

**St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting – Tuesday, March 19, 2019**

Present: Father Jeff, Father Paul, Jim, Linda, Nancy H., Nancy, C., John, Margaret, Debbie, Deacon Theresa, Cheryl, Rick, Sue M, Donna, Jane, and Evangeline.

Bill Calvert attended a portion of the meeting.

Regrets: Larry.

Reflection/Refreshments: Nancy C. provided the refreshments and reflection. Nancy reflected on the nature of fear, how it affects us, and how to move forward despite it.

New Vestry Member Swearing In/Compilation: Sue, Donna, Jane, and Evangeline completed the paperwork for their installment on the Vestry. For the 2019-202 session, Nancy H. was re-confirmed as Sr. Warden, Rick Weinberg was confirmed as Jr. Warden, Sue Mairena was confirmed as Treasurer, and Margaret Pendley was confirmed as Registrar. Call Lists for Vestry members to contact parishioners and introduce themselves as their liaison to the entire Vestry, as well as Sunday Service On-Duty Schedule, were distributed. New Vestry members who will liaise with the various church committees were assigned.

Minutes: The Vestry reviewed the minutes from the February 19, 2019 Vestry Meeting. A motion was made by Rick to approve the minutes, seconded by Nancy H., and the minutes were unanimously approved by the Vestry.

Treasurer's Report: Sue provided the February 2019 financials. A motion to accept the report was made by Nancy C., seconded by Debbie, and unanimously approved by the Vestry. A new bank signatory card will be submitted to provide for the following Vestry members to execute bank checks: Nancy H., Rick, Sue, John, and Jim. Establishing a mechanism for parishioners to donate stock (e.g., St. Alban's would need to set up a brokerage account) is in process, and will need to be publicized. It was noted that this activity should be coordinated with the Capital Campaign drive.

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 report via email.

Junior Warden Report: John noted that there were no new updates to previous reports.

Music Minister Report: Fred provided the report via email.

Organist Report: Jinsun provided the report via email.

Parish Administrator Report: Tammy provided the report via email.

Capital Campaign: Bill Calvert provided the responses from the two remaining contenders to the questions asked by the Vestry. He also presented a formal recommendation of the Capital

Campaign Committee that the Vestry approve the selection of CCS Fundraising as the successful offeror and authorize the cost of \$31,000.00 (plus \$150.00 for printing/mailings) for the conduct of a feasibility study. A motion was made to approve these actions by Nancy C., seconded by Cheryl and approved by the Vestry with one abstention. Bill will send the sample contract to Margaret, who will coordinate any necessary negotiations with Fr. Jeff and Nancy H. Nancy H. recommended that the study commence after 4/7. Jim agreed to present a draft of a ½ page insert for SAM explaining why, in the opinion of the Vestry, the entire project should go forward.

Committee Reports: The Communications Committee has reported that the updated website will be uploaded sometime after 3/31. It was also noted that we have a new, additional email address: wearestalbans.org.

Emergency Action Plan: Plans for training for the Vestry and various members of volunteer cadres (e.g., Ushers and Altar Guild) in the Emergency Action Plan are being scheduled in the near future.

Shrove Tuesday Pancake Supper: Linda Cummings presented an update of the Lessons Learned paper on potential improvements for next year's event (see attachment). Debbie has agreed to coordinate next year's event.

Property Issues: The materials for the slide replacement have arrived, but there is some issue with the compatibility of the parts. Carlos is working the issue. The HVAC unit in the parish office has been replaced.

NEW BUSINESS

Election of Convention Delegates: Nancy H. and Mike Sensabaugh are our current delegates. Debbie and Nancy C. have agreed to be alternate delegates.

2019 Bazaar: The date has been set for 11/23. Co-Chairs are Nancy C. and Sue.

Lawn Mowing: Jim brought up that trying to mow the grass on the hill that abuts Columbia Pike is becoming increasingly hazardous. We are going to press Ralph for a solution, e.g., plant groundcover plants or a lighter lawnmower, and it will be reported back to the Vestry.

Parish Cleanup Day: 4/6 was set for the date; it will be publicized in SAM.

Next Meeting: Tuesday, April 16, 2019.

