

ST. JOHN'S VESTRY AGENDA
TUESDAY, September 16, 2025
SMOOT CONFERENCE ROOM AND VIA ZOOM
6:45 p.m Fellowship :: 7:00 pm Meeting

Snacks, Drinks and Fellowship

Introduction

- Opening Prayer
- Community - Updates/Good News Stories

Information

- Attendance-Tim Barwick
- Minutes of August 25, 2025 Meeting
Approval of the minutes of the meeting of 08/25/2025 are submitted for review and are approved without a vote unless an objection is made or amendment is proposed before the meeting.
- Financial Report- Greg Stayin
 - Review of August 2025 Financials [VOTE]
- Property Management- Tim Barwick
- Fellowship Report-Katherine Haskell
- Stewardship Report-Shelli Bushman
- Associate Rector's Report- Rev. Andrew Moore
- Rector's Report- Rev. Josh Armstrong-Walters

New Business

Old Business

- Women in Faith: Sep 18 (off site)
- Men in Faith: Sep 28 (SJEC)
- Parish Directory-Sun 21 last photo booth; wrap up Sep 30
- Mandatory Safe Church Training

Closing Prayer and Adjournment

The meeting will adjourn with closing prayer without a vote unless an objection is made.

Important Dates:

- Fall Ordination to the Priesthood: THIS **Saturday, September 20**
- Supper Church: THIS **Sunday, September 21** at 17:00
- Dedication Concert for Murphy Sanctuary Piano: **Saturday, October 4** at 17:00

ST. JOHN'S EPISCOPAL CHURCH VESTRY MEETING

MONDAY, August 25th, 2025 - 7:00PM

IN THE SMOOT CONFERENCE ROOM AND VIA ZOOM

ATTENDEES

Vestry members participating included the Reverend Joshua D. Walters, Rector, and Chair, and:

- Osmar Abib
- John Brown (Not Present)
- Shelli Bushman
- Lauren Chewning
- Jeff Cimbalo
- Katherine Haskell (Zoom)
- Margaret Kerfoot
- Sarah Lang (Zoom)
- Mary Martin
- Mike Murphy, Junior Warden
- Molly Nesline (Zoom)
- Nancy Simon
- John Stacey (Zoom)
- Kevin Swanson, Senior Warden
- Kathleen Tregoning

Also participating were:

- Rodney Page, Chancellor
- Greg Stayin, Treasurer
- Andrew Moore, Assistant Rector (Zoom)
- Tim Barwick, Parish Administrator (Zoom)

INTRODUCTION

- Opening Prayer
- Around the Room
- Minutes for the June 23, 2025 Meeting were approved

REPORTS

Fellowship Report: (Katherine Haskell)

Thanks to those who participated in Lemonade on the Linoleum; it went very well.

Coffee hour is going fine after switching off of Greenberry's; it is substantially cheaper.

Our next big event is kickoff Sunday; we are in a good place but anyone who wants to volunteer should please reach out to Katherine.

Blessing of the Animals is October 5th.

We then have harvest gatherings. Please let Katherine know if you can host. Also, we are now starting Sunday suppers. Sally is bringing in the food.

John Stacey volunteered for animals; Lauren Chewing volunteered to do a Harvest Gathering.

Follow Up: Please let Katherine know if you can host a Harvest Gathering (All).

Treasurer's Report (Greg Stayin)

See Vestry Packet for Treasurer's report.

Apologies for the late report; wanted to look at the misc. income situation. Tracking back to last year, we are \$11K behind in misc income; this is attributed to non-tax deductible giving that we are not getting this year. Will look into this. We will look better next month as we took our distribution early.

Also, our pledges have picked up the last 2 months; YTD we are within \$1K of what we expected.

We are getting more in Langley parking fees now as Langley is towing cars more than last year. We charge \$275/year or \$150/semester.

On the expense side, we are over on our Diocesan pledge; this year we budgeted \$15K less so we will always be over budget. Property items are always a concern but will look at discretionary items as they come.

Decision: The Vestry voted to approve the June 30th and July 31st Financial Statements.

Endowment Report (Osmar Abib)

The shift to Brown Advisors is working; better than Vanguard. Diversification has worked; for now, performance is good and within relevant benchmarks. Market values are high; however, we are in uncertain times - not overly exposed but need to figure out what the Fed is going to do. Endowment has grown due to contributions and performance.

Our endowment awareness campaign is in the second full year. Good transition; Rod, John, and Os did a video. We have shifted the mindset from not just legacy management, but to current contributions. After our stewardship campaign next year, we will push forward with greater energy. We have gotten some big gifts but need to get more.

