

**St. Alban's Episcopal Church**  
**Minutes of Vestry Meeting (AS APPROVED)**  
**Wednesday, July 19, 2017 – 6:30 pm**

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

**Vestry Members Present:** Adrienne Allison, Julie Clements-Smith, Emily DiBari, Ivan Fermin, Andrea Fraser-Reid, Tom Gustafson, Kristie Hassett, Tomás Montgomery, Ken Patterson, Jane Schubert.

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

**Others Present:** Kathryn Zoeller (WSA Representative); Tom Jansen (parishioner).

**Eucharist and Commissioning:** At 6:30 pm, the Vestry and others gathered in the church for Holy Eucharist, during which Geoffrey Hoare commissioned the new Vestry members (including Michele Bond, *in absentia*).

**Call-to-Order:** The meeting of the Vestry was called to order at 7:00 pm by the Rev'd Geoffrey Hoare. An opening prayer was offered by Tom Gustafson.

**Rector's Report:** Geoffrey Hoare presented a written report (Attachment A). In addition, he reminded the Vestry about the financial support, previously approved by the Vestry, for a Global Mission initiative to serve the Central and South American immigrant community in the Washington area, which will enable St. Alban's to provide the services of Assistant Rector Debbie Kirk to that community through CASA of Maryland, on a half-time basis, under a letter of agreement between her and CASA, ratified by a written agreement between St. Alban's and CASA. Although Debbie Kirk will be directed by, and accountable to, CASA for that work, it will include developing opportunities for volunteers from St. Alban's to support CASA. The other half of her employment by St. Alban's will be to serve the Parish community, and particularly the Spanish-language worship community. The following resolution was moved and seconded:

**RESOLVED: The Vestry approves the financial terms of the proposed Letter of Agreement with the Reverend Debbie Kirk, which incorporates a separate position description and letter of agreement between CASA of Maryland that establishes the terms under which she will furnish volunteer services to CASA on behalf of St. Alban's Parish on a half-time basis, and the Vestry authorizes the Senior Warden to execute the Letter of Agreement on behalf of the Vestry.**

Following discussion, including a description by Debbie Kirk of the type of work she would be doing for CASA, those Vestry members present unanimously approved the resolution. [VESTRY ACTION 2017-07.01]

Geoffrey Hoare requested the Vestry's approval of his appointment of parishioner Mary Kostel to serve as Chancellor (a position served in recent years by former Warden Jim Sottile). In response to a question, he explained that the Chancellor is a lawyer who would serve as counsel to him and to the Wardens in a variety of matters. The Vestry was reminded that Kostel is an attorney for the Episcopal Church in New York (since 2009 as special counsel to the Presiding Bishop for property litigation and discipline) and is chancellor of the Episcopal Diocese of Washington. She obtained approval of both the Presiding Bishop (The Most Rev. Michael Curry) and our own Bishop Mariann Budde, to accept appointment as our Chancellor. She is known to parishioners for her service as parliamentarian to parish-wide meetings in recent years. Upon motion, seconded, the Vestry members present unanimously approved the following:

**The Vestry approves the appointment of Mary Kostel to serve as Parish Chancellor.**

[VESTRY ACTION 2017-07.02]

Expanding on his written report, Geoffrey Hoare noted the serious challenge (a "heavy lift") we face in increasing pledges by 20% in order to maintain our current level of mission and ministry in 2018 and beyond. He also reported on good progress in cleaning up and updating the parish rolls, a project on which Arrien Davison is working.

**Approval of Minutes of June Vestry Meeting:** Upon motion, seconded, and following opportunity for discussion, the Vestry members present unanimously approved the minutes of the June 21 2017, Vestry meeting. [VESTRY ACTION 2017-07.03].

**Treasurer's Report:** In the absence of Treasurer Hollis McLoughlin, Director of Finance Doug Dykstra reported that pledge payments and other contributions are strong, although no new pledges have been received recently, and expenses are closely tracking the budget.

