

**St. Alban's Episcopal Church  
Annandale, VA  
Vestry Meeting – September 21, 2021**

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

**Regrets:** Jim, Ken, Chris, and Fr. Paul.

**Reflection:** Nancy focused her reflection on gratitude. Since her hip surgery, she has been keenly aware of the help she has received, not only from her medical team and her niece, but also from her church family for ride and meals, and a loving community that has been fixated on her recovery. She is grateful for the generosity that she has received from everyone!

**Minutes:** The Minutes from the July and August 2021 Vestry Meetings were reviewed. Rick moved that the Vestry approve the Minutes as amended, Sue seconded the motion, followed by unanimous approval by the Vestry. Given that Margaret will retire from the Vestry next month, she has offered that anyone who knows how to download files onto a flash drive can download her Vestry Meeting Minutes for the past years.

**Treasurer's Report:** Sue presented the August 2021 financials, highlighting that:

- We received notification from the SBA that our first PPA loan of \$82K has been 100% forgiven.
- The Sandy Spring Loan is currently at \$198K; we paid this loan down by \$75K this month.
- We ended August with net revenue of \$102K of which \$82K from the first PPP loan.
- Total income exceeded the budget by \$5K.
- Total expenses were under budget by \$47K.

Margaret moved that we accept the Treasurer's Report, Kevin seconded the motion, and the Vestry unanimously voted for the motion.

**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:

- Boiler replacement – Complete;
- Fencing –Complete;
- Columbia Pike hillside – Complete;
- The removal the dead trees surrounding the rectory has been completed; and
- Complete sprinkler system coverage has been completed; and
- Robin Barbee is waiting for a quote from Merrifield for a memorial garden for Walt, and has asked that we pay for the removal of the holly stumps.

**Minister of Music and Organist Report:** Adam provided his report via email. (Attached)  
Margaret made a motion to authorize \$800 - \$1,000 payment for an initial organ maintenance,  
Sue seconded, and the Vestry unanimously approved.

**New Business:**

Octoberfest: It is scheduled for 10/9. Debbie Rosse's group is scheduled to sing. Moira has agreed to talk to the Parish Life Committee about how to safely serve food and ask for side dishes.

Shrine Mont: Scheduled for 10/1-3; supply clergy will preside over the Eucharistic Serves at St. Alban's that Sunday.

Stewardship Update: The first letter announcing the Stewardship Campaign has been sent out. Fr. Jeff will solicit speakers during the Announcement section of Sunday services to explain why they decide to be part of St. Alban's. The Ingathering for the presentation for pledges will be held on 11/21.

Annual Meeting: Outgoing Vestry members will count the votes for the new Vestry members, with the help of Evangeline and Jane.

**Continuing Business:**

Regathering for In-Person Service: We have reinstated Coffee Hour this past week; because of a generous donation from Fay Froh, we have acquired three canopies for use in the Courtyard for outside use during Coffee Hour.

Discipleship Program: The first survey kickoff message was sent on 9/20. Kevin asked the Vestry to promote the completion of the survey to our congregants. Based on informal comments from those who have already completed the survey, the communication message that needs to go out informally and in SAM is that while the people completing the survey from a personal perspective, everyone needs to know that the data will only be sent to St. Alban's leadership is in the aggregate. The Workshop Committee (17 people) will meet shortly to analyze the data.

Air Conditioner Replacements: The air conditioners in Room 1, Fr. Paul's office, the Sacristy and the Youth Room have been replaced.

