

**Minutes Vestry Meeting,
St. Paul's Episcopal Church
September 19, 2020**

Call to order 1:13 pm

Present: Mother Barbara, Maureen (senior warden), Gretchen (junior warden), Bill, Donna, Rebecca (clerk)

Absent: Terry, Jacob

Guests: Lorraine, Rick, Pat, Susan

Opening Prayer offered by Mother Barbara

Review and approval of August meeting minutes

A motion to approve August 15, 2020 Vestry Meeting minutes was made by Maureen, 2nd by Donna. Motion approved.

Review and approval of Financial Report (Rick) (see attached spreadsheet)

A motion to approve and file for audit the August Financial Report was made by Maureen, 2nd by Gretchen. Motion passed

Let the minutes show Mother Barbara and/or Rick will contact the Diocese to see if we are in compliance with regard to CPA audit and report back to us.

Consent & News Items

- Garden Report (Rebecca)
- We have a new load of mulch now available for grounds and gardening
- Music Ministries/Communications Report (written and attached)
Let the minutes show Lorraine submitted written reports. Please see attachments.
- Our homeless guest, Francis (aka Michael) has relocated and is no longer camped at out at our doorways.

Rector's Activities Report:

- Conversations w/ Susan about everyday operations
- Planning with plumber and replacement of toilet in the Rectory
- Several pastoral phone conversations with regular members
- Preparation and baptism of Adeline Grace Russell
- Conversations with Francis about our need for him to relocate
- Planning conversations with Lorraine for worship outdoors and in the Sanctuary via zoom
- First full Eucharist celebrated since March!
- Grounds care with Rhys, Mary Short and Askeland Tree Service, and Durning Memorial, etc.
- Initial meeting with work committee for returning to the Sanctuary for worship

New and Carried Over Business

- Discussion and planning a 6-hour working retreat (Zoom) with Tim O'Brien of North Park University with regard for vestry understanding financial reports, budgeting, accounting, etc., and review of our current practices: Date?

Let the minutes show vestry discussed and Mother Barbara will contact Tim O'Brien for more information and report back to vestry. At which time dates and time will be discussed.

- Request by our neighbor, Charles Moore, that we pick up just one of several invoices he has covered over the years trimming trees at our mutual boundary, \$462.00 (See attached)

A motion to pay \$462.00 (with funds coming from Building & Grounds account) for trimming trees on mutual boundary was made by Mother Barbara and 2nd by Gretchen. Motion passed.

- Relocating memorial plaque for Robert J. Cheney (8/11/37-9/14/1977) from current place at corner of driveway and sidewalk to same area as the Durning memorial. (Memorials will all be in one place).

Motion made by Mother Barbara, 2nd by Donna. Motion passed.

- Set date for "Mutual Ministry Review" with which to evaluate how we are doing individually, and collectively as a parish, with job descriptions for each leadership role.

The "Mutual Ministry Review" will be Saturday, October 10 at 1pm, via Zoom

- Discussion regarding the budget and need for the Vestry take charge of planning for 2021

Let the minutes show to continue the 2021 budget conversation, the vestry welcomed Gretchen's proposal that each vestry member be assigned a specific budget area with corresponding line item accounts to examine those line items for the next couple of months. As such, based on the monthly abbreviated Treasurer's budget, she suggested the following:

To provide the vestry with a greater understanding of the budget and monthly expenditures, Gretchen proposed that each vestry member be assigned a specific budget area with corresponding line item accounts to examine those line items for the next couple of months. As such, based on the monthly abbreviated Treasurer's budget, she suggested the following:

VESTRY MEMBER RESPONSIBLE	NAME OF BUDGET AREA	LINE ITEM ACCOUNTS
Jr. Sr. Warden	Clergy (900-119)	900-111 to 900-118
Rebecca & Mthr. Barbara	Music (900-129)	900-121-122
Terry, Rebecca, Jacob	Activities/Programs/Worship (900-151)	900-160, 180, 190, 165, 193, 194, 195, 196, 197, 999
Jr. Sr. Warden	Administration (900-269)	900-130, 131, 132, 133, 150, 170, 261, 262, 175
Bill & Donna	Building & Grounds (900-909)	900-901, 902, 260, 904, 905, 908

Also, the Treasurers welcomed the vestry's additional oversight of line item accounts. In fact, Rick offered to provide the vestry with a full, expanded monthly budget.

