

St. Alban's Episcopal Church
Minutes of Vestry Meeting (AS APPROVED)
Wednesday, November 15, 2017 – 6:30 p.m.

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

Vestry Members Present: Adrienne Allison, Michele Bond, Lucy Fraser, Kristie Hassett, Tomás Montgomery, Ken Patterson, Jane Schubert.

Staff: The Rev's Jim Quigley, The Rev'd Emily Griffin, Doug Dykstra (Director of Finance).

Others Present: Susan Morris (WSA President); Leo Coco (Diocesan Delegate); Tom Jansen, Barbara Manard (parishioners).

Call-to-Order: The meeting of the Vestry was called to order at 6:30 by the Rev'd Geoffrey Hoare. Kristie Hassett offered the following Collect, which she had composed for the occasion:

*Almighty God, whose love sustains the universe,
Renew our faith in Your ultimate power
to prevail against the forces of evil in the world,
So that hope remains strong in our hearts
as we work for and wait for the coming of Your kingdom.
In Jesus's name we pray. Amen.*

Approval of Minutes of October 25 Meeting: Upon motion, seconded, and following opportunity for discussion, the Vestry members present approved the minutes of the October 25, 2017 Vestry meeting (which had been previously circulated for review). [VESTRY ACTION 2017-11.01]

Status of the Annual Appeal: Treasurer Hollis McLoughlin presented a summary of the status of the Annual Appeal, which officially started this past Sunday, November 12, and runs through December 10. This year's goal is \$1,200,000 – a 20% increase over last year's \$1,000,000 goal. To date, we have 42 pledges totaling \$219,652 – an average of \$5,230 per pledge; in addition, these households have increased their pledges by an average of 31% over last year. Close to 100% of the elected lay leadership has already made their 2018 pledges. The Vestry discussed ways to promote the Pledge campaign, and how to report out the parish on our progress. Geoffrey Hoare noted that Alex Netchvolodoff and Susana Hair were very effective in their testimonies last Sunday.

Treasurer's Report: McLoughlin led us through the written financial reports and highlighted several points of information, some of which the Vestry discussed. He described the method

that he uses to calculate the income and expenses, to arrive at our current budget position. He led us through the figures and stated his belief that we continue to be in good shape for this year. Staff and clergy have done a good job of staying within budget, and he is confident that we will come in within the budget for the year overall. The Endowment continues to benefit from an uptick in the economy, and currently stands at \$4,104,963, up 12% from where it started the year. The Reserve Fund as of October 31, 2017 was \$661,033. The operating budget had a negative income to expense variable (which is good – the side that we want to be on financially). He also noted that as of this month, the final severance payments to Deborah Meister will have been paid.

Upon motion, seconded, and following opportunity for discussion, the Vestry members present accepted the Treasurer's Report for November 2017. [VESTRY ACTION 2017-11.02]

Proposal to Require Competitive Bids for Large Contracts: On behalf of the Executive Committee, McLoughlin noted that there is currently no standard requirement for obtaining competitive bids for substantial contracts, and that it seems prudent to obtain competitive bids at least in part to leverage the Parish's negotiating position. Accordingly, he presented the following Executive Committee motion for the Vestry's consideration:

Motion: As a matter of good stewardship and routine practice, a contract for a project requiring the expenditure of more than \$15,000 should be entered into after at least two competing bids have been obtained, unless the nature of the project (e.g., highly specialized, or emergency) makes doing so impracticable, in which case that decision should be memorialized and reported to the Vestry.

Following discussion, there emerged a consensus that a threshold of \$10,000 was more appropriate and consistent with standard business practice among nonprofits. Upon motion, seconded, and following opportunity for discussion, the Vestry members present voted to amend the original motion to require competing bids for expenditures over \$10,000, rather than \$15,000. [VESTRY ACTION 2017-11.03]

The amended motion now before the Vestry was:

Motion: As a matter of good stewardship and routine practice, a contract for a project requiring the expenditure of more than \$10,000 should be entered into after at least two competing bids have been obtained, unless the nature of the project (e.g., highly specialized, or emergency) makes doing so impracticable, in which case that decision should be memorialized and reported to the Vestry.

