

St. Alban's Episcopal Church
Minutes of Vestry Meeting (AS APPROVED)
Wednesday, December 20, 2017 – 6:30-7:40 p.m.

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, Tom Gustafson, Jane Schubert; Corinna Gilmore, Woodfen McLean (Youth Representatives).

Staff: The Rev'ds Jim Quigley and Emily Griffin; Doug Dykstra (Director of Finance).

Others Present: Warren Clark and Eliot Edgar (Diocesan Delegates); Robin Rudd (WSA Representative); Susan Morris, Barbara Manard (parishioners).

Call-to-Order: The meeting of the Vestry was called to order at 6:30 by the Rev'd Geoffrey Hoare; the Senior Warden noted that, despite numerous absences because of illness, a quorum was present. An opening prayer was offered by Rich Turner.

Appointment of Dr. Ed. Roslof to Memorial Lecture Committee: Geoffrey Hoare noted that with the ending of Alex Netchvolodoff's term, there is an opening on our Memorial Lecture Committee, a 3-member panel of charged managing an endowed annual program aimed at bringing notable theologians to St. Alban's to speak about contemporary issues through a lens of theology. The Executive Committee has proposed parishioner Dr. Ed Roslof, a former professor of theology and ordained Methodist minister, to fill the three-year term; his distinguished resume was previously provided to the Vestry. Principal Member Warren Clark informed the Vestry that he and Principal Member (and Chair) Sally Craig were enthusiastic at the prospect of having Ed Roslof join them. The Executive Committee motion was presented:

To implement the terms of the establishment of the St. Alban's Memorial Lecture Committee, consistent with the directives of its founding sustainer, Dr. Paul E. Cawein, the Vestry appoints Dr. Ed Roslof to serve as a Principal Member of the Committee for the three-year term of 2018-2021, in place of departing Principal Member Alexander Netchvolodoff.

Following opportunity for discussion, the Vestry members present approved, the motion was approved. [VESTRY ACTION 2017-12.02].

Warren Clark noted that the 2018 Memorial Lecture program will take place on March 16-17, 2018, featuring Miroslav Volf of Yale University, a prominent Croatian Protestant theologian and public intellectual who teaches at Yale University. Parishioners will be invited to prepare by reading his book "Exclusion and Embrace," about the agonies of civil war in Yugoslavia.

Approval of Minutes of November 5 Meeting: Upon motion, seconded, and following opportunity for discussion, the Vestry members present approved the minutes of the November 15, 2017 Vestry meeting. [VESTRY ACTION 2017-12.03].

Report on the Annual Appeal: Treasurer Hollis McLaughlin reported that to date, 216 pledges had been received, totaling \$1,004,854. With these figures, we are confident that we will make and perhaps exceed our goal of \$1.2 million. Later this evening, the Vestry will be reaching out to member households that have not yet pledged to encourage them to pledge by January 1.

2018 Budget – Preliminary Budget: Treasurer Hollis McLaughlin walked the Vestry through projections for the projected budget for 2018, based upon a pledge income of \$1 million. He also showed instances where we have been under-budget in the past, and therefore, these are areas where we may want to cut in 2018. He noted some key savings and funding premises:

- We started with a deficit, now we have a surplus.
- The San Albano Service is fully funded.
- We expect to hire a part-time youth children's choir minister
- The stipend for the paid choir will increase

McLaughlin was pleased to present a budget that reflected our actual expenditures based on previous years, and was not padded with estimations or projections.

Treasurer's Report: McLaughlin and Hoare reminded the Vestry that IRS rules permit the clergy to designate a portion of their compensation as an annual housing allowance, which provides a tax benefit for them. The amount designated for each member of the clergy must be approved, in advance by the Vestry. Accordingly, each of the following motions were presented, seconded, and approved by all Vestry members present:

Motion: The Vestry authorizes the allocation of \$92,000 as a housing allowance for Reverend Geoffrey Hoare for 2018. [VESTRY ACTION 2017-12.04].

