

**St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting – Tuesday, September 17, 2019**

Present: Father Jeff, Father Paul, Nancy H., Rick, John, Debbie, Cheryl, Donna, Jane, Evangeline, Nancy C, and Margaret.

Regrets: Deacon Theresa, Jim, and Sue.

Visitors: Betsy Anderson

Reflection/Refreshments: Evangeline provided the refreshments and reflection. Her reflections were of Liberian wedding traditions and how they fit into more general customs in the country.

Minutes: The Minutes from the June 18th, 2019 Vestry Meeting were reviewed. Margaret moved that the Vestry approve the Minutes, Debbie seconded the motion, followed by unanimous approval by the Vestry.

Treasurer's Report: Fr. Jeff reported on the August 2019 financials.

Rector's Report: Fr. Jeff provided his report via email. (Attached)

Assistant Rector's Report: Fr. Paul provided his report via email and at the meeting. (Attached),

Deacon's Report: Deacon Theresa provided her report via email. (Attached)

Senior Warden Report: Nancy H. provided her report via email. (Attached)

Junior Warden Report: No report beyond what is on the current agenda.

Parish Administrator's Report: Tammy provided her report via email (Attached)

Since both the Music Minister and the Organist have resigned their posts there were no reports.

Capital Campaign: The advanced stage of Major Gift solicitations is proceeding well. The formal kickoff will be announced October 20. Betsy Anderson (who gave a very short report) noted the Kitchen Committee has been re-energized to have detailed design drawings developed and circulated for bid among various contractors. The Kitchen Committee is working in parallel with the Finance Committee to be ready to submit a detailed package to banks for a loan application. Total construction time is estimated at 3 – 4 months. Betsy reported the following results of the Lead/Asbestos Study that is required by County regulation:

- Asbestos was found only in the kitchen floor (which is slated for full removal anyway) and the acoustical tiles in the wall above the kitchen in the Parish Hall; estimated cost of removal: \$1,000.00; and
- Lead was found in the ceramic base boards and brown colored tiles in the Men's Room to be refurbished.

Committee Reports:

Christmas Bazaar Committee: The start-up meeting was held on August 14. There will be follow-up meetings for the next two months. New Leads are needed for Jewelry and Toys.

Education/Sunday School: Attendance and teacher participation is shaping up nicely.

Stewardship Meeting: The theme for the year is to be 'Wonder in Awe'. The goal will be for a 2% higher pledge than last year.

Ministry Sunday: It was noted that three new ministries have been added to the current standing roster: Vacation Bible School, construction of a parish-designed Lenten Devotion Booklet, and a Lay Healing Prayer. It is assumed that the video that was taken of the event will be posted on the newly-designed website. The focus for next year will be to update the brochure.

Music Program: Patrick Summers has started his position as Interim Music Minister and Organist.

Property Issues: Rick reported that:

- the resolution to the air-conditioning overall issue is to leave the units in the Parish Hall alone, since the current units are more than adequate to cool the area, and to replace the broken unit in Room 14 and
- the replacement of the shed behind the main building (16' x 16' in dimension) would cost approximately \$2,000.00 in materials. Harry Baisden has offered to be Lead for a parish-volunteer "barn raiser". It was noted that the project would take place later in October, and that there is no need for County inspection. Nancy C made a motion to go forward with the project, Margaret seconded, and the vestry approved unanimously.

NEW BUSINESS

Lockwood House Thanksgiving Meal: Nancy H reported that Linda has asked for assistance with Lockwood House on Thanksgiving Day. Linda was hoping that a Vestry member would take the lead, but due to conflicts members regretfully declined. It was recommended that Linda reach out to the volunteers that routinely support this important ministry and/or place a request in the SAM.

November Vestry Meeting Date/Location: Nancy Calvert stated that the November Vestry meeting is scheduled for the same day as the jewelry room set-up in room 11. She requested that the meeting date be moved or that the meeting be held at an alternate location. Fr. Jeff said we'd make a decision during the October meeting.

Next Meeting: Tuesday, 15 October, 2019. Reflection and refreshments: Jim Kilby.

Prepared and submitted by Margaret Pendley.

