

**Minutes of a Regular Meeting  
Of the Vestry  
Of St. James's Episcopal Church, Richmond  
November 15, 2011**

---

A regular meeting of the vestry of St. James's Episcopal Church was held on November 15, 2011, pursuant to proper notice of time and place. Vestry members attending were Mrs. Eleanor Angle, Mrs. Louise Bowles, Mrs. Margy Brown, Mr. DeWitt Casler, Ms. Jane Dowrick, Ms. Barbara Guvernator, Dr. Jan Harris, Mr. Scott Hetzer, Mr. Jay Jennings, Mr. Monty McFadden, Mrs. Dena Moore, Ms. Mary Watt New, Ms. Newnie Rogers, Mr. Mark Shuford, and Mr. Jody Wilcox. Ms. Elizabeth Ware and Mr. Stephen Watts were absent. Also attending were the Rev. Randolph Hollerith, the Rev. Ann Dieterle, the Rev. Carmen Germino, the Rev. Alex Riffée, 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 a service of Evening Prayer. The business of the meeting was called to order at 5:25 p.m.

Motions to adopt the agenda and approve the Minutes from the October 18, 2011 meeting were made, seconded and unanimously approved.

**COMMENTS & CONCERNS**

Mr. Hollerith offered congratulations to the women of the ECW for their efforts to provide the upcoming Gourmet Holiday Food Sale as their new fall fundraiser. Approximately \$6000 has been raised by the pre-sale of entrees, appetizers, and soup and more is expected through the bake sale on the days of the event.

**SPECIAL BUSINESS**

**Ordination to the Priesthood**

Mr. Hollerith circulated a Vestry certification for Ordination to the Priesthood for the Rev. Herbert Jones, a parishioner of St. James's who has been called to serve as the Vicar of Our Saviour Episcopal Church in Montpelier, Virginia. On motions made and seconded, the Vestry unanimously approved the certification in support of Mr. Jones.

Mr. Hollerith reminded the Vestry that the service for Ordination to the Priesthood for Ms. Germino, Mr. Riffée, and Mr. Jones is scheduled for the morning of Saturday, December 10, at St. Stephen's Episcopal Church.

**FINANCIAL REPORTS**

**Operating Budget** – Mark Shuford, Senior Warden

Ms. Thiel distributed the monthly financial reports. Mr. Shuford commented that expenses outpaced revenues at the end of October but nearly \$100,000 more in pledge receivables had been collected compared to the same time last year. Mr. Shuford will be sending a letter from the Senior Warden to those who have outstanding pledges to remind

parishioners to pay their pledge before the end of the year. Mr. Hollerith noted that St. James's parishioners traditionally are good about paying their pledges.

### Stewardship

Mr. Woodson distributed a written report.

#### Annual Giving – Eleanor Angle, DeWitt Casler

Mrs. Angle reported that the Annual Giving Campaign was going well and, with 60 new pledges made and many increased pledges, the pledge income is ahead of the same time last year. Mrs. Angle and her co-chair, Mr. Ron Cain, have developed a timeline to approach parishioners who have previously pledged, but have not yet pledged for 2012. The Vestry may be called upon in January to make calls to some of those who have outstanding pledges.

Mr. Woodson added that the Stewardship committee hopes to increase pledges by \$100,000, as per the Strategic Plan's recommendation.

Mrs. Angle remarked that the Feast of St. James's was a resounding success and expressed thanks to the leadership of it – Mr. Ty Toepke, Mrs. Sally Starling, Mr. Eric Burfeind, Mrs. Louise Bowles, Mark and Virginia Whitmire, and Mr. Woodson.

#### Planned Giving – Jay Jennings, Newnie Rogers

Mr. Jennings reported that the committee will meet later this week and was glad to report that Mr. Alex Hamilton has joined the committee.

#### Fan the Flame Capital Campaign – Chip Woodson

Mr. Woodson reported that the loan has been reduced to \$286,000 and pledge receivables are on target.