Following opportunity for discussion, the Vestry members present approved the motion. [VESTRY ACTION 2017-11.04]

Correction to Housing Allowance for the Rev'd Debbie Kirk: It was explained that Debbie Kirk's request for a re-designation of her Housing Allowance, for November and December 2017, which the Vestry passed at the October meeting, mistakenly provided for an excessive allocation (i.e., it exceeded her total compensation for that period). The Executive Committee proposed that the Housing Allowance be amended with retroactive effect (*nunc pro tunc*), and offered the following motion to accomplish this:

Motion: To amend the \$12,000 Housing Allowance for Rev'd Debbie Kirk for November-December 2017, approved by the Vestry on October 25, 2017, to \$10,000, to bring the Housing Allowance for that period within her gross compensation for that period, *nunc pro tunc* to October 25, 2017.

Upon motion, seconded, and following opportunity for discussion, the Vestry members present approved the motion. [VESTRY ACTION 2017-11.05]

2018 Budget First Look and Discussion: Treasurer Hollis McLoughlin offered a broad initial look at the 2018 budget, contextualizing the numbers around three "big-picture steps" aimed at eliminating an initial 2018 operating fund deficit:

1. The Annual Appeal for 2018 will raise \$1,200,000 for 2018 – a 20% increase from 2017.
2. We will manage income/expenses for the remainder of 2017 in anticipation that we will have "accumulated gifts" (unspent funds, a/k/a surplus) from 2017 of approximately \$50,000 to be carried over for use in 2018.
3. A combination of income enhancements and cost reductions will add \$75,000 to the 2018 budget.

Senior Warden's Report: Laura Ingersoll summarized her written report (Attachment A), noting a correction to the Annual Appeal in-gathering date, which is now set for December 10 rather than November 26. She reminded the Vestry that the next meeting will be on December 20, and will be an important dive into the 2018 budget. Geoffrey Hoare noted that for scheduling reasons the February 2018 Vestry meeting will be moved from the third Wednesday to the fourth Wednesday – February 28.

Ingersoll read a note to the Vestry from Donna Palmer, who had already moved with her husband to Arizona: *"Thank you so very much for the lovely send off for Jack and me, and for wishing us well in our next chapter. I am truly thankful to God for your friendship and love – and the wonderful opportunity to serve St. Alban's in some small way. There is no question that I will miss you all – with fond memories. God bless all of you."*

Ingersoll commented on the general heightened concern about physical security that is unfortunately on everyone's mind these days, and which has caused many organizations with places for public assembly, including our diocese, to consider plans and strategies for

addressing it. She wanted to let the Vestry know that the Parish is taking the issue seriously. She reminded us, however, that even with any kinds of security devices, locks, protocols, etc., the best and most effective measure to protect physical security is situational awareness by each individual.

Report of the Priest-in-Charge: Geoffrey Hoare noted highlights of his written report (Attachment B). He expressed disappointment that former parishioner Amy Slemmer will not be joining us in the near term, because the job she expected to take here in Washington will not, in fact, be available. She will be ordained in Massachusetts, but has no current plans to return to Washington.

Jane Schubert expressed appreciation to Geoffrey Hoare for his discussion at last month's luncheon with Bishop Mariann, about the three "markers" he anticipates will provide out steppingstones into the near future, and she added a hope that he will be discussing those further with the Vestry. He responded that this would be a topic of the new Vestry's Retreat, which will occur on February 23 and 24, 2018, at a location to be determined.

Other Reports: Written reports by Associate Rectors Jim Quigley and Emily Griffin (Attachments C-D) were previously circulated.

Closing Prayers: Geoffrey Hoare led the closing prayers, following which it was moved, and seconded, that the Vestry enter into Executive Session, and all Vestry members present voted in favor. [VESTRY ACTION 2017-11.06]

The Vestry emerging from Executive Session, and the business of the Vestry being concluded at 7:35 pm, the meeting adjourned.

Respectfully submitted,
Heather Sondel, Secretary

Senior Warden Report to the Vestry – November 15, 2017

Lay Leadership at St. Alban's – An Introduction to Episcopal Polity and Vestry Service – The October 29 program –by Geoffrey and our Chancellor, Mary Kostel – was enthusiastically received, and attended by about 20. Several who couldn't attend expressed interest in attending at a future reprise. I believe this should be a regular feature of our parish community formation, and almost a prerequisite to candidacy.

