

**St. Alban's Episcopal Church  
Annandale, VA  
Vestry Meeting – January 21, 2020**

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

**Regrets:** Deacon Theresa, John.

**Visitors:** None.

**Reflection:** Cheryl shared thoughts on Martin Luther King, Jr., and read the relevant portions of his "I Have A Dream" speech.

**Minutes:** The Minutes from the November 17, 2019 Vestry Meeting were reviewed. Cheryl moved that the Vestry approve the Minutes, Debbie seconded the motion, followed by unanimous approval by the Vestry.

**Treasurer's Report:** Sue presented the November financials. The December financials were not complete and will be submitted at the next meeting

**Rector's Report:** Fr. Jeff provided his report via email and at the meeting. (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 and at the meeting. (Attached)

**Junior Warden Report:** Rick presented that for various reasons, we overspent this year's budget for tree removal. He also presented the vendor's quote for a new heat pump to replace one unit for which we can no longer get parts, and requested immediate replacement. It was noted that the funds would come from the Capital Reserve. Margaret moved to approve, Cheryl seconded and the Vestry unanimously approved.

**Capital Campaign:** It was reported that, as of January 18, 2020, we have exceeded \$1.5M in pledges!

**Committee Reports:**

Stewardship: It was reported that pledges are down from this time last year (currently at \$448K, versus \$550K from last year). Potential reasons could be that families are moving out of the area, we have had several deaths in the parish, but we are not certain as to the root causes. We do expect a few more pledges to arrive; Vestry members are reminded to make their follow-up calls for selected absent pledges. NOTE: Because we do not have the final pledge numbers, the Treasurer is not ready to submit the 2020 budget for review.

Christmas Bazaar: Final/Final notes: We have finally received the donation of a signed Washington Capitals group photo. The Bazaar has decided to hold a special raffle on 2/2/20, and donate the proceeds to the Youth Group. Next year's bazaar will be on 11/21/20. Nick Huskins has expressed an interest in serving as a co-chair. If he takes this on, it will help to

ensure the transfer of tribal knowledge in the event that Nancy and/or Sue plan to move on to other endeavors.

Kitchen Committee: Met with the designer, and expect to have the revised plans by the end of January 2020 (potential revisions are an exterior window and a wider door).

Parish Life: The Committee has been planning for the Chili Cook-Off. Jim Kilby has challenged Fr. Jeff to a throw-down. Fr. Jeff indicated that the committee does not currently have a chair and members are taking turns coordinating events.

## **NEW BUSINESS**

Vestry Nominations: We currently have four named candidates: Moira Skinner, Kevin Holland, Nick Huskins, and Pam Matthus. We are encouraged to look for at least two more nominations, so that there is a true contest. It is noted that the Vestry vote will occur on 2/23/20 at the single service. The Nomination Committee was asked to work with Tammy to compile a pop-up plaquard that has pictures and bios of the nominees. Nancy C will put the vestry nomination board together once all bios and photos have been submitted.

Shrove Tuesday: Date is 2/25/20. Debbie has agreed to do coordinate all the prep work, and Vestry members are reminded that we are the hosts, so all of us need to be present to set up, serve, and/or clean up.

Continuing Resolution: In order to allow the Treasurer to pay operating bills and staff salaries without an approved budget, Jim motioned an approval of a continuing resolution, Margaret seconded, and the Vestry unanimously approved.

Resolution of Indebtedness: A motion was made by Rick and seconded by Debbie, and the Vestry of St. Alban's Episcopal Church unanimously endorsed the renovation as proposed by the Kitchen Renovation Committee, and to that end, the Vestry consents to the assumption of debt and the encumbrance of parish property as is necessary to complete the renovation of the building, under the provisions of the Diocese of Virginia.

**Next Meeting:** Tuesday, February 18, 2020. Reflection and refreshments will be provided by Nancy H.

Prepared and submitted by Margaret Pendley.

Rector's Vestry Report  
January 2020

- I had a wonderful Christmas with my family in Germany. Many thanks to Fr. Paul, Nancy and all the leadership for allowing me to be away for such an important Feast Day.
- Attended a meeting with the architect and kitchen committee to do one last review before work begins on technical design drawings. I believe there will be another presentation with the architect before the technical design work begins.
- Watched the plumbers send a camera down the sewer. It was really quite fascinating.
- Gave last rites to Barbara Fitz at Reston Hospital. She is the daughter of long time St. Alban's family Jenny and Gordon Furbish. The family has asked if her funeral can be held here. The expectation is that it will be a very small affair sometime in the next few weeks.
- Attended January Clericus in Centreville, and we hosted the 1<sup>st</sup> Quarter South Fairfax Region Council meeting.
- Participated in Candidacy interviews for potential diaconal ordinands in Fredericksburg.
- Met with Patrick Summers to do an interim check up on our interim musician. Meanwhile, work is beginning with our Musician Search Advisory Committee. Jo Hodgkin is gathering up "wish lists" for our future music program and musicians from committee members. We will begin the work of developing a job description.
- Working with Sue Mairena to gather information and data needed for bank loans for the kitchen renovation.
- Spent a little troubleshooting both our phone system and our audio recording system. Both problems have been resolved.
- Working with Kate Giroux and Deacon Theresa to potentially host a "Pop-up Vision Clinic" in our parish hall. The clinic would be for medically under-served children from both Belvedere and Parklawn Elementary schools.