Rector's Vestry Report

March 2019

- Planning funeral services for Allan Sowers (the son-in-law of founding member of St. Alban's, Grace Trollinger)
- Attended a website redevelopment and redesign editorial meeting
- Attended the Lenten Quiet morning and assisted The Rev. Lucretia Mann, currently a visiting priest at St. Alban's, at the Eucharist
- I have spent an inordinate amount of time sifting through Sabbatical photos in preparation for the March 20th Lenten program
- Preached at Ash Wednesday services. Also was present in the narthex at 7:00 am for "ashes to go". Last year two people showed up. This year there were 11, with one visitor who is interested in attending St. Alban's.
- Helped with Shrove Tuesday set up.
- Participated in the Quinquagesima Evensong
- Went on the Youth Group outing to Zavazone.
- Working with Kit Ryan and Chris Martin to rearrange the altar part seating in the sanctuary. Kit and Chris have cut down one of the pews in the parish hall, and it is now a front bench for 4-5 people under the hymn board (where previously only 3 people could sit).
- Met with Deacon Theresa for her 3-year review and "re-negotiation" of her letter of agreement
- Working on the 2018 Parochial Report. I had hoped to have it ready for Vestry review this month, but it won't be ready until the April meeting. The parochial report is our annual reporting to the Diocese and National Church of our finances and worship attendance

Assistant Rector's Report

Here is the Associate Rector's report for March, 2019. In the past month I have worked on the following areas:

Youth Ministry. Organized and facilitated a youth group meeting on Sunday, March 3; and went on an outing to Zavazone in Sterling on March 17. Both were well-attended and lively events. The RSVP deadline for the summer mission trip has passed; this year, we have eleven youth and four adults participating – a smaller group and somewhat older group than last year.

Acolytes. Deacon Theresa and Seminarian Larry held a training for acolytes on March 3, and I helped to facilitate it. Further monthly trainings will be planned for the upcoming year, in hopes that regular instruction and rehearsal will improve the quality of our liturgies.

Liturgy. Planned the Solemn Evensong service for the Last Sunday after the Epiphany, March 3. I created the printed leaflet and officiated the service along with Fr. Jeff, Deacon Theresa, Seminarian Larry and Deacon Gaelyn. Worked on setting proper antiphons for the season of Lent (introit, gradual and tract) in common Gregorian chant tones for all five Sundays. Created graphics from scratch for Gradual Psalms and Tracts for printing in the Sunday leaflets, for the purpose of congregational participation. Currently working on the liturgies and leaflets for Maundy Thursday, Good Friday and the Easter Vigil. I'm planning a couple of additional creative elements for the Easter Vigil this year.

Sacramental duties. I celebrated the Eucharist on several Tuesdays, as well as Sundays (March 10 and 17) and also on Ash Wednesday. I preached on Sunday March 3rd and Tuesday March 5th. Along with Deacon Gaelyn, I officiated the Ash Wednesday children's service.

Communications. Along with Communications chair Kevin Holland, I convened a meeting of the committee to discuss next steps in moving to a new web site – we hope to go "live" before Holy Week. Tentative Date: March 31, 2019. I have created some large (and hopefully eye-catching) banners to coincide with the new web site: "We are St. Alban's" – echoing a theme from last year's stewardship campaign materials. I've also created banners for upcoming Holy Week liturgies and also an Eastertide banner.

Facebook page. I have been creating posts for saints' days and commemorations from Lesser Feasts and Fasts as well as A Great Cloud of Witnesses, official resources the Episcopal Church provides for daily saint observances. These are generally scheduled to post around 7:30 AM on the day of the observance, and typically the saint is also remembered in the Morning Prayer service for that day (also broadcast on Facebook.)

Morning Prayer. I've created a master calendar of saints' days and commemorations through the end of May – and books of hagiographies to be read during the daily office. I have also created booklets for Morning Prayer services in Lent and Holy Week. One of our regular attenders, a Methodist pastor who joins us almost daily, has joined the rota as an officiant recently.

Pilgrimage. The plan for the pilgrimage is coming to fruition – most of the ten of us going to the Holy Land leave this Friday, March 22.

Other. I continue to participate in small clergy group gatherings, regional Clericus luncheons, diocesan Fresh Start meetings, and the like. And, of course, “other duties as assigned.”

