

APPROVED - Vestry Meeting Minutes:  
St. Paul's Episcopal Church, DeKalb, Illinois  
April 27, 2014, 12:15PM  
Approved: May 18, 2014

**Members Present:** Luke Krueger, Peg Newby, Pat Brown, Marilyn Cleland, Jocelyn Prall, Mary Lincoln, Bill Cummings, clerk, Rev Stacey Walker-Frontjes

**Guest:** Lorraine Langer

- Opening Prayer—Rev. Stacy
- Appreciations:
  - Thanks to everyone for all the Holy Week preparations!
  - For Julie Kostrey for everything she has done in her short time with us.
  - To Sue Ouellette for the low Sunday brunch preparations.
  - To Rev Stacy for the creative sermon this morning.
  - For the Chili Cook-off and the competition organized by Julie Stubblefield.
  - Thanks to Melissa and for her wonderful service to St Paul's.
  - Thanks for the Lobster Boil reception held recently.
  - To Lorraine for the diverse music during Holy Week.
- Scripture reflection: [1 Peter 1:3-9](#)
- Review and Approval March 16, 2014 Vestry meeting minutes—Clerk, Bill Cummings, approved unanimously.
- Committee Reports
  - Senior Warden's Report and Buildings and Grounds report—Luke Krueger-see attached
    - Capital Needs Discernment team – the bids are in for the major items to be done. B&G committee will be reviewing the bids and deciding how to proceed.
    - Sanctuary Roof update-we need to get another roofer to look at the top of the sanctuary. TipTop Roofing may be a possibility. We will be talking to the insurance company after we have a roofer estimate and perhaps have consulted a roofing engineer.
  - Junior Warden's report—Peg Newby-see attached
    - UTO – total was \$294.71 and it was presented at the ECW convention.
    - Grace and Gladness – Diocesan capital campaign.
  - Treasurer's Report—Pat Brown-see attached
    - Moved and seconded to accept and file for audit passed unanimously.
  - Fellowship—Jocelyn Prall-we need 20 people for the crepes event so it may have to be cancelled-see attached report.
  - Music—Lorraine Langer, Director of Music Ministries-see attached
  - Christian Education—Marilyn Cleland-see attached report.
    - Kids Sunday school will be ending in a few weeks. There will be recognition Sunday for the children and anyone graduating from a degree program.
  - Rector's Report—Rev. Stacy-see attached report.

- We will be giving Melissa a gift of money when she leaves to show our appreciation for her efforts.

- Old Business
  - Financial Review Team for 2010, 2011, 2012, and 2013: a plan is being formulated with Peg's help to complete the financial review of the past 4 years.
- New Business
  - Policy regarding capital/building funds- we need to establish what the needs are for a reasonable amount of capital funds to be held in reserve.
  - Rector Letter of Agreement updates- motion to amend the agreement letter for reimbursement for provision of cell phone service (Addendum A, Sec A, #1) and for eligibility for a sabbatical leave per Guidelines for Sabbaticals provided by the Diocese of Chicago (Section A, #2, f.)
  - Lobster Boil shed: an extended discussion followed about the pros and cons of a separate garden type shed for storage of the Lobster Boil tanks etc. With the upcoming 2014 Lobster Boil, the stored equipment will out and can be measured by B&G for how much floor space is needed for alternate storage.
- Closing Prayer and Adjournment—Jocelyn Prall
  - **Next vestry meeting will be the *Third* Sunday, May 18, 2014 at 12:15PM. Next Executive Committee Agenda Planning Meeting May 15, 2014 12-1PM. May Closing Prayer led by Pat Brown.**

**Dates for 2014 Vestry Meetings:** Monthly meetings (usually the 3<sup>rd</sup> Sunday of month) May 18, June 15, July 20, August 17, September 21, October 19, November 16, December 21.

## Senior Warden Report for Vestry meeting April 27, 2014

### **Sanctuary Roof**

The saga of the roof continues. I have contacted both Standard and Theisen Roofing to have them come and look at the roof. Both have said they don't handle our type of roof. I've put in calls to other roofing companies.

I spoke once more to John Goudge, the lawyer from the diocese volunteer lawyers network, who reaffirmed the process we should undertake: Receive an opinion of the problem from a reputable roofer as to what the cause of the leaks is; have it reviewed by a roofing engineer; forward the information on to our insurance company; and encourage them to hold whichever party responsible as part of subrogation.

As a reminder, Mr. Goudge did stress that he is in an advisory role, and he would not be able to represent us; we would need to find our own barrister should we go to court. The problem with that is the amount in damages is not so high as to attract an attorney to take our case. This is why Mr. Goudge is stressing that we push the insurance company to represent us on our behalf.

