

**St. Alban's Episcopal Church
Minutes of Vestry Meeting
Tuesday, 9/17/24 at 7:00 PM**

Present: Fr. Jeff, Fr. Paul, Margaret Pendley ('27), Pam Matthes ('27), Nancy Calvert ('27), Donna Eichna ('27), Debbe Heiman ('25), Christie O'Connell ('25), Stanley Utterback ('26), Bethany Bower ('26) and Sue Mairena(T).

Regrets: Ron Vogel ('26), Kristi Potts ('25), and Glen White ('25).

Note: Margaret emailed on 9/1 that Adam Hutson ('26) regretfully resigned from the Vestry to help care for his mother. Our prayers are with Adam and his family. Based on review of the By-Laws by Fr. Jeff and Margaret, we do not need to backfill the vacancy. At the Annual meeting, we will elect 5 Vestry members.

Opening Reflection: Nancy opened with prayer and reflection.

Minutes of Previous meetings:

Nancy emailed the updated draft August 20th meeting minutes for Vestry review. Margaret motioned to approve the minutes as modified. Donna seconded the motion, and the minutes were unanimously approved.

Note: Nancy will be out of town in October, Margaret has volunteered to take the minutes in her absence. Nancy said she'd make any requested updates upon her return.

Reports (attached):

- Treasurer's Report: Sue submitted the Aug 2024 Financial report prior to the meeting. Sue reported that:
 - The balance in the STAMP account is \$194K less than 2023 due to 2 transfers.
 - St. Albans ended August with a net loss of \$75K. This was \$9K higher than 2023.
 - Plate/Non-Pledge income is trailing behind. It is currently 40K less than budget and 12K behind Aug 2023.
 - Overall pledge, plate and non-pledge income was under budget by \$10K.
 - Total Income exceeded the budget by \$5K for the month. This excludes the \$79K budgeted from the operating reserve.
 - Flower expenses have exceeded the budget by 1K and exceeded the income by 2K. There was discussion that this is expected to even out after donations come in for Christmas flowers.
 - Total expenses were on budget through August. Note: Even though our revenue exceeded the budget our YTD actual expense, \$515K was more than our YTD actual revenue which of 439K why there was a net loss of 75K.
 - The balance in bequests is \$140K.

Sue also recommending sending reminders out about outstanding pledges. Nancy and Bethany will ask Alex to put a pledge notice in the SAM to run for the next few weeks.

- Rector's Report. Fr. Jeff emailed his report prior to the meeting. During the meeting, Fr. Jeff called attention to:
 - St. Alban's will be hosting the ACCA Thanksgiving Service this year. Due to space constraints in the Choir loft, in lieu of having an ecumenical choir, the recommendation from Adam is to have our Choristers sing an anthem and highlight our Choristers. There is some pushback from other churches, so we'll see how it goes.
 - Fr. Jeff also informed the Vestry that our FEMA grant application was approved for \$150K. This is a follow-up to the Vestry's April 2024 approval for the Committee Chair, Betsy Anderson to submit a FEMA grant application. Fr. Jeff will provide additional information to the Vestry and congregation in the coming weeks.

- 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:
 - She provided a draft for a new pew card (attached) with instructions for visitors and non-pledgers to donate to St. Alban's, without having to use e-Offering. She noted that the QR Code on the draft is not yet functional. Alex and Tim are working the Kevin Holland and our accountant Mike. They hope to have it completed in a month or so.
 - She will be emailing the Parish regarding the start of our Global Outreach Program Assessment. Chairs of the various ministries will be asked to provide input. All congregants will be asked to notify Margaret if they are interested in participating in the assessment. The goal is to determine which ministries are still working for us and if we are duplicating efforts how to become more efficient.

Verbal Reports:

- Jr. Warden's Report: During the meeting, Pam reported on the following:
 - All 7 AC units are installed in the parish hall and kitchen, and they are working great. The 12-year warranties have already been received by St. Alban's and are on file in the Office for future reference. .
Note: Fr. Jeff stated that because the units are so quiet, they are often left running all evening. He will touch base with Security and ask them to ensure they are turned off, but since that's not until late at night, he asks that we help pass the word for the 10:30 coffee hosts and anyone hosting an event during the day please ensure that the units are turned off.
 - Maintenance contracts are all up to date. She received a bid for the HVAC from Reddick & Sons for \$5,880 per year. This is \$640 (10%) less per year than what we pay KRAFFT annually. We recompeted this contract because of costs, customer service issues and expertise.KRAFFT Pam is very happy with the expertise and services provided by Reddick & Sons and recommended that the Vestry approve changing our HVAC contract from KRAFFT to Reddick & Sons in November, when our current contract with KRAFFT would be up for renewal.
 - Bethany made a motion to change our HVAC contract from KRAFFT to Reddick & Sons in November, when our current contract expires. Debbe seconded the motion, and the resolution was unanimously approved.

