

**St. Alban's Episcopal Church**  
**Minutes of Vestry Meeting (AS APPROVED)**  
Wednesday, January 17, 2018 – 6:30 p.m.

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

**Vestry Members Present:** Adrienne Allison, Michele Bond, Julie Clements Smith, Emily DiBari (until 7:00 pm), Lucy Fraser, Tom Gustafson, Tomás Montgomery, Ken Patterson, Jane Schubert; Corinna Gilmore (youth representative).

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

**Others Present:** Eliot Edgar, Ted Swett (Diocesan Delegates); Robin Rudd (WSA Representative); Rich Jensen, 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. An opening prayer was offered by Ken Patterson. The Vestry then surprised Geoffrey with a birthday cake (made by Ken Patterson and *delicious*) and song!

**Approval of Minutes of December 20 Meeting:** There were two minor corrections to the previously-circulated December Vestry minutes – a correction to Emily DiBari's surname and a requested use of "San Albano Service" instead of "Spanish-language Service". With these two changes, upon motion, seconded, and following opportunity for discussion, the Vestry members present approved the minutes of the December 20, 2017 Vestry meeting. [VESTRY ACTION 2018-01.01]

**Report on the Annual Appeal, and Treasurer's Report:** Treasurer Hollis McLoughlin reported that as of tonight the pledge campaign has received 261 pledges totaling \$1.2 million – \$200,000 more than was pledged for 2017 and than formed the basis of draft 2018 budgets previously considered by the Vestry. McLoughlin credits the work of the staff and the Vestry for this positive trend, and especially the work of pledge campaign co-chairs Ashley and Dominic Bianchi. McLoughlin briefly summarized the written Treasurer's Report.

**Upon motion, seconded, and following opportunity for discussion, the Vestry members present adopted the Treasurer's Report.** [VESTRY ACTION 2018-01.02]

**2018 Budget – Presentation, Discussion, Vote:** McLoughlin presented to the Vestry a balanced 2018 budget that is based on anticipated pledge income of \$1.235 million; reflects the budget "asks" of the clergy, staff, and various constituencies within the parish; and has had input from

The Finance Committee. He explained that we are able to do so, and came out better than expected due to two key factors: we exceeded our initial Annual Appeal pledge target, giving us more income, and we trimmed some anticipated operating expenses. As a result, he noted, we are able to fund priority items such as support for a children's music program and the San Albano service, and paying down the loan to the Diocese. McLoughlin walked the Vestry through other key elements of the proposed 2018 budget, noting, among other things, that it assumes there will eventually be pledges totaling \$1.235 million, that the staff will receive a 2.2% cost of living increase, that there will be a part-time children's choir director, that an additional part-time staff member for the front office will free up Charles Porter for important facilities maintenance management work, and that we will slightly increase our Diocesan support (as requested by the Diocese) and match it to our outreach allocation.

McLoughlin led the Vestry in a discussion of measures that would make the budget more transparent, more reflective of actual expenses, and allow ready access to funds for capital expenses and maintenance repairs. Geoffrey Hoare noted that these changes demonstrate confidence and realism. Several Vestry members – including Jane Schubert, Tom Gustafson, Tomás Montgomery, Julie Clements Smith, and Michele Bond – noted with approval that the proposed 2018 budget is strategic, long-term and goal-oriented, and also takes the Vestry out of small-scale decision-making. A minor arithmetic error was noted in the proposed budget; with that error corrected, it was moved that the 2018 budget be approved.

**Upon motion, seconded, and following opportunity for discussion, the Vestry approved the 2018 Budget.** [VESTRY ACTION 2018-01.03] (Summary page at Attachment A.)

McLoughlin noted that the Finance Committee believes it would be prudent to pay down the interest-free loan from the Diocese, for the Meister severance, as quickly as possible, so that we can free up our budget for future priorities. In light of the accumulated gifts carried over from 2017, it is possible to make an immediate payment of \$80,000 against the loan (leaving a remaining balance of \$68,835).

