

St. Alban's Episcopal Church
Minutes of Vestry Meeting (AS APPROVED)
Wednesday – February 15, 2017 – 6:30 p.m.
Satterlee Hall, Room 301

Vestry Officers Present: Laura Ingersoll (Senior Warden), Rich Turner (Junior Warden), Hollis McLoughlin (Treasurer).

Vestry Members Present: Adrienne Allison, Julie Clements, Ivan Fermin, Andrea Fraser-Reid, Tom Gustafson, Kristie Hassett, Sandy Kolb, Tomás Montgomery, Ken Patterson, Donna Palmer, Marty Welch.

Staff Present: The Rev. Emily Griffin (Associate Rector), Douglas Dykstra (Director of Finance).

Others Present: Susan Morris (WSA President); Leo Coco and Eliot Edgar (Diocesan Delegates); Andrew Brown, Mary Beth Evans, Rich Leland and Paul Loether (Music Advisory Group); parishioner Tom Jansen.

Call-to-Order: A regular meeting of the Vestry was called to order at 6:30 pm by the Senior Warden, a Rector being absent and the Bishop having elected not to be present, pursuant to Article II, Section 2 of the Bylaws. A quorum was present. An opening prayer was offered by Julie Clements.

Approval of the January 18, 2017 Vestry Meeting Minutes: Approval of the January 18, 2017 Vestry minutes was moved by Andrea Fraser-Reid and seconded by Ivan Fermin. Doug Dykstra noted that he had been present at the January 18 meeting. With that amendment, all present voted in favor. [VESTRY ACTION 2017-02.01]

Approval of the January 31, 2017 Vestry Meeting Minutes: Approval of the January 31, 2017 Vestry minutes was moved by Andrea Fraser-Reid and seconded by Adrienne Allison. All present voted in favor. [VESTRY ACTION 2017-02.02]

Consent Agenda: Acceptance of the Consent Agenda, consisting of reports by the Associate Rectors Jim Quigley and Emily Griffin and Assistant Rector Debbie Kirk (Attachments A-C), was moved by Tom Gustafson and seconded by Andrea Fraser-Reid. All present voted in favor. [VESTRY ACTION 2017-02.03]

Report on Diocesan Convention: Diocesan Delegates Leo Coco and Eliot Edgar joined the meeting to report on the Diocesan Convention. Coco presented a written summary (Attachment D). He expressed appreciation for being part of the gathering and noted in particular the worship, music and the sermon by the Bishop of Texas, the Rt. Rev. Andrew Doyle. Coco commented that it was good to hear from someone outside the “Washington bubble,” and suggested that St. Alban’s think about bringing in different voices from time to

time to preach. He also noted that no one from St. Alban's ran for election to a diocesan-wide post and wondered why we were not more involved.

Coco reported that Bishop Budde spoke of the importance of parishes getting to know their neighbors and working together in mission. She identified three categories of vulnerabilities facing congregations in the diocese: buildings and property, aging congregations, and dependence on a few to support the church. She also noted the need to balance responding to the needs of older parishioners with the needs of newcomers and younger parishioners. The diocese is establishing a Transformational Resources Commission to support parishes in dealing with these issues. Social justice issues were also front and center at the Convention, and a new canon for Social Justice has been hired. Many expressed dismay that a conservative evangelical preacher had been given the pulpit (at President Trump's request) at the private prayer service at St. John's Lafayette Square the morning of the inauguration; a resolution to ask St. John's to apologize was offered but tabled, with the issue of how to be church and the role of the diocese – particularly the Cathedral as a "House of Prayer for All People" – at this time is something that will be discussed further. Eliot Edgar reported that she had spent time at Convention learning more about sponsoring Syrian refugee families – for a single family it costs at least \$40,000, the commitment is for three years, and the recommendation is not to do it alone but in partnership with other parishes. The Vestry thanked Coco and Edgar, as well as absent delegates Lindsay West and Sandy Loether, for their services and the report.

Open Discussion with Music Advisory Group (MAG) Members: MAG members Rich Leland (convener), Andrew Brown, Eliot Edgar, Mary Beth Evans, and Paul Loether were present to discuss with the Vestry their final report on parishioners' music preferences (presented to the Vestry in January). In response to a question about what surprised them about the findings, the MAG noted they were stunned by the widespread level of support for children's and youth music programming by all parishioners, not just parents.