Associate Rector's Report to the Vestry  
January 2020

- **Preached** on Christmas Eve (12/24), the Epiphany (1/5 at 8:15 am), Tuesday (1/7), and the 2<sup>nd</sup> Sunday after the Epiphany (1/19).
- **Presided** at the **Eucharist** on Sundays (12/15, 12/22, 12/29, 1/5 and 1/12); Tuesdays (1/14 and 1/21); Christmas Eve (12/24 at 5:30 and 11 pm) and Christmas Day (12/25 at 10 am); and the burial service for Dick Craig on 12/11.
- Organized appropriate and traditional liturgies on both **Christmas Eve** and **Christmas Day** to the glory of God.
- Worked with our Interim Organist and Choirmaster Patrick Summers to arrange for **sung Introit Antiphons, Alleluia verses** and **chanted Psalms** in Advent.
- Planned and organized the annual **Advent Lessons & Carols** service, with special guest lectors. **Adam Hutson**, our new **Verger**, was invaluable to adding order and dignity to the proceedings.
- **Officiated Morning Prayer** services regularly.
- Provided **pastoral care** as needed.
- Attended a **weekly clergy group** in Alexandria that meets most Thursday mornings.
- Continued to participate in a new clergy group focusing on **Family Systems theory**.
- Attended the **regional Clericus** gathering on 1/7 at St. John's Church in Centreville, and attended the **regional council meeting** here at St. Alban's on 1/15.
- Organized a Sunday School "**Singing Day**" in Advent on 12/8, with most able leadership provided by the amazing Adam Keiper; and attended the Sunday School **Christmas Party** on 12/22.
- Blessed the new set of Fr. Jeff's long-dreamed **rose vestments and altar hangings** on **3 Advent** (12/15), **Gaudete Sunday**; and wrote a teaching email to the congregation the previous day.
- Organized **Youth Group meetings** on 11/24 and 1/12, in addition to the annual Youth Ministry **Christmas Party** on 12/8 (Advent 2).
- Met with **Adam Hutson**, verger, on 1/14, to plan upcoming special services and discuss further acolyte training.
- Met with Fr. **Tony Lewis**, professor emeritus of Virginia Theological Seminary, on 1/15, to plan the program on the Book of **Hebrews** which we plan to offer on Wednesday evenings in Lent.
- Began planning and organization in earnest for this year's **Confirmation** classes, and sent a letter to parents of potential youth confirmands to outline new requirements for participation this year.
- Planned an initial meeting for the **spiritual growth** group that I'm forming, on 2/16 at noon.
- Attended various meetings for the **capital campaign** and **kitchen committees**.
- Provided input and assistance to the planners of the **ACCA Thanksgiving service**, although unfortunately I was unable to attend this year.
- *"Other duties as assigned."*

**Deacon's Report to the Vestry**  
December 2019/January 2020

*Please accept my gratitude for your generous gift. I appreciate your support and our work together. St. Alban's has been instrumental in my growth into ministry. Many thanks for all you give from your hearts. Deacon Theresa*

- Belvedere Elementary School and Samaritan Ministry of Greater Washington requested gift cards. I worked the Outreach Chair and Treasurer to meet these requests, purchasing and delivering the cards.
- Held Caregivers' session. Shopped for and prepared lunch.
- Served at Dick Craig's Funeral.
- Provided Lector/Intercessor training with Cheryl Sinsabaugh. Updated and distributed training materials.
- Worked with Altar Guild captains to update some processes and preparations for Sunday Eucharists.
- Worked with parishioners to recruit and coordinate food contributions and hosts for the Samaritan Ministry Christmas Open House which was held on Dec. 20. A total of thirteen parishioners provided food and volunteer time.
- Preached on December 22.
- Assisted Fr. Paul with preparation for the Christmas Eve services.
- Served at two Christmas Eve and the Christmas Day service.
- Greeted the Right Reverend Carl Wright when he attended the service on Dec. 29 and clarified his wishes concerning his time with us that morning.
- Met with Fr. Paul and Moira Skinner to discuss distribution of Outreach Funds.
- Attended January Region Clericus Meeting.
- Provided Lay Eucharistic Ministry Training after updating materials.
- Worked with a parishioner and the Director of the Mobile Clinic of the Prevention of Blindness Society of Metropolitan Washington to connect them to the appropriate staff at Fairfax County Public Schools and Belvedere Elementary School to explore the possibility of pop-up vision clinics for students.
- To determine if Belvedere and Poe have students who have incurred meal debt, researched Fairfax County's School Meal Debt policy and the need for funds. The Foundation for FCPS receives donations and pays off student meal debt. No students are denied food because of meal debt. If a student is behind on payment because of income, the school will assist them to apply for free or reduced-priced meals if they qualify.
- Submitted articles for The Word and SAM Announcements.

**Other**

- Served as chaplain for Deacons' School weekend (Jan. 10-12). Prepared all liturgies prior to the weekend.
- Worked with two postulants to prepare them for their candidacy interviews.
- Had a meeting with the Diocesan staff member and one with the Committee on the Diaconate chair concerning Committee on the Diaconate work.

## Senior Warden Report January 2020

Attended Final Capital Campaign meetings. Linda and Bill are working on the manual Daniella has given us and figuring out what the next steps will be.

Attended Finance Committee meeting to begin discussion of getting a loan for our upcoming project.

Sent out requests for Budget 2020 requests with those responsible. Had to follow up and follow up. Compiled results and sent to Finance Chair.

Attended Kitchen Committee meeting with designer and rest of committee. Designer will get back to us with proposed changes.

Asked the Nominations Committee to begin their work of asking parishioners to run for Vestry.

Requested members of the Vestry to call parishioners that have not pledged. I completed my calls and forwarded results to Ron Vogel.

Began work on A Senior Warden Manual. Will list information on what is normally done during each month, with lists of committees, budget stakeholders and responsibilities.