Motion: The Vestry authorizes the allocation of \$25,000 as a housing allowance for Reverend Emily Griffin for 2018. [VESTRY ACTION 2017-12.05].

Motion: The Vestry authorizes the allocation of \$33,000 as a housing allowance for Reverend James Quigley for 2018. [VESTRY ACTION 2017-12.06].

Motion: The Vestry authorizes the allocation of \$34,000 as a housing allowance for Reverend Debbie Kirk for 2018. [VESTRY ACTION 2017-12.07].

Geoffrey Hoare invited the Vestry to approve the Treasurer's Report, and, accordingly, the following motion was made, seconded, and approved by all Vestry members present:

Motion: The Vestry approves the December 2017 Treasurer's Report as presented.
[VESTRY ACTION 2017-12.08].

Senior Warden's Report: Laura Ingersoll reported that – as noted in her written report – by e-mail vote on December 1, all members of the Vestry (with one not voting) accepted the slate of candidates presented by the Nominating Committee (as subsequently amended by the removal of one Diocesan Delegate nominee who declined the nomination), along with additional names of persons to be available as alternate candidates in the event of withdrawal by any nominee, as required by the bylaws. [VESTRY ACTION 2017-12.01]

Expanding on her written report, Ingersoll explained that Geoffrey Hoare and the Executive Committee feel strongly that parishioners who cast votes for an office category where there is more than one seat to be filled, should case a vote be cast for every one of the vacancies. If there are five vacancies in a category (as for Vestry), then a ballot needs to have five votes in order for the votes for that category to be valid. Ingersoll and Hoare explained how this process makes the voting fair, and honors both the voting process and the willingness of parishioners to offer themselves for service in an elected office. Ingersoll invited the Vestry to discuss or raise questions about this practice; there was no objection to it.

Ingersoll reported that, thanks to the extraordinary generosity of a parishioner who wishes to remain anonymous, our beloved and well-used Satterlee Hall Library will undergo a major facelift in the very near future.

Report of the Priest-in-Charge: After noting highlights of his written report, Geoffrey Hoare expressed pleasure that the proposed 2018 budget appropriately reflects actual expenditures, and is leaner and more transparent. He noted that he will be taking the youth group leaders to lunch for conversation about their work with the parish youth.

Other Reports: Written reports of the Associate Clergy were previously circulated, and the Associate Clergy present were invited to note highlights.

Closing Prayers and Executive Session: Geoffrey Hoare led the closing prayers, following which it was moved, and seconded, that the Vestry go into Executive Session, and all Vestry members present voted in favor. [VESTRY ACTION 2017-12.09]

The Vestry emerging from Executive Session, and the business of the Vestry being concluded at 7:28 pm, it was noted that the next (and last) meeting of this Vestry will be on January 17, 2018, and the meeting adjourned.

NOTE: FOLLOWING THE MEETING, VESTRY MEMBERS CONDUCTED A PHONATHON TO SUPPORT ANNUAL APPEAL

Senior Warden Report to the Vestry – December 20, 2017

Slate of Candidates Presented by the Nominating Committee – By e-mail vote on December 1, all members of the Vestry (with one not voting) accepted the following slate of candidates presented by the Nominating Committee (as subsequently amended by the removal of one Diocesan Delegate nominee who declined the nomination), along with additional names of persons to be available as alternate candidates in the event of withdrawal by any nominee, as required by the bylaws:

Candidates for Junior Warden (one to be elected)	Diane Adams Trevor (Ted) Swett III
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Candidates for Vestry (five to be elected)	Walker Carter Bill Cline Leo Coco Sally Craig Glenn Davis Maria Estefania Lucy Fraser Megan King Lara McCoy Roslof Sara Beth Watson
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Candidates for Diocesan Delegate (two to be elected)	Barbara Bolling Manard Heather Sondel Amie Vandersluis
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[VESTRY ACTION 2017-12.01]

At the Executive Committee meeting on December 13, Governance Committee chair Ken Patterson did a blind drawing of candidates' names to establish the random order in which the names will appear on the ballot (and have appeared in the announcements to the parish).