Andrew Brown added that in looking at music programs at other similar-sized congregations it was clear the new model was not to have a single music director, but to have multiple people engaged in different types of music or working with different types of choirs (as Amie Vandersluis has been working with our children's choir). This suggests we should look for a permanent music director who has experience working with other musicians and directing a team of people.

In response to a question from Ken Patterson, the MAG made the following key points:

- Important to find someone who loves choral music but understands it in the context of liturgy and worship.
- Everyone wants good music, but there needs to be a balance between performance (by the choir) and engagement (leading congregational singing).
- Find someone who can inspire excellence in the singers, whether volunteer or paid.
- Look to a model of strong section leaders with volunteer base rather than a professional-only choir.

The Vestry thanked the MAG (including absent member Bruce Barrow) for their hard work. The Senior Warden asked them to do one last thing before disbanding: brief the in-coming priest-in-charge, Geoffrey Hoare, on their findings; they agreed to do so.

Ward 3 Short-Term Family Housing Program: In the absence of Emily DiBari, who had volunteered to follow the issue for the Vestry, the Vestry postponed discussion of the proposed transitional housing facility beside the 2nd District police station on Idaho Avenue.

Treasurer's Report and Stewardship Campaign Status: Treasurer Hollis McLaughlin walked the Vestry through the management report, pointing out that the column to watch was the one that provides the percentage of income/expense year-to-date. He noted that, for example, income in January was at 16.2% of what had been planned for the year. If income were stable over the year, one would expect income in January to be approximately 8% (1/12) of the total for 2017. The average is exceeded, however, because several people pay their full annual pledge at the beginning of the year. That percentage should start evening out, especially over the summer when fewer pledge payments are made. On the expense side, the insurance line item shows that 25.6% of the budgeted amount has already been spent – because a premium payment was due right after the first of the year. Again, he expects this will even out over time.

Tomás Montgomery questioned listing the pledge income as \$1 million and asked whether we had given up on the goal of \$1.1 million. Ingersoll noted that the budget was based on an expected pledge income of only \$1 million (already pledged), but that the year-round stewardship campaign will restart in earnest when Geoffrey Hoare arrives, and we hope to make and exceed the original \$1.1 million goal.

Presentation of Proposed By-Laws Changes: Ken Patterson walked through proposed Bylaws amendments recommended by the Governance Committee. He noted an additional proposed change that arose from discussions with Senior Warden Laura Ingersoll and Nominating Committee chair Sandy Kolb about procedures for electing Diocesan Delegates, but hadn't been part of the Governance Committee report. This proposed change, to Article III, Section 5a, would change the term of office from three to two years and simplify when elections would be held. Patterson and Kolb will develop specific language to be submitted to the Vestry in February, when the Vestry will decide how to proceed with the proposed by-laws. The Senior Warden noted that any revisions should be put before the Parish in April, with a special Parish meeting in May to vote on them, at least a month before the Annual Meeting. She asked Vestry members to carefully consider the proposals and come prepared to discuss them at the next meeting.

Nominating Committee Status Report: Chair Sandy Kolb handed out "job descriptions" for Vestry members and Diocesan Delegate and explained they would be posted on the St. Alban's website so people could see them before deciding whether they wished to be considered. After discussion, the Vestry asked that the Vestry member description include an expectation that Vestry members pledge to the financial support of the parish, and Kolb agreed to do so. She noted that the Nominating Committee would meet on February 19 and was

asking that names for consideration be submitted by March 1. The Senior Warden noted that the proposed slate needed to be presented to the Vestry by April 6 for approval, and announced to the congregation by April 21.

Election Procedures: The Senior Warden reported that with Ron Hicks gone there was a need to document election procedures. Mary Kostel (parishioner and EDOW Chancellor) has agreed to work with Ingersoll in developing a written and replicable procedure.

Junior Warden's Report: Rich Turner outlined the maintenance and refurbishment plan for the organ, the first two phases of which will cost \$44,733 this year. (Attachment E) In answer to a question from Andrea Fraser-Reid, Turner explained that the organ would mainly not be out of commission during that process, though there might be a Sunday in the summer when it would be "down." The Vestry agreed to defer deciding on this expenditure (and whether it should come from the Reserve Fund) until it could be considered in context of other important maintenance work needed (e.g., work on the Rectory, grounds, water infiltration prevention and painting of "high access" spots). The Property Committee has developed an initial draft of such planned maintenance and will present a fuller picture at next month's meeting.

