

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

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

**Regrets:** Father Jeff, Kenneth.

**Visitors:** None.

**Reflection:** Donna used the third stanza of a song written by James Weldon Johnson and put to music by his brother John that asks God to guide us and keep us in His grace (Lift Every Voice and Sing). The whole song was a call to action for African Americans.

**Minutes:** The Minutes from the July 2020 Vestry Meeting were reviewed. Chris 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 July financials. Another discussion point was the report that she is amassing information to submit for a standard annual diocesan audit scheduled for the end of August.

**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 completed. He also noted that:

- The estimates for the construction costs for the kitchen are described in the special issue of The Word. We are currently coordinating the contractors' schedules and holding an additional meeting to approve materials. We expect that construction will take approximately three months;
- Repair of the fire alarm is pending;
- After receiving two very disparate proposals for the painting of the church and rectory, it was decided that we need a third proposal; and
- The parish hall door lock needs to be replaced.

**Continuing Business:**

Results of Parish Services Survey: Kevin, Kyle, and Chris developed, distributed, and compiled the responses of parishioners who responded to a survey about their feelings about our current methods of corporate prayer during COVID-19 and in the future. A significant majority of the respondents are feeling connected with the church and each other, but are feeling spiritually 'underfed' as a result of the quarantine. There will be a formal, more detailed summation of the

results sent to the parish, but the Vestry was given the following main points gleaned from the responses:

- When asked when they would feel returning to in-person corporate prayer, over 60% said now, so long as proper precautions were established, and 30% responded that they would not feel comfortable returning until a vaccine is widely available;
- Seventy-five percent were in favor of an outside service on the parish grounds with precautions (e.g., social distancing, or in cars in the parking lot). There was a brief discussion of holding an Evening Prayer Service after Labor Day; and
- Approximately forty-five percent were likely to attend online Evening Prayer services.

### **Continuing Business:**

Preparing for Phase II Regathering: The Eucharistic Task Force is moving forward, and will use the results of the survey in crafting a response.

Feedback on Our Weekly Social Hours: Those who are still attending the Social Hours have made the following suggestions for maintaining/increasing attendance (in order of recommended potential changes):

- Resume making specific email announcements the day/afternoon of the meetings;
- Conduct another Trivial Pursuit session, or Are You Smarter than a Fifth Grader that makes use of interactive voting for the correct answer; and/or
- Changing the day to mid-week and/or setting the time after 5PM.

### **New Business:**

Status of Our Little Roses in Honduras: In response to their request for funds for laptops for the girls, the Outreach Committee, and Fr. Paul and Deacon Theresa via their discretionary funds, contributed funds.

Written Protocols For Secular Activities Conducted At The Church: The Vestry discussed compiling a list of protocols that should be followed by the clergy, employees, and visitors to the church premises. Margaret has agreed to work with Fr. Jeff and Donna, with input from Deacon Theresa and Fr. Paul, to develop a draft and ensure that it is in compliance with current guidance issued by the County and State, to include investigating the responsibility for cleaning the school premises. The group concurred that protocols for employees should be developed separately. In the meantime, Fr. Paul stated he would put up signs at the front doors that masks need to be worn while inside the building.

**Next Meeting:** Tuesday, September 15, 2020.

Prepared by Margaret Pendley

## Rector's August Report to the Vestry

- Met with the re-gathering committee to discuss survey findings, and to being thinking about ways we can bring the parish together safely. We discussed holding an outdoor/drive-in service which I think we can safely pull off. I'm thinking services of Evening Prayer, after Labor Day, when the weather might be a little cooler
- Attended many zoom kitchen meetings and in-person "finish selection" meetings. I believe I submitted the last of the forms our bank requires for the loan (an environmental impact checklist). I've coordinated with Margaret and with Chuck Blanchard for the best way to get a required court order for us to assume debt (in the state of Virginia, because we are not an incorporated entity, we are required to get a court order before we can take out a loan).
- Worked with Church Insurance to obtain "Builder's Risk" coverage for the renovation project. The kitchen committee decided the best route was to have ourselves carried on the Builder's Risk policy our General Contractor currently has.
- The electric door opener/closer was replaced with the insurance money from the power surge. I signed and approved a proposal from ADT to replace our fire alarm panel. I have repeatedly left messages with ADT to find out when they can do the work. They have not returned calls or emails, and I'm a little puzzled.
- Met a second commercial paint contractor to get a quote for painting the exterior of the church and rectory. The quote came in for \$26,000 – considerably less than our first quote of \$56,000. Since they are so wildly divergent, I will be seeking a third quote when I get back from vacation, mostly for a sanity check.
- Received quotes to landscape the Columbia Pike hillside, and am waiting for quotes from a second landscape company.
- The A/V consultant who came in a couple of weeks ago was able to fix the loud static coming from the cry room tv. Unfortunately, he really wasn't much help with my A/V questions about setting us up for live streaming services.
- I met with Dr. Ben Keseley, music minister at St. George's, Arlington. He showed me their live streaming setup. Their nave is a little bigger than ours (no envy here) and the camera configuration they are using is being used quite successfully at a local Lutheran Church. I believe it is the configuration we will be going with, and is well within the budget. I've ordered a couple of items to begin working on our streaming setup from the money set aside from Marilyn Bernard's bequest.
- Met online with Ed and Ginger Caress to discuss options for their son's memorial service and burial here. Peter Caress was raised here, and he died a couple of weeks ago. Ed and Ginger would like to hold some kind of service here next spring.
- Worked with Tammy to submit our 2020 Convention Delegate confirmation forms
- Wrote my article for the special *Construction Edition* of the Newsletter.
- Met with Lauren Quinn to discuss the impact of our construction project on the school. They are bringing in a small, pre-fab shed to put behind the playground for storage. This should alleviate some of the problems we've been having with finding their stuff around where it shouldn't be. Lauren also asked permission to install awnings over the classroom doors into the courtyard. I told her that was fine. We discussed the damage

