

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

Call to order 1:10 pm

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

Absent: Jacob

Guests: Lorraine, Rick, Pat, Hannah, Susan

Opening Prayer offered by Mother Barbara

Approval of June meeting minutes and Committee reports

A motion to approve June 21, 2020 Vestry Meeting minutes was made by Maureen, 2nd by Donna. Motion approved.

A motion to approve June 27, 2020 Vestry Meeting minutes was made by Maureen, 2nd by Donna. Motion approved.

Approval of Financial Report (Rick and/or Pat)

A motion to approve and file for audit the June Financial Report was made by Bill, 2nd by Maureen. Motion passed. See treasurers report following minutes.

Consent & News Items

- Garden Report (Rebecca)

Rector's Report:

- Weekly one-hour meetings with Bishop Lee and Diocesan clergy
- Weekly one-hour meetings with local area clergy
- Pastoral care cards and phone calls to/with parishioners
- Bible study (one-hour meeting plus two hours prep)
- Monthly mindfulness meditation teacher training (5 hours plus various prep time)
- Ministry to the Richardson family (Damien, Tasha, Aiden and Malachi):
Collaboration conversations w/Family Service Agency staff: Richardson family's rent is caught up through July with the aid of the Federated Church, Sycamore.

In collaboration with their social worker, church is taking a step back and leaving them to social-worker Katherine for some time for them to find jobs and develop a more efficient game plan.

- College for Congregational Development zoom conferences
- Planning meetings and prep for a vigil service of lament here in DeKalb with Pastors Joe Mitchell and Eric Ogi.

New and Carried Over Business

- Discussion regarding the Energy Audit by Green Sky.

A motion was made by Bill and 2nd by Maureen to authorize Donna to sign the Program Offering Agreement and return to Green Sky. Motion approved.

- Buildings and Grounds: Jenny and Dick's idea of reinstating the adoption of bushes, etc.
- Our resident guest, Francis—thoughts, concerns about his presence on the grounds, camping out in the doorways, etc. Discussion.

Mother Barbara will talk to Hope Haven.

- Scheduling time off for Barbara

Mother Barbara will be off July 26 to August 16. The Rev. Sandra Castillo will be leading the July 26th, August 9th and August 16th services.

- Individual goals as Vestry, Rector, Wardens for this year and especially creating or adopting an instrument---aka "Mutual Ministry Review" with which to evaluate how we are doing individually, and collectively as a parish, with job descriptions for each leadership role. (Thanks, Gretchen and Bill!)

Tabled.

- Need for position descriptions for all paid personnel, to be approved by Vestry.

This falls under Barbara's responsibilities---to be completed by the end of the year.

Tabled

A motion to adjourn at 3 pm was made by Bill.

Prayer, Adjourn

Respectfully submitted by Rebecca Smith, clerk

**St. Paul's Episcopal Church, Parish Gathering
Vestry Meeting, Saturday, July 18, 2020**

Music Ministries Report

The adult/youth and children's choirs continue to make St. Paul's proud! The choirs have been meeting bi-weekly via zoom for the past two months. They continue to practice and record hymns and anthems, while learning new technical skills, in the safety of their homes. The children's choir has been in the lead with recording and submitting their virtual tracks. The choirs will be on choir zoom chat-vacation for the remainder of the summer and we are hoping to have them return September 10th.

In addition to adding a prelude and postlude to our Sunday Liturgy of the Word and Prayer services, a choral anthem was recently added with pictures of the church and parishioners. In meeting regularly with Mthr. Barbara, our hope is to gradually add more music to enhance worship services.

Additionally, Hannah and I meet several times a week over FaceTime and Zoom for music liturgy, and general cross training on responsibilities and projects. We are collaborating on setting up and teaching all the choir members to work with the technology and process involved with singing virtually.

Communications and Technology Report

For the month of June 15-July 15, I continue to:

▪ maintain the church website, You Tube, Sound Cloud, Facebook (1 hour per day)	30+
▪ edit and post Mthr. Barbara's videos to YouTube/Website/Facebook	5+
▪ learn about singing during covid-19, using online tools for streaming choirs/worship	10+
▪ monitor/set up Zoom and trouble shoot computer tech issues for parishioners	10+
▪ assist (cohost tech) Mthr. Barbara with the 8:00/10:30 am Sunday worship services	12+
▪ attend zoom meetings and training (Covid-19 singing, worship, diocese, etc.)	5+
▪ assist Susan with weekly Email Blasts	3+
▪ cross train Hannah on Email blasts, old/new website building tool	12+
▪ design the new church website (using multiple applications)	<u>15+</u>
Lorraine volunteer hours for the month	+ 102
Hannah has put in the following volunteer hours: April 13+, May 30+, June 25+	<u>+ 25</u>
Guestimate of total volunteer hours	= 127

As we continue our transition with worshiping on line, we are exploring new ways to enhance the services and gatherings. As such, we are exploring new equipment to use in the church for recording services, sermons, musical offerings, etc., and suggest that the church invest in the following: upgrading the wi-fi in the sanctuary (cost tbd negotiating with comcast install 50-100.) an iPad Pro (800), tripod (150), external microphone (200), external camera (300) with an overall guestimate of \$ 1,550.00 Hannah are scheduling a consult meeting with Dan Nichols and Cedric Peterson for later this week.