Ballot Policy – For Vestry, and often for Diocesan Delegates, voters elect numerous candidates from among the nominees. In the past, we've allowed voters to cast votes for fewer than the number of vacancies. So, for example, a voter might vote for only one candidate, or two, for Vestry, when we seek to fill four or more seats. This is not a sound practice. It allows the single vote, or two, to have far more weight than is fair to the process, or to the other candidates, or to the fact that we're not engaging in a contest but rather a community project aimed at raising up leaders among us. Unlike a political election (or a one-seat election, such as for a warden), this is an effort to select a slate from among a group of our fellow parishioners who have offered themselves in servant-leadership. To honor them, and the process, we're going to require that each voter cast a vote for every vacancy where there are two or more vacancies to be filled, and ballots that fail to do this will be discounted as to that portion of the ballot. So, in the upcoming election, if a voter casts a vote for Junior Warden, five votes for Vestry, but only one vote for Diocesan Delegate, the Diocesan Delegate vote will be discounted. If a voter casts a vote for Junior Warden, two votes for Diocesan Delegate, but only three votes for Vestry, the Vestry votes will be discounted. (A voter is always free to vote for nobody for any particular office.)

This of course means that each voter will want to make a point of getting to know all the candidates, and this shouldn't be difficult. The candidate photos and statements are published online and available in the Narthex for weeks prior to the election; the candidates will present themselves at the Candidates Forum on January 14; and, of course, the candidates are living and worshipping among us and would welcome contact with voters. What a wonderful opportunity to get to know more fellow parishioners!

Library Renovation – Thanks to the extraordinary generosity of a parishioner who wishes to remain anonymous, our beloved and well-used Satterlee Hall Library will undergo a major facelift in the very near future. It's a tremendous challenge to maintain our heavily-used facilities in clean and neat order, and we hope that having a beautifully renovated Library will help motivate all those who use St. Alban's property to respect our walls, floors, furniture, art, and accessories, as we look to possibilities for other major refurbishments and renovations in the years to come. Stay tuned for an announcement of the "new" Library's opening!

Our next regular Vestry meeting will be on Wednesday, January 17. It will be the last regular meeting of this Vestry, and each departing member will be invited to offer a brief reflection on her or his experience as a lay leader during service on the Vestry.

For continuing Members of the Vestry: please calendar February 23-24 – Friday evening through midday Saturday – for the new Vestry's retreat at an offsite (overnights stay) location. Also note that our regular February Vestry meeting will be on the fourth Wednesday – February 28 – rather than the usual third one.

Respectfully submitted,
Laura Ingersoll

Report of the Priest in Charge

December 14, 2017

Since our last meeting I have participated in another session of “Genesis”, the diocesan program for clergy new to the diocese or in new positions. Our bishop is engaged in it and I admire her strategic efforts to shape our thinking about the present and future of the church. This session was very similar in content to her sermon at the ordinations that took place a few days later including our own Diana Gustafson. She spoke of the difference between leading a community and offering pastoral care to individuals, commending us not to neglect the former.

The alternative gift fair seemed to generate some good energy. I gather anecdotally that some aspects of the offering were more financially successful than others. It felt to me more like a bazaar than an alternative gift fair and I’m not sure that Sunday morning in the middle of our formation programs is the time to offer it. Thoughts welcome.

Our Thanksgiving Day service was lovely, as was the community lunch that followed. I think there were as many volunteers as diners and wonder if word of mouth is enough to let people who might enjoy it know that it is happening.

The Advent Retreat (which I gather has been going for more than twenty years) was fully subscribed and well received – at least by those kind enough to take the time to fill out an evaluation. I certainly enjoyed working through Eliot’s *Four Quartets* again.

