

APPROVED - Vestry Meeting Minutes:  
St. Paul's Episcopal Church, DeKalb, Illinois  
March 16, 2014, 12:15PM  
Approved – April 27, 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 Peg for hosting the vestry retreat!
- For those who join the choir on an ad-hoc basis.
- Sunday school is one of our best kept secrets along with the “feeding God’s lambs” program.
- For Rev Stacy telling the UTO story to the children about the offering boxes.
- Thanks to Luke for salting the walks and dealing with the roof issues.
- For work on the feed-em-soup dinner.
- For the work on the “Ashes on the go” event on Ash Wed.

Scripture reflection: [Genesis 12:1-4a](#) A reading and discussion followed of the lesson.

Review and Approval February 16, 2014 Vestry meeting minutes—Clerk, Bill Cummings

Committee Reports:

Senior Warden’s Report and Buildings and Grounds report—Luke Krueger (see attached report)

Please check your counting schedule-please get a substitute if you cannot be here for your spot on the schedule.

Capital Needs Discernment team will be meeting this week on the 20<sup>th</sup>.

See attached report for written remarks.

The roof leaking issue was extensively discussed. Pat moved and Bill seconded to have a local, reliable roofing company to look at our roof and possibly hire an engineering expert to consult on our problem and possible solutions. Passed unanimously.

Junior Warden’s report—Peg Newby

UTO – Peg will be telling one of the grant recipient stories. We want this to be an intentional, Lenten commitment.

Mutual Ministry Review- surveys need to be returned to Peg by Thursday the 20<sup>th</sup>. Review will be on the 22<sup>nd</sup>.

Treasurer’s Report—Pat Brown

Counting procedures update – send the counting sheet copy to Jon Banco at the bank.

See the attached report for details of Pat’s report. Motion to accept passed unanimously.

Fellowship—Jocelyn Prall

Music—Lorraine Langer, Director of Music Ministries

Christian Education—Marilyn Cleland – we are discussing the book of Romans which has been most interesting and engaging.

Rector's Report—Rev. Stacy – see attached report

New copier – code for ID to be entered is 2014 for the vestry. The machine has codes for different people i.e. Rector, admin. asst., vestry, etc.

Please send your reports by Thursday to everyone on the vestry.

Melissa will be leaving as our administrative assistant in May so we are looking for a new person.

Old Business:

Financial Review Team for 2010 and 2011 and 2012—Pat Brown – still in progress

New Business **(15 minutes)**

Use agreement for the ISNIU Sunday School, Sunday afternoons 1-4PM. Motion to approve passed unanimously. The agreement will not be completed due to the inability of ISNIU to provide a certificate of liability insurance.

By-laws review – no items were raised for revision at this time.

Closing Prayer and Adjournment—Bill Cummings

**Next vestry meeting will be the *Fourth* Sunday, April 27, 2014 at 12:15PM. Next Executive Committee Agenda Planning Meeting April 10, 2014 12-1PM . April Closing Prayer will be led by Jocelyn Prall.**

**Dates for 2014 Vestry Meetings:**

\*\*\*Mutual Ministry Review with Vestry and Rector March 22<sup>nd</sup>, 9AM to 12PM

Monthly meetings (usually the 3<sup>rd</sup> Sunday of month) April 27 (3<sup>rd</sup> Sunday in April is Easter), May 18, June 15, July 20, August 17, September 21, October 19, November 16, December 21.

#### **Attached Reports:**

### **Senior Warden Report 3.16.2014**

It's been busy the last few weeks.

- I continue to handle regular chores, shoveling snow, salting, etc.
- I also purchased supplies for the nursery this past week.
- There was an issue with the ladies' bathroom in the basement, faucet handle was loose and the water out of the faucet was cold. Jaime Stubblefield and I handled that quickly one Sunday morning.
- The spring clean-up day will be April 12. This will be in connection with NIU cares day, and we likely will have students out to assist. Please mark your calendars and come out to help. We'll likely start around 8:30 AM weather permitting.
- The roof.
  - I was contact by Paul Keller, Assistant Chancellor of the Diocese and he supervises the Volunteer Lawyer Network. He put me in touch with John Goudge. Mr. Goudge has worked on roofing litigation before. Although, he is now semi-retired.

