

**St. Alban's Episcopal Church
Minutes of Vestry Meeting
Tuesday, 5/21/24 at 7:00 PM**

Present: Fr. Jeff, Fr. Paul, Margaret Pendley ('27), Donna Eichna ('27), Bethany Bower ('26), Stanley Utterback ('26), Adam Hutson ('26), Christie O'Connell ('25), Kristina Potts ('25), Debbe Heiman ('25), Glen White ('25) and Sue Mairena(T).

Regrets: Fr. Paul, Pam Matthes ('27), Adam Hutson ('26), Ron Vogel ('26), and Nancy Calvert ('27)

Opening Reflection: Fr. Jeff Pam opened with prayer and reflection for Pam.

Minutes of Previous meeting: Nancy emailed the draft April meeting minutes for Vestry review and approval. Following discussion, Stanley motioned to approve the minutes as written. Bethany seconded the motion and the minutes were unanimously approved as written.

Reports (attached):

- Treasurer's Report: Sue presented the March 2024 Financial report. Sue reported that:
 - St. Alban's ended April with a net income of \$5K, which was in line with April 2023.
 - Overall pledge, plate, and non-pledge income was over budget by \$39K.
 - Total income exceeded the budget by \$35K for the month. This excludes the \$38K budgeted from the operating reserve.
 - Total expenses were under budget by \$3K.
- Rectors Report: Fr. Jeff emailed his report prior to the meeting.
- Associate Rectors Report: Fr. Paul emailed his report prior to the meeting.
- Jr, Warden's Report: Pam emailed her report prior to the meeting.

Verbal Reports:

- Senior Warden's Report: Margaret verbally reported the following suggestions/issues/offers brought to her attention via various avenues, including the Sr. Warden email address:
 - Glen requested a status report on the potential for upgrading the lighting for the main worship space, including the choir loft. He noted that it's very difficult for the choir to read the music sheets when processing and in the loft. Adam Detzner concurred with Glen's assessment, and further pointed out that upgraded lighting would enhance the view of the organ.
 - Wil Peck has been working with Pam to present his plan for he and his Scout Troop to install stairs on the slope between the kitchen doors and the trash corral. He expects to make a formal presentation to the Vestry at the June meeting.
 - A parishioner suggested installing an electronic sign by Columbia Pike that would rotate announcements of upcoming events at St. Alban's.
 - A parishioner suggested that we develop a brochure that each of us could hand out to family and friends who were interested in learning more about St. Alban's. Fr. Jeff noted that the current brochure was being updated and would be placed in the Narthex for general distribution.
 - A parishioner suggested putting a QR code in the Narthex/door entrance so that people could make donations without having to create a My eOffering account. Fr. Jeff noted that Sue and Rick are exploring options for this kind of giving.

- During Cleanup Day, two good things happened:
 - We unearthed 12 1.5L bottles of Chardonnay wine that we're going to use for the Alexs' wedding reception, thus freeing up more money to give them as a wedding present; and
 - A family that St. Alban's has been periodically donating funds to during emergencies came to the campus to offer their services in thanks for our helping them. We DO make a difference!

Old Business:

New Parish Directory – We are entering in the last week of taking photos for the new directory. The compilation of the new directory will begin immediately after, to keep with the goal of issuing it at the end of June.

New Business (on the Agenda):

Vestry Call List – Margaret sent out a call list and Vestry members are requested to reach out to everyone on their list prior to the next meeting. This will help with the issuance of our new parish directory.

Listening Sessions: The first Listening Session was confirmed for Sunday, June 2nd, after the 10:30 Eucharist celebration. Announcements are to be made in the weekly electronic and paper SAM, as well as The Word. Nancy, Pam, and Donna will host this session.

New Volunteer Procedures for the Summer: Fr. Jeff announced that he would like to initiate a new procedure for those who are to act as LEMs, Readers, Acolytes, Crucifer, and Ushers for each of the summer services in an effort to alleviate the apparent fear of commitment on the part of the congregation to volunteer, i.e., ask that people volunteer directly before the service. The precise method for volunteering will be announced at future services. Adam Detzner is also going to institute a program inviting non-choir members to sing on designated Sundays during the summer.

Parish Picnic/June Vestry Meeting: The annual picnic will be held on June 23rd, and all members of St Alban's are invited to come and bring guests. Details regarding what parishioners may bring to supplement the main courses will be emailed by the Parish Office in June. The next Vestry Meeting will be held on June 18th. Although Fr. Jeff will not be in attendance, Margaret will chair the meeting.