### **Capital Needs Discernment Committee**

All bids are in for the major projects we on the CNDC committee determined to be relatively high priority: The rectory roof; the parking lot; and signage for the church.

The bids have been forwarded to Buildings and Grounds for their assessment; and will be forwarded to the CNDC.

The rectory roof looks to cost between \$9,000 – \$10,000.

The parking lot does not need to be resurfaced according to the contractors who looked at it. They advise that resealing, repainting the parking lines, and minor pavement work are needed at this time. Resurfacing, they estimate will be needed in ten years, perhaps longer if we stay up with the upkeep of the pavement. This will likely cost us between \$3,000 – \$5,000

Signage – I have been in contact with Stewart Signs who specialize in church signs and have been in the business for 45 year. They've had a number of clients in the northern Illinois area. Sarah Murphy is our area representative. She sent me an art mock-up of a potential sign that will be lit from inside. The design is attached and still negotiable. As per the requests of Rev. Stacy and on the advice of B&G, I requested that we not have moveable letters for messages, etc.; a strong sign that identified our location was the consensus that is visible on the road in both directions and was lit. The sign will be shipped to us, and we will need to find a contractor to install it. There is a warranty on the sign that is a limited lifetime warranty but covers weather damage and vandalism. I have contacted other sign companies online that allow churches to design their own sign. Costs for these large signs will run \$3,500 – \$6,500. The mock-up that Ms. McDonald sent will cost \$5,700. Smaller signage for the parking lot likely will run \$300-\$500. As Rhys Prall advised, I should check with the city regarding regulations/code for signs. I have sent an inquiry via E-mail to Lou Larson the building code supervisor for the City of DeKalb.

## **Buildings and Grounds**

Building and Grounds has met and set an agenda for this coming summer. We fully intend to clear the blocked drain on the roof. This will be carried out as we had planned last summer. We are waiting for Sunday School to end.

May 3<sup>rd</sup>, Rhys and I will till the garden with the hope of beginning planting during the following week.

Rhys and I are also going to replace ballasts and finally get the lights all up and working in the fellowship hall.

Rhys is looking into the Pella window issues to see if we can get those repaired as regards the shades working, soon.

Rhys also will reinstall the handicap door button for the outside. The base was screwed into the concrete, but due to normal wear and tear, the screws rusted and the base came off. It is an easy fix to place the post back into the sidewalk leading up to the door.

We continue to have issues with the flood lights in the parking lot that are perched above the dumpsters. These go out every few months and the cost to replace them is significant. Rhys contacted Vic Reed Electric to see what the cost of lithium lights would be. Estimated cost is \$1,500. Vic Reed did give us a few clients who have used this technology – no replacement of bulbs or fixture has been needed yet. The Evangelical Free Church on Bethany and First St. has a similar set-up as to what we would want that was installed by Vic Reid. I will be contacting them to hear of their experience. Rick and Rhys both advised that should we pursue this that we bid it out.

The issue of a storage shed was brought up once again by Buildings and Grounds. The shed, while initially proposed for lobster boil material – we have found will have alternative uses.

- First to recap – the ECW is willing to pay for half of a new shed
- B&G determined that a wood shed would be best, easier to keep up, and less of an eye sore
- Rhys Prall advised a shed with dimensions of 10x10 and double doors. A building that is 10x10 will not need a permit
- We will want to act on this soon so we can lay gravel and a foundation, which is in Rhys' estimate will cost \$100; then when Lobster Boil is complete, we can transfer the materials into the shed
- The purpose for the shed is primarily to house lobster boil materials. Currently a number of the event's materials are housed in the rectory garage and at Rhys' home. Additionally, our traditional provider of the tent used during lobster boil, will no longer rent the tent to us. The Lobster Boil Committee is looking in to buying one of their own; one shed will centralize all the materials
- As the garden grows and if the community garden/farmer's market takes off, there will be a need to store more gardening supplies at the church and a storage shed would be helpful in this regard

- Cost of the shed that B&G selected was roughly \$1,900 of which the ECW would pay half and St. Paul's would pay the other half
- In the past, I have been told that the letter of agreement with our rector stipulates that lobster boil equipment is to be stored in the rectory garage. However, upon reading the letter of agreement *qua* contract, the only stipulation regarding lobster boil is that the garage and kitchen of the rectory are to be available for use on the day of the lobster boil
- It is therefore on strong recommendation of both Rick Johns and Rhys Prall that we go forward and procure a storage shed for the church both for gardening equipment and lobster boil equipment