- Mr. Goudge asked for contracts, bids, invoices, and acknowledged guarantees. He also informed me that we are under the gun as this may be an issue of statute of limitations that could run out after five years since the work was done.
- I reached out to Rhys Prall, Vince McMahon, and Dick Downen to see if any of them had a contract. None did. But the bids and records of transactions work fine.
- I had a copy of the approved bid found in the church file.
- I went through all the financial records of 2009 and all the minutes of that year and found all the necessary documents Mr. Goudge needed.
- In Mr. Goudge's analysis, he did not think we have a claim against Decra. Mr. Goudge also pointed out that in reality, it will be hard for us to find a lawyer to take up this claim, considering that the amount of money that is in dispute. Nonetheless, he did have a few points of action that he suggested we take.
  - 1.) Call in another roofing company have them determine what is wrong. Stressing that we only want an evaluation, not a repair. This will likely cost us money.
  - 2.) Bring in an engineer to evaluate the analysis and the roof. Mr. Goudge has people with whom he can put us in contact. Again, this will cost.
  - 3.) Once this is done we should contact our insurance company. The company should then if it looks as if we have a case will file suit on our behalf. This term is called subrogation.
  - 4.) Mr. Goudge noted that there may not even be a case, as a strongly worded letter from a lawyer might have the issue resolved quickly.

I will talk to B&G and see what they advise we do, and I will act quickly to do all we can to avoid the statute of limitations lapsing.

Respectfully submitted to the Vestry, 3.16.2014.

Luke Krueger, Senior Warden.

### **Treasurer's Report for February 2014**

This report covers the month of February 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 February 28, 2014**

We have received 39% of the pledged amount and 20% of the total budgeted receipts by the end of the one month period. Total operating receipts through February, 2014 were \$43,739.72. No allocations have been taken from the Endowment.

### **Disbursements through February 28, 2014**

Total operating disbursements for the one month period were \$47,978.14. That is 22.37% of the total allocated. The difference of disbursements over receipts is a negative \$4,238.42 for the month. We've received 20% of budgeted receipts and spent 22 % of budgeted disbursements.

### **Building Fund**

The balance in the Edward Jones Building Fund at the end of February was \$68,427, \$50,000 in CD's and \$18,427 in the Money Market Fund. The total balance of Building funds is \$72,704. The Building Fund balance in Regular checking is \$4,278. We received contributions of \$85 in the regular building fund and \$100 for vestments.

### **Endowment Fund**

The value of the Endowment Fund at the end of February was \$2,084,799.80 The net increase in value for the year as of February 28, 2014 was \$20,159.80.

Apache Stock - The 5.833 shares on deposit with the company were valued at \$463 on February 28, 2014.

**On February 28, 2014 the Flower Fund balance was \$270.59, Discretionary Fund was (\$65.34), Columbarium Fund was \$1,471.80. The AMB Checking Account balance for operations was \$2,172.91. Total account balance in AMB was \$8,127.60**

**Respectfully submitted,  
Pat Brown, Treasurer  
March 16, 2014**

### **FELLOWSHIP REPORT FOR MARCH 16<sup>TH</sup> VESTRY MEETING**

Even though the winter weather continued to be a challenge, those who attended the Ash Wednesday Soup Supper, enjoyed the delicious soups made by Freyja Rasmussen-Johns and Rosemarie Ostberg. Thanks to both ladies and others who brought salads and bread as well as to everyone who helped with the clean up. Thanks to Rosemarie for coordinating this event. The chili cook off is scheduled for April 6<sup>th</sup>. The piñata that was planned for Epiphany will be used at this event. Terry Dickow has kindly volunteered to coordinate the Crêpes on the Patio which is scheduled for Friday evening May 2<sup>nd</sup>.

Submitted by Jocelyn Prall

### **Music Ministries Report**

- The musicians (instrumentalists and choirs) are immersed in Lent and Easter music preparations for worship services.
- For our Lent liturgies, we are currently using one new service music piece (Kyrie), several new hymns from the 1982 Hymnal in addition to several hymns from our Supplemental Episcopal Hymnals (Lent III 03-23).

