

**St. Alban's Episcopal Church**  
**Minutes of Vestry Meeting (AS APPROVED)**  
**Wednesday, September 27, 2017 – 6:30 pm**

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

**Vestry Members Present:** Adrienne Allison, Michele Bond, Julie Clements Smith, Emily DiBari, Ivan Fermin, Lucy Fraser, Tom Gustafson, Kristie Hassett, Tomás Montgomery, Donna Palmer, Ken Patterson, Jane Schubert; Corinna Gilmore (Youth Member).

**Staff:** The Rev'ds Jim Quigley, Emily Griffin, and Debbie Kirk (Associate Rectors); Doug Dykstra (Director of Finance).

**Others Present:** Ted Swett (Diocesan Delegate); Susan Morris (WSA Representative); Tom Jansen, Barbara Manard (parishioners).

**Call-to-Order:** The meeting of the Vestry was called to order at 6:30 pm by the Rev'd Geoffrey Hoare. Vestry Member Ivan Fermin offered an opening prayer.

**Election of Youth Vestry Members:** Geoffrey Hoare introduced Corinna Gilmore and Woodfen McLean (who was not present) as the proposed Youth Members. Gilmore introduced herself and noted she is the daughter of Suzanne Pierron and twin sister of Barry Gilmore; she shared that she has been at St. Alban's Parish since she was two years old, and has been a frequent face around St. Alban's, helping out at events and activities.

On behalf of the Executive Committee, the Senior Warden moved the following:

**Motion: The Vestry appoints Corinna Gilmore and Woodfen McLean to serve as Youth Vestry Members, pursuant to Article III, Section 4, of the Parish Bylaws.**

All Vestry members present voted in favor. [VESTRY ACTION 2017-09.01]. The Vestry enthusiastically welcomed the new Youth Members and expressed thanks for their willingness to serve.

**Report on the Annual Appeal:** Ashley Bianchi introduced herself as co-chair (with her husband Dominic Bianchi) of the 2017 Annual Appeal, and gave the Vestry a brief overview of preliminary plans for the 2017 Pledge Campaign. She highlighted ideas under consideration and noted that there will be opportunities for the Vestry to be involved. The Vestry expressed appreciation to the Bianchis for taking on this important leadership role.

**Approval of Minutes of August Vestry Meeting:** Upon motion, seconded, and following opportunity for discussion, the Vestry members present approved, with one abstention, the minutes of the August 16, 2017 Vestry meeting. [VESTRY ACTION 2017-09.02].

**Treasurer's Report:** Treasurer Hollis McLoughlin presented the detailed Treasurer's report, and highlighted the following areas:

Through August of 2017, we have achieved 60% of our pledge income goal for the year. Therefore, we need to take in 10% in each of the four remaining months of 2017 in order to meet our goal – this is a good position to be in at this time.

On the expense side, we are projected to come in on or just under budget, due to good financial discipline, in large part led by Director of Finance Doug Dykstra.

The Reserve Fund balance of \$650,000 is strong, but certain substantial expenditures are anticipated.

McLoughlin introduced a proposed policy change regarding the handling of unrestricted bequests and the Endowment Fund. Under current Vestry policy, up to 10% of any unrestricted bequest is allocated to the Reserve Fund to the extent the Reserve Fund is below its optimal level of \$600,000, and the remainder goes into the Endowment. (Prior 2012 policy required that 10% of any unrestricted gift to the Endowment go to the operating fund absent a donor instruction to the contrary, but this policy was changed in order to build the Endowment Fund and increase the revenue it generates for the operating fund.) The Executive Committee and Finance Committee believe this policy is not flexible enough to respond to changing financial needs and future plans, and it is proposed that the Vestry be given discretion to use up to 20% of any unrestricted bequest for the Reserve Fund to the extent appropriate in light of anticipated capital and other major expenses, while continuing to build the Endowment. Accordingly, on behalf of the Executive Committee, McLoughlin presented the following motion, which was supported by the Finance Committee:

**Motion: It is the sense of the Vestry that unrestricted bequests should be placed in the Endowment Fund in their entirety, but that up to 20% of any unrestricted bequest may be used to replenish the Reserve Fund if the Vestry deems it appropriate to do so.**

Following discussion on current finances and possibilities to meet upcoming expenses, and to plan appropriately for future growth and stability, all Vestry members present voted in favor. [VESTRY ACTION 2017-09.03].

