

ST. JOHN'S VESTRY AGENDA
TUESDAY, April 21, 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/Good News

Information

- Attendance-Tim Barwick
- Approve Minutes of March 24, 2026
Approval of the minutes of the meetings of 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
- Endowment Report-Os Abib
- Outreach Report-M. Kerfoot/M. Martin
- Financial Report- Greg Stayin
 - March Financial Statement
- Property Management- Tim Barwick
- Associate Rector's Report-Rev. Andrew Moore
- Rector's Report- Rev. Josh Walters

New Business

Old Business

Update on Property Capital Assessment Report

Closing Prayer

Important Dates:

- **May 03:** Bishop's Visitation
- **May 17:** End of Program Year Celebration, Sunday Sundae, Vestry Elections
- **May 19:** Joint Vestry Meeting including outgoing Class of 2026 and incoming Class of 2029

ST. JOHN'S EPISCOPAL CHURCH VESTRY MEETING

TUESDAY, March 24th, 2026 - 7:00PM

VIA ZOOM ONLY

ATTENDEES

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

- Osmar Abib (Zoom)
- John Brown
- Shelli Bushman
- Lauren Chewning (Zoom)
- Jeff Cimbalo - Absent
- Katherine Haskell
- Margaret Kerfoot
- Sarah Lang - Absent
- Mary Martin (Zoom)
- Mike Murphy, Junior Warden
- Molly Nesline
- Nancy Simon (Zoom)
- John Stacey - Absent
- Kevin Swanson, Senior Warden
- Kathleen Tregoning

Also participating were:

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

INTRODUCTION

- Opening Prayer
- Referenced minutes from February

Shout out to Adult Education Forum - Songs of Lament, Wednesday Bible Studies.

A dozen folks went to Bacon House last Monday; very fun.

Shout out to the Shanmugams who are alums of Keeble College; ~60 folks came for the concert.

Good Men's Group Chili Party; thanks to Greg for hosting.

Decision: Minutes from February were approved.

REPORTS

Fellowship Report: (Katherine Haskell)

Thank you to Jeff Cimbalo who was a coffee purveyor for Jazz Sunday; we are putting together a new team for Easter Sunday.

Follow Up: Please bring treats for Easter (All).

Missions and Outreach (Mary Martin, Margaret Kerfoot)

Drive of Month is plugging along; a youth-led event made +200 bags for Dogwood Elementary. The April Drive of the Month will be craft supplies for Falls Church McLean Children's Center. Twice a year we fill their snack room.

Global Bistro was a success; we had 40 households with 74 attendees. We honored Sandy Smoot, and did a birthday celebration for Bev Christopher on her 97th birthday.

DR Trip will be the outreach for Easter offering; we have the largest group that has ever been signed up; good momentum here.

Adult Forum in April will be on Missions and Outreach. We will be asking for participation as the committee is pretty small.

Attending WIF March meeting to discuss M&O; part of this will be to solicit participation in outreach projects.

Collecting quarters for Home Stretch for residents' laundry trips. We will be giving them to the Home Stretch folks when they come. Need to add this to the weekly communication.

Follow Up: Add quarter collection to the weekly communication (Tim)

Treasurer's Report (Greg Stayin)

See Vestry Packet. Now reporting against our new budget.

Decision: The Vestry voted to approve the February financial report.

Property Report: (Tim Barwick)

See Property Report in Vestry packet.

Elevator repaired and we passed inspection.

Landscaper contract done; we will see an improvement in our church landscaping.

Security system is great; able to open the door remotely.

No heat in Smoot Conference Room; we continue to try to find the solution. Looks like we have to replace the circuit board - unclear on cost yet. Unsure about A/C - need to repair this as well, since a large sheet of ice fell off the roof and landed on it.

Replaced mailbox that had been attacked by animals.

Contracted for Spring cleaning.

Water crises - Sewer pump in Rectory failed; had to replace. Bathroom on the 2nd floor is leaking; water detection caught it. Needs to be repaired.

