

**St. Alban's Episcopal Church
Minutes of Vestry Meeting
Tuesday, 7/16/24 at 7:00 PM**

Present: Fr. Jeff, Margaret Pendley ('27), Pam Matthes ('27), Nancy Calvert ('27), Ron Vogel ('26), Donna Eichna ('27), Debbe Heiman ('25), Kristi Potts ('25), Adam Hutson, ('26), Stanley Utterback ('26), and Bethany Bower ('26).

Regrets: Fr. Paul, Christie O'Connell ('25), Glen White ('25), and Sue Mairena(T)

Opening Reflection: Stanley opened with prayer and reflection.

Parishioner Presentations:

Will Peck's Eagle Scout Project – Pam introduced Steve Peck who provided an update on Will's Eagle Scout project. Steve reported that the county found 11 issues with the design of the proposal to install 6 stairs outside the Parish Hall. Of the 11 issues, 2 were beyond the scope of what Steve could reasonably resolve: live load capacity calculations and requirement for robust guardrails.

After prodding from Ron, Steve talked with a Civil Engineer, in the Boy Scouts, that provided Steve with direction for resolving the issues identified by the County. Steve now has the formula to submit the calculations requested by the County and in lieu of installing 6 stairs that require a robust guard rail, Will's revised proposal will install 3 sets of 2 steps with a flat walk between each set of steps. Think landscape pathway. This updated design will only require handrails.

Steve noted that there is a \$300 permit fee and per the Boy Scouts, the Eagle Scout cannot pay for such fees out of pocket. It is expected that the recipient of the project will pay any required fees.

Note: If the County does not approve Will's revised proposal, Steve said Will's Plan B for his Eagle Scout Project would be installation of the basketball hoop that was purchased for the youth some time ago.

Following discussion, Margaret made a motion to approve \$300 for the required permit so that Will could move forward with his revised project (note: This is not to impact the \$500 approved in June for cost-overrun and pizza for the Scouts). The motion was seconded by Nancy, and it was unanimously approved.

Minutes of Previous meetings:

Nancy emailed the draft June meeting minutes for Vestry review. Pam motioned to approve the minutes as written. Debbe seconded the motion, and the minutes were unanimously approved.

Nancy emailed the draft Interim July meeting minutes for Vestry review. Donna motioned to approve the minutes as written. Ron seconded the motion, and the minutes were unanimously approved.

Reports (attached):

- **Treasurer's Report:** Sue submitted the June 2024 Financial report prior to the meeting. Fr. Jeff confirmed that everyone reviewed the report prior to the meeting and that there were no questions for Sue. The report highlights that:
 - St. Albans ended June with a net loss of \$15K. This was \$27K lower than 2023.
 - Overall pledge, plate and non-pledge income was over budget by \$22K.
 - Total income exceeded the budget by \$17K for the month. This excludes the \$59K budgeted from the operating reserve.
 - Total expenses were under budget by \$26K.
 - The balance in bequests is \$197K.

- **Rector's Report.** Fr. Jeff emailed his report prior to the meeting. Fr. Jeff called attention to our Ministry Fair.
 - Fr. Jeff indicated that Ministry Sunday has become less of an opportunity to see what we do at St. Alban's and more of an extended Coffee Hour. He's been talking with Rick and Karen Weinberg (Ministry Fair coordinators) and they agree with that assessment. The Weinberg's suggested that we do what we did in 2021 and focus on one ministry/committee/activity each Sunday with a table set up in the narthex with information on the ministry of the week.
 - Fr. Jeff is concerned with congestion in the Narthex caused by a 6-foot table and several people standing around and suggested having the table in the Parish Hall. It was discussed that many people don't go to coffee hour and therefore wouldn't visit the table. It was recommended that ministries have 2 options - A card table in the Narthex and if needed, a 6-foot table in the parish hall.
 - Fr. Jeff recommended having an ice-cream social on the day normally reserved for Ministry Sunday to bring the parish together. The Vestry agreed that was a great idea and Fr. Jeff will discuss with the Parish Life committee.

- **Assistant Rector's Report.** N/A.

- **Sr. Warden's Report:** Margaret emailed her report prior to the meeting. Margaret called attention to an assessment of all our outreach programs. This is a Vestry follow-up item from the Jun listening session. Margaret indicated that since the last meeting, she has been working with Moira Skinner and Fr. Jeff to develop a white paper (attached) that can be used to help lead the outreach assessment group discussions that will determine what programs are still working. The white paper is only a rough draft to help serve as a starting point for discussions. As noted by Margaret, this is a draft and can be modified at will, so long as we agree on our overall purpose and pledge to listen with an open mind, heart, and what God is saying to us!
 - Moira will lead discussions with all our outreach area leads. She will ensure the necessary people get together for the discussions.
 - Executive support sponsors consisting of the Clergy, a Vestry representative, administrative assistant and music directory will be available to help resolve any issues or conflicts that arise during discussions.
 - Kristi suggested hosting outreach events, such as hypothermia, with other churches.

- **Jr. Warden's Report:** Pam emailed her report prior to the meeting.

Verbal Reports: N/A

Old Business:

Buildings and grounds update – Pam provided an update on the installation of the AC units in the Parish Hall and Kitchen and Allison Blanchard's landscaping project.

- Pam noted that the work to replace the AC units is scheduled to begin on Aug 5th and the cost of a new A/C unit in the kitchen would be \$8,100. This exceeds the \$7,000 approved by the Vestry in June. The contract is in place and the contractor is only waiting to hear back on if we approve the installation of a 7th unit. It was noted that the Chorister Program begins on Aug 5th and the kids use the parish hall during the week to run off steam and also use the piano.
 - Following discussion, Donna made a motion to approve an additional \$1,100 for the installation of the kitchen A/C unit. The motion was seconded by Debbie, and it was unanimously approved.
 - Pam will ask the contractor if it is possible to move the work start date without incurring additional costs to the contract. If the contract will be impacted, the work will need to begin as scheduled and Fr. Jeff will notify Adam and discuss optional spaces for the kids to use during the week.

Note: Following the meeting, Pam discussed changing the date with the contractors and, as expected, they told us that we could not change the date and/or timing during those dates without negatively impacting the contract. Fr. Jeff discussed with Adam the need to secure other spaces for the kids to use during that week.

- Pam reported that she followed up with Allison Blanchard on the landscaping work that Allison is doing on the hill. Pam reported that Sue said funding is available and she will be asking for approval for Allison's project at next month's meeting. It was discussed that since the Vestry agreed it was a good idea in June we should go ahead and approve funding. Ron said the landscaping on the hill is drawing attention to our church but the Vestry needs to be aware that when the time comes that Allison is no longer able to tend to the gardens, the church will need to keep up the landscaping on the hill.
 - Following discussion, Nancy made a motion to approve \$2,000 for the installation of the dirt lockers, topsoil, mulch and flowers. The motion was seconded by Debbie, and it was unanimously approved.