Turner commended Property Committee member Lucy Fraser for reimagining the plantings on the church grounds. Kristie Hassett noted the J2A plant sale would enable people to donate the new plants needed to help make Fraser's vision a reality. Turner will send the Vestry a copy of Fraser's recommendations, including photos of the proposed plantings.

Monday, February 20, a federal holiday, will be a clean-up day, and Turner urged all Vestry members to attend. He is putting together a list of tasks to be done and will circulate it.

Senior Warden's Report: Ingersoll handed out a history of St. Alban's engagement with the Spanish-language worship service since it began in 2009, incorporating all relevant information from past Vestry minutes. She asked Vestry members to read it as a backdrop to our ongoing discussion of the future of that service. Ingersoll reported that Deborah Potter is obtaining office door signs for the clergy, and noted that Ron Hicks (on a contract basis) is working to set up a Google Group that might be a better vehicle for Vestry communications than the current dysfunctional Vestry Private/Vestry Plus lists.

The Bishop and Diocesan staff members are meeting with congregations to better understand their financial situations. Paul Brewster is part of the team involved, and the conversations are to be completed by midyear. Emily Griffin explained these were to be two-way conversations to enable the Bishop to better understand the problems being faced by the congregations, and the congregations to better understand the needs of the Diocese. Sandy Kolb noted that these had started with congregations who were looking for a new rector to make sure that they had sufficient resources to sustain the costs of a full-time priest.

Ingersoll reminded the Vestry of the Choral Evensong and reception for Geoffrey Hoare on Sunday, February 26, and reminded people to come and wear their nametags. Susan Morris is coordinating the reception.

Other Business: Donna Palmer is in charge of the raffle for this year's Gala, on May 13, which will benefit three schools: Hope & Resurrection School in South Sudan, St. Saviour's School in Jordan, and Tubman Elementary in DC. The first prize is a pair of premium seats to the 2017/2018 Washington Chorus series donated by Palmer and her husband, and the second will be a "California Dreaming" basket of California goodies, which Vestry members have agreed to underwrite with members' individual donations of \$20.

Executive Session: At 8:30 the Vestry moved into Executive Session.

The Vestry came out of Executive Session at approximately 8:40 and after praying the Lord's Prayer led by the Senior Warden, adjourned.

Respectfully submitted,
Sandy Kolb, Acting Secretary

Associate Rector Report

February 2017

Quigley

Outreach

- God's Work in the World will meet within the next two weeks to discuss budget allocations
- The 2017 Gala Committee, headed by Abby Davis, has decided upon the theme: Lift Up the Children; they are discussing a menu with Allspice catering; raffle prizes are being put together by Donna Palmer. Suzanne Hicks will be present at the Gala with a student from the Hope & Resurrection School and both will be present the following Sunday for an Adult Forum; the date for the Gala is May 13.
- The WSA will meet on Tuesday, Feb. 17, not in time to issue grant information for February in the current report.
- The Global Mission Committee is engaged in a conversation regarding what role St. Alban's can play regarding immigrants and refugees in our midst

Adult Formation

- The newly formed Adult Formation Team is doing fantastic work (Ed Roslof, Marcus King, Sandy Kolb, Warren Clark, Deborah Potter, Sandy McCall). They have adopted a working methodology, which hopes to tie together reflection, study and action (see attached). An excellent three-part series on the moral costs of war began last Sunday.
- Wednesday Bible Study continues with a study of the lectionary texts for Epiphany
- A Lenten brochure will be sent the week of 2/16 with several opportunities for Lenten Study including a forum series with the Rev'd Geoffrey Hoare, reading & reflection groups and two unique offerings outside the parish.

Pastoral Care

- Planned/ing funerals for Neville Connolly (2/11); Dudley Merrifield (2/18); Elizabeth McElroy (2/25).
- Several pastoral visits/consultations, home communions with Bill Hall and family and others

Misc

- Attended Diocesan Convention
- Participated in Lay Reader/Acolyte Training (thanks to Suzy Mink and Dudley Winthrop)
- Planned & Participated in *A Season of Hope and Healing*, a Mini-Retreat for St. Alban's with Kathy Staudt
- Attended February Stephen Ministry First Wednesday
- Represented Diocese and St. Alban's as speaker at *Faith Over Fear*, an interfaith dialogue at Washington Hebrew Congregation
- Facilitated 4 staff meetings
- Attended Vestry Mini-retreat

The Rev. Emily Griffin
Associate Rector Report
February 2017

Children's Formation

We averaged 37 participants in Children's Chapel over the past month. This is consistent with attendance over the last few months. It continues to run smoothly, thanks to the faithfulness of our many volunteers. Special thanks to Michael Oliphant for his scheduling efforts and weekly reminders.