Our youth classes are going well although the J2A teachers have not quite gelled as yet. I’m taking each group to lunch when I can get everyone there. The leaders of Grate Patrol have let us know that they can only take four people in the van and there is to be no standing in the rear. This will mean that we will always need a parent to drive a chase car and will be limited to the first six (maybe 7 depending on the size of the chase car) students. This will be a change and a not altogether happy one. I am in conversation with St. Columba’s about a mission trip for the summer, but it looks as though we will be doing something by ourselves this year. Feedback from recent years is that this is a better way for us to form community among our own youth.

The healing ministers led a service called “From Loss to Christmas Light”. This was not my first experience of what is often called a “Blue Christmas” service. There were 19 people present and I believe most found it helpful if not in every detail.

On a personal note: thank you for those of you who have expressed concern for my father who has been in hospital for nearly three weeks with various challenges. He is now home and working to regain his strength. Sage and I will plan a short visit, probably in February.

Vestry Report
JEQ
December 2017

Adult Formation: This year's Advent retreat saw an increase in attendance of 8 persons (19 total) from last year. The Wednesday Morning Bible Study completed a really wonderful fall term reading *Deuteronomy*. After the holidays we will begin reading *Revelation*. The adult forum team will miss the hard work of Deborah Potter as she'll be away for the "spring term." Spring programs include Tracey Lind on April 8th and Miroslav Volf (thanks to the Cawein grant) in March (16 & 17). An adult Enquirer's class taught by clergy will begin on Sunday Mornings on January 14 and continue through May. The adult formation team has been tasked with planning Lenten forums for Sunday Mornings. The Annual MLK Dinner will take place on January 12 and the presentation will focus on the Civil Rights movement in DC in the 1960's. Other Lenten offerings will include book groups, so far one focusing on theologian Miroslav Volf and another on Matthew Desmond's Pulitzer Prize-winning *Evicted: Poverty and Profit in The American City*. *Evicted* seems apropos as a follow-up to some discussions this fall on how St. Alban's is responding to housing needs in our city. An exhibition based on the book will open at the National Building Museum in April 2018.

Outreach: God's Work in the World committee had its first meeting in November. The Opportunity Shop under the leadership of Laura Ferrara continues making record high profits. The WSA has elected Robin Rudd as President (minutes from the December meeting are attached). Members of the WSA had a luncheon honoring Susan Morris' six years of service. Many thanks to Michele Bond and Phoebe Jane Winthrop (and many others) for their work on the annual Christmas Dinner.

Pastoral Care: Funerals for Lois Stratton and Lansing Felker went very well – thanks to our great team of folks (Nathalie Bramson, Marc Fetterman, Dudley Winthrop, Paul Brewster, Katie Wilson & the Flower Guild, Michele Bond and the Altar Guild). Your clergy staff have called or written all members of the parish over 80 years of age wishing them Happy Holidays and every member we can identify as "shut-in" have also been contacted.

Professional: Will begin serving on the Commission on Ministry after Diocesan Convention in January. I am applying for a Clergy Renewal Grant from the Lily Foundation. Michele Bond, Leo Coco, Laura Ingersol and Wendy Wick Reeves have agreed to serve as members of the required parish committee. Should I receive a grant the 3-month Sabbatical would take place between January and October 2019.

The Rev'd Emily Griffin
Associate Rector Report
December 2017

Children's Formation

We averaged 43 participants in Children's Chapel for the past month, holding steady to where we've been all fall.

Sunday School is going well. We welcomed 2 new kids this month. I've created the various lesson calendars for January to May and will take the Christmas break to update teacher notebooks and order any new materials needed. We are currently working on scheduling teachers for sessions in the new year.

We have 2 baptisms coming up on January 7: Gus McBrady and Maeve Moyer. Gus' siblings were baptized in September, and the Moyers (parents Dan and Kelly) are a new family.

Our Christmas Pageant "Choir" has started rehearsing for their offertory anthem. Thanks to Joanna Boeri and Nina Hughey for helping with this year's costuming and entrances.