Tabled Items – Nancy read the open action and tabled items and Fr. Jeff and Margaret provided updates. Items marked as closed in the summary below will be removed from the August report.

Parish picnic – Feedback. Everyone agreed the food was fantastic! Bethany expressed concern that there were not enough tables and chairs for everyone to sit down.

Day Care rental – In June, Margaret asked that all Vestry members think of pros and cons related to this and email her comments prior to the next meeting. Margaret reported that she received responses to the consolidated questions sent to the director of the day care center (attached).

- Kristi raised concerns about damage to church property like happened with the Village School and how we can ensure that money from the daycare is used for capital reserves or an endowment fund instead of being used to fund operating expenses. Margaret stated that while there was damage after the Village School left, we did not need to pursue legal action and they paid for damage. A tabled item was added to address ensuring a percentage of funding is put aside if the day care center is approved.

- Adam asked when we are looking at doing this and what spaces they will be using. Margaret indicated that in order to move forward, the director would need to have a site visit. Margaret and Pam will schedule a meeting with the director. Fr. Jeff said they would be using Rm 15 and the nursery.
- Margaret indicated that if we move ahead, it will be with a 1 year contract, with option of 2 year extension. This would ensure that St. Alban's can continue with plans to start our own pre-school.

Follow-up from the June listening session – See Sr. Warden's Report discussion on what are our primary missions and how do our attempts to at any of the provided suggestions fit into those missions.

Once the assessment of all our outreach program is complete, the Vestry will need to address what is already set out in our strategic plan – should we be focusing on those items vs. adding on new ones. Questions that the Vestry needs to address in the coming months are:

New Business (on the Agenda):

Taste of Annandale – A great way to let the community know about our church. Fr. Jeff will reach out to the congregation for volunteers to help staff the table at the event. Suggestions included: handing out flyers for the bazaar; offer St Alban's swag to hand out (Bethany will look into options).

- Following discussion, Ron made a motion to approve \$750 for the taste of Annandale (\$250 registration fee and \$500 towards handouts at the event). The motion was seconded by Bethany and it was unanimously approved.

New Business (NOT on the Agenda):

Farmer's Market – Debbe said that a parishioner asked if we could get a table at the Annandale Farmer's market on Thursdays. Nancy asked if the parishioner was willing to lead this effort. Debbe said she'd check and report back.

Close: Stanley offered the closing prayer and the meeting adjourned at 8:40 pm.

Meeting Summary

| | |
|--------------------|--|
| Resolutions passed | ➤ Approve \$300 for the required permit so that Will Peck can move forward with his revised Eagle Scout project. |
| | ➤ Approve \$2,000 for the installation of the dirt lockers, topsoil, mulch and flowers in support of Allison Blanchard's landscape proposal. |
| | ➤ Approve \$750 for St. Alban's to participate in Taste of Annandale. |

Action Items

| Date Added | Action | Status * Open/Complete |
|------------|---|---|
| 3/19/24 | ➤ Christie and Krist sign the Vestry Oath. Note: Ron Vogel signed on 7/16/24. | Open |
| 4/17/24 | ➤ Margaret, Bethany and Stanley to host a listening session on Sept. 8th after coffee hour. | Open |
| 4/17/24 | ➤ 4 th quarter '24 listening session – Debby, Kristi and Adam 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. Not all Vestry members have completed their calls. | Open. Vestry members to provide status at next meeting. |
| 6/18/24 | ➤ Margaret will interface with Moira as she begins conversations with all our Outreach Program leaders, to evaluate and assess what programs are still working. | Open |
| 6/18/24 | ➤ Margaret called attention to a request to allow a parishioner's friend to rent a room for her day care center that has outgrown her home. Margaret asked that all Vestry members think of pros and cons related to this and email her comments prior to the next meeting. | Closed. Comments submitted and responded to. |
| 7/16/24 | ➤ Margaret and Pam to arrange a site visit with proposed Child Care Center Director, Amy. They will report back in August. | Open |
| 7/16/24 | ➤ Bethany look into getting St Alban's swag to hand out at the Taste of Annandale on Sept. 21 and report back. | Open |
| 7/16/24 | ➤ Margaret will contact Sue about having a QR code or "Text to" option for making donations in lieu of creating a My eOffering account. | 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. | Open. 7/17 update: Margaret will contact Sue for status. Similar to this item, Margaret reported in May 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. |
| 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. | Open 7/17 update: No change. Pending financial assessment. |
| 6/18/24 | ➤ Pam will follow-up with Allison regarding installation of dirt lockers on the Hill facing Columbia Pike. She will also discuss funding options with Sue. | Closed. The Vestry approved Allison's proposal and provided funding. |
| 6/18/24 | ➤ 1 Topic from the Jun 3 rd listening session will be tabled until after the outreach assessment is completed: Are we addressing what is already set out in our strategic plan – should we be focusing on those items vs. adding on new ones. | Open |
| 7/17/24 | ➤ This Vestry recognizes that a % of profit from a daycare center should go into Capital Reserves. In the event that a daycare center is approved, the Vestry will discuss this further. | Open |

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

Submitted by: Nancy Calvert (Minutes approved 8/20/24)

Eagle Scout Project: Plan for Landscape Path



William Peck, Life Scout
July 2024



Need and Purpose

Need: St. Alban's Episcopal Church in Annandale, VA lacks a "short-cut" path between an outdoors sidewalk and a parking lot above the sidewalk. Pedestrians can reach the parking lot via the sidewalk, but if they want to reach the parking lot quickly, they must walk up a grassy slope – which can be a safety hazard, especially in wet weather.

Purpose: Build a short path between the sidewalk and the parking lot, with handrails, enabling pedestrians to walk between them safely and easily.

Intended Users: Pedestrians moving between the sidewalk and parking lot. Wheelchair users are **not** intended users, because they can already reach the parking lot via the sidewalk.

Project Site and Reference Photos

Project site is the hillside north of Frizzel Hall (see the “X” in left photo), between the sidewalk and the parking lot, near the trash corral



Project Site

People in wheelchairs use the sidewalk to access Handicap Parking. They do **not** need access to the path.

