

Vestry of St. Stephen's Episcopal Church

Richmond, Virginia

Minutes of the May 19, 2026 Meeting

The following vestry members were present: Molly Anderson, Bill Davis, James Driscoll, Meg Eckman, Katherine Farley, Wortie Ferrell, Chip Jamerson, Greta Kidd, Jay Moore, Nan O'Connell, Joan Putney, Andrew Robertson, Gayle Royals, Randy Seibert, Brandon Spalding, Katie Webb.

Staff Present: John Rohrs, Will Stanley, Kathleen Wilson-Kennedy, Cate Anthony, John Jenkins, Jennifer Bousquet.

Welcome and Check-Ins:

Opening: vestry members shared the "Heart of their Week."

John Rohrs opened the meeting with prayer.

Minutes of the previous meeting were approved.

Focus Time:

John Jenkins and Jennifer Bousquet discussed our hospitality ministry and its place in living out our mission statement. For each service greeters give directions to locations as needed. The goal is to increase the number of greeters and to add ambassadors, who would be more directly involved with visitors and newcomers, creating a pathway to connection. They plan to have ambassadors attend the farmers market and be available to answer questions and provide handouts, and to have ambassadors at after-service receptions. The discussion also included an accountability pathway so that newcomers won't get "lost" in the system. Orientation could include tours of our facilities and information such as where to park, etc. The aim is to invite and enable people to become more active and to follow up with those who haven't become more engaged.

Jean Hershey, chairman of the outreach grants committee, presented recommendations for grants, with an emphasis on the marginalized of society. Committee members made site visits to each of the recipient organizations. The committee considered how to balance the attention that the recipients receive from St. Stephen's (via volunteers, special donations, etc.) with the requested funds and evaluated where we are having the greatest impact. The top recipients are Anna Julia Cooper School, ACTS, Communities in Schools (Fairfield Elementary) and ReWork. In the past, some organizations have made funding applications to both the outreach grants committee and the Women of St. Stephen's. The two groups are coordinating and have created a process for recipients to apply to only one of them. Wortie Ferrell moved that the vestry approve the grants, and Joan Putney seconded the motion. The motion passed unanimously by voice vote.

On-going Business:

Randy Seibert reported that the Trustward transition is proceeding well. The 2025 numbers are completed, and we discovered that GuideServe double-counted a few stock gifts, resulting in a lower year-end budget surplus than we thought. We will share the amount when the 2025 audit is complete.

Executive Director's Report:

Kathleen Wilson-Kennedy stated that we will begin receiving financial reports from Trustward by mid-July. The migration to Trustward is on-going at present; until it is completed, we will receive snapshot budget reports. We are monitoring the budget throughout this process. The final audit is underway.

Junior Warden's Report:

Brandon Spalding reported on buildings and grounds. The flat roof repairs are complete. Regarding the fellowship hall flooring repair, Flooring RVA has been terminated, and a new company will be doing the work beginning June 12. On June 5 or 12, depending on weather, the parking lot striping will be done. The leak in the basement was not completely corrected; the company is returning to repair it. The shut-off valves are to be replaced, and the water fountain will be removed. We will have received all quotes for the HVAC system by next week. Kathleen Wilson-Kennedy will present the Capital Projects budget.

Senior Warden's Report:

Molly Anderson gave an update on care for the Peay family. Currently we are waiting to see how we can be helpful as a vestry. Gratitude was expressed for the clergy and for how they have led through this tragedy. James Driscoll also spoke to the pastoral response and to the staff and volunteers who assisted with the funeral service. Greta Kidd stated that Caroline Harris has been a comfort and provided outstanding care for the confirmation class. Molly provided a sympathy card which was signed by everyone present.

Clergy Reports**Rector's Report:**

John Rohrs reminded the vestry of Cate Anthony's sabbatical, which begins June 1. John also reminded everyone of the vestry retreat, which will take place on June 14, from noon to 5 p.m. at Roslyn. We will have lunch in the dining hall with the program to follow in a separate building. John will send the agenda for the retreat. This retreat will take the place of the regular vestry meeting for June. John also informed us that he submitted the Lilly grant application yesterday. We will hear the results in December.

Vicar's Report:

Will Stanley reminded us of the changes in the regular schedule for summer. He will be on vacation beginning this week.

After a closing prayer, the meeting was adjourned.

Respectfully submitted,
Gayle Royals, Register