Lorraine Langer, Director of Music, July 15, 2020

Treasurer's Report July 18, 2020

To cover our July bills (as well as August and September), I took \$50,000 from the Endowment Fund this month. We took in \$5714 in pledges in June; we have collected about 75% of our 2020 pledge income so far, even though the year is only half over.

As of July 17, our bank balance stood at \$21,316. We spent \$19,571 in June, about 48% of our annual budget. Nothing seems unusual about June's spending to me.

We are still paying all of our workers except Brittany Altepeter (nursery worker) their full salaries, equal to what we paid in February before the onset of covid-related restrictions. Brittany sent us a letter of resignation.

I sent out statements covering the first half of 2020 to everyone who contributed during the past quarter. I also checked the details of our bank statement against the list of invoices and payments, to be sure everything matched. I have done nothing so far about the PPP loan; I just put this statement in here so it doesn't get forgotten.

As of the end of June, the Music Fund contained \$254, and the Discretionary Fund has \$294 in it. We transferred \$5288 to the Endowment Fund; as of now all money donated to the Endowment Fund has been deposited into that fund's account at Edward Jones. We also paid \$250 to the Yale (Berkeley) Divinity School, our annual Seminary Supplement. We also sent \$90 to the Salvation Army Food Pantry. I am trying to keep that account up to date, as there is a great need for the Food Pantry these days.

Donna DeOlivera has been very helpful in exploring our high electric bill. At her behest, an energy efficiency consultant recommended by ComEd visited us. He noted that our 8 furnace fans were running constantly, and we had some high wattage bulbs that were always on. We have attempted to fix these things. He has also recommended some new lighting, which I have discussed in a separate memo.

I am attaching a budget summary sheet, still unmodified. Our bookkeeper Sheila has volunteered to help me update the account system we use, once tax season ended. Income taxes were due on July 15. I look forward to modifying our current system to make it as transparent yet accurate as possible.

