

**St. Alban's Episcopal Church  
Annandale, VA  
Vestry Meeting – October 20, 2020**

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

**Regrets:** Evangeline, Ken

**Visitors:** None.

**Reflection:** Kevin shared an anecdote in which the poet W. H. Auden, near the end of his life, shared the two things he claimed to have learned, and which are very relevant to the current time of plague and political apprehension: 1) it is foolish to be concerned about the race against time in light of God's eternity, and 2) our best approach to fear and strife is to "rest in God," trusting in His power to transform our lives into something better.

**Minutes:** The Minutes from the September 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 presented the September financials, highlighting that the bank loan for the Capital Campaign projects is in process, and Rick noted that the Committee is comfortable with the rate of receipt of donation. Sue also reported on the audit results, which found no major issues with our financials and recommended that we should verify that our insurance adequately covers our current real and personal property and physical property. It was noted that in order to obtain our bank loan we were required to submit a property assessment, which may satisfy this recommendation. Sue moved that we accept the Treasurer's Report, Jim seconded the motion, and the Vestry unanimously voted for the motion.

Subsequent Action Item: Sue confirmed that the insurance adequately covers the appraised value of the land and buildings both before the kitchen renovation and after.

**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:

- Repair of the fire alarm has been completed;
- The outside parish hall doors need to be replaced; two proposals have been received and a third one is pending;
- The electrical work on the outside cross and inside the nave have been completed and are waiting for the invoice; we have also requested the installation of a photocell timer for automatic lighting of the cross and tower. A general audit of our entire electrical system has been placed on our To Do list;

- We are awaiting a proposal for the update of our entire security system and linking it to a cellular alert system; and
- Planting of new ground over on the hill abutting Columbia Pike has been deferred until next Spring.

### **Continuing Business:**

Preparing for Phase II Regathering: The gathering for Evening Prayer outside on parish grounds on 9/20 went well, with 52 people attending. The second service was rained out, but we are looking into holding one more before cold weather sets in. It was noted that since the requirements directed by the diocese remain unchanged, we do not anticipate live indoor services for the foreseeable future.

Written Health Protocols for Secular Activities Conducted At The Church: Donna, Fr. Jeff, and Margaret presented verbiage they developed for consideration by the Vestry. After discussion, Sue moved that we adopted the language as our standard policy, Donna seconded, and the Vestry unanimously voted to approve.

### **New Business:**

Diocesan Convention: Because Pam Matthes was not able to have been confirmed due to the pandemic, she cannot serve as one of our two delegates this November. Moira agreed to be her replacement, and the Vestry unanimously approved the action.

2020 Annual Giving: In preparation for the annual pledging season, parishioners Remy, Nell and Chris are presenting their views about the mission and purpose of St. Alban's after Sunday Eucharist services. In mid-November, hardcopy pledge cards will be mailed to members of the church, and we will explore the possibility of adding an additional email pledge option.

**Next Meeting:** Tuesday, November 17, 2020.

Prepared by Margaret Pendley

## **Rector's October Report to the Vestry**

- I've installed a temporary "demo" of our video system in the nave. You might have noticed a few odd YouTube videos on our channel as I test the system and figure out how to use it. The current set up in the nave is kind of ugly right now, with lots of exposed cables. Once we figure out what works best, Carlos will run permanent cabling (network, audio and video) so that everything is neat and hidden. My thought is that we can set up a video control area along the back wall of the nave next to the light switch closet. Cabling will run on top of the two side soffits, down into the light switch closet in the back of the nave, and then out the side wall of the closet.
- Our first, and only, outdoor worship service of Evening Prayer went very well, with 52 people in attendance. Many thanks to Harry and Delores Baisden for providing music and the sound system. We did try to hold a second service on October 11<sup>th</sup>, but it was unfortunately rained out. We are considering future dates for another outdoor service.
- I'm now asking parishioners to consider being Coffee Hour hosts on Sunday morning. So far no one has signed up. Please encourage people to host a zoom Coffee Hour so that we can begin to have more lay involvement and leadership in our parish life.
- Work on the kitchen continues. There was some excitement when a backhoe cut through the rectory gas line, requiring the church to be evacuated. The school recently requested a temporary reduction in rent because of the "inconveniences" caused by the construction. I researched their complaints and also investigated the current balance from their rent and found that the school is \$16,000 in arrears. (See attached email exchange)
- Visited the Samaritan Ministry offices in Arlington where I was given a tour and a briefing on their operations. Ivy Kilby is doing a fantastic job there, volunteering her time on Thursdays and Fridays.
- Attended a meeting with the diocese where they presented their proposal to replace the current system of parish giving to the diocese. They are proposing a flat, 10% tithe from all parishes, regardless of size/revenue. I am quite happy with that, however, the proposed plan has absolutely no real punitive measures for those parishes that do not contribute financially (which is, essentially, the problem with the current system).
- I am still waiting on a quote from our General Contractor to replace the front parish hall doors. As a reminder, we have received two quotes to replace the main doors into the parish hall entryway - one quote was for \$16,000 and one was for \$4,000.
- The fire panel was replaced on 9/28 without incident.
- Ralph Hassig went back to the Merrifield and Meadow's Farms reps and asked them to adjust their quotes for the hillside landscaping per the Vestry's request (a simple planting of Vinca on the hillside). At this point, they prefer to wait until Spring, so this will be revisited when the landscaping departments open next year.

