

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
February 19, 2008

A regular meeting of the vestry of St. James's Episcopal Church was held on February 19, 2008, pursuant to proper notice of time and place. Vestry members attending were Mr. Dick Bennett, Mr. Ron Cain, Mrs. Ruth Ellett, Mrs. Mary Waller Fergusson, Ms. Althea Frederick, Mrs. Pam Goggins, Mr. Bill Gregory, Ms. Stevie McFadden, Dr. Read McGehee, Mrs. Cary Milley, Mr. Thayer Montague, Mrs. Beth Moore, Mr. Jay Patton, Mrs. Ann Rawls, Mrs. Bobbie Smith and Mr. Scott Ukrop. Mr. Pierce Rucker and Mrs. Jennifer Sisk were absent. Also attending were the Rev. Randy Hollerith, the Rev. Dana Corsello, Ms. Frances Caldwell, Mrs. Anita Lisk, Mrs. Betty Molster and Mrs. Poconna Thiel. Mr. Harry Moore was an invited guest. 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 in the Chapel. 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 the January 15 and January 29, 2008 Vestry meetings were approved.

SPECIAL BUSINESS

Election of Vestry Officers

Mr. Hollerith nominated Mrs. Ruth Modlin Ellett to serve as Senior Warden. There being no further nominations, on a motion made, seconded and unanimously approved, Mrs. Ellett was elected to serve a one-year term as Senior Warden.

Mrs. Ellett nominated Mr. Pierce Rucker to serve as Junior Warden. There being no further nominations, on a motion made, seconded and unanimously approved, Mr. Rucker was elected to serve a one-year term as Junior Warden.

On a motion made, seconded and unanimously approved, Tim Carpenter and Kathie Hoffmann were elected to serve as volunteer Treasurers and Anita Lisk was elected to serve as Registrar.

Authority to Conduct the Church's Business

On a motion made and seconded, the Vestry unanimously adopted a resolution provided by Davenport to approve that the Senior and Junior Wardens, the Financial Secretary and the Director of Stewardship and Development are authorized to buy, sell, assign and endorse for transfer, certificates representing stocks, bonds or other securities now registered or hereafter registered in the name of this church.

On a motion made and seconded, the Vestry unanimously adopted a resolution provided by SunTrust to approve the authorization for the Senior and Junior Wardens, the Finance Chair and the Treasurers to sign checks drawn on the church's accounts, including both the operating account and the Fan the Flame account. It was noted that one signature is needed for checks under \$1,000 and two signatures needed for checks over that amount. The resolution is attached.

Designated Plate Offerings

The list of recommended designated plate loose offerings was distributed. On a motion made and seconded, the following designations were approved:

- Yale Divinity School, General Seminary, Episcopal Divinity School and Virginia Theological Seminary – Theological Education Sunday, March 9
- Compass Rose (\$2,000.00 max.) – Easter, March 23
- Children’s Center – Children’s Center Sunday, April 13
- Bishop Lee’s Discretionary Fund – Bishop’s visitation for baptisms, confirmations, reception and reaffirmations, May 11
- Central Virginia Foodbank – Thanksgiving Day, November 27
- Children’s Center (\$5,000.00 max.) – Christmas Eve at the 4:00 and 11:00 p.m. services

Candidate for the Diaconate

Mr. Hollerith requested that the Vestry certify Matt Johnson as a candidate for the Diaconate. The certification reads:

To the Standing Committee of the Diocese of Virginia: We do certify that, after due inquiry, we are well assured and believe that Matthew Ransom Johnson, for the last three years has lived a sober, honest, and godly life, and is loyal to the Doctrine, Discipline, and Worship of this Church, and does not hold anything contrary thereto. And, moreover, we think Matthew Ransom Johnson a person worthy to be admitted to the Sacred Order of Deacons.

The certification was circulated and all those present signed it.

SPECIAL GUEST

Mrs. Corsello introduced Mr. Harry Moore, the lay leader of the Jessie Ball duPont Outreach Task Force, to present their report on their discernment process for outreach into the Richmond community. Mr. Hollerith said that the function of the study was meant to determine two things:

- 1) Is the parish passionate about current outreach efforts?
- 2) Is the parish missing contributing to something major in which it wants to be involved?

The committee reported that four areas of interest surfaced:

- 1) Early Childhood Education
- 2) At-Risk Youth
- 3) Services to Older Adults
- 4) Homeless Prevention

The study showed that the parish supports current outreach efforts for the Children’s Center, Peter Paul Development Center and ACTS (Area Congregations Together in Service). The committee continues to explore how to improve and expand outreach efforts.

COMMENTS & CONCERNS

Mrs. Moore recognized the excellent leadership of Mrs. Corsello, Ms. McFadden and Mrs. Carrie Montague for the recent WomanKind seminar. Mrs. Corsello acknowledged the dedicated work of a committee of approximately 30 women for this special event.

Mr. Cain expressed concern about how to best address disruptive children at the 9:00 service. Mr. Hollerith and Mrs. Corsello agreed that they should contact the families of the children involved to encourage them to monitor their children's behavior.

