

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

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

Regrets: Kevin.

Visitors: Nancy Calvert, Nick Huskins.

Reflection: Jim gave a reflection from a New York Times article about how a Lutheran pastor would bake bread for the Sunday services in her new parish, how she needed to leave her familiar routines when the parish grew large enough to stand on its own, how the COVID-19 pandemic has similarly robbed us of our grounding in routines, and how we can turn that around by seizing the opportunity to broaden our concept of the Christian community and how it thrives.

Minutes: The Minutes from the June 2020 Vestry Meeting were reviewed. Sue moved that the Vestry approve the Minutes as amended, Nancy seconded the motion, followed by unanimous approval by the Vestry.

Treasurer's Report: Sue presented the June financials. Other discussion points:

- Different ideas for increasing non-pledge "plate" contributions; and
- How to broadcast general financial information/budget status to parishioners.

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 repairs to equipment damaged by the power surge are underway and the cost will be covered by our insurance payment minus the standard deductible; the directional sign has been repaired/re-installed in front of the church, thanks to Harry Baisden.

Committee Reports:

Scheduling of Our Christmas Bazaar: Nancy C., Nick H., and Sue presented the results of the survey sent to selected parishioners, past Bazaar Chairpersons, and past Bazaar volunteers (see attached). Based on the responses, the Committee recommended that the upcoming Bazaar be cancelled and that the Committee look into possible alternate fundraising activities, such as a Trivia Night, or a GoFundMe page. Margaret moved to accept the recommendation, Donna seconded the motion, followed by unanimous approval by the Vestry.

Continuing Business:

Preparing for Phase II Regathering: A survey that polls parishioners' thoughts on the eventual reopening of St. Alban's for corporate prayer. Of approximately 300+ surveys disseminated, 113 responses have been returned within one week. The general reaction to a reopening is largely positive. Once the survey is closed, the Clergy will aggregate the results and present them to the Vestry.

State of the Parish Grounds: The Village School has informed us that because of an increase in enrollments for the coming school year and that Room 15 will be blocked for the kitchen construction, they request that they permanently release Room 15 and relocate to Room 10. The Vestry approved this request, pending a review of our current contract with them to ensure that the documentation accurately reflects the parties' intent.

New Business:

Connecting with Parishioners Without Internet During the COVID-19 Pandemic: The Clergy has asked the Vestry to offer any ideas of how we can reach out to those parishioners who are not adequately equipped to connect with the Church electronically.

Bernard Estate: Fr. Jeff notified us that we were contacted by the executors of Marilyn Bernard's estate that St. Alban's has been bestowed a gift of \$333,000.00 in her will and that we would be receiving a check shortly. Fr. Jeff presented a preliminary schedule of where the money might be spent/invested. Chris made a motion that (a) the Vestry immediately approve the expenditure of up to \$33,000.00 for upgrades/enhancements to the Church's audio/visual system (hardware and software), and (b) segregate the balance into a separate budget line item until such time as the Vestry has had time to pray and reach discernment for its expenditure, Margaret seconded the motion, followed by unanimous approval by the Vestry.

Shrine Mont Deposit: In consultation with Allison Blanchard, our lay representative, Fr. Jeff has recommended that we cancel the Fall retreat, given the current state of the pandemic. Given that the Shrine Mont workers are vulnerable in terms of ensuring economic stability, Fr. Jeff recommended that we donate our current \$700 deposit (augmented by \$300 from Fr. Jeff's discretionary fund) to Shrine Mont. The Vestry approved without discussion.

Status of Church Musician Search: Patrick's interim contract has expired as of last week. Pending the status of our regathering, we have contracted with Jason Farris to provide music selection and play the organ for the month of August.

Next Meeting: Tuesday, August 18, 2020.

