

**St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting – March 16, 2021**

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

Regrets: Evangeline and Ken.

Visitors: None.

Minutes: The Minutes from the February 2021 Vestry Meeting were reviewed. Margaret 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 February financials, highlighting that:

- We are in the process of applying for our second PPP loan;
- Total income exceeded the budget by \$4K and total expenses were under budget by \$18K; and
- Given that state of our finances related to our Sandy Spring Construction loan, Sue suggested that we consider using those funds for the repair projects that were to be discussed in this meeting, to free up cashflow.

Jim moved that we accept the Treasurer's Report, Nancy 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 reported that he was still assisting with bookkeeping. The renovation construction is almost completed, and this coming Friday, several of the Committee will conduct a punch-list walkthrough with the contractor.

Continuing Business:

Boiler Issues: Based on competitive bids received, it was determined that ABM's quote provided the best value to St. Alban's. Margaret motioned that we enter into negotiations with ABM for replacement of the boiler, pumps, and shutoff valves, as well as complete asbestos removal with a total price of \$74K; Jim seconded the motion, and the Vestry unanimously voted for the motion. Nancy motioned that we use funds from our Sandy Spring Bank for reconstruction for this project; Chris seconded the motion, and the Vestry unanimously voted for the motion.

Gas Line Issues Not Connected With Current Construction: Fr. Jeff informed the Vestry that all repair work has been completed, and Washington Gas paid for all of it.

Village School Lease Renewal: The Vestry came to a consensus that we would like to move forward with a plan to renew our lease with the Village School and entertain the placement of a temporary trailer in the parking lot for additional students. It was noted that the school is apparently not paying the full current monthly rent; Sue and Fr. Jeff will investigate. The next step is for Margaret to get with Fr. Jeff and the subcommittee to gather their thoughts on revised language for the renewal lease, and someone to do a cost analysis to determine what we should be charging for rent for the next two – four years.

Annual Parish Meeting 2021 Date: A video on the State of the Church is continuing to be developed by the clergy. Moira confirmed that she notified the parish in this month's The Word that our usual in-person Annual Meeting will be delayed.

Lenten/Easter Activities: Fr. Jeff and Fr. Paul are continuing to develop our prayer services for Holy Week and Easter. There are plans to present a streaming video of services for Holy Thursday, Good Friday, and Easter. They also proposed a plan to offer in-person services with Eucharist on Monday – Wednesday of Holy Week. The spirited discussion revealed concerns about ensuring that the clergy and attendees remain safe vis-à-vis COVID and that the proposed system of selecting or limiting who could receive communion might unfairly exclude.

New Business:

Exterior Painting of Church and Rectory: After reviewing competitive quotes it was determined that the bid from DesignPro offered the best value for St. Alban's. Fr. Jeff also recommended that we also get additional quotes for interior painting of the Parish Hall and repair/repainting of the shed by the Rectory. Kevin motioned that we enter into negotiations with DesignPro for the original painting quote, as well as the additional areas that need work, and that we use funds from our Sandy Spring Bank for reconstruction for this project. Sue seconded the motion, and the Vestry unanimously voted for the motion.

Removal of the Holly Bushes from the Parish Hall Entrance: Given that one had been damaged during construction and the fact that they are overgrown, the Vestry came to a unanimous consensus that they should be removed and replaced with other suitable foliage. These funds would come from our Operations account.

Protective Fence Around the Sanctuary HVAC Unit: Long Fence has provided a quote of \$2,885 to install a wood fence around the unit as protection; if we agree to it and permit its erection while the kitchen unit fence is installed, the price will be reduced slightly. Chris motioned that we accept the proposal and that we use funds from our Sandy Spring Bank for reconstruction for this project. Rick seconded the motion, and the Vestry unanimously voted for the motion.

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

Special Diocesan Convention: Moira announced that the Committee assigned to revisit and revise the annual budget would like to hold virtual hearings on 4/14 and a convention vote on 4/24. Moira plans to attend and, if Nick is unable to attend as our other delegate, Margaret agreed to step in.

Next Meeting: Tuesday, April 20, 2021, at 7:00 PM. Jane will lead the Reflection.

Prepared by Margaret Pendley

Rector's March Report to the Vestry

- As one sign of how close we are to being finished with our renovation project, we have ended our bi-weekly Construction Status meetings. This week some members of the Kitchen Committee will go on a walkthrough of the new area with the project manager to create a punch list. We're almost there!
- Audio quality issues with our sound system continue to plague us. Until this is resolved, I believe this is the single issue that will keep us from live-streaming as there would be no way to filter out the radio station interference. Several weeks ago, I met with Bruce Cain, an audio consultant, but I haven't heard back from him nor is he responding to my messages. I think we will resolve this issue, but it is frustrating.
- I have attended two Sacred Ground sessions with my clergy colleagues in the region. We meet on Wednesday afternoons.
- I have been attending (more like lurking) on the Wednesday evening Lenten program series. So far I have really enjoyed Fr. Tony's presentations.
- Met with a manager from HVAC & Plumbing Unlimited on 3/2 for a quote to replace the boiler system. I am trying to get in touch with him to get a status on the quote.
- Fr. Paul and I interviewed a seminarian from VTS about starting an internship with us this fall. The interview seemed to go well, and I offered him a place at St. Alban's but I believe he is still interviewing at other churches and evaluating his options.
- Met remotely with other Annandale Clergy on 3/8 in an attempt to restart the East-end Annandale Clergy Group.
- Attended a remote, mandatory training session on 3/4 with the Field Ed department at VTS
- Participated in remote interviews for diaconate candidates on 3/3
- Met with part of the School Committee on 3/12 to scout suitable locations for a temporary trailer
- I was invited to attend a Lenten gathering with clergy from the Convocation of Episcopal Churches in Europe. It was interesting to hear the perspective on issues from American clergy overseas in a variety of countries.
- Met with the Altar Guild directors to plan for the turn-over of Altar care responsibilities back to the Altar Guild.
- I continue to record parishioners reading Sunday lessons in the church. It has been a great way to check up with people I haven't seen in almost a year.
- Reviewed and provided input to our Mustard Seed Grant proposal

