

Minutes of a Regular Meeting
Of the Vestry
Of St. James's Episcopal Church, Richmond
March 18, 2008

A regular meeting of the vestry of St. James's Episcopal Church was held on March 18, 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, Mr. Bill Gregory, Ms. Stevie McFadden, Dr. Read McGehee, Mrs. Cary Milley, Mr. Thayer Montague, Mrs. Beth Moore, Mrs. Ann Rawls, Mr. Pierce Rucker, Mrs. Jennifer Sisk, Mrs. Bobbie Smith and Mr. Scott Ukrop. Mrs. Pam Goggins and Mr. Jay Patton 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. 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 the February 19, 2008 Vestry meeting were approved.

COMMENTS & CONCERNS

Mrs. Smith suggested that actions from the Vestry meetings be published in the monthly newsletter. Mr. Hollerith explained that, due to the timing of the meetings and publication deadlines, it was difficult to publish this information in a timely manner. A motion was made and seconded that, once approved, Minutes from the Vestry meetings be posted to the church's website. The motion was approved unanimously.

Mr. Hollerith remarked that the Vestry meeting agenda serves as a reminder of the work of the committees, but reports from every committee are not expected at every meeting. Members of the Vestry should contact Mrs. Lisk, Mr. Hollerith or Mrs. Ellett before the Finance and Executive committee meets the week before the Vestry meeting should they have anything they wish to add to the Vestry meeting agenda.

FINANCE REPORT

Mrs. Rawls distributed the February 2008 financial reports (*attachment to the Minutes*), noting that of the \$100,000 outstanding in 2007 pledges, \$20,000 was received in February.

Mrs. Rawls reported that she had met with representatives from BB&T, SunTrust and First Market Banks regarding proposals for bridge funding for the building project and will have a report at the April Vestry meeting.

Mr. Bennett inquired about the possibility of the church being able to accept credit cards as payment for special events (such as Mardi Gras), understanding that it is not desirable for the church to accept credit cards as payment for pledges. Mrs. Rawls responded that she is checking into that possibility, along with the use of a check reading machine, as part of her negotiations with the banks.

Mr. Rucker asked if the banks with which Mrs. Rawls has been negotiating expect the church to use their institution for all church financial transactions if we accept their proposal for the loan, to which she replied that they did.

STEWARDSHIP REPORT

Fan the Flame

Mrs. Ellett reported that Lilo Ukrop is researching the possibility of using historic tax credits for the renovation portion of the building project, which would be good stewardship as well as potential income for the project.

Ms. Caldwell distributed the Fan the Flame report (*attachment to the Minutes*). Ms. Caldwell announced that she is speaking with representatives from various foundations and expects to be awarded several small grants for the Capital Campaign. She also expects to receive a \$50,000 Renovation and Restoration grant from the Jessie Ball duPont Fund.

Annual Giving

Lila Putney and Scott Hetzer, chairs for the 2008 campaign, continue to make calls and pledges for the 2008 budget are still being received.

Ms. Caldwell re-introduced last year's Vestry Statements on Annual and Planned Giving (*attachment to the Minutes*). On a motion made and seconded, both the Vestry Statement on Annual Giving and the Vestry Statement on Planned Giving were unanimously approved as presented.

CHILDREN'S MINISTRIES REPORT

Mrs. Kent Duffey, Director of Children's Ministries, submitted a written report (*attachment to the Minutes*).

YOUTH AND YOUNG ADULT MINISTRIES REPORT

Ms. McFadden, Mr. Montague and Mrs. Sisk met with Chris Edwards, Director of Youth and Young Adults, and are currently reviewing the *Journey to Adulthood* curriculum and the activities for the EYC Youth Group. EYC advisors have met with Mr. Edwards and Mr. Hollerith to discuss alternatives to the weekly meetings and have decided to plan for the youth to do two service-oriented projects in the Spring instead.

