

**St. Alban's Episcopal Church**  
**Minutes of Vestry Meeting (AS APPROVED)**  
**Wednesday, June 21, 2017 – 6:30 pm**

**Vestry Officers Present:** The Rev'd Geoffrey Hoare (Priest-in-Charge), Laura Ingersoll (Senior Warden), Hollis McLoughlin (Treasurer), Heather Sondel (Secretary).

**Vestry Members Present:** Adrienne Allison, Michele Bond, Emily DiBari, Andrea Fraser-Reid, Tom Gustafson, Kristie Hassett, Donna Palmer, Ken Patterson; Emma Morrison (Youth Representative).

**Staff:** The Revs. Jim Quigley, Emily Griffin, Debbie Kirk; Doug Dykstra (Director of Finance).

**Others Present:** Leo Coco, Ted Swett (Diocesan Delegates); Susan Morris (WSA Representative); parishioners Sally Craig (Memorial Lecture Committee); Alex Netchvolodoff (Local Discernment Committee for Sara Thorne); Barbara Manard, Tom Jansen (parishioners).

**Call-to-Order:** A meeting of the Vestry was called to order at 6:34 pm by the Rev'd Geoffrey Hoare. An opening prayer was offered by Laura Ingersoll.

**Election of Officers:** Upon motion by the Executive Committee, seconded, the Vestry members present unanimously approved appointment of Hollis McLoughlin to serve as Treasurer, and Heather Sondel to serve as Secretary, for the 2017-18 Vestry term. [VESTRY ACTION 2017-06.02]

**Report of the [Paul Cawein] Memorial Lecture Committee:** Sally Craig, chair of the Memorial Lecture Committee (Sally Craig, Warren Clark, and Alex Netchvolodoff), reported on plans for the first annual lecture in the program – which aims to address theological perspectives on pressing issues of our times – which will feature Miroslav Volf, a Protestant theologian and Director who serves as Director of the Yale University Center for Faith and Culture, speaking about issues surrounding polarization within the community. The event is tentatively set for March 17-18, 2018, the weekend before Palm Sunday. Volf has asked that a portion of his speaking fee be donated to a local food charity. Craig is requesting that clergy consider tying the Volf theme into the Lenten season study series.

**Report of the Local Discernment Committee for Sara Thorne:** Alex Netchvolodoff presented a recommendation on behalf of Sara Thorne that she be approved for postulancy to the vocational diaconate. He explained that the Committee met over a half-year, and has unanimously recommended Sara's candidacy to a diaconal postulancy. Upon motion, seconded, the Vestry considered the following resolution:

We, the Vestry of St. Alban's Church in the City of Washington, D.C., issue this letter to reaffirm our support for Sara M. Thorne. We testify to our belief based on personal knowledge or on evidence satisfactory to us, that for the space of three years past she has lived a sober honest and godly life, and that she is loyal to the Doctrine Discipline and Worship of this Church, and does

not hold anything contrary thereto. And, moreover, we think she possesses such qualifications as fit her to be admitted as a ***Postulant for Holy Orders in the Diocese of Washington, D. C.***

Following discussion, all members of the Vestry present unanimously approved the motion. [VESTRY ACTION 2017-06.03]

**Approval of Minutes of May Vestry Meeting:** It was noted for the record that by e-mail vote of June 2, 2017, the minutes of the May 17, 2017, Vestry meeting had been approved. [VESTRY ACTION 2017-06.01].

**Rector's Report:** Geoffrey Hoare reported on updates to certain items that had been presented to the Annual Meeting:

Rev'd Debbie Kirk. Hoare is exploring options to continue her services to the Spanish-language worship community of St. Alban's, through a program that would support her work with a local organization in furtherance of the ministry goals of our Global Mission Committee as well as the Washington, D.C., region's Latino community. The following motion was made and seconded:

The Vestry authorizes the Priest-in-charge to extend the terms of the current Letter of Agreement with the Reverend Debbie Kirk for a one-month period, through July 31, 2017. The Vestry understands that at the July Vestry meeting the Priest-in-Charge will bring a new employment agreement, to be effective August 1, 2017, before the Vestry for approval.

Following discussion, the motion was approved by all Vestry members present. [VESTRY ACTION 2017-06.04]

Youth Ministry. Hoare has hired Arrien Davison to serve as Program Assistant, working 15 hours per week, to assist with administrative support to the Youth Ministry (which will be led by Hoare) as well as to update parish records based upon the current Canvass and to develop our electronic communications capability. She has a strong background in communications and social media.

