

Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
October 28, 2014

---

A regular meeting of the vestry of St. James's Episcopal Church was held on October 28, 2014, pursuant to proper notice of time and place. Vestry members attending were Mrs. Peggy Crowley, Mr. Matt Harper, Ms. Mimi Herington, Mr. Knox Hubbard, Mr. Steve McCoy, Mrs. Carrie Montague, Mr. Harry Moore, Ms. Gloria Prevatt, Mr. Allan Rees, Mrs. Kendal Sibley, Mr. Geoff Sisk, Mrs. Bobbie Ukrop, and Mrs. Britt Van Deusen. Mr. Ryon Acey, Mrs. Carol Ann Fuller, Mr. Michael Lantz, Mrs. Kathryn West, and Mrs. Norvell Whitaker were absent. Also present were the Rev. Randolph Marshall Hollerith, the Rev. Carmen Germino, Mr. Russell Lawson, Mrs. Anita Lisk, Mrs. Poconna Thiel, and Mr. Chip Woodson. Mr. Hollerith served as chairman, with Mrs. Lisk serving as secretary.

The meeting opened at 5:00 p.m. with Evening Prayer in the chapel, with the business of the meeting following in Valentine Hall at 5:30.

Motions to adopt the agenda was made, seconded, and unanimously approved. Friendly amendments were made to the Minutes from the September 16, 2014 regular meeting and a motion was made, seconded, and the amended Minutes were unanimously approved.

**COMMENTS & CONCERNS**

Mr. Hollerith thanked all those involved in the recent Feast of St. James's. He also commended Ms. Prevatt for preparing and providing, at her own expense, the dinner prior to the Feast for all the Feast table hosts.

Mrs. Crowley brought a sample of her delicious cheese straws to promote the upcoming Taste of St. James's, the ECW fundraiser for Food Force.

**FINANCIAL REPORTS**

Mr. Acey submitted the usual graph financial reports. Mrs. Thiel distributed and reviewed the year-to-date income and expense report.

It was announced that the church is currently covering the October/November payroll for the Children's Center, which will be reimbursed upon the Center's receipt of awarded grant monies in December.

The balance of the Vestry Outreach Funds are scheduled to be distributed in late November.

In response to the observation that the church will save on some payroll expenses with the departure of the Reverend Ann Dieterle, Ms. Herington inquired about the timeline for filling that position. Mr. Hollerith said that he expects to begin a search for a new Associate Rector early next year.

## STEWARDSHIP

Mr. Woodson distributed a written report. He agreed that this year's Feast of St. James's was great and he appreciated the efforts of all the volunteers. He reported that ten trays of leftover food was taken to Hospitality House after the event. The Annual Giving committee agreed that it has been helpful to begin the campaign early, and has met to plan the next steps following the Feast.

Mr. Woodson took this opportunity to announce to the Vestry his intention to retire in January, 2015. All present applauded Mr. Woodson on his excellent five years of service to St. James's as Director of Stewardship and Development.

Mr. Sisk reviewed the Stewardship report, noting that approximately \$100,000 more has been pledged at this time than had been last year and many have increased their pledges, as requested. He said that he has heard many positive comments on this year's campaign approach.

Mr. Sisk reported that the committee's plan is to send a personalized reminder email to those who have pledged before but haven't yet for 2015, with follow up phone calls to those persons, if necessary. He commented that the church is fortunate that it does not depend on a small number of donors contributing large amounts each year, nor does the church rely on the Endowment Fund for operating expenses.

## SERVICE COMMISSION

Mrs. Ukrop encouraged the Vestry to volunteer for CARITAS Intake, which is at St. James's through December 19. Margaret Corwin is once again scheduling volunteers to be at the church each evening.

Mrs. Ukrop reported that servant ministries were going well, and all those who signed up at the fall Every Member's Ministry Fair have been contacted by the lay leaders of those ministries.

She announced that the Outreach committee holds its meetings at the different organizations currently supported by the Vestry Outreach Fund and the next on-site visit will be to the William Byrd Community House in Oregon Hill. Mr. Moore commented that he serves on the Outreach committee and spoke of the rewards of learning about these agencies by meeting in their respective spaces and hearing about the organization from one of their representatives.

