

**St. Alban's Episcopal Church**  
**Annandale, VA**  
**Vestry Meeting – Tuesday, June 18, 2019**

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

**Regrets:** Deacon Theresa, Evangeline, and Margaret.

**Visitors:** Linda Cummings, Bill Calvert, John Wasaff and Luke Driscoll

**Reflection/Refreshments:** John provided the refreshments and reflection. His reflections were of Len Wood, a popular, active and long-time parishioner of St. Alban's, who is sadly no longer with us.

**Minutes:** The Minutes from the May 21<sup>st</sup>, 2019 Vestry Meeting were reviewed. Nancy H moved that the Vestry approve the Minutes, Nancy C seconded the motion, followed by unanimous approval by the Vestry.

**Treasurer's Report:** Sue, reported on the April 2019 financials.

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

**Assistant Rector's Report:** Fr. Paul provided his report 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. (Attached)

**Junior Warden Report:** Rick provided his report at the meeting.

**Parish Administrator's Report:** Tammy provided her report via email (Attached)

Since both the Music Minister and the Organist have resigned their posts there were no reports.

**Capital Campaign:** Bill Calvert reported on the Preliminary Capital Campaign estimate (June 2019) (attached). Luke Driscoll from CCS reported on the Final Report (attached) of the Feasibility Study working goal of \$1.1 million, although potentially St. Alban's could possibly reach a higher figure. Mr. Driscoll reported on the Summary of Findings with a description of entries under this heading. Nancy C had a question or two which were satisfactorily answered. The Campaign should be launched around Labor Day and finish in December. He also discussed the interviews and certain negative views. Jim had a question on the Summary of Findings as to whether there would be a serious connection between the Campaign and the resignation of those involved in the music program

Two motions were made. The first by Jim – as to whether we go forward with the Capital Campaign as outlined by CCS. This was seconded by Nancy C and approved by the Vestry.

The second motion put forward by Nancy C. was whether CCS should be hired to do this work. This was seconded by Jim and approved by the Vestry.

These decisions would be communicated to the general congregation by every means available (SAM; The Word; letter; website; e-mail, etc., etc.)

Father Jeff thanked Bill for all his hard work.

### **Committees Reports:**

Christian Education Committee: Donna reported on the meeting of Sunday School teachers and their brainstorming ideas for getting more students. It was decided to engage the parents and a meeting to be held on Sunday, 30 June was planned. An announcement was to be put in SAM.

Youth Group: Father Paul reported on the meeting. He hopes changes will be made with parents taking a larger interest and more responsibility.

Stewardship Meeting: The theme for the year is to be 'Wonder in Awe'. Already 90 pledges had been received – the largest yet. The goal will be for a 2% higher pledge than last year.

**Music Program:** The Search Committee for a new Music Minister and Organist consists of: Fran Walenski; Joan Jurenas; Sarah Traum; Ronnie Hardcastle; Alison Blanchard, Larry & Jo Hodgins and one additional member, as yet unknown.

Four interim organists have been found for June and July.

Several people have been spoken to regarding the separation of Minister and Organist.

Nancy H reported on the exit interviews and found that both Fred and Jinsun Cho loved the people they worked with

**Property Issues:** Rick reported that repairs had been made to windows in Room 14 and at the Rectory.

### **NEW BUSINESS**

Nancy C reported that since Salome Metzger was moving away there was need for someone to take over the jewellery stall at the Bazaar.

**Next Meeting:** Tuesday, 16 July, 2019. Reflection and refreshments: Vestry social at the Rectory.

Prepared and submitted by Cheryl Sinsabaugh.