Approx. 70-year-old slope of compacted soil

Prototype Riser

(actual riser will have one row of bricks)

Design: Side View of Path

Slope Rise: 33"

Slope Run: Top: 138" (11.5'); Bottom: 132" (11')

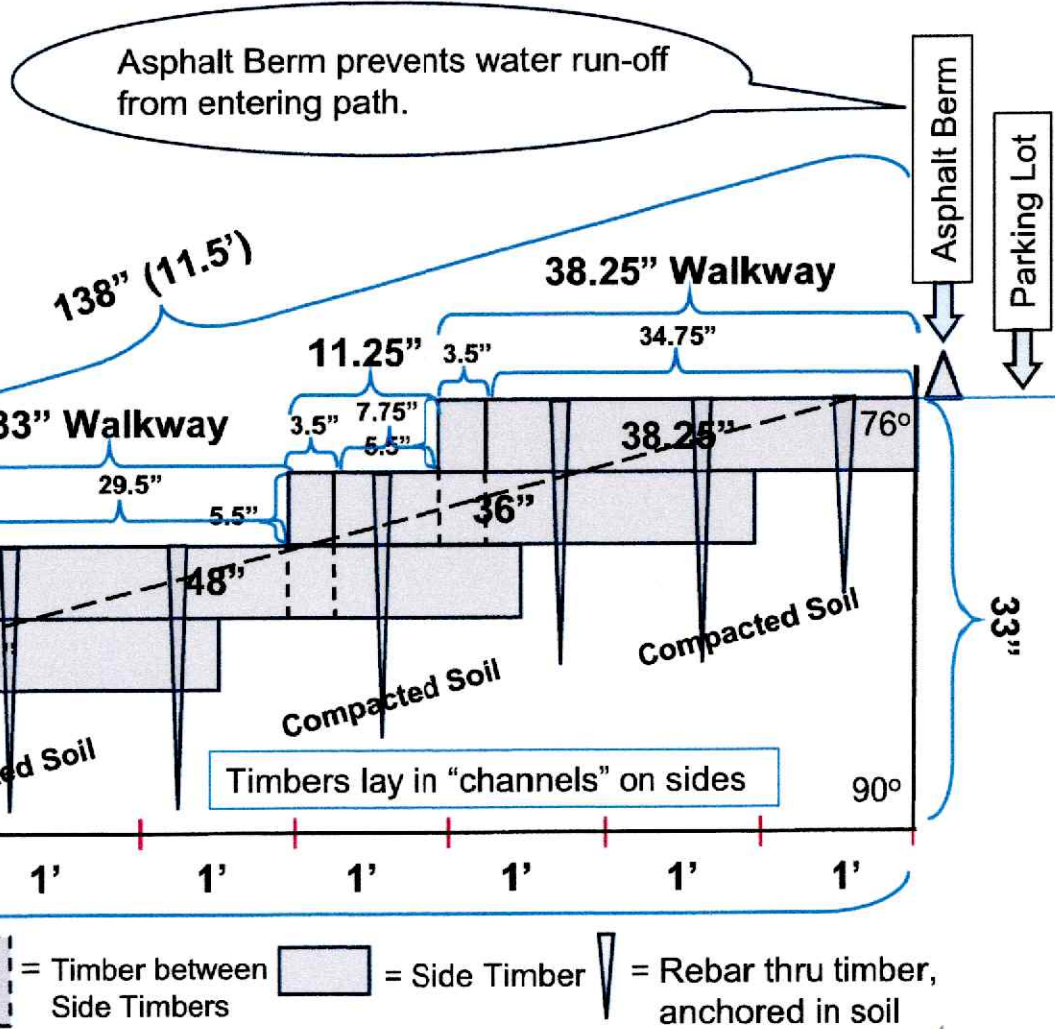
Slope Angle: 14°

Risers: Rise: 5.5"; Tread: 11.25" to 33" path

Timbers: 4"x6" Ground-Contact Pressure-Treated

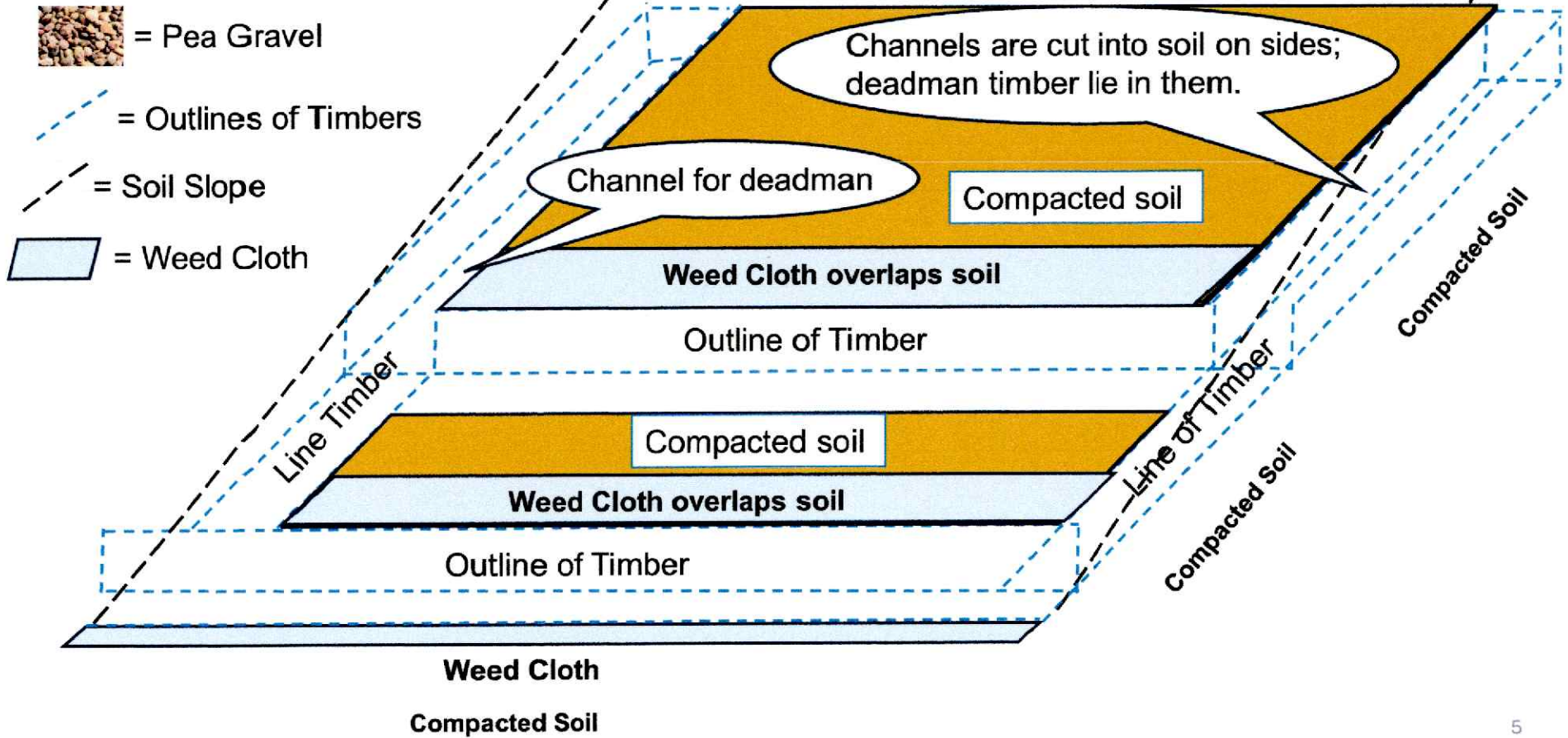
Deadmen: 36"-48" cantilevers (to stabilize timbers)