In helping with Feed My Lambs, I noticed that the refrigerator in the basement did not keep things cold adequately – milk spoils quickly in there. Despite the temperature control being at the highest level, the fridge is only slightly colder than room temperature. I called Knodle's. They came out on April 14, 2014 in the afternoon. I met them. The fridge and freezer did not have a Freon leak. The only other possibility was a cold regulator (something to that effect). When the repairman returned to the office to order the part, he discovered the parts for that refrigerator are no longer manufactured nor available. He did look at the dishwasher upstairs. He said the dishwasher is in great shape, but there is significant lime build-up in the washer arms. His suggestion was to buy CLR from a local store and run it through the machine once a month and that should aid in making the dishes cleaner.

The next B&G meeting will be May 21<sup>st</sup> at the church at 7:00 PM.

Junior Warden's report for Vestry meeting 4/27/14

Our 2014 UTO offering of \$284.18 was presented to the Chicago Diocese on 4/26/14. I think this year's approach to the UTO was unique and effective.

Our next special offering will be the Places of Grace & Gladness, which is to support the Diocesan campaign. We as a Vestry viewed the DVD provided by the Diocese. We will probably have the DVD available for viewing the week before the church picnic, and have the one-time special offering be the day of our picnic. Details will be finalized soon.

I participated in our interviews in April for the new Administrative Assistant.

I continue to be a "cheerleader" for participating in church activities, especially Sunday worship. My May Proclaimer contribution will continue with this theme.

Peggy Newby

## **St Paul's Episcopal Church, DeKalb, IL 60115**

### **April Vestry Meeting Treasurer's Report with March 2014 figures:**

This report covers the month of March 2014. The American Midwest Bank checking account is our primary operating account. Accounting is done by the American Midwest Bank Tax and Payroll Department. This account includes funds transferred from the Building Fund at Edward Jones to facilitate paying capital project bills like vestment purchases and tree trimming. Our Building Fund major funds and the Endowment Fund are managed by Edward Jones.

Note to Counters: Please check the counting schedule. If you cannot count on the day you are scheduled please find a replacement. Also please send the counting sheets to [Jon.Blanco@Americanmidwestbank.com](mailto:Jon.Blanco@Americanmidwestbank.com), instead of Sheila Appel. His name is in the address book.

### **Receipts through March 31, 2014**

We have received 45% of the pledged amount and 24% of the total budgeted receipts by the end of the three month period. Total operating receipts through March, 2014 were \$51,492. No allocations were taken from the Endowment at the end of March but \$30,000 will be requested in early April 2014.

### **Disbursements through March 31, 2014**

Total operating disbursements for the three month period were \$62,027. That is 28.92% of the total allocated. The difference of disbursements over receipts is a negative \$6,297 for the month and \$10,535 for the year. We've received 24% of budgeted receipts and spent 29 % of budgeted disbursements.

### **Building Fund**

The balance in the Edward Jones Building Fund at the end of March was \$68,502, \$50,000 in CD's and \$18,502 in the Money Market Fund. The total balance of Building funds is \$72,865. The Building Fund balance in regular checking is \$4,363. We received contributions of \$85 in the regular building fund. Two pledging units contribute monthly to the Building fund.

### **Endowment Fund**

The value of the Endowment Fund at the end of March was \$2,068,768. The net increase in value for the year as of March 31, 2014 was \$4,128. Reviewing the 3 month history one can see the fluctuations in monthly value. This reflects market gyrations.

Apache Stock - The 5.833 shares on deposit with the company were valued at \$484 on March 31, 2014.

On March 31, 2014 the Flower Fund balance was \$455.59, Discretionary Fund was (\$.34), and Columbarium Fund was \$1,471.80. The AMB Checking Account balance for operations was (\$4,118.17.) Total account balance in AMB was \$2,171.62. Early in April \$5,000 was moved from the Building Fund Money Market at Edward Jones and \$30,000 was allocated from the Endowment Fund to AMB checking.

Respectfully submitted,  
Pat Brown, Treasurer, April 26, 2014

## FELLOWSHIP REPORT FOR APRIL 27, 2014 VESTRY MEETING

The chili cook off on April 6<sup>th</sup> was well attended. Everyone seemed to be enjoying the variety of offerings as well as the great fellowship. Thanks to Luke and Chris Krueger for coordinating this fun event. The Low Sunday Brunch is taking place between the services on the 27<sup>th</sup> with Sue Ouellette coordinating. Not quite a week later, we gather for a great evening of *crêpes on the patio* Friday May 2<sup>nd</sup>. This fellowship event is again being coordinated by Terry Dickow. We scheduled this event in the spring this year, hoping for nice "patio" weather.

