

**St. Alban's Episcopal Church  
Minutes of Vestry Meeting  
Tuesday, 8/20/24 at 7:00 PM**

**Present:** Fr. Jeff, Margaret Pendley ('27), Nancy Calvert ('27), Ron Vogel ('26), Donna Eichna ('27), Debbe Heiman ('25), Kristi Potts ('25), Christie O'Connell ('25), Stanley Utterback ('26), Bethany Bower ('26) and Sue Mairena(T).

**Regrets:** Fr. Paul, Pam Matthes ('27), Glen White ('25), and Adam Hutson, ('26).

**Opening Reflection:** Kristi opened with prayer and reflection.

**Minutes of Previous meetings:**

Nancy emailed the updated draft July 18th meeting minutes for Vestry review, which included a note from Pam regarding the start date for installation of the A/C units in the Parish Hall and Kitchen. Stanley 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 July 2024 Financial report prior to the meeting. Sue reported that:
  - St. Albans ended July with a net loss of \$25K. This was \$26K lower than 2023.
  - Overall pledge, plate and non-pledge income was over budget by \$9K.
  - Total Income exceeded the budget by \$23K for the month. This excludes the \$69K budgeted from the operating reserve.
  - Some 2023 contract maintenance charges were paid in 2024 making the 2024 budget overbudget.
  - Total expenses were under budget by \$22K. If we back out the \$15K from number Asst Rector Medical & Dental, we are 7K under budget with respect to expenses.
  - The balance in bequests is \$173K.
  
- **Rector's Report.** Fr. Jeff emailed his report prior to the meeting. During the meeting, Fr. Jeff called attention to:
  - We have committed to staffing a booth at "A taste of Annandale". He expressed his thanks to Bethany and Alex for their research on St. Alban's swag that can be handed out.
  - Fr. Jeff attended a stewardship committee last night and they determined, based on parishioner feedback, that 3 mailings was 2 too many. Fr. Jeff will send 1 letter announcing the start of our annual pledge drive and he will ask several parishioners to offer a testimonial on Sunday mornings about why they pledge.
  
- **Music Minister's Report.** Adam emailed his report on Choir Camp and questions for the future prior to the meeting. Adam reported that 14 kids enrolled in choir camp and the children presented some sophisticated music on Sunday, August 11<sup>th</sup>. Adam would like to meet with the Vestry to discuss overcrowding in the choir loft and his ideas for improving our music program. The Vestry reviewed Adam's thoughts and ideas and agreed that meeting with him is necessary before we move forward. Fr. Jeff will find out when Adam is available to meet with the Vestry. The Vestry also discussed the following:

- Debbe stated that she was at the camp for 3 days and she commended Adam for his great job!
  - Adam is interested in hiring professional singers, like other churches in our area and per feedback from the choir, they are on board with this idea.
  - Walk-In choir this summer was enjoyed by many parishioners that can't attend rehearsals on weekdays.
  - When meeting with Adam, discuss the boundaries of this ministry. Should new people be held to a higher standard than people that have faithfully participated in this ministry for many years.
- Assistant Rector's Report. N/A.
  - Sr. Warden's Report: Margaret emailed her report prior to the meeting. During the meeting, she called attention to the following:
    - Following discussion with Moira, Margaret and Fr. Jeff will lead Outreach Program Discussions.
    - FACETS in Fairfax County is an organization that works with financially stressed people and is one of the largest social safety nets for families, children, and individuals in our area. Margaret asked for Vestry feedback on inviting a representative to speak with the Vestry to help us determine if we could eliminate some of our outreach programs and partner with FACETS. The Vestry consensus was to wait until the completing the assessment on which of our outreach programs are working before we evaluate a new program.
  - Jr. Warden's Report: Pam emailed her report prior to the meeting. Fr. Jeff called attention to the following:
    - HVAC system replacement in the parish hall is complete. Fr. Jeff expressed his appreciation for Pam's hard work getting this work completed. He indicated that Carlos also provided a great deal of assistance.
    - Will Peck's Eagle Scout troop moved to Plan B - installing a basketball hoop and ball tower, as their gift to St. Alban's. The Peck family plans to continue pursuing Will's initial plan to build a landscape path on the hill to the trashcans. Steve is working with a mathematician to calculate the live loads required by the County of Fairfax.

