

Vestry of St. Stephen's Episcopal Church
Richmond, VA
Minutes of the Meeting: June 25, 2024

Vestry Members present: Brenda McDowell, Katherine Farley, Bill Davis, Mary Ashburn Pearson, Gayle Royals, Robert Birdsey, Chris Smith, Kathy Brock, Greta Kidd, Anne Pinon, Andy Luke, May Fox.

Staff present: John Rohrs, Will Stanley, Fred Staley

Guests present: Cindy Barnes

Opening Devotions: John Rohrs led opening prayer

1. Approval of Minutes – the minutes of the May 21, 2024 meeting were approved by voice vote. (Motion by Andy Luke, second by May Fox)

2. Focus Time (end of meeting) – Mutual Ministry Review – led by Cindy Barnes (following regular agenda items)

3. On-Going Business

A. Treasurer's Report – Chris Smith

1. Abbreviated report in order to secure time for MMR
2. Subset of the finance committee (essentially Dick Hamrick, Andy Luke, Penn Rogers, Jeff Johnson, Chris Smith) continue discussions/decisions about funds
3. Remaining ERTC refunds – no updates yet
4. Better month on revenue side; no new trends on expenses side
5. Audit of 2022-2023 – set up, and they will get with Fred to start
6. Financials addressed via e-mail earlier; only one current question re: music department expenses; explanation is that it is contract labor costs

B. Executive Director's Report – condensed into Rector's report

C. Junior Warden's Report – condensed into Rector's report

3. Senior Warden and Clergy Reports

A. Senior Warden's Report – condensed into Rector's report

B. Rector's Report – John Rohrs

1. Parish retreat this weekend – prayers for safety and success requested; Thanks to Andy Luke, Susan McNamara, Caroline Harris for preparation work
2. General Convention of the Episcopal Church taking place now in Louisville, KY; election of the next presiding bishop, as well as other items. Recommended checking the Episcopal News Service for details and results.
3. New Website – feedback to Sarah Bartenstein; planning a welcome/orientation video and timeslots for live assistance when it is opened.

4. Ministry Platform – received helpful/positive introductory call from consultant/point person for the transition phase. There will be a separate person for ongoing support, a series of 5 phone calls over the next few months to process stages of implementation.
5. Staff MMR is about halfway through – John R. or Will S. sit in on each meeting, to allow an opportunity for constructive discussion
6. Annual Giving Campaign – Will S. and John R. are finalizing this, with theme fleshed out and detailed plans. Co-chairs of the campaign are Robert Birdsey, Liz Kastelberg, Bernie Monroe.

C. Vicar’s Report – condensed into Rector’s report

4. New Business

1. Remaining agenda “pseudo-consent agenda” – any additional ongoing agenda discussion or items – deferred to next meeting in order to allow Focus Time for Mutual Ministry Review: approved by voice vote. (Motion by Bill Davis, second by Katherine Farley)

Meeting Adjourned following feedback from small groups after MMR topics discussion.

Respectfully Submitted,
Kathy Brock, substitute Register