**Senior Warden's Report:** Laura Ingersoll described work done since the last Vestry meeting to elicit comments from parishioners about the well-publicized proposal to set the Annual Meeting and parish elections for the fourth Sunday of Epiphany rather than in June. Past Parish leaders were invited to comments, and the Vestry held an informal "availability" on July 9 to discuss the proposal with any interested parishioners. While some logistical concerns were noted – such as the need to ensure sufficient time for the budget process, and a recommendation that an alternative "snow date" be anticipated – no objections were received. On behalf of the Executive Committee, Ingersoll offered the following motion (which did not require seconding as it was made by a standing committee):

**Pursuant to Article I, Section 1, of the Parish Bylaws, the Vestry sets the day of the Annual Meeting and Elections for the fourth Sunday after Epiphany (or, if required by the weather, a subsequent Sunday), beginning on January 28, 2018.**

Following discussion, the motion was unanimously approved by all Vestry members present. [VESTRY ACTION 2017-07.04] The Senior Warden noted that a nominating committee would be formed in September.

**Closing Collect:** At 7:30 pm, Geoffrey Hoare offered a concluding Collect, following which it was moved, and seconded, that the Vestry enter Executive Session, and all Vestry members present voted in favor. [VESTRY ACTION 2017-07.05]

**Announcement of Andrea Fraser-Reid's Resignation, and Election of Lucy Fraser:** Emerging from Executive Session, the Vestry noted with regret that Andrea Fraser-Reid had advised she would have to leave the Vestry at the conclusion of the August 16 Vestry meeting, because she would be moving away from the Washington area. It was moved, and seconded, that Lucy Fraser be elected by the Vestry to serve in Andrea Fraser-Reid's place until the next Parish elections. During discussion, it was noted that Lucy Fraser has been a very active and effective member of the standing Property Committee, on which Andrea Fraser-Reid has been a Vestry representative, and that continuity in this area is important at this time. All Vestry members present voted to elect Lucy Fraser to succeed Andrea Fraser-Reid, effective at the conclusion of the August 16 Vestry meeting. [VESTRY ACTION 2017-07.06]

The business of the Vestry being concluded at 7:45 pm, the meeting adjourned.

Respectfully submitted,  
Laura Ingersoll, Secretary *pro tem*

NOTE: Written reports by Associate Rectors Jim Quigley and Emily Griffin, and by Assistant Rector Debbie Kirk, were circulated before the Vestry meeting. [Attachments B-D]

**Rector's Report**

**July 17, 2017**

Not a lot to report given that I have been on holiday for the past two and a half weeks. There has been quite a pastoral load in my absence however and I am reminded again how blessed I and we are in my clergy colleagues.

You will recall that we were attempting to contact everyone on our mailing list for the purpose first, of thanking people for their engagement with our parish and second to make sure that we have correct contact information and understand their wishes. As I announced last month, Arrien Davison has begun working with us in the afternoons (stop by and meet her if you are in the area) and has been doing major follow up work from our calls. Sorting out the data base is not a straightforward matter. (How should we categorize confirmed members who are inactive but wish to keep receiving communication from us? How do we sort out who is confirmed and listed in our parish registers when the data base merely records "Member by Transfer"? And other equally tricky matters which need decisions only to find that Shelby is not flexible enough!)

The work is going well and we are getting wonderful information from those who have responded to calls and emails. A number of people have sought conversation with me, --some pastoral, others more introductory, but all good. Our next effort will be snail mail to those who we have not yet reached by another method. We have something a little over 100 bad email addresses for example. My hope and intent is that as we enter the fall we will have as good a data base as possible as we begin to teach the practice of generosity and solicit generous pledges to support God's work through the ministries of our parish in 2018. Our need for a 20% increase in giving in order to maintain our current level of mission and ministry is a serious challenge and my hope is that we can hold out some kind of promise that when we reach a certain level of commitment we will make a one-time gift for mission and perhaps redecorate or otherwise improve some part of our space. (Space use assessment and de-cluttering work continues.)

I will be turning my attention to vestry and staff structure as well as planning for the next year of youth ministries in the remainder of the summer. If any of you have a particular area of interest or concern, please let me know

Associate Rector Report  
July 2017  
JEQ

Attachment B to  
Vestry Meeting Minutes  
of 7/19/17

Adult Formation: The Adult Formation Team has put together several forum series for the summer and fall which have been featured in the Beige Pages in recent weeks. Thanks to Ed Roslof, Deborah Potter, Marcus King, Warren Clark and Sandy Kolb for their work.

Outreach: The 2017 Gala marked the third year of record income. Approximately \$29,000 was raised and \$24,000 distributed. These results have been shared with the parish in the announcements the last two weeks. The Mustard Seed collections for July and August will benefit the backpack feeding program – many thanks to Tom Jansen for his leadership in all areas Harriet Tubman. This Sunday (7/23) sign-up sheets will be in the Narthex for the many volunteer opportunities available for our growing relationship with the school. Principal Amanda Delabar will be present to speak briefly to the parish during the announcements on August 20.

