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

Snacks, Drinks and Fellowship

Introduction

- Opening Prayer
- Good news and Check In

Information

- Attendance-Tim Barwick
- Minutes of May 19, 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.
- Outreach Report–M. Kerfoot/M. Martin
- Financial Report- Greg Stayin
  - May Financial Statement
- Property Management- Tim Barwick
- Rector's Report- Rev. Josh Walters

New Business

- NEW MEMBERS: Safe Church Training

Old Business
Incumbent Members: Safe Church Training

Closing Prayer

ST. JOHN'S EPISCOPAL CHURCH VESTRY MEETING

TUESDAY, May 19th, 2026 - 7:00PM

ATTENDEES

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

- Osmar Abib (Outgoing)
- John Brown
- Shelli Bushman (Absent) (Outgoing)
- Lauren Chewning (Outgoing and Incoming)
- Jeff Cimbalo
- Peter Fox (Incoming)
- Katherine Haskell (Outgoing)
- Gail Kee (Incoming)
- Margaret Kerfoot (Absent)
- Sarah Lang
- Mary Martin
- Mike Murphy, Junior Warden
- Molly Nesline
- Nancy Simon
- John Stacey (Zoom)
- Mimsy Stern (Incoming)
- Kevin Swanson, Senior Warden (Outgoing)
- Kathleen Tregoning
- Debbie Watson (Zoom) (Incoming)

Also participating were:

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

INTRODUCTION

- Opening Prayer
- Introductions around the room
- Outgoing Vestry members were given gifts
- Incoming Vestry members were sworn in
- Josh noted the duties of the Vestry

Decision: Minutes from April were approved, with a correction that John Tregoning (not Kathleen) is involved in the Endowment.

REPORTS

<u>Fellowship Report</u>: (Katherine Haskell)

Sign-up sheet for Lemonade on Linoleum; please sign up. This is the summer equivalent of "Vestry Member of the Day." Not a heavy lift; just hosting the summer coffee hour.

May 3rd Bishops Reception was great; thanks to all who signed up and jumped in. Mike said the Bishop was deeply impressed.

Sunday Sundae went great; 130 sundaes made by Ben and Jerry's.

The next activity is kickoff Sunday in September.

Follow Up: Please sign up for Lemonade on the Linoleum (All).

Endowment (Osmar Abib)
Endowment now $1.6M - great increase recently due to markets and donations. We are going to try to publicize more than in the past.

Low attendance at Forum on Mothers Day; will make presentation available.

John Brown and Greg Stayin will be our Vestry connections to the endowment.

Missions and Outreach (Mary Martin)

Everything rolling along - we have a new Drive of Month partner. Also, the DR trip coming up.

We are always looking for new members.

Follow Up: If interested, please join Missions and Outreach (All).

Treasurer's Report (Greg Stayin Absent)
See Vestry Packet. Summer is slower in terms of revenue. Note for the new Vestry members that we take a draw on the endowment each year; usually in August or September.

Decision: No vote this month in Greg's absence.
Follow Up: Send any questions to Greg (All).

Property Report: (Tim Barwick)

See Property Report in Vestry packet.

Note that we replaced the mailbox. Everyone received information from PCA regarding larger construction projects.

Memorial Garden project driven by Deborah Page.

This month's water crisis - the lawn sprinklers need to be replaced; will be done Thursday.

Assistant Rector's Report (Andrew Moore)

The end of the program year went well; looking at adjustments for next year. Confirmation was great with our 3 confirmees; the pool will widen next year.

Andrew will be away for the first week of June, then taking time off.

<u>Rector's Report</u>: (Josh Armstrong-Walters)

The Bishop was very complimentary of St John's and wants to come back.

Staff just had their annual planning session; some adjustments. Really just building on great stuff going on.

- Supper Church is being moved to 1st Sunday to avoid conflicts.
- Kickoff Sunday will not be outside; we have had many weather issues. We are going to have it set up in Shears Hall and will have some tables outside.
- We will move back the pet blessing to Sunday evening and have it coincide with Supper Church.

Note the Memorial Garden expansion and planting; Sign Up Genius will go up this week.

Sunday Sundae was fantastic; thanks to Julia DeLong.

Summer Bible Study will start on 6/14 on Romans by Kim Clark Pastys. That weekend outdoor service in Woodland Chapel will also start.

Follow Up: Please sign up for Memorial Garden work, including turning on the sprinklers (All).

<u>Other Business</u>

Property Condition Assessment Report (Kevin Swanson)

We all received a packet on where we are with PCA. Kevin explained it to new Vestry members - essentially, we commissioned a study to assess the state of our property. We convened a committee to take a deeper dive into the report.

Right now, the roof is priority; needs to be fixed first. The committee solicited new bids and will recommend Shiner Exteriors. Vestry has approved this already. Kathleen endorsed Shiner. Mike noted that we will tell the congregation in the fall.