Music Program. In addition to the ongoing organ renovation, Hoare noted that a Children's Choir is on his priority list.

Stewardship. Ashley and Dominic Bianchi have agreed to lead the financial giving campaign for the next two years.

Parish Life Committees. Hoare will be talking with Vestry about developing leadership in parish life, and possible new committees. He asked Vestry members to let him know if they have any particular area of interest.

**Senior Warden's Report:** Laura Ingersoll orally summarized her previously-circulated report. (Attachment A) She presented a previously-circulated report, on behalf of the Executive Committee, recommending that the Annual Meeting and parish elections occur on the fourth Sunday of Epiphany rather than in June. (Attachment B) The Vestry were asked to prayerfully consider this proposal and be prepared to vote on it in the near future.

**Other Reports:** The Vestry accepted written reports of Associate Rectors Jim Quigley and Emily Griffin, and Assistant Rector Debbie Kirk. (Attachments C-D) Quigley particularly noted that the Gala was tremendously successful, generating, among other things, \$9,000 for the Harriet Tubman School to provide teacher training on dealing with children undergoing trauma.

**Treasurer's Report:** Hollis McLouglin submitted his report to the Vestry. He advised that the Finance Committee had recommended that 20% of the \$50,000 bequest received from the estate of Honora F. Thompson, be allocated to the Reserve Fund, with the remainder to go to the Endowment Fund. Hoare explained that, in furtherance of the parish efforts to develop means to partner with local organizations (specifically, CASA of Maryland) in support of the work of our Global Mission Committee on behalf of the local Latino Community, he was seeking re-allocation of the \$15,000 previously designated for the Crossroads Ministry, to the Global Mission budget line. He noted that this would also support the ministry of Rev'd Kirk to the parish's Spanish-language worship community. Upon motion, seconded, the following was approved by all Vestry members present:

The Vestry approves the re-designation of the \$15,000 in the 2017 Budget Operating Fund's Outreach Expense line item for "Crossroads Housing Initiative" to the Outreach Expense line item for "Global Mission Initiative."

[VESTRY ACTION 2017-06.05] Upon motion, seconded, the Treasurer's Report was accepted by all Vestry members present. [VESTRY ACTION 2017-06.06]

**Closing:** The business of the Vestry being concluded, at 7:30 pm, Geoffrey Hoare led a prayer.

At 7:35 pm the Vestry voted to enter Executive Session. [VESTRY ACTION 2017-06.07] Emerging from Executive Session, the Vestry voted to adjourn at 7:40 pm. [VESTRY ACTION 2017-06.08]

Respectfully submitted,  
Heather Sondel, Secretary

**Senior Warden Report to the Vestry  
June 21, 2017**

EDOW Northern Region Rector/Wardens Gathering – On Monday, June 19, Geoffrey and Rich and I participated in what is expected to be a semi-regular gathering of our counterparts from the eight Northern Region churches – All Souls’, Holy Comforter, St. Alban’s, St. Columba’s, St. David’s, St. Patrick’s, St. Paul’s Rock Creek, and Trinity – all in Wards 3 and 4. The Diocese hosted, in our Nourse Hall. We had terrific informal exchange of information and experiences, and began to lay groundwork for future sharing and collaboration. And we heard from the Diocese’s Information Technology Director, Peter Taylor, about some programs and new initiatives aimed at optimizing parishes’ communications and data infrastructures, and at equipping us with high-grade web-based information systems. More to come, on that!

Conforming our Vestry Terms to our Fiscal Year – After months of careful consideration, and consultation with other churches in our Diocese, I proposed to the Executive Committee that we change the date of our Annual Meeting and parish elections to late January, and this evening we are proposing that change. Some parishes hold their annual meeting and elections mid-year, and others do so at the end or beginning of the calendar year, and there are valid reasons for doing both. I believe that for St. Alban’s, the latter will be more effective. In our current schedule, a new Vestry is immediately depleted by summer vacations, and by summer’s end has to plunge into the new program year – without having the opportunity to participate in developing it – and into the budget process and annual pledge campaign. By contrast, a new Vestry that forms at the end of January will (1) inherit a newly-enacted budget, (2) be able to spend the second half of the program year working with clergy, staff, and parish ministry leaders to lay the groundwork for the next program year, and (3) have ample time to develop the knowledge and experience to creatively and thoughtfully tackle the fall budget and fundraising process. We can change this timetable for 2018 without changing the Bylaws. A separate report from the Executive Committee will explain the mechanics.