Since my last report, we held our annual Tres Reyes (Three Kings) Celebration on January 8 after the 11/11:30am services. This worked well, bringing close to 50 participants from both our English and Spanish services (although the timing made it difficult for our 9:15 families to attend.)

Speaking of intergenerational events, 51 came to the February First Wednesday, sponsored by our Stephen Ministry. First Wednesday will not be held in March, since it falls on Ash Wednesday. We're still looking for hosts for April.

Sunday School continues to run well. I am training Jen Leonardo to be a storyteller for the 1st to 3rd Grade next week. The 4th to 6th Grade class is currently discerning its Lenten Outreach Project.

Youth Formation

We held our annual Rite 13 Celebration January 28-29. Seven young people were recognized at our Saturday dinner with all of our Rite 13 teens and families, as well as at the 9:15 service and reception on Sunday. Thanks to Noell Sottile and Tricia Pinkard for organizing the dinner and reception and Dudley Winthrop for sharing homiletic duties with me that weekend. Plans are now well underway for the Rite 13 Pancake Supper (February 28) and Beach Weekend (April 28-30). I will also be with Rite 13 for their upcoming Grate Patrol (February 10).

The J2A Chili and Blanket Sale (February 3-5) went well. Thanks to Kristie Hassett and Suzanne Pierron for their coordination, Dudley Winthrop for supply shopping, and all the parents, teens and leaders who pulled together to make it work. Thanks also to the J2A leaders for chaperoning January's Grate Patrol. We are now planning for the Spring Plant Sale, which will begin February 26.

In the meantime, I continue working on the Sr. Youth curriculum to round out the year. Lisa Sams and I are taking the Sr. Youth on a field trip on February 12 to hear our Presiding Bishop Michael Curry preach at Howard University Chapel – as part of their weekly interdenominational worship. This is part of our larger effort to introduce our teens to campus ministry and to what church can look like in college.

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 welcomers and ministries as appropriate.

Liturgical/Pastoral/Other

Since December Report (away for January Vestry meeting): Celebrant at 13 services; Deacon at 3 services; Preached 4 Sundays; Children's Chapel 0 services (this will change upon Geoffrey's arrival); 2 Home Communion.

Participated in baptismal instruction for new family (McKinstry)

Attended “An Evening of Healing” with Kathy Staudt on January 25 and special Vestry meeting on January 31

Attended Diocesan Convention on January 28

Officiate at 7:30am Tuesday Eucharist every other week (alternating with Jim Quigley)

Met with Justin to select hymns for February and plan for February 26 Evensong, working with worship leaders to recruit for Evensong and Ash Wednesday

Working on rota for Lent/Holy Week 2017 – will finalize upon Geoffrey’s arrival

Assistant Rector Report
Vestry Meeting February 15, 2017
Rev. Debbie Kirk

Liturgy

Since the January 17, 2017, vestry meeting, I have celebrated and preached at four Sunday services and a memorial service.

Pastoral Care

Pastoral care continues as an important and on-going component of our community. In the past month, I made 16 extended pastoral visits in addition to extended telephone pastoral support (extended being more than 1 hour) as well as routine congregational support through email and text. Pastoral care in the culture of this community is preferably face-to-face or at least voice-to-voice as is congregational development. This period of time has been a particularly difficult one for many members of this community.

Christian Formation, Integration of “Hispanohablante y Angloparlante” Communities, Outreach, and Community Development

During this time of transition between rectors and pursuant to the negotiation of a new contract for my employment, I am deferring to the Senior Warden and the vestry committee who determined the scope of my new contract to hold off on initiatives planned in these areas and other areas until the priest in charge arrive and the parish considers the direction of the ministry. The focus of the ministry until the arrival of the priest in charge was to be limited to worship and pastoral care according to the terms of the contract requested by the Senior Warden and contract negotiation committee. The community's desire and my hope is to resume its full participation in the parish and continue its growth pattern and community engagement.