On behalf of the Executive Committee, and consistent with the newly-enacted policy change, McLoughlin presented the following proposal relating to a recent unrestricted bequest:

**Motion: The Vestry authorizes the allocation of the final distribution (\$9,489.48) from the bequest of the late John MacBeth as follows: 20% to the Reserve Fund and 80% to the Endowment Fund.**

All Vestry members present voted in favor. [VESTRY ACTION 2017-09.04].

McLoughlin reported that the Finance Committee met with the auditors and received a clean report. No concerns were raised, and the auditors were complimentary of the parish's financial management. On the recommendation of the Finance Committee, McLoughlin moved that the Vestry accept the report of the Auditors.

**Motion: The Vestry accepts the report of the auditors.**

All Vestry members present voted in favor. [VESTRY ACTION 2017-09.05].

Some Vestry members raised and discussed whether the liquidating of assets and other long-term strategies could be employed as means of paying off debts; it was noted that such actions require resolutions and implicate restrictions, and this topic will be raised at future Finance Committee meetings. Upon motion, seconded, all Vestry members voted to accept the Treasurer's Report. [VESTRY ACTION 2017-09.06]

**Senior Warden's Report, including Appointment of Vestry Nominating Committee:** Supplementing her written report (ATTACHMENT A), Laura Ingersoll expressed gratitude to the organizers and hosts of the Newcomers and Opportunity Sunday events of the past weekend. Susan Morris was particularly applauded for a wonderful buffet at the ministry fair. On Sunday October 15, Bishop Mariann Budde will visit St. Alban's and speak at the Forum; she will meet over lunch with the Vestry and Diocesan Delegates. Ingersoll noted that it is usual for outgoing Vestry Members – this year, including the Junior Warden, and the outgoing Diocesan Delegate – together with some parishioners to constitute the nominating committee. This year, the committee must present to the Vestry by November 30 the next slate of candidates to run for election on January 28, 2018. The candidate forum will take place two weeks before the election.

On behalf of the Executive Committee, the Senior Warden moved the following:

**Motion: The following are appointed to serve as members of the Vestry Nominating Committee, pursuant to Article III, Section 6, of the St. Alban's Parish Bylaws:**

**Richard Turner (outgoing Junior Warden) – Chair**  
**Eliot Edgar (outgoing Diocesan Delegate)**  
**Ivan Fermin (outgoing Vestry Member)**  
**Kristie Hassett (outgoing Vestry Member)**  
**Hollis McLoughlin (parishioner)**  
**Kate McNamara (parishioner)**  
**Ken Patterson (outgoing Vestry Member)**  
**Virginia Schofield (parishioner)**

Ingersoll noted that Kate McNamara is the wife of current and continuing Vestry member Tomas Montgomery but that the Executive Committee did not believe this presented any conflict; no Vestry member disagreed. All Vestry members present voted in favor. [VESTRY ACTION 2017-09.07].

**Report of the Priest-in-Charge:** Expanding on his written report (ATTACHMENT B) Geoffrey Hoare reported that St. Alban's Parish made a good showing at the Cathedral picnic on September 24. He also praised the new signs that are in place around the campus. He noted that parishioner Barbara Manard has been tracking attendance at St. Alban's Sunday services and reported that attendance is up at all services. Ingersoll noted that it is a canonical requirement that attendance numbers be maintained in the parish record books. Geoffrey Hoare commended Manard's efforts and noted that he will share these reports with the Vestry as they are reported.

**Other Reports:** Written reports of Associate Rectors Jim Quigley, Emily Griffin, and Debbie Kirk (ATTACHMENTS C-E) were previously circulated.

**Closing Prayer:** At 7:25 pm, Geoffrey Hoare offered a concluding prayer. Following prayer, it was moved, and seconded, that the Vestry enter Executive Session, and all Vestry members present voted in favor. [VESTRY ACTION 2017-09.07]

The Vestry emerging from Executive Session, and the business of the Vestry being concluded at 7:30 pm, the meeting adjourned.