Also - our next Men in Faith event is in late September - September 28th at 5pm. It will be a BBQ.

Question - Do we have a Society where people can bequeath money? Yes, it is called the St. John's Society. Some are from a while ago; we need to make it more current.

Follow Up: Josh to send thank you letters to those who contribute to the Endowment.

Property Report: (Tim Barwick)

See Property Report in Vestry packet.

In addition, the lights in Woodland Chapel are not working; they will be fixed.

John Stacey followed up on the closet floors. Katherine Haskell followed up on the elevator; we think it's covered under our policy and they are going to fix it.

Sarah Lang inquired about security incidents. Local vagrants have been hanging around the area in not so great ways. We are catching up on updates to our security system; our church neighbors already have these.

How do we join the gardening committee? Penny Morrill runs it.

Also - the new name tags are out; please sign up if you don't have one.

Follow Up: Please email Tim if you need a name tag (All).

Decision: The Vestry voted to approve the Property Report.

Assistant Rector's Report (Andrew Moore)

Lots to share as we are entering the program year. We are thinking about formation for all ages, and have adjusted Sunday School classroom ages. We have a great team of teachers including 3 new teachers this year.

- PK-1st; Godly play
- 2nd-4th: God's stories as told by God's children. Excellent curriculum.
- 5th-8th: Next level of the above curriculum. Great way to get a grounding in the Bible.

Youth group will be the 2nd Sunday after church. On the 4th Sunday, we will have an afternoon/evening activity. We have a new crop of young adult volunteers.

Adult forums will resume on September 14th. Great lineup - a mix of one off and an ongoing series.

- September 14th: Holy Cross Day will talk about relics and the legends around them.
- Others: Bobbi Bowman will offer a presentation on demographic studies; we will hear from DR team; later in the fall, there will be a series on the Wisdom of the Mystics.

Also introducing a new offering for adults on sandwich Sundays. It will be a small group modeled on summer Bible study; more details coming.

Wednesday Bible study begins September 17th. Talking about "Genesis for Normal People;" going through history and literary style of Genesis but also stories themselves. People can purchase books from St. Johns.

Also September 17th - digital compline will resume; it will be an offering of lay leadership, a dedicated group of folks.

Also scheduled a Faith in Film series for the fall - it will be on the 2nd Wednesdays of the month. First film is the "Philadelphia 11" about the first women ordained in the Episcopal Church. In October, we will review "Weapons of the Spirit." In November, "I am Holly Murray".

We are also starting Supper Church on the 3rd Sundays of the month. This is an informal worship around tables sharing a meal, like an old fashioned church fellowship dinner with communion based around it (they do this regularly at Christ Church Alexandria). It's a wonderful opportunity for fellowship and community building, and designed to be meaningful and accessible for everyone. The first one is September 21st at 5pm, so please come and invite friends.

On September 20th, we were honored to be asked by the Diocese to host the ordination of priests. There are 3 people being ordained, and all have NoVA roots. One is at St. Francis, and one is at St. Anne's in Reston. Each of the Vestry members will get a personal invitation to help; this is our opportunity to show up for people.

John Stacey asked whether there is any chance to extend the Woodland Chapel service? Answer is no - it is hard on the priests and we don't want to draw away from the 10:15am service. The next one will be on All Saints Day.

Follow Up: Please help on September 20th with the ordination of priests (respond to Andrew's email).

Rector's Report: (Josh Walters)

This Sunday is the last Woodland Chapel service. Looking at expanding Woodland Chapel garden; seeking gardeners (John and Sarah had volunteered). This is coming from the Woodland Chapel Memorial Fund.

It was a productive summer - thank you to the Bible Study leaders.

The DR Mission Trip came and went; thanks to everyone. Question on when next year? We think the 3rd week in July. This trip has real impact - we hear from these folks a lot; the women are amazing and hold the church together.

The 2nd Sunday of the month will be choral evensong. Andrew highlighted Adult Education offerings.

This Saturday, Josh went to a Seminary open house at VA Theological Seminary. We had a table; most were brand new seminarians and it was basically "rush." These folks would start next fall; they like Wallace Benton.

Sharing something personal - September 5th is the anniversary of Josh's mother's death. He will be changing his last name to Josh Armstrong Walters, and will send a communication to the parish in the coming weeks.

Tomorrow is the start of Josh's 7th program year. It's been an honor and privilege to be here; thanks to the Vestry and staff.

OPEN FORUM

We are still getting scam emails from a Gmail account pretending to be Josh; please be vigilant.