- Made a pastoral visit to Fairfax Hospital to meet with the Gamber/Nassar family and conduct last rites for Nancy Gamber.

From: Jeffrey Shankles  
Sent: Sunday, October 18, 2020 6:16 PM  
To: maria vogelei  
Cc: Lauren Quinn; 'Moira Skinner'; Rick Weinberg; 'Betsy Anderson (betsy.anderson@me.com)'; stonepony  
Subject: RE: Temporary Rent Reduction

Hello Maria –

Hopefully that was the one and only visit by the Fire Department this year, but it did add some excitement to an otherwise dull day.

I would like to address the issues you have brought up in your email of 10/8/2020. I would like to remind you that the construction project has been in the planning stages for the past five years and should not have been a surprise to anyone. I have always been very up front with Lauren, really since the first day I showed her around our campus, that there would eventually be a major renovation of our kitchen/restroom space. As I became aware of progress toward a start date, I made sure Lauren was aware so that we had the same information. I also assured her that, should she continue with her lease, St. Alban's would do everything practicable to ensure there was minimal impact on the school's operation.

You mentioned a reduction in space, specifically a lack of storage and an inability to access the Parish Hall. Any additional storage space above and beyond what is outlined in our lease that the school has within our building is the result of informal, verbal requests by Lauren that we have been happy to accommodate as space and our own needs allow. We have ensured that the school continues to have access to the classroom space specified in the lease (two classrooms and a smaller office/classroom). In fact, we have furnished you with an additional classroom at no extra cost, shared with the St. Alban's Sunday Education Program, and we traded one of the schools' classrooms (room 15) for a far superior, larger classroom (room 10 - our nursery), giving the school access to a small restroom in the classroom and direct courtyard access.

The Parish Hall has been available for the School's non-exclusive, permissive use since the inception of the Lease, with the exception of a roughly two-week period early in September. We notified the school immediately when it was confirmed that an asbestos abatement project was necessary, and the parish hall was closed during that weeklong period (9/9-9/16). The week prior to that there was an unscheduled delivery of some material for the renovation which could not be stored outside, and so it was moved into the parish hall. In an email dated 9/11, Sarah, the school's facility coordinator, mentioned that the parish hall was unusable that week because of "chemicals" being left out. We were never notified of this situation and would have taken action had we been aware. In that same email, Sarah stated that the school can use the parish hall as long as at least half the parish hall is available, and the kitchen-end is cordoned off with construction fencing. We have met those requirements, and that has been the Parish Hall configuration for the past several weeks.

Addressing the question of construction noise and construction workers' behavior, all I can say is that St. Alban's is an active construction site. We volunteered to have some of the contractor's procedures changed to accommodate the school's drop-off and pick-up windows. Betsy Anderson, our renovation chairperson, prevented the excavators from using the backhoe in front of the gated entrance from 8:15 to 9:00 a.m. to keep the noise and confusion down during the drop off period, and to allow the teachers

to conduct the start-of-day announcements in the breezeway. Betsy did, however, decline a request that all construction noise take place between 7:00 and 9:00 a.m. and after 2:00 p.m. as being terribly impractical.

I am only aware of one instance where a worker did not wear a mask in the building and we immediately addressed that situation. If this is a common occurrence, I need to know about it so that I can address the situation in a timely manner. The workers have been told our building is a non-smoking facility, so cigarette smoke should not be an issue. Again, if workers are smoking in the building, please tell me so that I can address it with the supervisor.

I was disheartened to see your request for a reduction in rent of \$2000 per month, for a total of approximately \$6000 assuming October, November and December, which are our currently scheduled construction months. In early April 2020 the school requested a postponement of rent because of the impact the COVID-19 pandemic had on school enrollment, which we granted as a one-time waiver.

Our records currently show the following payments made vs. the payment schedule as specified in the lease with The Village School:

	Actual payment	Scheduled payment
January	\$4000	\$4000
February	\$4000	\$4000
March	\$0	\$4000
April	\$0	\$4000
May	\$0	\$4000
June	\$6000	\$0
July	\$0	\$0
†August	\$0	\$5000
September	\$0	\$5000
Total	\$14,000	\$30000

† Per Section 3.1.1 of the lease dated 3/22/2018, rent increases by \$10,000 in August of each year.

If our records do not reflect your actual payments, please contact us so that we can correct our books, but we currently show that The Village School is in arrears by \$16,000. St. Alban's depends on the school's rent to meet operational budget needs, and the \$16,000 shortfall in rental income has already heavily impacted us. In light of the \$16000 shortfall, St. Alban's cannot consider a further waiver of the current payment terms of our lease. I feel I must decline your request for a rent reduction.