the children have caused in the courtyard, and they have agreed that there will be no more soccer matches or rough play in the courtyard, moving those activities to the field by the parking lot.

**Associate Rector's Report to the Vestry  
August 2020**

- **Preached** on August 9, 2020.
- **Presided** at mass on July 26 and August 2.
- **Produced worship services** on July 26, August 2, 9 and 16.
- Worked with Dr. Jason Farris and Joan Jurenas to coordinate **music**.
- Organized **“virtual” congregational singing of hymns** on August 9 and 16.
- **Coordinated, officiated and hosted Morning Prayer** services regularly.
- Provided **pastoral care** for various people, primarily through email and over the phone.
- Attended a **weekly clergy group** that most Thursday mornings on Zoom.
- Attended first meeting of the **Church regathering committee** on August 12.
- Attended **weekly planning meetings** on Mondays with Deacon Theresa and Father Jeff.
- Attended **Tuesday Bible study** sessions on Zoom.
- Attended **online Coffee with the Clergy** at 9 am on Sundays.
- Attended **Zoom Coffee Hour** after Sunday worship services.
- *“Other duties as assigned.”*

## **Deacon's Report to the Vestry August 2020**

### **Sacred Ground**

- -- Continued to work with the Rev. Dr. Lucretia Mann and Adam Smith, a lay leader in the Episcopal Diocese of Washington, to organize and offer the series. The circle has completed six of the ten sessions which will end on September 10.
- Participating in a Sacred Ground circle for members of the Diocesan Commission on Ministry and its subcommittees.

### **Samaritan Ministry**

- -- Working with Ivy Kilby to collect items needed by Samaritan Ministry for their Empower Neighbors in Need program. "Fill the Trunks" is this Saturday (8/22) from 9 to Noon. The list of items needed is in SAM.

### **Belvedere Elementary School**

- -- Working with school counselors and social worker, all of whom are new, to identify ways that St. Alban's can be supportive when school starts on September 8. Some decisions are pending decisions from the school district.

### **Annandale Healthcare Center Ministry**

- -- Delivered cloth masks to Annandale Healthcare Center (photo published in SAM).

### **Liturgy**

- -- Preached for the July 26 service.
- -- Worked with Fr. Jeff and Fr. Paul for the blessing of the cloth masks for residents and staff at Annandale Healthcare Center.
- -- Recorded portions of the service.

### **Planning**

- -- Met with Fr. Jeff and Fr. Paul to plan services, recording, and programming.

### **Regional/Diocesan/TEC Engagement**

- -- Participated in the Episcopal Church's webinar series on Becoming Beloved Community NOW: Truth, Healing, and Reconciliation.
- P--Participated in Clericus meetings and Clergy Calls with the Bishops.

### **Senior Warden's Report for August 18, 2020 Meeting**

- Attended online Kitchen Committee meetings on 8/3/20 and 8/10/20.
- Attended online daily morning services and weekly Sunday worship.
- Hosted Sunday Coffee Hour on 8/2/20.
- Entered and deposited parishioner pledges/checks received on 8/14/20.
- St. Alban's Sacred Ground discussion group; participated in 6 sessions to-date.
- Met with the Regathering group to discuss survey results and possible next steps.
- Signed the engagement letter to initiate this year's audit.
- Signed a contract to engage a company to perform third-party inspections throughout the construction process.
- Signed the court petition to encumber the St. Alban's real property as security for a term loan that finances remodeling of the kitchen and adjacent restroom facilities.