Deacon's Report to the Vestry

March 2019

- Assisted with second acolyte training.
- Attended website meeting.
- Served at Choral Evensong.
- Coordinated with Sleepy Hollow to hold Ash Wednesday service. Recruited volunteers (Fay Froh and Delores Baisden), prepared and held service. Distributed ashes and communion to residents in rooms and to staff members after the service. (total 55 people).
- Served at evening Ash Wednesday service.
- Met with community members in Alexandria to connect them with Alexandria clergy about community concerns related to immigration.
- Held training for Lay Eucharistic Ministers and submitted licensing paperwork.
- Attended Samaritan Ministry Next Step Breakfast. Betsy Anderson and Chris Martin also attended.
- Held Caregivers Support session.
- Wrote article for The Word.
- Met with Fr. Jeff.

Diocesan Work

- Attended the Archdeacons and Deacon Directors Conference in Albuquerque, NM.

Held a virtual meeting with students of The Deacons' School.

Senior Warden Report March 2019

Attended Annual Meeting and Elections

Emailed each parishioner responsible for a line item in our budget that their amounts had been approved.

Wrote the candidates who did not get elected thanking them for running and encouraging them to run again.

Attended Ash Wednesday service and served as an acolyte.

Wrote the new Vestry members asking if they could meet after the service on March 10 to get up to speed on things before the March meeting. Then had to cancel the meeting. Wrote each one with the Vestry members responsibilities and information to get them up to speed on our kitchen project.

Attended Lenten Quiet Day March 9th, along with Vestry members Donna Archer and Evangeline Wiles. It was a lovely program and day.

Attended Lay Eucharistic Minister training March 10th.

Prepared board with Questions people may have concerning the Kitchen project.

Created Vestry On Duty schedule.

Created sign up sheets for both Snack/Reflection and Committee Liaisons.

Worked with Tammy to create Vestry call lists. The section of the congregation that each Vestry member will call.

March 2019 Music Minister report

Frederick Binkholder – Music Minister, St. Alban's Episcopal Church music@stalbanva.org

Dear Vestry,

Thank you for the opportunity to serve St. Alban's as Music Minister.

In this report, I will focus on the following areas:

A.) Hymn Selections – 2.24.19 - 3.24-19

B.) Anthem Selection for March and April 2019

C.) Preparation for the final Muldoon Concert of the season (and prep for the 2019-2020 season)

D.) Other preparation and responsibilities.

A.) Hymn Selections – 2.24.19-3.24.19

2.24.19

Pro: 390 Praise to the Lord, the Almighty, the King of Creation

Grad: 677 God moves in a mysterious way

Pres: 568 Father All loving

HE1: 674 Forgive our sins as we forgive

HE2:304 I come with joy to meet my Lord

HE3: 602 Jesu, Jesu

Rec: 657 Love divine, all loves excelling

Anthem - They eyes of all wait on thee - George Eley

3.3.19

8:15

Pro: 128 Christ upon the mountain peak

Rec: 137 O Wondrous type! O vision fair

10:15

Pro: 128 Christ upon the mountain peak

Grad: 123 Alleluia, song of gladness

Pres: 427 When morning gild the skies

HE1: 314 Humbly I adore thee

HE2: 134 O Light of Light, Love given birth

HE3: 619 Sing alleluia forth in duteous praise

Rec: 137 O Wondrous type! O vision fair

Anthem: O Nata Lux...Thomas Tallis

O nata lux de lumine,

Jesu redemptor saeculi,

Dignare clemens supplicum

Laudes precesque sumere.

Qui carne quondam contegi

Dignatus es pro perditis,

Nos membra confer effici

Tui beati corporis.

O Light born of Light,

Jesus, redeemer of the world,

with loving-kindness deign to receive

suppliant praise and prayer.

Thou who once deigned to be clothed in flesh

for the sake of the lost,

grant us to be members

of thy blessed body.

3.10.19

8:15

Pro: 149 Eternal Lord of love, behold your Church
Rec: 143 The glory of these forty days
10:15

Pro: 149 Eternal Lord of love, behold your Church
Grad: 529 In Christ there is no east or west
Pres: 443 From God Christ's deity came forth
HE1: 121 Christ, when for us you were baptized
HE2: 147 Now let us all with one accord
HE3: 343 Shepherd of souls, refresh and bless
Rec: 143 The glory of these forty days

Anthem:

As Pants the Hart – Timothy Swan

3.24.19

8:15

Pro: 142 Lord, who throughout these forty days
Rec: 344 Lord, dismiss us with thy blessing
10:15

