

Vestry Meeting Minutes:
St. Paul's Episcopal Church, DeKalb, Illinois
June 15, 2014, 12:15PM
Approved July 20, 2014

Members Present: Luke Krueger, Peg Newby, Marilyn Cleland, Jocelyn Prall, Bill Cummings, clerk, Rev. Stacy Walker-Frontjes

- Opening Prayer—Rev. Stacy
- Appreciations
 - For Chris K for taking leadership on the Thrive/community garden market.
 - For Chris, Luke, and Rosemarie for attending the Univ. Village summer program kickoff.
 - For Lorraine for arranging the recording of the choir.
 - For those mentoring the junior acolytes serving during the service.
- Scripture reflection: [Psalm 8](#)
- Review and Approval May 18, 2014 Vestry meeting minutes—Clerk, Bill Cummings; motion to approve passed unanimously.
- Committee Reports
 - Senior Warden's Report and Buildings and Grounds report—Luke Krueger; see attached report
 - Capital Needs Discernment team
 - Sanctuary Roof update
 - The Stuart signs price would include delivery.
 - Junior Warden's report—Peg Newby; see attached report
 - Treasurer's Report—Pat Brown; there will be no report this month
 - Fellowship—Jocelyn Prall; see attached report
 - Music—Lorraine Langer, Director of Music Ministries, see attached report
 - Christian Education—Marilyn Cleland, see attached report
 - Rector's Report—Rev. Stacy
 - Thrive Market: Saturday, June 28, 11AM to 2PM
 - Childcare during the 8AM Holy Eucharist beginning in September 2014
- Old Business
 - Financial Review Team for 2010-2013—Pat Brown & Peg Newby
 - Policy regarding capital/building funds—Luke Krueger
 - The Diocese recommends keeping enough funds in reserve so that services can be continued in the building.
 - Breezy's provided an estimate of about \$45,000 to replace the entire HVAC systems for both the sanctuary and the parish hall. This gives us an idea of what we would need in reserve in case of a catastrophic failure of a major building system.
 - At present we have three major capital needs: the rectory roof, the parking lot resealing, and a new major, lighted sign for the church. Our estimates from vendors indicate that these three projects will cost approximately \$25,000.
 - After examining the bids from several vendors on each project, Luke made a motion to employ Theisen Roofing for the rectory roof, Royer Blacktop for the parking lot, and Stuart

Signs for the new sign which we will have to arrange for local installation. Seconded by Bill; passed unanimously.

- Lobster Boil Storage Shed—Luke made the following motion: That we allocate \$1,200 for the purchase of a shed (10x12x8, Marten Buildings) to be used to house lobster boil equipment, gardening equipment, and the long tables from fellowship hall. This shed is not to be used for the housing of private materials, but only for equipment that is in use for the accomplishment of the mission of St. Paul's Episcopal. The motion passed.
- New Business
 - Mutual Ministry Review Goals check-in—Rev. Stacy
 - Upgrade to sanctuary sound system—Peg made a motion that we upgrade the wireless microphone used in the sanctuary to be supplied by Nichols Media at a cost of \$724. Motion passed.
 - No Guns in God's House sign —Rev Stacy, Peg Newby, Luke Krueger; this sign will be posted at the entrance to the church.
- Closing Prayer and Adjournment—Peg Newby
 - **Next vestry meeting will be the *Third Sunday, July 20, 2014 at 12:15PM. Next Executive Committee Agenda Planning Meeting Thursday July 17, 2014 12-1PM .***

Dates for remaining 2014 Vestry Meetings: Monthly meetings (usually the 3rd Sunday of month) July 20, August 17, September 21, October 19, November 16, December 21.

Senior Warden Report to the Vestry for the June Meeting

It has been a busy month. As a reminder to the vestry, I will depart to Vermont to run the Vermont Summer Academy at Green Mountain College beginning June 30. I will miss the July Vestry meeting, but I will be back for the August Vestry meeting.

On May 23, I attended the memorial service for Jon Hawks, the boy whom Gail Piper considered her grandson, and who died after being strangled by a family friend of his mother.

I have continued to spray for weeds and collect trash around the Parish.

I've attended both of the Tuesday night gardening events, where members of the congregation have tended to the garden...one was rained out, but that allowed for strategic planning for the upcoming, inaugural farmer's market.

