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**St. Alban's Episcopal Church**  
**Annandale, VA**  
**Vestry Meeting – September 15, 2020**

**Present:** Father Jeff, Father Paul, Moira, Kevin, Rick, Donna, Nancy, Chris, Jane, Evangeline, Jim, Kenneth, and Margaret.

**Regrets:** Deacon Theresa, Sue.

**Visitors:** None.

**Reflection:** Chris discussed the Feast of the Holy Cross and its history as a symbol over death and confirmation of the resurrection.

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

**Treasurer's Report:** Sue was not able to be present to present the August financials, so they will be sent to the Vestry under separate cover at a later date. Another discussion point was that the standard annual diocesan audit is in process.

**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:

- We are currently coordinating the contractors' schedules and have met to approve materials. We expect that construction will take approximately 17 weeks;
- Repair of the fire alarm is pending issuance of a county permit;
- A third proposal for the painting of the church and rectory is pending; and
- The outside parish hall doors need to be replaced; two proposals have been received and a third one is pending.

**Continuing Business:**

Results of Parish Services Survey: Moira sent a summary of the results to the parish.

Preparing for Phase II Regathering: The Bishop has approved St. Alban's to conduct a gathering for Evening Prayer outside on parish grounds on 9/20, so long as social distancing is strictly followed. Participation shall be by reservation only, with lawn seating provided (participants are to bring their own chairs/blankets) as well as parked in cars (with a low-frequency FM radio signal provided).

**New Business:**

Parochial Report: Fr. Jeff presented the report, and the Vestry approved its submission to the Diocese.

Written Health Protocols for Secular Activities Conducted At The Church: In process; Margaret will set up a meeting with Donna and Fr. Jeff.

**Next Meeting:** Tuesday, October 20, 2020.

Prepared by Margaret Pendley

## Rector's September Report to the Vestry

- Equipment for live streaming from the church is starting to arrive. I've ordered one camera to start with, just to make sure it will work for us.
- Met with Harry Baisden to test sound and transmission equipment for our first outdoor Evening Prayer service, scheduled for September 20. We will need volunteers to serve as ushers, to show people where they can sit, provide a bulletin if they do not have an electronic copy to use, and to ensure that everyone is masked, and maintains a safe separation from their neighbor.
- I hope a few more of you might be willing to host our Sunday morning coffee hour. It's vitally important that parishioners see their friends and neighbors as leadership in the church. This is just one small way we can do that.
- As you know, work on the kitchen has begun. Currently the asbestos abatement project is underway and should be completed this week. I received the court order, allowing the church to obtain a bridge loan, and as far as I know, all paperwork related to the loan is now in the hands of the attorneys and loan officers at the bank.
- Our school tenant is a little off-balance with the kitchen project, even though I've tried to keep them as up to date as possible. They were not happy with the state of the parish hall during the asbestos abatement. I had told them that, to the best of my knowledge, the parish hall would be open for them to use. They were not happy with the amount of equipment and supplies the asbestos contractor left in the parish hall and considered it unusable. I'll do my best to stay on top of this. Please Lord, give me patience.
- We received two quotes to replace the main doors into the parish hall entryway (the annual cost of repairs for the aging doors has averaged around \$1500). One quote was for \$16,000 and one was for \$4,000. Betsy Anderson has requested a third quote from our General Contractor to add the door replacement to our larger project. We'll need to have the door replacement project approved by the vestry (unless that was done last month?) Whatever vendor we ultimately select, the money will not come from the Capital Campaign funds, but from the Capital Reserve.
- Apparently, the hold up in getting ADT to replace our fire alarm panel is with County permits. Chris Martin and I met with our ADT sales rep to do a walk around for a quote to have ADT take over monitoring and maintenance of our security alarm system as well.
- Received a second quote for landscaping the Columbia Pike hillside. We'll need to vote on the project.
- Attended a zoom meeting of the Diocesan Committee on the Diaconate to conduct checkpoint and candidacy interviews.
- Delivered meals for ACCA.
- Attended our monthly Clericus gathering.

