

Vestry of St. Stephen's Episcopal Church
Richmond, Virginia
Minutes of the March 24, 2026 Meeting

The following vestry members were present: Molly Anderson, Bill Davis, James Discoll (virtual), Meg Eckman, Katherine Farley, Wortie Ferrell (virtual), Darrell Headrick, Chip Jamerson, Nan O'Connell, Joan Putney, Gayle Royals, Randy Seibert, Brandon Spalding, Katie Webb.

Staff present: John Rohrs, Will Stanley, Cate Anthony, Kathleen Wilson-Kennedy, Abby Kocher, Caroline Harris

Welcome and Check-Ins:

Opening: vestry members shared the "Heart of their Week."
The vestry approved the minutes of the February meeting.

Focus Time:

Cate Anthony, Abby Kocher, and Caroline Harris presented information about the family ministry guild's discernment process:

- Focus groups met in February and March, followed by an "All Call" meeting. We will launch a survey in April to be completed in May.
- Abby Kocher discussed the involvement of parents and children in Palmer Hall, focusing on families with young children. Catechesis of the Good Shepherd has been the formation approach for them for a number of years and is being assessed to determine how to incorporate what is in this and what to add or subtract.
- Caroline Harris discussed opportunities for youth in the acolyte ministry and in middle school usher teams. There is a robust group for Confirmation. The family ministry team is discussing more age-specific activities for middle school and high school youth, along with exploration of diocesan and Richmond youth groups and activities. Vestry members Greta Kidd and Katherine Farley are leading the discernment process.

On-going Business:

Randy Seibert reported that audits are out for final adjustments and will then be submitted to the diocesan office.

Meanwhile, we have not received complete monthly financial reports from GuideServe since November 2025. The church and GuideServe decided to part ways; GuideServe has committed to catch up on their reporting and to assist in a transition to a new firm between May 1 and June 1. Kathleen has sent RFP's and has received five proposals. The goal is to have a contract by mid- to late April. There will likely not be a June or July financial report due to the expected gap while the new system and reporting are set up.

Executive Director's Report:

Kathleen is working on a Standards of Use policy for any outside group requesting use of St. Stephen's facility. This will include the rates we will charge and the necessity of any outside group being appropriately aligned with the mission of St. Stephen's.

Junior Warden's Report:

- The Building Solutions review is complete, and we will receive a comprehensive report.
- Roof repairs on the flat roof are to begin April 7.
- Foundation repair work was done to repair mortar.
- Stage 1 of the large fellowship hall repair has been completed. Stage 2 has not been done yet, and we will use a new crew. David Ellis is investigating a possible second company for this work. The completion will possibly be in the second half of May. David is also getting estimates for repair of a leak in the water supply.
- Parking lot striping is planned for April or May.
- Building Solutions is helping to review quotes for HVAC.
- Signage update: Installation of interior and exterior signs is largely complete. Some signs are to be swapped out for larger ones, and a few additional ones added.

Senior Warden's Report:

Molly Anderson reported that St. Stephen's received \$50,000 from the insurance carrier from the financial misconduct claim, plus reimbursement for the forensic accounting.

The City of Richmond has a "Code Refreshment" in progress. The church building and its two houses are currently coded R-2 but may be considered for "institutional" coding. The city code process will probably be a lengthy one.

Clergy Reports:

Rector's Report: John announced that the next two vestry meetings will be on April 21 and May 19. He reminded everyone to save the date for the vestry retreat on Sunday, June 14, at Roslyn, beginning with lunch at noon and ending between 4:30 and 5:00. Main points of discussion will be the review of the building assessment report and energy audit, plus a Mutual Ministry Review of the vestry, which will be facilitated by Shirley Smith-Graham.

Thursday, May 7, is the spring Ministry Night from 5:15 until 7:30 p.m.

Shrine Mont retreat: There have not been enough people available to plan a structured retreat this year, so there will not be a staff-led retreat as has happened in the past. Parishioners will be able to go for a weekend of fellowship, which will enable us to retain our spot in Shrine Mont's schedule for future use.

Vicar's Report: Will reported on Holy Week plans and schedule and also reported on the Episcopal Parish Network meeting which several staff members attended.

The meeting was adjourned.

Respectfully submitted,
Gayle Royals, Register