**Next Meeting:** October 19, 2021, at 7:00 PM. Reflection: Kevin.

Prepared by Margaret Pendley

## Rector's September Report to the Vestry

- Continue to meet periodically with Margaret as our liaison with our tenant.
- Met with Whitener and Jackson (our construction contractor) for a few issues: leaking roof over the new men's room, crack drywall in the kitchen, malfunctioning back-flow preventer in the men's room. All issues have been addressed with the exception of the cracked drywall. We are on their "to do" list, but it may be a few weeks before they can get to us.
- Worked with Tom Tycz to implement a new scheduling "system" that uses sign-up genius instead of our old "automated" system. We are currently scheduling intercessors, lectors, ushers, and coffee hour hosts using sign-up genius. The new system seems to be well received and I've received many comments on how much better it is than the old method.
- Assisted at funeral services for Richard Froh and David White.
- Worked with Kevin on the Spiritual Life Inventory invitation email.
- As I have time, I'm working on an updated job description for the administrative assistant opening. I really believe the job can be part time but would be open to a full-time position later on.
- Trying to organize office volunteers in a way that is helpful for the staff. Basically, I've come to the realization that our volunteers will have to be limited to folding and stuffing envelopes and bulletins – all of which is incredibly helpful. Delores Baisden has taken on the job of updating the Sunday bulletins. I'm grateful that, right now, there isn't a lot of administrative work to be done.

Also, I have had a request for some PR help for the Bazaar committee:

Let folks know why you attend the St. Alban's Christmas Bazaar!! DEADLINE, THURSDAY, SEPT 23!!!

If you'd like your input included in the October edition of the Word, please send Barbara Hallman a sentence or two discussing why the St. Alban's Christmas bazaar is important to you. Barbara's email is [bhallman1@cox.net](mailto:bhallman1@cox.net).

If you're in need of inspiration or unsure what to write, here's a few of examples from previous years:

"I like participating in the St. Alban's Bazaar because of the sense of community I feel while I am there. Not only from our St. Albanites - but also from the neighbors and friends that participate!"

"The sights, smells, tastes and happy "elves" kicks off my Holiday Season, all for a great cause! And, I always seem to score a bargain or two."

We look forward to reading the October Word and learning what the Bazaar means to you!!

### Associate Rector's September 2021 Report

- Preached and **mass** regularly on Sundays and Tuesdays.
- Organized, and presided at, two **baptisms: Declan Mundy** (August 15) and **Kira Peritz** (September 12.)
- Preached and/or presided at several **burial liturgies** in the past two months: **Ingrid Schwartz** (July 17), **Peter Caress** (August 21), **Richard Froh** (August 27), and **David White** (August 28).
- Continued to organize the **Morning Prayer** services held weekdays on Zoom at 8 am.
- Accepted Bishop Susan's invitation to serve on the **diocesan Committee on Liturgy and Church Music**. We meet weekly, Wednesdays at 5 pm; and we are currently planning worship for the upcoming diocesan convention.
- Continued to serve on the **diocesan Commission on Ministry: Committee on Priesthood** – where we interview and make recommendations to the Bishop on postulants and candidates for Holy Orders. (We gather for all-day meetings six or seven times per year, most recently yesterday, September 20.)
- Attended the **regional clericus** meeting at **The Falls Church** on September 14.
- Worked with **Kevin Holland, Chris Martin**, and Fr. Jeff to organize the RenewalWorks initiative, and attended an orientation session for leadership on August 19.
- Met with **Sunday School teachers** on August 29 to discuss **possibilities and challenges resulting from the Delta variant**. *The leadership has determined that we are not yet ready to have regular in-person classroom gatherings, with children under 12 still ineligible for coronavirus vaccines.*
- Worked with Sunday School coordinator Adam Hutson to put together a plan for a children's **formation series on the Lord's Prayer** (through videos and take-home activities) in October and November.
- Worked with youth leadership (**Harry Baisden, Debra Becker, Allison Dilworth, and Nick Huskins**) to plan the upcoming **Youth Ministry Reunion BBQ** (to take place this Sunday, September 26, right after the Annual Meeting.)
- Assisted with **Braddock Elementary School grocery distribution** efforts on June 23, July 14 and August 25.
- Assisted with various **administrative tasks**, including production of the Sunday bulletin.
- Offered **pastoral care** in a variety of situations, and assisted with various other matters under the rector's direction.