**Upon motion, seconded, and following opportunity for discussion, the Vestry approved the payment to the Episcopal Diocese of Washington of \$80,000 toward the loan extended to St. Alban's Parish in connection with the severance payments made to the Rev'd Dr. Deborah Meister.** [VESTRY ACTION 2018-01.04]

On behalf of the Finance Committee, McLoughlin proposed that the remaining balance of the carried-over accumulated gifts from 2017 be deposited into the Reserve Fund to pay for badly-needed deferred maintenance work that has been identified, as well as additional deferred maintenance projects that are identified during the year. In order to allow staff the flexibility to

order the work done, and to provide the Vestry with a monthly accounting of the funds expended for identified deferred maintenance projects, it was proposed that this block of money be placed in the Reserve Fund, but exempted from the requirement of Vestry approval for individual expenditures from the Reserve Fund. Accordingly, the following motion was offered by the Finance Committee:

**The Vestry authorizes the allocation of \$53,678 to, and from, the Reserve Fund to be expended during 2018 for deferred maintenance projects identified, and to be identified during 2018, with expenditures to be made at the direction of the Rector and the Junior Warden without further need for approval by the Vestry, subject to monthly accounting to the Vestry and notwithstanding any prior resolutions regarding the Reserve Fund.**

Following opportunity for discussion, all Vestry members present voted in favor. [VESTRY ACTION 2018-01.05].

**Senior Warden's Report:** In lieu of a written report, Laura Ingersoll orally expressed deep gratitude to this Vestry and to the departing members, as well as to the departing delegate. She commended the excellent work that has been accomplished in a remarkably short time during this curtailed vestry term. She noted that it is a testament to the faith of the community in the work of this body that we are seeing positive results of the pledge campaign, and are receiving expressions of thanks and positive comments from the parish.

**Report of the Priest-in-Charge:** Expanding on his written report (Attachment B), Geoffrey Hoare previewed the report he will present to the Annual Meeting, setting forth his vision of the near future for St. Alban's. He noted that budgeting and deferred maintenance are not ends in themselves, but rather are part of the process of prioritizing tasks, and appropriately allocating staff and physical resources, so that we can fulfil the emergent vision for our future. He also described his view of the need to nurture and develop lay leadership within the parish, and some strategies for doing that. He also noted the importance of incorporating personal faith development as an ingredient in all parish projects.

**Other Reports – Associate Clergy:** Written reports of the three associate rectors were previously circulated. (Attachments C-E) Expanding on her written report, Emily Griffin noted the need of a caregiver for the Nursery program, and asked those present to let her know of anyone who might be interested and qualified. Debbie Kirk orally reported that she has been serving as a resource in the Diocese on immigration issues. She advised the Vestry that a proposed resolution was being developed by others in the Diocese, for presentation at the Diocesan Convention, expressing our role as Christians supporting the needs of immigrants in this time of need and tension.

**Reflections of departing Junior Warden, Vestry Members & Diocesan Delegate:** As is the tradition at the conclusion of a Vestry term, the Vestry heard parting words from those elected representatives present whose terms were concluding: Kristie Hassett (read, in her absence, by Geoffrey Hoare), Rich Turner, Ken Patterson, Lucy Fraser, and Eliot Edgar.

**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 2018-01.05]

The Vestry emerging from Executive Session, and the business of the Vestry being concluded at 7:50 p.m., the meeting adjourned.