Submitted by Jocelyn Prall

### **Vestry Meeting, April 27, 2014 St. Paul's Episcopal Church - DeKalb, IL**

#### **Music Ministries Report**

- A special thank you to all the instrumentalists (Michael Duffy, Michael Ouellette, Kathleen Johnson, YoonJin Kim) and members of the Adult/Youth and Children's Choirs, for their support during Holy Week and Easter Sunday, in doing a fantastic job with leading the music for our worship services.
- The Adult/Youth and Children's Choirs will be ending the choir year on Sunday, May 11th.
- The Adult/Youth Choir is preparing to make a CD of anthems and hymns for our archives. Though the church is offering the space for our use, the project expenses of the overall production (recording, editing, accompanists, directing, research, CD insert data, etc.) are at no cost to St. Paul's. Two recording sessions are scheduled for Thursday, May 29 (after the Ascension service that is at 6 PM) 7-9 PM and Saturday, May 31st, 10 AM-1PM. Though we will most likely not be able to sell the CD for profit due to copyright laws, we may be able to give away the CD's as gifts to family and friends, in addition to being tokens of gratitude to people that donate financially or in-kind contributions to the St. Paul's music program.
- The pianist position is open again for the fall and is posted on the job openings bulletin board at Northern Illinois University, School of Music. The NIU piano faculty and administration have this information to share with current and incoming students for the fall semester. It will be added to Craig's list this week.
- Music Maintenance: The organ had some issues the week before Holy Week and was for the most part resolved thanks to Paul & Robin McNamara. As we discussed several months ago in a vestry meeting, there are some serious organ maintenance issues that were placed on hold several years ago. These issues will require the McNamara's to remove organ pipes and may take several days or weeks to complete, thus affecting the worship space. It may be that pipes can be placed in a section of roped off pews? I am not sure which part of the budget this affects. I seem to remember that this would come out of our overall budget and not added to the capital champagne. I defer to our treasurer for clarification and direction.

Lorraine Langer, Director of Music Ministries (04-26-2014)

To Vestry, St. Paul's Episcopal Church, DeKalb IL  
From: Marilyn Cleland, member of Vestry for Adult Education  
( One) Coordinator of Adult Education Program

Date: April 26, 2014

**Subject: Report on Adult Christian Education**

The following are items agreed upon by the gathered attendees of Adult Education (Rosemarie Ostberg, Eva Leonard, Henry Leonard, Gretchen Schlabach, Brian Wagner, Trisha Wagner, Marilyn Cleland, Brad Cripe as well as Michael Duffy, Jamie Stubblefield, and the Rev. Stacy as they are able to attend) during discussions about plans for the group as those discussions come up and also during a meeting on Sunday, April 19, 2014 specifically set aside for discussion and decisions regarding the summer and fall 2014.

- **CURRICULUM.** Participants agreed to the following:
  - to continue with bible reading and discussion in Sunday School meetings
  - To add supplementary materials and activities, to be done by those who want to do so at home. The materials and activities will be developed by the group itself. (Materials: books, videos, art works, etc.; activities: making items to promote group worship in Sunday school or for private devotions; attend other church services). These materials should supplement bible study.
  - Choose next book of the bible for reading and discussion.
  - At specific times during study, ask group to consider implications of the study on their faith, worship, and devotions.
  - Determine if Sunday school should meet during the summer.
  
- **COMMUNICATION.** The following were discussed:
  - Send emails to currently active participants to remind them of previous weeks' discussions and to identify topics or chapter/verses for upcoming Sunday.
  - Write weekly readings/activities for Sunday bulletin to inform parish and to promote attendance.
  - Write a blog or Adult Christian Education column for Mars Hill Newsletter.
  
- **LEADERSHIP**
  - Ask Brian Wagner to lead group in our next book of the bible.
  - A goal is to encourage all who wish to do so to lead group on any given Sunday.
  - Invite the Director of Diocesan Continuing education to join us as we open the fall semester
  - In discussion with the Rev. Stacy and Coordinators for 2013-2014 year (Brad Cripe, Gretchen Schlabach, and Marilyn Cleland), determine whether to continue with the coordinator positions and identify who might serve. One criticism of the multi-person coordinator positions is that no one knew who would be in charge during meetings and who was responsible for communications. Another criticism is that coordinators found it difficult to meet outside of Sunday school to identify concerns or create plans.