Mrs. Ukrop announced that Amy Strite, President and CEO of Family Lifeline and CHIP, current recipients of Vestry outreach funds, will speak at the Sunday Forum on November 2.

## Missions and Pilgrimages

Ms. Germino reported that the mission team to Jacmel, Haiti will leave on November 2 and that Mr. Hollerith will be participating in the spring mission trip to Cap-Hatien, Haiti next March. She also announced that there has been an excellent response to the new mission trip to Cuba next January, with 12-13 people participating on that team.

Ms. Germino, Matt Presson, and Nancy Warmen will join nine others for a 16-day pilgrimage to the Holy Land in early November.

## **FOUNDATION COMMISSION**

Mrs. Van Deusen distributed a Buildings and Grounds report, reviewing the current status of the installation of the sound system in the sanctuary, efforts to reinsulate pipes in portions of Gibson Hall, replacement of the broken Memorial Garden fountain, and reinstalling carpet in the Parkinson Room.

Mrs. Van Deusen reported that the insurance settlement will not totally cover the cost of the reinstallation of the Parkinson Room carpet. On a motion made and seconded, the Vestry approved authorization to use an amount not to exceed \$4,000 from the Capital Maintenance Fund to cover the additional expenditure necessary to complete the project.

Mrs. Van Deusen also expressed her appreciation to Monica Lewis for her work on the Stewards of the Earth committee efforts. The committee presented a resolution to the Vestry, conveying the committee's request that the Vestry make a commitment to consider the environmental impact of all large improvement and maintenance projects, even if the implementation may result in additional cost. It was decided that the Vestry would respond to the resolution from the Stewards of the Earth by drafting its own resolution with appropriate language. This resolution will be reviewed at the next Finance and Executive committees meeting and then distributed to the entire Vestry for review before the next meeting of the full Vestry.

Both the Buildings and Grounds committee and the Safety and Security Initiative committee have met recently.

## **LIAISON REPORTS**

### **ECW**

Ms. Prevatt reported that the Taste of St. James's will be held on November 19 and more volunteers are needed.

The WomanKind 2016 committee has met and new parishioners are volunteering with experienced WomanKind volunteers to plan this event.

### **Children's Center**

Mr. Hollerith announced that the Children's Center had recently hired Ms. Winnie Canup as their Director of Development.

## **SENIOR WARDEN'S REPORT**

Mr. McCoy encouraged the Vestry to support the upcoming Taste of St. James's by volunteering, pre-ordering casseroles, and attending the event on November 19.

## **RECTOR'S REPORT**

Mr. Hollerith reported that St. James's will be assigned a Deacon-in-Training for a year beginning in January. Sally Gunn is being trained as a permanent Deacon, which is different than a transitional Deacon, who continues on to becoming ordained a priest. Mrs. Gunn will work about three hours each week at St. James's, as she continues her studies.

Mr. Hollerith invited the Vestry to begin discussing the possibility of having same-sex blessings at St. James's, with the expectation of this topic being on the agenda for the November meeting. While all liturgical decisions are within the purview of the Rector, Mr. Hollerith said that he would never make a decision like this without the input of the Vestry.

Mr. Hollerith said that he has been asked to do a same-sex blessing for a gay couple who are long-term and active members of St. James's and who wish to be married next October now that gay marriage is legal in the Commonwealth of Virginia. As Mr. Hollerith explained, the Episcopal Church does not "marry" gay couples but there is a beautiful liturgy for the blessing of same sex unions that has been approved for use in the Diocese of Virginia. Mr. Hollerith distributed information provided by the Bishop, as well as a copy of the liturgy for the blessing of same-sex unions, and asked the Vestry to read them over carefully and contact him with any questions before the November meeting.

#### **OTHER**

Ms. Herington reported that the recent newcomers "meet & greet" was well attended.

The attendance report for September was distributed.

Mr. Hollerith asked the Vestry to take note of all the upcoming events listed on the reverse of the agenda.

There being no further business, the meeting adjourned at 6:55 p.m.

---

Anita Lisk  
Secretary

Approved:

---

Rev. Randolph Marshall Hollerith  
Rector

---

Steve McCoy  
Senior Warden