The vestry will proceed in this direction.

- Anything else?
- Adjourn at 2:38 pm

**Agenda Vestry Meeting,
St. Paul's Episcopal Church
September 19, 2020**

Opening Prayer

Review and approval of August meeting minutes and Committee reports (See attachments)
Review and approval of Financial Report (Rick) (see attached spreadsheet)

Consent & News Items

- Garden Report (Rebecca)
- We have a new load of mulch now available for grounds and gardening
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- Removing memorial plaque for Robert J. Cheney (8/11/37-9/14/1977) from current place at corner of driveway and sidewalk to same area as the Durning memorial.
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- Anything else?

Adjourn

Treasurer's Report September 19, 2020

As of September 18, our bank balance stood at \$41,678.47. We spent \$21,524 in August. In total we have spent \$165,675 in 2020, about 64% of our annual budget. We took in \$4970 in pledges in August; we have collected about 84% of our 2020 pledge income so far.

As of August 31, the Endowment Fund value stood at \$2,244,723.41. Five percent of the 12 month average is \$104,171. The Edward Jones Building Fund has \$16,435 in it.

As of the end of August, the Music Fund contained \$154, and the Discretionary Fund has \$838 in it.

We are still paying all of our workers: Mthr. Barbara, Susan, Lorraine, Hannah, Kathleen, Ellie (cleaning), but we are no longer paying the nursery workers.

I have contacted the bank concerning forgiveness for our PPP loan. They told me the loan period has been extended until December, that there was nothing we needed to do about it yet, and that they would contact me when we needed to work on it.

I have contacted a possible auditor: Joe Martin, who works for Brian Zabel and Associates, in Morris IL. I haven't heard back from him yet. He was recommended by Donna.

I have been spending a lot of time checking the details of our bank statement against the list of invoices and payments, to be sure everything matched. This has resulted in a somewhat altered budget spreadsheet. I am quite sure the overall numbers match the bank statement, but there are still a few details about account assignments that I need to work out with Sheila. I am also hoping to update the account numbering system, the order in which the accounts are listed, and the overall appearance of the spreadsheet. My current version is attached.

I want to point out that we have several thousand dollars in our Building Fund, donated by the late Joan Graham, for the purpose of new vestments or perhaps other uses by the Altar Guild.

In the past we have given \$250 to the TAILS animal shelter as a corporate sponsor of their annual Mutt Strut. Last month the vestry approved \$150 for this purpose. When contacted about this, TAILS told us that \$250 was the minimum level necessary for corporate sponsorship. On hearing this, one of our parishioners contributed the remaining \$100 so we can continue to be corporate sponsors.