Prepared by Margaret Pendley

Rector's July Report to the Vestry

- Attended a Re-gathering sub-committee meeting. We put together a survey and cover letter for the parish, which went out last week. The deadline for survey responses is this Friday. As of today, we have 110 responses.
- Attended many zoom kitchen meetings. We are monitoring the status of the permits that are working their way through the County's system. As of today (7/20) there are two permits pending approval.
- Jumped through many hoops with Sue to obtain a new church credit card. Our old credit card was discontinued (essentially without warning). We decided to stay with Capital One.
- I am working with Dr. Jason Farris, organist at Grace Church, The Plains, to program and provide music for our Sunday services through August.
- Worked with Church Insurance to finish our claim for damages from the May power surge. We received a check for \$12,062 to help pay for damages to our elevator system, alarm system and the electric door opener/closer. I am now coordinating with ADT for the alarm panel installation, and Expedited Glass, for the replacement of the automatic door opener/closer.
- Met a commercial paint contractor to get a quote for painting the exterior of the church and rectory. We've known we needed this for some years now, but haven't really had an idea of what it might cost. The quote came in today for \$56,000.
- I've asked Ralph Hassig to get an estimate for landscaping the hillside along Columbia Pike with something low-maintenance.
- I will be meeting with an A/V consultant this week for advice on what we would need to do to implement a permanent video streaming solution in the nave.
- Discussed our September Shrine Mont weekend with Allison Blanchard (Shrine Mont weekend coordinator). We both agreed that, given the uncertainties right now, we will cancel our planned parish weekend.
- Attended an online prayer service for victims of COVID-19 at Annandale Healthcare Center.
- Attended a Sacred Ground planning meeting, and attended the start of the second session to greet the participants.

Associate Rector's June Vestry Report

- **Preached** on Saint Alban's Day (6/21) and the Sixth Sunday after Pentecost (7/12).
- **Presided** at the **Eucharist** on the Fifth Sunday after Pentecost (7/5) and the Seventh (7/19).
- **My primary work at present is organizing, editing, and producing effective Sunday worship services.** *The typical weekly workflow is as follows:*
 - a. **Monday: Clergy** planning meeting. Tammy begins to organize readers and leaflet.
 - b. **Monday/Tuesday:** The clergy prepare and record their parts of the service.
 - c. **Wednesday:** Video recordings due.
 - d. **Thursday:** Organize video and audio clips, map out the elements of the liturgy, and begin the process of compiling and editing.
 - e. **Friday/Saturday:** Finish editing (typically 15-20 hours to do a proper job), render/process the video file (which is usually ~5 gigabytes and takes approximately 5-6 hours to complete), and upload to YouTube (around 1 hour to complete).
 - f. **Sunday:** Service premieres on YouTube at 10 am.
- Worked with outgoing interim Music Minister Patrick Summers to organize **voluntaries for worship** services. **Fran Walinsky, Joan Jurenas, Delores Baisden, Nancy Harrell** and **Kay Lusk** have all provided beautiful hymn-anthems – recorded in strict social distance or isolation – and Joan is working to prepare several of her voice students (parishioners among them) to offer anthems and hymns for worship.
- **Officiated and hosted Morning Prayer** services regularly; **organized weekly schedules** of readings and saints' commemorations. *Since moving MP to Zoom in March, roughly three times as many people participate as before (typical daily attendance is around 14 people.)*
- Provided **pastoral care** for various people, primarily through email and over the phone.
- Attended a **weekly clergy group** that meets most Thursday mornings on Zoom.
- Attended the **Bishop's pandemic clergy call** on Tuesday, June 30.
- Attended first meeting of the **Church regathering committee** on July 6.
- Attended **weekly planning meetings** on Mondays with Deacon Theresa and Father Jeff.
- Attended **Tuesday Bible study** sessions on Zoom June 30, July 7 and July 14.
- Attended the first **online Coffee with the Clergy** on Sunday, July 19 at 9 am.
- Attended **Zoom Coffee Hour** on Sundays: July 5, July 12, and July 19.
- Organized a **Youth Group meeting** in June – attendance has fallen off sharply since attempting (with mixed success) Zoom-based youth group meetings. I am planning to convene a planning meeting with families via Zoom to determine how best to meet for the Duration.
- Made the decision to **suspend Confirmation classes** for the time being – without a date for a Bishop's visit, or alternative arrangements in that regard, I felt it best that we didn't just

meet indefinitely. We will reconvene for intensive preparation leading up to the Bishop's visit...whenever we have a new date.

- Began conversations with Deacon Theresa and Fr. Jeff about **fall programming**.
- Bequeathed **Social Hour** leadership to Duncan McBride, hoping it will continue as a lay ministry during the pandemic (and perhaps afterward?)
- Took a week of vacation: June 21-28. It was tremendously helpful!
- *"Other duties as assigned."*

Deacon's Report to the Vestry

July 2020

Sacred Ground

- With support from Fr. Jeff, I organized and launched a Sacred Ground circle at St. Alban's. The ten-week series began July 9. The group is facilitated by The Rev. Lucretia Mann and Adam Smith, a lay leader in the Episcopal Diocese of Washington. Eleven parishioners are participating. In addition to being part of the circle, I manage the technology and work with the facilitators each week.
- Began discussions about starting a new Sacred Ground circle in the Fall.

