

ST. JOHN'S VESTRY AGENDA
TUESDAY, May 19, 2025
SMOOT CONFERENCE ROOM AND VIA ZOOM
6:45 p.m Fellowship :: 7:00 pm Meeting

Food, Drinks and Fellowship: Mike Murphy

Introduction

- Opening Prayer
- Welcome of New Vestry Members
- Installation of Vestry Class of 2030

Information

- Attendance-Tim Barwick
- Minutes of April 21, 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 –BY TITLE
 - March Financial Statement
- Property Management- Tim Barwick
- Associate Rector's Report- Rev. Andrew Moore
- Rector's Report- Rev. Josh Walters

New Business

- Election of Wardens
- Vestry Selection and Election of Endowment Committee Member

Old Business

Update on Property Capital Assessment Plan

Closing Prayer

ST. JOHN'S EPISCOPAL CHURCH VESTRY MEETING

TUESDAY, April 21st, 2026 - 7:00PM

ATTENDEES

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

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

INTRODUCTION

- Opening Prayer
- Referenced minutes from February

Decision: Minutes from March were approved.

REPORTS

Fellowship Report: (Katherine Haskell)

Easter was great; so much food for the Easter reception. Joyful that people brought food. Bishop's visit is coming up on May 3rd; we would like to do a nice reception. Sunday Sundae on May 17th; Ben and Jerry's engaged and we will have a Moon Bounce.

Follow Up: Please bring food for the bishop's reception on May 3rd (All).

Endowment (Osmar Abib)

Good news - we still have a \$1.4M endowment. Reflects the overall market which has been quite volatile; equity portfolio has not performed as well as it did historically. Endowment awareness; campaign - targeted this to pick up after the Stewardship Campaign. This time we want to have a broader outreach - will do the Adult Forum on May 10th. Rodney, Kathleen and Osmar are mostly involved.

Missions and Outreach (Mary Martin, Margaret Kerfoot)

Sent a \$3K check to Doctors without Borders from various March events. Adult forum this past weekend - had Home Stretch here. Result is that we have gotten increased interested

Still collecting quarters for Home Stretch for residents' laundry trips.

First official meeting for the DR on Sunday at 11:45pm. Running into Sticker Shock with airline tickets; Stephanie has something through United but prices are high.

Follow Up: Please continue to bring in quarters for Home Stretch (All)

Treasurer's Report (Greg Stayin)

See Vestry Packet. Revenue is strong; up compared to plan. Expenses-wise, property a bit over and we expect some additional overages. March is the beginning of the barbell of negative cash flow; expected and we are less negative than we

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

Property Report: (Tim Barwick Absent)

See Property Report in Vestry packet. Rodney noted that the County signed off on our landscaping and we are in compliance.

Follow Up: Please email Tim with any questions about the property report (All).

Assistant Rector's Report (Andrew Moore)

At the point in the year where all of our programming is wrapping up. Tomorrow is our final Bible study on the Gospel of Matthew; has been a great year for Bible Study. Mix of books and Yale Bible Study. In 2027 we will probably do the Gospel of Mark as we haven't done it. Fourth Sunday Study continues until May 17th - very well received. Plans for summer Bible Study are underway.

Adult Forums - Endowment on May 10th. Already thinking about next year - pulling together an informal group of folks to do brainstorming.

May 3rd is Bishop's visitation. Mark ? who has been the Assistant Bishop for a number of years. Small 8th grade class this year. Only 3 youth will be confirmed; Andrew had a great conversation with them last week. We also have 1 adult in addition to the Youth.

Josh and Andrew will be at a clergy retreat during the next few days at Shrinemont; Bishop of Atlanta will be the speaker.

Rector's Report: (Josh Armstrong-Walters)

Easter was great; many made it to church that Josh had never met. 10 newcomer cards on Easter; thanks to those who gave good hospitality.

Last Sunday was Youth Sunday; nice baptism. St. John's has a tradition that a senior in high school preach the sermon; none would do.

Great to see the grounds for Easter; lots of work done in Woodland Chapel.

Finishing the year with lots of celebrations and opportunities to eat. Vestry elections on May 17th. May 19th will be a bridge Vestry session; will be old and new folks together.

Have a slate of candidates for the Vestry - will bring to the Vestry once we get pictures and bios.