Rector's Vestry Report
September 2019

- It has been a busy couple of months since we last met. Of pastoral concern, of course, would be the recent deaths we have experienced in our parish. A few parishioners have spoken with me about their struggles which has prompted the informal gathering next Sunday. I don't exactly have a plan in place, but I hope our time together (for whoever comes) is a safe place where we can pray, and people can talk about their fears, their grief, and provide a place where we can mourn together.
- In consultation with the Choir Search Advisory Committee, we hired Patrick Summers to be our interim music minister. He seems to have connected with the choir members and they are off to a good start. Of concern is that this year alone, the choir has lost four people (one has moved away, two for health reasons, and one as a result of Fred's resignation), and will lose two more later this year when they move out of the area. In addition, there is likely one more member who, I am told, is "on the fence" about leaving as a result of Fred's resignation. All this to say we need to work on building up our choir. Patrick is very outgoing, and I think he will help with the effort, but not until he has actually gotten to know our parishioners. Many thanks to Fran Walinsky and Joan Jurenas for keeping our choir program up and running and organized while we waited for Patrick to start, and to Fran, Jo & Larry Hodgins for their work on the Muldoon Concert series. Fran, by the way, has continued to help out with some administrative functions for Patrick.
- You will be updated on this, but the Capital Campaign is currently in the "major gift" stage and seems to be progressing well.
- Ministry Sunday was quite successful. A huge "thanks" to Rick and Karen Weinberg for all their work, patience and perseverance.
- Since we were last together, I've celebrated and preached at four funerals, led an informal service this past Saturday for Marilyn Bernard, and led a graveside burial service for a parishioner's brother.
- Kate and I are working with Church Insurance to take care of a branch that broke through the rectory roof. There was some additional water damage to the interior of the rectory, confined to the dining room and kitchen ceilings. The church received an initial check for around \$6000 to serve as a down payment toward the work. The roof was completely stripped off and replaced and the remainder of the bill has been paid for by St. Alban's. We will work with Church Insurance to resolve the claim.
- I have been assigned to work with an aspirant for Holy Orders, to be ordained to the permanent diaconate. I'm responsible for reviewing his application material (personal essays, etc.) and providing suggestions and recommendations. I'll follow him through the application, training and ordination processes until he is ordained a Deacon (I'm currently assigned to one other person).
- Ending on a positive note, I accompanied the Youth Group on their summer outing to King's Dominion.

Associate Rector's Report to the Vestry
Sept 2019

- Successfully led a productive and meaningful Youth Mission to Hurley, July 7-12.
- Took the youth to Kings Dominion on August 14th.
- Preached St. Alban's Day, August 18, and several Tuesday mornings.
- Celebrated mass on August 11, August 18, September 15 and on several Tuesdays.
- Provided last rites on two occasions.
- Assisted with planning and leadership of several burial and memorial liturgies.
- Assisted with the Music Search committee, and organized a consultant meeting with the Rev. Dr. Bill Roberts on July 6.
- Began planning the Wednesday evening program in Lent. The Rev. Dr. Tony Lewis, former New Testament professor at VTS, will teach five weeks on the book of Hebrews as preparation for Holy Week.
- Continued to create content for the new website and update daily news items (saints commemorations, etc.) I'm also contributing to updates of our Instagram and Facebook pages.
- Provided pastoral care, as needed.
- Attended weekly clergy group breakfasts on Thursdays.
- Joined a new clergy group focusing on Family Systems theory.
- Helped to organize the "favorite hymns" program over the summer.
- Organized a Youth Advisory Committee to help plan meetings and events, recruiting Landon Gates, Liv Findorff, Macgregor Bickel, and Robby Larson-Ensinger to serve as reps. We met Aug 18 for the first time.
- Worked with Donna Archer closely to try some new things in Sunday School this year. Recruited two new teachers.
- Attended the Sunday School picnic on September 15, organized by Molly Chilton & April Kreller.
- Created various marketing materials for display and distribution, including a new Sunday School flyer and a t-shirt design for the Shrine Mont retreat.
- Continued to organize the Morning Prayer services, officiate the office on Mondays, and edit and collect the daily saint commemorations calendar.
- Worked with interim musicians Sonya Sutton and Patrick Summers to ensure quality in liturgy and musical continuity during this time of transition.
- Supervised an intern, Nathan Harpine.
- Other duties as assigned, and probably other things I've forgotten.