## Associate Rector's September Report

- Produced primary Sunday worship services for YouTube on August 23, August 30, and September 13.
- Preached on Sunday, August 23.
- Celebrated the Eucharist on August 30 and September 13.
- Officiated Morning Prayer regularly, and organized the weekly schedule of readings and commemorations.
- Organized the virtual hymn choir, working with Dr. Farris each week, compiling a group of up to twenty voices (recorded separately) mixed with organ accompaniment to provide congregational singing for Sunday worship.
- Worked with Adam Hutson to begin a weekly office of Compline, taking place every Wednesday evening at 8:30 pm on Zoom.
- Attended the Committee on Regathering on August 17.
- Met with Sunday School teachers on August 30 to coordinate efforts toward offering Sunday School this fall. Another meeting is scheduled this Sunday, 9/20.
- Hung out at the Fill the Trunks to Support our Neighbors in Need collection, organized by Deacon Theresa and Ivy Kilby, to benefit Samaritan Ministry.
- Participated in Walk the Walk, a racial justice march through Annandale, on August 27.
- Provided pastoral care in a couple of situations via telephone, and kept in touch via text group with some of our youth group members.
- Took a week of vacation -- mostly at home, working on repair projects -- the week of August 31.
- Assisted with various other small tasks, as assigned by the rector.

## Deacon's Report to the Vestry September 2020

### Sacred Ground

- The Sacred Ground Circle at St. Alban's completed the series on September 10, 2020, with a liturgy focused on New Mission and discerning next steps toward becoming beloved community. Each member of the circle is committed to discerning their call for this work.
- Continued participating in a Sacred Ground circle for members of the Diocesan Commission on Ministry and its subcommittees.

### Samaritan Ministry

- Worked with Ivy Kilby to collect items needed by Samaritan Ministry for their Empower Neighbors in Need program. "Fill the Trunks" was on Saturday (8/22) from 9 to Noon. Approximately 25 households participated.
- Ivy and I delivered the donations to Samaritan Ministry (separately) in Northwest DC.

### Food Distribution at Fairmont Gardens Apartments

- St. Alban's continues to participate in the food distribution at Fairmont Gardens Apartments set up in response to the closure of schools and businesses by the pandemic. The complex is one of the food distribution sites for families of students attending Poe Middle School. The food that St. Alban's volunteers are handling comes to the church from The World Central Kitchen that is set up at Rising Hope UMC on Richmond Highway. The 400 pre-cooked meals arrive by mobile dental clinic van and are stored overnight in the refrigerator in the parish hall. Volunteers pick-up and bring the meals to Fairmont Gardens where they distribute them to pre-registered families. Remy Jurenas meets the van on Wednesday and several volunteers do the work on Thursday.
- Other organizations participating in the food distribution included churches (diapers and books, volunteers, and food contributions), the Capital Area Food Bank (fresh produce), a legal clinic, and community organizers. The mobile dental van is operated by a health foundation that offers dental care to kids in Fairfax County.

### Belvedere Elementary School

- The staff at Belvedere has asked that we begin to deliver food for distribution to students, using our backpack method and then putting each package in a brown paper bag. The bags will be delivered to students each week. The brown paper bag will protect the privacy of students who receive them while they and other students also receive school meals. The first distribution date is September 25. I am coordinating with the school counselor and will shop for the food and package the meals for the first distribution. I will recruit 2 volunteers to assist me (masked and distanced). Jane Cheek has offered to deliver the food to Belvedere.

### Annandale Healthcare Center Ministry

- The DCist reporter at WAMU, the Washington DC NPR station, published an article about Annandale Healthcare Center. The [article](#) included information about our mask collection and delivery.

### Liturgy

- Gathered information from a few churches about their use of releases for people attending outdoor worship services. None of the parishes I contacted have used releases.
- Record portions of the service.

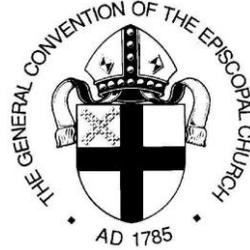
### Meetings

- Attend Coffee with the Clergy and Coffee Hour.
- Participated in planning meeting with Fr. Jeff and Fr. Paul.
- Participated in Committee on the Diaconate meetings with candidates for ordination to the Diaconate.
- Participated in Clericus meeting.

**Senior Warden's Report for September 15, 2020 Meeting**

- Attended online Kitchen Committee meeting on 9/8/20.
- Attended most online daily morning services and weekly Sunday worship. Acted as officiant on 8/18 and 8/31, hosted 7 days.
- Hosted Sunday Coffee Hour on 9/13/20.
- Entered and deposited parishioner pledges/checks received on 8/21/20.
- Attended last St. Alban's Sacred Ground discussion group meeting.
- Reviewed draft of Parish Survey email that was sent out on 9/1/20. Many thanks to Kevin Holland and Kyle McKenzie for all their hard work on the Survey.