Pastoral visits picking up; hospital and other visits.

In the next few weeks, we will plan for the program year. Easter is early - March 28th. Planning meetings will be happening over the coming weeks.

Sunday evening - Josh is new chaplain of St. Andrew's Society of Washington, DC; will be preaching at the National Cathedral. John Hunter is the President of the Society.

Old Business - Property Condition Assessment Report (Kevin Swanson)

Few comments here - PCA Committee may change to a Task Force (others may be asked outside of Vestry). Note that we are on a 3-5 year path (things do not have to be done immediately). Projected funding requirements will outrun our ability to fund given our current practices. We will need to be very disciplined in terms of what we decide to work on and not work on; will divide projects into now (like the roof), soon (outdoor HVAC), nice to do (important but not critical; may be self-funding). Kathleen gave the example of Shears patio - more of a nice to have; just the major issues will keep us busy for a while. Vestry needs to be aligned that we will focus on the high priority items.

We have dedicated \$20k to the roof. John Stacey has given us 2 options; we are waiting on bids. We think we are not looking at a full replacement, thank goodness. Not asking for money yet; will come back.

This has sparked a conversation regarding maintaining our physical space; we may need to think about different ways to raise money. We are also going to be looking at other spaces.

Josh asked for a standing task force; members of the task force do not have to be on the Vestry.

Vestry was very pleased with this work; Margaret noted that we should educate the Parish. We plan to do it at the beginning of the new program year. Asked that the Vestry be advocates of our approach when in conversations with other parishioners.

Osmar noted that the endowment could be helpful especially if increased.

CLOSING

- Closing Prayer

DECISIONS CONSOLIDATED

1. Approved March meeting minutes.
2. Approved the March Financial Report.

ITEMS REQUIRING ATTENTION / FOLLOW UPS CONSOLIDATED

1. Please bring food for the bishop's reception on May 3rd (All)
2. Please continue to bring in quarters for Home Stretch (All)
3. Please email Tim with any questions about the property report (All)

DATES TO REMEMBER

- **May 3rd:** Bishop Visits
- **May 17th:** End of Program Year, Sundae Sunday
- **May 19th:** Next Vestry Meeting (Old and New Vestry Members)
- **June 21st:** First Outdoor Service

Treasurer's Report

April 30, 2026 Financial Statements

Year to date, we have realized more revenue than budgeted (\$116k) and spent more than budgeted (\$11k).

Here are the highlights for April and year to date:

REVENUE

- **Total Revenue:** We are \$1.5k under budget in April and \$116k better than budget for the year.
 - **Pledge revenue** is \$9k under budget in April and \$109k 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. We also had higher than expected pledge payments in February and March. To the extent these are advanced/upfront payments and not additional payments, pledge revenue should be equal to budget over time.
 - **Non-pledge giving** is \$7k more than budget in April but about \$3.6k under budget year to date.
 - **Misc. Income** is about \$1k more than budget in April and \$11k better than budget year to date.

EXPENSE

- **Total Expenses:** We are about \$16k over budget for April and \$11k over budget year to date (this includes \$7k of yet to be allocated credit card expenses).
 - **Property** is about \$12k over budget for April and \$16k over budget year to date. Drivers of the overage are HVAC repairs, stormwater drain clearance, and increased lawn care/ landscaping expenses with new vendor.
 - **Worship** is about \$3.5k over budget for the month and \$5k over budget for the year. This is primarily due to the increased use of section leaders for Easter Week. This should end up in line with budgets over time.

NET

- We are about \$18k over budget for the month and \$105k better than budget for the year. Note we are negative for the month as planned (actually, a bit more than planned). 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 April Operating Account balance total of \$811,645 is about \$72k less than March.
2. The April Designated Account balance totaling \$415,020 is \$7.7k more than March.