Respectfully submitted,  
Heather Sondel, Secretary

## Senior Warden Report to the Vestry – September 27, 2017

Gratitude for Opportunity Sunday, and for Foyers and Newcomers Hosts – On behalf of the parish community, I want to express deep gratitude for Barbara Manard for organizing a vibrant Opportunity Sunday ministry fair on September 17, for Marcy Fisher for hosting a wonderful warm all-Foyers gathering on September 16, and for John Daniel and Wendy Reaves for hosting a lively and fascinating gathering of newcomers on September 17 – and for everyone else who makes the Opportunity fair and the Foyers and Newcomers programs possible. It was extraordinary to watch five decades' worth of St. Albanites in action and to see proof positive that the community will continue to grow into a vibrant future.

Diocese of Virginia Intercultural Summit – This was scheduled for September 16 but at the last minute was changed from Herndon to Richmond, so our two registered representatives – Julie Clements Smith and Jane Schubert – couldn't attend. Thanks to both for volunteering to explore what the event could offer for St. Alban's.

Nominating Committee – The following outgoing elected representatives and parishioners are presented by the Executive Committee to serve as the Nominating Committee:

Richard Turner (outgoing Junior Warden) – Chair; Eliot Edgar (outgoing Diocesan Delegate); Ivan Fermin (outgoing Vestry Member); Kristie Hassett (outgoing Vestry Member); Hollis McLoughin (parishioner); Kate McNamara (parishioner); Ken Patterson (outgoing Vestry Member); Virginia Schofield (parishioner).

As lay leaders in our community, all Vestry members/officers and Diocesan Delegates are urged to help the Committee identify potential candidates – baptized-and-confirmed members of our parish – to be considered for nomination to stand for election.

The parish elections (and Annual Meeting) will occur on January 28, 2018 (the 4<sup>th</sup> Sunday after Epiphany). The Nominating Committee timetable is as follows:

- 1) By **November 30, 2017** (60 days before Annual Meeting), the committee will report to Vestry a list of: 2 willing candidates for Junior Warden; 2 willing candidates for each Vestry vacancy (=10); additional alternate willing candidates (because if a candidate drops out by January 14 (15 days before Annual Meeting), the Vestry will provide an alternative candidate from the list); and 1-2 willing candidates for the Diocesan Delegate vacancy. The Vestry will vote to accept the slate. [NOTE: Our regular November meeting will be 11/15.]
- 2) By **December 15** (45 days before Annual Meeting), the Vestry will announce the candidates to Parish.
- 3) 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.
- 4) The Candidates' Forum will be on Sunday, **January 14** – 2 weeks before the election.

### Mark Your Calendars –

**Sunday, October 15** – Bishop Mariann's visitation to St. Alban's will be followed by a luncheon with the Vestry and Diocesan Delegates, from 12:30 to 2:00 pm in Nourse Hall.

Our next regular Vestry meeting will be on **October 25** – the fourth Wednesday, once again. (After that, we'll resume our regular third-Wednesday schedule.)

Respectfully submitted,  
Laura Ingersoll

**P-i-C REPORT**

**September 20, 2017**

The Program year is off to a good start. While final numbers of those registered for Sunday School and youth programs will not be available until next month, anecdotally it seems that we have members of the Cathedral congregation joining us in every class except senior Senior Youth (12<sup>th</sup> grade). They are gracious in expressing gratitude for the opportunity to join us. We will continue to seek ways in which we can collaborate. I will be attending the reception for new parents in the schools on the close in October.

Kudos to Barbara Manard, Susan Morris and Brett West for organizing a wonderful Opportunity Sunday on a weekend that included the All Foyer Dinner at the home of Marcy Fisher and a Reception for Newcomers organized by John Daniel Reaves and Katherine Schinasi at the Reaves (newly renovated) home. The positive and happy energy at all three of these events were remarked on by many who attended and great credit and heartfelt thanks go to the organizers.

We have ten participants so far in the Adult Enquirers' Class, at least four of whom are preparing for Confirmation.

The week of our meeting about 100 letters will go out to people in our database who have not responded to any of our attempts to reach them and who are not recognized as active by any of our staff or Executive Committee. I will be letting them know that we are going to consider them inactive but that we would love to have them back if they would let us know. That will give us a good basis for the annual appeal. There are still some challenges in determining who is confirmed and I hope to have good numbers for you by next month