Ms. Frederick commented that the noise in the narthex prior to the service has also become disruptive for those who have entered the church and are praying or preparing for the service. Mr. Hollerith said that he would communicate the need for quiet to the ushers and in articles in the bulletins and newsletter.

Ms. McFadden commented that the stairwells and elevator in the parking deck needed cleaning.

STEWARDSHIP REPORT

Annual Giving

Ms. Caldwell distributed a written report, noting that additional pledges are needed to fund this year's annual operating budget. Those parishioners who made a pledge in 2007 but have not yet done so for 2008 are being contacted.

Fan the Flame

The Capital Campaign committee continues its work. It was determined that the committee needed to communicate to the parish that it would help alleviate financing costs if parishioners would pay their pledges to the Fan the Flame campaign early. The committee is also exploring the possible use of historic tax credits for the renovations.

Planned Giving

Ms. Caldwell reported that nearly \$500,000 has been added to the Endowment Fund since focused Planned Giving efforts began and more is pledged through bequests.

Ms. Caldwell presented last year's Vestry Statements on Annual and Planned Giving and requested that the Vestry review them and contact her with any suggestions for changes so that she may propose them for a vote at the March meeting.

FINANCE REPORT

Mrs. Rawls distributed the December 2007 financial reports (*attachment to the Minutes*), noting that the books for 2007 remain open, as end-of-year expenses and income continue to be received. The Finance and Executive committee continues to develop the 2008 budget. At this time, there are fewer new pledges than in past years, and there are several parishioners who pledged last year who have not yet pledged this year. It was determined that newcomers need to be educated about annual pledging and calls will be made to parishioners who have formerly pledged.

BUILDING REPORT

Mr. Hollerith reported that Jim Goggins, Building committee chair, and Bobby Garland, General Contractor for the project, are currently soliciting sub-contractor bids.

FINANCE REPORT

Mrs. Rawls distributed the monthly financial reports and welcomed questions.

CHILDREN'S MINISTRIES REPORT

Mrs. Kent Duffey, Director of Children's Ministries, submitted a written report. Highlights included current events in the Sunday School, including a Lenten discipline for the children, the review of the curriculum, the announcement of the week of July 7-11 as the dates for Vacation Bible School, children's behavior issues in Children's Chapel, and how to make the nursery a more welcoming place.

YOUTH AND YOUNG ADULT MINISTRIES REPORT

Mr. Montague announced that the Young Adults group would be gathering at Ms. McFadden's home in February.

Ms. McFadden reported that Mr. Edwards is meeting with several people to discuss how to improve the *Journey to Adulthood* program for teenagers. Mr. Edwards and Middle School Youth Group advisors hosted a "lock in" at the church for middle schoolers in January.

MISSIONS REPORT

Mrs. Corsello reported that the Sudan and Honduras Mission teams are full but there is still room to join the Haiti Mission trip.

Mr. Bennett reported that the Mardi Gras for Missions fundraiser was very successful, and anticipates raising approximately \$40,000.

CHILDREN'S CENTER REPORT

Mrs. Fergusson reported that the Children's Center ended their fiscal year in the black. Mrs. Geraldine Johnson, the Center's director, and the Center are getting more and more statewide recognition for their excellent program.

WELCOME MINISTRY REPORT

Mrs. Corsello reported that the committee continues to offer monthly "Meet & Greet" coffees and reiterated the importance of the Vestry Greeters at the door after the Sunday morning services to capture newcomers' names and contact information. The sign up for Vestry Greeters was circulated.

MEMORIAL GARDEN REPORT

Mr. Hollerith reported that there has been five burials in the Memorial Garden since Thanksgiving. Engraving names on the memorial stones has been requested and will be done when the weather is warmer.

RECTOR'S REPORT

Mr. Hollerith announced that he and Mrs. Ellett would be working on committee assignments for the year and requested that the Vestry contact either of them if they had a preference.

Mr. Hollerith presented Housing Resolutions for each of the clergy, which provides documentation that the church does not provide housing for clergy and they may allow part of their salary as a housing allowance to be exempted from federal taxes, as provided by the IRS tax code. Upon a motion made and seconded, all three resolutions were unanimously approved.

Mr. Hollerith reported that the Rev. Rick Greenwood, the Vicar of St. Clare's, a mission church in the far west end of Richmond whose mission is to reach out to the unchurched in that area, has asked the rectors of the larger Episcopal churches in Richmond (including St. James's) if he may invite members of their parish to consider attending St. Clare's for a year as missionaries to support this new church and help it get off the ground. The Vestry agreed to allow Mr. Greenwood to do so.

Mr. Hollerith asked for the Vestry to note the upcoming events listed on the reverse of the Agenda, particularly the Vestry Retreat on February 23 at Roslyn, which will be facilitated by Ms. Woodi Sprinkel. In addition to setting goals for the coming year, the focus of the Retreat will be on how best to deal with change. The entire Vestry will be installed at the 11:15 a.m. service on Sunday, February 24.

Mrs. Goggins noted the exhibit in Gibson Hall of photographs by Margie Nea, which had been displayed for the WomanKind conference.

There being no further business the meeting was adjourned at 7:10 p.m.

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

Ruth Modlin Ellett
Senior Warden