## **Rector's Vestry Report June 2019**

- • In the wake of Fred Binkholder's unexpected resignation, I have attended a couple of choir rehearsals to speak with the choir and answer questions and have met (one-on-one) with various members of the choir and others who have are active participants in various aspects of our music ministry. Most of the conversation has been dispelling rumors about "planned budget cuts," "changes to the type of music," and other unfounded rumors. I expressed my disappointment to the choir that very few people have actually approached me with questions, preferring to believe rumors which fueled frustration and anger. I assured the choir members that I welcome questions and have tried to be as transparent as possible in the wake of the changes.
- • I have met with several area church musicians, the professor of Liturgy and Music at the Seminary and rectors who have dealt with similar problems to seek advice and consult about how to move forward with the music program.
- • I have assembled a Choir Search Advisory Committee consisting of Fran Walinsky, Joan Jurenas, Ronnie Hardcastle, Sarah Traum, Allison Blanchard, Jo Hodgkin and Larry Hodgkin. I have a request in to Wendy Hamnett but she has asked for some time to consider. If she decides she'd rather not be on the committee, I will ask Chris Martin. Of course, Nancy Harrell, as Senior Warden, is ex officio on the committee.
- • Met with James Gregory to discuss his role as our substitute organist for July and early August.
- • Attended meetings with CCS (feasibility study consultant) and the Capital Campaign Steering Committee to review the results of the feasibility study.
- • Worked with parishioner Bob Wood to resolve audio problems with our recording system and with the closed-circuit TV in the "cry room"
- • Attended three high-school graduation parties for parish youth
- • I have expanded the "Episcopal 101" adult forum from a 4-week programmed series, to a never-ending Sunday morning conversation about topics in the church, ranging from liturgical to governmental, traditions
- • We finally dedicated the St. Alban's Pet Memorial Grove. I will be publishing "rules" for use in the July-August Word.

## **Associate Rector's Report to the Vestry June 2019**

- Worked with clergy and musicians to plan the Evensong service on 26 May, the 6<sup>th</sup> Sunday of Easter.
- Preached on 2 June, the 7<sup>th</sup> Sunday of Easter, and on Tues, 11 June, St. Barnabas Day.
- Celebrated mass on the following Sundays: 26 May (at 8:15 am), June 2 (at 10:15 am), June 9 (both services), and June 16 (both services); and on Tuesdays: 4 & 18 June.
- Continued to work with Ann Gates and Melanie Jillson to plan Vacation Bible School; created advertisements and banners for use in various places; and are working with them to respond to a controversy regarding problematic elements in our chosen curriculum. We are working to ensure that the program is offered without potentially offensive activities or biases.
- In response to the recent resignations of our musicians, I have worked to assist Fr. Jeff in assessing best practices and next steps – we've engaged in at least four informational meetings with rectors, church musicians, and others who've been able to advise us and serve as resources as we look to the future.
- Continued to create content for the new website and update daily news items (saints commemorations, etc.) I'm also contributing to updates of our Instagram and Facebook pages.
- Went on several pastoral visits.
- Worked with Kevin Holland, our Communications chair, to finally set up web redirects and get the new website LIVE at last.
- Attended weekly clergy group breakfasts on Thursdays.
- Attended the retirement reception for the Rev. Dan Duggan, director of Clinical Pastoral Education at Goodwin House, on Monday, 10 June -- and ran into several parishioners there.
- Attended the ordination service of new priests and deacons in the Diocese of Washington at the National Cathedral on Saturday, 15 June.
- Attended high school graduation parties for Bennett Dillard and Allison Perina.
- Continued to work on organizing this year's Hurley Mission trip.
- Participated in the Sunday School planning meeting convened by Donna Archer on the evening of 17 June.
- Organized a pool party and planning meeting for St. Alban's Youth Ministry at the home of Peter Larson and Bob Ensinger. I feel hopeful that several positive changes will be coming for next year, including greater shared responsibility for planning youth meetings and events.
- Attended a vocal recital of students of Joan Jurenas, on 25 May, including a couple of our own St. Alban's youth.
- Officiated a remembrance in the memorial garden for a parishioner's family on the anniversary of a death
- Continued to organize the Morning Prayer services, officiate the office on Mondays, and edit and collect the daily saint commemorations calendar.
- Other duties as assigned.

## **Deacon's Report to the Vestry June 2019**

- From mid-May, I've worked with Debbe Hughes to hold the toiletries and gift card drive for Samaritan Ministry of Greater Washington. Through the generosity of parishioners we have received a number of gift cards and boxes of donations. The collection ends on Sunday, June 16. Debbe and Chris Martin are working together to deliver the donations to Samaritan Ministry.