Respectfully submitted,
Rick Johns, Treasurer

Budget with monthly updates											
St Paul's Episcopal Church DeKalb 2020 Budget											
2020											
	Jan	Feb	March	April	May	June	July	total to date	over/(under) bud		
Receipts											
800-101 - Pledges	96,174.00	\$36,858.00	\$6,626.00	\$5,345.00	\$12,617.00	\$5,287.57	\$5,714.00	\$3,219.00	\$75,666.57	\$20,507.43	
800-102 - ID Offerings	10,000.00	\$3,732.70	\$974.50	\$2,400.00					\$7,107.20	\$2,892.80	
800-103 - Open Plate/Visitor	1,000.00	\$26.00	\$8.00						\$34.00	\$966.00	
800-104 - ECW Parish Support	500.00									\$500.00	
800-104 - Additional Receipts						\$27,000.00			\$27,000.00		
800-107 - Other Receipts											
800-901 - Student Parking Passes	500.00									\$500.00	
800-105 - Taize Service Income	1,000.00	\$59.00	\$58.00	\$87.00					\$204.00	\$796.00	
800-907 - Parish Hall Rental	300.00									\$300.00	
800-994 - Coffee Hour	50.00	\$9.00	\$8.00	\$6.00					\$23.00	\$27.00	
800-995 - Other Receipts - Misc.	50.00		\$137.67	\$246.00	\$125.00				\$508.67	(\$458.67)	
Total 800-107 - Other Receipts	1,900.00	\$68.00	\$203.67	\$339.00	\$125.00				\$705.67	\$1,194.33	
800-108 - Endowment Fund Allocation	100,000.00				\$20,000.00		\$50,000.00		\$70,000.00	\$30,000.00	
800-109 - Bishop's Fund	350.00		\$91.01		\$177.74				\$268.75	\$81.25	
800-111 - Building Fund (new AV system)							\$500.00		\$500.00	(\$500.00)	
800-995 - Other Receipts - Reimbursements to Church		\$46.49	\$66.73	\$245.54		\$42.00			\$400.76	\$400.76	
Total Receipts	209,924.00	\$40,616.70	\$7,699.51	\$7,745.00	\$32,794.74	\$32,287.57	\$5,714.00	\$53,719.00	\$180,576.52	\$29,347.48	
Disbursements											
900-101 - Seminary Supplement	250.00					\$250.00			\$250.00	\$0.00	
900-102 - Grace Place Campus Ministry	1,800.00	\$450.00			\$450.00				\$900.00	\$900.00	
900-103 - Payroll Tax	2,700.00	\$207.42	\$204.74	\$204.93	\$204.94	247.04	\$210.83	\$210.83	\$1,490.73	\$1,209.27	
900-104 - Bank Fees	150.00				\$1.61	\$20.04	\$3.06	\$3.62	\$28.33	\$121.67	
900-119 - Clergy											
900-111 - Clergy 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	\$37,454.69	\$26,753.31	
900-112 - Clergy 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	\$11,781.00	\$8,415.00	
900-113 - Clergy Hospitality	1,000.00	\$302.38	\$36.09	\$93.34		\$143.89			\$575.70	\$424.30	
900-114 - Clergy 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	\$7,945.42	\$10,054.58	
900-115a - Diocese Convention	500.00									\$500.00	
900-115b - Clergy Travel Expense	1,250.00		\$1,075.79						\$1,075.79	\$174.21	
900-116 - Clergy Education & Retreat	1,000.00	\$340.09	\$56.84	\$7.96	\$89.99	\$82.96	\$59.90	\$83.85	\$541.61	\$458.39	
900-117 - Rectory Utility	500.00	\$441.26	\$275.68	\$546.47	\$238.10	\$738.68	\$291.63	\$495.44	\$3,027.76	\$1,972.24	
900-118 - Guest Clergy	1,500.00									\$1,500.00	
900-115c - Clergy Organization Dues	440.00									\$440.00	
900-115d - Personal Clergy expenses	-							\$68.69	\$68.69	(\$68.69)	
Total 900-119 - Total Clergy	113,094.00	\$9,252.46	\$9,613.13	\$8,816.50	\$8,316.84	\$9,134.26	\$8,520.26	\$8,748.02	\$62,401.47	\$50,692.53	
900-129 - Music											
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	\$8,125.00	\$6,875.00	
900-121b - Pianist	7,800.00	\$541.66	\$541.66	\$541.66	\$541.66	\$541.66	\$650.00	\$650.00	\$4,008.30	\$3,791.70	
900-121c - Organist	6,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$3,500.00	\$2,500.00	
900-121d - Substitute Organist/Pianist	-									\$0.00	
900-122 - Sheet Music Disbursement	139.00					\$139.00			\$139.00	\$0.00	
900-123a - Organ Tuning	1,000.00						\$470.00		\$470.00	\$530.00	
900-123b - Piano Tuning	500.00	\$200.00							\$200.00	\$300.00	
Total 900-129 - Total Music	30,439.00	\$2,366.66	\$2,166.66	\$2,166.66	\$2,166.66	\$2,305.66	\$2,870.00	\$2,400.00	\$16,442.30	\$13,996.70	
900-151 Activities/Program/Worship											
900-160 - Altar	1,000.00	\$243.96		\$55.40				\$57.91	\$357.27	\$642.73	
900-180 Diocese Convention	320.00									\$320.00	
900-190 - Worship-Pastoral Care	800.00	\$70.35	\$500.82	\$32.75	\$218.40	\$105.87		\$233.45	\$1,161.64	(\$361.64)	
900-165 - Taize Expenses	1,000.00	\$91.79	\$77.77	\$355.87	\$200.00	\$344.00			\$2,559.43	(\$1,559.43)	
900-193 - Communications/Ads/Dues	1,000.00	\$534.00	\$625.00	\$125.00	\$-55.00	\$25.00	\$25.00	\$25.00	\$1,304.00	(\$304.00)	
