

**Vestry of St. Stephen's Episcopal Church**  
**Richmond, Virginia**  
**Minutes of the December 16, 2025 Meeting**

The following vestry members were present: Molly Anderson, Robert Birdsey, Kathy Brock, Bill Davis, Katherine Farley, May Fox, Jay Moore, Nan O'Connell, Mary Ashburn Pearson, Elizabeth Peay, Joan Putney, Andrew Robertson (virtual), Gayle Royals, Randy Seibert, Chris Smith, Brandon Spalding

**Staff Present:** John Rohrs, Cate Anthony, Will Stanley, Kathleen Wilson-Kennedy

**Welcome and Check-Ins:**

- Opening reflection: vestry members shared the "Heart of their Week."
- Approval of minutes: The minutes from the November 18, 2025 meeting were approved.

**Focus Time:** May Fox gave a report on behalf of the vestry nominating committee.

- All six members of the recommended slate for 2026 have affirmed their willingness to serve. They are: James Driscoll; Meg Eckman; Wortie Ferrell; Darrell Headrick; Chip Jamerson; and Katie Webb.
- The official announcement of the new Vestry class will be included in the e-Spirit and the Spirit in early January, and the official election will take place at the Annual Meeting on February 22, 2026.
- The vestry unanimously voted to confirm the six nominees.

Will provided an update on the annual giving campaign. To date, 677 pledges have been received which total \$2.598 million. The goals are 850 pledges and \$3 million.

Kathleen presented the draft budget for 2026. She explained that the budgeting process includes two stages: Stage 1, the current stage, involves conservative estimates for income (she is using the \$3 million pledge goal) and liberal ("hopes and dreams") expense estimates. As final pledge numbers are received, the budget will be refined during Stage 2 by decreasing expenses to get as close as possible to a balanced budget. This budget includes several refinements from last year's, including recategorizing several line items (adult formation, facilities, rental properties) and includes higher expense projections for categories such as diocesan giving, food pantry, and security. She requested vestry assistance in continuing to place stewardship follow-up calls and being prepared in January 2026 to review and hopefully approve the final budget.

**Ongoing Business**

Treasurer's report: Chris presented the report, with some specific notes including:

- Total unrestricted operating cash today is much stronger than at this time last year (\$417,568 versus \$183,653 last year).

- Expenses are more than \$100,000 lower than anticipated, contributing to the \$319,000 surplus.
- The vestry discussed its previous decision (made during the August 26, 2025 meeting) to apply the operating surplus at year-end to replenish the Capital Reserves account, which was used to fund the unanticipated capital expenses earlier this year.

Executive director's report: Kathleen presented this report.

- The forensic report is anticipated to be received this Friday. This will enable the church to finally file an insurance claim for employee fraud.
- The 2022 financial review has been received from HHJ and was reviewed by members of the finance committee, who had several questions for HHJ before approving and signing.
- The 2023 and 2024 audits are anticipated to be received before the end of the year.
- She intends to request quotes from auditors in January 2026 to begin to prepare the 2025 audit as early as February 2026.
- The church is still researching options for security coverage. The AWARE team provides good service but their availability is not dependable; our current provider's customer service is lacking. Security will be a discussion topic at the vestry's January 2026 meeting.
- Kathleen shared the resolutions to approve the clergy's requested amounts of housing allowance for 2026 [which are also attached to these meeting minutes]. The vestry unanimously approved the resolutions.

Junior warden's report: Kathy provided a capital projects update.

- Work on floor replacement in the fellowship hall is scheduled to begin the week after Christmas, during which time the space will not be available.
- Pipe replacement - we have issued the RFP and expect bids by January 9, 2026.
- The slate roof has been replaced; the flat roof replacement is still pending.
- The A/V upgrade is partially complete; we are still waiting for the installation of the battery backup.
- The LED-conversion of church lighting is in progress. The sanctuary lights have been replaced and the lights in the fellowship hall are in progress.
- We have two facilities assessment quotes and are waiting for a third quote. Once all three bids are in, we will evaluate and see what works with the budget.
- The campus signage project is moving slower than anticipated; we have received proofs from the company which are currently under revision by parish staff.

Clergy and senior warden reports

Senior warden's report

- Robert invited the vestry to a social at his home on February 6, 2026.

#### Rector's report

- John announced that the 20th anniversary of the Celtic service is this February and the church will celebrate with several events the weekend of February 1, 2026 which celebrate contemplative life. Scheduled events include a guest speaker, Westina Matthews, who will preach and speak at the Sunday Forum; a special Sunday night supper; and the unveiling of the portrait of Gary Jones, who is credited with establishing the Celtic service at St. Stephen's. We are hoping that Michael Simpson will provide a commissioned piece of music for the Celtic service anniversary.
- John reminded the vestry that Robert McCormick's first day as music director is January 26, 2026.

#### Vicar's report

- Will described some offerings during the Advent/Christmas season, including the Winter Solstice concert and the Christmas Eve and Christmas Day worship schedules, and encouraged Vestry members who are able, to serve during these services.

