

**St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting – Tuesday, September 18th 2018**

Present: Father Jeff, Father Paul, Nancy H, Deacon Theresa, Margaret, Rick, Jim, John, Harris, Cheryl, and Debbie. Sue Mairena and Ron Vogel attended a portion of the meeting.

Regrets: April, Nancy C, Linda, and Steve

Reflection/Refreshments: Jim provided (with assistance from Ivy) refreshments and also shared the reflection. Jim reflected on George Washington's views and belief about God and religion.

Minutes: The Vestry reviewed the minutes from the June 19th and August 28th, 2018 Vestry Meetings. A motion was made by Nancy to approve the minutes as amended, seconded by Rick, and unanimously approved by the Vestry.

Stewardship Committee: Ron Vogel, Chairman, gave a preliminary report on the status of the upcoming Giving Campaign. Current plans are to have an Ingathering Sunday, with brunch, on November 11, and expect to have the campaign wrapped up by December 18. The Committee's goal is to have a list of parishioners who have not yet pledged to the Vestry by December 9, and have asked the vestry to contact those people by December 23. Ron emphasized that all the Committee wanted the Vestry to *contact* the parishioners, and emphasize that there is *no* requirement that these people need to commit themselves.

Treasurer's Report: Sue presented the August Balance Sheet and Analysis of Revenues and Expenses Detail Reports. She reviewed the results of the Audit Report, and noted that there were three standard items noted for review:

- There has been no independent appraisal of the land;
- Due to the requirements noted in Canon 13 Section 14, there is an anomaly on the commercial audit report; and
- There has been no recent inventory of the physical assets of the Church. There was a discussion as to who would be best suited to accomplish this (Vestry, Alter Guild, Fred), but no firm decision was made.

Rector's Report: Fr. Jeff provided the report via email.

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

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

Senior Warden Report: Nancy H. provided the Senior Warden Report via email.

Junior Warden Report: John Clements provided at the meeting (he emailed it, but it was not received by the Vestry).

Staff Reports: The following reports were received via email: Sexton from Carlos, Parish Administration from Tammy, Music Ministry from Fred and organist from Jinsun.

Old Business:

Physical Plant improvement plans:

- Choir Loft (**Vote**) – Due to an additional anonymous donation, the Church is able to proceed with updated choir loft rail extension requirements, as well as install upgrade and redesign the communion rail. Fr. Jeff provided the updated proposal from Carrico Construction Company for both construction projects, and noted that he still needs additional details about the proposal before he can present it to the Vestry for formal consideration.
- Kitchen – No update was provided on the kitchen; the project is currently on hold.
- Pet Cemetery – John reported that Carlos has offered to remove the poison ivy in the area designated for the pet cemetery, and is expected to complete this task by the end of the month (weather permitting). A pet grave plaque was approved, and a parishioner has offered to donate a statue of St. Francis for the cemetery.
- Parking Lot – There is still one minor construction piece that needs to be completed. The plan to bless the parking lot is currently in the works.

The Village School – The school has begun operations and everything is running smoothly.

Committee Reports:

Christmas Bazaar Committee – Nancy C provided the minutes from the 9/12/18 bazaar Kick-Off meeting and reported that we are still looking for volunteers to staff the various booths. A suggestion was made to ask the various Chairs to submit a one-sentence explanation as to why to volunteer, why to attend, and why to keep coming back for the October Word edition. A decision was made to keep the piano open for various Church attendees and visitors to play Christmas tunes as they wished. We were also alerted that the residents of the Sleepy Hollow Nursing Home plan to attend the event.

Shrine Mont Committee – Nancy C announced that all plans were on track for the retreat.

New Business:

Door Buzzer– Fr. Jeff reported that after continued discussions with potential vendors that the current configuration of the existing doors makes installation of a buzzer much more complicated than initially imagined. Fr. Jeff has indicated that he will continue conversations with vendors to determine an optimum choice.

Life Touch – Life Touch is currently to take pictures the week after Thanksgiving, with specific dates to be determined. Life Touch has requested that there be Church representatives be present for all the photo shoots. It was also noted that parishioners can bring pets for the photo shoots.

New/updated letters of agreement – Before the letters of agreement/employment contracts can be drafted, the existing policies and procedures need to be updated to reflect the current cadre of employees. Margaret offered to assist Fr. Jeff and Nancy in doing this.

Vestry “On Duty” Sunday – should be Vestry 'On Duty' Sunday. Nancy H will set up a schedule for both services (*after* the Shrine Mount weekend!), so there is a member of the Vestry 'On Duty' for each service. Vestry members were encouraged to wear the newly created badges when attending Church events, so that they are readily identifiable to attendees

Next Meeting (Email Vote Required): Due to schedule conflicts, no clergy will be available to attend the regularly scheduled meeting of Tuesday, October 16, 2018. Margaret will send out an

email to Vestry members to select one of three options for the next meeting: (a) Sunday, 10/14, at noon, (b) the standard date of 10/16 at 7:30 PM, or (c) Tuesday, 10/23, at 7:30 PM.

Reflection/Refreshments: John Clements

Submitted by: Margaret Pendley