Associate Rector March 2021 Monthly Report

The following is a summary of my activities over the last month:

- Produced primary Sunday worship services for streaming on YouTube. Sundays: February 21 and 28, and March 7 and 14.
- Preached on Sunday, February 21 (Lent I.)
- Celebrated Eucharist (with Spiritual Communion) on February 28, March 7 and 14.
- Preparations continue for Holy Week: both YouTube services online, and (hopefully) opportunities for small, outdoor, in-person Eucharists.
- Organize and host the Wednesday Night Lenten program, 'Hebrews' with Fr. Tony Lewis, on Zoom. We began on Wednesday, February 24, and continue through Wednesday, March 24. The video is posted to YouTube for later viewing.
- Worked with the Muldoon committee to plan and produce the March 14 concert featuring the Kenny Rittenhouse Quintet. The concert will be available on YouTube for some time going forward.
- Met with the director of Raleigh Youth Mission on March 8, along with Fr. Jeff, Harry Baisden, and Robby Larson-Ensinger, to explore the possibility of a summer youth mission trip (if we determine it is safe.) If we go forward, it's penciled-in for June 27-July 2, 2021.
- Working with the leadership of the youth ministry to begin planning a few outdoor youth activities in the spring.
- Working with Adam Hutson, interim Sunday School Coordinator, to plan Easter boxes (with various activities and fun things inside) to be sent out around Easter Day to our Sunday School families. We met with Sunday School teachers on Saturday, February 20, at 10 am to discuss plans for the spring/summer.
- Continued to organize the daily offices on Zoom.
- Organized and compiled the virtual hymn choir, producing three hymns with mixed voices for most primary services.
- Attended the Bishop's Tuesday Zoom meetings on February 23 and March 9.
- Attended diocesan Committee on Priesthood meetings/interviews on February 22 and March 8, and I'm enjoying the opportunity to be a part of conversations on discernment with postulants and candidates in Virginia.
- 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

March 2021

Mustard Seed Grant

The Diocese approved our request to apply for a Mustard Seed Grant. I coordinated with Fr. Jeff and Moira Skinner to submit the application to the Diocese for \$2,000 supplement Outreach funds. The project will provide food for families of Poe students. We will be notified by the Diocese about the Executive Committee's decision by June.

Food Distribution for Poe Families and at Fairmont Gardens Apartments

Worked with Nell Dillard, Remy Jurenas, and Moira Skinner to design the project which will provide food during the fourth week of each month for 25 families. Nell coordinated with the Poe school counselor who has identified the families and a distribution location. Nell and Remy will shop, St. Alban's volunteers will bag the groceries and others will transport the groceries to the distribution site and work with the counselor to distribute the food. Outreach funds have been designated for this project, currently scheduled through the end of the calendar year. Parishioners continue to volunteer for food distributions on Thursdays, the first three weeks of each month.

Sacred Ground

Nine parishioners will complete the Sacred Ground series this week. This is St. Alban's second Sacred Ground circle facilitated by the Rev. Lucretia Mann, with co-facilitation by Adam Smith, a parishioner of St. Stephen's and the Incarnation in Washington. I serve as the logistics, communications, and Zoom coordinator. I am planning a gathering (virtual) in late April of the two circles as they discern what their work will be going forward.

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. Register by Wednesday, March 17 to be placed at a table with one of us.

Belvedere Elementary School

Jane Cheek delivered our March donation of 48 packages of food to Belvedere. I currently shop and package the weekend food. Once the parish hall is available, we may be able to schedule volunteers to package the meals. I will also begin recruiting volunteers to replace Kit Ryan and Cathy Casey who did the shopping for 4 years.

Annandale Healthcare Center

Volunteers will package palm crosses with a note card designed by Barbara Hallman for delivery to Annandale Healthcare Center. Parishioners will be asked to make or purchase Easter cards for the residents. They will be collected in a box in the Narthex by Wednesday, March 25. I am in conversation with the Activities Director about their hope to begin small group services in the near future. Much more conversation is needed.

Caregivers Sessions

Caregivers met March. The sessions are now scheduled for the second Sunday of each month.

Other activities

Recorded portions of the weekly liturgies.

Interviewed people seeking to enter the process to be ordained a deacon on February 24 and March 3

Attended Coffee with the Clergy and Coffee Hour.

Participated in weekly planning meetings with Fr. Jeff and Fr. Paul.

Senior Warden's Report for March 16, 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 a reader for Compline on 2/17 and 3/3.
- Entered and deposited parishioner pledges/checks on 2/26 and 3/12.
- Attended online Kitchen Committee meetings on 3/1 and toured the site on 3/12.
- Met by phone with Deacon Theresa, Nell Dillard, and Remy Jurenas to discuss new feeding program, costs, budget, and logistics.
- Reviewed and provided edits on Deacon Theresa's draft Mustard Seed grant request package for the new feeding program.
- Attended the Wednesday Lenten programs.
- On 3/12, met with school rental subcommittee to survey possible location(s) for proposed school trailer.