## **COMMISSIONS REPORTS**

### **WORSHIP COMMISSION – DR. JAN HARRIS, CHAIR**

Dr. Harris distributed a report from the committee's meeting in October and announced that the committee will meet again in January.

#### Memorial Garden – Mary Watt New

Dr. Harris encouraged the Vestry to check out the Remembrance Book for those who are buried in the Garden, which is located in a specially made cabinet located in the Gibson Hall Atrium.

Ms. New reported that the planters in the Garden need to be replaced.

#### Call & Welcome – Jane Dowrick, Newnie Rogers

Ms. Dowrick reported that the recent newcomers' party was well attended and again thanked the committee and especially Britt and Mark VanDeusen for the use of their home for the party.

Music – Mrs. Virginia Whitmire

Mr. Hollerith reminded the Vestry of the Choral Eucharist scheduled for the 11:15 a.m. service on Sunday, November 20. The Parish Choir, the West Gallery Choir, and the Youth Choir will sing.

**STUDY COMMISSION – MRS. LOUISE BOWLES, CHAIR**

Mrs. Bowles distributed a written report.

Children’s Ministries – Louise Bowles

Mrs. Bowles reported that Sunday School was going well and everything was running smoothly. Mrs. Duffey, Director of Children’s Ministries, recently offered a book study for parents that was well attended.

Youth Ministries – Jody Wilcox

Mr. Riffie has several upcoming youth group activities scheduled, including a Halloween Extravaganza and a “Thanksgiving with a Twist.” Mr. Riffie commented that he has enjoyed the Diocesan PYM (Parish Youth Ministries) events at Shrine Mont for sixth through eighth graders, saying that they’ve been particularly helpful for him to get to know St. James’s youth.

Mr. Riffie reported that the “Oasis” program recently established with fellow youth directors from other Episcopal churches for the students at St. Catherine’s School will expand to include both middle and upper school students.

Adult Education – Barbara Guvernator

Ms. Dieterle reported that she has been creating a Lenten Bible Pilgrimage program through the Center for Biblical Study, which will encourage and enable parishioners to read the Bible regularly during the season of Lent.

Ms. Dieterle will also introduce “Home Retreats” during Lent, where small groups meet in each other’s homes for study and prayer.

Mr. Hollerith commented that adult classes continue to grow, not only in attendance, but also the number of opportunities.

**SERVICE COMMISSION – MR. MONTY MCFADDEN, CHAIR**

Mr. McFadden distributed a written report.

Out-reach and In-reach – Monty McFadden, Dena Moore

The EMM (Every Member Ministry) campaign continues to go well, with over 400 commitment cards received. Ms. Nancy Warman, Director of Servant Ministries, meets with anyone who wishes to discuss their interest in ministry. Mr. McFadden reminded the Vestry that the next EMM campaign will be during Lent.

Missions – Scott Hetzer

Mr. Hetzer reported that the Port-au-Prince, Haiti mission team had just returned and considered their time there successful.

The recent Missions Forum was well-received, with many registering for upcoming mission trips. Mission brochures have been mailed and more volunteers are expected to register for mission trips because of them. Mr. Hetzer announced that a new mission to the East End of Richmond will be led by Ms. Suzanne Hall next summer.

Mr. Hetzer also noted that Dr. Clarke MacIntosh from the Mustard Seed Clinic in Akot, Sudan, recently visited St. James's.

#### CARITAS Intake –Dena Moore

Mrs. Moore encouraged members of the Vestry to volunteer for CARITAS Intake, which is being held in the basement of the Michaux House from November 26 through January 27. Volunteers socialize and welcome CARITAS guests while they go through the process before getting on a bus to go to their destination for the night. Mr. Steve McCoy is leading this “Ministry of Hospitality.”

#### **FOUNDATION COMMISSION – MR. STEPHEN WATTS, CHAIR**

##### Communications – DeWitt Casler

Mr. Casler complimented Mrs. Valerie Hubbard, Director of Communications, and Mr. Richard Rumble, Publications Coordinator, for their remarkable job with the design of St. James's publications. They are currently working on a “welcome” brochure, which will be placed in the narthex, in addition to other communications efforts.