#### **New business/parking lot items**

- Kathy requested prayers as she prepares to undergo knee replacement surgery on January 7, 2026.

Closing prayer and adjournment: The meeting was adjourned at 7:15 p.m.

**See attached resolutions on clergy housing allowances**

**Resolution of the Vestry of St Stephen's Episcopal Church**

**Regarding housing allowance for Rev John Jenkins**

**Presented at meeting December 16, 2025**

Whereas, ministers who own their home do not pay federal income taxes on the amount of their compensation that their employing church designates in advance as a housing allowance, the extent that the allowance represents compensation for ministerial services, is used to pay housing expenses, and does not exceed the fair rental value of the home (furnished, plus utilities); and

Whereas, Rev John Jenkins is compensated by St Stephen's Episcopal Church exclusively for services as a minister of the gospel; and

Whereas, St Stephen's Episcopal Church does not provide Rev John Jenkins with housing; therefore, it is hereby

Resolved, that the compensation paid Rev John Jenkins for 2026 is such that \$35,000 is hereby designated as a housing allowance; and it is further

Resolved, that the designation of \$35,000 as a housing allowance shall apply to calendar year 2026 and all future years unless otherwise provided by this body.

**Resolution of the Vestry of St Stephen's Episcopal Church**

**Regarding housing allowance for Rev John Rohrs**

**Presented at meeting December 16, 2025**

Whereas, ministers who own their home do not pay federal income taxes on the amount of their compensation that their employing church designates in advance as a housing allowance, the extent that the allowance represents compensation for ministerial services, is used to pay housing expenses, and does not exceed the fair rental value of the home (furnished, plus utilities); and

Whereas, Rev John Rohrs is compensated by St Stephen's Episcopal Church exclusively for services as a minister of the gospel; and

Whereas, St Stephen's Episcopal Church does not provide Rev John Rohrs with housing; therefore, it is hereby

Resolved, that the compensation paid Rev John Rohrs for 2026 is such that \$64,000 is hereby designated as a housing allowance; and it is further

Resolved, that the designation of \$64,000 as a housing allowance shall apply to calendar year 2026 and all future years unless otherwise provided by this body.

**Resolution of the Vestry of St Stephen's Episcopal Church**

**Regarding housing allowance for Rev Judy Davis**

**Presented at meeting December 16, 2025**

Whereas, ministers who own their home do not pay federal income taxes on the amount of their compensation that their employing church designates in advance as a housing allowance, the extent that the allowance represents compensation for ministerial services, is used to pay housing expenses, and does not exceed the fair rental value of the home (furnished, plus utilities); and

Whereas, Rev Judy Davis is compensated by St Stephen's Episcopal Church exclusively for services as a minister of the gospel; and

Whereas, St Stephen's Episcopal Church does not provide Rev Judy Davis with housing; therefore, it is hereby

Resolved, that the compensation paid Rev Judy Davis for 2026 is such that \$36,000 is hereby designated as a housing allowance; and it is further

Resolved, that the designation of \$36,000 as a housing allowance shall apply to calendar year 2026 and all future years unless otherwise provided by this body.

**Resolution of the Vestry of St Stephen's Episcopal Church**

**Regarding housing allowance for Rev Will Stanley**

**Presented at meeting December 16, 2025**

Whereas, ministers who own their home do not pay federal income taxes on the amount of their compensation that their employing church designates in advance as a housing allowance, the extent that the allowance represents compensation for ministerial services, is used to pay housing expenses, and does not exceed the fair rental value of the home (furnished, plus utilities); and

Whereas, Rev Will Stanley is compensated by St Stephen's Episcopal Church exclusively for services as a minister of the gospel; and

Whereas, St Stephen's Episcopal Church does not provide Rev Will Stanley with housing; therefore, it is hereby

Resolved, that the compensation paid Rev Will Stanley for 2026 is such that \$65,000 is hereby designated as a housing allowance; and it is further

Resolved, that the designation of \$65,000 as a housing allowance shall apply to calendar year 2026 and all future years unless otherwise provided by this body.

**Resolution of the Vestry of St Stephen's Episcopal Church**

**Regarding housing allowance for Rev Cate Anthony**

**Presented at meeting December 16, 2025**

Whereas, ministers who own their home do not pay federal income taxes on the amount of their compensation that their employing church designates in advance as a housing allowance, the extent that the allowance represents compensation for ministerial services, is used to pay housing expenses, and does not exceed the fair rental value of the home (furnished, plus utilities); and

Whereas, Rev Cate Anthony is compensated by St Stephen's Episcopal Church exclusively for services as a minister of the gospel; and

Whereas, St Stephen's Episcopal Church does not provide Rev Cate Anthony with housing; therefore, it is hereby

Resolved, that the compensation paid Rev Cate Anthony for 2026 is such that \$36,000 is hereby designated as a housing allowance; and it is further

Resolved, that the designation of \$36,000 as a housing allowance shall apply to calendar year 2026 and all future years unless otherwise provided by this body.