

**St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting – February 16, 2020**

Present: Father Jeff, Father Paul, Deacon Theresa, Moira, Sue, Kevin, Rick, Donna, Nancy, Jane, Jim, Evangeline, Ken, and Chris.

Regrets: Margaret.

Visitors: None.

Reflection: Sue Mairena offered a reflection on Grace Evelyn Arents. Sue had participated in Meals on Wheels with her daughter at St. Andrews in Richmond.

Minutes: The Minutes from the January 2021 Vestry Meeting were reviewed. Chris moved that the Vestry approve the Minutes as amended, Sue seconded the motion, followed by unanimous approval by the Vestry.

Treasurer's Report: Sue presented the January financials, highlighting that:

- We are still moving from Mike to Patrick as our accountant. Patrick was in an ice storm in Baton Rouge and was unable to complete the financials. Had to go back to Mike to complete.
- Rick stated that St. Alban's will begin to draw on our construction loan for payments. Financially in good shape with the Capital Campaign.

Rector's Report: Fr. Jeff provided his report via email. Some people questioned his opinion of jazz. (Attached)

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

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

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

Junior Warden Report: Rick said that the renovation construction is on target. The running of the new gas line will be the only impediment. Jeff indicates that Betsy says the permits for this project are in!

Continuing Business:

Lenten/Easter Activities: Jeff and Paul reminded everyone of the Ash Wednesday service that would be available for tomorrow. Several members of the Vestry actually had pancakes for dinner. Our usual Pancake Supper and Pancake games are missed this year.

Annual Parish Meeting 2021 Date: The Vestry discussed the video that is still being planned instead of our usual Annual Meeting. We need to let the parish know that there will be no in person meeting.

Village School Lease Renewal: Fr. Jeff received a response from the Village School concerning the use of trailers. They would like to put a 60' x 20' 1200 square foot trailer near the playground. They would only want this trailer for one year. Vestry discussed placement, rules, if

it will interfere with renting the parish hall. The small committee that consists of Fr. Jeff, Nancy, Donna, and Margaret will need to meet again concerning this. Fr. Jeff gave a tour of our facility to the Waldorf school that is also looking for space. The director of the school, a parent, and a board member toured. The issue is that there may not be enough space, but may consider splitting their campus. Jeff indicated to them that we would prefer to have the pre-school. Donna also brought up St. Alban's wish to have our own preschool.

New Business:

Gas Line Issues Not Connected With Current Construction: Fr. Jeff informed the Vestry of our current additional gas line problem. When Betsy's gardener came to remove plants in preparation of the gas line install, he could smell gas. Fr. Jeff, Betsy, and the gardener traced the smell back to the old meter. Washington Gas was called and arrived in two hours. They found numerous gas leaks around the old meter, along with several gas leaks along the pipe line from the main to the meter. Issues from the main to that side of the meter are the responsibility of Washington Gas. Any problems on the other side of the meter are St. Alban's. Any leaks on the St. Alban's side of the meter will have to be repaired before Washington Gas will repair their leaks. Jeff and Carlos will call in a plumber to fix our issues and leaks.

Boiler Issues: Our Boiler is also having issues. Fr. Jeff clarified that the boiler heats the parish hall and educational wing. The temporary solution is for Carlos or Fr. Jeff to manually close a backflow prevention valve in the morning, and open it in the evening. Last year we had gotten a quote from ABM of 60K to replace. This would remove the old boiler, drain the circulating oil and remove the asbestos insulation. Fr. Jeff is going to check if this quote is still good. The Vestry discussed what other options we should be looking at. Fr. Jeff will research.

Vestry Reflections: Moira asked for Vestry members to volunteer for reflection for future meetings. Please email her with your choice of meetings.

Next Meeting: Tuesday, March 16 2021. Evangeline will lead the Reflection.

Prepared by Nancy Harrell

Rector's February Report to the Vestry

- Continue to attend bi-weekly Construction Status meetings and Kitchen Committee meetings. We are still waiting on a permit for the gas line, which we now know will impact our completion date. The question is, how long?
- Attended our region's February online Clericus where we were briefed on the Diocese's new plan for parish pledging to the diocese. The Diocese will be implementing a 10% tithe on every parish in a plan phased in over time. Apparently, St. Alban's is only one of 35 or so parishes, out of 180+, that currently give 10% (and we currently give 11%). I'm very proud that we have had a long tradition of fully supporting the diocese and our Bishops.
- Met with the Waldorf school (they reached out to me a couple of weeks ago, expressing interest in renting space from us) and gave them a tour of the campus. I have not heard back from them. We continue to wait on a response from our current tenant's request that we consider allowing them to expand their student enrollment using temporary trailers in the parking lot.
- Continuing to work on issues with audio quality in the video system. I met with Bruce Cain, an audio consultant who works for WETA as their audio engineer. Jo Hodgkin suggested Bruce as he records all of WETA's live performances. Bruce will give us recommendations for how we can improve the audio in our nave, and the best audio configuration for our future livestreaming. He is drafting a proposal which will include suggested equipment upgrades. Our work with Bruce will fall under the funds allocated from Marilyn Bernard's bequest for video recording/live streaming.
- I have begun recording our Sunday intercessors and lectors in the church. I like the uniformity it gives to the service, and so far, it has worked out well.
- I have committed Wednesday afternoons (beginning 2/24) to working with a small group of clergy from our Region on the Sacred Ground program.
- Looking back at last year's February agenda, we were busy preparing for our Annual Meeting and the Shrove Tuesday pancake supper...neither of which will happen this year.
- I recorded an introduction for our next Muldoon Concert, and also recorded a brief interview with the concert performer, Kenny Rittenhouse. I really hate jazz.