Rebars: 15" to 24" (to secure timbers to soil)



Design: Foundation of 1st Riser (repeated for rest of Path)

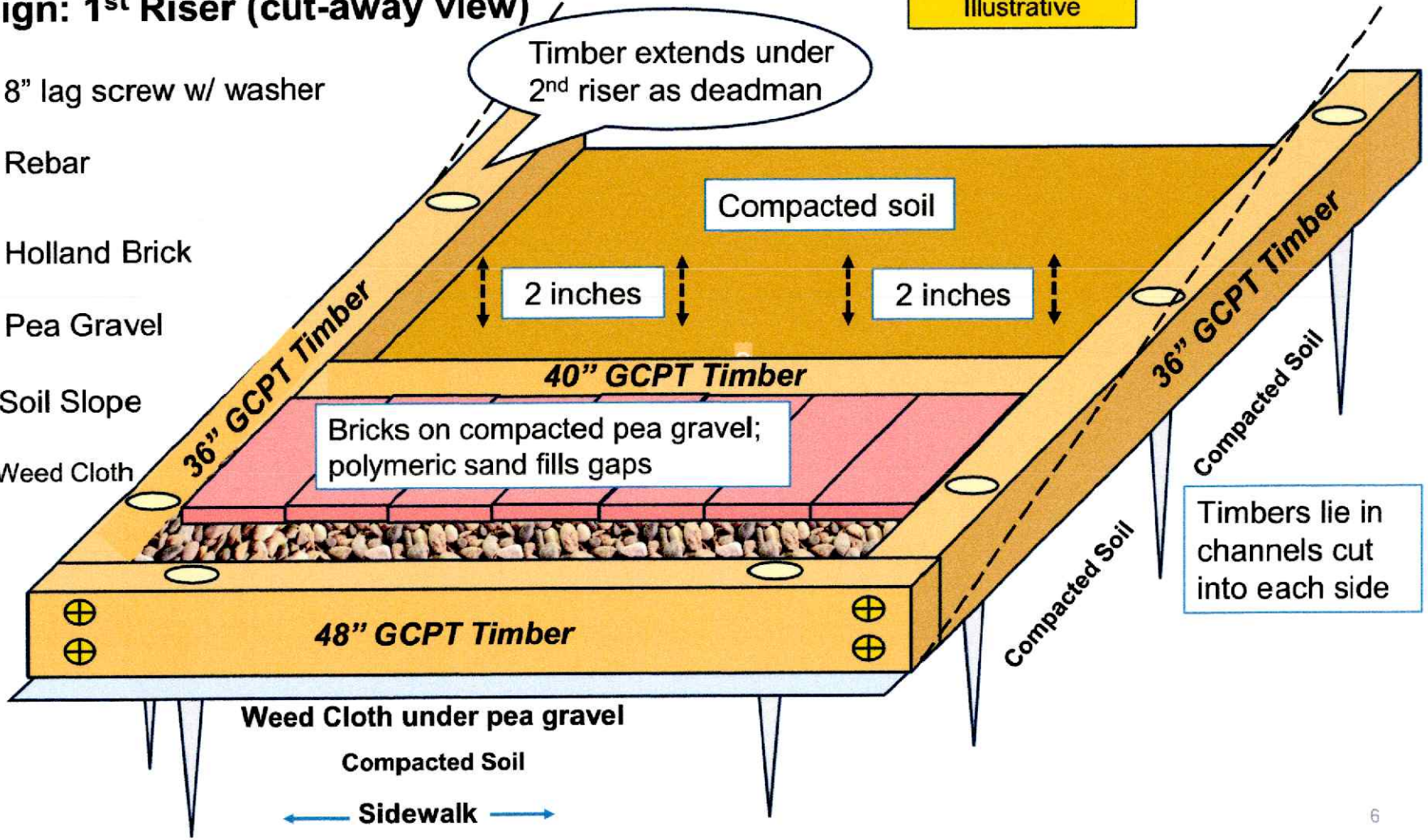
Illustrative








Design: 1st Riser (cut-away view)

