

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

March 18, 2018

(Please submit any reports via email or hard copies)

MEMBERS PRESENT Senior Warden: Freyja Rassmussen; Junior Warden: Marv Kobrink; Brad Smith; Maureen Gerrity; Linda Lorbach; Clerk: Gretchen Schlabach; Interim Rector: Ed Bird; Treasurer: Pat Brown;

MEMBERS ABSENT:

OTHERS IN ATTENDANCE: Director of Music: Lorraine Langer

1. Opening Prayer—Rev. Ed
2. Appreciations

The vestry offered appreciations for: a beautiful day; Heidi Haverkamp presenting the book on Solitude; parishioners support when Maureen's mom passed; Maureen joining the Vestry; Lorraine for her extra work; Victor's second Sunday with us.

3. Approval of Vestry minutes from February 18, 2018 — Gretchen, Clerk

MOTION passed to approve the October minutes.

4. Today's Business

- a. Treasurer's report – Pat

CORRECTION OF MARCH 18TH TREASURER'S VESTRY REPORT: In the Capital Fund Section, the amount for the Apple Computer should be \$2,219.52 and Vic Reed Electric bill for Organ Electrical Repairs should be \$980.12 for. Total is the same \$3,199.64. Pat Brown will bring a copy of the report and corrected worksheet to church and put it in the Vestry mailboxes. Pat Brown will underline the correction in the report.

- b. Approval of OTM hiring form – Freyja

MOTION PASSED to make the line compensation at \$53,000 and negotiable. **(Pat Brown abstained).**

MOTION PASSED to advance the following:

Remove "education and travel" and add "up-to-date appliances" (p. 3); number of teachers change from "1-2" (p.4); change spelling to Gwynne (p. 4); insert "1982" before hymnal and take out "folk music and add supplemental Episcopal hymnal: to search committee was approved; how do you care for your physical emotional and physical wellbeing insert Heidi Haverkamp, parishioner and author" and "her book" before holy solitude (p. 6); second question, first paragraph, 3rd paragraph, taking out "shelters for abused women and homeless" substituting food pantry (p. 7); first question, second paragraph take out "last year" and replace with fall 2016 (p.9). (Reverend Ed Bird abstained)

- c. Approval of Parochial Report – Rev. Ed, Pat

MOTION PASSED to approve The 2017 Parochial Report with changes on page 5.

- d. Search update – Marv

- e. Adult education formation surveys – Rev. Ed
- f. Vestry retreat/CCD presentation by Beth
- g. Upcoming events
 - i. Holy Week services
 - ii. After Party following Sat. Vigil service
 - iii. Low Sunday brunch on April 8
5. Closing Prayer
6. Adjournment

NEXT MEETING IS April 15, 2018 following the 10:30 worship service

Meeting Munchies & Closing Prayer -

Appendix A
Senior Warden's Report
Senior Warden Report
March 18, 2018
Freyja Rasmussen-Johns

As ever, there's so much going on at St. Paul's, and I am ever so grateful for everyone who pitches in and participates in keeping our church a thriving and vibrant worship space.

Some of what I've been doing in the past month:

Warden duties:

- I keep in regular contact with Rev. Ed, Marv, and Pat via e-mail, phone, and meetings.
- Pat and I meet with Sheila Appel monthly to pay the church bills.
- I met with Dick Downen to touch base on the search process and make sure we're all on the same page.
- Many thanks to Pat for contacting Anna Stephaniak at the Diocese regarding the financial package part of the OTM hiring document. With all the information Pat provided, Rick and I were able to fill out the financial portion of the OTM.
- I am attempting to keep communication open with the nursery staff, and they have provided us with documentation regarding child care for the Lobster Boil, as well as their "contract with parents" regarding nursery expectations.
- I have spoken with Victor Conrado at the Diocese office about search matters.
- Wrote article for the March issue of *The Proclaimer*.

Lobster Boil:

- Contacted all five of the charities we donate to to give a heads up that we'll be giving them checks again this year.
- Attended a Lobster Boil committee meeting, took notes, and distributed to committee.
- Rick and I are working on getting lawn signs and another banner for the church yard.
- I am in the process of working on some ad language provided by Rev. Ed, and also writing up an article to submit to the newspapers.
- Rev. Ed and I will be attending a meeting on the 21st regarding getting the most out of our Sycamore Chamber of Commerce membership.

Other activities:

- I continue to serve on the Altar Guild – we'll definitely be busy for Holy Week.
- Singing in the choir – we're working on lots of beautiful music for Holy Week, Easter, and beyond.
- I'm enjoying participating in the Wednesday night Lenten book discussion, as well as occasionally assisting with the meals.