Respectfully submitted,
Rick Johns, Treasurer

St Paul's Episcopal Church DeKalb 2020 Budget

Receipts to General Fund

	Budgeted	Jan	Feb	March	April	May	June	July	August	total to date	over/(under) budget	% of budget
800-101 - Pledges	\$96,174.00	\$36,858.00	\$7,136.00	\$5,345.00	\$12,617.00	\$5,287.57	\$5,714.00	\$3,219.00	\$4,969.85	\$81,146.42	\$15,027.58	84.4%
800-102 - ID Offerings	\$10,000.00	\$3,732.70	\$464.50	\$2,400.00						\$6,597.20	\$3,402.80	66.0%
800-103 - Open Plate/Visitor/Anonymous	\$1,000.00	\$26.00	\$8.00							\$34.00	\$966.00	3.4%
800-108 - Endowment Fund Allocation	\$100,000.00				\$20,000.00			\$50,000.00		\$70,000.00	\$30,000.00	70.0%
800-104 - ECW /Lobster Boil Parish Support	\$500.00										\$500.00	0.0%
800-109 - Bishop's Fund	\$350.00		\$91.01		\$177.74					\$268.75	\$81.25	76.8%
800-901 - Student Parking Passes	\$500.00										\$500.00	0.0%
800-105 - Taize Service Income	\$1,000.00	\$59.00	\$58.00	\$87.00						\$204.00	\$796.00	20.4%
800-907 - Parish Hall Rental	\$300.00										\$300.00	0.0%
800-994 - Coffee Hour	\$50.00	\$9.00	\$8.00	\$6.00						\$23.00	\$27.00	46.0%
800-??? - Bank Fees (Vanco)							\$1.45					
800-995 - Other Receipts - Misc.	\$50.00		\$137.67	\$246.00	\$125.00	\$27,000.00	\$42.00			\$27,550.67	(\$27,500.67)	55101.3%
Total Receipts to General Fund	\$209,924.00	\$40,684.70	\$7,903.18	\$8,084.00	\$32,919.74	\$32,287.57	\$5,757.45	\$53,219.00	\$4,969.85	\$185,825.49	\$24,098.51	88.5%

Disbursements from General Fund

	Budgeted	Jan	Feb	March	April	May	June	July	August	total to date	over/(under) budget	% of budget
900-101 - Seminary Supplement	\$250.00						\$250.00			\$250.00	\$0.00	100.0%
900-102 - Grace Place Campus Ministry	\$1,800.00	\$450.00			\$450.00				\$450.00	\$1,350.00	\$450.00	75.0%
900-103 - Payroll Tax	\$2,700.00	\$207.42	\$204.74	\$204.93	\$204.94	\$247.04	\$210.83	\$210.83	\$193.15	\$1,683.88	\$1,016.12	62.4%
900-104 - Bank Fees	\$150.00				\$1.61	\$1.61	\$1.61	\$3.62	\$1.61	\$10.06	\$139.94	6.7%
Credit Card fraud					\$17.41	-\$20.24				-\$2.83		

Cergy Expenses

	Budgeted	Jan	Feb	March	April	May	June	July	August	total to date	over/(under) budget	% of budget
900-111 - Cergy Salary	\$64,208.00	\$5,350.67	\$5,350.67	\$5,350.67	\$5,350.67	\$5,350.67	\$5,350.67	\$5,350.67	\$5,350.67	\$42,805.36	\$21,402.64	66.7%
900-112 - Cergy Medical Ins	\$20,196.00	\$1,683.00	\$1,683.00	\$1,683.00	\$1,683.00	\$1,683.00	\$1,683.00	\$1,683.00	\$1,683.00	\$13,464.00	\$6,732.00	66.7%
900-114 - Cergy Pension	\$18,000.00	\$1,135.06	\$1,135.06	\$1,135.06	\$1,135.06	\$1,135.06	\$1,135.06	\$1,135.06	\$1,135.06	\$9,080.48	\$8,919.52	50.4%
900-113 - Cergy Hospitality	\$1,000.00	\$302.38	\$36.09	\$93.34		\$143.89				\$575.70	\$424.30	57.6%
900-115a - Diocese Convention	\$500.00										\$500.00	0.0%
900-115b - Cergy Travel Expense	\$1,250.00		\$1,075.79							\$1,075.79	\$174.21	86.1%
900-116 - Cergy Education & Retreat	\$1,000.00	\$358.65	\$179.36	\$7.96	-\$89.99	\$82.96	\$59.90	\$83.85	\$242.43	\$925.12	\$74.88	92.5%
900-117 - Rectory Utility	\$5,000.00	\$576.54	\$275.68	\$546.47	\$238.10	\$738.68	\$291.63	\$495.44	\$469.01	\$3,631.55	\$1,368.45	72.6%
900-118 - Guest Cergy	\$1,500.00								\$400.00	\$400.00	\$1,100.00	26.7%
900-115c - Cergy Organization Dues	\$440.00										\$440.00	0.0%
900-115d - Personal Cergy expenses billed to the church	\$0.00	\$27.93	\$37.51	\$245.54			\$68.69			\$379.67		
Total Cergy Expenses	\$113,094.00	\$9,434.23	\$9,773.16	\$9,062.04	\$8,316.84	\$9,134.26	\$8,588.95	\$8,748.02	\$9,280.17	\$72,337.67	\$40,756.33	64.0%

