

Vestry Meeting: St. Paul's Episcopal Church, DeKalb, Illinois

June 18, 2017

Members Present *Senior Warden:* Peggy Newby, *Junior Warden:* Freyja Rasmussen-Johns, Brad Smith, Linda Lorbach, Julie Stubblefield

Clerk: Gretchen Schlabach, *Interim Rector:* Ed Bird

Others in Attendance: *Director of Music:* Lorraine Langer

Absent: *Treasurer:* Pat Brown

(Reports this month should be submitted for review via email or hard copies – no individual reports today)

1. Opening Prayer—Rev. Ed
2. Appreciations: Thanks to: Father Ed for hospital care; Hannah for her talents; Pat and Vince McMahon for their fellowship; the parishioners for their warm and welcoming greetings to visitors; the sun and rain; and Marv for the treats he brought vestry.
3. Approval of Vestry minutes from April 2017 meeting—Gretchen Schlabach, Clerk

MOTION PASSED TO APPROVE THE MINUTES.

4. New Business

- a. Junior Warden position (Peg)

-MOTION PASSED TO APPROVE THE INCREASE THE NUMBER OF VESTRY MEMBERS TO NINE THROUGH ANNUAL MEETING 2018.

-MOTION PASSED TO APPROVE FREJYA RASMUSSEN-JOHNS AS THE NEW JUNIOR WARDEN.

- b. SRC update (Ed)

-MOTION PASSED TO APPROVE THE AMENDMENT TO THE MINUTES OF SEPT 2016 TO REFLECT THE APPROVAL RELATIVE TO REMOVING THE LAST THREE PEWS ON BOTH SIDES OF THE CHURCH.

-MOTION PASSED TO INFORM THE CONGREGATION ABOUT THE CHANGES

MOTION PASSED TO APPROVE THE NEW SEARCH COMMITTEE WHICH INCLUDES THE FOLLOWING MEMBERS:

1. Marilyn Cleland
2. Richard Downen
3. Lori Judkins
4. Marv Kombrink
5. Rick Johns
6. Jane Nenonen
7. Rebecca Smith
8. Julie Stubblefield

- c. Search Committee – review of nominees and approval of committee members (Peg)
 - d. Music Program – informational for this meeting – discussion in July (Ed)
5. Closing Prayer – Rev. Ed
 6. Adjournment

NEXT MEETING IS July 16, 2017, following the worship service

**Appendix A
Rector's Report**

**Appendix B
Senior Warden's Report**

**Senior Warden's Report
Peg Newby
June 18, 2017**

I have met several times with Ed, Lorraine, and Susan to address ongoing needs. In addition to the items on today's Vestry agenda, I have also given input and support to the need for additional Nursery workers. Unfortunately, due to her International Student status, Crystal Dalaguete is unable to continue in that role. We are currently looking for at least 2 more providers. I transitioned the building opening duties to Ed. We may need to revisit this as time goes on.

Keeping God's People Safe Training for all staff, vestry, and other volunteers who are in need of initial training or a recertification -- I hope to get this rolling on or before Rally Day in September.

My report is short this month, but that doesn't reflect a slowdown in activities. There is a lot going on at St. Paul's, and I appreciate everyone's participation and willingness to serve.

Peg

Search Committee

May 25, 2017

Hello ~

We are ready to move on to the next step in our transition year! It's hard to believe our interim rector, The Rev. Ed Bird, has been with us for two months already. I hope you have had a chance to attend worship and chat with him and his wife, Beth. The Rev. Ed is our spiritual head as we move through the steps we need to take to call a permanent rector, but he will not serve on the Search Committee (SC).

Our next step is to form the SC. Guidance for this step comes from Andrea Mysen, Director of Ministries at the Chicago Diocese. Andrea paid a visit to the Vestry on December 10, 2016 to review the tasks associated with saying goodbye to The Rev. Stacy, handling immediate concerns, and calling an interim rector. I spoke with Andrea earlier this month to discuss selecting a SC. This information has been shared with the Vestry, and it's time to share it with all of you. First and foremost, the SC will be selected by you, the people of St. Paul's. Your responsibility is to nominate a person (or persons) you believe would represent the parish and our needs. This is a wonderful and blessed opportunity for each of us to take ownership and give input into who will lead us forward. When thinking about who you would like to nominate, please consider the following:

Does this person agree to be nominated and understand that not all nominees will be selected?