**THE 2019 REPORT OF EPISCOPAL CONGREGATIONS AND MISSIONS  
ACCORDING TO CANONS I.6, I.7, AND I.17  
(OTHERWISE KNOWN AS THE PAROCHIAL REPORT)**



Name of Congregation St Alban's Episcopal Church		Diocese Virginia	
Street Address 1 6800 Columbia Pike		City Annandale	State VA
Street Address 2		Zip + 4 22003	County Fairfax
Mailing Address 1 6800 Columbia Pike		Mailing City Annandale	State VA
Mailing Address 2		Zip + 4 22003	Phone # 703-256-2966
Federal Tax ID # 54-0652744	Email Address info@stalbandsva.org	Congregation's Web Address www.wearestalbands.org	

**Report Preparation**

Page 2. Prepared by: Tammy Thomas	Daytime Phone: 703-256-2966	Email Address: info@stalbandsva.org
Page 3. Prepared by: Mike Morgan	Daytime Phone: 703-298-7559	Email Address: mmorgan1774@gmail.com

**Certification by the Clerk of the Vestry**

Certified by (Print or type name) Margaret Pendley	
Signature	Date

**Certification by the Treasurer/Financial Vestry Officer**

Certified by (Print or type name) Sue Mairena	
Signature	Date

**Certification by the Rector/Vicar/Priest-in-Charge**

Certified by (Print or type name) The Rev. Jeff Shankles	Email Address jshankles@stalbandsva.org	Daytime Phone 703- 965-3898
Signature	Date	

**Vestry Approval**

Indicate the date that your 2019 Parochial Report was approved by the vestry or Bishop's Committee (Canon I.6.1)	Date
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Reports are due to your diocese by March 1, 2020 and to the General Convention Office by May 1,  
2020 To file online visit: <http://reports.dfms.org>

# Membership, Attendance and Services of the Reporting Congregation

<b>Using Last Year's Report:</b>	<i>Using the 2018 Parochial Report, record the</i> <b>Number of Baptized Members Reported as of December 31, 2018.</b> <i>(See your 2018 Parochial Report, Box M18.)</i>
Active Baptized Members of the Reported Congregation	572
Reported Last Year	<b>Members Reported Last Year = M18</b>

## Using the Register of Church Membership and Rites:

During the Report Year	<b>1. Increases during year:</b> <i>All members added to the baptized members section of the congregation's Membership Register during 2019 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status, or not counted in last year's membership count.</i>
Increases in Membership	<b>Total Increases = 1.</b> <input type="text" value="0"/>
Decreases in Membership	<b>2. Decreases during year:</b> <i>All active baptized members lost by death, transferred to another congregation, removed to inactive status in the Register of Church Membership and Rites, removed for other reasons, or not removed from last year's membership count.</i>
	<b>Total Decreases = 2.</b> <input type="text" value="11"/>

Active Baptized Members of the Reporting Congregation at Year-End	<b>M19</b> <i>Add the increases entered in box 1 to Box M18. Then subtract the decreases in box 2 for the total active membership as of December 31, 2019</i>
	<b>Total Active Baptized Members (end of report year) = M19</b> <input type="text" value="561"/>

Communicants in Good Standing of the Reporting Congregation	<b>Communications in good standing:</b> <i>Baptized members of the reporting congregation who "have received Holy Communion at least three times during the preceding year" and are faithful "in corporate worship, unless for good cause prevented," and "in working, praying, and giving for the spread of the Kingdom of God."</i>
Youth Communicants In Good Standing	<b>3. Adult communicants in good standing (age 16 and over) = 3.</b> <input type="text" value="322"/>
Others Active	<b>4. Youth communicants in good standing (under age 16) = 4.</b> <input type="text" value="48"/>
	<b>5. Total communicants in good standing (sum of 3 and 4) = 5.</b> <input type="text" value="370"/>
	<b>6. Others who are active who baptisms are not recorded in the Membership Register, or in another Episcopal congregation. Others = 6.</b> <input type="text" value="56"/>