St. Alban’s Day Picnic – A special heartfelt shout-out to Phoebe Jane Winthrop, and the strong cadre of volunteers she led in putting on our picnic last Sunday. It was a beautiful day, with joyful, relaxed fellowship. Phoebe Jane reported that almost none of the leftover food went to waste, because it was packaged up and delivered to SOME in time for Monday’s lunch preparation.

Doing our Vestry Representational Work – Our new members and officers have signed the Expectations of a Vestry Member that was developed a year ago. While we each participate in our parish life in our own way, we also were each elected to represent the interests of the parish as a whole. I would like to invite you to make it a practice to attend, a couple of times a year, each of the Sunday worship services that you don’t usually participate in – including the 8:00 service, both services with music, the Spanish language service, and Children’s Chapel – and to get to know those who regularly worship in them. Our varieties of worship and worshippers are rich and diverse, and I guarantee you’ll be nourished by broadening your experience with them.

Our next regular Vestry meeting will be on July 19.

Respectfully submitted,  
Laura Ingersoll

June 21, 2017

TO: The Vestry

FROM: Laura Ingersoll, Senior Warden  
on behalf of the Executive Committee

SUBJECT: Proposal to set the St. Alban's Parish Annual Meeting  
and Elections in late January, rather than early June.

The Executive Committee recommends that the Vestry set our 2018 Annual Meeting and elections for Sunday, January 28, and thereafter for the fourth Sunday in January.

The Parish Bylaws, at Article I, Section 1, provide that the annual parish meeting shall take place "each year on a date set by the Rector and the Vestry, for the election of the Wardens, Members of the Vestry, and lay Diocesan Delegates, and for the transaction of such other business as may lawfully come before the meeting." – without specifying when that date should be. By long tradition, we have held the meeting in May or June.<sup>1</sup>

Some Episcopal churches in our Diocese (and elsewhere) hold their annual meetings and elections at the mid-year, while other do so at the turn of the calendar year. Each alternative has valid reasons.

We believe that the better practice for St. Alban's would be a timetable that would make our Vestry terms essentially congruent with our fiscal year and the calendar year. There are three main reason for this:

- 1) Program Year Planning: Electing a new Vestry in June means that with summer vacations and travel it is difficult to focus and engage the whole Vestry until September, when the program year (planned in late spring and early summer) is already underway, leaving the Vestry with limited input to, and participation in that process. By having the new Vestry form in late January, halfway through the program year, there will be ample time for new members to take on roles in parish programs that will enable the Vestry as a whole to participate more meaningfully in developing the following program year.
- 2) Budget Process: A Vestry elected in mid-year has to equip itself over the summer months to take on the next-year budget-planning process in the fall. A Vestry elected in late January will inherit a newly-finalized current year, and can study and track it for most of the year before having to begin work on the next-year budget.

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<sup>1</sup> It is undoubtedly for this reason that the 2014 Bylaws revisions provide, at Article III, Section 6, that the Nominating Committee be appointed at the regular January meeting – allowing for the nomination and election process outlined in the Bylaws to culminate with a mid-year Annual Meeting.

- 3) Pledge Campaign: A Vestry elected in January will be well-informed about the state of the parish and our programs and finances by the time the autumn pledge campaign begins, and therefore can support the campaign knowledgeably and substantively. This is a challenge for new Vestry members elected, and a new Vestry formed, in June.

From the Parish's standpoint, there are pros and cons on both sides, but we believe on balance the January date is preferable. May-June and December-January are both busy periods, but people tend to be at home more in winter than in spring. And an annual meeting in late January seems more likely to be better-attended than one in June.

From the standpoint of current Vestry members and Diocesan Delegates, this change would shorten their terms by four months.

It should be noted that Diocesan Convention occurs on the last Saturday of January, so we could delay "swearing in" any outgoing Diocesan Delegates so that they could "cap" their terms by participating in Convention (and would of course be invited to report on it to the Vestry and Parish thereafter).

This change can be made by the Rector and Vestry now without a Bylaws amendment, (although the requirement that a nominating committee be appointed in January should be amended when the Bylaws undergo a comprehensive re-do<sup>2</sup>). The timetable attached shows the deadlines for nomination and election steps based on a January 28, 2018, Annual Meeting.

We recommend that this proposal be published to the Parish and comments solicited in time for the Vestry to vote on the matter at the July or, at latest, August, regular Vestry meeting. The proposed resolution would be:

**Pursuant to Article I, Section 1, of the Parish Bylaws,  
the Vestry sets the date of the 2018 Annual Meeting  
and Elections for Sunday, January 28, 2018.**

Attachment: Vestry Nominating Process – 2018

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<sup>2</sup> Article III, Section 6 can be deemed satisfied by having the appointment made prior to the prescribed date.

