

**St. Alban's Episcopal Church
Annandale, VA
Vestry Meeting via Zoom and in person – April 19, 2022**

Present: Father Jeff Shankles; Deacon Theresa Lewallen; Bill Calvert; Monique Clark; Alison Dilworth; Bob Ensinger; Debbe Hughes; Sue Mairena, Treasurer; Chris Martin; Christine O'Connell; Christine Murphy (Chris) Peck; Kristi Potts; Glen White; Kenneth Youngert

Kevin Holland was absent due to illness.

Visitors: None

Reflection: Bill Calvert opened with a reflection and an opening prayer.

Introductions: All staff and vestry members introduced themselves and shared what brought them to St. Albans and called them to serve on the Vestry.

Father Jeff then provided a review of the roles of the Vestry and the calendar of events.

Chris Martin current Interim Senior Warden reviewed the calendar of reflection and snacks. And introduced the topic of Vestry Committees.

Minutes: The Minutes from the March 22nd Vestry Meetings were reviewed. Motion to approve: Chris Martin; Second: Bob Ensinger. Motion carried.

Rector's Report: Fr. Jeff provided his report via email. (Attached)

Associate Rector's Report: Fr. Paul indicated he did not have time to submit his report prior to his departure on vacation but would double up on his report in May!

Deacon's Report: Deacon Theresa provided her report via email.

Minister of Music Report: Adam provided his report via email.

Senior Warden Report: Chris Martin provided his report via email.

Junior Warden Report: Bill provided his report via email.

Election of Vestry Officers:

- **Senior Warden: Chris Martin** was nominated and accepted provided we can move the meetings from the Third Tuesday. This was agreed upon and the Vestry voted to approve his nomination. Vestry members will work on identifying a new date.
- **Junior Warden: Bill Calvert** was nominated and accepted. The Vestry voted to approve his nomination.
- **Register:** Chris Peck was nominated and accepted the nomination. The Vestry voted to approve her nomination.

Treasurer's Report: The report was provided via email (attached).

Sue Mairena, Treasurer, offered a high-level review of the report and the current finances to date. Father Jeff provided a helpful glossary of terms as follows:

- **Sandy Spring Bank**– the bank that holds our kitchen/restroom renovation loan
- **ToTF** – The Diocese of Virginia has an elected board of trustees (called the Trustees of the Funds) which was established in 1754. The trustees are active Episcopalians that oversee a professional team of advisors and portfolio managers to ensure that diocesan funds are invested appropriately for the best long-term results for Participants. Parishes may invest funds with ToTF.
- **STAMP** – (Short-Term Asset Management Pool) A short term investment fund offered by ToTF
- **PPP** – The Small Business Administration-backed Paycheck Protection Program begun in 2020 in response to the COVID stay-at-home orders
- **CPG** – Church Pension Group - administrator of pension and other benefit plans for The Episcopal Church

Motion to approve: Kenneth Youngert; Second: Glen White. Motion carried.

Old Business:

Buildings and grounds report:

Annual parish cleanup day took place on April 14. Good attendance but ideally would have more help in the future. Need to add more volunteers to the mowing team as well. Bill and Steve Hershner to be contacted.

Saturday April 30th: new shed construction day. The old metal sheds have been torn down by Carlos. Vestry approved \$6k for the new build. Current costs are running at \$4500.

Related to the kitchen, step one is to get the kitchen updated with a health department permit. To do this we need qualified food health and safety professionals. Debra Becker is our first parishioner to take the county food health and safety course and pass. Glen White volunteered to take the training and take on the role of contacting the county to ensure that all the requirements have been met.

Bill continues his work to address all the previously deferred maintenance around the grounds and to update all outdated contracts.

He requested approval to hire a plumber begin the work of repairing the bathrooms in the Narthex.

Motion: Proceed with hiring Marines Plumbing Service in an amount not to exceed \$12,000 without requiring a return to the Vestry to request additional funding. Motion to approve: Glen White; Seconded by Kenneth Youngert. Motion carried.

Motion: Contract with Krafft to perform preventative maintenance and assess next year in the amount of \$6440. Motion to approve: Chris Peck; Second: Bob Ensinger. Motion carried.

Review of current COVID precautions:

The Vestry confirmed the decision to go mask optional as of the second Sunday of Easter, April 24, 2022. A letter will be sent reminding parishioners of the new policy and encouraging them to wear mask, maintain social distancing and be respectful of those who are battling chronic disease and other health concerns.

New Business:

Letter of support for Jon Scarffe:

St. Alban's is "sponsoring" Jon as an ordinand to the priesthood. Per the canons of the Episcopal Church (Canon 8, section 2(a)), we are required to submit to the bishop a letter of support for Jon, signed by at least two-thirds of the Vestry and the nominating priest, pledging financial support and involvement in Jon's preparation for ordination. Father Jeff will reimburse the psychological assessment and background check out of his discretionary fund. Jon had paid for these out of his own pocket

Motion: To sponsor Jon Scarffe as an ordinand to the priesthood.

Vestry members voting in support:

- Bill Calvert
- Monique Clark
- Alison Dilworth
- Bob Ensinger
- Debbe Hughes
- Chris Martin
- Christine O'Connell
- Christine Peck
- Kristi Potts
- Glen White
- Kenneth Youngert

Chris Martin will reach out to Kevin Holland to obtain his vote as he was absent at this meeting.

Vestry Committee liaisons & call list

Chris Martin reviewed the handout he sent with the listing of the Vestry Committees and Vestry Liaisons. These were confirmed as follows:

	<u>Standing Committee</u>	<u>Chair</u>	<u>Vestry Liaison</u>
1	Christian Formation	A. Hutson	C. O'Connell
2	Stewardship	B. Calvert	K. Youngert
3	Outreach	M. Skinner	K. Potts
4	Parish Life	O. Devereux	M. Clark
5	Buildings & Grounds	B. Calvert	B. Calvert

6	Finance	C. Blanchard	G. White
7	Worship	B. Murray	D. Hughes
8	Memorials	C. Martin	C. Martin
9	Communications	K. Holland	K. Holland

<u>Key Focus Areas 2022-23</u>	<u>Lead/Coordinator</u>	<u>Vestry Liaison/Lead</u>
RenewalWorks Implementation	A. Dilworth, K. Holland, C. Martin	Dilworth, Holland, Martin
Family & Youth Ministry	A. Kreller, D. Becker	A. Dilworth?
Strategic Planning	C. Peck, B. Ensinger	C. Peck, B. Ensinger

The call list will be distributed at the next meeting once we have completed updates to the parish directory.

Strategic plan – process and purpose

Bob and Chris discussed their plans for starting the strategic planning process starting with a day or two half day retreat. Intention is to complete the plan prior to the start of the 2023 budget planning process to inform the budgeting decisions.

Next Meeting: May 17, 2022

Prepared by Chris Peck, Register
Approved by Vestry: May 17, 2022