-Freyja Rasmussen-Johns

**Appendix B
Junior Warden's Report**

**Appendix C
Treasurer's Report**

**March Vestry Meeting Treasurer's Report with figures for February 2018
St Paul's Episcopal Church, DeKalb, IL 60115**

This report covers the month of February 2018. The checking account with Heartland Bank is our primary operating account. Accounting reports are compiled by American Midwest Tax and Accounting, Inc. whose office is at 901 North First Street in DeKalb. Sheila Appel is our primary contact. The firm also pays the bills and processes the payroll. The Edward Jones Firm on Sycamore Road managed by Matt Myre oversees our Building (Capital) and Endowment Funds.

Receipts through February 2018 (See attached worksheet for details)

We have received **\$43,335** from 2018 pledges through the end of February which is **38%** of the \$115,063 budgeted. The total of all receipts through February was **\$44,905** which is **20%** of the budgeted amount of **\$223,063**.

Disbursements through February 2018

Total operating disbursements through February were **\$37,538** which is **17%** of the budgeted amount of **\$223,063**. The difference between receipts and disbursements through February was **\$7,367** on the positive side.

Capital Fund

The balance in the Edward Jones Capital Fund at the end of February was **\$30,000** in CD's and **\$4,718** in the Money Market Fund totaling **\$34,718**. **We spent \$3,199.64** for the new computer in February so the Capital Fund Balance in the Heartland Bank account is a negative (\$580.70.) Adding the **\$34,705** in the Edward Jones Account, the end of February Capital Fund equals **\$34,137.30**. I moved \$4,000 from the MM at Edward Jones to the Heartland Bank Account a week ago. A CD for \$10,000 comes due on March 19, 2018. I have requested Edw Jones to keep it in Money Market Funds rather than reinvesting it since we may need the funds for Gutter Work on the church. Another \$10,000 CD comes due in May and we may decide to reinvest that one.

Endowment Fund

The value of the Endowment Fund at the end of February was **\$2,154,674.** a change in value from January of **(\$66,914)** The net increase in value for the year is **\$30,994.** For reference, **5%** of the Monthly Average Balance was **\$104,027** and **4%** was **\$83,222.** These numbers relate to the amount we take from the Endowment Fund for Operating Expenses. The end of February numbers reflect the volatility of the Stock Market but we still have a net increase in value for the year. The Endowment Committee met in early March to review the Endowment Fund with Matt Myre from Edward Jones.

Apache Stock - The shares on deposit with the company are 6.307 The stock was valued at **\$215** on February 28, 2018. The value has decreased **\$50.61** since the beginning of the year.

On February 28, 2018 Fund balances in the Heartland Bank checking account were: Discretionary Fund \$392.93; Flower Fund \$1,071.62; Music Fund \$2,005.00;

Columbarium Fund \$3,623.90; Operating Fund \$34,987.84; Capital Fund (\$580.70), for a total of \$41,500.59.

Respectfully submitted Pat Brown, Treasurer, March 18, 2018.

St Pauls Episcopal Church												
Transactions by Account												
Cash Basis												
As of February 28, 2018												
Type	Date	Num	Adj	Name	Memo	Class	Clr	Split	Debit	Credit	Original Amount	Balance
100-100 AMB Checking												
Deposit	02/04/2018				Deposit				X	-	1,000.00	1,000.00
Deposit	02/11/2018				Deposit				X	-	1,000.00	2,000.00
Deposit	02/18/2018				Deposit				X	-	1,000.00	3,000.00
Deposit	02/25/2018				Deposit				X	-	1,000.00	4,000.00
Check	02/27/2018			Ame					X	-	2,000.00	2,000.00
Check	02/26/2018			Brad							32.58	2,032.58
Check	02/26/2018			Chu						9	1,000.00	1,032.58
Check	02/26/2018			Chu						9	1,000.00	2,032.58
Check	02/13/2018			Com				X	9		401.98	1,630.60
Check	02/22/2018			Com				X	9		83.17	1,713.77
Check	02/26/2018			Dahl						9	280.00	1,993.77
Check	02/05/2018			Dioc				X	9		1,000.00	993.77
Check	02/22/2018			DNA				X	9		48.70	1,042.47
Check	02/23/2018			Ekan				X	-		1,000.00	42.47
Check	02/26/2018			Gra						9	199.00	241.47
Check	02/26/2018			Halv						9	80.00	161.47
Check	02/26/2018			Heid					8		28.00	133.47
Check	02/26/2018			Illini						9	199.00	63.47
Check	02/26/2018			Kar-						9	18.30	45.17
Check	02/27/2018			Lea				X	9		199.00	126.17
Check	02/26/2018			Lev						9	88.80	37.37
Check	02/05/2018			Nicor				X	9		471.25	408.12
Check	02/12/2018			Nicor				X	9		189.07	219.05
Check	02/26/2018			Ran						9	27.00	192.05
Check	02/26/2018			Sus						9	23.37	168.68
Check	02/26/2018			Vic						9	881.10	50.58
Check	02/01/2018			Wal-				X	9		81.80	132.38
Check	02/25/2018			Wiss				X	9		201.98	334.36
Total 100-100 AMB Checking									6,758.30	23,053.16		41,500.59
TOTAL									6,758.30	23,053.16		41,500.59
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Appendix D
Music Report