Diocesan/National Church Participation

The community and I continue to participate in monthly Latino leaders meetings (lay and clergy), and I attend the regular clergy meetings for diocesan Latino missionaries. This month I participated four day events sponsored by the Diocese: the Diocesan convention, 2 Genesis clergy meetings, and the Leadership Workshop Day.

Administration and Meetings

I attended 13 meetings within the St. Alban's community, with Diocesan communities, and with outside organizations.

Respectfully submitted *con gozo y paz*, Debbie+

**Notes (by St. Alban's Diocesan Delegate Leo Coco) from
Episcopal Diocese of Washington's 152ND Annual Convention,
January 28, 2017**

St. Alban's Participants

Rev. Jim Quigley, Rev. Emily Griffin, Rev. Debbie Kirk
Eliot Edgar, Lindsay West, Sandy Loether, Leo Coco
Paul Brewster (non-voting)

150+ Clergy and 140+ Lay delegates participated from the Diocese.

Convention Opening

Eucharist: beautiful service with music by jazz/folk ensemble and vocalists; sermon by Right Reverend Charles Andrew Doyle, Bishop of Texas

Comments: It was interesting to hear of Bishop Doyle's reflections and a perspective from an Episcopal Bishop from a different part of the country. It would be interesting for St. Alban's to invite on occasion Clerical leaders from distinctly different parts of the country to preach at a service as part of an effort to broaden our views. Also, our music director could be directed to the musicians who were an important part of the service to include them in a special St. Alban's service in the future.

Elections

- Clerical Deputies to General Convention (4 to 3-year terms) and Lay Deputies to General Convention (4 to 3-year terms)
- Clerical Members of Standing Committee (advisory group to Bishop) 2 to 2-year terms and Lay Members of Standing Committee, 2 to 2-year terms

Individuals from 20 churches from EDOW were nominated for election representing:

Washington National Cathedral, Christ Church DC, St Philip's Laurel, St. John's Olney, Redeemer Montgomery Co., St. George's Valley Lee, Good Shepherd Montgomery Co., Trinity DC, St. Thomas' DC, St. Barnabas' Temple Hills, St. Nicholas' Montgomery County, Holy Trinity Collington, St. Margaret's DC, St. Peter's Montgomery Co., St. Monica's and St. James' DC, St. Andrew's College Park, St. George's DC, Christ's Church Kensington, Calvary Church DC, St. Mary's Southern Maryland.

(Churches in bold type represent clerical or lay members elected.)

Comment: There was no one from St. Alban's who was a candidate for deputy to the national convention or membership on Standing Committee. Consideration could be given to bringing awareness of these opportunities to the congregation.

Bishop's Address (Right Reverend Mariann Edgar Budde)

A powerful address focusing on urgent needs of the church internally and within congregations and the high stakes facing our country and how our Cathedral will deal with and face them head on. It is summarized below:

1. "Come to know who our new neighbors are."
 - Shift in governing to regions to stimulate collaboration among parishes
 - Plans this spring to convene clergy and lay leaders to seek collaboration among them and their parishes on projects: youth, neighborhood initiatives in DC and other parts of Diocese; institute daylong vestry retreats, *etc.*
 - Regional presence of Diocesan staff is a major goal to reflect common ministries
 - Continued one-on-one dialogues with congregations (completed 22 of these visits by Bishop with all completed by June 2017; seeking to understand efforts, priorities, concerns... and hopes for congregation.
 - Examining how to access each congregation's capacity as well as an individual's capacity to participate in God's work.

2. "The Bishop does not believe vulnerabilities are our future, but hope is not a strategy."
 - 3 top vulnerabilities revealed in research: buildings (property); aging membership; and dependence on a few. We need to examine balancing preferences of older members over youth needs and preferences
 - Here is what a strategy looks like: Focus on Christian discipleship and creation of new *Transformational Resources Commission*.
 - Gather best materials and leadership resources
 - Establish a model for financial planning
 - Define what it means to be a disciple of God
 - After, assess what has been learned and
 - Organize a Diocesan convening

Note: Applications for participation are forthcoming and staff is being hired to organize commission.

