

**St. Alban's Episcopal Church  
Annandale, VA  
Vestry Meeting via ZOOM (Virtual Meeting) – April 21, 2020**

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

**Regrets:** Evangeline, Chris M.

**Visitors:** None.

**NOTE:** Due to the stay-at-home order issued by the Commonwealth of Virginia due to the COVID-19 virus pandemic, the March Vestry Meeting was not held.

**Election of Wardens and Register:** The Vestry unanimously voted the following members into the following roles: Sr. Warden: Moira; Jr. Warden: Rick W., Register: Margaret.

**Administrative:** Initial instructions were given regarding Sunday on-call assignments, snack and reflection assignments, parish directory assignments, and committee liaison assignments will be handled via email.

**Reflection:** Fr. Jeff shared thoughts on St. Anselm, Archbishop of Canterbury.

**Minutes:** The Minutes from the February 18, 2020 Vestry Meeting were reviewed. Rick moved that the Vestry approve the Minutes, Nancy seconded the motion, followed by unanimous approval by the Vestry.

**Treasurer's Report:** Sue presented the March financials. There was a discussion of expanding the categories of donations/eOfferings.

**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 the replacement of the air conditioner in the Narthex and Room 14 were complete. Carlos has been making repairs and painting various sections of the facilities. Lawn care is proceeding apace.

**Committee Reports:**

Kitchen Committee: Meetings have been changed to biweekly. Received and submitted the blueprints to the county for approval. We plan to remove the asbestos from the Parish Hall in the coming month. While we are optimistic about our timeline, construction could be delayed.

Musician Search: Thirty resumes have been received, and have winnowed them down to 15 potential applicants. The Musician Search Committee will conduct interviews and present plans

for going forward as they mature. There is to be a focus on involving families more in the Music Program.

## **NEW BUSINESS**

State of the Parish Under Stay-At-Home Orders: A discussion was held on the following topics:

- Worship changes;
- Impact on pledge income;
- Status of parish staff;
- Safety and well-being of parishioners;
- Keeping parishioners engaged; and
- Check theft/mail fraud.

**Next Meeting:** Tuesday, May 19, 2020. Reflection will be provided by Nancy.

Prepared and submitted by Margaret Pendley.

## Rector April Report to the Vestry

- We had a good beginning to our Lenten program with Dr. Tony Lewis. As we prepared for the second evening session, Dr. Lewis notified Fr. Paul and me that he had potentially been exposed to the Coronavirus and felt he needed to self-quarantine. Of course, soon after that all public gatherings of more than 10 were banned, and gathering for Sunday worship was stopped.
- I cannot express how grateful I am for Fr. Paul, Deacon Theresa, Fran Walinsky and Patrick Summers and the work they did for the Sundays leading to Holy Week, and for their commitment to putting together good worship services for Holy Week and Easter. It took creativity and lot's of patience as we recorded bits and pieces of different Holy Week services on different days and times. Fr. Paul, in particular, is to be commended for the finished product he gave us (and continues to give us each Sunday).
- Trying to stay in touch with parishioners via email or phone call. In addition, we have a number of volunteers who were assigned parishioners to check in with periodically. Initially we were flooded with status reports as a result of the check-ins, but I haven't received any in a bit. I will check in to see if those calls are still being made.
- Attended a conference call with Fr. Paul about the Youth Mission Trip this summer.
- I was working with Carlos before the stay-at-home order, reorganizing our storage rooms and throwing away "junk". That work is challenging with you need to stay distant (trying to figure out where to put stuff, what can be thrown away, etc.) and so we have stopped it for now.
- Hosted the Easter morning virtual coffee hour on Zoom.
- Working with Sue and Tammy with the "check theft" problem. We stopped one potential avenue of theft by purchasing and installing a locking mailbox. Also working with Sue to complete paperwork for the Payroll Protection loan.
- Attending zoom kitchen meetings.
- Helped set up and configure zoom for EFM sessions. We have also resumed our Tuesday morning Bible Study – on zoom.
- Continue working with the Musician Search Committee. Currently we are in the process of reviewing resumes.



## Vestry Report - Associate Rector - April 2020

I'll do my best to summarize what I've been up to since mid-February -- though I hope you'll all forgive me if it is incomplete.

