter Paul Development Center and announced that PPDC is affiliated with the new Episcopal middle school, Anna Cooper, which is located in the East End of the city.

Children's Center

Ms. Dowrick reported that the Center is seeking volunteers to help make their annual Christmas ornaments, which are sold to raise funds. The Center is also checking into the number of students they are allowed to serve once the renovations to Gibson Hall are completed and they move back into the Sunday School space.

Missions

The following mission trips have been scheduled:

- November 8-14: New Orleans
- March 6-14, 2010: Honduras
- March 6-14: Haiti
- May 24 – June 5: Sudan
- June 5-11: Appalachian

Mr. Montague remarked that the committee is interested in getting feedback from those serving on mission teams upon their return from their trips. The committee is also investigating the possibility of a "mission trip" in Richmond. Ms. Zimmerman and the committee are putting together a procedural handbook for lay mission leaders.

FELLOWSHIP

Hospitality

Ms. Frederick reported that the Hospitality committee will be helping to provide food for the reception following Bishop Lee's farewell service at St. Paul's on September 19.

ECW

The co-chairs of WomanKind, Carrie Montague and Stevie McFadden, submitted a report.

The ECW board has met and determined grants from the monies raised from their annual Bazaar.

The ECW is providing box lunches for the annual Garden Week in April, 2010.

RECTOR'S REPORT

Attendance figures for the previous month was distributed and Mr. Hollerith called attention to the dates of upcoming events on the reverse of the agenda.

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

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

Ronald A. Cain, Jr.
Senior Warden