

**St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting – May 18, 2020**

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

Regrets: Father Paul

Visitors: None.

Administrative: Further instructions were given regarding Sunday on-call assignments (on hold), parish directory assignments, Vestry meeting reflections, and committee liaison assignments. Remaining assignments will be handled via email.

Reflection: Nancy said a prayer that she has found which prayed for all who need succor and hope during the COVID-19 pandemic. Fr. Jeff announced that our parishioner, Rev. Lucretia Mann, has offered her services to any of our parishioners who would like counseling regarding the current time of trial. Should any Vestry members hear of a need, they can act as the go-between using her email address: lwm9795@gmail.com.

Minutes: The Minutes from the April 2020 Vestry Meeting were reviewed. Chris 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 April financials. We successfully submitted a PPP loan for \$83.2K, and are now working with the Diocese to complete the forgiveness paperwork. Held a discussion regarding the signatory/review process for check disbursement:

- Fr. Jeff reported that Robin Barbee is stepping down as Assistant Treasurer;
- To avoid a conflict of interest having and having proper review, the discussion confirmed that the person signing the checks should be different from the person that is preparing the checks;
- Need to add Moira as a signatory;
- A motion was made by Margaret, seconded by Chris, and unanimously approved by the Vestry:
 - to raise the threshold for a second check signatory for transactions that are greater than \$6K and/or recurring charges; and
 - require the banks to enforce the threshold requirements.

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: Moira provided her report via email. (Attached)

Junior Warden Report: Rick presented that a power surge disabled the fire alarm (repairs on hold) the elevator (repaired; waiting on the bill), and the electric handicapped door. Fr. Jeff

verified that the church's older records are in a fire-proof safe and that the newer records are in the Cloud.

Committee Reports:

Kitchen Committee: The asbestos has been removed from the Parish Hall. We are waiting on county approval of our submitted blueprints.

Musician Search: There is two months left on Patrick's contract (salary paid under the PPP loan). At the close of his contract, we will research using musicians on a per job basis. Choral singing has been suspended for the indefinite future, given a recent report tat indicated that there is a heightened risk of the spread of the COVID-19 infection by singers.

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

- Resumption of services being recorded/streamed by the clergy from the church premises (laity to attend virtually);
- The Diocese has notified us that they have made available prepared sermons during the stay-at-home order, and St. Alban's intends to make use of during our services;
- Status of parish staff (all on off-site status except for Carlos); and
- The check theft/mail fraud appears to have been resolved.

NEW BUSINESS

Church Worship in the "New Normal": A general discussion was held regarding the potential continued provision of remote services, how to implement social distancing during in-house services, and how to better reach out to our less computer-savvy parishioners.

Election of Convention Delegates: Rick made a motion, Nancy seconded it, and the Vestry unanimously approved Nick Huskins and Pam Matthes (contingent on Pam getting confirmed before the convention) as St. Alban's delegates.

Next Meeting: Tuesday, June 16, 2020. Reflection will be provided by Jane.

Prepared and submitted by Margaret Pendley.

Rector's May Report to the Vestry

- Our Sunday worship services are going well. We have been recording our parts at home and then uploading them to a common folder where Fr. Paul compiles them into one coherent video. Per the Bishop's instructions, we will resume recording services in the church this week, following the protocols we established during Holy Week (one person in the church at a time unless a second person is the spouse or other member of the household.) I continue to view other online church services to see where we can improve, and I am committed to coming out of this with a plan for streaming Sunday services as part of our regular worship life.
- Met with the Musician Search Committee to review 25 resumes and commit to 10 candidates. At a second meeting, we discussed the future of our music program, given the recent findings on the increased likelihood of spreading infection through singing. As a result, I have decided to suspend our search.
- Attended zoom kitchen meetings, met with our general contractor and the contractor responsible for the asbestos abatement work.
- Helped Sue finish the PPP paperwork.
- Attended virtual clericus.