Pledge Campaign for 2018 – I am thrilled to report that almost all of the 23 Vestry members/representatives and officers and Diocesan Delegates have made their 2018 pledges. I am hoping the few stragglers will come in with their pledges at the Vestry meeting.

Mark Your Calendars for these events at St. Alban's –

Saturday, November 18 – Our own Diana Gustafson's ordination to the transitional diaconate, with reception to follow in Nourse Hall.

Sunday, November 19 (8:45-1:00) – Parish Christmas Bazaar – come support good causes and check off your Christmas shopping list.

Sunday, November 19 (5-7 pm) – Annual Appeal (pledge campaign) celebration at the Bianchis' home.

Sunday, November 26 – “Ingathering Sunday” – **Vestry members should be present**, to symbolically receive the community's pledges to support our life together in 2018.

Friday-Sunday, December 1-3 – Parish Advent Retreat, led by Geoffrey, in Rehoboth.

Sunday, December 3 (5-7 pm) – Advent Wreath-making dinner.

Our next regular Vestry meeting will be on **December 20**, the winter solstice eve! This is a particularly important meeting, as we'll be digging deeply into our 2018 budget and prayerfully imagining our future together.

Respectfully submitted,
Laura Ingersoll

**P-i-C REPORT
November 8, 2017**

Since my last report, I have represented us at the Cathedral Evensong and Reception for new parents on the close. It was a nice occasion but I wonder whether the cost of setting up in the nave is justified given the slim number of people in attendance. I did enjoy the people I met.

We have completed an Adult Enquirers' series with four confirmands and one person reaffirming her faith.

The First Wednesday Dinner, graciously hosted by WSA and our Stephen Ministers saw about 80 people gathered.

All Saints' Sunday was marked by wonderful music and good attendance.

I have begun participating in the Genesis Program of the Diocese for clergy new to the diocese of in new positions. I will enjoy getting to know some colleagues

By the time of our meeting I will have hosted a group from the parish in a tour of Iona Senior Services. They are the organization that serves lunch in Satterlee Hall five days each week and great resource for the elderly in NW Washington.

We will also have observed the Kristallnacht service which we are hosting this year. Thanks to Jim Quigley for pulling this together.

Looking ahead, we will celebrate the Ordination to the diaconate of Diana Gustafson on November 18, 2017; the alternative gift fair on November 19, 2017 and

Thanksgiving Day on November 23rd. Many thanks to our own Michele Bond for coordinating our part in the Community Thanksgiving lunch, held this year at the Church of the Annunciation.

We have 18 participants registered for the Advent Retreat to be held December 1-3.

In other news, and sadly, the Rev'd Amy Slemmer's position with Americans United for the Separation of Church and State has fallen through and her job offer rescinded after the retiring Director of 25 years decided not to retire after all and the Board supported his decision. She still hopes to find a position in D.C. but is not planning to move at this point. She is most grateful for the support and generosity of our vestry.

Vestry Report
JEQ
November 2017

Adult Formation: We completed a three-part series on generosity with a forum on Giving at St. Alban's by Geoffrey Ashley and Dominic Bianchi. Attendance was disappointing - virtually no newcomers to the parish nor any of our many new younger families with children that regularly attend Children's Chapel and meet together in the library after the 9am service. The Adult Inquirer's Class was completed on November 6 and by the time of the November Vestry meeting Armis Sadri, Nya Alemayhu and Erin Bowers will have been confirmed at the National Cathedral – Both Emily and I will present them. We plan on offering the next Inquirer's Class on Sunday morning in conjunction with other Sunday morning programming. Ed Roslof began a four-part series on the Protestant Reformation that was extremely well presented and very well attended. Met with Debbie Kirk, Lisa Sams and a lay representative from the National Cathedral to share information on our mutual work with immigrants and Sanctuary DMV. That series continues for the three remaining Sundays in November. The Kristallnacht service went well with approximately 175 attending. The Benedictine Symposium on Creativity will be held on November 10 & 11 – I will attend the Friday night session and welcome the speakers and attendees. Your Clergy will offer a three part series on the Bible, the infancy narratives and a theology of the incarnation for the adult forums during Advent.