3. Congregational Giving
 - For the second year, the Bishop is asking all congregations to increase their contributions to the diocesan budget by one percent of normal operating income per year until they are contributing 10 percent of their income to the diocese.
 - Anticipated Income for 2017 through Congressional Giving is \$2,408,348 (59%). This includes a projected increase of \$170,000 in Congressional Giving.
 - The Soper Fund represents 32% of anticipated 2017 income, a disproportionate allowance of endowment to meet operating expenses.

4. Public Ministry
 - Alarmed: by actions of new President (as of January 28). We are an ununited nation that is thriving on incivility and divisiveness. The outcome of rhetoric--- based on threat

perceptions and fear mongering--- has incited local and national racist act such as recent example of "Trump Nation-Whites Only" signs.

- While strongly disagreeing with these actions, the Bishop will resist to deepen division from our community, stating "I will engage to look for common ground and seek to build bridges with other Christians."
- We are organized and ready. History of activism in Diocese and development of working group to lead us through this time:
 - Racial justice imperative,
 - Outreach to Latino congregations, support to immigrant communities, and providing sanctuaries
 - Environmental consciousness.

5. Conclusion of Address

- "This is an opportunity to explore the Cathedral's role in the life of a diocese and wider church. What does it mean to have a National Cathedral in a country without an established faith—as a House of Prayer for all people and a church for national purpose."
- "I am in this for the long haul with you--- ministry and faithfulness take time. I am at the quarter mark [of my work as Bishop]."

Resolutions and Amendments

- Resolution #1. On Observance of the 500th Anniversary of the Reformation (approved voice vote)
- Restatement of the Conforming Amendments to the Canons and Rules of order (unanimously adopted)
- Resolution #2. To Reaffirm the Church's Commitment to Social Justice in a Divisive Political Climate (adopted with amended language)
- Resolution #4. Concerning the Inauguration Day Sermon of the Rev. Robert Jeffress. This resolution did not meet the convention's 60-day advance submission rule but was granted a waiver by the convention since the date of the sermon (January 20, 2017) preceded the convention by only 8 days. The resolution was strongly debated and ultimately a motion to table the resolution was offered and passed. The motion included the recommendation to refer the issue to the soon to be formed *Transformational Resources Commission*. This was the last item for discussion at the convention.

2017 Operating Budget – Approved

Proposed 2017 Budget: \$4,117,684

2016 Budget: \$4,078,288

Lunch Meeting Regarding Refugees

Eliot Edgar attended a small lunch gathering with representatives of Refugee assistance organizations to learn about how church congregations may become more deeply involved.

Jr. Warden's Report, February 2017

The Property committee created an initial draft of a **maintenance and refurbishment plan** for this year. The plan will show how the G&M funds will be spent on a month by month basis. The idea is to have a skeleton plan that uses a rolling wave planning with a one quarter planning horizon. We will schedule all of the high priority tasks and seasonal tasks throughout the year, and peg down all big expenditures in the skeleton. Then, each month, we will fill out the plan for the next 3 months with more specifics. The monthly report will be provided as part of the vestry consent agenda each month.


As stated in last month's report, the Rectory, grounds and water infiltration prevention work are the high priority items this year. In our meeting yesterday, we also added the need for completing the **"high access" painting** on all the buildings, since this is work that absolutely should not be attempted by volunteers.

Reflecting our emphasis on the **grounds**, Lucy Fraser has provided a comprehensive plan for a year long improvement of the plantings around our buildings. I have emailed a copy of that as well, and would appreciate any comments that you may have.

Speaking of volunteers, we remain steadfast in our desire to tap the talent in our congregation, and so on Monday (Frederick Douglass Day in our liturgical calendar) we will have a **paint, repair and cleanup event** from 10 to 3. There will be lots of jobs and the weather currently is projected to be very nice. I encourage all vestry members to participate. I have emailed a consolidated list of tasks from a variety of folks for you to peruse and identify any glaring omissions. We will be focusing this work on Nourse, the church, and Satterlee Hall.

Finally, I have submitted to the Executive Committee and attached to this document a plan for **repairing, refurbishing and finishing the organ**. The plan draws on information from Justin, members of the choir, Michael Hart (the designer and builder of the organ), and me. It reflects the value of the organ, its central role in our worship, and the wear and tear of 19 years of use and sets out a 4-phase approach to bring the organ up to its full potential and ready it to serve us for the next 20 years.