- Preached on May 26.
- Participated in the Vespers service on May 26.
- Communicated with Sleepy Hollow volunteers.
- Reviewed Sleepy Hollow Nursing Home volunteer schedule.
- Met with Fr. Jeff to discuss upcoming events and ministries, including Samaritan Sunday on July 7.
- Attended Fairfax County Alliance for Human Services session on Evictions in Fairfax County..
- Wrote Word article and regularly submitted announcements for SAM.
- Met with an individual seeking postulancy for the diaconate.
- Attended Triennial Conference of the Association for Episcopal Deacons. Visited the Center for Reconciliation at the repurposed cathedral of the Diocese of Rhode Island. The conference opening worship preacher and keynote speaker was Presiding Bishop Michael Curry. Other bishops were in attendance to affirm the importance of the diaconate. I represented the Diocese of Virginia to receive an award for one of the first deacons ordained in our diocese--Barbara Ambrose who serves in Richmond. When I returned, I coordinated with Bishop Ihloff's office to provide information about the award and other logistics.

Please let me know if you have any questions.

## Senior Warden Report June 2019

Reviewed info from Luke Driscoll and John Wasaff from CCS concerning the Feasibility Study.

Conducted Exit interview with Fred Binkholder.

Attended Steering Committee meeting where the Feasibility Study results were presented to the committee.

Came across information concerning a documentary of the Philadelphia Eleven. With Jeff's knowledge and agreement, I contacted producer Margo Guernsey to offer our historical information concerning The Rev. Allison Cheek. She will contact me after her fundraising effort. For those who are not aware, St. Alban's had Allison Cheek as a Deacon and sponsored her as she was ordained to the priesthood in Philadelphia. If you'd like more information:

<https://www.kickstarter.com/projects/724829692/the-philadelphia-eleven?fbclid=IwAR05QcOUhBK5xFe46P5035mT77QjtlbJNXhG2zneDx8hBHDmyLvqNqxSmD>  
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Conducted Exit interview with Jinsun Cho.

Will have attended planning meeting with Sunday school teachers.

## **Parish Administrator Monthly Vestry Report**

### **June 14, 2019**

- Bulletin and SAM production
- May church credit card reconciliation
- May MyEoffering posting
- Compiled an email list for CCS for kitchen study email survey
- Notarizations for youth trip
- Updated ACS per vestry call updates
- Prayer cards for June and July
- Maintained parish hall rentals
- Email lectors and intercessors weekly readings/mark bible for Sundays
- June Word printing
- July/August birthday list for The Word
- Ongoing ACS maintenance (ie returned mail, new members, transfers, deactivations for returned mail)
- Maintain office supplies
- Outreach letters
- Meeting with Vonage to get a quote for new phone system
- Notarized forms for Hurley trip
- VBS registrations
- Learning new website events calendar
- Learned new SAM format
- Worked on getting checks mailed to Episcopal Relief from the benefit concert in May
- Made all necessary updates in ACS and in the physical log book
- Worked with One Source on setting up printer for new pc

## Preliminary Capital Campaign Estimate (June 2019)

Budget Item	Amount
<b>Hard Costs (Construction Costs - See Note 1)</b>	
Kitchen Demo, Construction and Rough-ins	\$286,443
Kitchen Equipment, Including Installations	\$137,917
Toilets, Laundry and Shower	\$212,180
<b>Subtotal Hard Costs</b>	<b>\$636,540</b>
<b>Soft Costs (See Note 1)</b>	
Architect, Permit and Utility Fees (Est. 30% of Hard Costs)	\$190,960
<b>Construction and Design Contingency (See Note 1)</b>	
Unanticipated Hard Costs/Issues/Re-design (Est. 20% of Hard and Soft Costs)	\$165,500
<b>Total Construction Costs Plus Contingency Set-Aside (See Note 1)</b>	<b>\$993,000</b>
Capital Campaign Consultant Fee (See Note 2)	\$124,000
Construction Loan Fees and Interest (Est. \$600K for 3 yrs)	\$54,000
<b>TOTAL FUTURE COSTS AND FEES</b>	<b>\$1,121,050</b>
<b>Capital Reserve Recapitalization to \$114K (See Note 3)</b>	
Feasibility Study Fee Recapitalization	\$31,000
Preliminary Architect Fee Recapitalization	\$25,000
Parking Lot Costs Recapitalization	\$12,000
<b>TOTAL CAPITAL CAMPAIGN BREAK-EVEN</b>	<b>\$1,189,050</b>

**Notes:**

1. Construction costs provided by Betsy Anderson on 3 June 2019 and are estimated for a construction start of June 2020. Estimate developed from Whitener and Jackson Construction and Lemay, Erickson and Wilcox (LEW) Architect Preliminary Budget Estimate from November 2017. Estimate include 3% per year inflation as recommended by LEW Architects.
2. Capital Campaign Fee for CCS Consulting, 4 month schedule (Sept to Dec 2019) at \$31,000/month.
3. Per Treasurer Report of May 2019, Capital Reserve is at \$46K. To meet the intended purpose of the Capital Reserve (support facility mechanical system replacements), the reserve should be at \$114K by the end of 2020.