## **Deacon's Report to the Vestry September 2021**

### **Food Ministries—Poe Middle, Fairmont Gardens, and Belvedere Elementary**

Nell Dillard and I met with staff from Poe Middle School to identify ways we can be supportive. St. Alban's will partner with Poe for twice-a-month grocery distribution, hot meals two times a month, and the possibility of heavy snacks two times a month (on weeks we don't offer hot meals).

- Hot meals and snacks: Responses to a survey indicate that volunteers are available to cook in the kitchen. Remy Jurenas is the primary contact with the school regarding hot meals. Camille Stern and Remy Jurenas are considering adding a third co-coordinator.
- Groceries: Nell is coordinating the grocery purchase and distribution to families identified by Poe staff. Volunteers repackage and bag groceries, primarily fresh produce, for 35 families, twice a month. They then transport and distribute the bags to families at a location convenient to them. Nell uses Sign-Up Genius and sends regular announcements for publication in SAM.

Parishioners continue to volunteer for food distributions on Thursdays, the first three weeks of each month.

I serve as the primary liaison to Belvedere for the Weekend Meals and now, recruiting mentors. Kit Ryan and Cathy Casey, with involvement from Monique Clark, organize the food packaging for 15 students. I purchase and transport the food from BJ's to St. Alban's. I'm seeking shoppers and a liaison for this program.

### **Samaritan Ministry**

Nancy Calvert and Kristi Potts are St. Alban's partner representatives to Samaritan Ministry and will work with Debbe Hughes our participation in Samaritan Ministry activities in the coming year. The next major event is the Annual Gala, Nov. 6 from 7-8pm. The Gala will be held virtually. We are exploring holding a "Watch Party" at St. Alban's.

### **Sacred Ground**

The combined Sacred Ground circles continued to identify ways of involving the parish in learning and ministry. The Diocese is offering opportunities for participation in Sacred Ground beginning in October. If you are interested, go to [Conversations on Race and Faith: The Sacred Ground Curriculum Tickets, Multiple Dates | Eventbrite](#)

### **Caregivers Sessions**

The Caregivers met in August and will meet again in October. August's group included 11 individuals providing some type of support for a loved one.

### **Other Activities**

Accepted Bishop Susan's invitation to chair the Committee on the Diaconate.

Continued to monitor and communicate about our ability to offer worship at Annandale Healthcare Center. Delores Baisden and I believe we should wait given the vulnerability of the population and of the volunteers.

Spoke with Jo Hodgkin about my participation in nonviolent direct action for her article in **The Word**.

Provided information for SAM and Belvedere staff regarding resettlement information for Afghan Special Immigrants and Refugees.

Served as peer facilitator for two Deep Calls to Deep (preaching fellowship) sessions.

### **Senior Warden's Report for September 21, 2021 Meeting**

- Attended most online daily morning services and weekly Sunday worship. For morning prayer, regularly serve (with exceptions) as OT reader on Monday, officiant on Tuesdays, and host on Thursdays and Fridays.
- For Compline, served as Officiant on 7/21, 8/18, and 9/15, and as a reader on 6/23, 7/14, and 9/1.
- Attended Sacred Ground reunion meetings on 6/23 and 8/4.
- Drafted and disseminated August Vestry Meeting by email.
- Worked with the Regathering Committee, clergy, and Music Minister on revising regathering criteria.
- Very grateful to Deacon Theresa, Nell Dillard, Remy Jurenas, and Camille Stern as they continue to adapt to the changing food needs of our community. Worked up budget to help plan for the rest of the year.
- Attended initial Bazaar planning meeting.

Minister of Music and Organist Vestry Report  
September 20, 2021

After meeting with Jo and Larry Hodgkin and Fran Walinsky to get more information about the Muldoon series, I finalized the lineup for 2021-2022 (all on Sundays at 4 PM):

November 7, 2021: Washington Saxophone Quartet

March 13, 2022: Bach marathon: five local organists (plus myself) play 20 minutes of Bach each

April 3, 2022: Dr. Caroline Robinson, organist (Caroline is the Associate at the Cathedral of St. Philip in Atlanta and a prizewinner in a number of important organ competitions – also a very close friend!)