A note from me:

It's been a tough summer for me, with diverticulitis and related abscess that has taken a lot of the wind out of my sail at times. I've been in the hospital, the ER twice, and gone through two excruciating cycles of nuclear antibiotics. Worse than the sickness at times was the necessity of missing important things I'd hoped to attend: Vacation Bible School, a promotion, ordinations. However, things seem to be moving in the right direction, and I am carefully following my doctor's (very confusing) recommendations. I feel like most of this is resolved, or soon will be. Through it all, God has been teaching me some things, or at very least I have found ways to make meaning out of the experience. I am grateful to Fr. Jeff, especially, and to you, for the kindness and support I've received through it all.

Fr. Paul

Deacon's Report to the Vestry
September 2019

- Annandale Healthcare Center (formerly Sleepy Hollow)--Our ministry at AHC continues to be important as they are in almost constant flux. The changes we learned about two years ago have been slow for a number of reasons. Staff works in a difficult situation and attempts to make things as good as possible for the residents. The worship services are a refuge as a consistent time set aside for them to worship together. Our faithful volunteers continue to be supportive even as they have concerns and are sometimes aware of the underlying issues. I continue to work with the new and existing staff, with the volunteers that give their time and hearts to this ministry, and with the clergy to ensure that residents have a monthly Eucharist (with the assistance of the Altar Guild).
- Belvedere Elementary School--We began the school year providing monthly weekend meals for 12 children. Parishioners also donated backpacks and school supplies. We had not solicited these. Belvedere gratefully accepted 27 backpacks. 24 contained supplies for first-graders and one included supplies for older elementary students. We'll work with the school next year to see if they would like us to hold a supply drive. In the past, we provided these for Bethany House. However, our coordinator, Molly Chilton, received word that they didn't need our donations this year.
- Caregivers' Sessions held July 28 and September 15. These sessions continue to be well-attended with an average of 8 people each time. The participants find it helpful to meet with others at St. Alban's with similar or related concerns.
- Commemoration of the 400th anniversary of the arrival of enslaved Africans to the British colony which is now Virginia. I organized and held a brief prayer service and bell-ringing on August 25. St. Alban's was joining with others around the country, including Episcopal Churches invited to participate by the Presiding Bishop. 15 people attended, including Fr. Jeff and the minister from Friendship United Methodist Church.
- Ministry Sunday--I reviewed and updated sections of the Ministry Booklet and recruited volunteers to sit at the Samaritan Ministry table so that I could cover other tables. It was a wonderful event thanks to Karen and Rick Weinberg and others who assisted with the organizing.
- Preached on August 25.
- Region Meeting--Along with Fr. Jeff and Harry Baisden, I attended the meeting of the South Fairfax Region of the Diocese. Bp. Bob Ihloff responded to questions about a number of Diocesan issues including staff, the search process for a new bishop, and his work assisting in the Diocese. Region-wide activities were also discussed.
- Service of Lament, Reconciliation, and Recommitment, August 17--I attended the service at St. John's, Richmond (Church Hill). Bishop Goff presided at the service organized by the Episcopal Churches in the Richmond area. It was well-attended and included a healing service and Eucharist. I'm in touch with other Northern Virginia clergy considering holding a similar event in our area.

- Shrine Mont Weekend Liturgies--Moirra Skinner has volunteered to assist with organizing the services at Shrine Mont. Other volunteers have offered to lead services. Moira and I met on September 8.
- Vocational Diaconate Involvement--I am involved with a number of activities to support the growth and development of the Vocational Diaconate. I attended a webinar about the plans for a new training process and met individual with the local formation director. I met with an individual who had questions about the Diaconate and I have been reviewing application documents and meeting with an aspirant who feels called to the Vocational Diaconate. She is preparing for an interview with the Committee on the Diaconate. There are only a few active Vocational Deacons in Northern Virginia and I am grateful that I can support the ministry and those considering how God is calling them to serve.
- A personal note: I left my full-time paid position on August 30. I began that position a few months before my ordination and over time realized that I needed to make changes to my life in order to focus on the things I feel called to do. I am still working. I have a part-time position as a grants administrator, serve as the chaplain for the Deacons' School, and am doing contract and consulting work. I have more flexibility in my schedule and you may see me more during weekdays. However, my role at St. Alban's hasn't changed and I have no intention of leaving the area. I am grateful that I'll be able to focus more time on family, friends, and self-care as I wait to see what unfolds.