Music Expenses

	Budgeted	Jan	Feb	March	April	May	June	July	August	total to date	over/(under) budget	% of budget
900-121a - Director of Music Salary	\$15,000.00	\$1,125.00	\$1,125.00	\$1,125.00	\$1,125.00	\$1,125.00	\$1,250.00	\$1,250.00	\$1,250.00	\$9,375.00	\$5,625.00	62.5%
900-121b - Pianist	\$7,800.00	\$541.66	\$541.66	\$541.66	\$541.66	\$541.66	\$650.00	\$650.00	\$650.00	\$4,658.30	\$3,141.70	59.7%
900-121c - Organist	\$6,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$4,000.00	\$2,000.00	66.7%
900-121d - Substitute Organist/Pianist	\$0.00										\$0.00	0.0%
900-122 - Sheet Music Disbursement	\$139.00					\$139.00				\$139.00	\$0.00	100.0%
900-123a - Organ Tuning	\$1,000.00						\$470.00			\$470.00	\$530.00	47.0%
900-123b - Piano Tuning	\$500.00	\$200.00								\$200.00	\$300.00	40.0%
Total Music Expenses	\$30,439.00	\$2,366.66	\$2,166.66	\$2,166.66	\$2,166.66	\$2,305.66	\$2,870.00	\$2,400.00	\$2,400.00	\$18,842.30	\$11,596.70	61.9%