Brooksfield School now a resident at Lewinsville Presbyterian.

Starting September 16th will be our first Tuesday Vestry meeting. Going forward, the cadence is the 3rd Tuesdays.

Molly brought up a new business item. The Women in Faith will start a new year on September 18th with a wine and cheese gathering from 6-8pm at someone's home. She will put on the web site and give Josh talking points. Trying to reboot and gather more women. Tim asked for a write-up; need from Susan Simington by Monday.

Development of the Parish Directory is ongoing; if you have not submitted a photo then please send one.

We are working out the kinks with name tags - please keep wearing them and don't lose too many.

What about Safe Church training this year? It is every 3 years, and we will get a notification if we need it.

Follow Up: Please submit a write-up on Women in Faith (Molly)
Follow Up: Please submit to the Parish Directory if you have not (All).
Follow Up: Please wear name tags and don't lose them (All).

CLOSING

- Closing Prayer

DECISIONS CONSOLIDATED

1. Minutes for the June 23rd Meeting were approved.
2. Approved the June and July Financial Reports.
3. Approved the Property Report

ITEMS REQUIRING ATTENTION / FOLLOW UPS CONSOLIDATED

1. Please let Katherine know if you can host a Harvest Gathering (All).
2. Send thank you letters to those who contribute to the Endowment (Josh).
3. Please email Tim if you need a name tag (All).
4. Please help on September 20th with the ordination of priests - respond to Andrew's email (All).
5. Please submit a write-up on Women in Faith to Josh (Molly)
6. Please submit to the Parish Directory if you have not (All).
7. Please wear name tags and don't lose them (All).

DATES TO REMEMBER

- **September 16th:** September Vestry Meeting
- **September 17th:** Digital Compline and Wednesday Bible Study begin
- **September 18th:** Women in Faith 6-8pm
- **September 20th:** Ordination of Priests for the Diocese
- **September 28th:** Men in Faith 5-7pm @ St. John's
- **October 5th:** Blessing of the Animals
- **October 21st:** October Vestry Meeting

Treasurer's Report

August 31, 2025 Financial Statements

Our financial picture improved markedly in August due to taking the planned \$42k Endowment distribution. We closed our year-to-date gap by 50% compared to last month. Year-to-date we are still about \$24k behind plan on revenue and about \$24k over on spending, but that is much closer.

REVENUE

On the revenue side, here are some highlights:

- Pledges are within \$3-4k in the current period and year-to-date budget.
- Non-pledge giving is ahead in the current period and about even with the year-to-date budget.
- Miscellaneous Income is significantly more than budgeted for the current month and about \$20k below budget year-to-date. As we discussed last month, some of the underage is due to changes in where the accountants place some of the non-tax deductible gifts so the so the \$20k underage is probably about half of that.
- The total revenue year-to-date is about \$24k behind plan.

EXPENSE

On the expense side, we are about \$9-10k over budget in three categories:

- Diocesan support: We will continue to spend about \$1,200 per month more than budget due to recalculation of what we owe.
- Property: We were \$5k under budget for the current month but we are still about \$9k over budget for the year.
- Worship: I am told we will catch up on this \$9k year-to-date overage.

YTD we are \$47.7k short of where we had budgeted to be in Net Operating Income but that is certainly better than the \$90k we were short last month. We will continue to monitor the controllable expenses.

Balance Sheet Highlights:

Cash Position:

1. The August Operating Account balance is \$580,957 which is about \$2.5k more than July.
2. The August Designated Account balance totaling \$441,534 is about \$26.5k less than July.

Upcoming Expenditures:

There is one project that we need to do now (water issues in the community room) and a few other capital projects that are being assessed, bided out and prioritized:

- Slate issues on the Shears Hall patio
- Flooring issues in Shears Hall
- Wood floor refinishing in the Sanctuary

Last year we discussed how several of the designated funds' original purposes are no longer valid and will be repurposed. Also, other funds are created for the purpose of capital needs. Between these two categories, we should be able to address some if not all of these needs and still maintain significant reserves. For now, I recommend that we address the community room issue (\$15k) immediately with use of designated funds.