**Verbal Reports:** N/A

**Old Business:**

**Buildings and grounds update** – See Jr. Warden's Report.

**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.

**Day Care rental** – Pam and Margaret met with the day care director. There are several hurdles the director needs to work through before moving forward. Margaret estimates that it could be a year or more before all hurdles are cleared.

**Taste of Annandale** – \$250 Vendor Participation fee has been paid. Bethany and Alex researched swag to hand out and decided on 300 coasters, 300 pens and 150 cinch bags. This will be 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.

- Bethany noted that the cost of the handouts was \$685, which exceeded the \$500 approved at the last meeting. She contacted Fr. Jeff and he authorized the purchase.

**New Business (on the Agenda):**

**Petting Zoo on the Blessing of the Animals Sunday** – Fr. Jeff indicated that he is investigating bringing in a petting zoo for the blessing of the animals. The initial quote was \$819 so he’s waiting to find out how much it would be for a smaller set-up.

- Margaret expressed concern with our liability if someone is hurt or bitten by an animal.
- Fr. Jeff said if the cost of a smaller set-up is cost prohibitive, he will contact the Police Department to see if they would be willing to bring a K-9 on that Sunday. He will keep the Vestry posted on what he finds out.

**New Business (NOT on the Agenda):** N/A

**Close:** Kristi offered the closing prayer and the meeting adjourned at 8:11 pm.

**Meeting Summary**

Resolutions passed	➤ N/A
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**Action Items**

<b>Date Added</b>	<b>Action</b>	<b>Status * Open/Complete</b>
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 <sup>th</sup> quarter '24 listening session – Debby, Kristi and Adam to host in Oct/Nov/Dec.	Open
4/17/24	➤ 1 <sup>st</sup> 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.	<b>Closed.</b>
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.	<b>Closed.</b> Margaret and Fr. Jeff will lead.
7/16/24	➤ Margaret and Pam to arrange a site visit with proposed Child Care Center Director, Amy. They will report back in August.	<b>Closed</b>
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.	<b>Closed</b>
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.	<b>Closed</b>

8/20/24	➤ Tim Jorgensen is putting together a new pew card that will contain a QR Code for making donations.	Open
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**\* Items marked as complete in the approved minutes will be removed from future minutes.**

### Tabled Items

<b>Date Added</b>	<b>Action</b>	<b>Remarks / Date completed *</b>
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.	<b>Closed.</b> 8/20 update: Following discussion with Sue and Rick, Tim Jorgensen is putting together a new pew card that will contain a QR Code for making donations
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.	<b>Open</b> 8/20 update: No change. Pending financial assessment.
6/18/24	➤ 1 Topic from the Jun 3 <sup>rd</sup> 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.	<b>Open</b> 8/20 update: Pending completion of outreach assessment.
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.	<b>Open</b> 8/20 update: No change.

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

Submitted by: Nancy Calvert – Approved during 9/17/24 Vestry Meeting

## August 2024 Financial Report

### Balance Sheet

1. 1000/1015- Current cash & Money Market balance is \$66K higher than 2023 due to the \$100K STAMP transfer in May.
2. 1250,1265,1285 – STAMP was \$222K less than 2023 due to the 2 transfers, other investments were \$14K ahead of 2023 due to return on investments.
3. **St. Albans ended July with a net loss of \$25K. This was \$26K lower than 2023.**

### Income Statement

1. 4110 – Pledge income was \$42K higher than budget through July and \$25K higher than 2023.
2. 4010/4040 – Plate/Non-Pledge was \$33K less than budget and \$10K behind July 2023.
3. **Overall pledge, plate and non-pledge income was over budget by \$9K.**
4. 4270/4280/4285 – Interest and Investment income was \$16K higher than the budget for July.
5. **Total income exceeded the budget by \$23K for the month. This excludes the \$69K budgeted from the operating reserve.**
6. 5010/5015 – Budgeted Outreach was \$7K under budget due to the timing of payments.
7. 5470 – Asst Rector Medical & Dental are under budget due to the Church insurance agency billing. Have received the catchup bill and this line item will be adjusted for Aug.
8. 5610 – Insurance liability is \$6K 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 \$6K. 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 \$2K. Have confirmed charges are correct.
11. **Total expenses were under budget by \$22K. If we back out the \$15K from number 7 we are \$7K under budget with respect to expenses.**
12. 8065 – Bequests – In July we paid \$24K towards the new air conditioners bringing the balance in the account to \$173K.
13. 8050/8275 – We currently have \$61K in our Capital Reserve and \$222K in our Operating Reserve. Moved the negative from Holy Land Pilgrimage to this account as well as the collections from the capital campaign.