Activities/Program/Worship Expenses													
900-160 - Altar	\$1,000.00	\$243.96		\$55.40			\$57.91				\$357.27	\$642.73	35.7%
900-180 Diocese Convention	\$320.00											\$320.00	0.0%
900-190 - Worship-Pastoral Care	\$800.00	\$70.35	\$500.82	\$32.75	\$218.40	\$149.90		\$233.45			\$1,205.67	(\$405.67)	150.7%
900-165 Taize Expenses	\$1,000.00	\$531.79	\$787.96	\$355.87	\$200.00						\$1,875.62	(\$875.62)	187.6%
900-193 - Communications/Ads/Dues	\$1,000.00	\$934.00	\$555.00	\$125.00	\$70.00	\$369.00	\$25.00	\$25.00	\$25.00		\$2,128.00	(\$1,128.00)	212.8%
900-194 - Outreach Disbursements/Charities	\$500.00											\$500.00	0.0%
900-195a - Christian Educ/Adult	\$150.00											\$150.00	0.0%
900-195b - Christian Educ/Youth	\$100.00											\$100.00	0.0%
900-195c - Christian Educ/Children	\$300.00											\$300.00	0.0%
900-196a - Nursery Attendant	\$3,100.00	\$161.50	\$201.00	\$204.00	\$204.00	\$204.00	\$156.00	\$156.00			\$1,286.50	\$1,813.50	41.5%
900-196b - Nursery Supplies	\$50.00											\$50.00	0.0%
900-197 - Diocesan Pledge	\$10,000.00		\$833.33	\$833.33	\$833.00	\$833.00	\$833.33	\$833.67	\$833.33		\$5,832.99	\$4,167.01	58.3%
900-999 Program Act/Fellowship/Social	\$2,600.00	\$23.18	\$317.50	\$977.16		-\$13.80					\$1,304.04	\$1,295.96	50.2%
Total Activities/Program/Worship Expenses	\$20,920.00	\$1,964.78	\$3,195.61	\$2,583.51	\$1,525.40	\$1,542.10	\$1,072.24	\$1,248.12	\$858.33		\$13,990.09	\$6,929.91	66.9%
Administration Expenses													
900-130 - Copying Services	\$1,600.00	\$199.72	\$174.98	\$216.73	\$129.57		\$17.78	\$17.72	\$50.61		\$807.11	\$792.89	50.4%
900-131 - Admin Asst Salary	\$16,125.00	\$1,425.00	\$1,350.00	\$1,350.00	\$1,350.00	\$1,275.00	\$1,350.00	\$1,350.00	\$1,275.00		\$10,725.00	\$5,400.00	66.5%
900-131a Admin Pension	\$1,291.00	\$114.00	\$108.00	\$105.00	\$111.00	\$102.00	\$108.00	\$108.00	\$102.00		\$858.00	\$433.00	66.5%
900-132 - Bookkeeping	\$3,760.00	\$375.00	\$390.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00		\$2,565.00	\$1,195.00	68.2%
900-133 - Cleaning Costs (Contract)	\$10,080.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00		\$6,720.00	\$3,360.00	66.7%
900-150 - Office/Kitchen/Cleaning Suppl	\$3,600.00	\$394.28	\$428.15	\$368.22			\$262.73	\$73.45	\$56.80		\$1,583.63	\$2,016.37	44.0%
900-170 - Equipment (Copier Lease)	\$1,650.00	\$136.90	\$136.90	\$136.90	\$136.90	\$136.90	\$136.90	\$136.90	\$136.90		\$1,095.20	\$554.80	66.4%
900-261 - Website, Computer Disbursements	\$1,500.00	\$83.98	\$19.98	\$19.98		\$438.10		\$165.00	\$98.25		\$825.29	\$674.71	55.0%
900-262 - Computer/Tech Assist	\$1,000.00		\$66.00	\$66.00	\$66.00	\$1,276.70	\$66.00				\$1,540.70	(\$540.70)	154.1%
900-175 - Administration - Other/ Misc.	\$500.00											\$500.00	0.0%
Total Administration Expenses	\$41,106.00	\$3,568.88	\$3,514.01	\$3,402.83	\$2,933.47	\$4,368.70	\$3,081.41	\$2,991.07	\$2,859.56		\$26,719.93	\$14,386.07	65.0%
900-907 - Prop. & Workman Comp Ins	\$18,232.00	\$4,133.00			\$4,133.00		\$1,201.00		\$4,133.00		\$13,600.00	\$4,632.00	74.6%
Building & Grounds Expenses													
900-901 Rectory Maintenance/Repair	\$3,000.00	\$192.97	\$106.21		\$155.00		\$355.55	\$271.15			\$1,080.88	\$1,919.12	36.0%
900-902 - Church Maint. & Repair	\$5,000.00		\$8.54		\$146.96	\$239.40	\$72.99		\$75.00		\$542.89	\$4,457.11	10.9%
900-260 - Security Alarm	\$1,650.00	\$427.32			\$427.32			\$427.32			\$1,281.96	\$368.04	77.7%
900-904 - Lawn Care	\$3,100.00						\$545.00	\$345.00	\$345.00		\$1,235.00	\$1,865.00	39.8%
900-905 - Snow Removal	\$800.00	\$120.00	\$280.00	\$120.00	\$480.00						\$1,000.00	(\$200.00)	125.0%
900-908 - Church Utilities	\$15,000.00	\$1,659.17	\$1,696.54	\$1,610.22	\$1,701.32	\$1,496.39	\$1,321.85	\$1,339.29	\$927.96		\$11,752.74	\$3,247.26	78.4%
Total Building & Grounds Expenses	\$28,550.00	\$2,399.46	\$2,091.29	\$1,730.22	\$2,910.60	\$1,735.79	\$2,295.39	\$2,382.76	\$1,347.96		\$16,893.47	\$11,656.53	59.2%
990-001 - Other-Misc/Fin Audit/Misc.	\$610.00											\$610.00	0.0%
Total Disbursements from General Fund	\$257,701.00	\$24,524.43	\$20,945.47	\$19,150.19	\$22,659.93	\$19,314.92	\$19,571.43	\$17,984.42	\$21,523.78		\$165,674.57	\$92,026.43	64.3%
Net Receipts Over (Under) Disburmnts.	(\$47,777.00)	\$16,160.27	(\$13,042.29)	(\$11,066.19)	\$10,259.81	\$12,972.65	(\$13,813.98)	\$35,234.58	(\$16,553.93)		\$20,150.92	(\$67,927.92)	-42.2%

