

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

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

Regrets: Chris.

Visitors: Jack Lesko (cameo appearance).

Reflection: Margaret shared what are said to be the four statements of Charlie Chaplin (an Anglican) ruminating on life, the first one being “Nothing is forever in this world, not even our problems”.

Minutes: The Minutes from the November 2020 Vestry Meeting were reviewed. Sue 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 November financials, highlighting that:

- pledge and non-pledge giving is still under budget, but the rate of giving is steadily improving;
- there was a discussion on how to reach out to those whose 2020 pledges are down and those who usually pledge but have not done so for 2021. Sue will lead a group of Vestry members to see about solutions;
- we ended November with a net loss of \$6K, which coincidentally was the same amount of loss in November 2019; and
- we will begin working on next year's budget once we have received a significant number of pledges.

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 that the construction project is currently on schedule, with an estimated completion date to be January 23, 2021.

Continuing Business:

Diocese Stance on In-Person Corporate Prayer: Due to an increase in the COVID-19 infection rates in Northern Virginia the Diocese has imposed stricter restrictions (e.g., roll-back to banning outside services) on in-person corporate prayer and services for the foreseeable future.

2020 Annual Giving: As of Week Three of the campaign, total pledges and donations are still lagging behind 2019. Fr. Jeff noted that, based on his conversations with other parishes in the area, this is shaping up to be a depressed pledge season for all. We will get a report to see who has not yet pledged and see how we can respectfully reach out to them as a reminder.

New Business:

Annual Parish Meeting 2021 Date: Given the uncertainty of being able to meet in person for our 2021 Annual Parish Meeting (originally scheduled for February), it was proposed that we delay the meeting until such time as we can all meeting in person. In order to continue with parish proceedings as closely as possible to “normal circumstances”, it was also proposed that the term of the four Vestry members scheduled to retire (Rick, Nancy, Jim, and Margaret) be extended and that our clergy create a State Of Our Church video to be available to all parishioners. The Vestry tentatively agreed to this approach, pending Fr. Jeff getting confirmation from the Diocese that this alternative is acceptable.

Village School Lease Renewal: Our lease with the school expires in May, and we have been approached by the school with a proposal to establish another lease and increase the space the school would occupy. We discussed (a) do we even have the extra space to give them, given the needs of the parish (e.g., sufficient space for Sunday School and a Sunday Nursery, and whether the Fire Marshall would approve the increased occupancy), (b) based on our current financial forecasts, it would be in our best interests to continue to receive this revenue, and (c) we need to review the terms of the current lease and close loopholes that are not favorable to the church. A committee, consisting of Fr. Jeff, Fr. Paul, Nancy, Donna, and Margaret, was formed to explore the issues in more depth and report back to the Vestry.

Continuing Resolution: Nancy proposed a resolution that would give the Vestry the authority and power to continue to handle the church’s finances and pay bills as they come due beyond December 31, 2020 and until a new budget is formally accepted. Jim seconded the motion, followed by unanimous approval of the Vestry.

Next Meeting: Tuesday, January 19, 2021.

Prepared by Margaret Pendley

Rector's December Report to the Vestry

- Don't forget we voted to move the start time for future Vestry meetings to 7:00 from 7:30, starting this month!
- Attended bi-weekly Construction Status meetings. All seems to be going as hoped for and planned. Pace of construction has picked up considerably as framed in walls are now up, dry wall is stacked and ready to be hung, the exterior of the addition has been painted, the grounds have been graded and sidewalks are ready to be poured.
- As you may have guessed, Bishop Susan has tightened up restrictions for church worship and fellowship gatherings. Our current method of putting together worship videos falls within the stricter guidance, so I don't anticipate any visible changes for us. We have received many compliments on the quality of our video production since the installation of our new video system. The cameras, control equipment and cabling are very much only temporarily installed so that we can make changes to the configuration, as necessary. Some issues remain with audio quality, but we are working to resolve them.
- I've been recruiting and coordinating families to light the candles on the Advent wreath each week to make our services a little more welcoming.
- I attended an online Field Education seminar from the Seminary. While we don't have a seminarian this year, the seminar is a requirement so that St. Alban's can continue to be a Field Education training site.
- I attended our region's December online clericus. While nothing "earth shattering" was discussed, all the churches in the region report a depressed response to 2021 pledge drives as well as lower than usual pledge income for 2020.
- Kate and I spent a masked Sunday afternoon working with Bill and Nancy Calvert to clean out the bazaar storage closet above the parish hall entry way.
- We received communication from The Village School asking about renewing a lease for the coming academic year. We are planning to discuss this at the December Vestry meeting.
- Joyce Aument stepped down as one of our three Altar Guild directors. Joyce's main area was coordinating altar flowers, Easter lilies and Christmas greens. Delores Baisden has volunteered to take over Joyce's responsibilities.