Associate Rector's Report to the Vestry
May 2020

- **Officiated** daily Morning Prayer on Zoom as part of a weekly rotation. Daily Morning Prayer was moved to Zoom in mid-March, anticipating the stay-at-home orders in the state and the Bishop's directives on worship. Attendance has more than doubled: when compared with our in-person daily attendance of 3-6, our typical daily attendance via Zoom is 13-15. I continue to serve as primary organizer of this service, and send out a weekly digest of readings and commemorations to those who attend regularly.
- **Officiated** Sunday Worship online, on Easter II, III, IV, and V (April 19, 26, May 3, and May 10.)
- Continued to coordinate, plan, edit, direct, and **produce weekly Sunday services**, posted on YouTube, working closely with Father Jeff and Deacon Theresa. (*This is the most time consuming part of my work currently -- a 30 minute service typically takes between 25-30 hours for me to produce, usually between Thursday and Saturday. I'm becoming more skilled at using the software week by week, so it gets easier!)
- With the interim music minister away for an extended time, I am **coordinating music for our worship**, with very limited resources (and a dwindling bank of recordings Patrick made for us several weeks ago. I am hopeful musicians in the congregation will step up to provide hymns or other edifying music over the coming weeks, and I plan to send an appeal this week. Patrick will be back for a few days next week to record music for the weeks hence.
- I've held several **Youth Ministry "check-ins"** over the past two months – though as online school has returned, daily for private school kids, scheduling is more difficult. I do keep in touch with the youth via Facetime and group chat as well in between meetings.
- Provided **pastoral care** via text, phone and email, and checked up on a variety of parishioners.
- Attended a **weekly clergy group** in Alexandria that meets most Thursday mornings online.
- Attended the **regional Clericus** gatherings on Zoom, on April 28 and May 14.
- Attended the first meeting of Adam Hutson's **online Sunday School** class on April 19 – offered every Sunday at 11 am. (*Adam is using materials from Catechesis of the Good Shepherd to teach the story of Moses through Eastertide. Three families regularly attend.*)
- Attended Monday meetings of the **Kitchen Committee** on April 27, May 4, and May 18.
- Attended the **Bishop's weekly coronavirus update meetings**, on April 21, April 28, and May 19.
- Attended the **Tuesday morning Bible study** on Zoom on May 12 and May 19.
- Continue to work with the staff of Raleigh Youth Mission in regard to our **July youth mission trip**, as we face the prospect of canceling it this year due to the pandemic – this is a huge disappointment, as it is a highlight of the year for many of our kids, Father Jeff, and yours truly.
- Continue to meet with the **candidates for Holy Baptism, Confirmation, Reception, and Reaffirmation** – we have at least one of each this year! – having class sessions on Zoom every Sunday morning at 9 am (except for this week, when there was an unfortunate worldwide Zoom outage.) At present, it seems **doubtful** that the usual Bishop's visit on St Alban's Day will happen – and so we will be looking into alternative dates for a visit, or possibly bringing our confirmands to a regional Confirmation service.

- Performed various other functions as directed by the rector, some of which I have certainly forgotten; and thus, they are not included in this digest.

I am grateful to be serving the Lord with all of you, as ever, but perhaps especially now.

Fr. Paul

**Deacon's Report to the Vestry
May 2020**

- Held Caregivers' Session on Zoom. These sessions are well-attended and will continue about every 6 weeks.
- Continued to communicate with the Food Distribution team and respond to requests for decisions as needed. Stayed in touch with volunteers regarding their sense of safety and availability.
- Worked with the Food Distribution team to nominate Patrick Rojas, After-School Program Coordinator at Poe, for a school district recognition of his work coordinating community and church groups to respond to the hunger in our community.
- Participated in planning meetings with Fr. Jeff and Fr. Paul.
- Recorded Gospel readings for Sunday worship.
- Attended Diocesan Clergy Conference (virtually).
- Attended Morning Prayer services Monday through Friday.
- Attended Bishop's clergy webinars.
- Attended virtual Clericus.

Senior Warden's Report for May 19, 2020 Meeting

- Elected Senior Warden at the April 2020 Vestry Meeting.
- Briefed by Fr. Jeff on current issues.
- Briefed by Betsy Anderson on Kitchen Committee progress and status. Attended online Kitchen Committee meetings on 5/4/20 and 5/11/20.
- Signed contract for asbestos abatement in Parish Hall.
- Attended online Musician Search meeting on 5/13.
- Attended online daily morning services and weekly Sunday worship.