**Vestry Report**  
JEQ  
September 2017

**Adult Formation:** The adult forum team led by Ed Roslof continues its excellent work in planning adult forums. By the time of this Vestry meeting Marcus King will have completed a series on climate change – thank you to the AFT for their work. In October there will be a three-part series on generosity and giving including presentations by Geoffrey and Ashley and Dominic Bianchi in preparation for the annual campaign. In November Ed Rosloff will lead a series on the 500<sup>th</sup> anniversary of the Protestant Reformation. In January and February we'll have a series on Global Mission beginning with a presentation by Buck Blanchard, the Global Missions Development Officer for the Episcopal Church. Other Adult Formation opportunities this fall and beyond include the Benedictine Symposium (Nov. 10 & 11), the Advent Retreat (led by Geoffrey), a visit from Tracey Lind on April 8<sup>th</sup> and Miroslav Volf (thanks to the Cawein grant) in March (16 & 17). The Wednesday Morning Bible Study began in earnest last Wednesday – we are reading Deuteronomy. Our fall Inquirer's Class began last Monday, September 18.

**Outreach:**

- 1) God's Work in the World (the name given to the outreach committee that we put together my second year at St. Alban's) has now been in existence for 3 years. The makeup of the group includes representatives from the Vestry, the WSA and our major mission initiatives. A small group of GWW members has been meeting to discuss the successes and failures of GWW as we look forward. The discussions have been fruitful.
- 2) TLC (Transforming the Lives of Children) was a parish mission commitment that grew out of GWW. The Vestry commitment to support the work of TLC was approved by the Vestry near the end of the program year in 2014 for a period of three years. Some discussion should take place as to the continued commitment to TLC.
- 3) At their September meeting the board of the WSA voted unanimously in favor of a move to a "lump sum" gift to the Vestry rather than individual grants/gifts to support the parish and our outreach ministries. This is a significant development. As of the submission of this report the process of thinking through the details of implementing that decision by the WSA's board of directors had been given over to the budget committee.

**Pastoral Care:** Jo Turner will soon train six new members of the parish as Stephen Ministers. We continue to pray and support the Coco family as they mourn the loss of the daughter/sister Hannah in August. Recently Faye Kerns (wife of Marty Kerns) underwent surgery for a broken elbow. Henry Farrington is holding relatively strong but is weakening in the midst of his struggle with ALS.

**Professional:** Geoffrey and I met to discuss and approve a new Letter of Agreement and an overview of my responsibilities at St. Alban's.

## **The Rev'd Emily Griffin – Associate Rector Report – September 2017**

**Children's Formation** – After averaging 28 participants in Children's Chapel for the end of August and early September, we were back up to 63 this past Sunday (the first day of Sunday School.) The Children's Chapel leaders had a successful meeting on 9/10 and are ready for another great year.

As of 9/21, we had 51 officially registered for Sunday School – including 7 children from the Cathedral. It usually takes a few weeks for all of our St. Alban's "regulars" to register. Attendance-wise, we are on track for a strong fall. We are still looking for a 4<sup>th</sup> regular teacher in the 1<sup>st</sup> to 3<sup>rd</sup> Grade and could use one more in the 2s & 3s class. We have at least 3 teachers for every class. In the meantime, Fiona Parnigoni and Anne McGrath (from Teddy Bear Camp) and I fill in as substitutes when available. Thanks to Megan King for filling in as our PreK-K substitute until Matt Reeder and Sarah Marsh come fully on board in October.

The Children's Formation Committee (Megan King, Bill Edgar, Candice Brown, Meredith Shue and Huck O'Connor and Matt Cloninger, in absentia) met on 9/6 to review changes to the fall schedule and plan ahead for upcoming events. Speaking of looking ahead, Samantha Glosch has agreed to direct this year's Christmas Pageant.

We are hosting a 20-hour Godly Play Core Training here at St. Alban's from October 27-29, 2017. The primary reason for hosting is to offer a substantial discount to our teachers – 3 will be attending this time (3 attended in 2016). Getting our teachers through the Core Training is an important step in the long-term sustainability of our Godly Play program. I will be leading the Training as well as hosting – so I will need some parishioner help (particularly with registration and meals) and will put out the call for that in the next week or two.

Over the summer, I met with our Baptism Catechists (Noell Sottile, Sara Beth Watson, Sandra Loftin) and am working with them and Geoffrey to make sure that our preparation process meets the needs of our families.

**Youth Formation** – While the transfer of responsibilities to Geoffrey and Arrien is almost complete, I am still working with the former J2A pilgrims on their Iceland Pilgrimage Presentation to the parish on 10/1.

