

ST. JOHN'S VESTRY AGENDA
TUESDAY, November 18, 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/Checking-in

Information

- Attendance-Tim Barwick
- Minutes of October 2025 Meeting
Approval of the minutes of the meeting of 09/16/2025 are submitted for review and are approved without a vote unless an objection is made or amendment is proposed before the meeting.
- Fellowship Report-Katherine Haskell
- Missions and Outreach-Mary Martin
- Financial Report- Greg Stayin
 - Review of September 2025 Financials [VOTE]
- Stewardship Report-Shelli Bushman
- Property Management- Tim Barwick
- Associate Rector's Report- Rev. Andrew Moore
- Rector's Report- Rev. Josh Armstrong-Walters

New Business

- Proposal for security upgrade -Mike Murphy [VOTE]

Old Business

Closing Prayer and Adjournment

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

Important Dates:

- **Sunday, November 23: Stewardship In-gathering**
- **Thursday, November 27: Thanksgiving Day**
- **Saturday, November 29: Parish Greens Sale**
- **Sunday, December 30: First Sunday of Advent**
- **Thursday, December 11: St. Nicholas Dinner**

ST. JOHN'S EPISCOPAL CHURCH VESTRY MEETING

TUESDAY, October 21, 2025 - 7:00PM

IN THE SMOOT CONFERENCE ROOM AND VIA ZOOM

ATTENDEES

Vestry members participating included the Reverend Joshua Armstrong-Walters, Rector, and Chair, and:

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

Also participating were:

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

INTRODUCTION

- Opening Prayer
- Around the Room
 - Ordination went very well; thanks to all for participating
 - Nice harvest gathering
 - Compline has been successful; led by lay people; building up numbers. Nice thing to do mid-week; come join.
- Note that minutes for the September 16, 2025 Meeting were approved.

REPORTS

Treasurer's Report (Greg Stayin)

See Vestry Packet. Discussion about how the endowment draw (in August) throws off the numbers. We got a large gift in September as well. We usually finish the year strong.

We will be consolidating funds. Discussion around how we have so many funds; they just come up over the years and the accountant sets them up. The consolidation should show up next month.

Decision: The Vestry voted to approve the September 30th Financial Statements.

Property Report: (Tim Barwick)

See Property Report in Vestry packet.

Mold Remediation in the Community Room - work outside starting Friday, inside on Monday. Question by Katherine about timing and who is our Advisor on the project (Andrew Viola's team). Kathleen asked about health and safety - we know that mold is down to a reasonable level.

Hardwood floor donation - is it driving the re-flooring? No - we do not have to use it; it is unfinished wood and so we cannot use it in most places. The only place would be the altar and at some point we do have to refinish the floors in the sanctuary, so this might work out. This is really a timing thing so we won't make the decision for a while.

Decision: The Vestry voted to approve the Property Report.

New Business Item: Property Condition Assessment (Kevin Swanson)

See Proposal in Vestry packet.

Currently property management is a whack-a-mole strategy; similar to other churches. Evidenced by the property report - we plan for some things but not all. This is not an efficient way to run. We want to do a Property Condition Assessment so we can be more proactive; this topic has come up in the Executive Committee meetings over the past few months.

We solicited bids and evaluated 2 proposals; conducted interviews and selected Biller & Associates. Proposal includes church buildings; does not include the rectory for now. Will include rectory as part of a longer-term plan.

We will use the results of the report as the basis for a long-term strategic plan; how we fund it remains to be seen. If the Vestry has questions or wants to understand more, Kevin can provide a sample report.

Shelli and John Stacey both advocated for this, noting that it's a good idea to get ahead of it. Others agreed.

Kevin proposed a sub-committee of Mike Murphy, Kevin Swanson and Kathleen Tregoning, with rotation over time.

Question about the marketing plan for it - is it necessary to say something now to the parish? No - we should wait until we get something back.

Decision: The Vestry voted to accept the proposal of the Senior Warden to move forward with the PCA, the selected contractor, and the sub-committee.

Fellowship Report: (Katherine Haskell)

Coffee hours are going very well, particularly with adult education. It is nice to have time before and after.

Harvest Gatherings - thank you to the clergy for going to all of them. 58 people RSVP'd - thanks to Stayins, Abibs, Chewnings for hosting.

Lessons learned - need a "sign up by" date, maybe not do Thursday night, be clear that children are not included. Hopefully next year we can get more Vestry members to attend.

Stewardship Report: (Shelli Bushman)

Stewardship campaign kicked off on Sunday. We want to say that the Vestry is fully subscribed; please make your pledge. Including “why I give” in the bulletins; working well.