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 October report.

Blessing of the Animals – Fr. Jeff reported that he has been working with the Mason District Police and has arranged for one Police Dog and one Bomb Sniffing Dog to attend the blessing at the 10:30 service. Fr. Jeff indicated that the two dogs will be on duty. So, if anything comes up and they are needed on Sunday morning, they won't be with us.

Taste of Annandale – Fr. Jeff said there are still volunteer opportunities available in the afternoon and he encouraged Vestry members to sign-up if they haven't already. There will be bottled water for the volunteers and handouts for folks coming to our table. Many thanks to Bethany for leading the charge for getting the cool swag!

New Business (on the Agenda):

Shrine Mont Weekend – Fr. Jeff discussed that he will be at Shrine Mont for the Parish weekend and that Randall Prior will be our supply priest on Sunday, 9/29. He said roughly 62 people are attending and it looks like it's going to be another great weekend.

Ministry Sunday – Fr. Jeff reviewed the plans for weekly focus on specific ministries. Kick-off is next week.

September Listening Session – On 9/8, Margaret, Bethany and Stanley hosted a listening session in the Parish Hall that was attended by approximately 30 parishioners. Margaret took notes during the meeting and provided copies to the Vestry (attached). The listening session focused on how we as individual parishioners can develop deeper interpersonal relationships with each other, and ways to encourage people who have stopped attending services/volunteering in person to return. During the meeting, several suggestions were made for rebuilding the community and improving volunteerism. The Vestry reviewed the notes and had the following comments:

- Following the September listening session, a congregant indicated that it was good that notes were taken during the listening sessions, but they're hidden in Vestry minutes. The Vestry decided to ensure that everyone has access to the results of the listening sessions, without reading Vestry minutes, the notes would be emailed to the congregation via a separate email.
- It was mentioned that not everyone knows who all the leads are for our various ministries, and it was suggested having a bulletin board near the Vestry bulletin board with a list of our ministries and the primary POC for each would be very helpful and could increase volunteers.
- Many of our weekly events are geared towards folks that do not have children or are no longer working. We discussed the need to encourage younger people to attend St. Alban's we have to have activities they can attend.

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

Close: Nancy offered the closing prayer, and the meeting adjourned at 8:05 pm.

Meeting Summary

Resolutions passed	➤ Change our HVAC contract from KRAFFT to Reddick & Sons in November, when our current contract expires
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Action Items

Date Added	Action	Status * Open/Complete
3/19/24	➤ Christie and Kristi sign the Vestry Oath. Note: Ron Vogel signed on 7/16/24.	CLOSED
4/17/24	➤ Margaret, Bethany and Stanley to host a listening session on Sept. 8th after coffee hour.	CLOSED
4/17/24	➤ 4 th quarter '24 listening session – Debbe, Kristi and Stanley to host in Oct/Nov/Dec. NOTE: Debbe requested that this session be moved to January 2025 to avoid conflict with the Bazaar, Advent and Christmas.	Open
4/17/24	➤ 1 st quarter '25 listening session – 3 Volunteers needed to host in Jan/Feb/Ma. NOTE: Since the 4th quarter session will not be held until January, this session will be cancelled.	CLOSED
8/20/24	➤ Tim Jorgensen is putting together a new pew card that will contain a QR Code for making donations.	Open

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

Tabled Items

Date Added	Action	Remarks / Date completed *
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 9/17 update: No change. Pending financial assessment.
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 9/17 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.	Open 9/17 update: No change.