Pro: 142 Lord, who throughout these forty days
Pres: 152 Kind maker of the world, O hear
HE1: 590 O Jesus Christ, may grateful hymns be rising
HE2: 685 Rock of ages, cleft for me
HE3: 439 What wondrous love it this
Rec: 344 Lord, dismiss us with thy blessing

Anthem: May I softly walk and gently speak - Kevin Siegfried

B.) Anthem Selection for March and April 2019

March 31 – Amazing Grace – Southern Harmony

April 7 – When I survey the Wondrous Cross – Gilbert Martin

April 14, Palm Sunday

1. Ride on, Jesus – arr. Jens Klimek

2. O Mortal Man (Sussex Mummers Carol) – Arr. John Scott

April 18, Maundy Thursday – Anthems at the Mandatum – Nicholas White

April 19, Good Friday – Crux Fidelus – John IV of Portugal

April 20, Easter Vigil – Christus Vincit - Noyon

April 21, Easter – He is risen – Percy Whitlock

C.) Preparation for the final Muldoon Concert of the season

This Sunday will be the last in the Muldoon Concert Series for the 2018-2019 Season with Dr. Mickey Thomas Terry - Organist, 4 PM.

2019-2020 Season

October 20th – Alex Hassan – ragtime piano

Hub New Music – they will be on their fall US tour

Organist - Dr. Russell Weismann

March 29th 2020 - John Bullard Quartet

D.) Other preparation and responsibilities.

Preparing for lent and Easter is ongoing. The Commonwealth Brass will be joining us for Easter Vigil as they did last year. Also, I am quite pleased to report that there were 4 members from the community that joined us for the last Evensong.

Jinsun Cho

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March 2019

- Research and prepare for Sunday Service Music
- Research and prepare for upcoming church year (Evensong, Lent, Holy Week, Easter)
- Thursday choir rehearsal (practice for Sunday Anthem)
- Regular visiting to music shops for searching service music
- Everyday practice for Sunday organ music
- Organ maintenance
- Organ tuning for the Muldoon Concert

Music List for 3/24/19 – 4/18/19 (organ solo)

3/24

Prelude: What God does that is done well – Johann Pachelbel

Offertory: What God does that is done well – Johann Pachelbel

Postlude: Jerusalem, My Happy Home – arr. Don Hustad

3/31

Prelude: Amazing Grace! How sweet the sound – arr. Don Hustad

Offertory: Pie Jesu – Andrew Lloyd Weber

Postlude: Agnus Dei – Georges Bizet

4/7

Prelude: Pie Jesu - Gabriel Fauré

Offertory: Christ is my life's Salvation – Johann Pachelbel

Postlude: Agnus Dei – Gabriel Fauré

4/14 Palm Sunday

Offertory: O World, I must leave you – Johannes Brahms

Postlude: Theme from "The Crucifixion" – John Stainer

4/18 Maundy Thursday

Prelude: O Sacred Head, sore wounded – Johann Pachelbel

Parish Administrator Monthly Vestry Report
Tammy Thomas
March 18, 2019

- Bulletin and SAM production
- February church credit card reconciliation
- February MyEoffering posting
- Maintained parish hall rentals
- Email lectors and intercessors weekly readings/mark bible for Sundays
- March Word printing
- April birthday list for The Word
- Annual Report production
- Ordered new first aid kits for choir loft, office and kitchen
- Distributed new photo directories and created a version for parishioners who were not photographed
- Member worksheet for parochial report submission
- Printed an updated altar guild manual for Dottie Ninde
- Ash Weds bulletins
- Sowers funeral bulletin
- Coordinated annual fire inspection with Fairfax County and Carlos (scheduled for 4/19, 8:30am)
- Miscellaneous donation acknowledgement letters
- Ongoing ACS maintenance (ie returned mail, new members, transfers, deactivations for returned mail)
- Maintain office supplies
- Running end of 2018 pledge statements for parishioners as needed
- Working on labels for Book of Common Prayer dedications
- Letter of Transfer for the Lauderdale
- Vestry Call Assignment list
- Working with Konica and One Source to work out billing discrepancies

Shrove Tuesday Feb 9, 2016 – Review and Recommendations

Notes from 2019

Attendance - @80, “may have been a little low” **Plan for 100; that number is more typical.**