On June 3rd, along with the Very Reverend Stacy Walker-Frontjes, Chris Krueger, and James Stubblefield, I attended a kickstarter meeting at Immanuel Lutheran Church. There various community groups were assembled to pool resources, advice, etc. for the University Village apartments and the greater Hillcrest neighborhood; an area that has a rate of 99.1% rental residences. This area is classified as a food desert. Moreover, within the University Village, there are 500 residents under the age of 18. That is 500 children located in an area where adequate food options for healthy living are not available to them in their immediate neighborhood.

An initiative of the DeKalb Chief of Police has been launched for Youth in Need. The primary focus is on the University Village. Throughout the summer, this initiative, which is funded by a grant from General Mills will create a summer camp focused on academic, physical, and dietary education.

The St. Paul's contingent briefed the group on our Thrive Market and Community Garden. It was highly lauded and well received.

The organizers of this event invited us to a kickoff BBQ on Thursday, June 12th. Along with Chris Krueger, and Rosemarie Ostberg, I attended this event from 5:00-7:30 PM at the University Village Apartments. While there we were placed at a table, and we put up a great poster that Chris Krueger created. Chris, Rosemarie, and I handed out postcards about the Thrive Market; we had a huge bowl of freshly picked strawberries to hand out to the many people who were there – the children loved them and came back for more – and some we sent home with zip-lock bags of strawberries as per the request of their parents; we also handed out bags of fresh lettuce, kale, basil, dill and cilantro.

I visited other sign companies in the area, Northern Signs, The Sign Shop, and Banner Up in Sycamore. Northern could not meet our needs. Banner Up did submit a bid that was comparable. It does not include a warranty against vandalism nor installation, but the price for a 4x8 sign was comparable to Stewart Signs. I also spoke with Mike Plucinski at the Sign Shop. He could not meet our needs, and advised me that companies like Stewart Signs were the best way to go since companies such as Stewart have been doing these types of signs as their regular business. Mike also advised me that there are very specific code requirements for Tow signs on a piece of property. These are laid out in the municipal code, Chapter 35 Section 12. Rather than transcribe them, I am attaching a picture of the template that Mike uses when he makes tow signs for clients.



Finally, I visited the City Building and spoke with people for the information on building codes regarding the shed and signage. An illuminated sign will need to be inspected by an approved city electrician which will cost \$60. The shed permit will be \$60. I have the paperwork to file for the permit for the shed and sign.

Sanctuary Roof

I called the Church Insurance Company of Vermont, our insurer. I spoke with the woman who handled our previous claim. I let her know the situation. She admitted she would need to call and have our file transferred from storage so she could review it. She said she would call me when able. However, she said that if it was bad installation, we will have to take it up with the company who installed it. The insurance company couldn't help us.

I am trying to get a roofer out here to get an assessment of the roof. This is proving to yield many phone calls but none returned. I stopped by Theisen Roofing and spoke with Jeff and he said that getting roofers out to look at a roof will be hard since many are booked; the hail storm has given them a lot of business, along with a protracted winter that pushed start dates for jobs back (In fact many contractors are getting booked up. Ron Breese from Breezy's sent an assessment of what it would take to replace our HVAC system. I had to schedule him nearly one month in advance for a 30 minute meeting at 8:00 AM.) Jeff added that if the prospect of their (A roofing company's) work being used for litigation will scare them off as well.

I did place another call to our rep at the insurance company I hope to hear back before the Vestry meeting.

Capital Needs

All the bids are in, and I am currently waiting for the B&G committee to send their feedback as to what bid to take.

First, I wish to address the catastrophic needs fund. I.E., how much should we have in reserve for any emergency repairs? The Diocese gave no firm amount, but instead advised that we determine what might need replacement soon in order to keep the church functioning, if the insurance will not cover it. In our April meeting it was determined that the Heating, Ventilation and Air-Conditioning System (HVAC) were of our highest concern.

Ron Breese from Breezy's came out and did an assessment total cost of replacement for the units, thermostat, and ventilation (ducts) for each of our three building areas: sanctuary, fellowship hall, and the rectory.

- Total replacement in the sanctuary: \$20,896
- Total replacement in fellowship hall: \$18,350
- Total replacement in the rectory: \$5,921

TOTAL: \$45,167

I have attached the document Ron sent me.

Thus in the unlikely event that all of our HVAC materials fail at the same time it will cost us \$45,167 to replace them. This excludes labor. As the exact nature of the job would dictate exact labor costs.