Food Ministries

- Worked with Patrick Rosas, the Poe After-School Coordinator and Food Distribution Coordinator to move food from St. Alban's to the distribution site at the Annandale UMC Mission Center.
- Discussed additional food distribution support with volunteers, Fr. Jeff, and Moira Skinner.
- Communicated with Belvedere regarding contacts for the fall. Volunteers will be needed for shopping. Cathy Casey and Kit Ryan will coordinate with the school in place of the Wildes who have moved.

Annandale Healthcare Center Ministry

- Communicated with Activities Director at Annandale, resulting in the organization of a collection of mask-making by parishioners and coordination with Lutheran Social Services for masks made by refugees living in our area.
- Spoke with parishioners about ways to be supportive of the residents and staff.
- With support of Fr. Jeff and the Diocese, spoke with a WAMU NPR reporter about the mask collection and our ministry at the facility.

Liturgy

- Worked with Fr. Jeff to have a commissioning of parishioners and leaders of Sacred Ground.
- Organizing a blessing of the masks during the July 26 service and will deliver them to the facility.
- Developed and held a prayer service for parishioners who participate in our ministry at Annandale Healthcare Center. Communicated with them regarding the ongoing concerns.
- Recorded portions of the service each week. Prep and preach for July 26.

Parishioner Support

- Held Caregivers' Session

- Met with parishioner for conversation

Planning

- Participated in an Outreach meeting with Chair, Moira Skinner and Vestry Liaison, Ken Youngert.
- Researched and made recommendations for fall programming.
- Met with Fr. Jeff and Fr. Paul each week to plan services, recording, and programming.

Regional/Diocesan/TEC Engagement

- Attended diocesan coaches' technology training for Re-gathering work.
- Participated in the Poor People's Campaign Virtual Mass event on June 20 as a member of the Episcopal Church Justice Assembly and the Virginia Council.
- Participated in the Bishop's clergy calls (weekly in June; bi-weekly in July).
- Served as chaplain for Deacons' School weekend (via Zoom).
- Participated in some meetings of Clericus and the Diocesan Community of Deacons.

Senior Warden's Report for July 21, 2020 Meeting

- Attended online Kitchen Committee meetings on 6/22/20, 7/13/20, and 7/20/20.
- Attended online daily morning services and weekly Sunday worship.
- Hosted Sunday Coffee Hour on 6/21/20.
- Parish call lists: consolidated results received to date.
- Entered and deposited parishioner pledges/checks received on 6/19/20, 7/3/20, and 7/17/20.
- Participated in Outreach discussion with Ken Youngert and Deacon Theresa.
- Joined St. Alban's Sacred Ground discussion group and participated in 2 sessions to-date.
- Participated in the Vestry subcommittee on Re-gathering and reviewed/commented on the draft survey.
- Reviewed, formatted, and will be sending out the July prayer list for the Intercessory Prayer Group this week.
- Signed the contract to initiate the work on the Kitchen and adjacent bathrooms.
- Signed the contract for the Kitchen loan.

Christmas Bazaar Co-Chairs Comments and Recommendation to the Vestry

Presented on 7/21/2020 by:

