

**St. Alban's Episcopal Church**  
**Annandale, VA**  
**Vestry Meeting – August 15, 2017**

**Present:** Father Jeff, Father Paul, Deacon Theresa, Linda, Betsy, Cheryl, Nancy, Chuck Harris, Moira, April, Debbie, Steve

Allison Blanchard attended a portion of the meeting to discuss the Stewardship Campaign.

**Regrets:** John, Peter

**Reflection/Refreshments:** Nancy provided refreshments and also shared the reflection. Nancy shared with the Vestry her recent experience participating in a diversity course and what she learned in light of the recent events in Charlottesville, VA.

**Treasurer's Report:**

Fr. Jeff presented the January to July 2017 Analysis of Revenues and Expenses Detail Report and reported the following on behalf of Sue:

Specific items discussed:

- Line 4110 – Pledge Income: Over budget by \$5K
- Line 4040 – Non-Pledge-Repeat Donors: This line was added to the budget this year and is intended to capture the funds from those who give regularly but do not pledge. This line item is well exceeding the budget but the downside is we are not able to budget properly. Discussion followed as to how to get the regular givers but non-pledgers, to pledge.
  - Fr. Jeff advised he would look back at five years of non-pledgers to help identify who we would should reach out to about becoming regular pledgers.
  - Allison suggested sending regular givers (but non-pledgers) a thank you note
- Line 5040 – Rector's Discretionary Fund - required by Canon
- Line 5172 – Parish Picnic: over budget this year
- Line 5280 – Nursery Supplies: Nursery has received some nice and much needed upgrades. May consider increasing the budget for this line item next year.
- The endowments were briefly discussed again and Sue and Mike are having discussions about putting the endowments back into the financials.

A motion was made by Moira to accept the financials and was approved by the Vestry.

**Rector's Report:** Fr. Jeff provided the report via email. The Vestry discussed the challenges of VBS this summer and discussed ideas to make VBS work for everyone in the future.

**Assistant Rector's Report:** Fr. Paul provided the report via email.

**Deacon's Report:** Deacon Theresa provided the report via email.

**Senior Warden Report:** Linda provided the Senior Warden Report via email. See also notes on the Physical Plant Improvements.

**Junior Warden Report:** No report was provided however, Fr. Jeff reported that John and Nancy Harrell completed a kitchen inventory this month.

### **Old Business:**

**Choir Rail Safety:** Concern has been expressed about the safety of the choir railing. Fr. Jeff provided an updated and said he and Carlos spoke to the contractor who installed the door in the Narthex. The contractor is currently out of town and they will follow up with him when he returns. There are still questions about how to fund the repairs but discussion will follow once cost estimates are received.

**Film on Gerrymandering:** Last meeting, Debbie presented this issue to the Vestry and asked if St. Albans would consider showing a one hour film about the redistricting process in Virginia. The organization One Virginia is looking for help in making the issue of Gerrymandering public. The Vestry agreed we would need to see the film first before being a host for the film. Any potential film screening would be open to the public. Debbie will send the video to the Vestry for viewing via email.

**Stewardship Campaign:** Allison shared the draft Stewardship letter that will be sent to the congregation. The Vestry reviewed the letter and provided edits and feedback. Letters should be sent next week. Allison reported that inserts from the Stewardship Committee will be included in the weekly bulletins throughout November. Allison also proposed the Vestry plan to pledge early again this year and Fr. Jeff will bless the basket of pledges during a Sunday service in October. The Vestry agreed to sign pledge cards at the September 19<sup>th</sup> Vestry meeting.

On November 19<sup>th</sup>, the Stewardship Committee will celebrate the Annual Giving In-Gathering and will be providing stew after the 10:15 am service and will also be providing something special for the parishioners who attend the 8:15 am service.

Allison also suggested that during the Stewardship Campaign, the congregation say the "Prayer for My Church" out loud during each service.

**Capital Campaign:** Allison shared her thoughts on the future capital campaign and strongly recommended this campaign be kept separate from this year's Stewardship campaign but will share more details after Thursday's Stewardship

Committee meeting. Discussion followed. Members of the Vestry shared they thought the congregation should be made aware that the capital campaign is coming so that no one is surprised. Linda shared she received a name of an outside strategy consultant who could help with the capital campaign regarding how to approach the congregation about the campaign, the timing of the campaign, etc. Linda will reach out to the consultant.

Members of the Vestry shared they want to be transparent with the Parish regarding the plans to fund the physical plant improvements and also about the timeframe (should consider Fr. Jeff's sabbatical in April, May, June 2018). The congregation will need to raise approximately \$120,000 for the parking lot resurfacing and another approximately \$250,000 for the kitchen renovations.

A suggestion was made to have education available at the Ministry Fair about the physical plant improvements.

### **Physical Plant Improvements:**

**Kitchen Committee Update:** Linda provided the update on the kitchen. The Kitchen Committee hired Neil Rosebury who came strongly recommended from St. Luke's. Neil's firm will manage the design. Initial drawings are being prepared. Linda reported showers may be included but the committee will take into consideration space and ADA requirements. Linda said the committee would like the plumbing to be in place even if showers are not installed so showers can be added in the future. The kitchen renovation is still on track for Summer 2018 or a little later, depending on funding.

**Parking Lot Committee Update:** Fr. Jeff reported that survey work has been completed for the parking lot. Project is progressing.

**Parish Hall Lighting Update:** Fr. Jeff reported that the lights for the Parish Hall have been purchased and paid for. Installation is targeted for October.

**Bylaws:** Fr. Jeff circulated copies of the Bylaws to the Vestry.

**Ministry Sunday:** Ministry Sunday will be on Sunday, September 17, 2017. Ministry Sunday was moved this year to accommodate the Sunday School field trip to the National Cathedral on September 10<sup>th</sup>. The Weinberg's have agreed to coordinate Ministry Sunday again this year.

### **New Business:**

**Annual Audit** – Use generally accepted accounting practices, Line 8350 accounts for the funding for the audit.

**Next Month** – The parochial report with statistics should be available for review.

**Housing Allowance** – Fr. Jeff circulated a Resolution of St. Alban's Episcopal Church dated August 15, 2017, which provides for a parsonage allowance for Fr. Paul Moberly. The Vestry reviewed the Resolution and a motion was made by Nancy to approve, seconded by Cheryl, and approved by the Vestry.

**Minutes:** The Vestry reviewed the minutes from the June 20, 2017 Vestry Meeting. A motion was made by Moira to approve the June 20, 2017 minutes, seconded by Cheryl, and approved by the Vestry.

**Next Meeting: Tuesday, September 19, 2017**

The meeting adjourned and Debbie closed with the Lord's Prayer.