Is this person able to work collaboratively, communicate clearly, and follow through with tasks?

Can this person commit to being on the SC and a sub-committee? Some examples of sub-committee work could include ensuring our website and outreach materials are up to date, assisting parishioners in completing a Congregation Assessment Tool (CAT – last done in 2013), performing telephone and/or in-person interviews with candidates, completing background and reference checks, etc.

Every demographic of our church does not have to be represented, but it is best to have a good mix of members who are younger/older, newer/long-time, etc.

Nominees for the SC should be submitted in writing to me by the end of the day on Sunday, June 11, 2017. This doesn't have to be a formal letter – just the name and a couple of brief sentences telling why you chose the person, and that the person has agreed for you to send me their name. Please sign your submission and place it in my mailbox at church, mail to my home, or email to me (all contact information can be found below). The Vestry plans to review nominees and select the SC at the June meeting. This is a task the Vestry takes very seriously, and we ask for your prayers.

It would be difficult to adhere to a strict timeline, but our goal is to have the SC in place and the CAT completed before the end of summer. After the CAT results are available, the SC will move forward with accepting candidate profiles. Please call or email me if you have any questions. I look forward to hearing from all of you!

Peg Newby, Senior Warden

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Search Committee Nominees Approved by Vestry

To the Vestry of St. Paul's, DeKalb, IL

From Peg Newby, Sr. Warden

Regarding the Search Committee

Names for the Committee were solicited from parishioners via a mailed letter, an email reminder, and a Sunday morning announcement.

I was pleased with the number of people who submitted names (7). These nominees represent most groups within our church, and each of them would bring important ideas to the table.

The following people agreed to have their name submitted for consideration:

1. Marilyn Cleland
2. Richard Downen
3. Lori Judkins
4. Marv Kombrink
5. Rick Johns
6. Jane Nenonen
7. Rebecca Smith
8. Julie Stubblefield

(Freyja Rasmussen-Johns also agreed to be nominated. Her nomination was withdrawn, as she was elected to the Jr. Warden position 6/18/17.)

Appendix C
Building & Grounds Report

Appendix D
Treasurer's Report

Appendix E
Fellowship

Appendix F
Music Ministries

Music Ministries Report
Vestry Meeting, Sunday, June 18, 2017
St. Paul's Episcopal Church - DeKalb, IL

1. St. Paul's Choirs

Ø All the choirs are off for the summer months and will resume singing for worship September 10th.

2. Administrative Work

Ø **Worship:**

- Summer Music: The June, July and August music (hymns) schedule is completed and has been given to all: Rev. Ed Bird, staff [administrative assistant, organist, pianist] altar guild and choirs.
- I continue to research and program music for the 2017 and 2018 liturgical years.

Ø **Staff:**

- I continue to work on staff musicians reviews and hope to be finished by the end of June.
- I am updating the music program job descriptions and hope to finish this in September.
- I am working on letters offering musicians jobs, contractual agreements. There are few on file.
- I have completed the history of music salaries (2005-2017) for our church files. *On file.*
- I met with Rev. Ed and Peg Newby for advice/direction: discussed music budget proposal
- I will be on vacation for the month of July.

3. Maintenance:

- The Organ was tuned on June 1st. Maintenance repairs are scheduled for June 27th

4. Collaborative Staff

- I continue to work weekly with Susan King, Administrative Assistant (see previous vestry notes).
- I attend, or conference-call in, for weekly staff meetings.

5. Lay Administrative Work

- Sanctuary Reconfiguration Committee: I met with Peg Newby, Sr. Warden, and Rev. Ed Bird, Interim Priest, to review the SRC work, share information, receive direction. *On vestry agenda.*
- Making On-Line Giving Easier: I met with Peg Newby, Sr. Warden, and Rev. Ed Bird, Interim Priest, to review the online giving project work and receive direction. *Will be revisited in Fall.*

Lorraine Langer, Director of Music, Thursday, June 15, 2017

Music Salary Raises Proposal

Appendix G
Adult education

Appendix H
Thrive Garden