Associate Rector's December Report

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

- Produced primary Sunday worship services for YouTube on November 22 and 29, and December 6 and 13.
- Preached on Sunday: November 29, Advent I.
- Celebrated the Eucharist on December 6, Advent II.
- Officiated and hosted Morning Prayer regularly; organized weekly calendar of readings and commemorations.
- Attended the bishop's clergy meeting on December 8.
- Organized the virtual hymn choir, producing three hymns with mixed voices for each primary service.
- Worked with Adam Hutson, interim Sunday School coordinator, to continue the online Sunday School lessons and related materials (sent by mail) during Advent. Our plan is to convene a meeting of the Sunday School teachers after the first of the year to talk about further programming.
- Offered pastoral care in a variety of situations, and made my first hospital visit in some time.
- Assisted with various other matters under the rector's direction.

Deacon's Report to the Vestry December 2020

Samaritan Ministry

- Worked with Debbe Hughes and Ivy Kilby to prepare for the Samaritan Ministry Christmas celebration. The socially distanced, safe distribution of gift cards and packaged cookies will be held on December 17 (rescheduled from Dec. 10) at the Columbia Pike Office. Volunteers are providing cookies in individual packages.
- Purchased 30 gift cards from Target for distribution at the holiday celebration. Target was identified by the staff as an easy-to-access store for participants to purchase items from food to gifts.

Food Distribution at Fairmont Gardens Apartments

- Continued to work with the team reviewing how to organize a food distribution on the fourth Thursday of the month. Moira Skinner, Remy Jurenas, and I met with the Poe after-school program coordinator who is our contact for the program. Nell Dillard, a regular distribution participant, has provided insights and recommendations. I will meet with this team on Friday, December 18 at 1pm to decide about moving forward. We'll review budget issues, storage needs/concerns, and other logistics.

Belvedere Elementary School

- We provide 48 food packages a month to Belvedere. For December, I shopped and packaged the food for distribution prior to the break. Jane Cheek delivers the food packages. I'll shop again later in December for the January distribution which will occur the first week of school. I will continue to shop and package until we can safely include other people in packaging.
- Purchased gift cards for 10 families to have additional resources for food. This is our third year providing gift cards.

Sacred Ground

- Held a Sacred Ground "reunion" for St. Alban's participants. They were grateful for the time together. Shared resources for engagement with the participants.
- Continued participating in a Sacred Ground circle for members of the Diocesan Commission on Ministry and its subcommittees.

Other activities

- Preached for Last Sunday after Pentecost (Christ the King) and Advent 3.

- Connected with Monique Clark about the needs of students at Northern Virginia Community College, Annandale Campus. Monique made an email introduction to the coordinator of the programs assisting students.
- Worked with parishioners to provide donations for Honduras village flooded by hurricanes and tropical storms.
- Recorded portions of the weekly liturgy.
- Attended Coffee with the Clergy and Coffee Hour.
- Participated in weekly planning meetings with Fr. Jeff and Fr. Paul.
- Attended Bishops' regular meetings with clergy.
- Continued participating in book discussion led by Bishop Susan on the book *Episcopalians & Race: Civil War to Civil Rights*. The discussion ended on December 3. At least three parishioners participated in the discussion groups led by Bishop Porter on the same book.

Senior Warden's Report for December 15, 2020 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. Served as officiant for Compline on 12/9.
- Prepped Sunday Coffee Hour first-time hosts.
- Met (online) with Treasurer and Muldoon Concert Series coordinators on 11/16 to discuss financial status of the concert series and its endowment fund.
- Met (by phone) on 11/19 with Deacon Theresa, Remy Jurenas, and Patrick Rosas to discuss future of Thursday feeding program at Fairmont Gardens.
- Made 1 food delivery for ACCA.
- Entered and deposited parishioner pledges/checks on 11/20 and 12/4.