##### Buildings & Grounds – Stephen Watts

Mr. Shuford said that at the recent Foundation Commission meeting Mr. Watts reported that vandals have again painted graffiti in the parking deck.

##### Safety & Security Initiative – Stephen Watts

Mr. Watts will be meeting with a representative of the Philadelphia Insurance Company regarding this initiative.

#### **LIAISONS**

##### Episcopal Church Women –Newnie Rogers

Ms. Rogers reminded the Vestry of the upcoming Holiday Gourmet Food Sale sponsored by the ECW on the evening of November 17 or the morning of November 18. All pre-sold items are sold out but baked goods will be available during the hours when those items are picked up.

Everything is proceeding well for WomanKind in February.

##### Children's Center – Jay Jennings

Mr. Jennings reported that the Children's Center is at full capacity, with 55 children enrolled this fall. The children have enjoyed learning swimming and water safety thanks to a collaboration with the YMCA.

Quirk Gallery on Broad Street will host a fundraising event on December 8 and 9, with 25% of the sales on those days benefitting the Children's Center. The annual Children's Center cross ornaments are also on sale.

### **SENIOR WARDEN'S REPORT – MR. MARK SHUFORD**

Mr. Shuford announced that the Nominating committee has been finalized and that an article calling for nominations for the Vestry will be in the upcoming quarterly Chimes.

Members of the committee are:

Kristin Davis, *Sunday School Superintendent*  
John Mahoney, *member at large*  
Monty McFadden, *member of Vestry*  
Dena Moore, *member of Vestry*  
Newnie Rogers, *Episcopal Church Women President*  
Andy Sherrod, *member at large*  
Mark Shuford, *Senior Warden*  
Sally Starling, *member at large*  
Jody Wilcox, *member of Vestry*

Vestry members whose terms expire in 2012 are Eleanor Angle, Jane Dowrick, Barbara B. Guvernator, Mark Shuford, Richard (Rich) Walker, and Elizabeth Ware.

Mr. Shuford encouraged the Vestry to be mindful of the skills and talents of the outgoing class and submit names for consideration. The deadline for nominations is December 19 and the committee will meet in early January to determine a slate to be presented at the Annual Meeting.

### **RECTOR'S REPORT – THE REV. RANDOLPH MARSHALL HOLLERITH**

Mr. Hollerith remarked that the church is at mid-point of the fall program and all is running smoothly. He commented that he had not heard any real concern about the end of the ECW Bazaar other than one parishioner who was concerned if the ECW would still raise enough funds for their usual projects, particularly the Children's Center.

Mr. Hollerith said that it is great having Carmen Germino and Alex Riffée join the clergy team and is looking forward to Mark Cooper and Caroline Parkinson coming on staff part-time in January.

Mr. Hollerith thanked the Vestry for their leadership, and particularly noted how much he appreciated the gifts of those on the Vestry who are completing their terms.

Mr. Hollerith remarked that he had been somewhat concerned that the upcoming Diocesan Council would discuss the blessing of same-sex marriages, but it now looks like the Diocese will wait to see what happens at the National Convention this summer. Mr. Hollerith announced that the search for the Diocesan Suffragan Bishop seems to be going well and Mr. Alex Slaughter, a parishioner of St. James's, is on the search committee.

Mr. Hollerith encouraged the Vestry to read all the written reports and to take note of the dates and events on the reverse of the agenda. With the first Sunday in Advent in just two weeks, Ms. Dieterle called attention to the upcoming Advent Retreat on December 3, which will be led by the Rev. Caroline Parkinson.

The service attendance report for October was distributed.

There being no further business the meeting was adjourned at 6:30 p.m.

---

Anita Lisk  
Clerk

Approved:

---

Rev. Randolph Marshall Hollerith  
Rector

---

Mark Shuford  
Senior Warden