Treasurer's Report (Monthly Operating Income Expense)

As of August 31, 2025 compared to August 31, 2024

	2025		2024		2025		2024	
	Current period	Current budget	Current period	2024 budget	YTD Actual	YTD Budget	YTD Actual	YTD Budget
PLEDGES / NON-PLEDGE COMMITMENTS	46,806	51,243	51,468	51,300	787,539	790,956	777,806	777,928
NON-PLEDGE GIVING	7,290	3,983	2,834	4,398	41,540	41,582	31,662	50,160
MISC INCOME	50,359	16,013	15,956	7,659	107,488	128,104	92,884	61,271
TOTAL REVENUE	104,455	71,239	70,258	63,357	936,566	960,642	902,351	889,359
ADMINISTRATION & COMMUNICATION	9,629	8,402	5,281	8,477	71,865	68,715	60,389	67,815
CHRISTIAN EDUCATION	472	412	157	559	3,867	3,291	3,588	4,476
DIOCESAN SUPPORT	9,910	8,642	7,863	7,863	80,280	70,133	62,904	62,901
FELLOWSHIP PARISH LIFE	561	1,497	823	1,064	12,896	11,972	7,415	8,513
MISSIONS	248	1,174	-	1,183	2,095	9,393	2,927	9,462
INTEREST EXPENSE ON DEBT	-	-	38	77	-	-	697	619
PASTORAL MINISTRIES	-	-	-	33	-	-	47	267
PROPERTY	6,136	11,522	3,130	9,809	101,157	92,179	74,400	78,470
STAFF / PROFESSIONAL SERVICES	71,781	73,681	67,201	67,042	587,164	589,446	543,911	536,332
WORSHIP	6,559	8,720	4,087	8,387	79,176	69,761	58,699	67,093
TOTAL OPERATING EXPENSES	105,295	114,049	88,580	104,493	938,500	914,890	814,977	835,946
GAIN / LOSS ON STOCK	(16)	-	(12)	-	(16)	-	(91)	-
TOTAL EXPENSES	105,279	114,049	88,568	104,493	938,483	914,890	814,886	835,946
Net	(824)	(42,811)	(18,310)	(41,136)	(1,917)	45,752	87,466	53,413
ADDITIONAL ITEMS:								
DEBT SERVICING COST (PRINCIPAL PORTION)	-	-	(4,312)	(4,312)	-	-	(34,100)	(34,100)
ERC Credits	-		-		-		-	
MONTHLY NET CASH INFLOW (OUTFLOW)	(824)	(42,811)	(22,622)	(45,448)	(1,917)	45,752	53,366	19,313

St. Johns Episcopal Church
Balance Sheet
As of August 31, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
100.012 Operating	580,957.25
100.013 Operating (Contingency/Sabbatical)	15,481.39
100.014 Advanced Pledges	18,215.84
100.016 Operating (Designated)	441,534.80
Endowment Funds.	
103.120 Fidelity Brown Advisory Managed Endowment	1,157,970.57
103.150 Fidelity Brown Advisory Music Endowment	118,268.38
Total Endowment Funds.	\$ 1,276,238.95
Total Bank Accounts	\$ 2,332,428.23
Total Current Assets	\$ 2,332,428.23
Fixed Assets	
150.000 Buildings	7,796,630.13
160.000 Furniture & Fixtures	236,353.77
Total Fixed Assets	\$ 8,032,983.90
TOTAL ASSETS	\$ 10,365,412.13
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200.000 Accounts Payable (A/P)	243.10
Total Accounts Payable	\$ 243.10
Other Current Liabilities	
215.000 Prepaid Pledges	18,215.84
245.000 Pension Fund Payable	999.97
297.000 Accrued Expenses	20,988.52
Total Other Current Liabilities	\$ 40,204.33
Total Current Liabilities	\$ 40,447.43
Total Liabilities	\$ 40,447.43
Equity	
Contingency/Sabbatical Funds	
399.299 Sabbatical Fund	5,391.67
399.300 Contingency Fund	10,089.72
Total Contingency/Sabbatical Funds	\$ 15,481.39

St. Johns Episcopal Church

Balance Sheet

As of August 31, 2025

Designated Funds

343.000 Pilgrimage Fund Balance	945.93
345.000 Music Endowment Fund	1,146.19
360.000 Memorial Fund	29,592.55
380.000 Rectors Discretionary Fund	28,304.29
380.001 Rector's Disc.-Comm. Alms Fund	22,243.43
381.000 Assist Rector Discretionary Fund (1)	3,438.11
383.000 Asst. Rector- Discretionary Fund (2)	5,130.01
385.000 Memorial Garden Fund	25,615.77
390.000 MacNamara Garden Fund	13,602.64
391.000 CLP Leadership Club Fund	8,171.00
391.001 Scholarship Fund	9,113.14
394.000 EYC Fund	5,940.73
395.000 Sages Fund	1,859.29
396.098 Appreciation Fund	932.63
397.000 Music Fund	32,766.04
399.007 Arts at St. John's Fund	50.00
399.016 150th Anniversary Book Fund Balance	2,331.53
399.100 Special Collections	39,979.87
399.101 Property Reserve Fund	100,000.00
399.155 Contingency Reserves	63,092.45
399.200 Missions Drive of the Month Balance	2,004.69
399.400 Sponsored Property Improvement	-961.75
399.555 Columbarium/Memorial Garden Fund Balance	42,236.26
399.600 Community Support - Coronavirus (COVID-19)	4,000.00

