

**St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting – November 17, 2020**

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

Regrets: None

Visitors: None.

Reflection: Rick shared his thoughts on attending his son Richard's installment as the ninth rector of St. Margaret's Church in DC. He also shared that our own Fr. Paul served as a deacon at Richard's ordination in 2016, where Fr. Paul first learned that St. Albans was looking for an assistant rector!

Minutes: The Minutes from the October 2020 Vestry Meeting were reviewed. Sue moved that the Vestry approve the Minutes as amended, Rick seconded the motion, followed by unanimous approval by the Vestry.

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

- we are still awaiting forgiveness of our \$85K PPP loan from United Bank, but don't expect that to occur until 2021;
- pledge and non-pledge giving is still under budget, but the rate of giving is steadily improving;
- total expenses for the year are under budget; and
- we will begin working on next year's budget once we have received a significant number of pledges.

Margaret moved that we accept the Treasurer's Report, Rick seconded the motion, and the Vestry unanimously voted for the motion.

Rector's Report: Fr. Jeff provided his report via email. (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 noted that:

- repair of the fire alarm has been completed;
- Whitener & Jackson submitted the best-value proposal for the replacement of the outside parish hall doors need to be replaced; and
- a general audit of our entire electrical system and procuring a quote for the installation of a photocell timer for automatic lighting of the cross and tower have been placed on our To Do list.

Continuing Business:

Written Health Protocols for Secular Activities Conducted At The Church: All employees have signed the COVID-19 addendum to our Employee Manual.

Diocesan Convention: Moira reported on the convention's activities. Major topics of discussion were:

- passing a resolution to call for the election of a new bishop;
- expanding parental leave to all genders and family configurations, e.g., adoption, while ensuring compliance with current FLMA regulations; and
- competing proposals to cut the diocesan budget across the board to allow for a permanent Diversity and Inclusion organization and to reinstate funds for a campus ministry function.

It was noted that the issue of expanded parental leave was returned for further review and discussion and the budget, not being passed, now goes to the diocesan executive committee for finalization.

2020 Annual Giving: The formal program has been started, with pledge cards being mailed out and an on-line pledge option being instituted.

New Business:

Muldoon Concert Series: There was a discussion of a deficit in funding for the series, given the impact of the pandemic on the regular fundraising process (e.g., no Ministry Sunday). Going forward, the Concert committee plans to move one of the two Spring 2021 events to the Fall, and holding a general solicitation drive in the Spring to fund the operating expenses.

Time of Vestry Meetings: A suggestion was made to schedule the start of the monthly meetings earlier, e.g., 7:00 or 6:30 PM. The present Vestry members were amenable to the suggestion, and Fr. Jeff agreed to canvass those members who were not present during the discussion.

Executive Session: A session to discuss finances was held among the Vestry members.

Next Meeting: Tuesday, December 15, 2020.

Prepared by Margaret Pendley

Rector's November Report to the Vestry

- So far, we've had a handful (three or four) parishioners volunteer to be Coffee Hour hosts. I'm hoping we can recruit a few more people. Many thanks to Moira for picking up the slack for Sundays when there is no volunteer host.
- Attended bi-weekly Construction Status meetings. All seems to be going as hoped for and planned. In my most recent visit to the kitchen this morning, the wall between the kitchen and new women's rest room is up, all scaffolding has been taken down in the kitchen area (the annoying pole in the middle of the kitchen floor has been moved, and the ceiling had been shored up with scaffolding for that work). Workers will be putting the roof on the addition in the back, essentially closing up the work in preparation for interior work to begin.
- Attended Diocesan Convention with delegates Nick Huskins and Moira Skinner, as well as Deacon Theresa and Fr. Paul. Convention was, of course, online. Of note, Convention passed a resolution calling for the election of a diocesan bishop.
- Attended the Samaritan Ministry Online Gala. I was very proud to see Ivy Kilby accept St. Albans' award as outstanding partner organization for 2020. Director, David Wolf, had some very nice, complimentary things to say about St. Alban's, specifically naming Ivy, Chris Martin and Deacon Theresa, but there are many others who made the award possible.
- We received architectural drawings of the new parish hall front doors. Hopefully we'll see them installed in the next month.
- Many thanks to Margaret Pendley, Chuck Blanchard and Moira for their advice concerning our involvement in the bankruptcy proceedings against the Boy Scouts of America. As a past sponsor/host of a scout troop, we were open to potentially being involved in lawsuits concerning sexual abuse by past scout leaders. Margaret completed the forms necessary for St. Alban's to make a claim which would protect us in the event a claim for sexual abuse is filed against St. Alban's. If someone eventually seeks compensation for sexual abuse related to Boy Scout activities at our church, this claim gives us the ability to seek reimbursement for that compensation from the Boy Scouts of America or parties involved.
- Worked with Glenn White, Betsy Anderson and Whitener & Jackson to ensure our construction project did not adversely affect Election Day. With only a couple of minor issues, Election Day came and went without incident.
- I am continuing to set up our video system in the nave. Due to our current COVID-19 status, the system will initially be used to record our services, but we will be prepared to live-stream when we are permitted to do so, and we feel comfortable.
- Received word that the florist who has supplied our Sunday floral arrangements will be closing down her business on 12/31, due to the pandemic. While we have been doing our minimal floral/greenery arrangements in-house, at some point we will have to make arrangements with another florist.