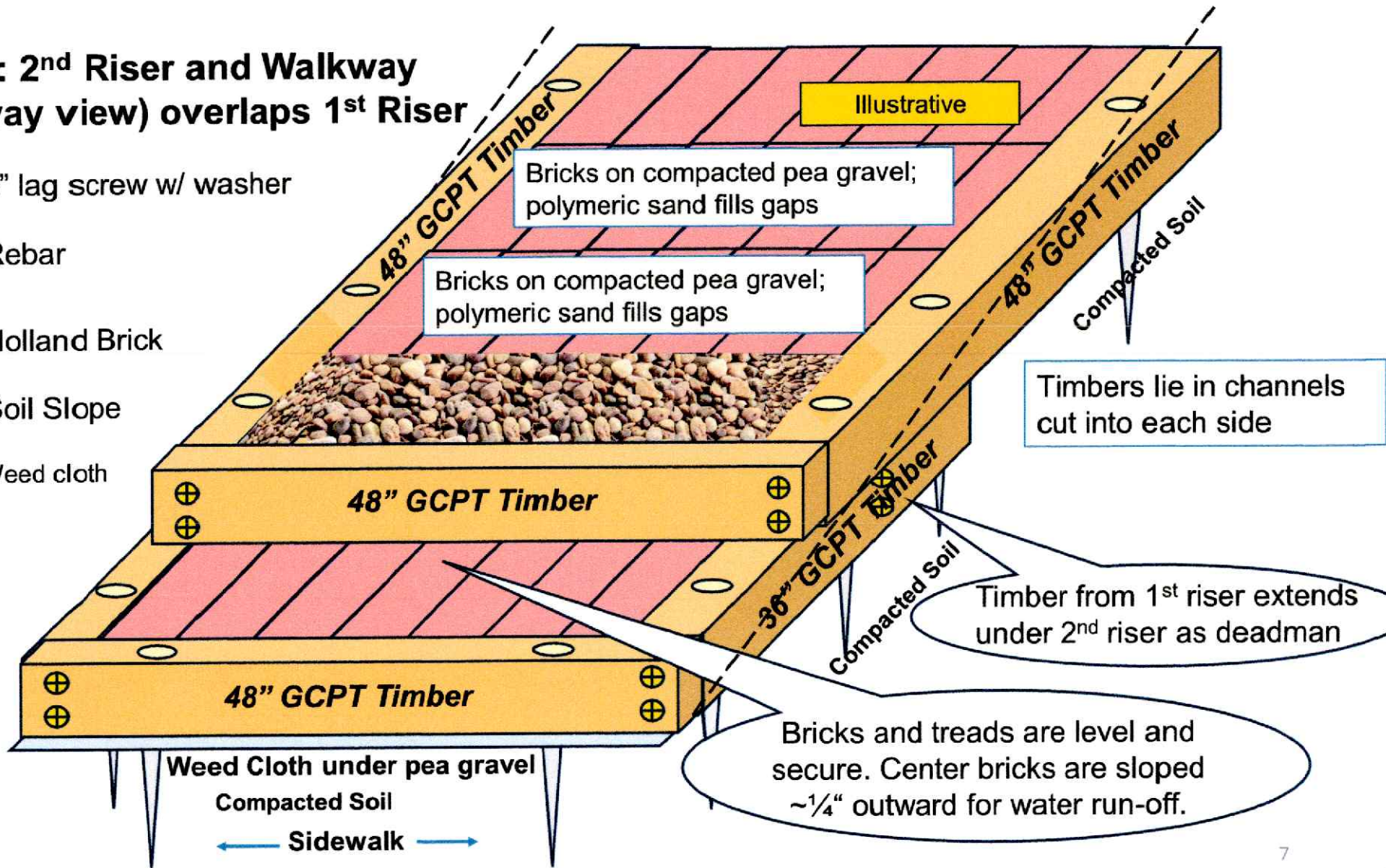
Illustrative

-  = 8" lag screw w/ washer
-  = Rebar
-  = Holland Brick
-  = Pea Gravel
-  = Soil Slope
-  = Weed Cloth



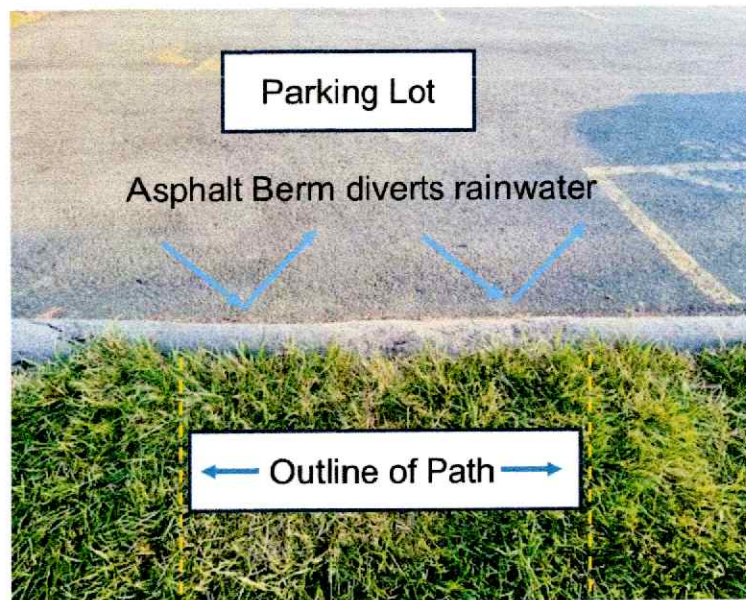
Design: 2nd Riser and Walkway (cut-away view) overlaps 1st Riser

-  = 8" lag screw w/ washer
-  = Rebar
-  = Holland Brick
-  = Soil Slope
-  = Weed cloth

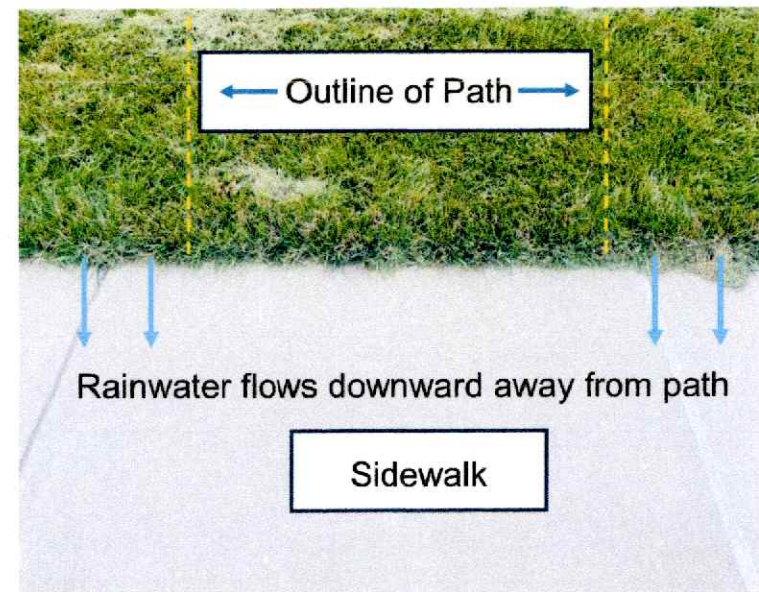


Design: Landings at Top and Bottom of Landscape Path

- The top and bottom landings of the path extend outward from it (left, right, and forward).
- Rainwater flows away from the path.