Senior Warden Report July/August/September 2019

Edited letter to go to Feasibility Study participants

Worked with Betsy Anderson for more FAQs concerning the kitchen project.

Interviewed potential candidate along with the music advisory committee for interim music minister.

Met with Moe Fraunfelder concerning set up for Linda's funeral

Ran reception for Linda Fraunfelder memorial.

Attended Bible Study of Timothy I and II with Nathan

Met with potential interim music minister to go over our Employee Handbook and offer for position.

Attended funeral for Art Deverill

Attended Bazaar kick off meeting at Sue Mariena's house

Wrote Word Article announcing my stepping down as Chair of the All Saints Guild. Ask for someone to take this very important ministry on. Thankfully, we have Nancy Calvert and Gina Clune to co-chair.

Corresponded with chairs of Ministry Sunday with the requirement for a table for Vestry (also Handmades group)

Attended Kitchen committee meeting on August 28

Ran Reception for Walt Barbee's funeral

Performed my first 'ask' associated with the Capital Campaign

Attended Capital Campaign meeting September 5

Staffed Vestry table for Ministry Sunday, no one signed up

Parish Administrator Monthly Vestry Report
Tammy Thomas
September 16, 2019

- Bulletin and SAM production
- June, July, August church credit card reconciliation
- June, July, August MyEoffering posting
- Email lectors and intercessors weekly readings/mark bible for Sundays
- July, August and September Word printing
- Ongoing ACS maintenance (ie returned mail, new members, transfers, deactivations for returned mail)
- Maintain office supplies
- VBS registrations
- Took vacation first week of July (prepared bulletins in advance)
- Linda Fraunfelder's funeral bulletin
- Mailed welcome packets to new parishioners (B. Bower, K. Johnson, A. Hutson, N. Huskins)
- Created a Sunday School 2019-20 group in Constant Contact to email out letters for Donna Archer
- Called Church Insurance to update our records (this is an annual occurrence)
- Researched and emailed Ken Butler's daughter memorial donation information
- Called Red Hawk again about emergency contact list and order of phone calls
- Prepared a mailing for Nancy H. (acknowledgements for participating in the kitchen Sunday)
- Vonage phone install
- Pendley, Barbee, Deverill, Casey funerals
- Farley baptism bulletin and certificates
- Cancelled My Church Events (we are paid thru 8/01/2021)
- Stewardship timeline meeting and first mailing including fall schedule
- Coordinated silver altar cross refinishing (estimate was 3K); we are not proceeding as of yet
- Ordered more BCP's for altar guild
- Updated Word document for phone script as well as updating voice recordings on new phone system
- Cancelled Verizon landlines (needed to keep certain ones for fire/security alarms and elevator)
- Called Forward Day by Day twice bc we did not receive this quarter's small issues (they were finally delivered 9/16)
- Miscellaneous thank you notes for memorial donations
- Had Hottel come out to repair leak in outdoor HVAC unit for nave
- Emailed Dance School (Elizabeth Hawkins) to let them know going forward they cannot staple into the stage wall for their Christmas recital
- Researched high printer costs for August (result was annual property tax assessment)
- Pulled ACS database info for CCS Fundraising team
- Ministry Sunday booklet

- Printing of Muldoon letters
- Maintaining Carlos pension from Emmanuel
- Proof of confirmation letter for former parishioner (Erika Vandereijken Perry)
- Had to call Verizon to come back and reconnect one phone line (we found out we need 4 landlines for alarms)
- Salutation compilation for CCS
- Scheduled CCS weekly meetings
- Cancelled Wired Word
- Worked on printing Narrative budget for Stewardship committee
- Maintained Shrine Mont registrations
- Produced stewardship pledge cards
- Produced name tag for Patrick Summers