Revolving and Pass-Through Funds	starting amount Jan 1, 2020	Jan	Feb	March	April	May	June	July	August	all 2020
800-114 - Music Capital Fund	\$753.93									
800-114 - Music Capital Fund Expense		\$425.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$100.00	\$100.00	
800-114 - Music Capital Fund Income			\$500.00				\$425.00		\$100.00	
800-114 Music Capital Fund Current balance		\$328.93	\$628.93	\$428.93	\$228.93	\$28.93	\$253.93	\$153.93	\$153.93	
Flower Fund	\$2,284.05									
900-192 - Flower Expense		\$239.05	\$9.00	\$46.75	\$11.00	\$11.00				
800-106 - Flower Income			\$103.00		\$30.00					
Flower Fund current balance		\$2,045.00	\$2,139.00	\$2,092.25	\$2,111.25	\$2,100.25	\$2,100.25	\$2,100.25	\$2,100.25	
Discretionary Fund	\$1,098.57									
900-198 - Discretionary Expense		\$1,150.00	\$354.70	\$114.37	\$250.38	\$600.00	\$1,656.90	\$306.43	\$122.32	
900-107 - Discretionary Fund Income		\$240.00	\$143.00	\$62.00	\$850.00	\$795.00	\$1,270.00	\$70.00	\$865.00	
Discretionary Fund current balance		\$188.57	-\$23.13	-\$75.50	\$524.12	\$719.12	\$332.22	\$95.79	\$838.47	
Food Pantry (pass-through)	\$0.00									
800-993a - Food Pantry (withdrawals)					\$140.00		\$90.00		\$140.00	
800-993 - Food Pantry (contributions)		\$20.00	\$20.00	\$20.00	\$80.00	\$70.00	\$45.00	\$20.00	\$95.00	
Food Pantry current balance		\$20.00	\$40.00	\$60.00	\$0.00	\$70.00	\$25.00	\$45.00	\$0.00	
900-121 - Garden Fund	\$0.00									
Garden Fund current balance		\$96.80	\$96.80	\$96.80	\$96.80	\$96.80	\$96.80	\$96.80	\$96.80	
800-117 - Endowment Fund Contributions	\$7,630.16									
Endowment Fund sent to Edward Jones account					\$3,000.00		\$5,288.27			
Endowment Fund current contributions				\$608.11	\$50.00				\$25.00	
Endowment Fund (in Heartland Bank) current		\$7,630.16	\$7,630.16	\$8,238.27	\$5,288.27	\$5,288.27	\$0.00	\$0.00	\$25.00	
800-111 - Building Fund Capital Campaign										
Building Fund expenses										
Building Fund contributions						\$149.90		\$500.00		
Building Fund current balance										
BP - Backpack Fund for New Hope Baptist Church	\$0.00									
Backpack Fund sent to New Hope										
Backpack Fund contributions							\$300.00			
Backpack Fund current balance							\$300.00	\$300.00	\$300.00	
800-113 - Columbarium Fund	\$3,623.90									
Revolving Fund Totals										
Total Revolving Expenses		\$1,814.05	\$563.70	\$361.12	\$3,601.38	\$811.00	\$7,235.17	\$406.43	\$362.32	
Total Revolving Income		\$356.80	\$766.00	\$690.11	\$1,010.00	\$1,014.90	\$2,040.00	\$590.00	\$1,085.00	
Total Net Revolving Funds		(\$1,457.25)	\$202.30	\$328.99	(\$2,591.38)	\$203.90	(\$5,195.17)	\$183.57	\$722.68	
Total Income, including Revolving Funds		\$41,041.50	\$8,669.18	\$8,774.11	\$33,929.74	\$33,302.47	\$7,797.45	\$53,809.00	\$6,054.85	
Total Expenditures, including Revolving Funds		\$26,338.48	\$21,509.17	\$19,511.31	\$26,261.31	\$20,125.92	\$26,806.60	\$18,390.85	\$21,886.10	