Respectfully submitted,



Rich Turner, Junior Warden

Plan for St. Alban's Organ Repair and Refurbishment

The organ is approaching its 20th birthday and is in generally good condition for its age. However, there are now a number of critical actions that need to be taken to preserve this \$1M+ asset for the next 20 years. You might think of this as one of your car's major maintenance services (say at 60,000 miles).

The following provides a road map for these actions, *with notes from Michael Hart.*

Work to be accomplished on the organ:

- Thoroughly clean and repair all of the organ components
 - Clean/repair/refurbish the two consoles (main and balcony console)

The main console has been cleaned, and the drawstops have been treated with powder. What remains is replacement of the backup battery for the console electronics, repair of any bad switches in the pedal board, and cabinet work on the console.
 - Clean, repair/refurbish the wind system (chests, reservoirs, blowers and flues);

Minor repairs, very simple.
 - Repair /refurbish shutters and mechanisms for expression

The electric action expression motors (one each in the Swell and Choir divisions) are from the 1985 organ. They are at the end of their useful life and failing. Replacement is recommended.
 - Refurbish/replace electrical/electronic hardware (e.g., cables, connectors, batteries, speakers, cabinets, switches).

Replacement of the vermin-damaged communications portion of the Organ Control System (solid state relay).
 - Remove, clean, repair, and reset all of the pipes (positiv, swell, choir, great and pedal divisions)
 - Regulation, voicing and tonal finishing of the cleaned and repaired organ
- Identify any defects in the organ chambers, roof, walls and floor that might now or in the future lead to environmental damage to the organ

This has been done during regular Organ Maintenance. However, I feel strongly (as I did in 1989) that the roof valley between the South Transept, and South Musicians Transept should be reengineered to prevent water pooling there.
- Analyze and repair, replace, or digitize the 16' *Bombarde* reed in the pedal division that has deteriorated to the point that it is unusable.

I will take a day of service time to try my hand at some repairs. This allows me to get more accurate estimates for the things I can't repair. Worst case scenario would be \$16,500 to replace the low 12 pipes, but I doubt that will be necessary.
- Identify any changes or additions to the digital voices (e.g., add a harpsichord or a replace a solo stop)

Justin and I recommend moving the Vox Humana into the Choir (still playable on the Swell).

- Revise the existing maintenance contract to provide more regular service.
The current Maintenance Agreement provides 4 7-hour visits per year for two technicians at \$3,976.00 annually. A contingency for other issues is recommended.

The work will be accomplished in four phases:

Phase 1: Spring 2017 (\$17,718)

Cleaning North Organ, including new screws and adding springs to toeboards.	
Repair all mechanicals	\$7,024
New Expression Motors (1 each Choir and Swell)	\$5,000
Replacing all communications portion of control system,	
new c/a battery	\$2,200
Moving Vox Humana to Choir division	\$2,500
Investigation of 16' Pedal Reed pipes 1 to 12	\$ 994
	Total
	\$17,718

Phase 2: Summer 2017 (\$27,015)

Cleaning South Organ, including new screws and adding	
springs to toeboards. Repair all mechanicals.	\$10,535
Cleaning All Reed Registers	\$16,480
	Total
	\$27,015

Total of first two phases is **\$44, 733**. The cost of the next two phases is dependent on the outcome of the Pedal Reed analysis and the amount of time allocated to the tonal finishing.

Phase 3: Fall 2017 or Spring 2018 (\$5,000-\$16,500).

Repair or replace 16' Pedal Reed pipes 1 to 12. *We will have a firm quote on this once we have tried several approaches in Phase 1.*

Phase 4: Fall 2017 or Spring 2018 (\$5,000-\$20,000). Tonal finishing - scope of work to be determined.

Tonal finishing results directly correlate to the time invested and the expertise of the tonal director. We propose Laurence Trupiano (see link below for a NY Times Story) to complete the organ refurbishment. It is possible that the tonal director will spend several non-continuous weeks refinishing the organ. I believe that after the cleaning we have the opportunity to make the organ sound as glorious as it was intended to. Surprisingly, due to schedules, there was only a limited finishing effort accomplished when the organ debuted, and the current acoustic environment differs from that finishing because the Nave carpeting was removed.

<http://www.nytimes.com/1995/12/24/nyregion/neighborhood-report-south-brooklyn-the-mr-fix-it-of-the-pipe-organ.html>