## Using the Service Register:

Average Sunday Attendance for 2019	<b>7. Sunday (&amp; Saturday Evening) Attendance</b> <i>Divide total attendance by the total number of Sundays when services were held.</i>
Weekday Attendance in Congregations without Sunday Attendance	<b>Average Sunday Attendance = 7.</b> <input type="text" value="139"/>
Easter Attendance in 2019	<b>8. Average Principal Worship Service Attendance on a Weekday (for congregations without Sunday or Saturday evening services) = 8.</b> <input type="text" value="0"/>
	<b>9. Easter Sunday Attendance (9)</b> <input type="text" value="369"/>

## Sacraments & Services:

Number of Holy Eucharists Celebrated During 2019	<b>10. Total Sunday and Saturday Evening Eucharists</b> <input type="text" value="109"/>
Daily Offices and Other Service Held During 2019	<b>11. Total Weekday Eucharists</b> <input type="text" value="41"/>
	<b>12. Total Private Eucharists</b> <input type="text" value="1"/>
	<b>13. Daily Offices Held on Sunday or Saturday Evening</b> <input type="text" value="45"/>
	<b>14. Daily Offices Held on Weekdays</b> <input type="text" value="243"/>
	<b>15. Marriages Conducted in 2019</b> <input type="text" value="0"/>
	<b>16. Burials Conducted in 2019</b> <input type="text" value="10"/>

**Using the Register of Churchbership and Rites:  
Mem**

<b>Baptisms in 2019</b>	<b>17.</b> Baptisms 16 years and older	(17)	<u>0</u>
	<b>18.</b> Baptisms under 16 years of age	(18)	<u>3</u>
<b>Confirmations in 2019</b>	<b>19.</b> Confirmations 16 years and older	(19)	<u>8</u>
	<b>20.</b> Confirmations under 16 years of age	(20)	<u>5</u>
<b>Received in 2019</b>	<b>21.</b> Received by a Bishop	(21)	<u>12</u>

**Education**

<b>Children and Youth</b>	<b>22.</b> Total Church School enrolled in 2019	(22)	<u>20</u>
<b>Adult Educaton in 2019</b>	<b>23.</b> Regular Sunday or weekday adult education programs held?	Yes <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
	<b>24.</b> Number of adults engaged in religious education or spiritual formation		<u>12</u>

**Languages in which Worship is conducted:**

**25.**English  Spanish  French  Other

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**26.**Other (please list) \_\_\_\_\_

Stewardship and Financial Information of the Reporting Congregation

**Giving Information for 2019:**

<b>Number of Pledges</b>	1. Number of confirmed pledges for 2019 report year	(1)	<u>130</u>
<b>Total \$ Pledged</b>	2. Total dollar amount pledged for 2019 report year	(2) \$	<u>488,000</u>

**Report of Revenues and Expenses for 2019:**

<b>Operating Revenues</b>	3. Plate offerings, pledge payments & regular support	(3)	<u>\$602,044</u>
	4. Money from investments, used for operations in 2019	(4)	<u>\$29,276</u>
	5. Other operating income, including unrestricted gifts & restricted gifts used for operations & contributions from congregation's organizations		<u>\$66,926</u>

		(5)	_____
6.	Unrestricted bequests used for operation	(6)	_____ \$0
<b>Subtotal Normal Operating Income (3+4+5+6) = A</b>			<b>\$698,246</b>
7.	Assistance from diocese for operating budget	(7)	_____ \$0
<b>Total Operating Revenues (A+7) = B</b>			<b>\$698,246</b>
<b>Non-Operating Revenues</b>	8.	Capital funds, gifts & additions	(8) _____ \$424,992
	9.	Additions to endowments & other investment funds	(9) _____ \$10,033
	10.	Contributions & grants for congregation-based outreach & mission programs	(10) _____ \$13,324
	11.	Funds for transmittal to other organizations	(11) _____ \$10,483
<b>Subtotal Non-Operating Revenues (8+9+10+11) = C</b>			<b>\$458,832</b>
<b>Total All Revenues (B+C) = D</b>			<b>\$1,157,078</b>
<b>Operating Expenses</b>	12.	To diocese for assessment, apportionment, or fair share	(12) _____ \$70,983
	13.	Outreach from operating budget	(13) _____ \$46,487
	14.	All other operating expenses	(14) _____ \$580,776
<b>Subtotal Operating Expenses (12+13+14) = E</b>			<b>\$698,246</b>
<b>Non-Operating Expenses</b>	15.	Major improvements & capital expenditures	(15) _____ \$102,345
	16.	Expenses for congregation's outreach & mission	(16) _____ \$15,624
	17.	Funds contributed to Episcopal seminaries	(17) _____ \$0
	18.	Funds sent to other organizations	(18) _____ \$18,280
<b>Subtotal Non-Operating Expenses (15+16+17+18) = F</b>			<b>\$136,249</b>
<b>Total All Expenses (E+F) = G</b>			<b>\$834,495</b>