Treasurer's Report (Monthly Operating Income Expense)

As of April 30th, 2026 compared to April 30th, 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	76,084	85,311	73,905	73,493	730,932	622,375	563,116	552,375
NON-PLEDGE GIVING	10,793	3,744	3,744	4,699	22,384	26,040	26,040	25,824
MISC INCOME	8,753	8,002	9,941	16,013	48,929	38,041	33,942	64,052
TOTAL REVENUE	95,630	97,057	87,591	94,205	802,244	686,456	623,099	642,251
ADMINISTRATION & COMMUNICATION	6,382	9,829	5,578	8,402	33,579	39,315	32,830	35,107
CHRISTIAN EDUCATION	379	593	340	412	1,909	2,370	1,197	1,645
DIOCESAN SUPPORT	9,310	9,394	8,641	8,642	38,240	37,577	35,564	35,566
FELLOWSHIP PARISH LIFE	883	1,533	2,396	1,497	2,878	6,133	7,783	5,986
MISSIONS	277	1,265	267	1,174	1,111	5,062	1,001	4,697
INTEREST EXPENSE ON DEBT	-		-	-	-		-	-
PASTORAL MINISTRIES	-		-	-	-		-	-
PROPERTY	26,800	14,366	17,042	11,522	73,436	57,466	63,312	46,089
STAFF / PROFESSIONAL SERVICES	76,143	77,320	73,276	73,681	304,698	309,281	295,313	294,723
WORSHIP	16,228	12,736	14,562	8,720	49,053	43,781	42,297	34,880
TOTAL OPERATING EXPENSES	136,403	127,037	122,101	114,049	504,904	500,985	479,297	458,693
GAIN / LOSS ON STOCK	-	-	-	-	-	-	-	-
TOTAL EXPENSES	136,403	127,037	122,101	114,049	504,904	500,985	479,297	458,693
Net	(40,773)	(29,980)	(34,510)	(19,845)	297,340	185,471	143,802	183,558
ADDITIONAL ITEMS:								
DEBT SERVICING COST (PRINCIPAL PORTION)	-	-	-	-	-	-	-	-
Credit Card Expenses to be Allocated	(598)		-		(6,847)		-	
MONTHLY NET CASH INFLOW (OUTFLOW)	(41,371)	(29,980)	(34,510)	(19,845)	290,493	185,471	143,802	183,558

St. Johns Episcopal Church
Balance Sheet
As of April 30, 2026

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
100.012 Operating	811,645.16
100.013 Operating (Contingency/Sabbatical)	5,391.67
100.016 Operating (Designated)	415,020.27
Endowment Funds.	
103.120 Fidelity Brown Advisory Managed Endowment	1,357,562.33
103.150 Fidelity Brown Advisory Music Endowment	129,157.75
Total Endowment Funds.	\$ 1,486,720.08
Total Bank Accounts	\$ 2,718,777.18
Other Current Assets	
130.000 Prepaids	5,366.40
Total Other Current Assets	\$ 5,366.40
Total Current Assets	\$ 2,724,143.58
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	\$ 10,757,127.48
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200.000 Accounts Payable (A/P)	7,370.00
Total Accounts Payable	\$ 7,370.00
Other Current Liabilities	
245.000 Pension Fund Payable	2,652.20
297.000 Accrued Expenses	14,077.94
Total Other Current Liabilities	\$ 16,730.14
Total Current Liabilities	\$ 24,100.14
Total Liabilities	\$ 24,100.14
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	17,330.15
380.000 Rectors Discretionary Fund	31,389.09

St. Johns Episcopal Church

Balance Sheet

As of April 30, 2026

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	38,274.10
399.100 Special Collections	41,563.99
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	5,938.25
399.555 Columbarium/Memorial Garden Fund Balance	82,036.07
399.700 Missions Fund	23,143.43
Total Designated Funds	\$ 414,123.27
Endowment Funds	
330.000 Fidelity Endowment Fund	1,362,362.62
335.000 Fidelity Music Endowment	129,397.46
Total Endowment Funds	\$ 1,491,760.08
Retained Earnings	1,268,146.80
Unrestricted Funds	
300.000 Operating Fund	7,266,928.67
Total Unrestricted Funds	\$ 7,266,928.67
Net Income	286,676.85
Total Equity	\$ 10,733,027.34
TOTAL LIABILITIES AND EQUITY	\$ 10,757,127.48