**Vestry Meeting, Saturday, September 19, 2020,
St. Paul's Episcopal Church, DeKalb, IL**

Music Ministries Report

The adult/youth choir had their first fall rehearsal/chat zoom session on Thursday, September 17th. The children's choir is on hold for now. For the adult/youth choir zoom meeting, half of the choir was able to attend (some were working, out of town, etc.) Several parishioners were able to attend (which was awesome) and offer their support to the choir and general parish fall return. Additionally, we were appreciative to have Mthr. Barbara's support, prayers and blessings!

This coming Sunday (9/20) will be our first outdoor Sunday worship service. Kathleen Johnson will be back playing the pipe organ. Though we are asked by our Bishop, Jeffrey Lee to abstain from humming and singing for now, with the Sanctuary doors wide open we hope to enhance the service by awakening the musical sounds of St. Paul's. And we also hope to inspire all those present, for worship and in the neighborhood, with a renewed sense of energy and hope! Hannah Buckle will also be present to play the grand piano.

Additionally, some more exciting news is that we now have Wi-Fi in the Sanctuary. Not only do we have it in the Sanctuary, we acquired additional cable (125 ft) to string out onto the front steps and side steps of the Sanctuary. This gives us the possibility and option to have and use wifi "outside" to stream zoom and other live services and events. Hannah and I will be assisting Mthr. Barbara during the service (9/20) by co-hosting a zoom live. This is new, so we may have a few things to work out with the technology. We ask for your patience and support. Please let Mthr. Barbara, Hannah and myself know how the zoom experiences are going for you so we can work on improving the technology at St. Paul's.

Relative to the music staff. Kathleen and I met (9/16) for a meeting to review music liturgy, hours, organ literature, and to catch up on how things are going in general. We also spent several hours rehearsing and recording music. In August, I drafted a performance review for Tyrique McNeal, our choirs Bass Section Leader. Hannah was able to review and contribute to the draft. We met with Tyrique for his review via zoom on Monday, August 31st, and we all engaged in a very good review process. After I complete some additional notes (comments and goals) from Tyrique this week (9/25), then Mthr. Barbara will be receive the final review for approval. Hannah and I continue to meet weekly over FaceTime/Zoom to review and work on; music liturgy, administrative and choral projects, and communications and technology projects.

I continue to meet with Mthr. Barbara to discuss and plan our worship liturgies and also to review the music administration and program areas in general.

No new or extra expenditures (\$ 0.00) for budget line item 900-129 this month.

Communications and Technology Report

For the month of August 15-September 17, I put in well over the 80 hours showed on last months report. I will work on itemizing them for the next month. There have been several technology projects and issues that took additional hours than noted previous months, such as working and negotiating with Best Buy and Comcast, Constant Contact, and Network Solutions relative to the new website. All the challenges have been or are being worked through. I will continue to apprise, review and seek direction from Mthr. Barbara.

No new or extra expenditures (\$ 0.00) for budget line item 900-262 this month. Not sure where the changes in Comcast are noted in the general budget.

Lorraine Langer, Director of Music, Saturday, September 19, 2020