**At Year-End:**

<b>As of December 31, 2019</b>	19.	Total cash in all checking & savings accounts	(19)	_____ \$75,071
	20.	Total investment at market value (not including cash reported in line 19)	(20)	_____ \$358,457
				_____

Priest(s) Serving this Congregation

Last name of Rector, Vicar, Dean, Priest-in-charge or interim SHANKLES	First Name JEFFREY	Middle Name SCOTT
Title of position RECTOR	Year ordained (priest) 2005	Diocese of canonical residence VIRGINIA
Employment status at this congregation: <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation: 2005	Church pension status: <input checked="" type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active
Name of other congregation(s) currently served by this priest		
Last name of associate priest, assistant priest or curate MOBERLY	First Name PAUL	Middle Name BENJAMIN
Title of position ASSOCIATE RECTOR	Year ordained (priest) 2017	Diocese of canonical residence VIRGINIA
Employment status at this congregation: <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation: 2017	Church pension status: <input checked="" type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active
Last name of associate priest, assistant priest or curate MANN	First Name LUCRETIA	Middle Name
Title of position ASSISTING PRIEST	Year ordained (priest) 2014	Diocese of canonical residence EL CAMINO REAL
Employment status at this congregation: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input checked="" type="checkbox"/> Non-stipendiary	Year called to this congregation: 2019	Church pension status: <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input checked="" type="checkbox"/> Non-active
Last name of associate priest, assistant priest or curate	First Name	Middle name
Title of position	Year ordained (priest)	Diocese of canonical residence
Employment status at this congregation: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation:	Church pension status: <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

If you have more than 4 priests who serve this congregation on a regular basis, complete this form online (where additional blanks will be generated) or attach a page to this paper form.

If you have no resident priest at present, who leads Sunday worship services? (Check all that apply)

Supply  Priest(s)  Deacon  Lay worship leader Other: \_\_\_\_\_ (e.g. lay vicar)

A long-term supply priest \_\_\_\_\_  
(Give full name of long-term supply)

**Deacon(s) Serving this Congregation**

Last name of Deacon #1 LEWALLEN	First Name THERESA	Middle Name
<input checked="" type="checkbox"/> Deacon (vocational) <input type="checkbox"/> Transitional Deacon	Year ordained (priest) 2016	

Last name of Deacon #1	First Name	Middle Name
<input type="checkbox"/> Deacon (vocational) <input type="checkbox"/> Transitional Deacon	Year ordained (priest)	

Name(s) of other congregation(s) currently served by this priests (if

any) Explanation of Unique or Unusual Clergy Situation:

<https://reports.dfms.org>

### Outreach Ministries and Volunteer Activity of this Congregation

Using the check boxes below, did your congregation provide any of the following community service or outreach ministries during **2019**?

If **yes**, were few volunteers involved in the ministry, or were a larger number of your members involved?

Please also estimate in the space provided approximately how many people were helped or served each month by ministry:

	No	Yes		
		Few volunteers involved	Many volunteers involved	Estimated number of people served
1. Food pantry, soup kitchen or meal projects	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	500
2. Sustainable food garden/cooperative (such as "Farm to Tray")	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Cash, vouchers or help with rent/utilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
4. Day care, pre-school, before or after-school programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Tutoring or literacy programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Health programs (parish nurse, clinics, health education, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Community organizing, organized social issue advocacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10
8. Job placement, job training, employment counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Building projects (such as Habitat for Humanity)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15
10. Support groups (bereavement, divorce, job loss, 12-step, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12

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11. Programs for the elderly and homebound persons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Clothes closet, thrift store	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Homeless or no-freeze shelter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	150
14. Overseas sponsorships, microloans, Heifer Project, Haiti relief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15. Other, not listed:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

<https://reports.dfms.org>