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

Submitted by: Nancy Calvert

September 2024
Financial Statement

Balance Sheet

1. 1000/1015- Current cash & Money Market balance is \$11K lower than 2023 due to the purchase of the AC/Heat Pump Units.
2. 1250,1265,1285 – STAMP was \$194K less than 2023 due to the 2 transfers, other investments were \$19K ahead of 2023 due to return on investments.
3. **St. Albans ended August with a net loss of \$75K. This was \$9K higher than 2023.**

Income Statement

1. 4110 – Pledge income was \$30K higher than budget through Aug and \$25K higher than 2023.
2. 4010/4040 – Plate/Non-Pledge was \$40K less than budget and \$12K behind Aug 2023.
3. **Overall pledge, plate and non-pledge income was under budget by \$10K.**
4. 4270/4280/4285 – Interest and Investment income was \$21K higher than the budget for Aug.
5. **Total income exceeded the budget by \$5K for the month. This excludes the \$79K budgeted from the operating reserve.**
6. 5010/5015 –Budgeted Outreach was \$2K under budget due to the timing of payments.
7. 5130 – Flower expense exceeded the budget by \$1K and exceeded the income by \$2K.
8. 5470 – Asst Rector Medical & Dental exceeded the budget by \$4K. Since we didn't receive the invoice for last year until after the budget we have under budgeted this line item for 2024.
9. 5610 – Insurance liability is \$4K over budget due to the quarterly payment. This will even out by the end of the year.
10. 5710 – Contract maintenance was over budget by \$5K. We have confirmed that this is correct. There was an invoice for Kraft for 2023 that was paid in February 2024.
11. 5755 – Grounds maintenance was over budget by \$2K. Have confirmed charges are correct.
12. **Total expenses were on budget through Aug.**

Note: Even though our revenue exceeded the budget our YTD actual expense \$515K was more than our YTD actual revenue which of \$439K why there was a net loss of \$75K.

13. 8065 – Bequests – Through Aug we paid \$57K towards the new air conditioners bringing the balance in the account to \$140K.
14. 8050/8275 – We currently have \$64K in our Capital Reserve and \$223K in our Operating Reserve.

Sue Mairena, Treasurer

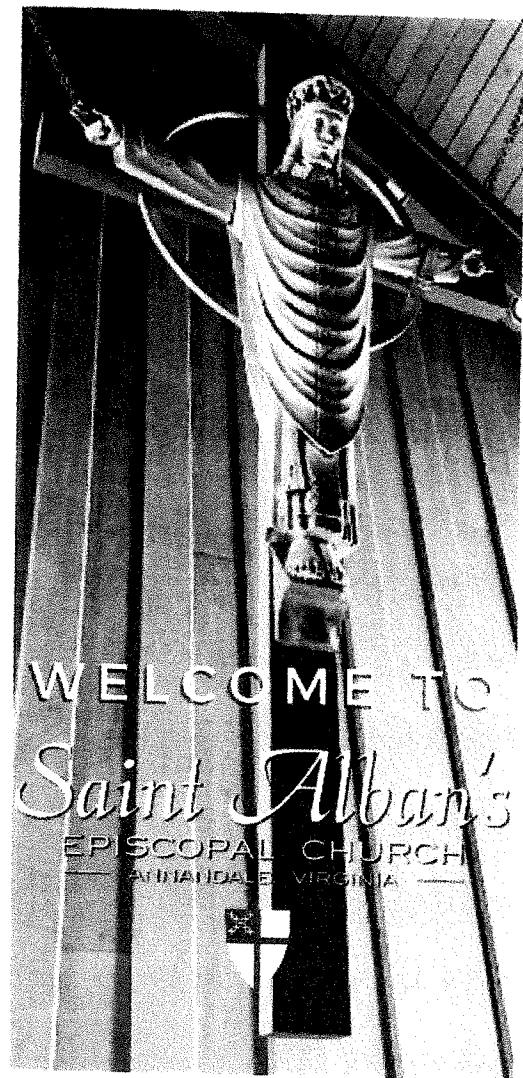
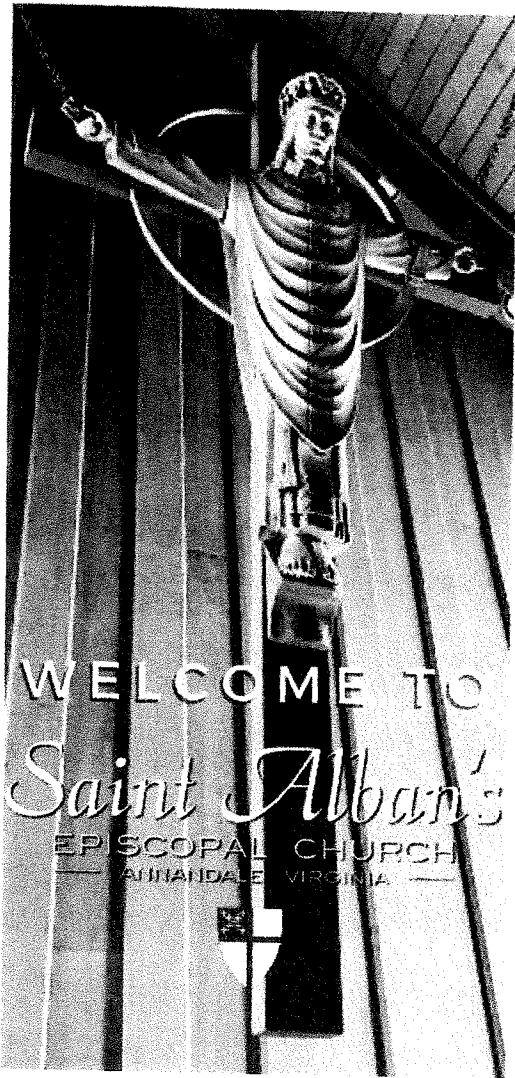
Rector's September 2024 Report to the Vestry