Krusteaz Buttermilk Pancake Mix – Costco

- 4 – 10 lb bags purchased
 - 1 bag was left from year before, 4 bags purchased, 3 used, 2 remain in kitchen cabinet (expiration date 12/17)
- For 2017, buy 1 bag
- **Purchased 3 large bags of Krusteaz Mix (great quality) and returned one; buy new each year for best quality. Use 4-6 bottles of beer for light pancakes (we ran out at the end and our last pancakes were heavy). Use beer leftover from Chili Cookoff. Take the beer home and bring back for Shrove Tuesday.**

Log Cabin syrup – Costco

- About 18, partially filled squeeze bottles are in kitchen cabinet.
- 1 - 2-pack large bottles purchased
- For 2017, only 1 bottle needed from grocery store
- Sugar-free syrup – 1+ bottles are in kitchen cabinet.
- **In 2019 we used up leftover syrup and most of a two-pack of large bottles. Left-over syrup should not be kept for more than one year. The tops of squeeze bottles should be cleaned off and covered with foil. One small bottle of sugar-free syrup is adequate.**

Milk – Costco

- 3 gallons purchased, 1 used
- For 2017, buy 1 or 2 gallons
- **In 2019 we used less than 1 gallon of whole milk. This varies each year.**

Orange Juice – Costco

- 1 - 4-pack of large bottles purchased – all used
- For 2017, same or add 1 more bottle from grocery store
- **In 2019 we used 3 of 4 large bottles of OJ. Again, this varies each year. We also served regular and decaf coffee, hot water for tea, and ice water.**

Butter – Costco

- 1 sealed pack of 4, 1-lb boxes of butter purchased.
- 22 tables each had 2 bowls of butter, each bowl with @ ¾ stick of butter – a lot of butter was left over.
- For 2017, buy 2, 1-lb boxes of butter from grocery store.

- **This really varies each year. In 2018 a modest amount was left over; in 2019 at least 2 boxes were left over.**

There was Pam in the kitchen and a light spray was used on the griddles when cooking the pancakes.

Sausage – BJ's/Costco

- 8 – 60 count packages of sausage links purchased.
- 2 gallon bags of sausage were left over.
- For 2017, buy 6 – 60 count packages
- **Sausage is always a hit, and if there are leftovers walk to the tables with a pan and they will go. We had pork patties and chicken links; the pork patties were favored. We cooked them on 4 griddles – with beer to keep them moist – and it took 3 of us over an hour. Put in pans and keep warm in the oven.**

Beer – Grocery store

- 3 cans used for cooking sausage
- Beer was left over from Chili Contest – **be sure to take leftover beer home and bring it back for Shrove Tuesday.**

Gluten-free Pancake Mix – Grocery store

- 1 box purchased and returned - family brought gluten-free pancakes to avoid cross contamination
- For 2017, none needed. Offer to pay Jane Cheek for her pancake expense.
- **Once again Jane Cheek was asked if she would lead on the gluten-free items and she and Sarah Traum did all the work on this.**

Suggestion for 2017 – Some years ago canned peaches were served but this seems to have been discontinued due to lack of interest. However, three vestry members heard several requests for peaches. Suggestion – buy a few cans from Costco and place on serving table for self-serve. There was also one request for applesauce since it goes so well with pork.

Keep the peaches! And adding some blueberries is a nice touch. 3-4 large cans of peaches if Costco has them or 8 small cans.

Four electric griddles, one pancake dispenser, pancake flippers and tongs, and Mardi Gras decorations for the tables and walls are in the storage closet over the kitchen. An old electric fry pan was used and I think that is kept in the kitchen. **Doug Mairena has the perfect touch with the pancake dispenser. Small fry pans and flippers are for the pancake games.**

Paper plates, flatware and table cloths; and paper cups and napkins were used from the kitchen supply. **About a month before Shrove Tuesday check these supplies in the kitchen and advise Kate Wettstein of status. She will buy what's needed.**

Sterno – We use 8 – 12 cans of sterno. Be sure to check that any currently in the kitchen are not dried out. And be sure to keep the lids when setting up.

Carlos set up tables and chairs. Four vestry members arrived at 4 PM, and things were ready when parishioners arrived at 6 PM.

10-12 dining tables are set up, two tables for food, one table for beverages (much like coffee hour). Jane asked for a table beneath the Vestry bulletin board and two serving trays. Additional vestry members are needed to serve at 6 PM and to clean up. All is done about 7:30.

Fr Jeff was in charge of games. **Fr Paul has taken on this task.**

Linda Cummings

February 14, 2016; **March 18, 2019**