- The Children's Choir members and other children attending the late service continue to inspire us as they assist Roy Mason in leading the Sanctus Bells for worship service.
- Thank you to the members of the Adult/Youth Choir for their support on Ash Wednesday in leading the music for our evening worship service. And also, thank you, to all the choir member's contributions each week, sharing their talent, time and spirit at rehearsals and worship services!
- Kathleen Johnson, our organist, had a bad fall on the ice, has been recovering well, and only missed one Sunday service. Yoon Jin Kim did a great job substituting for Kathleen on the piano for the Sunday she missed. We are blessed to have a dedicated pipe organist such as Kathleen. She loves to play the organ (it is great to see her smile after the service) and she cares so much for the congregation and the quality of our worship services.
- I will be purchasing our annual membership to the St. James Music Press [139.00] by the end of this month. This is an On-Line Music Library, where we are able to access and use many of our choral anthems throughout the year. This is a great resource and huge saving.

Lorraine Langer, Director of Music Ministries (03-14-2014)

### **Rector's Report for March 16<sup>th</sup> Vestry Meeting:**

- I. Pastoral Care
  - a. It's happening! The weather has been a challenge this past month, but I have managed a few visits and several phone calls.
- II. Liturgy
  - a. Ash Wednesday was a snowy, cold, and challenging day. Attendance at the morning service was very light, however attendance at the evening service was similar to Ash Wednesdays of the recent past. Ashes on the Go was a success: there was not as much foot traffic this year due to the weather, but the response to our offers for prayers and ashes was positive. The Daily Chronicle and the Midweek both sent reporters.
  - b. March 30<sup>th</sup> at 12noon I am calling a planning meeting for Easter Vigil.
- III. Christian Education
  - a. Children's Sunday School
    1. We still need volunteers to serve the Feed My Lambs breakfast. It is a very easy ministry, please contact me for more information, or talk to one of our Sunday School teachers or families.
    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. We continue to meet as the students are available.

- c. Soup for the Soul returns! On Wednesdays in Lent we will have a potluck soup supper followed by program. Our program this year is a DVD and discussion of art and scripture of Holy Week titled "[What Wondrous Love](#)".

IV. Administration

- a. Capital Campaign—beginning planning stages are happening now.
  1. We have formed a small Capital Needs Planning Team, and will meet next on Thursday, March 20<sup>th</sup> at 11A.M.

V. Mission and Community Activities

- a. Thrive
  1. On February 13<sup>th</sup> we decided to go ahead with the idea of starting an affordable farmers market in partnership with DeKalb County Community Gardens. There was more information about this in the March 2014 Mars Hill Proclaimer.
    - a. Dates for the "Thrive Neighborhood Market and Community Garden" will be the fourth Saturday of the months of June, July, August, and September. Exact times tbd.
    - b. This is a ministry of St. Paul's.
    - c. Volunteers will be needed, more information soon as the growing season approaches.
    - d. Our next meeting re: Garden and Market is on March 20<sup>th</sup> from 5:30 to 7:00P.M. at St. Paul's. All are welcome.
  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> during the day in our yard. Volunteers from the parish are needed. More information tba.
  3. I have also put in a request for us to be a work site for NIU Cares day (April 12<sup>th</sup>). Besides yard work and garden prep work we may distribute flyers to the neighborhood about a farmers market this summer should that idea develop more.
- b. Oak Crest
  1. I presided at a Sunday Service on March 2<sup>nd</sup>.
  2. I will be the presider at the services we lead on the third Wednesday of each month at 2PM.
- c. Grace Place
  1. I will be leading my first meetings as president of the board of directors of Grace Place in March.
- d. Interfaith acts of service with ISNIU
  1. We had a great time working together at a Feed 'Em Soup dinner on February 26<sup>th</sup>. Conversations I had at that dinner have resulted in an agreement to share our Sunday School space at St. Paul's with the ISNIU Sunday School on Sunday afternoons. (See separate draft use agreement document to be discussed at our March 16<sup>th</sup> Vestry Meeting.)
  2. We also have plans to host a Fast-a-Thon together sometime in Spring semester 2014. More info to follow.