Rodney noted that on March 31st, a landscaping firm will come fix the deficiencies that were cited by the County.

Kevin noted that the roof needs to be inspected; John Stacey provided names of a couple of firms.

Decision: The Vestry voted to approve the Property report.

Assistant Rector's Report (Andrew Moore)

Adult Forum for the year is winding down. We had great sessions on Lament. The next forum (focused on Missions & Outreach) is the last one of the year before summer given other things going on until then.

Starting to put a program together for Fall; please let Andrew know if you have anything. Os suggested that we should have one on the endowment.

Andrew is back from retreat; excited for Holy Week and what is ahead.

Follow Up: Please provide any suggestions for forums in the Fall to Andrew (All).

Rector's Report: (Josh Armstrong-Walters)

Thanks again to Kannon and Vicki Shanmugam for the referral to the choir.

Thanks to all for Global Bistro - great turnout; busy weekend.

Supper Church day after Global Bistro; had about 16-17 folks; please come to our last one in April; we may use our new grill.

Evensong went very well; we are doing modern, classical composers that are a bit different.

Bible Study will be going on hiatus then finishing up after Easter (Gospel of Matthew).

Transition of one of our nursery staffers - we have a temporary person now.

We continue to work on the expansion of the Memorial Garden; we will get plants in late May. Received some gifts toward those projects to supplement. We also had a meeting with McLean Tree Foundation who gives 3 native trees to houses of worship; we will also look at some other native hardwoods. We will be planting these in the fall; will have a ceremony.

End of program year celebration is May 17th; will be Sundae Sunday.

Recent death of Wanda Hill; buried in Ohio but may have a memorial service here at some point. Also interring Bill Helsper who grew up in the area. Another recent death was Fran Heron, a long time Sunday School teacher.

We will be having a seminarian here; Stuart Miller from the diocese of Alabama. He will be joining us this weekend; will start getting involved in the academic year.

New Business

Parochial Report - a couple of edits to be made.

Decision: The Vestry approved the parochial report.

We will convene the nominating Committee for the Vestry elections. We will hold Zoom meetings and then the hard work will be done on April 16th during an in-person meeting (has taken 2.5-3 hours) where we will align on a slate that will be presented to the congregation. Election will be on the last program Sunday. Communication will

go out to parish to solicit names. Note that we have advertised that Vestry members rotate off on March 31st; actually it's May 19th. Official rules are to remain until replaced - if we are going to keep on this schedule, we should probably move the date.

Question: Can a member of the nominating committee be nominated for the Vestry? No - they are excluded. Rodney will be providing a list of Vestry members for the last 10 years.

K. Haskell called out Fellowship; wants to make sure it's taken care of since she is rolling off.

Follow Up: Send out a list of Vestry members for past 10 years (Rodney).

Follow Up: Send any Vestry nominations to any member of the nominating committee or to Church Mail (All).

Follow Up: Please sign up for Vestry Member of the Day; we have no one past 6/14 (All).

Decision: The Vestry approved the Nominating Committee.

CLOSING

- Closing Prayer

DECISIONS CONSOLIDATED

1. Minutes from February were approved.
2. Approved the February Financial Report.
3. Approved Property Report
4. Approved the parochial report.
5. Approved the Nominating Committee for the next Vestry Election.

ITEMS REQUIRING ATTENTION / FOLLOW UPS CONSOLIDATED

1. Please bring treats for Easter (All).
2. Add quarter collection to the weekly communication (Tim)
3. Please provide any suggestions for forums in the Fall to Andrew (All).
4. Send out a list of Vestry members for past 10 years (Rodney).
5. Send any Vestry nominations to any member of the nominating committee or to Church Mail (All).
6. Please sign up for Vestry Member of the Day; we have no one past 6/14 (All).