- Continue to host Morning Prayer on Mondays and Tuesdays and officiate on Thursdays.
- Working on Adult Forum and newcomer's class programs.
- Our EfM program has started up again, and I am co-mentoring the program with Moira Skinner.
- I've been invited to join the Board of Directors for the ACCA Child Development Center. I've accepted and am currently working on paperwork and a background check.
- I've been working with the Mason District Police to see if they are available to bring their dogs to the Blessing of the Animals (since my petting zoo idea was so rudely dismissed!) I've arranged for one Police Dog and one Bomb Sniffing Dog to attend the blessing at the 10:30 service. I've been told that the Police Dog cannot be touched, so it will be a little interesting to see how this works, but the Bomb Sniffing Dog can be approached and petted (assuming the dog is OK with it.) Also, the Police Dog might not react well to all the other dogs and might end up staying outside. I'm thinking we'll plan to have everyone recess out to the parking lot and front entrance to the church and bless the dogs and say a blessing for the police there.
- Thanks to Bethany we are set for the Taste of Annandale this coming Saturday. We still have several open shifts for the afternoon, so hopefully we can get those covered. The event is rain or shine, with plans to move into the firehouse in case of rain. We are planning to set up one of our canopies so it should be fairly comfortable - we will have water for the volunteers.
- Attended annual EfM mentor training – 16 online hours over a Friday-Sunday, plus 4 hours of preparation work beforehand.
- Planned and participated in the funeral for Lynn Voss (friend of Nancy McSlarrow). The funeral went well, and the reception was fantastic, as usual. Many thanks to Nancy Calvert and the reception guild!
- I've been meeting the Carolyn Foley, Cindy Harpine and Jo Hodgins to begin a relationship with the Fairfax County Interfaith Communities for Dialogue – an ecumenical and interfaith group committed to fostering understanding and open communications with people of other faiths in Fairfax County.
- Fr. Paul, Adam and I met with Diane McEldowney to make plans for St. Alban's to host the ACCA Thanksgiving Service this year. This is the first Thanksgiving service since 2019. Apparently, the service typically includes an ecumenical choir, but Adam pointed out the issue with physical space limitations in the choir loft. Our solution is to not have an adult choir but have a chance for our Choristers to sing an anthem and really highlight our RSCM program. There has been some pushback from other churches, so we'll see how this plays out.
- Plans for Shrine Mont are well underway. We have roughly 62 people attending. Looks like it's going to be another great weekend!

Sr. Warden Report –September 2024

My activities for this month:

- Supported Fr. Jeff and worked with Tim Jorgensen on the repair of the Parish Hall camera and the Apse podium microphone.
- Assisted Bethany Bower and Stanley Utterback in the facilitation of the September Vestry Listening Session.
- Received mock-up of new pew card with QR code for review and approval of the Vestry (attached). Tim will need to work with Treasury and our Web Master to design a streamlined way for the donations to be routed and logged into the General Ledger.
- Continued to assist in the coordination and development of Will Peck's Plan B for his Eagle Scout project; on call to sign any necessary Fairfax County and/or BSA documents.
- Continued to work with Jo Hodgkin and Moira Skinner to prepare for the Intercessory Prayer presentation during the Ministry Highlights program.
- Continued to sign checks as second signatory for St. Alban's.
- Continued to work with Fr. Jeff to draft introductory emails to the general parish and to selected spokespersons, inviting them to participate in the Outreach Program Assessment Group Discussions.
- Printed the Sunday Service Bulletins for the 8:00 and 10:30 services.
- Volunteered to assist manning the office on Thursdays when Alex can't be there due to class schedules.
- Acted as Host for Morning Prayer as needed.
- Produced the monthly Warden's Pen article.
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LANDING PAGE no. 3 (an option) (a church "donate now" webpage to be mocked up to show its potential user interface appearance) - -

REFERENCE

While this involves a little more time and effort, the useful intermediate and long-term impact with "ease-of-use" donations capability can probably not be understated.