New Business (NOT on the Agenda):

Status of Action and Tabled Items: Nancy notified the Vestry that action and tabled items will be tracked until completion. Once an item is marked as complete in the approved minutes, will be removed from future minutes.

Close: The meeting adjourned at 8:15

Meeting Summary

Resolutions passed	N/A
--------------------	-----

Action Items

Date Added	Action	Status * Open/Complete
3/19/24	➤ Christie sign the Vestry Oath.	Open
4/17/24	➤ Nancy, Pam & Donna to host a quarterly listening session in Jun '24.	Open
4/17/24	➤ Debbe, Bethany and Stanley to host a listening session in Sep '24.	Open
4/17/24	➤ 4 th quarter '24 listening session – 3 Vestry members needed to host in Oct/Nov/Dec.	Open
4/17/24	➤ 1 st quarter '25 listening session – 3 Volunteers needed to host in Jan/Feb/Ma.	Open
4/17/24	➤ Margaret emailed the call list on 5/15/24. Vestry members are to reach out to everyone on their list before the next meeting on 6/18/24. Report back to Fr. Jeff on anyone you are not able to contact.	Open

* Items marked as complete in the approved minutes will be removed from future minutes.

Tabled Items

Date Added	Action	Remarks / Date completed *
4/16/24	➤ Look into getting a pay pal account or having a Square payment device on hand during passing of the plate. Sue and Rick are looking into options.	Similar to this item, Margaret reported that a parishioner asked about having a QR code to make donations in lieu of creating a My eOffering account. Rick and Sue are exploring options.
4/16/24	➤ Pam to work with Carlos on putting the 97 metal chairs without cushions on Craig's list.	Donated and delivered to ACCA on 4/24/24. Complete
4/16/24	➤ At the 5/21 meeting, Pam provided an update on Will Peck's Eagle Scout project.	Open. As noted in Pam's report, Will Peck will make a formal presentation to the Vestry at the 6/18/24 meeting.
5/21/24	➤ As noted in Margaret's report, a parishioner suggested that we develop a brochure to hand out to family and friends.	New – Fr. Jeff noted the brochure is being updated. No completion date provided.
5/21/24	➤ As noted in Margaret's report, a parishioner suggested installing an electronic sign by Columbia Pike.	New
5/21/24	➤ As noted in Margaret's report, Glen requested a status report on the potential for updating the lighting the for the main worship space, included the choir loft.	New (ongoing from previous Vestry).

* Items marked as complete in the approved minutes will be removed from future minutes.

Submitted by: Margaret Pendley (approved 6/18/21)

April 2024 Financial Report

Balance Sheet

1. 1000/1015- Current cash & Money Market balance is \$46K lower than 2023.
2. 1250,1265,1285 – STAMP was \$131K less than 2023 due to the transfer, other investments were \$12K ahead of 2023 due to return on investments.
3. **St. Albans ended Apr with net income of \$5K. This was in line with Apr 2023.**

Income Statement

1. 4110 – Pledge income was \$58K higher than budget through Apr and \$27K higher than 2023.
2. 4010/4040 – Plate/Non-Pledge was \$19K less than budget and \$8K behind Apr 2023.
3. **Overall pledge, plate and non-pledge income was over budget by \$39K.**
4. 4210 – Rental income was under budget by \$1K and \$3K less than last year.
5. 4270/4280/4285 – Interest and Investment income was \$1K higher than budget due to our return on investments.
6. **Total Income exceeded the budget by \$35K for the month. This excludes the \$38K budgeted from the operating reserve.**
7. 5010/5015 –Budgeted Outreach was under budget by \$4K due to the timing of payments.
8. 5130 – Flower expense was over budget by \$1K but only \$200 under flower income.
9. 5470 – Asst Rector Medical & Dental are under budget due to the Church insurance agency billing. Still waiting on this to catchup.
10. 5610 – Insurance liability is \$3K over budget due to the quarterly payment. This will even out by the end of the year.
11. 5710 – Contract maintenance was over budget by \$5K. Will investigate.
12. 5755 – Grounds maintenance was over budget by \$3K. Have confirmed charges are correct.
13. **Total expenses were under budget by \$3K.**
14. 8065 – Bequests – In 2023 we moved \$100K to Rectory Improvement Fund and \$50K to the Church Improvement Fund. **The balance in bequests is \$197K.**
15. 8050/8275 – We currently have \$40K in our Capital Reserve and \$222K in our Operating Reserve. Moved the negative from Holy Land Pilgrimage to this account.
16. 8985 – Capital Campaign is at \$21K. For 2023 we moved \$38K of the excess to the Capital Reserve. We will move the balance in this account to the capital reserve in June.