900-194 - Outreach Disbursements/Chap	500.00									\$500.00	
900-195a - Christian Educ/Adult	150.00									\$150.00	
900-195b - Christian Educ/Youth	500.00									\$500.00	
900-195c - Christian Educ/Children	300.00									\$300.00	
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	
900-196b - Nursery Supplies	50.00									\$50.00	
900-197 - Diocesan Pledge	10,000.00		\$833.33	\$833.33	\$833.33	\$833.33	\$833.33	\$833.67	\$4,166.66	\$5,833.34	
900-999 - Program Act/Fellowship/Socia	2,600.00	\$13.80	\$317.50	\$977.16					\$1,308.46	\$1,291.54	
Total 900-151 Activities/Program/Worship	20,920.00	\$1,955.40	\$3,205.42	\$2,583.51	\$567.40	\$1,511.87	\$1,072.24	\$1,248.12	\$12,143.96	\$8,776.04	
900-269 - Administration											
900-130 - Copying Services	1,600.00	\$199.72	\$174.98	\$134.73	\$129.57	\$0.00	\$17.78	\$17.72	\$756.50	\$843.50	
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	\$9,450.00	\$6,675.00	
900-131a Admin Pension	1,291.00	\$114.00	\$108.00	\$105.00	\$111.00	\$102.00	\$108.00	\$108.00	\$756.00	\$535.00	
900-132 - Bookkeeping	3,760.00	\$375.00	\$390.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$2,265.00	\$1,495.00	
900-133 - Cleaning Costs (Contract)	10,080.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$840.00	\$5,880.00	\$4,200.00	
900-150 - Office/Kitchen/Cleaning Supp	3,600.00	\$394.28	\$474.13	\$368.22	\$368.22	\$262.73	\$73.45	\$1,572.81	\$2,027.15	\$1,572.85	
900-170 - Equipment (Copier Lease)	1,650.00	\$136.90	\$136.90	\$136.90	\$136.90	\$136.90	\$136.90	\$136.90	\$958.30	\$691.70	
900-261 - Website, Computer Disburse	1,500.00	\$83.98	\$19.98	\$19.98	\$19.98	\$448.09	\$165.00		\$737.03	\$762.97	
900-262 - Computer/Tech Assist	1,000.00		\$66.00	\$66.00	\$66.00	\$1,276.70	\$66.00		\$1,540.70	(\$540.70)	
900-175 - Administration - Other/ Misc.	500.00									\$500.00	
Total 900-269 - Total Administration	41,106.00	\$3,568.88	\$3,559.99	\$3,402.83	\$2,933.47	\$4,378.69	\$3,081.41	\$2,991.07	\$23,916.34	\$17,189.66	
900-907 - Prop. & Workman Comp Ins	18,232.00	\$4,133.00			\$4,133.00			\$1,201.00	\$9,467.00	\$8,765.00	
900-909 - Building & Grounds											
900-901 Rectory Maintenance/Repair	3,000.00	\$177.44	\$114.75		\$211.96		\$355.55	\$271.15	\$1,130.85	\$1,869.15	
900-902 - Church Maint. & Repair	5,000.00	\$15.53			\$90.00	\$239.40	\$72.99		\$417.92	\$4,582.08	
900-260 - Security Alarm	1,650.00	\$427.32			\$427.32			\$427.32	\$1,281.96	\$368.04	
900-904 - Lawn Care	3,100.00						\$545.00	\$345.00	\$890.00	\$2,210.00	
900-905 - Snow Removal	800.00	\$120.00	\$280.00	\$120.00	\$480.00				\$1,000.00	(\$200.00)	
900-908 - Church Utilities	15,000.00	\$1,794.45	\$1,696.54	\$1,256.31	\$1,701.32	\$1,496.64	\$1,319.73	\$1,339.29	\$10,604.28	\$4,395.72	
Total 900-909 - Total Building & Grounds	28,550.00	\$2,534.74	\$2,091.29	\$1,376.31	\$2,910.60	\$1,736.04	\$2,293.27	\$2,382.76	\$15,325.01	\$13,224.99	
990-001 - Other-Misc/Fin Audit/Misc.	610.00									\$610.00	
Total Disbursements	257,701.00	\$24,468.56	\$20,841.23	\$18,550.74	\$21,684.52	\$19,333.60	\$19,502.07	\$17,984.42	\$142,365.14	\$115,335.86	
Net Receipts Over (Under) Disburmnts.	(47,777.00)	\$16,148.14	-\$13,141.72	-\$10,805.74	\$11,110.22	\$12,953.97	-\$13,788.07	\$35,734.58	\$38,211.38	(\$85,988.38)	
Revolving Funds											
800-114 - starting amount	\$753.93										
800-114 - Music Capital Fund Expense		-\$425.00	-\$200.00	-\$200.00	-\$200.00	-\$200.00	-\$200.00	-\$100.00			
800-114 - Music Capital Fund Income		\$0.00	\$500.00				\$425.00				
Net 800-114 End amount		\$328.93	\$628.93	\$428.93	\$228.93	\$28.93	\$253.93	\$153.93			
Flower Fund starting amount	\$2,284.05										
900-192 - Flower Expense		-\$248.43	-\$9.00	-\$46.75	-\$11.00						
800-106 - Flower Income		\$0.00	\$103.00		\$30.00						
Net Flower End amount		\$2,035.62	\$2,129.62	\$2,082.87	\$2,101.87	\$2,101.87	\$2,101.87	\$2,101.87			
Discretion starting amount	\$1,098.57										
900-198 - Discretionary Expense		-\$1,150.00	-\$167.77	-\$114.37	-\$850.38	\$0.00	-\$1,656.90	-\$306.43			
900-107 - Discretionary Fund Income		\$240.00	\$143.00	\$62.00	\$850.00	\$795.00	\$1,270.00	\$70.00			
900-107 - Discretionary Fund Income			-\$224.44								
Net Discret End amount		\$188.57	-\$60.64	-\$113.01	-\$113.39	\$681.61	\$294.71	\$58.28			
Food Pantr starting amount	0				</						