Sue Mairena, Treasurer

## Rector's August 2024 Report to the Vestry

- Continue to host Morning Prayer on Mondays and Tuesdays and officiate on Thursdays.
- Continued work with Pam on building repairs, replacements and upgrades.
- Continue working on Adult Forum programs.
- In consultation with the Weinberg's, were not doing a ministry fair for Ministry Sunday this year. Instead, we'll be focusing on one ministry a week with an information table in the parish hall.
- Spent a lovely week at the beach.
- Had lunch with three parishioners at Goodwin House
- Planned and conducted a funeral for Carol Gunniger (her family attended St. Alban's in the '60's.)
- Made plans for two other small funerals coming up in September and November.
- Attended a Police and Faith meeting at Synagogue Olam Tikvah. This is a group of clergy and police from Mason District that meets periodically to keep lines of communication open, etc. As a result of this meeting, we're considering inviting the police to set up a "goodwill" booth at the Bazaar (for fingerprinting children, etc.) and also inviting members of the police Canine unit to attend the Blessing of the Animals in October.
- I am investigating the possibility of bringing in a Petting Zoo that would set up in the courtyard for the Blessing of the Animals. A received a quote from "Squeals on Wheels" for \$819 for a package that would include 3 large animals (alpacas and goats) plus multiple bunnies and guinea pigs, a chicken, and two species from this list: ducks, tortoise, hedgehog, chinchilla, bearded dragon, fancy fantail pigeon, or exotic fluffy chicken. I'm waiting to hear back from "Mini Menagerie Petting Zoo" to see how much they charge for a smaller set up. \$819 is a lot of money, but it might also be the entrée to St. Alban's for local families. I would need to reserve the date if we want to proceed.
- We have committed to staffing a booth at "A Taste of Annandale." Many thanks to Bethany and Alex for their research on St. Alban's Swag that we can give out.

----- Forwarded Message -----

**From:** Adam Detzner <adetzner@stalbandsva.org>  
**To:** Vestry <vestry@stalbandsva.org>  
**Sent:** Tuesday, August 20, 2024 at 12:32:20 PM EDT  
**Subject:** Choir Camp report and questions for the future

Dear Vestry,

I just wanted to update you on the choir camp we held at the beginning of August. (A more thorough article about it will be in the next issue of The Word). We had fourteen kids total enrolled, and they presented some pretty sophisticated music on Sunday, August 11: an anthem and an unaccompanied motet, both in Latin; Ralph Vaughan William's "O taste and see," including some moments for soloists; and a complete Anglican double chant. This progress was very exciting to me. In my previous job in Columbia, MD, I built a program that had about twenty kids enrolled by March 2020, but I had only started it in January of 2019. It had yet to "bear fruit" before COVID shut it down. Here at St. Alban's, after two full years and two summer choir camps, I am starting to see exponential progress in these young musicians. They are marvelous.

In the fall, a boy and a girl from a new family will join us, and an LDS family may join us in January if their worship schedule changes in a way that will allow them to do so. This will bring us to thirteen – in this case, an auspicious number! When I (proudly) mention this success to my colleagues, they are surprised and delighted – and dare I say a little envious...

Here is a link to some photos that Barbara Hallman took over the course of the week; I have also attached some photographs of the entire group from the last day. **Please do not share or publish these photos, as not all parents have given permission to use images of their children.** As Barbara finishes this month's edition of The Word she will blur the faces of those campers for whom we lack this permission.

The adult choir also joined us on August 11. We have at least one new person in each section, who will likely remain as we move to a Sunday-only approach in the fall. Even with a few "regulars" missing, between the kids and our new adult singers the loft was all but full, and at least one latecomer had trouble finding a seat. While I like to joke that this is a good problem to have, it is still a problem. I encourage you to brainstorm some ways to solve it. There is a geometric approach: can we remove the bulkhead under the railing to allow roughly six more seats? Can we purchase different chairs (perhaps pews?) to squeeze one more person in per row? Can we eliminate the steps in the loft, which would also allow for more people with mobility issues to join us?