**Newcomer Incorporation** – I continue corresponding with newcomers as we receive their welcome cards; Geoffrey contacts them as well. We held a successful Newcomer Party at the home of John Daniel Reaves on 9/17. Approximately 25 newcomers attended. Thanks to the welcomers (i.e. longer-time parishioners who agree to help "shepherd" our new folks) who attended as well. It is my hope this fall (along with our Incorporation Chairs, John Daniel Reaves and Katherine Schinasi) to reassess our Incorporation process and do more to track and improve how our newcomers are integrated into the life of the parish.

**Worship** – I have officially taken on the role of staff liaison for all of our worship groups and guilds (Acolytes, Altar Guild, Children's Chapel, Flower Guild, Greeters, Lay Readers, Ushers, Vergers) and work with them on issues of scheduling, training, communication, and succession planning. I participated in the Youth Acolyte Training on 9/9 and am working with Suzy Mink on the 9/30 Lay Reader Training. I am part of monthly worship planning sessions with Justin and my fellow clergy as well.

### **Liturgical/Pastoral/Other –**

Co-led a Godly Play Introductory Workshop at Burke Presbyterian Church on August 26  
Consulted with the children's ministry staff at St. Margaret's and All Souls (both in DC) about Godly Play  
Preparing to give a Upper School Chapel Talk for the National Cathedral School on 9/27  
Met with the new Vicar at the Cathedral to discuss our collaborative efforts  
Working with fellow clergy on the Adult Inquirers' Class



**Associate Rector Report  
Vestry Meeting, September 27, 2017  
Rev. Debbie Kirk**

Attachment E to Vestry Meeting Minutes of 9/27/17
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**Highlights of Ministry**

**Liturgy –**

Since the August 16, 2017, vestry meeting, I continue to celebrate and preach each week at our regular 11:30 now 11:15 Sunday services. The other priests will be joining me at San Albano services, and I will be with them at the English services on a rotational basis.

Our attendance continues to increase at San Albano We also now have more lay readers in their 20's and 30's. We also have a growing group of recent or continuing graduate school students who have become active members of our community and are working with me on planning liturgy and new liturgical venues as well as with our musician to develop new musical offerings. Children remain an active part of our weekly Sunday worship liturgy. Finally, we plan to incorporate Cathedral volunteer musicians in our services from time to time. Thank goodness for volunteers!!!

**Pastoral Care –**

Since the last vestry meeting, extended pastoral visits continue in addition to frequent extended pastoral support telephone calls (extended being more than 1 hour.) Geoffrey and I will be working to offer lay Eucharistic ministry training for the first time in this community in the fall.

**Community Engagement –**

Thanks to Geoffrey, the Vestry, and the Global Mission committee as well as God's Work in the World, we are now moving forward with the new ministry with CASA de Maryland. The new ministry we call "Ministerio Cara a Cara" Face to Face Ministry. This ministry uses your time and your talents to interact with people in our metropolitan community. Opportunity Sunday provided us an "opportunity" to talk with people interested in volunteering in the community in a number of areas: 1. education—mentoring students, literacy, and ESL, 2. vocational training such carpentry, computers, etc., 3. health programs, 4. youth programs, 5. legal defense assistance, 6. community service programs such as housing and employment, and 5. community actions programs such supporting the continuation of DACA. This ministry also focuses on working to coordinate the resources of non-profit organizations, advocacy organizations, and faith groups to serve a vulnerable population in our metropolitan area—the Latino diaspora, the immigrants, and the refugees---to empower people who too often feel marginalized and afraid. In addition, our tourist ministry is beginning to take off and will be noted again under Community Development. But I want to pause and thank Charles Porter and Jim Quigley for the terrific signage...with more to come.

**San Albano Community Development –**

The San Albano community continues to grow in diversity of ages, ethnic backgrounds, and the walks of life represented in the community. The collaboration with the Cathedral has been a God-send. They are advertising our service. And it is reciprocal; we had more than 35 people from San Albano enjoy the Cathedral picnic on Sunday where the children were playing together from both parishes, the adults conversed, and people came up to ask about the service and their interest in attending. Emily will be pleased that I also recruited for Sunday School while we had the interest of the Cathedral community. The Cathedral people repeated their gratitude for being able to participate in our Sunday School program. Thank you to that community and for our new collaboration. Looking to the future, we now have plans to work with university communities to let them know we are a Spanish-language, multicultural presence on the Close and encourage their participation.

Respectfully submitted *con gozo y paz, (joy and peace)* Debbie+