Our goal is to cover COLA - \$1.15M, a 6% increase over last year. We are hoping pledges will increase by 6%. Right now we are at about 25 pledges, \$330K. Dollar-wise, we are at the same place as last year, but we have half the number of pledgers. We are hoping to see the number of pledgers go up.

We are seeing good growth year over year; making up ground after COVID. We would like to not have to draw off of the endowment as much. We’ve had bullish markets for our endowment, but can’t take this for granted.

Follow Up: Please make pledge (All)

Assistant Rector’s Report (Andrew Moore)

Consistent with A Chorus of Generosity - over the next month, will do an “Our Favorite Hymns” survey. All of the music for In Gathering on November 23rd will be favorite hymns.

Children, Youth, Family Ministries:

Sunday School - currently 35 kids registered. The most exciting part is the change in age breakdowns - by doing this, regularly 10-12 kids in each class, particularly late elementary and middle. We have tried a lot of high school Sunday morning opportunities - these have been very difficult. We plan to build programming as kids age. We will plan a confirmation weekend where we focus on prayer book, creed - full day Saturday and Sunday afternoon.

Children’s Chapel - going great; has been as many as 22 kids. They are hearing the same gospel as in church in story form.

Youth - 2 offerings each month, on the 2nd and 4th Sunday. Each month, we’ve had a table of just youth at supper church.

Supper Church - off to a great start, between 30-35 people each month. Folks stepping in to set up, clean up and make dinner. Please come - 3rd Sunday of the month - November 16th and December 21st.

Bible Study - Finishing Genesis, then will be studying Psalms starting November 15th.

Sunday Adult Forums - going well. This Sunday Kim Clark will present on women in the Bible. We will then start a series on the wisdom of the mystics.

Rector’s Report: (Josh Armstrong-Walters)

From Karl - The choir now has 20 people with at least 1 volunteer in every part. He is excited about having the piano. Our first choral evensong was last week, a success. We had about 70 people - many from outside and it was a holiday weekend. We got a couple of gifts given to the music fund - seeding this first season. Thank you to Pamela Fox who hosted the reception afterward.

The Diocesan Convention is November 6-8th in Fredericksburg. We have a good lead on having a Seminarian in the fall of 2026 - this is a long process.

Josh was appointed to begin a term on the Executive Committee of the Diocese of Northern Virginia, beginning in 2026.

We recently sold a columbarium niche; can sell to parishioners and neighbors. This was a neighbor. \$4K to get a niche; if not a parishioner, then must be approved by the Rector. Some thoughts that we should charge more / be at market for those who don't belong to the church.

Note that we now have a robust programming schedule - some weeks are busy and some are more busy. We are trying to get some extra hands in the office, perhaps for those looking for some volunteer work - moving back toward where we were pre-COVID. All the things we didn't use since COVID we are catching up on.

Sunday attendance is creeping up at a great rate. Historically we need to have 1 clergy per 100 people; we are sometimes hitting close to 300. This is a higher workload for the clergy; please keep this in mind. Growth is great but can be scary - newer members can do things in different ways; some clash of old and new.

Please wear your name tags. The directory is still being worked on.

CLOSING

- Closing Prayer

DECISIONS CONSOLIDATED

1. Minutes for the September 16, 2025 Meeting were approved.
2. Approved the September Financial Report.
3. Approved Property Report

ITEMS REQUIRING ATTENTION / FOLLOW UPS CONSOLIDATED

1. Please pledge! (All)

DATES TO REMEMBER

- **October 26th:** Trunk or Treat 5pm
- **November 2nd:** All Saints Sunday
- **November 9th:** Choral Evensong 5pm
- **November 12th:** Faith & Film 6pm
- **November 16th:** Supper Church 5pm
- **November 18th:** November Vestry Meeting 7pm

Treasurer's Report

October 31, 2025 Financial Statements

Revenue and Expenses exceeded plan in October. We planned expenses to be greater than revenue but we are about \$11k beyond our plan.

Here are the highlights:

REVENUE

- **Total Revenue:** We are \$2k better than budget in the current period and about \$8k below budget year-to-date.
 - **Misc. Income** was better than budget again in the current period and year-to-date.
 - **Pledge revenue** has been higher each month for the last three months. It is also more than this current period last year. It is slightly less than current period budget, but we are trending in a positive direction.

EXPENSE

- **Total Expenses:** We are about \$13k over budget current period and about \$33k over budget year-to-date.
 - **Diocesan Support** is \$1.2k over budget in the current period and \$12.6k over budget year-to-date.
 - **Property** is about \$4k over budget in the current period and \$11k over budget year-to-date.
 - **Missions** is about \$5k over budget in the current period but \$2k under budget year-to-date.