Sue Mairena, Treasurer

Rector's May 2024 Report to the Vestry

- Attended our monthly Clericus at Goodwin House.
- Attended the Bishop's Spring Clergy Conference at Shrine Mont.
- Continuing to serve as a mentor for our EfM group, meeting weekly on Wednesday evenings.
- Continue to host Morning Prayer on Mondays and Tuesdays and officiate on Thursdays.
- Preached at a Funeral service for Jack Summers and officiated at his burial in the Memorial Garden.
- Helped Nancy with set up for the new directory photos.
- Conducted pre-marital counseling for Alex Swain and Alex Martinez on behalf of Br. Luis..
- Helped with the Parish Cleanup Day
- Conducted Baptism Preparation Class for Jaiden and Lalen Terry (Evangeline and Zinnah Wiles' grandsons).
- Worked with Pam and Carlos on our heating and cooling configuration, mostly trying to untangle the pipes in the boiler room to figure out where they run.
- Prepped a couple of Adult Forums (Eucharistic Piety, Pilgrimage and Just War Theory).
- Worked with Kevin Holland and Alex to set up and test the Shrine Mont registration form
- Researched our application to receive food distributions from the Capital Area Food Bank. We were denied because they feel our area is saturated with food assistance programs.
- Participated in our joint Evensong with St. John's, McLean. It was a wonderful event – I enjoyed meeting new clergy colleagues and our combined choirs were absolutely magnificent. Many thanks to Adam Detzner and his husband, Karl, for their hard work and dedication. I'm looking forward to hosting the next joint Evensong here, perhaps in the fall.
- Prepared and led Adult forums on these topics: Praying with icons; Pilgrimage; Eucharistic Piety.

Associate Rector Report to the Vestry - May 2024

From: Paul Moberly (pmoberly@stalbandsva.org)

To: pmoberly@stalbandsva.org

Cc: adetzner@stalbandsva.org; ahutson74@gmail.com; bower.bethany@gmail.com; oconnellcr@aol.com; deborahsheiman3@gmail.com; eichnadonna@gmail.com; glen@glenwhite.us; jshankles@stalbandsva.org; pottsk123@gmail.com; mkclark@gmail.com; billandnancycalvert@verizon.net; owlmessage76@cox.net; pmoberly@stalbandsva.org; info@stalbandsva.org; sutterback7@gmail.com; suem@aahomecare.org

Date: Monday, May 20, 2024 at 01:07 PM EDT

Dear Vestry,

My Report for May 2024 is below:

I will be submitting monthly reports again, starting this month, so that the Vestry can be informed about the various things I'm working on. (During the pandemic, the Vestry decided to do away with monthly staff reports from each person, as we are all supervised by the Rector. However, I feel it's worth putting into the record what the Associate is contributing to the community – although ultimately, my primary job is supporting the Rector in whatever way he needs.)

General Duties

In the past month, I celebrated the Holy Eucharist on several Sundays and other occasions (Tuesday mornings, and two funerals.) This is one of my primary responsibilities – to deliver the sacraments faithfully as needed. I preached on two Sundays and for one burial Office. I visited patients in hospital on numerous days, and provided pastoral care to parishioners as asked of me in a variety of contexts.

I continue to organize the schedule for Morning Prayer weekdays, and host and officiate regularly.

I coordinated, preached at, and officiated a burial Office for the family of Bruce Deschere, whose parents are both buried at St. Alban's. They were longtime members in previous decades. I assisted and celebrated the Eucharist at the burial service of Jack Summers.

Fr. Jeff and I attended the Bishop's Clergy Retreat at Shrine Mont at the beginning of May.

Youth Ministry

After a month of no youth meetings due to Easter, and scheduling conflicts with several of our youth – they are, many of them, excellent athletes, and are in the springtime season of numerous championships and tournaments. (Incidentally, one of our youth group members, Cole Lieberthal (Ascension and St. Agnes), did very well with his Robotics team at a national competition in Houston last month; and another, Finley Deveraux (Bishop O'Connell), won a trophy in his school basketball championship.