Pastoral Care: Officiated at the Wedding of Saweda Bright and Nadin Exantus, planned the wedding of Meghan Ball, and officiated at funerals for Michael Quinn and Greg Hair. Have begun work on establishing a group of lay support person for weddings with the help of Michele Bond and Pamela Melby, both of whom experienced what it's like to help oversee weddings without an official wedding guild these last two weeks!

Misc: Held down the fort while Geoffrey and Emily were away. Will be on vacation Friday, July 21 – Sunday, July 30. Thank you!

The Rev. Emily Griffin  
Associate Rector Report  
July 2017

### **Children's Formation**

We've averaged 34 participants in Children's Chapel over the past few weeks – pretty impressive for July. Thanks to Abby Davis for filling in as a music leader and Debbie Kirk for being one of our clergy storytellers.

Looking to Sunday School this fall, we still 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 continue recruiting over the summer so we're ready to go by September.

I'm currently reviewing our lesson schedules for 2017-2018 and assessing what needs to be purchased so we're ready to move back into our classrooms once Teddy Bear Camp vacates on August 11.

### **Youth Formation**

We still 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. Geoffrey and I will be recruiting over the summer to fill these slots so we are ready by fall.

Thanks to all of our Appalachian Service Project participants (and Deborah Potter, in particular for the excellent video she produced - [https://www.youtube.com/channel/UCr7i-IUli\\_V23vsbMA\\_uUTA](https://www.youtube.com/channel/UCr7i-IUli_V23vsbMA_uUTA) ) for their well-attended Forum on July 16.

I'm currently working with J2A teens, leaders and parents to get ready for our August 5-15, 2017 Pilgrimage to Iceland – collecting forms, distributing packing lists, meeting with leaders, working on a devotional booklet for use during the trip, etc. Due to summer travel schedules, we will not be able to commission the group as a whole in Sunday worship but plan to do so with parents before we leave on the 5<sup>th</sup>.

### **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 June Report: Celebrant at 2 services; Deacon at 1 service; Preached 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

Led 2 workshops at the North American Godly Play Conference in Denver and presented 3 new training models at our National Trainer Gathering (June 23-26)

Led Children's Programming at the Wild Goose Festival July 13-16 in Hot Springs, NC (an ecumenical gathering of speakers, musicians, artists, and church leaders around themes of creativity and social justice)

Currently working with 5 families to schedule baptisms this fall

Assistant Rector Report  
Vestry Meeting July 19, 2017  
Rev. Debbie Kirk

Attachment D to  
Vestry Meeting Minutes  
of 7/19/17

### **Liturgy**

Since the June 21, 2017, vestry meeting, I have celebrated at four Sunday services and preached at four regular services. I also had the delightful opportunity to attend and present an interactive homily in Children's Chapel this past Sunday.

### **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 short term counseling such as grief counseling and crisis counseling. Pastoral care occurs where there are health issues including life-threatening surgeries, care-giving challenges as well as being a community of support for those parishioners dealing with employment issues, immigration issues, academic issues, advocacy within unfamiliar systems, and decision points in life in addition to the joys of births, graduations, career successes, and new ministry commitments. This community relies heavily on the church community and contributes significantly to caring for each other. Since the last vestry meeting, I made fifteen 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.

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

We are supporting the efforts of the Global Mission committee in serving those who live with us as part of the Latino diaspora from Mexico, Central America, South America and the Caribbean. In August I will begin working closely with Casa de Maryland as consultant and liaison for St. Alban's and Casa to develop coalitions in the metropolitan DC area among faith-based groups, community organizations, service providers, and advocacy groups to serve this population.

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

In the fall, we are excited about expanding our face to face ministries in the community as well as participating in and offering multicultural fellowship opportunities at St. Alban's, beginning with August forum on Food and Faith.

We will be continuing education for confirmation, baptism, and marriage later this summer 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) as well as Diocesan programs for Latino ministry. One of our children will attend CampEDOW next week, and another will participate in the pilgrimage to Iceland. This summer will be the first time for participation by this community in either program. Several more children have told me that they are anxious to get old enough to participate. Respectfully submitted *con gozo y paz*, Debbie+