Associate Rector February Vestry Report

- Produced primary Sunday worship services for YouTube. Sundays: January 24, 31; February 7 and 14; and Ash Wednesday (tomorrow), February 17.
- Celebrated the Eucharist on January 24 and February 7, preached on January 31, and officiated Ash Wednesday (February 17.)
- Planning is underway for this year's Holy Week observances, likely to be presented again on YouTube.
- Began discussions about possible youth ministry activities as the weather begins to warm up in the springtime.
- Organized weekly calendar of readings and commemorations; attended regularly, and take officiating and hosting duties weekly.
- Organized the virtual hymn choir, producing three hymns with mixed voices for most primary services.
- Met with Adam Hutson, interim Sunday School coordinator, on Wednesday, February 10, to plan a review of recent Sunday School programming with teachers; and to continue to seek ways to deliver effective Christian formation to our families during the pandemic (and beyond.)
- Met with Fr. Tony Lewis on February 10 to plan for the Wednesday night Lenten program.
- Received word that I have been invited to serve on the diocesan Commission on Ministry, on the Committee on Priesthood. I will be helping to interview candidates aspiring to Holy Orders as a Priest. I met with Ed Keithly, diocesan minister for discernment, on Tuesday, February 16, for an orientation.
- Offered pastoral care in a variety of situations.
- Assisted with various other matters under the rector's direction.
- Probably a few things I've forgotten about... 😊

Deacon's Report to the Vestry

February 2021

Mustard Seed Grant

- Coordinated with Fr. Jeff and Moira Skinner to submit a Letter of Inquiry to the Diocese for a Mustard Seed Grant to assist with funding to provide food for families of Poe students. We will learn this week if we are invited to apply for up to \$2,000 to match the Outreach funds budgeted for this work.

Food Distribution for Poe Families and at Fairmont Gardens Apartments

- Nell Dillard is coordinating with the counselor at Poe as Remy Jurenas, Moira Skinner, and I consider logistics and budget to provide food during the fourth week of each month for 25 families.
- Parishioners continue to volunteer for food distributions on Thursdays, the first three weeks of each month.

Samaritan Ministry

- The annual Next Step Breakfast will be held online this year. Ivy Kilby is the featured volunteer speaker. Yamiche Alcindor, White House Correspondent for PBS Newshour, is serving as emcee. Ivy and I invite you to attend the event on Saturday, March 20, 2021 from 10:00 AM to 11:00am by registering online using this [link](#). Ivy and I are the table captains for St. Alban's.

Belvedere Elementary School

- Jane Cheek delivered our February donation of 48 packages of food to Belvedere. Once the parish hall is available, we may be able to schedule volunteers to package the meals.

Annandale Healthcare Center

- Delivered donation from Chatting Fingers and met briefly with Sarah Luke, activities director. Sarah and I followed up by phone to discuss Holy Week and our respective restrictions. We will stay in touch about any changes. Sarah will begin to ask the staff to help residents access the St. Alban's service link on their devices.
- Residents and staff members have received both doses of the COVID-19 vaccine. They continue to offer testing and hope to begin to allow family members to visit this spring. Individual volunteers may be able to enter the facility soon after that.
- I plan to work with the Annandale Healthcare Center ministry team to package palm crosses and notes for delivery to the facility the week before Palm Sunday.

Caregivers Sessions

- Caregivers met in January and February. We plan to meet every month. We average 8 participants each session.

Other activities

- Preparing to preach for February 28.
- Recorded portions of the weekly and Ash Wednesday liturgies.
- Attended Coffee with the Clergy, the Forums on Lent and Coffee Hour.
- Participated in weekly planning meetings with Fr. Jeff and Fr. Paul.

Senior Warden's Report for February 17, 2021 Meeting

- Attended most online daily morning services and weekly Sunday worship. For morning prayer, regularly serve (with exceptions) as OT reader on Monday, officiant on Tuesdays, and host on Thursdays and Fridays.
- Served as officiant for Compline on 2/10 and reader on 1/20.
- Served as Sunday Coffee Hour host on 1/31 and 2/7.
- Entered and deposited parishioner pledges/checks on 1/29 and 2/15.
- Attended online Kitchen Committee meetings on 2/8.
- Attended the Finance Committee budget meeting on 1/21.
- Called a special Vestry budget meeting on 2/3.
- Drafted Outreach 2021 budget, emailed with Outreach committee to seek approval/questions on 2/8.
- Emailed Parish Committee Chairs with their approved budget amounts on 2/13.
- Participated in discussions to seek Mustard Seed Grant for feeding program; reviewed and signed Deacon Theresa's draft initial letter to the Diocese.
- Attended both Lenten forum sessions.