

Vestry Meeting Minutes:  
St. Paul's Episcopal Church, DeKalb, Illinois  
May 18, 2014, 12:15PM  
APPROVED: June 15, 2014

**Members Present:** Luke Krueger, Peg Newby, Pat Brown, Marilyn Cleland, Jocelyn Prall, Mary Lincoln, Bill Cummings, clerk.

**Guest:** Lorraine Langer

Rev Stacey Walker-Frontjes was attending Fr. Rich's graduation from his doctoral program.

- Opening Prayer—Luke Krueger
- Appreciations
  - All the people who helped at Lobster Boil, to Pat and Rick for heading it up and for seeing some people we have not seen in a year and the many others who helped us out for the day.
  - For Melissa, we will miss her and appreciate her work with us and for our new parish administrator, Susan King from Genoa.
  - Thanks to everyone involved with the music program and we will miss them over the summer.
  - To Lorraine for her work on the website for Lobster Boil.
  - Thanks to everyone for all they have done over the past school year; Sunday school, flowers, altar guild and all the other ministries. There are many who make this place go.
  - To Cliff Cleland for taking pictures yesterday of the Boil.
  - Thank you to Lorraine and Gretchen for the gift of the Apple TV box.
  - Thanks to the kids who sang last week – it was the best they have ever done!
- Scripture reflection: [1 Peter 2:2-10](#)
- Review and Approval April 27, 2014 Vestry meeting minutes: Clerk, Bill Cummings. Motion to approve the minutes by Peg seconded by Pat; passed unanimously. Please send all reports to [vestryclerk@stpaulsdekab.org](mailto:vestryclerk@stpaulsdekab.org) from now on.
- Committee Reports
  - Senior Warden's Report and Buildings and Grounds report—Luke Krueger – see attached report.
    - Capital Needs Discernment team
    - Sanctuary Roof update – some general discussion followed.
  - Junior Warden's report—Peg Newby-see attached report. We need people to step up for leadership positions before Nov. -Dec. timeframe! Perhaps we could think about going to the Diocesan Center conference facility
  - Treasurer's Report—Pat Brown-see attached report. We have taken \$30,000 from the endowment for operations. We have received 41% of budgeted receipts and expended 40% of budgeted expenditures. The discretionary fund now has a positive balance of \$423.66. Motion to accept and file for audit as corrected by Bill and seconded by Peg; passed unanimously.

- Fellowship—Jocelyn Prall-see attached report. We need more people for the Ascension day supper on May 29<sup>th</sup> and dishes to pass also! Crepes On he Patio had 13 people and all had a good time. The event may be moved to later in the summer when more could come.
- Music—Lorraine Langer, Director of Music Ministries-see attached report. Lorraine demonstrated the new website for St Paul's. Network Solutions supports our site and she has used the web site building tool from them. The new site friendly, easy to use, and impressive in its depth of information about St Paul's.
- Christian Education—Marilyn Cleland-see attached report. Adult ed. will continue through the summer. They need weekly facilitators; details to be worked out.
- Rector's Report—Rev. Stacy-see written report
- Old Business
  - Financial Review Team for 2010 -2013—Pat Brown & Peg Newby – in process until Pat returns on June 15th
  - Policy regarding capital/building funds—Luke Krueger- we are still getting bids on various items.
  - Lobster Boil Storage Shed – measurements were taken while some of the equipment was out – see attached report. We agreed to continue to investigate what size of shed would be appropriate for the Lobster Boil equipment and the tables.
- New Business
- Closing Prayer and Adjournment—Peg Newby

### Senior Warden Report for the May meeting of the Vestry

Since our last meeting was not too long ago, not a lot has transpired. Sandwiched in between our last meetings was finals week, so much of my time has been sucked up by the chaos that is the end of the semester.

As far as buildings and grounds go, Rhys Prall was hard at work. As per a B&G April meeting, Rhys has reinstalled the post that allows for the automatic opening of the handicap accessible door to the fellowship hall. He has also fixed the fluorescent lights that were out due to bad ballasts. Vince McMahon, who had been spraying for weeds informed me that he will no longer be able to handle that duty. I will take it up in the interim, as I do try to get over and pick up trash once a week; I will simply include that after collecting trash. I am however going to post sign-up sheets. Hopefully folks can take one month to swing by once a week, collect trash and spray for weeds.

We will measure the equipment for the Lobster Boil on Saturday and determine how many square feet we will need for the proposed shed.

As per request of the Vestry, I put in a call to Breezy's to find out how much it would cost per unit to replace furnaces and air conditioners. They are in the process of putting together a document for me with a cost of each unit for replacement. They will E-mail it to me sometime next week.

I have also sent E-mails and left phone messages for Lou Larson the building code supervisor for DeKalb to find out what code requirements are for the shed as well as a new sign.

I plan to speak with our insurance people next week and see what, if anything, they are willing to do to assist our plight with the roof.