I asked Moira to seek Vestry approval and guidance on the question of requiring full vaccination against COVID-19 as a prerequisite for participation in the choir. With the Vestry's approval, this requirement is now the official policy of the choir. No choir members have raised any objections. I e-mailed all current St. Alban's Choir members, as well as those singers who participated in virtual choir projects last year, and those singers who have been singing at our informal Thursday evening rehearsals, in order to gauge their comfort level with returning to sing. There was a wide variety of opinion; some singers would only come back if all are masked, and some won't come back until no one is! My hope is to maximize the number of those who can safely participate, and feel safe doing so.

Two choir members alerted me to a big giveaway of choral scores at Annandale Presbyterian Church – my partner Karl Robson (Director of Music at St. John's, Norwood) and I were able to snag a ton of free, high-quality sheet music.

The Adult Choir began Thursday evening rehearsals (7:30 to 9:00) 9/9/21, masked and distanced in Frizzell Hall. The Choir resumed singing during the 10:15 service on Sunday, 9/12. I pray that we can continue to do so for as long as possible.

I staffed a Music Ministry table in the Narthex after the 9/12 service. It was great to meet a few more parishioners!

The Bell Choir met Thursday 9/16 to polish the bells and talk about our plans for the year. A challenge will be recruiting a solid group of ringers – we need (at least) eight to ring two octaves convincingly. I understand that attendance has been somewhat spotty in the past. The bell choir rehearses from 6:30 to 7:15 on Thursdays, in the nave. Carlos and I are going to find a storage solution for the bells, tables, and foam coverings: our hope is to house everything in the closet to the right of the elevator on the narthex level.

I planned music through Christ the King (11/21).

Updated the music page (thanks Kevin!), including adding information about the 2021-2022 Muldoon Series.

I purchased and picked up the hanging shelving I ordered from the Container Store. Carlos painted the walls in my office, and then he and I installed the shelving. The goal is to put all of our choral storage boxes on the walls to the left of my computer. I will also be re-cataloging our scores with a number system (they are currently arranged alphabetically). Hopefully we

can move some of the anthologies and books from the hallway outside my office into my office, in order to better secure them and to make room for some decorations in the hallway. I would like for the hallway to feel less like a warehouse!

#### Long-term project: Organ maintenance

The organ is about to turn forty years old (it was dedicated in 1982). I would like to mark this moment with some special concerts (perhaps by prominent organists) and other programming next year, and also attend to some issues of deferred maintenance that have accumulated over the years. There are a number of small things (e.g., clicking and squeaking keys, pipes that are speaking poorly), that don't make a huge difference one by one, but in the aggregate are quite distracting. There are also a few larger things to address: for example, the keyboards need to be regulated (i.e. leveled and made more uniform). I also believe that the palette springs are loose, but I need an organ builder to take a look. I've been in touch with Taylor and Boody Organbuilders of Staunton, VA, to see about the possibility of a visit to assess the organ and evaluate these issues, as well as give the instrument a once-over to see what else might need work. They may offer a quote for this work, or they may suggest a local organ technician to do it. Taylor and Boody are among the best organ builders in world (they built the fabulous organ for the new chapel at VTS). The fee for their visit to assess the organ would be between \$800 and \$1,000 – possibly less if they are able to stop at St. Alban's on their way to or from VTS. They will spend the day playing and examining the organ and then provide a written, expert report on what kind of work might need to be done. We can then work on raising money to do any work that is required. To be clear – the organ is not in dire straits by any means. There is no real urgency in funding or scheduling this visit. In the future, regular maintenance won't be anywhere near this expensive. This is a good opportunity to keep Leek Op. 1 singing for forty more years. It's really a very special organ, and I want more organists in the area to know about it.