ST. JOHN'S VESTRY AGENDA
TUESDAY, January 20, 2026
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 November 2025 Meeting
  Approval of the minutes of the meeting of 11/18/2025 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 2025 Financials [VOTE]
- Stewardship Report–Shelli Bushman
- Property Management- Tim Barwick
- Associate Rector's Report- Rev. Andrew Moore–by title
- Rector's Report- Rev. Josh Armstrong-Walters

New Business

- 2026 Designation of Clergy Housing allowance for Rev. A. Moore [VOTE]
- Report of Property Condition and Assessment (PCA)--K. Swanson, Warden

Old Business

Closing Prayer and Adjournment

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

Important Dates:

Treasurer's Report

December 31, 2025 Financial Statements

We ended the year strongly with a spike in revenue that was even more than expected; however, we had an increase in expenses in the last two months that mirrored the increase in revenue. Therefore, though we did not add to the year-to-date deficit, we also did not make up much ground resulting in total spending for the year being about $55k more than revenue.

To put this end of year overspend in context, in 2024 we achieved $4k more in revenue than expense and in 2023 we achieved $123k more in revenue than expense. Therefore, our net cash position is still positive over the last three years.

Here are the highlights for the month and end of year:

REVENUE

- **Total Revenue:** We are $20k better than budget for the year with the current period being $27k better than budget.
    - **Misc. Income** was $24k better than budget over the last two months and $30.5k better than budget for the year due to significant gifts over the last few months. We budged donations to average that of the last two years, but we exceeded both of the last two years (excluding the bequest in '23).
    - **Pledge revenue** has been strong and about budget for the last few months but about $12.5k below the annual pledge budget. Coincidently, we assumed $12k of the $24k of unpaid 2024 pledges would come through this year and we are $12.5k under budget. When you look at 2025 pledges, we have experienced $32k of underpaid pledges and $37k of overpaid pledges. This year, we will attempt to collect unpaid pledges before the budget is set and not assume any will be collected afterwards.

EXPENSE

- **Total Expenses:** We are about $55k over budget for the year and about $25.5k over budget for the last two months.
    - **Diocesan Support** is $15.2k over budget for the year and $1.2k over budget in the current period due to undercalculating the required contribution for the year in the budget.
    - **Property** is about $4k over budget for the year and within budget for the period. This is quite an accomplishment as we had $6k of snow removal costs and $12k for materials/labor related to a surprise rectory issue.
    - **Admin and Communications** is $15k over budget for the year and $8.6k over budget for December.
        - About $8k of this overage relates to higher-than-expected office supplies and postage costs
        - $3k is due to additional copier use expenses
        - $4k is due to higher-than-expected insurance costs
    - **Staff and Professional Services** are $13.6k over budget for the year and $17.9k over budget for December. The December overage is due to the timing of Christmas bonuses that were in the budget but straight-lined throughout the year. The annual overage is due to the following:
        - $4.5k due to underestimated travel (including pilgrimage)
        - $3.5k due to underestimated SECA and Pension
        - $3k due to underestimated Lay Staff salary
        - $2k due to underestimated Payroll Taxes

   - **Worship** is $10.8K over budget for the year and $7.3k over budget for December. It was expected that the December worship expenses would be greater than the straight-lined monthly worship budget. The majority of this overage is due to an accounting classification issue. Some expenses associated with the ordination should have come out of the rector's discretionary fund. Similarly, some expenses associated with the TENET concert should have come out of the music fund. We will make these adjustments before the final books are closed. The net overage should be closer to $2k when done.

NET

- We are about $54.5k negative for the year. We have shown a negative balance against year-to-date budget all year. We made up ground from the lowest point in July when we were $89.6k negative but we were not able to get it back to even. We will learn from where the budgeting assumptions fell short as we set the 2026 budget. In addition to honing the 2026 expense estimates, we will need to see where pledge number is landing by Jazz Sunday. The prayer is that the two align. If not, I will present a recommendation of how to pull expenses back to meet the pledge budget.

Balance Sheet Highlights:

Cash Position:

1. The December Operating Account balance totally $553,735 is about $37k more than November.
2. The December Designated Account balance totaling $427,841 is about $12.4k more than November.

Treasurer's Report (Monthly Operating Income Expense)