According to Pat's most recent treasurer's report we have \$72,000 in the building fund. Taking the high end bids for each of the three major Capital Needs project: Rectory roof, parking lot, and sign, we are looking at a little over \$20,000. For unforeseen costs, shipping of the sign, installation of the sign, we at executive committee determined that we should allocate \$25,000 from the building fund for these projects, so as not to come to the congregation for more money. The amount remaining in the Building Fund will be \$47,865.

Time is of the essence. Theisen informed me that should we choose their bid they will not be able to get to us until October.

Therefore, I propose that we allocate the \$25,000 for the enactment of these projects, pending the recommendation of the buildings and grounds committee for the contractors for these bids from whom we select. The recommendations of the Building and Grounds Committee will be forwarded to the Vestry, and if no objection is raised to B&G's choice that contractor will be contacted and a contract signed for the work to be done.

I will forward on all the bids on a per request basis. The bids have been forwarded on to B&G and I am awaiting their recommendation.

Utility Shed

I called and spoke with Barry who is the local dealer of the Marten portable buildings we have been looking at. As regards delivery of the building, that is included in the cost. The building we are considering, the 10x12 barn is eight feet high. The floor has boards that are ¾ inch thick. The cost for this shed is \$2115. Since we are a church we are exempt from sales tax. Since we will split this cost with the ECW, St. Paul's will be responsible for \$1057.50, which Pat has already set aside in order for us to purchase the shed. We will need to purchase gravel, according to Rhys, to lay under the foundation.

Once again, this has been on our agenda for some time now, and I ask that we take a vote, up or down at our meeting.

Therefore, I propose that we allocate \$1,200 for the purchase of a shed to be used to house lobster boil equipment, gardening equipment, and the long tables from fellowship hall. This shed is not to be used for the housing of private materials, but only for equipment that is in use for the accomplishment of the mission of St. Paul's Episcopal.

That is it from here.
Respectfully submitted,
Luke Krueger
Senior Warden

Junior Warden's report for Vestry meeting 6/15/14

I have nothing new to report, but continue to facilitate/monitor these projects:

I will be working with Pat Brown on the Financial Review of the past few years. Pat will return from vacation this week, and a time line will be established.

Places of Grace & Gladness, which is to support the Diocesan campaign, is a one-time offering that will be taken up in August. An opportunity to view the DVD from the Diocese will be made available for viewing the week before the church picnic, when the offering will be held.

Peggy Newby

FELLOWSHIP COMMITTEE REPORT: For June vestry meeting

Although there will plenty of fellowship opportunities this summer with the Thrive Garden Market project, the fellowship committee has no formal events until the church picnic on August 24th. Thank you to Rev. Stacy for ordering the bouncy house for the picnic. I will be seeking some assistance with coordinating the picnic as well as another member or two to serve on the fellowship committee. Jocelyn Prall

Music Ministries & Arts in the Community

The Adult/Youth and Children's Choirs are off for the summer. You will see many of us through out the summer worshipping along side of you, sitting next to you in the pews. We hope that you will help lead the services in song. If you like, you can even grab a bell and ring it through out the Gloria and after the Sanctus.

The Adult/Youth Choir has made its first recording! Wow, they sound fantastic! More information will be forthcoming. In the future, we hope to have another recording session (One Saturday Recording Session) that would include the Children's Choir. We hope that we will 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 to the St. Paul's music program.

Looking for something Fun & Free to do with family and friends this summer?

Check out the DeKalb Municipal Band Concerts this summer! It is free! Michael Duffy (Trumpet) and Michael Ouellette (Clarinet) are performing with the band this summer.