St. Paul's Episcopal Church - DeKalb, IL
Vestry Meeting, Sunday, March 18, 2018
Two Months: Music Ministries Report for February & March

I. The St. Paul's Adult/Youth and Children's Choirs:

- ◆ Have been preparing for Holy Week and Easter. Two new members: Chelsea and Kayla.
- ◆ The Children's Choir has grown in musicianship, spiritual formation, fellowship and they have increased participation in worship services.

II. Administrative Work

◆ **Worship:**

- Most of the programming of music for 2018 is completed, and I have started on 2019. I continue to research and program new selections for the choirs to explore and grow both musically & spiritually.
- Rev. Ed and I continue in dialogue when needed and meet to review, plan and enhance the liturgy.

◆ **Music Staff:**

- I meet weekly with the music staff on Sunday mornings. We have productive meetings/rehearsals.
- I submitted documents for the six music job positions at St. Paul's in December (see January music report in vestry minutes), to Rev. Ed and the Wardens. I received Rev. Ed's edits, and I will update them before the next vestry meeting (April).
- Additionally, I will update Contractual Letters of Agreement for 2018 from all the music staff, submit them to the Rector/Sr. Warden for signatures, and file for record.

III. Maintenance:

- ◆ **The Organ** is doing fine after repairs made in December.
- ◆ **The Sanctuary Baby Grand Piano** had extra tunings due to the weather changes.
- ◆ We will be creatively looking at ways to replace **The Parish Hall Mason Hamlin Grand Piano**. Is over 100 years old and in very bad shape.

IV. Additional Administrative and Lay Work: I continue to collaboratively work with Susan and Rev. Ed and I:

- ◆ Attend weekly staff meetings and often communicate via phone, email, and texting.
- ◆ Negotiated a sound service contract: **Comcast to be our Phone, Internet, TV provider.**
- ◆ Have been working with **Comcast** (& several outsourced vendors) over the last two months in **facilitating construction, installation, activation** (hoping to be complete by April 1) and switch of our phone and internet services. **Actual Hours: 30+.**
- ◆ **Purchased & installed the new office iMac computer**, installed various back-ups on the older PC computer, installed various software programs and updates on the iMac, etc., and I continue to assist with set up and user guiding. **Guestimate: 30+ Additional Hours**
- ◆ Track, submit music budget (payroll/expenses) monthly to the Office, Treasurer, Rector.
- ◆ Draft, submit news relative to music (church/community) for emails/newsletter.

Lorraine Langer, Director of Music, Saturday, March 17, 2018

Appendix E
Rector Report

Since we met in January.....

- A. Ed has begun meeting with a couple who hope to marry at St Paul's in July
- B. A young man who needs community service hours has reorganized the library, cleared the front lawn and organized some of the kitchen pantry.
- C. Lobster Boil Team and its Communications subcommittee have begun their work
- D. We have completed an Adult Formation Survey
- E. Lent has begun
- F. We have hosted 6 sessions with Mother Heidi in formation using her book Holy Solitude.
- G. We held a joint Vestry and Search Committee meeting with Victor Conrado of the Bishop's staff attending
- H. Ed has continued some of his diocesan work with the Diaconal Leadership Team.
- I. Baptized 3 children (Meyers and Edokpayi)
- J. We hosted the annual Chili Cookoff Competition
- K. Jenn, one of our CCW's, has reorganized the Little Office.
- L. Ed has met with 2 different newcomers for lunch or coffee
- M. Ed has solicited a bid from a local cleaning company for comparison.
- N. St Paul's discretionary fund received a generous donation of \$1,133.09 in coins, which was a two hour process involving 4 people plus the staff at Heartland Bank.
- O. We have held our normative number of Sunday and Wednesday services at St Paul's and OakCrest.