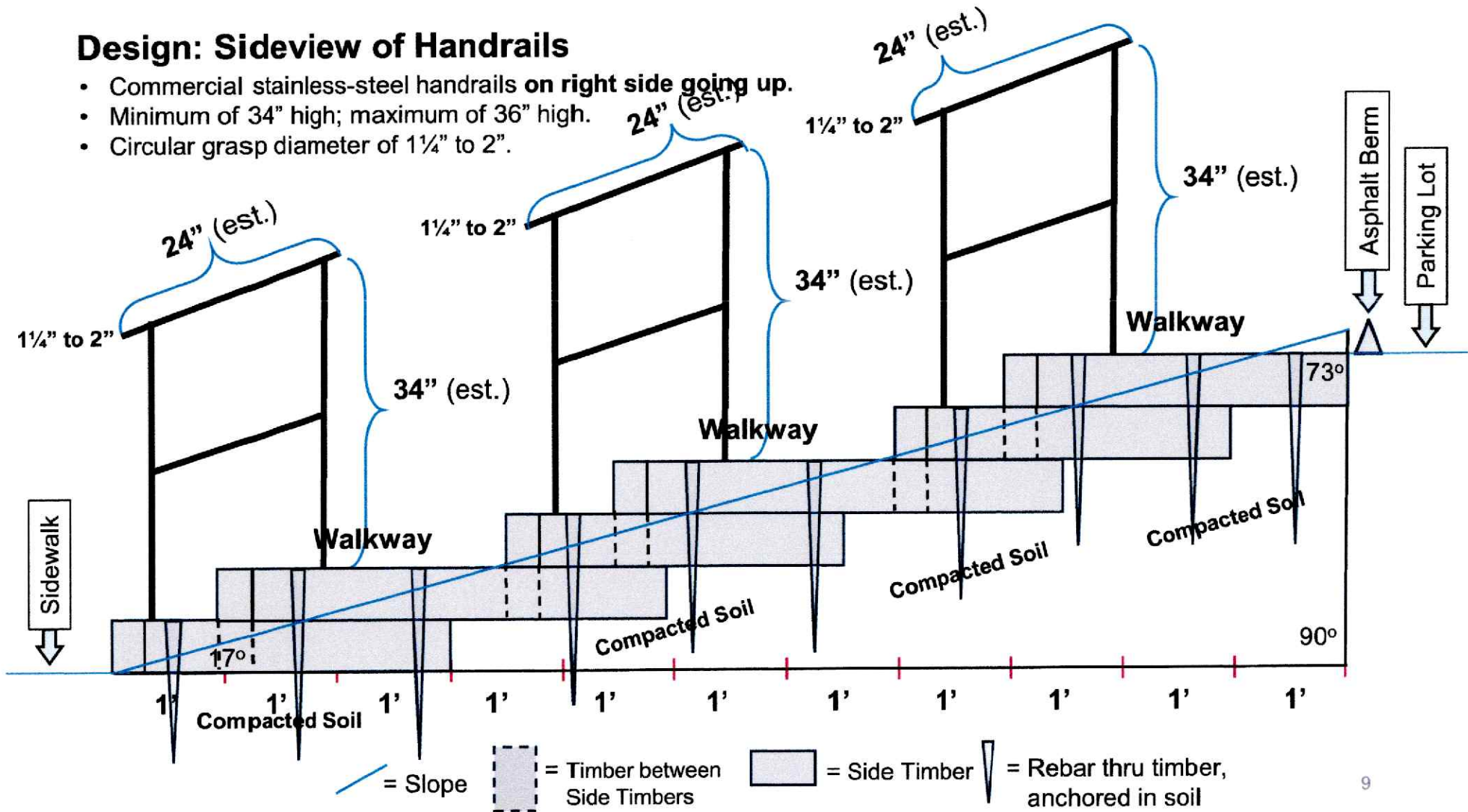
Top Landing



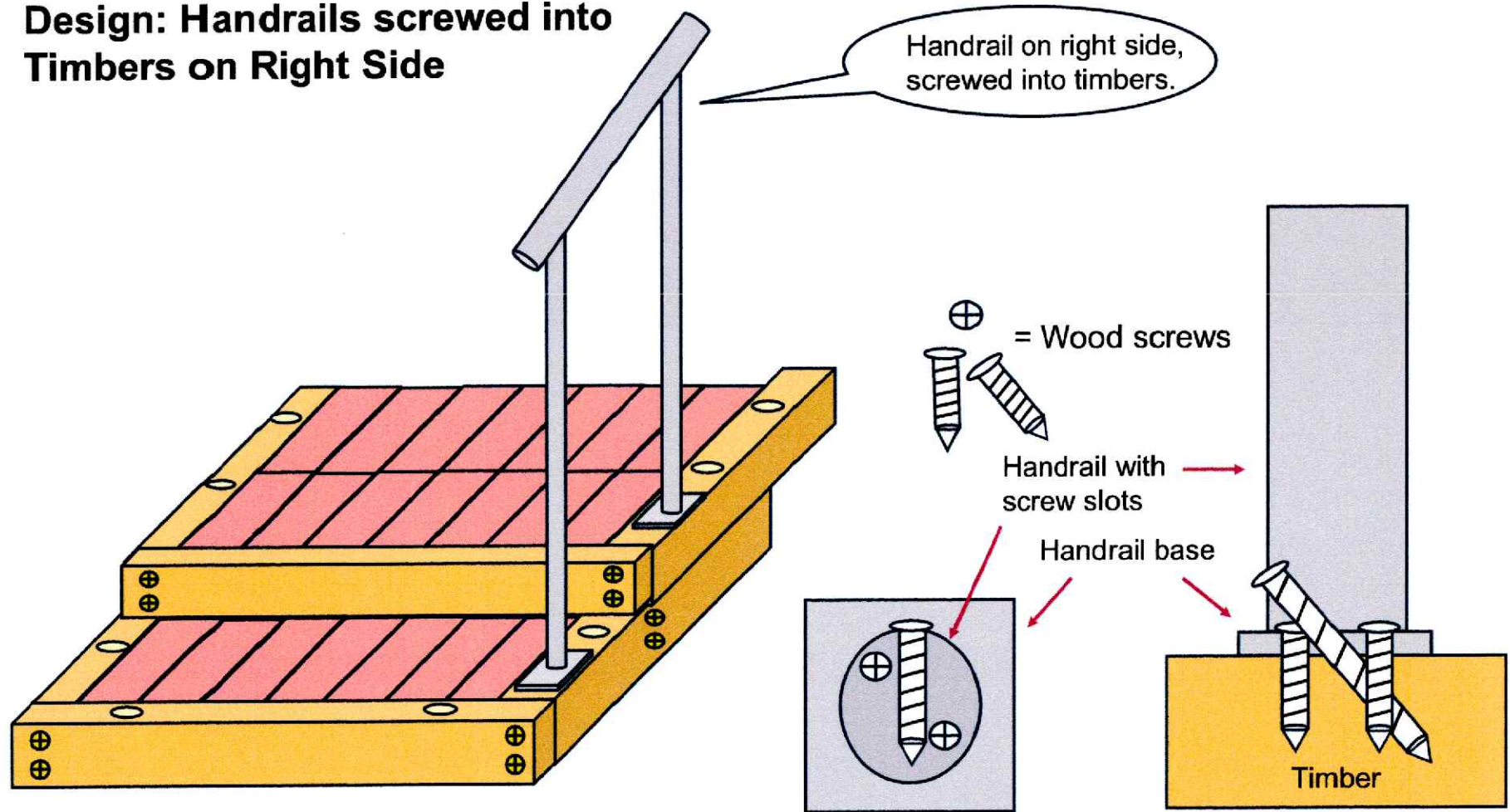
Bottom Landing

Design: Sideview of Handrails

- Commercial stainless-steel handrails **on right side going up**.
- Minimum of 34" high; maximum of 36" high.
- Circular grasp diameter of 1 1/4" to 2".