Respectfully submitted,

Heather Sondel, Secretary

**2018 OPERATING BUDGET of ST. ALBAN'S EPISCOPAL CHURCH, Washington, D.C.  
FINAL Version: January 19, 2018 (as approved by the Vestry at their January 18, 2018 Meeting)**

	<u>2018 BUDGET</u> FINAL Jan. 19, 2018	<u>2017 BUDGET</u> as amended on July 7, 2017	<u>2017 Actuals</u> (Dec. 31, 2017)	<u>2016 Actuals</u>	<u>2015 Actuals</u>	<u>2014 Actuals</u>	2018 % Chg. fr 2017
<u>Income:</u>							
Contributory Income (Pledges/Donations/Fdtns.)	\$1,444,900	\$1,433,549	\$1,599,290	\$1,616,430	\$1,720,458	\$1,693,907	
Endowment Fund Draw(s)	\$170,328	\$293,889	\$75,307	\$0	\$0	\$0	
Transfer of Prior Year Draw or Operating Surplus	\$84,904	\$0	\$0	\$63,180	\$0	\$0	
<b>Total Contributory Income</b>	<b>\$1,700,132</b>						
<u>Pass-Throughs:</u>							
1.) Outreach: WSAMSO/Gala	\$214,500						
2.) Designated Endowed Funds	\$19,651						
<b>Total Operating Income</b>	<b>\$1,934,283</b>	\$1,727,438	\$1,674,597	\$1,679,610	\$1,832,892	\$1,720,458	
<u>Expenses:</u>							
Personnel	\$933,428	\$788,922	\$788,988	\$832,069	\$856,293	\$915,377	53%
Outreach (excluding pass-throughs & Diocese) +	\$105,565	\$385,950	\$374,570	\$399,161	\$418,742	\$357,045	2%
Diocese +	\$105,565						
Parish Programs (excl. endowed pass-throughs)	\$73,375	\$87,154	\$29,523	\$50,376	\$65,780	\$53,764	3%
Buildings & Grounds	\$403,578	\$397,292	\$368,586	\$337,656	\$329,281	\$333,036	8%
Church Office	\$78,620	\$68,120	\$57,459	\$60,348	\$62,796	\$61,237	4%
<b>Total Contributory Expense</b>	<b>\$1,700,132</b>						
<u>Pass-Throughs:</u>							
1.) Outreach: WSAMSO/Gala	\$214,500						
2.) Designated Endowed Funds	\$19,651						
<b>Total Operating Expense</b>	<b>\$1,934,283</b>	\$1,727,438	\$1,619,127	\$1,679,610	\$1,832,892	\$1,720,458	
Undisbursed WSA Funds	\$0	\$0	(\$55,472)	\$0	\$0	\$0	
<b>Income/Expense Variance</b>	<b>\$0</b>	\$0	\$0	\$0	\$0	\$0	

## **REPORT OF THE PRIEST-IN-CHARGE**

January 16, 2018

Christmas services went well by all accounts. The evening services at 6 and 10 have enough attendance to merit continuing both of them.

The annual appeal is drawing to a most satisfactory conclusion thanks to the good work of Ashley and Dominic Bianchi and all those of you who were able to make calls at the end of last month.

I have now taken all of our youth teachers to lunch and on the whole things seem to be going well. It is clear however that I am no more than a temporary solution to providing leadership for the youth program overall.

By the time of our meeting I will have asked the Budget and Finance Committee to make some provision for flexibility on staffing in the year to come. We are committed to including money for a toehold in developing a program of music for children. The next priority must be increased administrative help in order to free Charles Porter to be able to work with B&G on addressing a number of deferred maintenance issues identified by Marc Fetterman. We have the money available and we must take care of these items in 2018. After that we can think about how best to staff our youth program, ideally with stable clergy leadership over a number (at least 3-5) years.

Our financial news with respect to both the end of 2017 and the appeal for support for ministry in 2018 demonstrates a renewed confidence among our sister and brother parishioners. We must continue to seek growth in the numbers of people who are led to join us and that will require an emerging vision and some intentional leadership development, both of which will be part of the conversation on our vestry retreat.

Finally, you will soon receive an invitation for you and your spouse from Sage and me to a cocktail party at our apartment on Thursday, January 25 from 6:00-8:00 p.m. honoring our retiring vestry members and all those who offered themselves for service. Mark your calendars!