Total Designated Funds	\$	441,534.80
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Endowment Funds

330.000 Fidelity Endowment Fund	1,158,930.57
335.000 Fidelity Music Endowment	118,438.38

Total Endowment Funds	\$	1,277,368.95
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Retained Earnings	1,325,568.30
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Unrestricted Funds

300.000 Operating Fund	7,266,928.67
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Total Unrestricted Funds	\$	7,266,928.67
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Net Income	-1,917.41
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Total Equity	\$	10,324,964.70
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TOTAL LIABILITIES AND EQUITY	\$	10,365,412.13
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St. John's Episcopal Church - McLean VA
Consolidated Fund Activity Report for August 2025

Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	Ending Balance
150th Anniversary Book Fund Balance	2,332	-	-		2,332
Appreciation Fund	933	-	-		933
Arts at St. John's Fund	50	-	-		50
Assist Rector Discretionary Fund (1)	3,438	-	-		3,438
Asst. Rector- Discretionary Fund (2)	5,130	-	-		5,130
CLP Leadership Club Fund	8,171	-	-		8,171
Columbarium/Memorial Garden Fund Balance	42,236	-	-		42,236
Community Support - Coronavirus (COVID-19)	4,000	-	-		4,000
Contingency Fund	10,090	-	-		10,090
Sponsored Property Improvement	4,533	310	5,805		(962)
EYC Fund	5,941	-	-		5,941
Fidelity Endowment Fund	1,170,041	30,889	42,000		1,158,931
Fidelity Music Endowment	115,432	3,006	-		118,438
MacNamara Garden Fund	13,603		-		13,603
Memorial Fund	29,943	75	425		29,593
Memorial Garden Fund	29,316	-	3,700		25,616
Missions Drive of the Month Balance	2,005	-	-		2,005
Music Endowment Fund	1,146	-	-		1,146
Music Fund	32,666	100	-		32,766
Operating Fund	7,665,608	104,455	105,279		7,664,784
Pilgrimage Fund Balance	946	-	-		946
Rector's Disc.-Comm. Alms Fund	22,243	-	-		22,243
Rectors Discretionary Fund	30,337	-	1,727	(305)	28,304
Sabbatical fund	5,392	-	-		5,392
Sages Fund	1,859	-	-		1,859
Scholarship Fund	9,113	-	-		9,113
Special Collections	55,002	-	15,327	305	39,980
Property Reserve Fund	100,000	-	-		100,000
Contingency Reserves	63,092	-	-		63,092
Total	<u>9,434,597</u>	<u>138,835</u>	<u>174,263</u>	<u>-</u>	<u>9,399,169</u>

****Rectory Bathroom****

We have a leaky shower in a bathroom that has impacted the ceiling underneath. Waiting for an additional quote on this urgent job. John Stacey advising.

****Community Room (formerly Children's Chapel)****

We have discovered a mold problem in this room caused by bad grading in an outside area adjoining that wall. This problem was present but unseen for several years. We have a quote of \$11,450 to mitigate the inside damage and grade/drain the outside water away. This quote is from someone we work with regularly and trust and is being reviewed by Andrew Viola and his team; he is our property damage expert. Subject to Andrew's agreement, we recommend approving this work for a total, including a contingency fund, of \$15,000.

****Woodland Chapel****

Garden extension waiting for a garden committee meeting. We are financing this project through the Memorial Garden Fund and donations.

No power:– Bill Parks is taking care of this.

****Elevator Noisy when passing main floor****
To be fixed this week.

****Security: Cameras/Doors****

We've spec'd out camera system requirements. Deciding which plan to recommend.

****Shears Hall****

Waiting for final pricing from vendors.

****Hardwood Floor Donation****

We've been offering 3,000 square feet of hardwood flooring. The team that's working on the Shears Hall flooring is also looking at the best way we can utilize this flooring. We're looking to use this donation to replace the flooring on the raised area at the front of the worship space. While the donation is not suitable for the main floor in the worship space, we are pricing refinishing that floor as well.

****Shears Hall Patio****

We have quotes in on this job that Tim is currently firming up.

****Bathroom by Shears Hall outside exit flooded on Sunday****

User error.