  
*Saint Alban's*  
— EPISCOPAL CHURCH —

# Planning Study Final Report

St. Alban's Episcopal Church

6800 Columbia Pike, Annandale, VA 22003

June 18, 2019



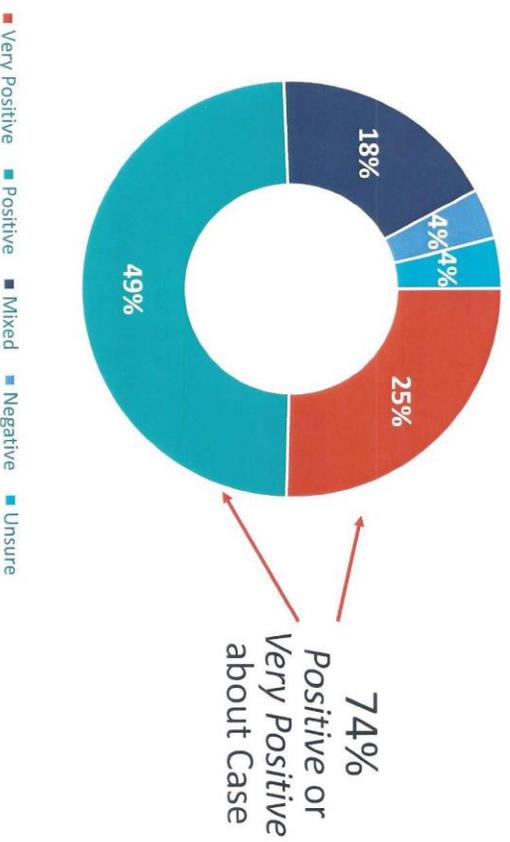
## Executive Overview

1. **Based on the Study's findings, key data points, recent annual giving, and our firm's experience with similar parish communities, CCS recommends St. Alban's consider a preliminary, working campaign goal of \$1,100,000.**
2. The rationale for the proposed kitchen project needs to show how it meets a pressing need, builds excitement for the future, and what this project will mean for the future of the parish.
3. Engaging the Vestry, volunteer leaders, and church members will be vital to ensuring the campaign can be its most efficient and effective.
4. It will be important to engage a new group of leaders in this effort, as well as manage the time of existing volunteer leaders very carefully.
5. The initial goal can be revisited after the gifts from the most active families have been secured to determine if a stretch goal is possible.

## Summary of Findings

- Majority of participants had a positive perception of St. Alban's, its clergy, and community outreach.
- Overall, people support the proposed kitchen project, but want more details on the costs, timing, and impact of the facility on the parish, as well as outreach.
- A point of caution is the lower than average responses about a willingness to ask for gifts and serve in a leadership role in the campaign. This can be overcome if addressed proactively.
- Almost everyone indicated they will to give to the campaign, but they stressed consistent and persuasive communications will be key to getting donor buy-in.
- **The majority of respondents thought St. Alban's should move forward with a campaign to address those critical needs.**

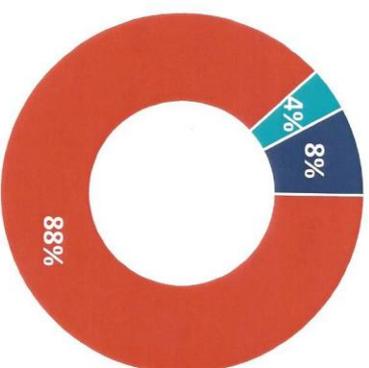
## Reactions to Preliminary Case for Support Areas



Individuals who were “Mixed” or “Negative” were concerned about:

- 1) the necessity of the proposed kitchen renovations and related costs;
- 2) is there a demonstrated need for showers and bathrooms as part of the renovations;
- 3) additional staff needed to run operations (if necessary); and
- 4) the lack of project details for kitchen and reserve expense break down.