Lorraine Langer, Director of Music Ministries

June 2014 Rector's Report to the Vestry

- I. Liturgy
 - a. Wednesday Healing Services—suspended for the rest of the summer.
 - 1. Email was sent to congregation and announcements made on June 8th. Low attendance sparked discussion on June 4th at the 9:30AM Wednesday service. We decided as a group to suspend services until the fall, and also try three once a month evening healing service dates. I'm looking for feedback on what time a Wednesday evening service should begin. Healing services whether they are in the morning or the evening are spoken and are thirty minutes in length.
 - b. Children Acolytes
 - 1. I am working individually with four children acolytes this summer on Sundays to provide more in depth teaching and training on the role of the acolyte in the liturgy.
 - 2. Nora Duffy will serve occasionally at the 8A.M. Holy Eucharist. Oscar Frontjes, Rowan Frontjes, and Luke Stubblefield will serve in rotation at the 10:30A.M. services.
- II. Pastoral Care
 - a. Adding Childcare to the 8AM Holy Eucharist on Sunday mornings beginning in September. This was requested by some families who have begun attending the 8AM service regularly.
 - b. I will be in contact with our nursery staff soon to see if they would be willing to staff the nursery at that time. If not, I will seek additional staff for during the 8AM Sunday service.
- III. Christian Education
 - a. Children's Sunday School
 - 1. I will be talking to Maureen Gerrity in early July about children's Sunday School lesson plans for the 2014-2015 year, including the recruitment of two additional teachers.
 - 2. **Anticipated enrollment for Fall 2014 Sunday School is 11. Four of those students are 3-4 years old. Eleven is too many to fit into one classroom, and the age range is such that two separate age appropriate classrooms are needed: Preschool/Kindergarten and First thru Fifth grades (although our oldest students thus far will be in Third grade in the fall of 2014).**
 - b. Adults
 - 1. Marilyn Cleland may also add to this report. I am teaching adult Sunday School this summer. We are finishing Paul's letter to the Romans, and then will begin a study of the Gospel of Mark. These are all drop-in as you are able classes.
 - 2. We are also hosting a summer read-a-long of C.S. Lewis' *Mere Christianity*. Study guides are available thru a link in the June/July Mars Hill Proclaimer, or in the parish hall. In late July/early August we will announce an end of summer dinner when we will gather for a one time book club on this title.
 - 3. I will also be assisting the Adult Sunday School in discussing plans for fall 2014 Bible study, etc. before the end of the summer.
- IV. Administration
 - a. Capital Campaign—Luke Kruger will report further
 - b. Administrative Assistant
 - 1. Susan King has been in the position of Administrative Assistant for one month.

- 2. Parish Office Hours are Monday thru Thursday 9AM to 2PM
- c. Grounds
 - 1. The new trees were planted on Friday, June 6th. They are being watered and cared for by my family and volunteers who sign up to water the gardens while I am on vacation.
- V. Mission and Community Activities
 - a. Thrive
 - 1. Thrive Garden and 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
 - b. I have been working with Chris Krueger (Thrive Market and Garden Team Leader) to get the word out about Thrive Market and also to recruit community partners for our market days. We are on track for an inaugural event on Saturday, June 28th 11AM to 2PM with live music, food from Feed ‘em Soup, learning opportunities from DeKalb Public Library, and crafts led by Terry Dickow, as well as fresh produce from the Thrive Garden and other DeKalb County Community Gardens (DCCG).
 - c. On June 3rd I attended a community organizing meeting with Chris and Luke Krueger, and Jamie Stubblefield at Immanuel Lutheran Church. This is in regards to a summer youth program at University Village. We were invited because of Thrive Market. We will have an info table and sign up for volunteers at a registration event for this youth program at University Village on Thursday, June 12th at 5:30P.M.
 - d. Big thanks to everyone on the Thrive Market and Garden team who is working hard to bring local produce to the tables of our neighbors along with providing a fun farmer’s market atmosphere in our neighborhood. They are telling Good News indeed!
 - e. All proceeds from this pay-as-you-can market will go to DCCG and other non-profit market partners.
 - 2. Prayers2pass welcome week edition dates set for August 26&27. Times tba.
 - 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. I continue to be active with the board of directors as the president. We are doing some work regarding development of the roles and duties of the board, as well as directing attention to fundraising.
 - 2. The Huskies Student Food Pantry(<http://www.huskiesstudentfoodpantry.org/>) opened at Grace Place in March and will continue to be open for NIU students throughout the summer months. Please share that with any students you know who may be experiencing food insecurity.
 - d. 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.
 - e. 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. We will not meet in June and July.

VI. Continuing Education

- a. On May 15th I attended the Prepare Enrich Marriage Prep certification training in Peoria.
- b. I will be in Austin, TX September 22nd thru 24th (Monday-Wednesday) at the Seminary of the Southwest Blandy Lecture and alumni meeting for Continuing Education.