As of December 31st, 2025 compared to December 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	116,583	117,601	110,918	110,135	1,084,423	1,097,000	1,060,089	1,077,544
NON-PLEDGE GIVING	12,211	8,754	19,327	9,876	65,801	63,972	63,972	74,638
MISC INCOME	40,473	16,013	50,042	35,041	222,654	192,156	209,929	119,288
TOTAL REVENUE	169,267	142,367	180,286	155,052	1,372,879	1,353,128	1,333,991	1,271,469
ADMINISTRATION & COMMUNICATION	17,022	8,402	16,264	8,477	117,245	102,323	100,520	101,722
CHRISTIAN EDUCATION	373	412	273	559	7,110	4,937	4,937	6,713
DIOCESAN SUPPORT	9,910	8,642	8,863	7,863	119,920	104,699	95,356	94,351
FELLOWSHIP PARISH LIFE	1,536	1,497	1,501	1,064	17,796	17,958	14,531	12,770
MISSIONS	267	1,174	569	1,183	10,185	14,090	11,191	14,193
INTEREST EXPENSE ON DEBT	-	-	-	77	-	-	752	928
PASTORAL MINISTRIES	-	-	-	33	-	-	47	400
PROPERTY	10,525	11,522	6,659	15,309	142,188	138,269	124,729	123,204
STAFF / PROFESSIONAL SERVICES	91,551	73,681	86,927	67,042	897,785	884,169	834,759	804,498
WORSHIP	15,997	8,720	14,054	9,044	115,433	104,641	94,349	103,269
TOTAL OPERATING EXPENSES	147,182	114,049	135,109	110,651	1,427,662	1,371,086	1,281,170	1,262,049
GAIN / LOSS ON STOCK	-	-	(41)	-	(188)	-	(154)	-
TOTAL EXPENSES	**147,182**	**114,049**	**135,068**	**110,651**	**1,427,473**	**1,371,086**	**1,281,016**	**1,262,049**
Net	**22,085**	**28,318**	**45,218**	**44,402**	**(54,595)**	**(17,958)**	**52,974**	**9,421**
ADDITIONAL ITEMS:								
DEBT SERVICING COST (PRINCIPAL PORTION)	-	-	-	-	-	-	(41,874)	(41,874)
ERC Credits	-		-		-		-	
MONTHLY NET CASH INFLOW (OUTFLOW)	**22,085**	**28,318**	**45,218**	**44,402**	**(54,595)**	**(17,958)**	**11,100**	**(32,453)**

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

		Total
ASSETS		
Current Assets		
Bank Accounts		
100.012 Operating		553,735.09
100.013 Operating (Contingency/Sabbatical)		5,391.67
100.014 Advanced Pledges		224,452.49
100.016 Operating (Designated)		427,841.28
Endowment Funds.		
103.120 Fidelity Brown Advisory Managed Endowment		1,286,556.06
103.150 Fidelity Brown Advisory Music Endowment		123,304.44
Total Endowment Funds.	$	**1,409,860.50**
Total Bank Accounts	$	**2,621,281.03**
Other Current Assets		
130.000 Prepaids		20,505.00
Total Other Current Assets	$	**20,505.00**
Total Current Assets	$	**2,641,786.03**
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	$	**10,674,769.93**
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
200.000 Accounts Payable (A/P)		29,628.42
Total Accounts Payable	$	**29,628.42**
Other Current Liabilities		
215.000 Prepaid Pledges		224,452.49
245.000 Pension Fund Payable		999.97
297.000 Accrued Expenses		27,823.52
Total Other Current Liabilities	$	**253,275.98**
Total Current Liabilities	$	**282,904.40**
Total Liabilities	$	**282,904.40**
Equity		
Contingency/Sabbatical Funds		
399.299 Sabbatical Fund		5,391.67
Total Contingency/Sabbatical Funds	$	**5,391.67**
Designated Funds		
343.000 Pilgrimage Fund Balance		945.93

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

360.000 Memorial Fund		17,211.22
380.000 Rectors Discretionary Fund		31,976.12
380.001 Rector's Disc.-Comm. Alms Fund		12,826.43
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		15,102.64
394.000 EYC Fund		6,031.73
397.000 Music Fund		45,249.00
399.100 Special Collections		43,923.40
399.101 Property Reserve Fund		64,224.95
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		82,031.67
399.700 Missions Fund		23,143.43
Total Designated Funds	**$**	**427,841.28**
Endowment Funds		
330.000 Fidelity Endowment Fund		1,296,856.06
335.000 Fidelity Music Endowment		123,504.15
Total Endowment Funds	**$**	**1,420,360.21**
Retained Earnings		1,325,568.30
Unrestrictred Funds		
300.000 Operating Fund		7,266,928.67
Total Unrestrictred Funds	**$**	**7,266,928.67**
Net Income		-54,224.60
Total Equity	**$**	**10,391,865.53**
TOTAL LIABILITIES AND EQUITY	**$**	**10,674,769.93**

St. John's Episcopal Church - McLean VA
Consolidated Fund Activity Report for December 2025

Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	Ending Balance
150th Anniversary Book Fund Balance	-	-	-		-
Appreciation Fund	-	-	-		-
Arts at St. John's Fund	-	-	-		-
Assist Rector Discretionary Fund (1)	3,438	-	-		3,438
Asst. Rector- Discretionary Fund (2)	5,130	-	-		5,130
CLP Leadership Club Fund	-	-	-		-
Columbarium/Memorial Garden Fund Balance	82,305	-	273		82,032
Community Support - Coronavirus (COVID-19)	-	-	-		-
Contingency Fund	-	-	-		-
Sponsored Property Improvement	(962)	-	-		(962)
EYC Fund	6,032	-	-		6,032
Fidelity Endowment Fund	1,285,358	11,498	-		1,296,856
Fidelity Music Endowment	122,407	1,098	-		123,504
MacNamara Garden Fund	13,603	1,500	-		15,103
Memorial Fund	17,211	-	-		17,211
Memorial Garden Fund	-	-	-		-
Missions Drive of the Month Balance	2,005	-	-		2,005
Missions Fund	23,143	-	-		23,143
Music Endowment Fund	-	-	-		-
Music Fund	37,920	9,255	1,925		45,249
Operating Fund	7,545,410	169,267	147,182		7,567,496
Pilgrimage Fund Balance	946	-	-		946
Rector's Disc.-Comm. Alms Fund	12,826	-	-		12,826
Rectors Discretionary Fund	25,662	500	686	6,500	31,976
Sabbatical fund	5,392	-	-		5,392
Sages Fund	-	-	-		-
Scholarship Fund	-	-	-		-
Special Collections	43,749	10,710	4,035	(6,500)	43,923
Property Reserve Fund	64,225	-	-		64,225
Contingency Reserves	75,564	-	-		75,564
Total	**9,373,973**	**203,828**	**154,102**	**-**	**9,421,089**

Property Management Report – 1/20/2026

Community Room (formerly Children's Chapel) – Water Intrusion

The earth around the walls has been dug down to the footings, and the walls sealed correctly. Gravel has been put down under the dirt for better drainage. There's now a grate in the ground outside the room so water from that entire side of the building can drain out above ground if the drains are overwhelmed. The area outside the room has been regraded. Tying up loose ends.

Woodland Chapel Extension

Work will continue here when the weather improves.

Elevator Noisy when passing main floor

Complete. However reports of elevator sometimes not being responsive are being looked into.

Shears Hall - Floor

This project is on our project list.

Security System

Indoor cameras are installed. Woodland Chapel camera cable has been laid.

Shears Hall Patio* - Rebuild

This project is on our project list.

Smoot Conference Room – No Heat

Complete. Hole in corridor ceiling scheduled for repair in next week or so.

Water Crisis of the Month:

We had a leak from the lines that drain two inside HVAC units over a couple of offices. This has been repaired. Only damage to ceiling tiles in one office.

SJEC Property Condition Assessment – **Initial** Project Overview & Findings - DRAFT

PCA Background

- Nov. '25 solicited 2 proposals - Biller Assoc & Barnes Insp Serv
- Selected Biller Assoc following discussion & approval during Nov '25 Vestry mtg.

PCA Inspection

- Biller Assoc on site 11/20 -11/22/2025 (19hrs)
- Insp. Included bldg. interior and components and exterior exclusive of parking lot and surrounding grounds

Overview of Findings

Note: Inspection observations reported in 3 categories

- **Maintenance items – generally DIY items**
- **Recommendations – concerns that left unattended result in an adverse impact to property**
- **Major Concerns – concern and/or deficiency warranting accelerated response**

Interior

- **Maintenance items – (15)**
- **Recommendations – (55)**
- **Major Concerns – (21)***

  Examples of Major Concerns
  - **Floor structure - steel deterioration**
  - **Plumbing – evidence of active leaks**
  - **Elec. Service Panels – antiquated**
  - **Heating/Boiler – antiquated systems and evidence of corrosion**
  - **Heating units – upper range of avg. lifespan**
  - **Heating units – active leaks**
  - **Cooling units – upper range of avg. lifespan**
  - **Furnace & water heater venting - evidence of corrosion**

- Biller Assoc est. to repair/replace all "Major Concern" items = ~$236K

Cost est. based on PCA Sub-Comm's initial suggested prioritization of inspection items:

- **Important, requires near term response - $34,000**
- **Necessary but can be deferred - $202,000**

Exterior

- **Maintenance items – (15)**
- **Recommendations – (22)**
- **Major Concerns – (8)***
  - **Exterior wall flashing**
  - **Boiler room egress hatch**
  - **Windows – evidence of moisture intrusion**
  - **Roof – deteriorated flashing**
  - **Roof – gutter damage**
  - **Gutter system active leak**
  - **Missing shale tiles**

- Biller Assoc est. to repair/replace all "Major Concern" items = ~$20K

PCA Sub-Comm's initial thinking is major exterior items should be addressed on a more expedited basis

SJEC Property Condition Assessment – Examples of Potential Near Term Repair Costs (1) – DRAFT

Interior

• Floor structure – steel lentil deterioration	$3,400
• Drain waste vent system – evidence of active leak	600
• HVAC/Heating units (2) – evidence of active leak	1,500
• Commercial hydronic system – corroded valves	23,700
• Type B vent – corrosion	4,800
	$34,000

Exterior

• Wall flashing – not extended over wall	$2,650
• Access hatch deterioration	3,500
• Head jam and sill moisture intrusion	250
• Flashing deterioration above arch window.	2,200
• Flashing deterioration - roof valley @cricket roof.	3,450
• Roof drainage system – gutter active leak.	1,800
• Lightning protection system (2)	6,150
	$20,000

Notes:
(1) Projected costs based on estimates provided by Biller Assoc. and represented in current dollars
(2) Requires further research to determine actual need to address this item