NET

- We are about \$11k over budget in the current period and \$42k over budget year-to-date.

Balance Sheet Highlights:

Cash Position:

1. The October Operating Account balance totally \$536,597 is about \$22k less than September.
2. The October Designated Account balance totaling \$424,675 is about \$35k less than September.

Designated Funds Consolidation

As discussed in the last Vestry meeting, we consolidated from 24 designated funds in September to 16 designated funds in October.

Treasurer's Report (Monthly Operating Income Expense)

As of October 31st, 2025 compared to October 31st, 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	65,370	70,009	52,795	72,724	907,453	919,739	900,731	906,865
NON-PLEDGE GIVING	3,304	4,684	2,324	5,628	48,401	50,752	40,632	59,995
MISC INCOME	24,093	16,013	14,165	7,659	166,749	160,130	123,875	76,588
TOTAL REVENUE	92,767	90,706	69,283	86,010	1,122,602	1,130,621	1,065,239	1,043,448
ADMINISTRATION & COMMUNICATION	7,689	8,402	5,037	8,477	91,951	85,519	79,015	84,769
CHRISTIAN EDUCATION	769	412	188	559	5,715	4,114	4,160	5,595
DIOCESAN SUPPORT	9,910	8,642	7,863	7,863	100,100	87,416	78,630	78,626
FELLOWSHIP PARISH LIFE	1,745	1,497	2,625	1,064	15,908	14,965	11,537	10,642
MISSIONS	6,576	1,174	1,109	1,183	9,357	11,742	4,561	11,827
INTEREST EXPENSE ON DEBT	-	-	30	77	-	-	752	773
PASTORAL MINISTRIES	-	-	-	33	-	-	47	333
PROPERTY	16,422	11,522	17,341	9,809	126,228	115,224	106,532	98,087
STAFF / PROFESSIONAL SERVICES	74,201	73,681	67,574	67,042	733,767	736,808	678,390	670,415
WORSHIP	9,438	8,720	6,884	9,044	93,568	87,201	69,186	85,181
TOTAL OPERATING EXPENSES	126,749	114,049	108,652	105,151	1,176,595	1,142,988	1,032,809	1,046,247
GAIN / LOSS ON STOCK	-	-	(11)	-	(24)	-	(113)	-
TOTAL EXPENSES	126,749	114,049	108,641	105,151	1,176,570	1,142,988	1,032,696	1,046,247
Net	(33,982)	(23,344)	(39,358)	(19,141)	(53,968)	(12,367)	32,543	(2,799)
ADDITIONAL ITEMS:								
DEBT SERVICING COST (PRINCIPAL PORTION)	-	-	(3,448)	(3,448)	-	-	(41,874)	(41,874)
ERC Credits	-	-	-	-	-	-	-	-
MONTHLY NET CASH INFLOW (OUTFLOW)	(33,982)	(23,344)	(42,806)	(22,588)	(53,968)	(12,367)	(9,331)	(44,673)

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

	Total
ASSETS	
Current Assets	
Bank Accounts	
100.012 Operating	536,596.95
100.013 Operating (Contingency/Sabbatical)	5,391.67
100.014 Advanced Pledges	61,104.61
100.016 Operating (Designated)	424,675.60
Endowment Funds.	
103.120 Fidelity Brown Advisory Managed Endowment	1,260,366.89
103.150 Fidelity Brown Advisory Music Endowment	120,706.90
Total Endowment Funds.	\$ 1,381,073.79
Total Bank Accounts	\$ 2,408,842.62
Other Current Assets	
130.000 Prepays	13,670.00
Total Other Current Assets	\$ 13,670.00
Total Current Assets	\$ 2,422,512.62
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	\$ 10,455,496.52
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200.000 Accounts Payable (A/P)	9,983.31
Total Accounts Payable	\$ 9,983.31
Other Current Liabilities	
215.000 Prepaid Pledges	61,104.61
245.000 Pension Fund Payable	999.97
297.000 Accrued Expenses	32,758.75
Total Other Current Liabilities	\$ 94,863.33
Total Current Liabilities	\$ 104,846.64
Total Liabilities	\$ 104,846.64
Equity	
Contingency/Sabbatical Funds	
399.299 Sabbatical Fund	5,391.67
Total Contingency/Sabbatical Funds	\$ 5,391.67

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

Designated Funds

343.000 Pilgrimage Fund Balance	945.93
360.000 Memorial Fund	32,464.60
380.000 Rectors Discretionary Fund	29,636.92
380.001 Rector's Disc.-Comm. Alms Fund	12,979.43
381.000 Assist Rector Discretionary Fund (1)	3,438.11
383.000 Asst. Rector- Discretionary Fund (2)	5,130.01
390.000 MacNamara Garden Fund	13,602.64
394.000 EYC Fund	6,031.73
397.000 Music Fund	32,548.57
399.100 Special Collections	40,867.87
399.101 Property Reserve Fund	64,974.95
399.155 Contingency Reserves	75,563.70
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	82,304.77
399.700 Missions Fund	23,143.43