DATES TO REMEMBER

- **March 29th:** Palm Sunday
- **April 2nd:** Maundy Thursday
- **April 3rd:** Good Friday
- **April 5th:** Easter Sunday
- **April 21st:** April Vestry Meeting (Last for Those Rotating Off)
- **May 3rd:** Bishop Visits
- **May 17th:** End of Program Year, Sundae Sunday

Treasurer's ReportI

March 31, 2026 Financial Statements

Year to date, we have realized more revenue than budgeted and spent about the same as budgeted.

Here are the highlights for the March and year to date:

REVENUE

- **Total Revenue:** We are \$15k better than budget in March and \$135k better than budget for the year.
 - **Pledge revenue** is \$16.5k more than budget in March and \$133k better than budget year to date. Recognizing prepaid pledges from 2025 in January is the main driver of the significant year-to-date performance over budget.
 - **Non-pledge giving** is \$1.6k more than budget in March but about \$10k under budget year to date.
 - **Misc. Income** is \$3k under budget in March and \$12k better than budget year to date.

EXPENSE

- **Total Expenses:** We are about \$12k over budget for March and about even with budget year to date.
 - **Property** is about \$7k over budget for March due to HVAC work for Smoot conference room and the damaged outdoor units. We also expect April to show an overage due to spring landscaping work and the storm water required work on the grounds. Year to date property is \$3.5K over budget.
 - **Admin and Communications** is about \$2.4k over budget March but \$4k under budget for the year to date.
 - **Staff and Professional Services** are about \$2k over budget for March but \$4k under budget for the year to date.
 - **Worship** is about \$1k over budget for the month and \$2k over budget for the year. This is primarily due to the increased use of contract musicians for Jazz Sunday and Easter Week. This should end up in line with budgets over time.

NET

- We are about \$2.5k better than budget for the month and \$136k better than budget for the year. Note we are negative for the month as planned (but less so). This is the realization of the barbell annual financials where the beginning and end of the year are the cash flow positive months and the rest are negative.

Balance Sheet Highlights:

Cash Position:

1. The March Operating Account balance total of \$883,471 is about \$8.7k more than February.
2. The March Designated Account balance totaling \$407,340 is \$1.5k more than February.

Treasurer's Report (Monthly Operating Income Expense)

As of March 31st, 2026 compared to March 31st, 2025

	2026		2025		2026		2025	
	Current period	Current budget	Current period	2025 Budget	YTD Actual	YTD Budget	YTD Actual	YTD Budget
PLEDGES / NON-PLEDGE COMMITMENTS	111,287	94,780	82,597	82,834	669,862	537,064	489,211	478,882
NON-PLEDGE GIVING	5,502	3,905	3,905	6,669	12,456	22,296	22,296	21,126
MISC INCOME	10,261	13,418	14,255	16,013	42,225	30,038	24,001	48,039
TOTAL REVENUE	127,049	112,103	100,758	105,516	724,543	589,399	535,508	548,047
ADMINISTRATION & COMMUNICATION	12,254	9,829	13,299	8,402	25,150	29,486	27,252	26,705
CHRISTIAN EDUCATION	806	593	247	412	1,530	1,778	857	1,234
DIOCESAN SUPPORT	9,310	9,394	9,419	8,642	28,930	28,182	26,923	26,925
FELLOWSHIP PARISH LIFE	550	1,533	3,182	1,497	1,995	4,600	5,387	4,490
MISSIONS	834	1,265	252	1,174	834	3,796	734	3,523
INTEREST EXPENSE ON DEBT	-	-	-	-	-	-	-	-
PASTORAL MINISTRIES	-	-	-	-	-	-	-	-
PROPERTY	21,306	14,366	18,841	11,522	46,636	43,099	46,270	34,566
STAFF / PROFESSIONAL SERVICES	79,343	77,320	75,980	73,681	227,690	231,961	222,037	221,042
WORSHIP	12,470	11,772	8,274	8,720	32,824	31,045	27,736	26,160
TOTAL OPERATING EXPENSES	136,872	126,073	129,493	114,049	365,589	373,947	357,196	344,644
GAIN / LOSS ON STOCK	-	-	-	-	-	-	-	-
TOTAL EXPENSES	136,872	126,073	129,493	114,049	365,589	373,947	357,196	344,644
Net	(9,823)	(13,970)	(28,735)	(8,534)	358,954	215,451	178,312	203,402
ADDITIONAL ITEMS:								
DEBT SERVICING COST (PRINCIPAL PORTION)	-	-	-	-	-	-	-	-
Credit Card Expenses to be Allocated	(1,567)	-	-	-	(7,817)	-	-	-
MONTHLY NET CASH INFLOW (OUTFLOW)	(11,390)	(13,970)	(28,735)	(8,534)	351,138	215,451	178,312	203,402