- "Election Day Donuts" Youth Mission fundraiser for the Primary Day election in Virginia on March 3;
- Assisted with planning for the Dedication Feast and Annual Meeting on February 23;
- Celebrated the Eucharist on February 23 and March 1;
- Officiated Morning Prayer services on Sundays and during Holy Week, as well as Tuesday mornings;
- Helped to format, collate, and publish the Lenten reflections booklet;
- Worked to plan a Lenten series with Fr. Tony Lewis on the letter to the Hebrews, and will continue to work with him to reschedule (perhaps in the autumn);
- Planned a new Confirmation class using a new text book, starting on March 1 (we have continued to meet every week except Easter Sunday, moving to Zoom on March 22);
- Attended weekly Zoom calls with our bishops and diocesan leadership as the pandemic unfolded;
- Organized several informal youth meet-ups on Zoom -- including "Cereal time with Fr. Paul" a couple of Monday mornings ago;
- Attended meetings of the Kitchen Committee;
- Attended meetings of the Music Search Committee;
- Attended the new online Sunday School class on April 19 taught by Adam Hutson;
- Organized several online "social hours" on Friday afternoons, beginning on March 27;
- Worked with Fr. Jeff and Deacon Theresa to make decisions about worship during lockdown.
- Worked with Fr. Jeff and Fran Walinsky to institute best practices for continuing Morning Prayer during the outbreak, beginning with distancing measures in early March and then moving fully online March 24 (Zoom.)
- Put together an Evensong on YouTube Live for the Feast of the Annunciation (March 25);
- Attended a two-part (four hour) training session on planning Holy Week liturgical observances online offered by two professors at Virginia Seminary;
- Worked with Fr. Jeff and Patrick Summers, our interim music minister, to plan music and liturgy for Lent and Holy Week...most of which ended up being scrapped;
- Hatched a new plan for Holy Week observances, in conversation with Fr. Jeff and Deacon Theresa, and learned filmmaking software (Adobe Premiere) to produce daily services for YouTube for the week from Palm Sunday to Easter;
- Continued to meet with my weekly clergy colleague group which moved online (like everything else) in mid-March;
- Made welfare checks on a variety of parishioners, and provided pastoral care virtually in a variety of situations;

- Met with the director of Raleigh Youth Mission on April 20 -- to discuss how to plan for the potential of the July mission trip while we still don't know if we can go through with it;
- Other duties as assigned.

## **Deacon's Report to the Vestry March/April 2020**

### Late February

- Participated in the healing ministry training luncheon.
- Attended Shrove Tuesday dinner (lost my championship status in the clergy race).
- Participated in the evening Ash Wednesday service.
- Participated in the Diocesan Visioning session.

### March/April

- Maintained contact with Annandale Healthcare Center at the beginning of the shutdown and have been sending notes periodically.
- Led set-up team for Belvedere Weekend Meal program.
- Provided Lector training for new volunteer.
- Picked up and delivered Krispy Kreme donuts for Youth Group sale
- Led closing prayer for the Northern Virginia Poor People's Campaign virtual event and participated in local and national planning meetings (The Episcopal Church is a partner of the Poor People's Campaign).
- Held a Caregivers' Session online.
- Wrote articles for The Word.
- In response to school closures and emergency food needs:
  - Shopped for an emergency food request from Belvedere. This was helpful in reminding me about the work/effort of shopping done each month by volunteers.
  - With Moira Skinner, using physical distancing, packaged the food for Belvedere (prior to the change in school closure date).
  - With Remy Jurenas, attended a meeting of churches and community groups responding to the need for Poe MS students and family to have food during the pandemic. Outcomes of this meeting included the addition of days and locations for food distribution using food from Food for Others. St. Alban's will provide Outreach funds when they are needed to support the increased volume.
  - Repackaged the food bagged for Belvedere into boxes and emptied the food cabinet for delivery to Annandale United Methodist Church's Mission Center.
  - Recruited volunteers to deliver food to the AUMC Mission Center and at the Fairmont Apartments food distribution site. Through St. Alban's five volunteers are participating.
  - Provided Tammy with regular updates for SAM.
  - Maintain contact with Patrick Rojas, counselor at Poe MS, who is coordinating the food distribution with the churches and community organizations.
- Participating in St. Alban's weekday Morning Prayer services.
- Met/meet regularly with Fr. Jeff and Fr. Paul regarding streaming and online services.
  - Participated in the streamed service on 3/15.
  - Went to church and recorded portions of the Holy Week services, including leading the Good Friday service.
  - "Attended" Evening Prayer services during Holy Week.

- Began recording Gospel reading from home for the Eastertide services.
- Participation in the following calls/programs developed in response to the coronavirus shutdown:
  - Bp. Susan's call with the clergy (held weekly).
  - Clericus calls (periodically).
  - DioVA Community of Deacons—one with Bp. Susan and a follow-up call with the Archdeacons.
  - Association of Episcopal Deacons—biweekly to share ministry ideas and support.
  - Triduum Under Quarantine: Planning Holy Week by VTS (two sessions).
  - St. Alban's Social Hour.

## Senior Warden Report April 2020

I've continued to attend Kitchen meetings, Paul's Friday evening meeting, and watching our Weekly Morning Prayer service with all of you.

After much consideration, I have decided that I will step down from being Senior Warden for my remaining year on Vestry. The last two years were very eventful with first, Jeff's Sabbatical and last year's Capital Campaign, and I am weary. I will have a nominee to put forward tomorrow evening at our meeting and look forward to finishing my term.

Thank you for supporting me for the last two years. It has meant a lot to me that we work so well together.

I will still be on the kitchen committee as we work forward to bringing our new kitchen and ADA compliant bathrooms into reality.

Nancy L. Harrell