VII. Other

- a. I talked with a reporter from the Daily Chronicle about a story being written regarding churches who support marriage equality in DeKalb County. This story may be in this week's edition of the Faith section.
- b. Vacation and other times I will be out of the office in 2014
 1. I will be on vacation June 19-June 27. The Rev. Bob Trask will be our guest priest and preacher on June 22nd. The Rev. Joyce Beaulieu will handle pastoral emergencies in my absence 815-721-5215.
 2. I will also be on vacation July 28th thru Sunday, August 3rd. The Rev. Bill McLemore will be our guest preacher on August 3rd.
 3. I will also be taking vacation October 6th thru October 12th. The Rev. Bill McLemore will be our guest priest and preacher on October 12th.
 4. Bill McLemore will also be the guest priest and preacher on November 9 while I am at Credo (November 3-10th).
- c. I have reserved a bouncy house for the parish picnic on Sunday, August 24th with Jumpy Jumpers of Sycamore. This was such a hit last year with the kids and their families that I wanted to make sure we had one again for this year's picnic. Same size and price (approximately) as last year.

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

- a. Saturday, June 28th first Thrive Neighborhood Market 11AM to 2PM
- b. Saturday, July 26th second Thrive Neighborhood market 11AM to 2PM
- c. Saturday, August 23 third Thrive Neighborhood market 11AM to 2PM
- d. Sunday, August 24 St. Paul's Annual Parish Picnic and Outdoors Worship 10:30AM, front yard at St. Paul's (NO 8A.M. SERVICE THAT DAY!)

Nichols Media

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DeKalb IL 60115

Phone: (815) 757-1128

dan.art.nichols@gmail.com

Estimate/Invoice Date: June 9, 2014

To:

St. Paul's Episcopal Church
C.O. Lorraine Langer and
Rev. Stacy Walker-Frontjes
900 Normal Road
DeKalb IL 660115
Church Office: (815)759-4888
parishoffice@stpaulsdekalb.org

For:

Consultation Services
Estimate of Wireless Microphone Upgrade

NOTE: The remaining Shure units are indeed
illegal to use in these United States:

[http://en.wikipedia.org/wiki/White_spaces_\(radio\)](http://en.wikipedia.org/wiki/White_spaces_(radio))

It all has to do with the digital TV transition that
happened in 2009.

I would recommend the following unit to replace
the wireless (frankly I wouldn't consider any
other options):

<http://www.fullcompass.com/product/450184.html>

Date	Item	Description	Vendor	Amount
05/21	Consultation	Wireless Microphone	Dan Nichols Media	25.00
06/05	AKG DMS70 Quattro Vocal Instrumental Set M List 899. FullCompass 699.	Professional 4-Channel Digital Wireless Microphone System with 2 Bodypacks	Full Compass Sale Price (Referral Dan Nichols Media)	579.00
TBA	Installation June/July	Configuration/Labor	Dan Nichols Media	120.00
Total Project Cost (Product/Labor)				724.00

Drafted and Submitted to Rev. Stacy Walker Frontjes for Vestry Meeting June 15

Lorraine Langer, Director of Music Ministries 6/9/2014

Nichols Media



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AKG DMS70 Quattro Vocal Instrumental Set M



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***** QUOTE *****
From: Full Compass Systems, LTD          QUOTE #: 1315739
      9770 Silicon Prairie Pkwy          Print Date: 06/04/2014 15:41:08
      Madison WI 53593-8442
      608-831-7330                        Quote Date: 06/04/2014
      Fax # 608-831-6330                  Operator: luis

Bill: Customer #      8599                Ship To: Cus/Adr #      8599 --
                                               ST PAULS EPISCOPAL CHURCH
                                               C.O. LORRAINE LANGER &
                                               REV.STACY WALKER-FRONTJES
                                               900 NORMAL RD.DEKALB IL
                                               60115

      GENERAL ACCOUNTING
      LOWDEN HALL, 204
      DEKALB IL 60115-2828
      815-753-1514
  
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Order By	SlsPsn	Ship Via	Freight	Ty	Login
DAN NICHOLS	luis	UPS GRND RESID.	NO CHRG	O	luis

Item	Quantity	Unit Price	Extended Price
Ordered			
DMS70Q-INST-M-SET	1.	579.000	579.000
Wireless 4Ch Recvr w/2body pck			

Subtotal	579.00
Shipping	0.00
Insurance	0.00
* Taxable Amt	579.00
* Tax NTX NO TAX	0.00% Tax 0.00
* Total	579.00

Fein 39-1279698