St. Johns Episcopal Church
Balance Sheet
As of March 31, 2026

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
100.012 Operating	883,471.94
100.013 Operating (Contingency/Sabbatical)	5,391.67
100.016 Operating (Designated)	407,340.81
Endowment Funds.	
103.120 Fidelity Brown Advisory Managed Endowment	1,283,175.27
103.150 Fidelity Brown Advisory Music Endowment	122,023.82
Total Endowment Funds.	\$ 1,405,199.09
Total Bank Accounts	\$ 2,701,403.51
Total Current Assets	\$ 2,701,403.51
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	\$ 10,734,387.41
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200.000 Accounts Payable (A/P)	15,887.85
Total Accounts Payable	\$ 15,887.85
Other Current Liabilities	
245.000 Pension Fund Payable	2,701.29
297.000 Accrued Expenses	14,077.94
Total Other Current Liabilities	\$ 16,779.23
Total Current Liabilities	\$ 32,667.08
Total Liabilities	\$ 32,667.08
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
360.000 Memorial Fund	17,080.15
380.000 Rectors Discretionary Fund	31,828.09
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

St. Johns Episcopal Church

Balance Sheet

As of March 31, 2026

390.000 MacNamara Garden Fund	15,102.64
394.000 EYC Fund	6,031.73
397.000 Music Fund	39,700.64
399.100 Special Collections	40,065.99
399.101 Property Reserve Fund	53,404.95
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	82,036.07
399.700 Missions Fund	23,143.43
Total Designated Funds	\$ 407,340.81
Endowment Funds	
330.000 Fidelity Endowment Fund	1,287,975.56
335.000 Fidelity Music Endowment	122,253.53
Total Endowment Funds	\$ 1,410,229.09
Retained Earnings	1,264,508.70
Unrestricted Funds	
300.000 Operating Fund	7,266,928.67
Total Unrestricted Funds	\$ 7,266,928.67
Net Income	347,321.39
Total Equity	\$ 10,701,720.33
TOTAL LIABILITIES AND EQUITY	\$ 10,734,387.41

St. John's Episcopal Church - McLean VA
Consolidated Fund Activity Report for March 2026

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	82,032	5,000	4,996		82,036
Community Support - Coronavirus (COVID-19)	-	-	-		-
Contingency Fund	-	-	-		-
Sponsored Property Improvement	(962)	-	-		(962)
EYC Fund	6,032	-	-		6,032
Fidelity Endowment Fund	1,351,070	5,000	68,094		1,287,976
Fidelity Music Endowment	128,720	10	6,477		122,254
MacNamara Garden Fund	15,103	-	-		15,103
Memorial Fund	17,080	-	-		17,080
Memorial Garden Fund	-	-	-		-
Missions Drive of the Month Balance	2,005	-	-		2,005
Missions Fund	23,143	-	-		23,143
Music Endowment Fund	-	-	-		-
Music Fund	40,297	3,180	3,776		39,701
Operating Fund	7,926,607	127,049	138,440		7,915,217
Pilgrimage Fund Balance	946	-	-		946
Rector's Disc.-Comm. Alms Fund	12,826	-	-		12,826
Rectors Discretionary Fund	31,828	-	-		31,828
Sabbatical fund	5,392	-	-		5,392
Sages Fund	-	-	-		-
Scholarship Fund	-	-	-		-
Special Collections	37,999	2,217	150		40,066
Property Reserve Fund	53,405	-	-		53,405
Contingency Reserves	75,564	-	-		75,564
Total	<u>9,817,655</u>	<u>142,456</u>	<u>221,933</u>	<u>-</u>	<u>9,738,179</u>

Property Management Report – 4/21/26

****Smoot Conference Room – No Heat**

Currently working, I hope? Our HVAC contractor thinks there are issues with dirt getting into the system which we're looking into.