- 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.
- VI. Continuing Education
- a. On February 11<sup>th</sup> and 12<sup>th</sup> I attended a Fierce Conversations workshop led by the Diocesan Executive Staff at St. James Commons.  
<http://www.fierceinc.com/conversations-training>
- VII. Other
- 1. Prairie Echoes has left the building. They have relocated to Community of Christ Church in DeKalb which better meets their needs.
- VIII. Important dates and events to remember—some to attend, some FYI!
- a. March/Lent –UTO month
  - b. Wednesdays of Lent: Soup for the Soul 5:45 to 7:15PM.
  - c. March 22, 2014—Mutual Ministry Review, Jim Steen facilitator. (Saturday morning and early afternoon at St. Paul’s)
  - d. April 13<sup>th</sup> Palm Sunday beginning of Holy Week
  - e. April 17<sup>th</sup> Maundy Thursday 6PM
  - f. April 18<sup>th</sup> Good Friday 12PM and 6PM
  - g. April 19<sup>th</sup> Easter Vigil 6PM
  - h. April 20<sup>th</sup> Easter Sunday
  - i. April 27<sup>th</sup> Low Sunday Brunch and Vestry Meeting
  - j. Prayers2Pass April 29<sup>th</sup> and April 30<sup>th</sup>
  - k. Lobster Boil May 17<sup>th</sup>
  - l. Sunday School Recognition Day May 18<sup>th</sup>
  - m. Saturday, June 28<sup>th</sup> first Thrive Neighborhood day.

*The following agreement will not be completed due to the inability of ISNIU to provide a certificate of liability insurance.*

**Use Agreement between the Islamic Society at NIU and St. Paul’s Episcopal Church, DeKalb**

St. Paul’s Episcopal Church, 900 Normal Rd., DeKalb, Illinois 60115

(815)-756-4888, [www.stpaulsdekalb.org](http://www.stpaulsdekalb.org)

The Very Rev. Stacy A. Walker-Frontjes, Rector. [Revstacy@stpaulsdekalb.org](mailto:Revstacy@stpaulsdekalb.org)

St. Paul's Episcopal Church (St. Paul's) will provide classrooms, kitchen, bathrooms, and the main room facility of the St. Timothy Center in our lower level to the Islamic Society at NIU (ISNIU) for their children's and youth Sunday School religious education programs.

**When:** Sunday afternoons from 1:30P.M. to 4:00P.M.

**Length of agreement:** Beginning on March 30, 2014, every Sunday of the Sunday School year (September thru May). Sundays in the months of June, July, and August to be negotiated with the Rector of St. Paul's. This agreement will be reviewed by St. Paul's and ISNIU annually. Next review will be completed by March 30, 2015.

**Suggested Donation:** \$50 a month. This donation may be adjusted for months in which fewer Sundays will be needed by the ISNIU Sunday School. This should be negotiated with the Rector of St. Paul's prior to the beginning of that month.

**Other considerations:**

1. The board of directors of ISNIU will provide a certificate of insurance to the board of directors (Vestry) of St. Paul's.
2. The two Godly Play classrooms in the St. Timothy Center will not be available for use by ISNIU.
3. The nursery in the St. Timothy Center is only to be used by children ages 4 and younger and must be staffed by two adults.
4. St. Paul's will provide ISNIU with keys to access the St. Timothy Center on Sunday afternoons.
5. ISNIU Sunday School agrees to light cleaning up after their classes (vacuuming debris, taking trash to dumpster, wiping counters in the kitchen, washing dishes, etc.).
6. St. Paul's agrees to maintain the functionality in its current state as of March 16, 2014, and the overall cleanliness of St. Timothy Center so that it is suitable for religious education for the ISNIU Sunday School.
7. ISNIU Sunday School is welcome to use the grounds of St. Paul's including the playground on Sunday afternoons from 1:30P.M. to 4:00P.M.
8. In the event that a scheduling conflict occurs in which St. Paul's will be in need of the St. Timothy's Center during the above times, St. Paul's event will take precedence. St. Paul's will make all good faith efforts to inform ISNU within two weeks of the scheduling conflict.

Rector of St. Paul's: \_\_\_\_\_ Date: \_\_\_\_\_

Sr. Warden of St. Paul's: \_\_\_\_\_ Date: \_\_\_\_\_

President of ISNIU: \_\_\_\_\_ Date: \_\_\_\_\_

Director of ISNIU Sunday School: \_\_\_\_\_ Date: \_\_\_\_\_