Election of New Members

- Vicki Shanmugam for Endowment Committee (6-year term). Note that Vicki's bio was sent separately via email.
- Mike Murphy will stand for Senior Warden
- Kathleen Tregoning will stand for Junior Warden.

Other: Photo Book

Photo book has been delayed due to bandwidth. Sarah Lang offered to help.

Decision: Vestry approved the candidates.

CLOSING

- Closing Prayer

DECISIONS CONSOLIDATED

1. Approved April meeting minutes, with adjustment.
2. Approval of April Financial Report postponed.
3. Vestry approved the candidates - Junior Warden, Senior Warden, Endowment Committee.

ITEMS REQUIRING ATTENTION / FOLLOW UPS CONSOLIDATED

1. Please sign up for Lemonade on the Linoleum (All).
2. If interested, please join Missions and Outreach (All).
3. Send any questions on April Financials to Greg (All).
4. Please sign up for Memorial Garden work, including turning on the sprinklers (All).

DATES TO REMEMBER

- **June 13th:** Memorial Garden Planting
- **June 14th:** First Outdoor Service, Summer Bible Study Begins
- **July 13-17th**: Vacation Bible School
- **July 18th-25th:** Dominican Republic Trip

Treasurer's Report

May 31, 2026 Financial Statements

This was a good month!

Year to date, we have realized more revenue than budgeted ($122k) and spent less than budgeted ($7k).

Here are the highlights for May and year to date:

REVENUE

- **Total Revenue:** We are $6k better than budget for the month and $122k better than budget for the year.
  - **Pledge revenue** is $2k under budget for the month and $100.5k 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 extend these are advanced/upfront payments and not additional payments, pledge revenue should be equal to budget over time.
  - **Non-pledge giving** is $0.5k less than budget for the month but about $4k under budget year to date.
  - **Misc. Income** is about $9k more than budget for the month and $20k better than budget year to date. We received larger donations in January and May (more than budgeted).

EXPENSE

- **Total Expenses:** We are about $14k under budget for the month and $7k under budget year to date. We were under budget in all categories this month, which does not often happen.
  - **Property** is about $7k under budget for the month and $9k over budget year to date. Drivers of the year to date overage are HVAC repairs, stormwater drain clearance, and increased lawn care/ landscaping expenses with new vendor.
  - **Worship** is about $3k under budget for the month and $5k over budget for the year. This should end up in line with budgets over time.

NET

- We have $256k in Net Revenue which is about $20k better than budget for the month and $128k better than budget for the year. Note we are negative for the month as planned (just less negative 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.
- We are in a much better position financially than last year. At the end of May last year, we had $96k in Net revenue and were $65k behind budget. As you may remember, we ended the year $55k negative. I am much more optimistic about our ability to land positive and within budget this year.

Balance Sheet Highlights:

Cash Position:

1. This month's Operating Account balance total of $762,283 is about $49k less than last month.
2. This month's Designated Account balance totaling $392,805 is $22k less than last month. This includes the first payment toward the roof project paid out of the Property Reserve Fund.

Treasurer's Report (Monthly Operating Income Expense)

As of May 31st, 2026 compared to May 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	51,405	53,841	48,807	71,710	782,337	676,216	611,923	624,085
NON-PLEDGE GIVING	2,200	2,694	2,695	3,583	24,584	28,735	28,735	29,407
MISC INCOME	19,151	10,368	8,847	16,013	68,080	48,408	42,789	80,065
TOTAL REVENUE	72,757	66,903	60,348	91,306	875,001	753,359	683,447	733,557
ADMINISTRATION & COMMUNICATION	7,607	9,829	6,803	8,402	42,927	49,144	39,633	43,509
CHRISTIAN EDUCATION	781	593	1,117	412	2,795	2,963	2,315	2,057
DIOCESAN SUPPORT	9,310	9,394	8,641	8,642	47,550	46,971	44,205	44,208
FELLOWSHIP PARISH LIFE	1,696	1,533	2,615	1,497	4,778	7,667	10,398	7,483
MISSIONS	638	1,265	362	1,174	2,003	6,327	1,363	5,871
INTEREST EXPENSE ON DEBT	-		-	-	-			-
PASTORAL MINISTRIES	-		-	-	-		-	-
PROPERTY	7,477	14,366	9,328	11,522	81,135	71,832	72,640	57,611
STAFF / PROFESSIONAL SERVICES	76,011	77,320	73,685	73,681	381,603	386,602	368,998	368,404
WORSHIP	7,106	10,569	12,335	8,720	56,427	54,350	54,632	43,600
TOTAL OPERATING EXPENSES	110,626	124,870	114,887	114,049	619,217	625,854	594,184	572,742
GAIN / LOSS ON STOCK	-	-	-	-	-	-	-	-
TOTAL EXPENSES	**110,626**	**124,870**	**114,887**	**114,049**	**619,217**	**625,854**	**594,184**	**572,742**
Net	**(37,869)**	**(57,967)**	**(54,539)**	**(22,744)**	**255,784**	**127,504**	**89,263**	**160,814**
ADDITIONAL ITEMS:								
DEBT SERVICING COST (PRINCIPAL PORTION)	-	-	-	-	-	-	-	-
Credit Card Expenses to be Allocated			-				-	
MONTHLY NET CASH INFLOW (OUTFLOW)	**(37,869)**	**(57,967)**	**(54,539)**	**(22,744)**	**255,784**	**127,504**	**89,263**	**160,814**