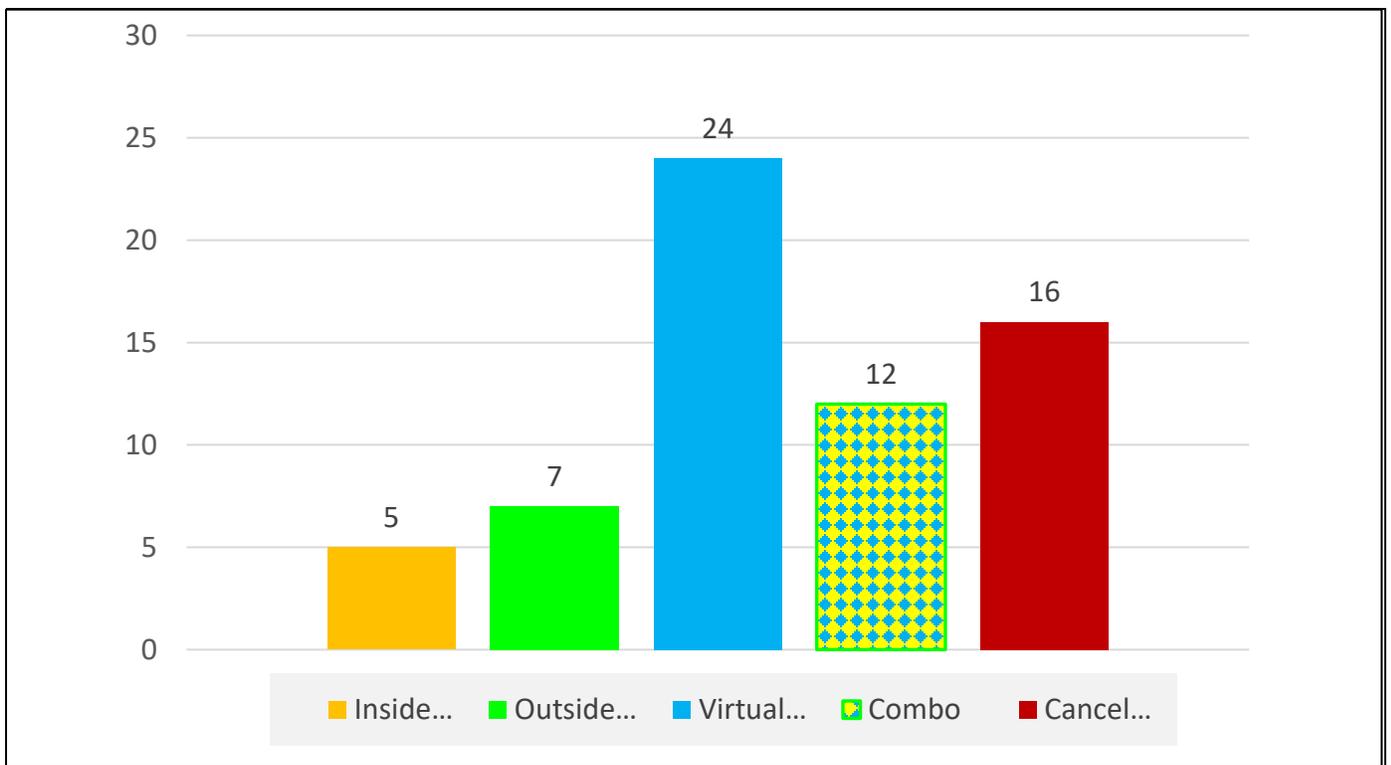
Nancy Calvert

Sue Mairena

Nick Huskins

The survey was sent to 69 folks including clergy, Vestry, chairs/co-chairs and volunteers that were on the email list for the 2019 bazaar. Some Chairs forwarded the survey to their volunteers.

There were 64 responses. 48 voted in favor or some sort of bazaar and 16 voted to cancel. As shown below, of the 48 that favor a bazaar, 5 voted inside; 7 outside, 24 virtual and 12 favored a combination of methods.



1. Our recommendation is to cancel the bazaar. We did not come by this decision lightly and it was not the option initially selected by any of us. However, following a review of the survey votes and comments, the uncertainty of coronavirus and the amount of work associated with holding a virtual bazaar, the favored option, we believe this is the safest option for 2020. Pros and Cons associated with each option is provided for your review.
2. We also discussed several alternatives for raising outreach funds, and offer the following recommendations:
 - a. Have a fund raiser in November/December using a go fund me page. We could ask parishioners to post the fund raiser to Facebook, Next-door, twitter, etc.

- b. In the spring, host a parish Trivia night. Nick mentioned that they used to do this at his church in TN and is willing to co-ordinate the effort. We would rent seats or tables to the parish/local community; sell beer/wine/snacks and have a silent auction. If someone has contacts with a local winery or craft brewer, we may be able to get them to donate wine or beer.

General Comments received regarding a 2020 bazaar:

1. We need to abide by Diocesan and state rules.
2. Set a go/no-go decision date to ensure there's sufficient time to plan, resource and announce it.
3. Consider alternative food-prep options if the kitchen is not available.
4. Bump up the date if outdoors in hopes of better weather and shorten the hours to allow time for set-up or wait until spring/summer 2021.
5. We often say we're our own best customers – how about checks from usual buyers?
6. Split to Saturday and Sunday and have specific booths on each day, with biggest money makers on Saturday.
7. Holding a bazaar sends a positive message: telling our congregation, and the wider community, that we want to continue this ministry by making the best of what's available to us under the circumstances.
8. From a business perspective - since the Bazaar is similar to a Tradeshow - we don't foresee any face-to-face events in 2020. And even when events come back, we expect attendance to be down by nearly 50% into Q3.
9. While there is increasing evidence that people mainly get the virus in people to people transmission, folks may be reluctant to buy used items that other people had just handled, not for any scientific reason, just anxiety (e.g., white elephants, toys, Christmas items, books, jewelry).
10. If we limited our event to St. Alban's people and invited guests, I think we could get enough volunteers and we could meet social distancing requirements. If we limit our displays and the items we are selling, it will make it easier to have enough volunteers. We could also make do with the existing baths in the basement, if the upstairs baths are inaccessible.
11. If there is any way to limit the risk of exposure, we all need community right now.