Outreach: God's Work in the World: Barbara Manard, Dennis and Robyn Gatens have joined the other new members of God's Work mentioned in my report last month. The committee will have meet on November 30th to discuss a mission strategy for the church that is pragmatic and reasonable. **SOME:** Sunday, October 20, St. Alban's delivered 56 casseroles to SOME. Through October 2017, the casseroles delivered to SOME provided 3,824 meals. **WSA:** Grants awarded in October were included in my October AR Report. Notable for October is that the minutes of that meeting reflect that Doug presented the Treasurer's Report and for the first time, the Opportunity Shop earned \$40,000 in one single month. This was an 18% gain (\$6,000 increase) over 2016, especially impressive given the decline that was happening in the beginning of the year. A continued 6% gain would mean ending the year with approximately \$315,000 in income. The newly formed parish life committee headed by Michele Bond and Emily DiBari will now oversee (among other things) events including our annual Christmas and Thanksgiving Dinners – profound thanks to them! This year's Thanksgiving Dinner will be held at the Church of the Annunciation.

Pastoral Care: Officiated at the burial and inurnment of former parishioner Nancy Cox on November 14. Emily will oversee the funeral for Lois Stratton on December 2nd and I will assist.

Professional: Continue weekly supervisions with Geoffrey and with Emily and Geoffrey together. Have accepted an invitation from Bishop Mariann to serve on the Diocesan Council for the Commission on Ministry.

The Rev'd Emily Griffin – Associate Rector Report -- November 2017

Children's Formation – We averaged 42 participants in Children's Chapel for the past month, holding steady to where we were last month. Volunteers keep this ministry strong and are good at filling in for each other when someone is unable to serve their given "shift."

Attendance-wise in Sunday School, we are holding strong. I am looking forward to doing a lesson on the stained glass windows of the church with our 4th and 5th Graders this coming Sunday – as part of our ongoing project of familiarizing them with our worship space and liturgical practices. The Godly Play Core Training held here from October 27-29, 2017 went well. I hope to make this an annual offering so that all of our Sunday School teachers are eventually able to complete it.

Geoffrey and I met with the baptismal catechists this past month to review their practices and what might make best sense moving forward.

The Christmas pageant this year will be slightly different. Instead of attempting to teach all the Children's Chapel kids several new songs during a shortened Advent this year, we will ask the congregation to sing familiar carols boldly with the children during the pageant. We will be offering the 4 Thursday nights before Christmas as rehearsal time for interested kids to learn a special anthem and to help support the carol singing. Thanks to Samantha Glosch for directing this year and Justin Boyer for being our accompanist.

Thanks to the WSA and Stephen Ministry for hosting 1st Wednesday on 11/1. The Children's Formation Committee will help host our next intergenerational community dinner – the Advent Wreath Potluck Dinner on Sunday, 12/3 at 5pm (this will take the place of a December 1st Wednesday.)

Newcomer Incorporation – I continue corresponding with newcomers as we receive their welcome cards; Geoffrey contacts them as well. I met with our Head Greeter (Brian Burson) in the past month to see how we can better coordinate our efforts. At this point, I am still hoping to have an outline of a newcomer incorporation plan developed by the end of November.

Worship – I have worked with Dudley Winthrop to assess 2018 budget needs for our vergers and acolytes and Michele Bond to incorporate vestment needs into the 2018 Altar Guild budget. I am currently working on the next clergy rota for the next three months.

Liturgical/Pastoral/Other

Covered Grate Patrol for Rite 13 on 11/10

Worked with fellow clergy on the Adult Enquirers' Class, held make-up sessions for confirmands who missed classes, co-presented 3 adults for Confirmation at the Cathedral on 11/11

Co-officiated wedding of new parishioners Rachel Colson and Justine Ascanio on 11/11

Covering as celebrant and preacher at the San Albano service on 11/12

Continued new monthly interfaith clergy group focusing on family system issues in faith communities
Continuing to plan for Diana Gustafson's ordination service to the transitional diaconate and reception on 11/18

Spent much time with Lois Stratton and her family this past month and am making arrangements for her memorial service on 12/2

Visited Heather Hunt twice amid her medical travails this past month, arranged for cards for her from the Children's Chapel kids, and stay in touch via phone