But there is also a cultural approach. As this intergenerational ministry outgrows its "headquarters," can we ask whether the choir is really, or really should be, for everyone? Is it for people with chronic health issues, caretaker duties, or other personal commitments that don't allow regular attendance? Is it for people who can't read music? Is it for people who no longer have the range required to sing their assigned part? These are difficult questions to consider, but I think a helpful framing is to consider the requirements of some of our other ministries. Can people who cannot manage steps serve as acolytes, ushers, or LEMS, or be in the altar guild? Can those with other mobility concerns and/or difficulty lifting host coffee hour, or work on our landscaping? Can a Sunday school teacher miss 50% of their classes?

Do we think we can hold choir members to similar standards? Does the music program we claim to value so much merit such standards? I invite you to pray on these questions, keeping in mind also my long-term hope of engaging paid singers to support our volunteers. Perhaps I could attend a Vestry meeting in the near future to discuss these ideas (though I can't make it tomorrow). Please feel free to reach out or grab me on a Sunday if you'd like to chat in the meantime.

Thank you for your continued support of our Chorister program, which is unique and uniquely successful among parishes in this area. It is my hope that we can continue to fill this "niche" and attract more new families.

All best,  
Adam Detzner

Adam Detzner  
Minister of Music and Organist

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## Sr. Warden Report – August 2024

### My activities for this month:

- Worked with our Accountant and Sue Mairena to establish a QR code for electronic donations to the church. Tim Jorgensen has been designated as the Point Person for its development and execution.
- Working with Tim J. and Alex S. to develop a new pew card that will incorporate the new QR code.
- Worked with the Outreach committee to resolve budgetary constraints vis-à-vis the Poe Middle School Grocery Program.
- With the Jr. Warden, conducted an on-site interview and grounds walk-through with the potential Day Care Center renter. Have heard no response since that meeting.
- Worked with the Jr. Warden and Will Peck to initiate Plan B for his Eagle Scout project.
- Worked with Jo Hodgkin to prepare for the Intercessory Prayer presentation during the Ministry Highlights program.
- Supported St. Alban's participation in the upcoming Taste of Annandale event.
- Continued to sign checks as second signatory for St. Alban's.
- Continued to work with Fr. Jeff to set up Outreach Program Group Discussions.
- Printed the Sunday Service Bulletins for the 8:00 and 10:30 services.
- Produced the monthly Warden's Pen article.
- Survived my fiancé's dog going into heat for the first time.

Junior Warden's Report and Update on Buildings and Grounds  
August 2024

During the Special Session of the Vestry on July 2, we discussed and approved the replacement of the HVAC system servicing the Parish Hall and the dishwashing area of the kitchen. Reddick & Sons began their work on August 5. They served us well with both their clean removal of the old units and their expert installation of the new units. They ensured that these new units, unlike the old Samsungs, were installed at the proper height to prevent any future water condensation around the newly installed mini splits. Because of having to lower their placement, Carlos will have a few areas requiring touch up paint, which he plans to finish by the end of August. Fr. Jeff, Carlos and I conducted our final walk-through with Reddick & Sons and accepted their final work in the early afternoon of August 8. Rick Weinberg wrote a St. Alban's check for the balance due, which was delivered by hand to Reddick & Sons on Thursday, August 15.

I will continue to work with Reddick & Sons to secure our warranty paperwork. Because of their familiarity with Daiken's on-line registration process and with the specifics of each unit installed, Reddick & Sons will help St. Alban's register and secure our warranties. While we are currently covered from the date of installation, we can expect to receive the warranty paperwork within 60 days.

Carlos and I are in the process of updating the St. Alban's Capital Reserve Asset Inventory to remove from that list the old Samsungs and add the serial numbers and other identifying information for all 7 of the newly installed Daiken units.

As promised in July, Will Peck, his Eagle Scout Troop and his family revised their Plan A proposal to build a landscape path on the hill to the trashcans on the north side of the Parish Hall and resubmitted it to Fairfax County. The County continues to require the calculation of live loads as part of their permit conditions. They received the help of Leonard Wilson, a retired mathematician, to calculate live loads. The Peck family plans to resubmit their application yet again to the County with these new calculations and, if approved, would like to build the landscape path later this year, with the future approval of and possible financial help from the Vestry.

In the meantime, Will Peck and his Eagle Scout Troop proffers Plan B – a basketball hoop and ball tower – as their gift to St. Alban's. With Fr. Jeff's approval, they plan to install the hoop and tower at the edge of the parking lot near the playground and to complete this project by September.

Pam Matthes  
Junior Warden