Associate Rector's October Report

- Produced primary Sunday worship services for YouTube on October 25; November 1, 8, and 15.
 - Views are in the 150-160 range on a low-attendance Sunday; in the past few weeks, though, views have increased to between 185 and 220. Most views are within the first few hours of the 10 am premiere, so that means we're all attending the service at roughly the same time. I would assume that a portion of these views are single adults; but a percentage are also 2-3 people "attending" together. Our attendance, then, for weekly primary services is above what we would expect for in-person attendance. Even at an average of 1.5 people per view, that is more than 200 people in "attendance" on a low-viewership week. A day like All Saints, November 1, would be easily 300-350 actual people viewing the service. The average viewer, though, tends to skip through the service, as "average view time" is around 30-40 percent most weeks.
- Worked with the Muldoon Committee and Dr. Jason Farris to produce, edit, and upload the organ recital on November 8.
 - The concert received 86 views in the week following November 8; it will remain available on our YouTube channel.
- Preached on Sunday: October 25.
- Celebrated the Eucharist on November 1 and 15.
- Officiated and hosted Morning Prayer regularly; organized weekly calendar of readings and commemorations.
- Attended the Annual Convention of the Diocese of Virginia on November 14.
- Organized the virtual hymn choir, producing three hymns with mixed voices for each primary service.
- Worked with Adam Hutson, interim Sunday School coordinator, to begin a simple program of online Sunday School for all ages in October/November; this program will continue through Advent. Adam and I plan to meet with all the Sunday School teachers in early January to coordinate a plan for Sunday School in the New Year.
 - Adam's companion videos, which go along with mailed activity sheets and at-home lessons, have garnered 30-40 views each week -- even if only half of those are children viewing, that is still at least as many people as a very good day in Sunday School during usual times.
- Met with Harry Baisden and Adam Hutson to plan an ongoing effort to keep in touch with our youth.
- Continue to maintain regular contact with members of the youth group, as well as other parishioners. I've also offered pastoral care in a variety of situations, so far

mostly by phone. I did my first hospital visit in a while a couple of weeks ago. Worked with Deacon Theresa and the Outreach Committee to organize some efforts in regard to Honduras Hurricane Relief -- even as a SECOND hurricane makes landfall there today.

- Assisted with various other matters under the rector's direction.

Thank you for your support and leadership, particularly during this most difficult year!

Deacon's Report to the Vestry
November 2020

Samaritan Ministry

- Attended the virtual gala. St. Alban's received the Partner of the Year recognition award at this year's gala. Ivy Kilby, who serves as our partner representative and is the Front Office Coordinator at the NoVA office, accepted the award. The award was possible because of the many people who have supported the parish's participation in Samaritan Ministry and who have volunteered over the last five years. If you missed the gala, the video is available at the [Samaritan Ministry website](#).
- Met with Debbe Hughes and Ivy Kilby to begin planning for St. Alban's participation in the Christmas celebration for the Northern Virginia participants. Debbe Hughes will coordinate along with Ivy Kilby. The socially distanced, safe distribution of gift cards and packaged cookies will be held on December 10 at the Columbia Pike Office.

Food Distribution at Fairmont Gardens Apartments

- Coordinated a meeting to discuss food distribution on the fourth Thursday of the month. Distributions have been cut to three weeks a month. With Fr. Jeff's encouragement, Moira Skinner, Remy Jurenas, and I will meet with the Poe after-school program coordinator who is our contact for the program. We're scheduled for a conference call on Thursday, Nov. 19 at 6:30pm.

Belvedere Elementary School

- We provide 48 food packages a month to Belvedere. For October and November, I shopped and packaged the food. Jane Cheek delivers the food packages in our plastic bins and picks up the bins before the next packaging. I'll continue to shop and package until we can safely include other people in packaging.
- I will be in touch with the counselor before the end of this week to coordinate the December food packages. We generally deliver four weeks of food before the winter break so that the gap in availability of school food is somewhat filled. The addition of the gift cards (last year we provided 10) helps with additional needs.

Make Me an Instrument of Peace

- Led two sessions of the discussion and video program developed by ChurchNext.TV and the Episcopal Church Office of Government Relations. The program offered suggestions for approaching difficult conversations, especially in conversations with people we are in relationship with (family members, other parishioners, friends, etc.)

Sacred Ground

- Continued participating in a Sacred Ground circle for members of the Diocesan Commission on Ministry and its subcommittees.
- Met to prepare to lead a Sacred Ground circle for the Church of the Resurrection later this month and one for St. Alban's beginning in January.

Election-Related Activities

- Developed liturgy and led Evening Prayer on Election Eve.
- Provided presence at St. Alban's on Election Day.
- Attended training by the Episcopal Church and co-sponsored with Lawyers and Collars to learn about the role of clergy at polling sites.
- Attended Bishops' post-election debrief meeting with clergy.
- Attended Episcopal Church Office of Government Relations Post-Election webinar.

Other activities

- Worked with Fr. Paul to provide information and develop plan for collection for Honduran village devastated by Hurricane Eta.
- Recorded portions of the weekly liturgy.
- Attended Coffee with the Clergy and Coffee Hour.
- Participated in weekly planning meetings with Fr. Jeff and Fr. Paul.
- Attended Bishops' regular meetings with clergy.
- Attended Clericus.
- Attended Diocesan Convention.
- Continued participating in book discussion led by Bishop Susan on the book *Episcopalians & Race: Civil War to Civil Rights*.

Senior Warden's Report for November 2020 Meeting

- Attended online Kitchen Committee meeting on 11/2 and 11/16.
- 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.
- Hosted Sunday Coffee Hour on 10/25 and 11/15.
- Attended St. Alban's final Make Me an Instrument discussion group meeting on 11/1.
- Signed loan documents related to the Kitchen construction project.
- Attended 2020 Diocesan Annual Convention online on 11/14.
- Attended Samaritan Ministry of Greater Washington's 2020 Virtual Gala on 11/14.