## Is Now the Right Time for a Campaign?



■ Yes ■ No ■ Unsure

Nearly everyone believed a campaign is long overdue, and there's no reason to wait to address the needs. The small number of participants who replied "Unsure" or "No" had expressed some concerns with the kitchen renovation plan before moving ahead.

## Further Data Points and Benchmarking

Response / Willingness to Engage	St. Alban's	Comparison Benchmark	Comparative Marker
Positive about Preliminary Case for Support	74%	79%	
Will serve as a volunteer leader	41%	43%	
Will serve on a committee	51%	69%	
Will request gifts from others	31%	54%	
Will consider a gift to the campaign	98%	96%	
Conduct the campaign now?	88%	98%	

NOTE: Benchmarking is from three (3) Mid-Atlantic parishes that conducted CCS studies that transitioned into successful campaigns. This includes “Yes” and “Maybe” responses.

## I. Overview of Recommendations

- 1) **Initiate campaign with initial \$1,100,000 goal with a \$1,250,000 challenge goal.**
- 2) Enhance Case for Support with details on priorities and associated costs.
- 3) Empower volunteers and clergy to serve as champions of the campaign effort.
- 4) Begin to identify and cultivate major donors capable of giving \$25,000+.
- 5) Retain CCS for four (4) months to implement the campaign.

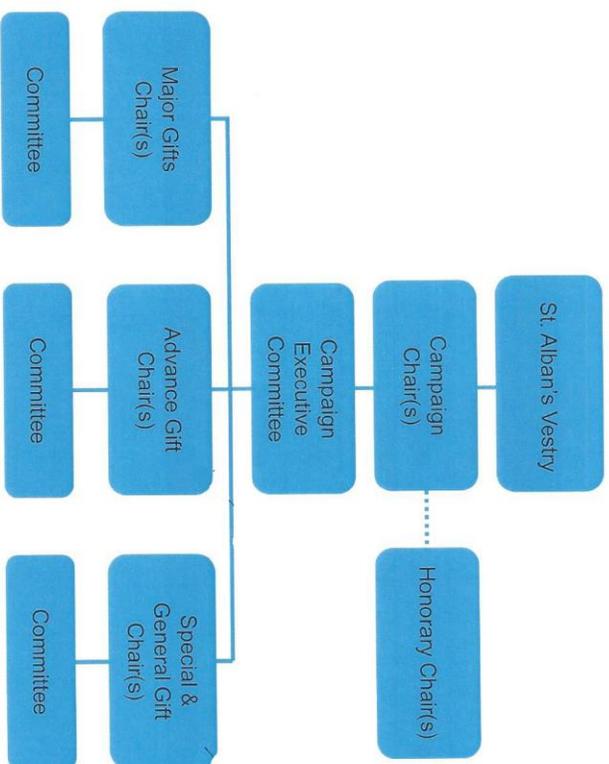
## II. Recommendations: Case for Support



- The Case needs to focus clearly on the needs, and how each element will benefit parishioners.
- Frequently asked questions that the Case should address include:
  - *“Why should we invest in the kitchen?”*
  - *“What role does this project play in the future of St. Alban’s?”*
  - *“What’s your plan to ensure this gets done right and on time?”*
- Parishioners need to buy in to the vision. Clear visuals will help them picture the proposed changes.

### III. Recommendations: Volunteer Leadership

Preliminary Campaign Organization Chart



## IV. Recommendations: Financial Prospects

A proven early strategy is to secure the most philanthropic support in the early stages, to build momentum, raise philanthropic giving sights, and impact subsequent gift decisions.

Gifts	Gift Level (pledged over 5 years)	Totaling	Cumulative
1	\$100,000	\$100,000	\$100,000
5	\$50,000	\$250,000	\$350,000
18	\$25,000	\$450,000	\$800,000
50	\$10,000	\$500,000	\$1,300,000
Many	Below \$10,000	\$200,000	\$1,500,000
74+			\$1,500,000



# V. Recommendations: Campaign Plan - Timetable

A suggested schedule for a four-month campaign, plus one month of pro bono pre-planning:

2019					
	Aug.	Sep.	Oct.	Nov.	Dec.
<b>Campaign Executive Committee</b>					
Leadership Identification / Recruitment					
Prospect Identification / Research					
Case for Support					
Campaign Plan, Timetable & Policies					
Major Gifts					
Advance Gifts					
<b>Public Announcement</b>					
Special and General Gifts					