## Vestry Report

JEQ

January 2018

Adult Formation: The response to the upcoming Enquirer's class has been fantastic. We have 20 people signed up and that number includes long-term parishioners as well as newcomers. Several people have already indicated the desire to be confirmed and received into the Episcopal Church. I had daydreamed with Geoffrey that we might enroll 50 and it's thrilling to have twenty!

The Adult Formation Team had its January meeting recently and is working on a series on prayer for the season of Lent. The Global Mission team begins a three part series on January 21 with Buck Blanchard. The series is outlined in this week's beige pages. Nine parishioners are attending the annual Martin Luther King Jr. dinner and program this evening at The Washington Hebrew Congregation. Wednesday Morning bible study resumes next week with a study of *Revelation* in our newly refurbished library.

It's been a pretty heavy month for pastoral care. Henry Farrington continues recovering from a bout with pneumonia, Elizabeth Fisher is recently home from heart surgery and Jim Kolb is in rehab after breaking a hip in the midst of other ongoing issues.

God's Work in the World held its January meeting this week. The newly constituted group is smaller and more agile than in the last few years. One significant change as of 2018 is a decision to eliminate our monthly Mustard Seed collections in favor of returning to what they originally were: Periodic but not monthly monetary collections, determined by clergy, in response to local, national or international crises. The core focus of GWW in the months to come will be in addressing and assessing our ongoing outreach commitments. Abby Watkins and Mary Garner Devoe are hard at work in planning this year's annual Gala to be held on Saturday, April 21.

Jim

Submitted January 12, 2018

The Rev'd Emily Griffin  
Associate Rector Report – January 2018

### **Children's Formation**

Children's Chapel attendance remains steady, minus an understandable dip on New Years' Eve.

We've welcomed one new Cathedral family and three new St. Alban's families in Sunday School since starting back in January. I've updated teacher notebooks for the winter/spring and ordered new Godly Play materials as needed.

Rebecca Ball, our nursery coordinator, is moving to Kentucky in mid-February. I'm currently looking for someone to replace her and am open to suggestions. Pay is \$20/hour. Caregivers need to complete Safeguarding God's Children training and submit info for a criminal background check. If we cannot find someone to work 1 hour each Sunday, we may need to expand to 2 hours and start offering nursery care during the 9am service as well. (We may want to take this step anyway in order to keep growing the parish. Not everyone is comfortable bringing infants to Children's Chapel – or in keeping them in the pews with them, particularly once the children are mobile.)

Thanks to Samantha Glosch for coordinating this year's Christmas Pageant – as well as to the parents who shepherded our kids, helped with costumes, and provided snacks (Joanna Boeri, Nina Hughey, Brian Berry and Katia Casademunt, Meredith Shue). The Tres Reyes Dinner on January 6 went well. Approximately 70 attended in total. Debbie Kirk and I are hoping to create a lay committee next year from both our English and Spanish-speaking communities to help share the work, step up the music and decorations, etc.

I met with Brian Glosch, parishioner and Cathedral Chorister Program Manager, about a music festival they are hosting on February 24-25. He would like to gather a group of St. Alban's kids for 3 rehearsals prior to the festival and then have them join the Junior Choristers – who will sing several pieces for the Introit at the Evensong on February 25. I hope to start publicizing this week, with rehearsals to start in early February. This is a good way to help build interest for a renewed Children's Music program later this year.

### **Newcomer Incorporation**

I continue corresponding with newcomers as we receive their welcome cards; Geoffrey contacts them as well. We also continue connecting newcomers with lay welcomers and add them to the parish email announcement list as requested. I reviewed the 2017 newcomer list and forwarded to our Pledge Campaign Chair the contact info of those who should receive a direct request for financial support (based on frequency of attendance, involvement in parish activities, etc.) At least 6 of our 2017 newcomers are attending the Adult Enquirers' class this winter/spring. After gleaning staff input and feedback, I hope share my ideas for improving newcomer incorporation with the Vestry at an upcoming meeting.