At least, with this in mind as an effective option, we are

Checking on other, simple and effective, commercial secure solutions; possibly, along the lines of a church landing page with straight through links to "industry (commercial -ease-of-use) private payment processing methods" like

- "Donate Now" – via Zelle
- "Donate Now" – via Venmo
- "Donate Now" – via Paypal
- "Donate Now" – via Cash App

There are some overall ways, with just reasonable efforts, to establish these as funds transfer methods to the church (inbound only). They would involve the Church's Treasury team, establishing a single, separate and dedicated savings account, whose sole purpose would be the inbound recipient of these one-off or otherwise periodic donated funds as defined by the Church's treasury management team and agreed by the Vestry.

NAME _____
CONNECTWITHUS



ADDRESS _____
PHONE NUMBER _____ EMAIL _____
TODAYS ATE _____ DID ME TO YOUR EMAIL LIST Y/N



WEARESTALBANS.ORG

NAME _____
CONNECTWITHUS



ADDRESS _____
PHONE NUMBER _____ EMAIL _____
TODAYS ATE _____ DID ME TO YOUR EMAIL LIST Y/N



WEARESTALBANS.ORG

NAME _____
CONNECTWITHUS



ADDRESS _____
PHONE NUMBER _____ EMAIL _____
TODAYS ATE _____ DID ME TO YOUR EMAIL LIST Y/N



WEARESTALBANS.ORG

NAME _____
CONNECTWITHUS



ADDRESS _____
PHONE NUMBER _____ EMAIL _____
TODAYS ATE _____ DID ME TO YOUR EMAIL LIST Y/N



WEARESTALBANS.ORG

Donade Hill

NOTES FROM THE 9/8/24 VESTRY LISTENING SESSION

The initial question presented was how can we as individual parishioners develop deeper interpersonal relationships with each other, and how can we encourage people who have stopped attending services/volunteering in person to return?

Introductory points made were:

- As an aging parish, we have several parishioners who are home-bound and/or in assisted living facilities; how can we increase our contact with them?
- Since COVID, our in-person attendance at the 10:30 service has decreased by half. Although our outreach ministries involving ZOOM and YouTube serve a purpose, it does not take the place of a true in-person corporate prayer. How can we encourage people to attend in person?

Comments made:

- Establish a call list of home-bound and assisted-living parishioners that other parishioners can call on a regular basis and keep in touch.
- At our Compline services on Wednesday nights (and our Morning Prayer services weekdays), there are people from out-of-state that attend who are not members of our Parish. We should be mindful of the outreach aspect of this.
 - Suggestion to move more of our ministries, such as Sunday School, on-line.
- Send a questionnaire to those who have not attended lately (using the beta version of the latest phone directory as a basis for identification), asking them why they're not coming to church, and what can we do to inspire them to come back/
- Caution should be made vis-à-vis cold-calling; it might be off-putting and not achieve the intended result.
- Send individual cards to dormant parishioners (a la the Intercessory Prayer Group), inviting them to come back, and noting new activities that are designed to bring people together and to St. Alban's, e.g.:
 - Re-institution of the First Friday Lunch Bunch (first meeting on 10/4 at Anthony's in Falls Church);
 - Have an Open House in the Nave during the Christmas Bazaar, staffed by a parishioner who would be there to answer questions about our services and what all the things that are in the Nave are about; and
 - Create yard signs that talk about St. Alban's that can be place in parishioner's yards where school children/parents congregate while waiting for the school bus.

- If we want to attract young people and young families to St. Alban's we need to re-orient our approach:
 - A significant number of our activities (Bible Study, Chatting Fingers, First Friday Lunch Bunch, Volunteer work in the office) occurs during the workday and is geared to retired people. This is not a BAD thing, but we should also focus on services and ministries that can happen on weekday evenings that would attract young people/families.
 - Establish a Single Young Adult/Young Families Ministry that focuses on that demographic.