Total Designated Funds	\$ 424,675.60
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Endowment Funds

330.000 Fidelity Endowment Fund	1,260,876.89
335.000 Fidelity Music Endowment	120,806.90

Total Endowment Funds	\$ 1,381,683.79
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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	-53,598.15
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Total Equity	\$ 10,350,649.88
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TOTAL LIABILITIES AND EQUITY	\$ 10,455,496.52
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St. John's Episcopal Church - McLean VA
Consolidated Fund Activity Report for October 2025

Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	Ending Balance
150th Anniversary Book Fund Balance	2,331.53	-	-	(2,332)	-
Appreciation Fund	932.63	-	-	(933)	-
Arts at St. John's Fund	50.00	-	-	(50)	-
Assist Rector Discretionary Fund (1)	3,438.11	-	-		3,438
Asst. Rector- Discretionary Fund (2)	5,130.01	-	-		5,130
CLP Leadership Club Fund	8,171.00	-	-	(8,171)	-
Columbarium/Memorial Garden Fund Balance	42,236.26	4,250	9,500	45,319	82,305
Community Support - Coronavirus (COVID-19)	4,000.00	-	-	(4,000)	-
Contingency Fund	10,089.72	-	-	(10,090)	-
Sponsored Property Improvement	(961.75)	-	-		(962)
EYC Fund	5,940.73	91	-		6,032
Fidelity Endowment Fund	1,255,653.07	6,328	1,104		1,260,877
Fidelity Music Endowment	120,284.81	633	111		120,807
MacNamara Garden Fund	13,602.64		-		13,603
Memorial Fund	29,464.60	5,000	2,000		32,465
Memorial Garden Fund	45,318.51	-	-	(45,319)	-
Missions Drive of the Month Balance	2,004.69	-	-		2,005
Missions Fund	-	-	-	23,143	23,143
Music Endowment Fund	1,146.19	-	-	(1,146)	-
Music Fund	31,560.94	3,369	3,528	1,146	32,549
Operating Fund	7,604,714.98	92,767	126,749		7,570,733
Pilgrimage Fund Balance	945.93	-	-		946
Rector's Disc.-Comm. Alms Fund	22,243.43	-	9,264		12,979
Rectors Discretionary Fund	28,304.29	400	-	933	29,637
Sabbatical fund	5,391.67	-	-		5,392
Sages Fund	1,859.29	-	-	(1,859)	-
Scholarship Fund	9,113.14	-	-	(9,113)	-
Special Collections	40,144.87	723	-		40,868
Property Reserve Fund	100,000.00	-	35,025		64,975
Contingency Reserves	63,092.45	-	-	12,471	75,564
Total	<u>9,456,203</u>	<u>113,561</u>	<u>187,280</u>	<u>-</u>	<u>9,382,484</u>

****Rectory Bathroom****

Complete

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

The mold has been located and mitigated. Part of the problem was that the insulation in area around our steel support girders was insufficient. This will need to be filled with spray foam, current code but not code in 2000 when this part of the building was built. For now, there's temporary green-wall (more moisture-resistant drywall) around that area. The green-wall will be removed, spray foam pumped in, and then permanently installed. Drainage work has started. They're digging down to the footings this week to waterproof the outside wall. Regrading of that area will follow.

****Woodland Chapel****

If you check out the corner of Douglass Drive and the Georgetown Pike, you'll see that work is well on its way extending the memorial garden. We're focused on getting our initial plantings in before the first freeze. We're using a company that will provide us with a map of native plantings for the area; this map is being funded by a donation. Generally, we are financing this project through the Memorial Garden Fund and donations. Penny Morrill and Deborah Page are key movers on this project.



****Elevator Noisy when passing main floor****

Unfortunately, this is still a problem. The issue was larger than expected, and we're waiting for a larger crew to be assigned. The elevator is fine, just noisy. We do have a routine county inspection coming up before Christmas.

****Shears Hall****

We've received a price of \$20,000 to repair the marmoleum. Although the work can probably be done between Sundays, we will wait until the new year to start. Deborah Page is leading the way in managing this project. This project is on our project list.

****Security System**

Mike Murphy to update.

****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. This project is on our possible project list.

****Shears Hall Patio****

This project is on our project list.

****Water Crisis of the Week:****

NO WATER CRISIS THIS WEEK (true as of this update today.)