### **Worship**

Christmas services went well. I now have solid debriefing notes so as to make coordination with all of our worship groups easier next year – so we can build on what we did right and tweak in the few places where things could be improved. Meetings for Lent and Holy Week planning start next week.

### **Liturgical/Pastoral/Other**

Attended Dana Corsello's Installation as Vicar of the Cathedral on 1/7

Preached at our Spanish service on 1/14

Am speaking at the Lower School Chapel for the National Cathedral School on 1/17

Met with the Chaplains at Beauvoir and Christ Episcopal School in Rockville – as part of my effort to assist the Chaplain at the Bishop Walker School with Chapel services in their new space

Associate Rector Report  
Vestry Meeting January 17, 2018  
Rev. Debbie Kirk

**Highlights of Ministry**

**Worship** – We offered a 4<sup>th</sup> Advent worship service on Christmas Eve morning and a joyful Christmas Day service Christmas afternoon. In keeping with the cultural celebrations of Christmas Eve with families in the home, we offered services around that special time. Between the two services, we had 78 people attending. Having Christmas Eve on a Sunday limited to some extent the attendance, many attending one service or the other.

One Christmas Day, for the first time, we had a live Nativity scene with the Holy Family surrounded by the children of the community as angels and shepherds as our own Maria sang a traditional Christmas lullaby to her own baby son representing the baby Jesus. Stay tuned for pictures and hopefully a video (one apparently was live streamed during the service.) The evaluation of the service indicated that including this element of the Nativity scene in our worship was received enthusiastically. So I have started recruiting now for someone to have a baby. Our Maria (Josie Cuellar—Maria Joseline) said it's someone else's turn to have a baby...she'll sing the lullaby but ....

And I was blessed with also serving with Emily at the 4pm Children's Service on Christmas Eve—a truly joyful worship event for the families of St. Alban's. Thank you Emily for including me.

**Formation** -- For the first time, we have people who regularly attend San Albano attending the Enquirers' class, and the reviews of the first class came to me with glowing praise and enthusiasm. Their participation sparked interest also in others to attend the San Albano service after the class. I will be offering a companion class in Spanish if we have other interested members with less English fluency.

**Community Engagement** – My ministry through CASA, with the interfaith groups and the community-based advocacy network in the District, Maryland, and Virginia (DMV), and the non-profit legal defense organizations in the metropolitan area has increased with the increase in tensions surrounding the DACA (Deferred Action for Childhood Arrivals) and TPS (Temporary Protected Status) recipients, who have legal status, but are losing their status and their lives in the United States. The current legal status for more than 250,000 people originally from El Salvador, but who have lived here for many decades with legal status, paid taxes, own homes, and are raising US citizen families was terminated last week. The impact of their deportation in eighteen months will not only be felt by those with this TPS status, but also on their families here in the US and the family members in El Salvador who rely on those in the US for economic support. A federal court in California issued a decision that included a stay of the termination of the DACA program one day later. The scenario changes from day to day creating fear, uncertainty, and suffering. These two specific programs are just the tip of the iceberg of the issue of immigration. The Bishop issued a statement and a letter to Latino congregations this past week calling for a just and compassionate solution. We began our San Albano service with her words this past Sunday.

**Pastoral Care** – Pastoral care needs have increased as tensions in the world and in the immigration arena have increased.

**Community Fellowship** – The parish celebrated the arrival of the Three Kings on January 6 with a fiesta complete with a piñata of a star. That star laden with candy had the children's attention. People came from English and Spanish services and represented all the generations from nine months to much, much older and wiser. (But perhaps not so cute.) The event was well attended with more than 70 people enjoying a feast; Emily and I appreciated every one who came and participated. We have new exciting plans for next year.

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