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

		Total
ASSETS		
Current Assets		
Bank Accounts		
100.012 Operating		762,283.01
100.013 Operating (Contingency/Sabbatical)		5,391.67
100.016 Operating (Designated)		392,805.24
Endowment Funds.		
103.120 Fidelity Brown Advisory Managed Endowment		1,499,632.66
103.150 Fidelity Brown Advisory Music Endowment		132,242.98
Total Endowment Funds.	**$**	**1,631,875.64**
Total Bank Accounts	**$**	**2,792,355.56**
Other Current Assets		
130.000 Prepaids		5,366.40
Total Other Current Assets	**$**	**5,366.40**
Total Current Assets	**$**	**2,797,721.96**
Fixed Assets		
150.000 Buildings		7,796,630.13
160.000 Furniture & Fixtures		236,353.77
Total Fixed Assets	**$**	**8,032,983.90**
TOTAL ASSETS	**$**	**10,830,705.86**
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
245.000 Pension Fund Payable		2,652.20
297.000 Accrued Expenses		14,077.94
Total Other Current Liabilities	**$**	**16,730.14**
Total Current Liabilities	**$**	**16,730.14**
Total Liabilities	**$**	**16,730.14**
Equity		
Contingency/Sabbatical Funds		
399.299 Sabbatical Fund		5,391.67
Total Contingency/Sabbatical Funds	**$**	**5,391.67**
Designated Funds		
343.000 Pilgrimage Fund Balance		945.93
360.000 Memorial Fund		17,330.15
380.000 Rectors Discretionary Fund		30,336.09
380.001 Rector's Disc.-Comm. Alms Fund		11,548.11

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

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		36,723.06
399.100 Special Collections		42,627.99
399.101 Property Reserve Fund		41,554.86
399.155 Contingency Reserves		75,563.70
399.200 Missions Drive of the Month Balance		2,025.42
399.400 Sponsored Property Improvement		-867.15
399.555 Columbarium/Memorial Garden Fund Balance		79,311.07
399.700 Missions Fund		23,143.43
Total Designated Funds	**$**	**389,945.15**
Endowment Funds		
330.000 Fidelity Endowment Fund		1,499,402.95
335.000 Fidelity Music Endowment		132,492.69
Total Endowment Funds	**$**	**1,631,895.64**
Retained Earnings		1,268,146.80
Unrestrictred Funds		
300.000 Operating Fund		7,266,928.67
Total Unrestrictred Funds	**$**	**7,266,928.67**
Net Income		251,667.79
Total Equity	**$**	**10,813,975.72**
TOTAL LIABILITIES AND EQUITY	**$**	**10,830,705.86**

St. John's Episcopal Church - McLean VA
Consolidated Fund Activity Report for May 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	100	2,825		79,311
Community Support - Coronavirus (COVID-19)	-	-	-		-
Contingency Fund	-	-	-		-
Sponsored Property Improvement	5,938	-	6,805		(867)
EYC Fund	6,032	-	-		6,032
Fidelity Endowment Fund	1,362,363	137,040	-		1,499,403
Fidelity Music Endowment	129,397	3,095	-		132,493
MacNamara Garden Fund	15,103	-	-		15,103
Memorial Fund	17,330	-	-		17,330
Memorial Garden Fund	-	-	-		-
Missions Drive of the Month Balance	2,005	21	-		2,025
Missions Fund	23,143	-	-		23,143
Music Endowment Fund	-		-		-
Music Fund	38,274	112	1,663		36,723
Operating Fund	7,863,573	72,757	110,626		7,825,704
Pilgrimage Fund Balance	946	-	-		946
Rector's Disc.-Comm. Alms Fund	12,826	-	1,278		11,548
Rectors Discretionary Fund	31,389	-	1,053		30,336
Sabbatical fund	5,392	-	-		5,392
Sages Fund	-	-	-		-
Scholarship Fund	-	-	-		-
Special Collections	41,564	1,064	-		42,628
Property Reserve Fund	50,545	-	8,990		41,555
Contingency Reserves	75,564	-	-		75,564
Total	**9,774,848**	**214,189.10**	**133,240.72**	**-**	**9,852,936**

Property Management Report – 6/16/26

Roof

PCAF Project: Kevin Swanson is leading. Downpayment made. Work on the roof, not the gutters, starts July 1 to 3.

**Memorial Garden Expansion

Planting is complete for the season. Be sure to check out the work, led by Deborah Page.

** Numerous Fire Inspections

All PASSED AND COMPLETE

Water Crisis of the Month:

Repair/replace some sprinkler heads. COMPLETE