

**St. Alban's Episcopal Church**  
**Annandale, VA**  
**Vestry Meeting via Zoom and in Person September 24, 2023**

**Attendance:** Father Jeff, Adam Detzner, Deborah Becker, Monique Clark, Bill Calvert, Alison Dilworth, Debbie Heiman, Adam Huston, Sue Mairena, Chris Murphy Peck, Kristi Potts

Not present: Father Paul, Debbie Heiman. Christie O'Connell, Glen White

**Opening Reflection:** Bill Calvert provided the opening reflection focused on his joy of fall and how plants often move along at this time of year unsung and how that reminds him of the foundation regarding the small daily said a prayer for the church and the Foundation of St. Albans

**Approval of Minutes:** The August meeting minutes were reviewed.

***Motion to approve August Minutes:***

*Moved: Bill Calvert Second: Debra Becker. Motion carried.*

**Treasurer's Report**

Sue Mairena provided the Treasurer's Report. Highlights include:

Balance Sheet

- Current cash & Money Market balance is \$25K higher than Aug 2022 due to the \$125K transfer from the STAMP account less the rectory repairs.
- STAMP was \$114K less than 2022 due to the transfer, other investments were \$8K ahead of 2022 due to return on investments.
- St. Albans ended Aug with a loss of \$66K. Note this includes the \$69K budgeted transfer from operating reserve.

Income Statement

- Pledge income was \$14K less than budget through Aug
- Plate/Non-Pledge was \$41K less than budget. Sue noted that this discrepancy keeps growing and is a source of concern. Will review given that August is a slow month given vacations, etc.
- Overall pledge, plate and non-pledge income was under budget by \$55K. Note that we have exceeded 8/31/22 actual revenue by \$6K.
- Rental income has exceeded the yearly budget by \$14K.
- Interest and Investment income was \$25K higher than budget.
- Total Income exceeded was \$24K less than budget through Aug by 2023. This excludes the \$69K budgeted from the operating reserve.
- Budgeted Outreach was under budget due to the timing of payments. Note that going forwarded the diocesan pledge will be under budget due to reducing the contribution to 9%. This is the recommendation from the Diocese.
- Adult education was over by \$1.3K.
- Insurance was over budget by \$2K due to the quarterly payment. This will eventually even out.
- Contract Maintenance was \$1K over budget through Aug. 11.

- Total expenses were under budget by \$26K.
- Bequests – Moved \$125K to Rectory Improvement Fund.
- We currently have \$9K in our Capital Reserve and \$263K in our Operating Reserve. We are projecting to move an additional \$46K from the capital campaign once all contributions have been received.
- Capital Campaign is now at a positive \$8K. We have previously moved \$14K of the excess to the Capital Reserve.

Sue is preparing an inventory of our assets in n for the 2023 audit. This continues to be noted by our auditor as something we should have recorded.

**Rector's Report:** was sent via email.

**Junior Warden/Buildings and Grounds Update:** Bill reported on the most recent updates on the approved expenditures for rectory and ground improvement.

Regarding the kitchen, the painted cinderblock wall still remains an issue so it must be sheet rocked. The varying costs are \$8,500 to \$10,500 depending on the materials (sheet rock and Marlite or just sheet rock). Bill recommends using the \$8,500 option.

***Motion: Approve contract in the amount of \$8,500 to get the kitchen walls up to code to be certified by Fairfax County.***

*Motion Debra Becker. Second: Kristi Potts. Motion carried.*

Bill reported on the need to replace the kitchen refrigerator which had been an in-kind donation.

***Motion: Permission to spend up to \$7,500 to purchase a new refrigerator.***

*Moved: Alison Dliworth: Second: Monique Clark. Motion approved.*

**Update on Music Ministry:** Adam Detzner reported on the state of the Choir which is significantly diminished given travel, health, and other issues. This makes it a challenge for offering the depth and breadth of the music and is challenging for the remaining Choir members.

Adam indicated that his research revealed that as many as 18 local Episcopal churches currently have or have previously had paid support, and paid support is a key to successfully attracting new singers to a choir and could have a very positive impact on the St. Alban's Choir.

He noted that the market rate for singers is per call and we anticipate 77 calls per year with rehearsals and Sunday worship is \$125. The discussion included the potential for putting a special funding request together for Adam and adding these expenses into the 2024 budget. This discussion will continue.

**Philadelphia 11 Documentary.** Suggested Date is Sunday November 5 at 6:30 pm with dinner preceding at 5:15pm. Father Paul is working with Dr. Kathy Grieb on the programming.

**Vote on Trustees of St. Alban's:** Edward Caress has moved out of the area and must be replaced as a trustee, and Ann Zuvekas is stepping down due to poor health. The Vestry unanimously voted to add Betsy Anderson and Margaret Pendley as trustees.

*Moved: Debra Becker. Second: Kristi Potts. Motion carried.*

**Update on Christian Education Programming:** Adam Huston provided an update. There will be three classes: PreK – Kindergarten; Elementary School and 6-12 (Youth). He had teachers for every section except Youth.

He posed to the Vestry the issue of background checks for teachers. He has located an online service for a reasonable fee but wanted to connect with the Vestry for approval of the concept. He also proposed that teachers become part of the Good Shepherd Guild – which would operate like the Altar Guild and keep the teachers and substitutes connected.

Finally, Adam suggested developing a lending library for Christian Education.

**Follow up on The Listening Sessions:** Chris Peck and Father Jeff wrote an article for the October Word summarizing the listening sessions and next steps. This article was reviewed and approved by Vestry members.

Many recommendations from the listening sessions summary were discussed. Quarterly listening sessions were agreed to overall in addition to encouraging parishioners to connect with the Vestry members on call during Sunday services to share concerns and ideas. The following items are still in discussion as they represent additional resources both financial and human:

- **Reviewing potential new professional social media support**
- **Updating the welcoming signage in general**
- **Exploring a multi-pronged outreach for encouraging and inviting others into St Alban’s “Invite, Welcome, Connect”**
- **Supporting Social Justice activities in a structured way via a Social Justice Ministry**
- **Increasing the St Alban’s swag and giveaways**
- **Enhancing our presence at local community events**

Next Vestry Meeting: October 17. Kristi Potts will provide the Opening Reflection.

Respectfully submitted,

Chris Murphy Peck