## Vestry Nominating Process – 2018

In 2018 we will elect a Junior Warden, 4 Vestry members, and 1 Diocesan Delegate.

Timetable based on an Annual Meeting and Elections on Sunday, **January 28, 2018**.

Bylaw requirements:

- (1) At the regular September meeting (**September 20, 2017**), the Rector and Wardens, with Vestry approval, will appoint nominating committee, including Chair. [III.6]
- (2) By **November 30, 2017** (60 days before Annual Meeting), the committee will report to Vestry a list of: [III.6]

2 willing candidates for Junior Warden

2 willing candidates for each Vestry vacancy ( = 8)

Additional alternate willing candidates

[If a candidate drops out by **January 14** (15 days before Annual Meeting), Vestry will provide alternative candidate from list]

1-2 willing candidates for each Diocesan Delegate vacancy ( = 1 or 2)

[NOTE: Regular November meeting will be on November 15]

- (3) By **December 15** (45 days before Annual Meeting), Vestry will announce candidates to Parish.
- (4) By **December 30** (30 days before Annual Meeting), additional candidates may be added by written recommendation to the Secretary by at least 25 qualified voters. [III.7]

Traditionally a Candidates' Forum occurs at least 2 weeks before elections. This year, that is Sunday, **January 14**. (In 2018, this is MLK Weekend; in most other years, not.)

Annual Meeting and elections will occur on **January 28, 2018** (4<sup>th</sup> Sunday of Epiphany).

Associate Rector Report  
June 2017  
JEQ

**Outreach:**

- The 2017 Gala exceeded expectations and marked the third year in a row with an increase in funds raised (each of which is a fairly dramatic increase from Galas income in the recent past). Many thanks to Gala co-chairs Abby Davis and Julie Clements as well as the many other volunteers and donors who made the event possible.
- Summer Mustard Seeds (July and August) will benefit the backpack feeding program at Harriet Tubman Elementary. There will be no Mustard Seed Collection in June
- In June the WSA awarded grants to TAP (a wonderful ministry operated out of Chevy Chase Presbyterian Church that helps the homeless and under-housed get documentation such as DL, Birth Certificates, etc.); Farmers and Hunters Feeding the Hungry; Downtown Cluster (Geriatric Daycare Program); the Age in Place Program for Seabury Resources for the Aging; Joseph's House. A grant to Samaritan Ministry was approved but deferred.

**Adult Formation**

- The fourth annual creative retreat was held on June 17 at the home of Leo and Sue Coco. Eight parishioners attended a day oriented around the spiritual journey inspired by Scallop Shells (the traditional symbol for James Son of Zebedee) that I collected in New Zealand. Thanks to Leo and Sue.
- The Adult Formation Team has Forums planned for the summer through early October. Beginning on July 9 – A three-part series on poverty beginning with an exploration of Christian theology and practice in the area of social welfare (led by Ed Roslof), continuing with our annual ASP presentation on July 16 and concluding with a look at St. Alban's past, present and future engagement with the homeless in our midst. August will feature a series on Food and Faith; September a series on climate change (led by Marcus King) and in October a four-part series on the 500<sup>th</sup> anniversary of the Protestant Reformation.
- The Wednesday Bible Study is on summer vacation
- Adult formation groups (Way of Life; Men's ministry) continue through the summer
- Geoffrey will lead this Year's Advent Retreat at Rehoboth Beach

**Pastoral Care**

- May God Bless the Soul of parishioner Bill Hall. Approximately 200 attended funeral service for Bill on June 9<sup>th</sup>. To commemorate Bill's service to the church a "patch" is being made (In Loving Memory of Bill Hall, etc.) and will be sewn inside the chimere that he wore and which the Hall family has given to the church.

Thanks for the time away – had a wonderful vacation in New Zealand!

**The Rev. Emily Griffin – Associate Rector Report – June 2017**

**Children's Formation** – We averaged 39 participants in Children's Chapel over the past month. On June 4 Samantha Glosch began working with the kids on a song they will eventually sing in "big church." We'll see how this goes over the summer with inevitably smaller attendance and if it might be a viable model for the fall.

Sunday School ended well. Following our last class for the program year on 5/21, I hosted a gathering for all of our children's and youth leaders in Nourse Hall – with a small gift for each and snacks and beverages provided by parents. Looking to next year, we need at least one teacher in our 2s & 3s class and our PreK-K class and 2 teachers in 1<sup>st</sup> to 3<sup>rd</sup> Grade. I will be recruiting over the summer so we're ready to go by September.

