

**St. Alban's Episcopal Church  
Annandale, VA  
Vestry Meeting – January 19, 2020**

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

**Regrets:** None.

**Visitors:** None.

**Reflection:** Fr. Jeff shared that 1/18 was the Feast of the Confession of St. Peter, a major feast day in the Anglican church, in which we reaffirm Peter's and our own belief that Jesus is the Son of God. Noting that it first appeared in the 1979 edition of the Book of Common Prayer (probably mirroring an ancient Gallican/Roman Catholic tradition of celebrating the Feast of the Chair of St. Peter), it marks the beginning of an eight-day observance of world-wide prayer for Christian unity.

**Minutes:** The Minutes from the December 2020 Vestry Meeting were reviewed. Chris 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 December financials, highlighting that:

- St. Alban's ended the calendar year with a net revenue of \$69K, pending a few expenditure adjustments;
- Based on Sue's recommendation, Margaret made a motion to move the 2020 bonus expense from the Capital Reserve Fund to the Expense Line, Rick seconded it, followed by unanimous approval by the Vestry;
- While 2021 pledges are still down from 2019, the list of those who have pledged in the past but have not done so yet has been reduced to approximately 25. Moira is working on next steps to contact these people; and
- Sue will begin to craft the 2021 budget based on the current pledges (see below for more information) and will meet with the Finance committee on 1/21 to review the first draft. The Vestry has agreed to an interim meeting, if necessary, to review and approve the budget if it is complete before the February meeting.

Chris moved that we accept the Treasurer's Report, Jim 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 the construction project is currently on schedule, with a substantial completion date of January 31, 2021, anticipating that February 2021 will be taken up with reviewing the completion of Punch List items. There was a discussion regarding key

access to various parts of the parish campus, and a note that after the kitchen is complete and ready for use, a committee will have to be formed to develop and publish procedures for its use by various parties. Rick also noted that his Assistant Treasurer's duties have been fully transitioned to our new bookkeeper.

### **Continuing Business:**

2020 Annual Giving: It was reported that with a substantial number of pledges submitted, the current total pledged for 2021 is \$497,029, with an average pledge of \$4,438.

Annual Parish Meeting 2021 Date: Fr. Jeff has reported that the Diocese has no issue with our delaying the annual Parish Meeting until COVID restrictions have been lifted. Further discussion was had regarding a State of Our Church Zoom meeting scheduled in place of a Coffee Hour after a Sunday service.

Village School Lease Renewal: The Vestry noted that the committee reported before the standard Vestry meeting that we should move forward with attempting to extend our lease with the Village School, so long as they understood that we had no additional room to give them for any expansion of their student population. The School responded with a suggestion that we approve their use of one/two portable classrooms located in our parking lot. After discussion, it was agreed that we would entertain a formal proposal from them that would outline the specifics of such a suggestion. Margaret agreed to summarize the Vestry's response based on the discussion and circulate to the Vestry before Fr. Jeff submitted our response to the Village School.

### **New Business:**

Lent/Holy Week Plans: Fr. Paul is putting together a series of virtual seminars for the Lenten season. Based on the Bishop's recommendation, St. Alban's will not be distributing ashes. Fr. Jeff noted that in the alternative, a virtual evening service on Ash Wednesday that would focus more on the spiritual aspects of Ash Wednesday and Lent, rather than external signs.

**Next Meeting:** Tuesday, February 16, 2021. Sue will lead the Reflection.

Prepared by Margaret Pendley

## **Rector's January Report to the Vestry**

- Just a reminder that Vestry meetings start at 7:00 pm.
- Continue to attend bi-weekly Construction Status meetings and Kitchen Committee meetings. Pace of construction continues to pick up as dry wall is hung, hanging frame for the ceiling is in place and some ceiling tiles are in the frame. We are waiting on a permit for the gas line, which may impact our completion date.
- Continuing to work on issues with audio quality in the video system.
- Attended our region's January online Clericus.
- The School Lease Committee determined that we cannot offer any more space for the school, and that was communicated to the school director in early January. I'm not sure the school's plans to double their enrollment in the coming year is realistic.
- Delores Baisden has volunteered to take over Joyce's responsibilities. Delores, Joyce and I are meeting later this week to chat about flower dedications and flower expenses. We have been mulling over the idea of a "flower guild" with volunteers making the weekly flower arrangements but we'll probably stick with our current system for the foreseeable future.
- I have begun making arrangements with the weekly lectors and intercessors to record their reading in church. Last week was our first time and I like the uniformity it gives to the service. However, no one will be required to read in the church.