The Advent Wreath Potluck Dinner on 12/3 was sparsely attended (25 people). Not sure if this needs to be shelved or reworked for 2018. It seems to work better if meals are hosted by a particular group, rather than depending on a potluck. Our next intergenerational community dinner will be the Tres Reyes (Three Kings) Dinner on Saturday, January 6 (aka the Feast of the Epiphany). This is a great opportunity for our English and Spanish speaking parishioners to get to know each other better.

I have also started collaborating with the Chaplain at the Bishop Walker School. After I expressed interest in getting more directly involved, he asked me to work with him on their Chapel services - particularly once they move into their new space. I attended Chapel with their older students last week and hope to become a more regular part of their Chapel time in January.

Newcomer Incorporation

I continue corresponding with newcomers as we receive their welcome cards; Geoffrey contacts them as well. I've had 2 follow-up meetings with newcomers in the past month. I am still working on a way to track our newcomers more effectively and hope to get staff input in early January. (Earlier plans for staff review were derailed by Christmas and illness.) I also hope to bring the greeters into the conversation in early 2018.

Worship

I've met with fellow clergy and the Music Director to plan Christmas services and had follow-up meetings with the Head Verger, Flower Guild and Altar Guild to make sure that all (or most) goes smoothly. Now I am working with the Parish Administrator to complete bulletins in time to review with key players before hitting print and preparing instructions for the vergers and ushers as needed.

Liturgical/Pastoral/Other

Met with my fellow clergy and the Dean and Vicar of the Cathedral on 11/21 to brainstorm opportunities for collaboration

Led Lois Stratton's memorial service on 12/2

Led Adult Forum on Auden's *For the Time Being* on 12/10

Associate Rector Report
Vestry Meeting December 20, 2017
Rev. Debbie Kirk

Highlights of Ministry

Liturgy and Formation

To keep the liturgy fresh and engaging, I have tailored the liturgy, especially the prayers and the music to the themes and tone of the Advent season and the upcoming Christmas season. We are including a live nativity scene in the Christmas Day service that include our very own Maria singing a lovely solo to her baby with her husband at her side...and of course small shepherds and angels.

Complementing the liturgical season of Advent, we have engaged in an Advent study exploring Biblical stories and theology through art over the centuries and the globe that depict Advent.

Lay Leadership Development

Through both structured training and opportunities to use existing skills, the parishioners in the San Albano community have been taking on more roles with more independence as part of the effort to empower lay leadership in everyone who attends. Some examples are the organization of the outdoor service—that included a multigenerational effort from children ushers to graduate students planning the event with me that included oversight of complex technical arrangements and truly the whole village of us to bring it together. Another example is last Sunday where the children and the youth filled all the lay roles from greeter to usher to collection to lay readers to acolytes to chalice to the dismissal. The exceptions were of course Geoffrey and me—a little bit older for the sermon and the Eucharist. Another example is a lay-led community-wide data collection effort consolidate and maintain data in usable formats for multiple purposes so we can accurately reflect our increasing numbers.

Community Engagement

The engagement with CASA, with the faith groups in the Sanctuary DMV, and the legal defense organizations in the metropolitan continue and increase as the political realities become more complex and immediate. The efforts to advocate for the rights of dreamers and TPS (Temporary Protected Status) recipients, both of whom have legal status but are at risk of losing their status and their lives in the United States, have been a focus in the past month with rallies and legal actions to preserve and protect rights within the legal system and advocate with law makers for immigration reform.

Community Development and Participation

The San Albano community continues to grow this month with newcomers from multiple countries and from multiple age groups and professional backgrounds. The community participated in the Christmas bazaar at the parish level and in the Diocesan Advent event of a “Posada” at the Church of the Ascension in Gaithersburg. There will be participation in the 4pm service on Christmas Eve, the community Christmas dinner, as well as in San Albano services on Christmas Eve and Christmas Day. We are also looking forward to the parish-wide participation in the Tres Reyes celebration in early January.

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