Teddy Bear Camp is using 3 of our Sunday School classrooms this summer. I moved out all of our classroom materials and will return them after Camp ends on August 11.

**Youth Formation** – Geoffrey and I met with several Rite 13 parents on 5/22 to look ahead to J2A and its multitudinous fundraisers. We made an initial decision to offer Café St. Alban's to other parish groups to host in 2018. As Geoffrey mentioned at the annual meeting, we hope that a program assistant will be able to help cover these and other youth administrative responsibilities come fall.

We have several holes to fill in terms of youth leaders for the fall – at least 2 for Rite 13, at least 2 for J2A, and at least 2 for Senior Youth. We will be recruiting over the summer to fill these slots so we are ready by September.

On June 18, 8 teens and 5 adults from St. Alban's will leave for the Appalachian Service Project. Thanks to parishioner George Beronio for signing up to serve as an additional adult to make sure that the overall Diocesan trip has sufficient adult coverage.

Ten teens from the various youth groups came on June 9 for our final youth Grate Patrol for the program year.

I am still looking for a Youth Representative to the Vestry for 2017-2018 and hope to have the role filled by September's meeting.

**Lay Ministry Support, Discernment, Newcomer Incorporation** – I continue corresponding with newcomers as we receive their welcome cards and work with John Daniel Reaves and Katherine Schinasi to connect them with ministries as appropriate.

**Liturgical/Pastoral/Other** – Since May Report: Celebrant at 4 services; Deacon at 2 services; Preached 2 Sundays; Children's Chapel 1 Sunday. Officiate at 7:30am Tuesday Eucharist every other week. Coordinating with Ushers, Lay Readers, Altar Guild, Flower Guild, Vergers, Children's Chapel and Acolyte Leaders re: summer schedule changes. Attended Altar Guild Luncheon on 6/3 and a planning meeting to ease transition of Altar Guild Presidents. Preparing to lead 2 workshops at the North American Godly Play Conference and present 3 new training models at our National Trainer Gathering (June 23-26). Preparing to lead Children's Programming at the Wild Goose Festival next month (an ecumenical gathering of speakers, musicians, artists, and church leaders around themes of creativity and social justice).

Assistant Rector Report  
Vestry Meeting June 21, 2017  
Rev. Debbie Kirk

**Liturgy**

Since the May 17, 2017, vestry meeting, I have celebrated at five Sunday services and preached at four.

**Pastoral Care**

Pastoral care continues as an important and on-going component of our community life—pastoral care for this community is very broad and involves not only health issues, deaths in the family, care-giving challenges, but also employment issues, immigration issues, academic issues, advocacy within unfamiliar systems, decision points in life and service to others in addition to the joys of births, graduations, career successes, and new ministry commitments. Since the last vestry meeting, I made nine extended pastoral visits in addition to many extended telephone pastoral support (extended being more than 1 hour) as well as routine congregational support through email and text. Pastoral care in the culture of this community is preferably face-to-face or at least voice-to-voice as is congregational development.

**Outreach, Community Development, and Christian Formation,**

We continue to participate with the interfaith Northwest cluster for religious groups concerned about the vulnerable populations of immigrants, refugees, Muslims and Jews who face threats to their dignity, safety, and family integrity.

We are supporting the efforts to the Global Mission committee in the area of sanctuary and in serving those who live with us as part of the Latino diaspora from Mexico, Central America, South America and the Caribbean. We are working with Casa de Maryland as well as Mayer Brown law firm and CAIR in support of that latter initiative.

We excited about collaborating with the Cathedral in proving the presence of Spanish liturgy on the close.

In the community, we are publicizing St. Alban's multiculturalism through working with the external communications efforts of the parish through community engagement in meetings and through the Spanish language print and internet media. And we are exploring new ways of developing our "tourist" ministry—a project that the Dean of the Cathedral supports including the Cathedral's having our flyers and inclusion of our service in their website. For the fall, we are planning to use our connections with university students to increase our interaction with American University, Georgetown University, George Washington University and Wesley Theological Seminary.

We will be continuing education for confirmation, baptism, and marriage this month for members of the Spanish liturgy community during the summer. We also plan to return to Bible study and seasonal educational sessions.

**Diocesan/National Church Participation/Administration**

The community and I continue to participate in regular monthly Diocesan Latino leaders meetings (lay and clergy) including a fabulous picnic on June 17 at Wheaton Park.

Respectfully submitted *con gozo y paz*, Debbie+