Design: Handrails screwed into Timbers on Right Side



Commercial Building Permit and Miss Digg

Fairfax County

- The design conforms with requirements of the **2021 Virginia Constructure Code:**
 - All timbers are Ground Contact Pressure-Treated wood.
 - Riser height of 5.5" is within 4" minimum and 7" maximum.
 - Tread length of 11.25" meets minimum of 11".
 - Commercial stainless-steel handrails will meet minimum height of 34" and maximum height of 38"; circular cross-section will be between 1¼" and 2".
- **Use Group: U**
- **Construction Type: VB**

Miss Digg 811

- Miss Digg will inspect project site 2 weeks before start date.

June 2024
Financial Report

Balance Sheet

1. 1000/1015- Current cash & Money Market balance is \$115K higher than 2023 due to the \$100K STAMP transfer in May.
2. 1250,1265,1285 – STAMP was \$230K less than 2023 due to the 2 transfers, other investments were \$9K ahead of 2023 due to return on investments.
3. **St. Albans ended June with a net loss of \$15K. This was \$27K lower than 2023.**

Income Statement

1. 4110 – Pledge income was \$51K higher than budget through June and \$38K higher than 2023.
2. 4010/4040 – Plate/Non-Pledge was \$29K less than budget and \$10K behind June 2023.
3. **Overall pledge, plate and non-pledge income was over budget by \$22K.**
4. 4270/4280/4285 – Interest and Investment income was \$1K lower than the budget for June.
5. **Total Income exceeded the budget by \$17K for the month. This excludes the \$59K budgeted from the operating reserve.**
6. 5010/5015 –Budgeted Outreach was under budget due to the timing of payments.
7. 5470 – Asst Rector Medical & Dental are under budget due to the Church insurance agency billing. Finally received notification that the bill will be forthcoming.
8. 5610 – Insurance liability is \$2K over budget due to the quarterly payment. This will even out by the end of the year.
9. 5710 – Contract maintenance was over budget by \$7K. We have confirmed that this is correct. There was an invoice for Kraft for 2023 that was paid in February 2024.
10. 5755 – Grounds maintenance was over budget by \$3K. Have confirmed charges are correct.
11. **Total expenses were under budget by \$26K.**
12. 8065 – Bequests – In 2023 we moved \$100K to Rectory Improvement Fund and \$50K to the Church Improvement Fund. **The balance in bequests is \$197K.**
13. 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.
14. 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 July.

Sue Mairena, Treasurer

Rector's July 2024 Report to the Vestry

- Thank you to our Vestry Leadership for running things while I was away on vacation.
- Continue to host Morning Prayer on Mondays and Tuesdays and officiate on Thursdays.
- Continued work with Pam on building repairs, replacements and upgrades.
- Working on some Adult Forum ideas (Caroline Divines, The Oxford Movement, Medieval Christianity and a few other topics).
- Prepared and led adult forums on Different versions/translations of the Bible, Eucharistic Piety, Pilgrimage and Just War Theory)
- Participated in the Youth Mission Week at the ACCA Child Development Center and Martha's Table in D.C.
- Working with the Weinberg's to rethink Ministry Sunday. We're considering going back to our 2021 approach where we focused on one Ministry per week with a display table set up in the parish hall or narthex.

Sr. Warden Report – July 2024

My activities for this month:

- Worked with the Jr. Warden and Fr. Paul to make emergency repair to broken door window in the Parish Hall.
- Supported the Jr. Warden in her competitive bid procurement for a new HVAC system in the Parish Hall.
- Provided a list of questions to the potential renter of part of our property as a childcare center; received answers and relayed them to the Vestry.
- Worked with Fr. Jeff to develop a template for Outreach Program Group Discussions
- Printed the Sunday Service Bulletins for the 8:00 and 10:30 services.
- Produced the monthly Warden's Pen article.

Matters to bring before the Vestry:

- Parishioner Input from the Sr. Warden Mailbox:
 - Mah Jongg classes (MKP Note: aka Nile Tiles)...with an instructor and a modest charge to take classes. Sessions could be timed both during the day and in the evening. Day classes would attract older potential members of the church and after work classes would attract younger potential members. I looked for classes some months ago in the local area and could only find them at the Jewish Community Center on 236 and at one of the libraries in Alexandria. I spoke with the librarian and she said their classes are fully booked weeks ahead but I could come in and watch people play.
 - QR codes for donating funds placed in the Narthex/pews?
 - Updated pew cards with tear away/take away list of ministries?

Junior Warden's Report and Update on Buildings and Grounds
June/July 2024

On June 21, a rock from a mower hit one of the Parish Hall's glass doors leading to the courtyard. I received two bids for repair, one from Rosemont Glass for \$750.00 and the second from Washington Glass and Window Repair for \$495.00. Father Paul paid the 50% deposit on June 24 with St. Alban's credit card so that we could secure this lower price. The repair was completed and the vendor paid on Friday, June 28.

On July 1, I asked Sue Mairena whether St. Alban's could create a new line item for the Property Budget called "Building Maintenance," which would complement the current line item called "Grounds Maintenance." This would leave the "Contract Maintenance" with entries for Pest Control, Waste Management and HVAC maintenance that do not neatly apply to either of the more specific Building Maintenance or Ground Maintenance accounts.

During the Special Session of the Vestry on July 2, we discussed the replacement of the HVAC system servicing the Parish Hall. All six units have out-lived their 15-year life expectancy and rather than replace the units individually as they fail, we are advised by service professionals to replace them all at once as replacement costs are lower and it is easier to track warranty coverage. The Parish Hall is a significant source of revenue and we need to have the system performing at peak to continue to offer rentals. We reviewed and discussed the three competitive bids received from KRAFFT Service Corporation, Reddick & Sons and Trimark Mechanical Services. At the special session of July 2, the Vestry awarded the contract to Reddick & Sons, with the added consideration of asking for an estimate to replace a seventh Samsung unit in the kitchen that could be replaced at the same time as the other six units in the Parish Hall. I met with Jan Hagen of Reddick & Sons on Friday, July 12 at the Parish Hall so that he could take final measurements for installing the units beginning on August 5, 2024.

St. Alban's received Reddick & Sons estimate for the seventh unit for \$8,100.00, which represents a 13.27% discount, which is higher than the 12.49% discount on the other six units. The Vestry will note on July 16 on whether to include the seventh unit in the initial contract awarded two weeks earlier.