Specific Comments on the 4 survey options are provided below:

Option 1 – Inside:

Pros	Cons
Provides fellowship for our congregants and community.	Risk of Covid-19 is too high. Wave 2 is expected to hit in the fall/winter.
Increases funding for our outreach partners	Enforcing crowd control.
	Dealing with people not willing to wear masks.
	Social Distancing will not or cannot be maintained.
	Concerned with killing older people.
	Kitchen is not expected to be available.
	Hands-On browsing
	Sanitizing rest rooms and other frequently touched surfaces.
	Lack of volunteers.
	Café – People don't wear masks while eating and drinking.

Specific Comments on the 4 survey options are provided below:

Option 2 – Outside:

Pros	Cons
Outside activities are safer than indoors.	Risk of Covid-19 is too high. Wave 2 is expected to hit in the fall/winter.
Could make it festive like a European Christmas market.	Sanitizing rest rooms and other frequently touched surfaces.
Could include appropriately distanced games or activities for adults and children.	Additional logistics (tents, heaters, security for early booth set-up, porta potty, etc.).
Provides fellowship for our congregants and community.	Kitchen is not expected to be available and we'll need to use the Rectory for food prep.
Increases funding for our outreach partners	Inclement weather. Outside booths in the cold/snow/rain put a serious burden on our volunteers.
	Cost of tents, stands, propane heaters, etc.
	Hands-On browsing.
	Setting up tables/booths the morning of the bazaar.
	Dealing with people not willing to wear masks.
	Concerned with killing older people.
	Lack of volunteers
	Social Distancing will not be maintained.
	Café – People don't wear masks while eating and drinking.

	Many people are not going to be happy about receiving food prepared in communal pots and served in open containers.
	Volunteers would most likely need to go through items in the attic and determine what should be sold. Then a staging area would need to be established for each booth until items could be moved outside.
	Previous bazaars (Input from Fran) - At least a couple of years they put some craft tables on the breezeway. I think it worked okay once, but I know another year it was cold and windy. Between folks not wanting to go out and the exhibitors having to batten down the hatches, they didn't try that again.

Specific Comments on the 4 survey options are provided below (Continued):

Option 3 – Virtual:

Pros	Cons
This might be another way to get creative & draw more (younger!) people in.	Not all our usual booths would be included so we may not have enough items to make it worthwhile.
Increases funding for our outreach partners	Lack of volunteers
Could have a raffle with higher price items and charge more.	If all payments must be in advance by credit card that would probably eliminate some shoppers.
Gives us a way to keep the tradition going; lets parishioners stay involved; and is safer.	Amount of additional work associated with a virtual bazaar (e.g., web development, sort through the items in the attic to determine what to sell, photograph all items, track purchases on-line, organize/store purchased items until pick-up time, coordinate pick-up or shipment of items, etc.).
Themed baskets could be a good idea.	Many shoppers don't have access to computers.
	On-Line Food Sales: bakery and Cafe sales may need to be limited to jams, jellies, cakes, preserved foods, etc. due to Fairfax County Food Safety requirements.
	A virtual raffle would fall under on-line gaming rules and may require special permitting.
	Volunteers would most likely need to go through items in the attic and determine what should be sold. Then a staging area would need to be established for each booth until items could be moved outside.

Option 4 – Cancel (11 Votes):

Pros	Cons
More items to sell in 2021.	Congregation and Community disappointed.
Avoids expending lots of energy on a project that may not come off.	Less funding for our outreach programs.
Safer for our congregation and community.	If we cancel the Bazaar completely it will be difficult to restart enthusiasm the next year.

In addition to the pros/cons associated with Options #1, #2, and #3 above:

Combination:

Pros	Cons
Potential of selling more items	Requires significantly more volunteers. We would need volunteers to run the outside, inside and virtual realms.