### **Associate Rector's January Report to the Vestry**

- Produced primary Sunday worship services for YouTube on Sundays: December 20, January 3, 10 and 17; and for Christmas Eve, December 24.
- Celebrated the Eucharist on December 24, Christmas Eve.
- Officiated and hosted Morning Prayer regularly; organized weekly calendar of readings and commemorations.
- Attended the regional clericus meeting on January 14.
- Attended the school lease committee meeting on Monday, January 11.
- Organized the virtual hymn choir, producing three hymns with mixed voices for most primary services; and music for Christmas Eve, with additional singers.
- Working with Adam Hutson, interim Sunday School coordinator, to plan a meeting for parents and teachers for programming in 2021. (Adam has been sick the past week, as have I, so we will hopefully make some headway in the coming week.)
- Offered pastoral care in a variety of situations.
- Assisted with various other matters under the rector's direction.

## **Deacon's Report to the Vestry January 2021**

### **Samaritan Ministry**

- St. Alban's provided an abundance of cookies and 30 Target gift cards for the holiday celebration on December 17. Through my discretionary fund, I was able to provide a winter coat for a participant. Many thanks to Debbe Hughes for organizing the cookie donations and Ivy Kilby for delivering the cookies and gift cards and for letting me know about the need for a coat.

### **Food Distribution at Fairmont Gardens Apartments**

- Parishioners continue to volunteer for food distributions on Thursdays, the first three weeks of each month. Nell Dillard is joined by Debbie Rosse and Nana and Cecilia Howton.
- Poe staff is identifying up to 25 families for St. Alban's to provide bags of food for. Nell Dillard is the primary contact for this possible new ministry. We are looking at the possibility of involving volunteers for packaging the bags.

### **Belvedere Elementary School**

- Jane Cheek delivered our January donation of 48 packages of food to Belvedere when school returned. We began providing fresh fruit in December and will continue that. I shop and package and will consider how to include a small number of volunteers when we can safely include other people in packaging.

### **Sacred Ground**

- Began a second Sacred Ground circle on January 14. The Rev. Lucretia Mann and Adam Smith serve as volunteer facilitators. Adam is a parishioner at St. Stephen and Incarnation in DC.
- Continued participating in a Sacred Ground circle for members of the Diocesan Commission on Ministry and its subcommittees.

### **Virginia Interfaith Center for Public Policy: Days for All People**

- Participating in the week of learning and listening workshops, meetings, and other contact with state legislators. Parishioners Faye Froh, Donna Archer, and Debbe Hughes are also participating as we learn about and support legislation aligned with our baptismal promises and the Episcopal Church's efforts toward becoming Beloved Community. The Diocese of Virginia is a VICPP partner. The week's issues include repealing the death penalty in Virginia, employer required paid sick days, water as a human right, maternal health, minimum wage for farm workers, living wage programs, interfaith dialogue, and faith communities' role in dismantling racism.

### **Other activities**

- Met with the coordinator of NVCC's Financial Stability & Advocacy Centers after an introduction by Monique Clark. We discussed the possibility of St. Alban's donating food for the Annandale Campus's food pantry.

- Preparing to preach for January 24.
- Served for the Deacons' School final/graduation weekend. I have been their chaplain for two years. I begin as their facilitator of Sacred Ground on January 27.
- 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 and January Clericus meeting.

### **Senior Warden's Report for January 19, 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 1/6 and 1/13 and reader on 12/30.
- Served as Sunday Coffee Hour host on 1/17.
- Entered and deposited parishioner pledges/checks on 12/18 and 12/30.
- Attended online Kitchen Committee meetings on 12/21, 1/4, and 1/18.
- Started EfM Year 1 (Saturday session) on 1/9.