St. John's Episcopal Church - McLean VA
Consolidated Fund Activity Report for April 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	82,036	-	-		82,036
Community Support - Coronavirus (COVID-19)	-	-	-		-
Contingency Fund	-	-	-		-
Sponsored Property Improvement	(962)	6,900.00	-		5,938
EYC Fund	6,032	-	-		6,032
Fidelity Endowment Fund	1,287,976	75,615.84	1,228.78		1,362,363
Fidelity Music Endowment	122,254	7,260.59	116.66		129,397
MacNamara Garden Fund	15,103	-	-		15,103
Memorial Fund	17,080	250.00	-		17,330
Memorial Garden Fund	-	-	-		-
Missions Drive of the Month Balance	2,005	-	-		2,005
Missions Fund	23,143	-	-		23,143
Music Endowment Fund	-		-		-
Music Fund	38,951	1,925.00	2,601.54		38,274
Operating Fund	7,904,943	95,630.08	137,000.62		7,863,573
Pilgrimage Fund Balance	946	-	-		946
Rector's Disc.-Comm. Alms Fund	12,826	-	-		12,826
Rectors Discretionary Fund	31,828	250.00	689.00		31,389
Sabbatical fund	5,392	-	-		5,392
Sages Fund	-	-	-		-
Scholarship Fund	-	-	-		-
Special Collections	39,919	4,956.00	3,311.00		41,564
Property Reserve Fund	53,405	-	-		53,405
Contingency Reserves	75,564	-	-		75,564
Total	<u>9,738,179</u>	<u>192,787.51</u>	<u>144,947.60</u>	<u>-</u>	<u>9,774,848</u>

Property Management Report – 5/19/26

****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. **COMPLETE**

****Roof****

Report from Kevin Swanson later.

****Memorial Garden Expansion**

This is proceeding well under the keen eye of Deborah Page, who has committed a lot of time to this project. Amongst other items, we purchased 270 flowers, which were installed by our volunteer team on Saturday. Another batch is arriving in June. Keep an eye out for an opportunity to turn on/off the watering while the Pages are on vacation.

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

Lawn sprinkler line cracked, being repaired in early May. **COMPLETE**. However on turning that one it was found that we need to repair/replace some sprinkler heads and that will be done this week.

SJEC Property Condition Assessment (PCA) Sub-Committee

Vestry Update – May 19, 2026

Brief Historical Recap

In the Fall of 2025, SJEC engaged the services of Biller Assoc's to conduct a thorough assessment (PCA) of the physical and operational status of virtually all visible elements of both the interior and exterior of the church. Biller & Assoc's delivered their report detailing their findings shortly after a 3-day onsite inspection conducted in Nov. 2025. Online access to the Biller report was made available to existing Vestry members at that time. **Note:** access to the Biller reports has also recently been provided to new Vestry members standing for election in 2026.

To efficiently turn Biller report findings into an actionable strategy and plan for further Vestry consideration, the PCA Sub-Committee was established consisting of Kathleen Tregoning, Mike Murphy and Kevin Swanson. Based on further evaluation, the Sub-Committee recommended the following matrix for allocation of building maintenance/repair/improvement funds:

- **Critical/Must Do Now** – Funding to be allocated from current budget. The Sub-Committee subsequently recommended, and the Vestry approved moving forward to address the “Major” roofing issues noted in the Biller report (status of roofing and related repairs included below)
- **Urgent/Must Do Soon** – pending available funds/use of set-aside funds to be included in current and future budgets
- **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

Status of Roofing/Gutter Repair Project

The Sub-Committee solicited proposals from 2 reputable roofing co.'s – *Select Construction Co.*, Ashburn, VA, and *Shiner Exteriors*, Sterling, VA. Each firm was provided with access to the Biller reports and both conducted extensive onsite evaluations prior to submitting proposals. Based on an evaluation of critical vendor selection elements including proposal/contract detail and completeness, proposed work specifications that most closely addressed Biller report roofing issues, overall professionalism and attention to detail and price, the Sub-Committee along with input from SJEC's Executive Committee has elected to engage the services of Shiner Exteriors.

Brief Overview of Scope of Shiner's Proposed Services

Shiner's proposed work includes 3 separate but related elements

- Replacement of flat roof at the base of the steeple
- Gutter replacement in specified areas
- Repair/replacement of damaged/missing slate tiles and damaged copper rain diverters

Based on current commitments, Shiner estimates beginning the project in late July early August ('26), with work completed in a couple of weeks depending on weather. We do not anticipate any disruption to the normal activities of the Church.