Faithfully,  
The Rev. Jeff Shankles

From: Maria | The Village School  
Sent: Thursday, October 8, 2020 3:29 PM  
To: Jeffrey Shankles  
Cc: Lauren Quinn  
Subject: Temporary Rent Reduction

Hi Father Jeff,

We're reaching out with regard to rent. Setting aside the excitement of the fire department's visit this week, there have been considerable disruptions to the school's normal operations due to construction. Specifically, the reduction in space (lack of storage and inability to access Parish Hall has been a challenge especially since we've doubled in size), construction noise, construction workers' behavior (smoking, not wearing masks), and pick-up/drop-off interruptions have posed a challenge to our entire learning community.

Understanding that this is a temporary situation, we'd like to request a reduction in rent to \$3000/month for the months that construction remains ongoing. Please let me know if you have any questions. I'd be happy to discuss further.

Thanks,  
Maria

## Associate Rector's Report for October 2020

The following is a summary of my activities over the last month:

- Produced primary Sunday worship services for YouTube on September 20, 27; October 4, 11 and 18.
- Preached on Sundays: September 20 and October 11.
- Celebrated the Eucharist on September 27, October 4 and 18.
- Officiated and hosted Morning Prayer regularly; organized calendar of readings and commemorations.
- Assisted with the Evening Prayer service on the lawn on September 27.
- Attended the Regathering Committee meeting on October 5.
- Organized the virtual hymn choir, working with Dr. Farris each week, compiling a group of typically ten to twenty voices (recorded separately) mixed with organ accompaniment to provide congregational singing for Sunday worship.
- Worked with Adam Hutson to begin a short-term Sunday School program, using a curriculum on The Beatitudes, with home reflections, activity sheets for children mailed out each week, and follow-up from the Sunday School teachers. The lessons began this past week and continue through the end of November, a six-week course. We are still ironing out the kinks, but I'm very pleased with the enthusiasm and effort Adam has put into organizing this. He will serve as the Sunday School Coordinator in an interim capacity.
- Continue to maintain regular contact with members of the youth group, as well as other parishioners. I've also offered pastoral care in a variety of situations, so far mostly by phone.
- Assisted with various other matters under the rector's direction.

In this time of great anxiety and worry, it's easy to forget to be thankful. I fear I have been guilty of that at times. I want to say that I am grateful to be a partner in ministry with all of you, and glad for your faithful leadership -- especially now. It is a privilege to serve with you.

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

### **Samaritan Ministry**

- St. Alban's will receive the Partner of the Year recognition award at this year's gala which is free and virtual. The gala is on November 14 at 7pm. Register at A flyer is attached to my report and information will be in The Word.
- Began planning for St. Alban's participation in the Christmas celebration for the Northern Virginia participants. Debbe Hughes will coordinate along with Ivy Kilby. The socially distanced, safe distribution of gift cards and packaged cookies will be held on December 10 at the Columbia Pike Office.

### **Food Distribution at Fairmont Gardens Apartments**

- The meals contribution from World Central Kitchen continued through September. Food for Others and the Capital Area Food Bank are major contributors and continue to provide food.
- Volunteers from St. Alban's continue to participate in the food distribution at Fairmont Gardens Apartments. The distribution is coordinated by Patrick Rosas, the after-school coordinator at Poe M.S.
- Other organizations participating in the food distribution included churches (diapers and books, volunteers, and food contributions) Food Bank (fresh produce), a legal clinic, and community organizers.

### **Belvedere Elementary School**

- We are providing 48 food packages a month to Belvedere. For September, I shopped, packaged, and delivered the food. I will continue to shop and package the weekend meals each month. Jane Cheek will deliver the food and pick up our plastic bins each month.
- Through the Outreach budget, we will provide gift cards to the school for the holidays as we did last year.

### **Sacred Ground**

- Began planning for a new Sacred Ground Circle for St. Alban's to begin in January.
- Continued participating in a Sacred Ground circle for members of the Diocesan Commission on Ministry and its subcommittees.

### **Liturgy**

- Preached for September 27.
- Record portions of the liturgy.

## Meetings

- Attended Coffee with the Clergy and Coffee Hour.
- Participated in session three of “Make Me and Instrument of Peace”
- Participated in planning meeting with Fr. Jeff and Fr. Paul.
- Participating in book discussion led by Bishop Susan on the book Episcopalians & Race: Civil War to Civil Rights.
- Attended Deacons’ Weekend Retreat with the Bishop.
- Served as chaplain for Deacons’ School Weekend (formation for candidates for ordination to the diaconate).

### **Senior Warden's Report for October 20, 2020 Meeting**

- Attended online Kitchen Committee meeting on 10/5 and 10/19.
- Attended most online daily morning services and weekly Sunday worship. For morning prayer, started regular schedule (with exceptions) of serving as officiant on Tuesdays, hosting on Thursdays and Fridays, and reading OT on Mondays. Officiated at Compline on 10/14.
- Arranged for Sunday Coffee Hour hosts from the Vestry through 10/11.
- Entered and deposited parishioner pledges/checks received on 9/16 and 9/25.
- Attended St. Alban's Make Me an Instrument discussion group meeting on 10/4, 10/11, and 10/18.
- Made 3 food deliveries for ACCA.
- Signed change orders for the Kitchen construction project.