Allison Blanchard's proposal to continue her work to beautify and secure the hill facing Columbia Pike was presented to the Vestry in June. Her project, on hold through the summer, will begin in the Fall 2024. It was decided to consider her proposal for funding as we get closer to her projected start date. I spoke with Allison on June 24 so we could discuss follow up details. Since she would like to begin her work in late September, I will ask the Vestry for its final decision on funding in August to allow Allison time to order the equipment, soil and plants needed to complete her work. She will secure the help of others on the Buildings and Grounds Committee and does not foresee the need for a special call for volunteers.

Will Peck's presentation on his gift of a stairway from the side entrance to the Parish Hall to the trash cans at the top of the hill was presented to and approved by the Vestry last month. Unfortunately, the Fairfax County Codes Department commented on Will's proposal with 11 issues of concern, with 2 of them posing construction requirements that Will's troop could neither address nor fund. Will has abandoned the stairway project, but is considering other suggestions for possible projects at St. Alban's. Will would like to complete by August any other project considered over the next few weeks.

Pam Matthes

Dear Nell and Ms. Pendley,

I hope this email finds you well and in good health. Here is a brief introduction about me, my story and WeCare DayCare's mission/vision:

My story with childcare started after my second child was born. My husband and I sought out a place where our daughters could grow and learn the best. After searching and visiting facility after facility, I realized that there was no place that made me feel safe, knowing our children would stay there. That is when I decided to open my own place and take care of my daughters as well. Through this, I had the privilege of discovering my passion for childcare. Through my journey as a mother and working directly with children, I have over 27 years of experience and care with children ages 3 months through 8 years old.

At our current location of 15 years, our facility is a licensed year-round family home daycare but operates as a preschool with what we offer. That includes experienced and certified teachers, art and science lessons, music program, Circle/Calendar time, UVA Stream In3 integrated curriculum, Spanish-English immersion, Multiple developmental growth observations, Library Storytime Program, Monthly Calendar and Seasonal Newsletter.

In opening a center, our **mission** is to support parents in early education of their child/children by providing an integral care of children ages two through five years old and help them adjust into primary school.

Our **vision** is that parents see their child/children depart from our center with confidence, a strong self-esteem, well developed in growth, education, social and cognitive skills.

This email intends to share about me and my program. Attached is your document with questions answered. I look forward to hearing back from you! I would be more than happy to clarify anything. I cc my husband who supports all the daycare transactions. Please let me know when the best time and place would be to have the opportunity to meet in person.

All my best,

Eymy Telleria

QUESTIONS FOR THE DIRECTOR OF THE CHILDCARE CENTER

Many of the answers to the questions below, are preconditioned to the current existing (if any) permit and to the available building room space. Thus, the answer may be generic as a reference but subject to changes.

1. How many children? Possibly 50 children.
2. Ages of children? 2 to 5 years old.
3. Any children with special needs? Yes, but conditioned to special licensed teacher hired.
4. Hours of operation? 7:30 am to 5:30 pm.
5. What is the ratio of caregiver to child? 1:8 for 2-3 years old, 1:10 for 3-5 years old according to Virginia Department of Social Services.
6. What are the names/addresses of the Director and any other caregivers? Would they be willing to undergo a background check? What, if any, training have each of them had in childcare? If any are licenses and/or bonded, please provide certificates. Our staff is hired upon background check certified. Our staff also have Child Development Associates (CDA) credential. Additionally, our staff are trained for first-aid, CPR, and MAT and 18 hours of training a year of childcare development. We would share names of care givers as we agreed upon.
7. How many/what size room(s) will the childcare center need? What furnishings would the childcare center expect us to provide? First, we would like to survey the available space. Also, we would like to survey each room's space. After that, we would have better idea to answer this question. In terms of furnishing, we have our own furnishing and curriculum but if you already have furnishing that is great too.
8. Will the childcare center require kitchen privileges? Yes indeed.
9. Will the childcare center have its own cleaning function, or will St. Albans have to supply clean up service? We expect to maintain classroom, bathrooms, and kitchen after used. However, if you have other alternatives, we are open for discussion.
10. How much is the childcare center willing to pay for our facilities/services? Subject to negotiation.
11. What kind of evidence of insurance and/or licenses will the childcare center provide to St. Alban's? We have had liability insurance for the last 15 years operating at WeCare DayCare. We will provide a copy of an insurance policy once acquired.

12. St. Alban's will need sole use of our entire facility the week before our Annual Christmas Bazaar (currently scheduled for 11/23/24). Will the childcare facility be able to vacate the premises for that week? Yes.

13. Are there any special security requirements would the childcare center require, other than to keep doors that have access to the childcare center location be secure during hours of operation? We would have a secure locking system to access facilitate during hours of operation.

14. Will the childcare center be using our playground facilities? Yes. However, due to the ages of 2-5 years old, we would like to survey playground for functionality.

OUTREACH ASSESSMENT GROUP DISCUSSIONS

ST. ALBAN'S MISSION

1. To be a faith-based community that feeds souls, both within and outside our church and its members.
2. Within the context of our #1 priority, feed minds and bodies.

THE CONCEPT OF OUTREACH

The term "outreach" can be described as various group and individual members of our parish contributing to the vibrancy of our worship and secular activities, using our individual gifts from God in a way that furthers the message of Jesus Christ.

Viewed in that light, every ministry that are listed in our Annual Report has an outreach component. It might not be as obvious as providing groceries, but it is nevertheless a necessary part of our service to God and our community. Think, for example, of the Altar Guild: To the uninitiated, it may seem that they are 'only' focused on making sure that the correct hangings are on the altar and there's enough wine and bread for each service. On a deeper level, however, they serve God and the community by ensuring that our worship area is a potent and obvious sign that we treat our God and those that come to worship with reverence and respect. It may not be an obvious aspect of outreach, but only consider how a newcomer would react to a bare altar and misplaced candles!

PURPOSE OF THESE DISCUSSIONS

There is an increased awareness that we need to make a comprehensive assessment of all our outreach programs to determine:

- a. What they are;
- b. What are the talents needed – e.g., organizational skills, an adequate singing voice, brute strength, a car, consistent blocks of available time, money, etc. – to make these programs successful;
- c. What is its major purpose – providing comfort only, or also encouraging people to attend St. Alban's?
- d. What is their impact relative to the effort we expend;
- e. If there is a need for adjustment/improvement in their execution;
- f. Can they be combined with other programs such as ACCA and FACETS (NOTE: The purpose of these discussions is **NOT** to slash programs, but to be open to the possibility that we might be better able to align our efforts); and
- g. How can we galvanize others, both within and outside our parish, to participate and contribute to these programs.

This introduction to this but a rough draft of grist for the mill and a place to start us. It can be modified at will, so long as we agree on our overall purpose and pledge to listen with an open mind, heart, and what God is saying to us!