

**ST. ALBAN'S PARISH, WASHINGTON. D.C.**  
**VESTRY MINUTES – May 16, 2009**

**Attendees: Clergy and Staff:** Scott Benhase, **Wardens:** Kate Bouve, Jim Sottile; **Vestry:** Eve Zartman Ball, Nathalie Bramson, Ruth Harwood Cline, Bill Edgar, Andrea Farr, Chuck Holmes, Keith Jones, Danette Gentile Kauffman, Jennifer Martin, Eric Melby; Richard Parkins; Ann Ramsey-Moor; **Outgoing Secretary:** Stephanie Kinney; **Incoming Secretary:** Jim Tate

**Orientation**

- After an opening prayer, Scott welcomed new Vestry members Eve Zartman Ball, Ruth Harwood Cline, Ann Ramsey-Moor and Richard Parkins. Using a graphic drawing of concentric circles, he pointed out research that has recognized four congregations within any parish: the apostolic core, the sacramentalists, the baptism-marriage-burial-Christmas and Easter congregants, and the “vicarious.” The importance for clergy and vestry alike is to share relations with as many people outside one’s own particular circle as possible.
- Participants described their various faith journeys, learning a lot about one another in the process and finding shared patterns and characteristics as the number of stories increased.
- Scott noted that Churches are built through relational connections, and everyone agreed on the importance of finding doorways and windows between and among congregational circles. Expressing interest in and sharing faith journeys – sharing stories – both stimulate and deepen relationships. Everyone was encouraged to consider how they and St. Alban’s could encourage such sharing in the coming year.

**Announcements and Minutes:** Scott emphasized the policy making role of the Vestry, the importance of committee work and then offered suggestions for keeping meetings as efficient as possible. The Rector asked the Vestry not to micromanage and to recognize that Vestry time is valuable. The Rector’s goal to complete Vestry meetings within two hours can be accomplished if Vestry members limit their discussion and work through the Committee structure. The Minutes for April and the May 5 Annual Meeting were approved as amended and will be posted to the website with attachments. Jim Tate was welcomed as the incoming secretary starting in June, and the retiring secretary, Stephanie Kinney, was thanked for her service.

**Treasurer’s Report:**

- Jim Sottile gave the Treasurer’s report consisting of a review of the 2009 EMP, the 2009 Budget Review and a review of the Endowment, Reserve and other funds based on the St. Alban’s Parish Financial Summary of Operating Activity, January-April 2009, prepared May 15, 2009. **(See Attached Summary.)**
- This document served to familiarize new Vestry members with the Church’s monthly financial reports. Report information has not changed substantially since it was summarized in both the April minutes and the May Annual Meeting report.
- St. Alban’s is now current on its financial audits, with field work for the 2008 audit underway. A final draft is expected in late summer.
- Keith Jones moved, Bill Edgar seconded and the Vestry **approved the Treasurer’s Report.**

## **Junior Warden's Report** (Jim Sottile):

- **Handicap Ramp:** Marc Fetterman was complimented for the pro bono work and leadership he has contributed to this project. Pending some last minute design adjustments, the project is ready for bids. The estimated cost is \$175,000, an amount that will come from “undesignated bequests” and from new bequests.
  - Bids will be reported to the Vestry in June or July and construction, expected to be completed within 6 to 8 weeks, should begin in August at the latest with completion by Christmas.
  - Scott stressed that the ramp is a long overdue theological/hospitality issue.
  - Kate urged that a drawing of the ramp be published in the Chronicle, on the Web and also provided as a hand-out at church services. The Vestry concurred.
  - Chuck Holmes expressed concern that the Sanctuary may need to accommodate more wheelchairs than at present. Options were discussed and the Vestry agreed no decision should be taken until we see the impact of the new ramp.
- **Nurse Hall Kitchen Renovation:** Consultation on Ann Bissell's preliminary design is complete and a final design is being developed. \$12,000 is the outside expected cost. The Committee hopes reduce the cost through the bidding process. The project will include new cabinets for children's chapel storage, dishwasher, ice machine, convection/microwave oven combo, more surface space and a refrigerator/freezer.
  - Jim Sottile moved, Jennifer Martin seconded and the **Vestry approved an expenditure from the Reserve Fund not to exceed \$12,000 for the Nurse kitchen renovation.**

## **Senior Warden's Report** (Kate Bouve):

- **Parish Planning Process:** In the interest of time, it was agreed that Kate Bouve would review the Parish Planning Process at this evening's Vestry supper hosted by the Sottiles.

## **Rector's Report** (Scott Benhase):

- **By-Laws:** Scott urged the Vestry to study the St. Alban's Parish By-Laws (as amended), as well as the draft Vestry job description. (**See attachments.**) He invited feedback on the job description.
- In response to a request by the Rector, Richard Parkins moved, Keith Jones seconded and the **Vestry approved a resolution stipulating Jared Webber-Johnson's housing allowance**, copies of which were signed by the Secretary/Clerk and will be filed for tax purposes.
- **Annual Meeting Participation:** Robin Rudd is conducting a study of the Annual Meeting with an eye toward identifying ways to increase participation beyond the “empty nesters.” Vestry members were encouraged to provide Robin feedback on her draft survey form. A change in the by-laws will be required if the meeting is moved to the 10:15 summer service the first Sunday in June, as some have already suggested.
- **Proposed Redesign of 11:15 Service:** Scott called the Vestry's attention to the proposed redesign of the 11:15 service (**attached**), which will use inclusive Rite I language and ensure congruence between theological content and science. Scott noted that the service will be “tested” for the first time on Thursday, June 18, at 7:00 p.m. There will be a procession at the end of the service to Nourse Hall for a survey and discussion about the service. Additional trial services will be held in September. Scott stressed the need to be

open to experimentation and his desire to incorporate feedback from parishioners into development of the redesign initiative.

- Scott offered a blessing and invited the Vestry to reconvene over supper at 6:30 p.m.

Stephanie Smith Kinney, Secretary