Worship Space A/C

Repaired

****Mailbox****

The wooden post on the mailbox on the side road to Douglass Drive was being attacked by animals, we've replaced it with a larger mailbox on a metal post.

****Fairfax County Fire Department Inspection**

Passed!

****Roof****

Report from Kevin Swanson

****Stormwater Drains****

Report from Rodney Page

****Water Crisis of the Month:****

Lawn sprinkler line cracked, being repaired in early May.

SJEC Property Condition Assessment – Reminder of Work to Date

PCA Process to Date

- Contracted with outside expert Biller & Associates to conduct a thorough internal and external Property Condition Assessment (PCA)
- PCA completed late November 2025
- Major Findings reviewed with Vestry in January 2026
- Internal Assessment noted 91 property issues, ranging from routine maintenance to major concerns; Major Concern items estimated cost of \$235k
- External Assessment noted 45 property issues ranging from routine maintenance to major concerns; Major Concern items estimated cost of \$20k
- Vestry approved \$20k in 2026 to address roofing issues

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)***
 - 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

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

PCA Sub-Comm's initial thinking is Major Concern exterior items should be addressed on an expedited basis - - - \$20K approved by Vestry in January

Of Major Concerns, cost est. based on PCA Sub-Comm's current prioritization of inspection items:

- Urgent, needs immediate attn - \$5,500
- Important, requires near term response - \$28,500
- Necessary but can be deferred - \$202,000

Property Condition Assessment – Update to the Vestry

- The PCA Committee has continued to review the PCA and related projects over the past 4 months, evaluating most urgent needs of the property and the current/potential future availability of funding
- The PCA Committee Recommendation: **current and future available funding be dedicated to items identified as Major Concerns**, with limited additional allocations towards low cost/high impact projects affecting health and safety
 1. **Critical/Must Do Now** – Funding to be allocated from current budget (a subset of “Major Concerns”, most notably roof and other external repairs to eliminate water intrusions - \$20k allocated in 2026 budget)
 2. **Urgent/Must Do Soon** – pending available funds/use of set-aside funds to be included in current and future budgets (includes most other “Major Concerns”, notably related to HVAC, plumbing, electrical and other major building systems; also recommend carpet cleaning to eliminate significant dirt/allergens).
 - ***Funding for this category will require multi-year budget set-asides to be protected so that funds are available when systems fail/need repair/replacement.***
 3. **Important/To Do When Funding is Available** – important but longer-term needs on a longer time horizon, or DIY projects that can be handled by parishioner volunteers or dedicated parishioner contributions. This category includes all property issues not specifically listed in the first two categories (i.e. any items not specifically noted in PCA as “Major Concerns”) and should receive budget funding only when needs of the first two categories are met.

SJEC Property Condition Assessment – Critical/Must Do Now Items ⁽¹⁾

Interior

Urgent – Needs immediate attn

• Floor structure – steel lentil deterioration	\$3,400
• Drain waste vent system – evidence of active leak	600
• Heating, gas fired furnace (FU4) – active leak	750
• Heating, gas fired furnace (FU5) – active leak	<u>750</u>
	\$5,500

Important – Requires near term response

• Commercial hydronic system – corrosion @. pressure reducing valve	\$17,000
• Commercial hydronic system – corrosion @ butterfly valve	6,700
• Type B vent – corrosion	<u>4,800</u>
	\$28,500

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)	<u>6,150</u>
	\$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