Our ongoing project of installing a permanent basketball hoop structure should be moving ahead soon. We have identified an appropriate site in the parking lot, and are working on scheduling a work day for the final installation. (Thanks to Bill Calvert and Carlos for your help!)

We have scheduled an outing to Kings Dominion on June 13, and our Summer Mission Week (July 8-12, 2024) is coming together. We will again spend the first half of Mission Week in Annandale and the surrounding area, volunteering in various capacities at Samaritan Ministry, ACCA Child Development Center, and Martha's Table (in Southeast DC). Second half of the week will be a wilderness adventure, hiking and kayaking in the Shenandoah Valley, and staying at Shrine Mont for two nights.

Sunday School

The Sunday School Program Year is coming to a close. I'm working with Adam Hutson to look at options for next year. Adam may step away from leadership for a time, to focus on other areas of ministry. However, there is energy around trying a new Sunday School approach, using a program called Catechesis of the Good Shepherd, a unique Montessori-style curriculum. That exploration continues.

Sunday School attendance has been in decline since I arrived at St. Alban's back in 2017. With Donna Archer, and then Adam Hutson, we have tried various approaches to Sunday School rejuvenation, including singing times, a one-room schoolhouse approach, combining classrooms, adjusting curriculum, and then various pandemic-specific approaches which were of mixed success (some worked well, like online Sunday School lessons that Adam Hutson put together, and others, like mailing activities and materials to people weekly, didn't work well at all.)

We are not alone in this – all churches, even those with full time children's ministry staff, are experiencing a steep decline in Sunday School. Anecdotally, it seems that many families are prioritizing worshipping together at Holy Eucharist, as time pressures on families continue to mount. We continue to look at ways to attract families to Sunday School.

-Fr. Paul

2024 - April/May Junior Warden Report

During the April Vestry meeting, we decided not to purchase new folding chairs with pads, but did decide to donate the 97 metal folding chairs without pads. ACCA accepted them for use at the Child Development Center. On April 24, Carlos delivered them to ACCA.

An on-site visit with Will Peck and his father Steve, was completed May 5. Will is proposing to build a set of stairs that would assist all of us carrying trash up the steep hill to the trash cans. We discussed some minor revisions to accommodate safety and permit concerns, which Will agreed to include in his construction plan. Funding has been secured. As of May 5, Will would like to make a formal presentation to the Vestry for its approval at its June meeting on the 18th. I will attend via ZOOM. I ask that Will be allowed to make his presentation as close as humanly possible to the beginning of that Vestry meeting.

Parish Clean-up Day was well attended. On the morning of May 11, our crew of approximately 20-25 parishioners tended not only the outside landscaping, weeding and mowing, but also to cleaning, dusting and polishing all furniture and fixtures in the Nave and other rooms throughout St. Alban's (except Fr. Jeff and Fr. Paul's offices, the main office and the Treasurer's office). We begin our summer with a "fresh" start.

As part of its annual HVAC service contract with KRAFFT Service Corporation, St. Alban's received its Spring Maintenance Service visit on May 13. During that visit (and orientation for Pam) we discovered that the exterior duct system serving the Nave was seriously damaged. We approved immediate repair work that same day to seal all duct joints and to re-insulate the duct properly. The damaged duct was causing serious stress and possible damage to the unit so this repair had to be addressed immediately. Repairs begun on the 13th were completed on May 16. After inspection of the completed work, the invoice for this repair was signed by Jr. Warden (as requested by Margaret) and approved for payment on May 17 for \$2,060. We also discovered rust on one of the boiler-system pumps due to condensation forming after shut down through the years. That pump needs to be replaced before the system is turned again, so KRAFFT will replace that pump during their Fall Maintenance Service visit.

The paperwork supporting this particular maintenance service visit created some confusion over tracking contract services and their costs for many of our vendors. On a general note, Pam, Fr. Jeff and Alex discussed tweaks to the current payment process to ensure that products are received and that work is completed as requested and that they are determined to be acceptable by the requesting representative of St. Alban's. Receipt of the product or approval of the completed project needs to be recorded by securing the representative's dated signature on billing statements and/or invoices prior to being forwarded to the Treasurer for payment. As preferred by the Diocese, invoices should be signed by the Warden of the Vestry.

Pam Matthes
Jr. Warden