Respectfully submitted,  
Marilyn Cleland

Rector's Report to the Vestry of St. Paul's  
The Very Rev. Stacy Walker-Frontjes  
April 27, 2014 (written April 22, 2014)

- I. Liturgy
  - a. Attendance began to pick up slowly during Lent, and we had our expected attendance at Palm Sunday, the Triduum, and Easter Sunday.
  - b. Big thanks to the actors and their directors who brought the Easter Vigil stories to life! And also big thanks to the choirs and musicians who brought somber (when appropriate) and joyful music to our Holy Week and Easter liturgies this year. And big, big thanks to God for all s/he has done in the Resurrection of Christ Jesus!
- II. Christian Education
  - a. Children's Sunday School
    1. Last day of Sunday School for children and youth will be on May 11<sup>th</sup> which will also be Sunday School and Graduate Recognition Sunday.
    2. I am letting you know now that we are hoping to recruit a new Sunday School teacher for children for the fall of 2014. Please consider serving in this important and FUN ministry!
  - b. Youth Sunday School
    1. The Williams family (youth: Madison and Morgan) are moving to Fredricksburg, Virginia. This means that it is very like that in fall 2014 we will not have a youth Sunday School.
  - c. Attendance at the Lenten Soup for the Soul was very sporadic (Wednesday evenings). We may change our approach to Lenten Adult Education programs next year. Perhaps a different evening of the week, or a time during the week during the day as most of the participants are retired and/or elderly.
- III. Administration
  - a. Capital Campaign—Luke Kruger will report further
    1. Our last meeting was April 10, 2014.
  - b. Administrative Assistant
    1. Susan King has been hired as administrative assistant to begin on Monday, May 12, 2014. Melissa London will be leaving that week to continue her doctoral studies in psychology at NIU.
- IV. Mission and Community Activities
  - a. Thrive
    1. On April 12<sup>th</sup> with help from four students from NIU Cares Day we handed out flyers door to door re: The Thrive Neighborhood Market and Community Garden and surveyed our neighbors about what they would like to see for sale at an affordable farmers market.
      - a. Dates for the "Thrive Neighborhood Market and Community Garden" will be the fourth Saturday of the months of June, July, August, and September. 11AM to 2PM. [www.thrivemarket.org](http://www.thrivemarket.org)

- b. This is a ministry of St. Paul's.
- c. Volunteers will be needed, more information soon as the growing season approaches.
- d. Proceeds from the Thrive market will benefit DeKalb County Community Gardens (DCCG).
- e. DCCG installed two raised beds in front of the offices for a children's garden. The children of the parish will be able to plant and tend this garden on their own and see what they can grow.

**2. We will also be offering Prayers2pass the week before finals week on Tuesday April 29<sup>th</sup> and Wednesday April 30<sup>th</sup> from 10AM to 1PM in our yard. Volunteers from the parish are needed. Please contact me asap if you can help. We need about three volunteers on each day.**

- b. Oak Crest
  - 1. I will be the presider at the services we lead on the third Wednesday of each month at 2PM.
  - 2. Occasionally I will be assisted by other area Episcopal and Lutheran pastors.
- c. Grace Place
  - 1. The last worship service of the spring semester will be on Wednesday, April 30<sup>th</sup> at 9PM (dinner at 8PM).
  - 2. Thanks to all the cooks who provided dinners to Grace Place on Wednesdays during Lent.
  - 3. I continue to be quite active with the Grace Place Campus Ministry Board of Directors as the Board President.
- d. Interfaith acts of service with ISNIU
  - 1. Nothing new to report
- e. TAILS Humane Society
  - 1. I continue to serve on the TAILS board of directors, this year I am serving as the Secretary to the board.
- f. Rockford Deanery
  - 1. I am serving the second year of my two year term as dean of the Rockford deanery. Our monthly meetings have begun, and so have our periodic meetings at the diocese with the other deans. These meetings are all generally on Thursdays and I have them clearly marked on the calendar on my office door as days out of the office.

V. Other

- a. We received a gift from Doug and Lynn Roberts for the planting of several new trees where some were removed in 2013. I have signed a contract with JJ Marshall Landscape Creations to install the trees in early June.

VI. Important dates and events to remember—some to attend, some FYI!

- a. April 27<sup>th</sup> Low Sunday Brunch and Vestry Meeting
- b. Prayers2Pass April 29<sup>th</sup> and April 30<sup>th</sup>

- c. Sunday School Recognition Sunday May 10th
- d. Lobster Boil May 17<sup>th</sup>
- e. Thursday, May 29<sup>th</sup> Feast of the Ascension w/ Potluck 6PM
- f. Sunday, June 8<sup>th</sup> Pentecost
- g. Saturday, June 28<sup>th</sup> first Thrive Neighborhood Market 11AM to 2PM