OUTREACH REPORT

Children's Center

Mrs. Fergusson reported that the Children's Center annual fundraiser will be held on April 17 on the top of the One Monument Avenue parking deck. Invitations have been mailed to the parish and Mrs. Fergusson encouraged Vestry members to attend.

Outreach Fund

Mrs. Smith reported that the committee had met and are currently receiving funding requests.

Servant Ministries

Nancy Warman, Director of Servant Ministries, submitted a written report (*attachment to the Minutes*). Mrs. Corsello commented that the report includes a sample "Doers' List" as discussed at the recent Vestry retreat. Mrs. Sisk recommended educating the parish about this list. Mr. Montague suggested creating a "check off" list that can be returned to the church indicating interest in a particular item on the "Doers' List" and Ms. McFadden suggested the Vestry Greeter use something similar.

MISSIONS REPORT

Mr. Cain welcomed Mr. Montague to the committee, which met recently. Monies have been set aside for this year's mission trips, including \$48,000 expected to be used to fund the trips with another \$7,000 proposed for outright gifts to the places where the teams are going. There are enough funds to do this in 2008 and still have enough to fund mission trips in 2009 as well.

The committee is discussing other possibilities for available funds, including long-term funding for a missionary in another country which will provide them with reliable annual support, and sponsoring younger people to travel to St. James's for a week or two. Mrs. Fergusson suggested that there may be parishioners who would be interested in sponsoring someone to go on a mission trip, particularly if they were unable to go themselves.

WELCOME MINISTRY REPORT

Ms. McFadden announced that the committee would host a cocktail party for newcomers on April 20 and invited members of the Vestry to attend.

HOSPITALITY REPORT

Mrs. Milley and Ms. Frederick reported that the committee had provided brunch for the clergy and choir between services on Easter.

Dr. McGehee and his wife, Cathy, have offered to host a party for members of the Vestry sometime this Spring.

BUILDING REPORT

Mr. Ukrop reported that the committee is currently waiting for construction estimates. Mr. Hollerith announced that, at the request of Taylor & Parrish and the committee, Mrs. Molster will be the staff liaison for the building project.

MEMORIAL GARDEN REPORT

Mrs. Sisk and Mr. Gregory reported that five names have recently been engraved on the memorial stones. Sara Cann and Janet Peyton continue their work on creating a memorial book, and are soliciting information about those interred in the Memorial Garden from family members.

COMMUNICATIONS REPORT

Mrs. Sisk reported that she, Mrs. Moore and Mr. Patton met and decided that the committee's top priority is to meet with staff members who are involved in the church's communications to assess current efforts. The committee plans to determine the most effective method of communicating with the parish, with the goal of providing constant contact availability.

Mrs. Smith expressed concern about the radio and suggested that the service be simulcast over the Internet. While problems with the radio station were acknowledged, it was agreed that the radio ministry is valued, particularly by the older generation which doesn't use computers. The sermons are currently available as Podcasts.

RECTOR'S REPORT

Mr. Hollerith commented on his upcoming sabbatical. Though sabbaticals are typically offered after seven years of ministry, Mr. Hollerith is taking his first in his 18 years of ordination. In 2006, after serving as St. James's Rector for six years, Mr. Hollerith began discussing with the Senior Warden the possibility of taking a sabbatical in the summers of 2007 and 2008, splitting the time (three months of sabbatical plus one month of annual vacation) so that he would not be away from the church during the program year. Due to the Capital Campaign, the timing of the sabbatical was postponed until the summers of 2008 and 2009. The Vestry approved Mr. Hollerith's sabbatical, with plans for him to be away for three months (two months sabbatical and one month annual vacation) during the summer of 2008, and two months (the third month of sabbatical and one month annual vacation) during the summer of 2009.

Mr. Hollerith asked for the Vestry to note the upcoming events listed on the reverse of the Agenda.

Attendance figures for February were distributed.

There being no further business the meeting was adjourned at 6:45 p.m.

Anita Lisk
Clerk

Approved:

Rev. Randolph Marshall Hollerith
Rector

Ruth Modlin Ellett
Senior Warden