Again, very little to report other than this. Next meeting, I will have more. The next B&G meeting will be May 21<sup>st</sup>, a Wednesday, at 7:00 PM at St. Paul's.

Respectfully Submitted,  
Luke Krueger  
Senior Warden

Junior Warden's report for Vestry meeting 5/18/14

I will continue to work with Rev. Stacy, Luke, and the Vestry on the goals identified at our Mutual Ministry Review. In particular, I am starting to give serious thought to the developing leaders goal, which I see as anticipating Vestry needs for next year.

Continuing/ongoing projects:

I will be working with Pat Brown on the Financial Review of the past few years. Pat and I (now that Lobster Boil is done) will work on a time line for working through this project.

I will coordinate the collection for Places of Grace & Gladness, which is to support the Diocesan campaign, is pending for later this summer. We as a Vestry viewed the DVD provided by the Diocese. We will probably have the DVD available for viewing the week before the church picnic, and have the one-time special offering be the day of our picnic.

Peggy Newby

## **St Paul's Episcopal Church, DeKalb, IL 60115**

### **May Vestry Meeting Treasurer's Report with April 2014 figures:**

This report covers the month of April 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 April 30, 2014**

We have received 51% of the pledged amount and 41% of the total budgeted receipts by the end of the four month period. Total operating receipts through April 2014 were \$88,750. An allocation of \$30,000 was transferred from the endowment fund to checking in early April 2014.

### **Disbursements through April 30, 2014**

Total operating disbursements for the four month period were \$85,505. That is 40% of the total allocated. The difference of receipts over disbursements is a positive \$13,780 for the month and \$3,244 for the year. We've received 41% of budgeted receipts and spent 40% of budgeted disbursements.

### **Building Fund**

The balance in the Edward Jones Building Fund at the end of April was \$63,528, \$50,000 in CD's and \$13,528 in the Money Market Fund. The total balance of Building funds is \$75,990. The Building Fund balance in Regular checking is \$12,463. We received contributions of \$35 in the regular building fund and \$5,800 as a special donation for trees and shrubs to replace those cut down in the fall and winter.

### **Endowment Fund**

The value of the Endowment Fund at the end of April was \$2,042,535. The net increase in value for the year as of April 30, 2014 was \$5,773. We took an allocation of \$30,000 from the Endowment for Operating expenses.

Apache Stock - The 5.833 shares on deposit with the company were valued at \$506 on April 30, 2014.

**On April 30, 2014 the Flower Fund balance was \$414.94, Discretionary Fund was \$423.66; Columbarium Fund was \$2,071.80. The AMB Checking Account balance for operations was \$9,661.74) Total account balance in AMB was \$24,884.78 Early in April \$5,000 was moved from the Building Fund Money Market at Edward Jones and \$30,000 was allocated from the Endowment Fund to AMB checking.**

Rector's Report to the Vestry of St. Paul's

The Very Rev. Stacy Walker-Frontjes  
May 18, 2014 (Written May 14, 2014)

- I. Liturgy
  - a. Nothing new to report.
- II. Christian Education
  - a. Children's Sunday School
    - 1. The last day of Sunday School for children and youth was May 11<sup>th</sup> which was also Sunday School and Graduate Recognition Sunday.
    - 2. **Of URGENT concern is the recruitment of two Sunday School teachers for Children's Sunday School. Rochelle Cripe is stepping down as Sunday School teacher due to increased commitments with her graduate degree program. Julie Stubblefield is expecting her third child in November. I am looking for the Vestry to pray about this matter and along with the Sunday School teachers (including Julie and Rochelle) to find some new teachers.**
    - 3. **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. Youth Sunday School
    - 1. At this point I do not anticipate having a youth Sunday School class in Fall 2014 as the Williams Family is moving to Virginia. The other families in the parish with Junior and Senior High Youth do not send these children to Sunday School.
- III. Administration
  - a. Capital Campaign—Luke Kruger will report further
    - 1. Our last meeting was April 10, 2014.
    - 2. We are waiting to determine total estimated costs of proposed projects, and then how much of that amount will be funded from current reserves before proceeding with any further Capital Campaign planning.
  - b. Administrative Assistant
    - 1. Susan King began her work as administrative assistant to begin on Monday, May 12, 2014. Melissa London worked with her that week to provide training.
    - 2. Parish Office Hours will now be Monday thru Thursday 9AM to 2PM
- IV. Mission and Community Activities
  - a. Thrive
    - 1. Gardens were blessed and planted on Sunday, May 4<sup>th</sup>. Veggies are starting to sprout!

- 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](http://www.thrivemarket.org)
  - b. This is a ministry of St. Paul’s.
  - c. Volunteers will be needed, more information soon as the growing season approaches.
  - d. Proceeds from the Thrive market will benefit DeKalb County Community Gardens (DCCG).
- 2. Prayers2pass was offered the week before finals week on Tuesday April 29<sup>th</sup> and Wednesday April 30<sup>th</sup> from 10AM to 1PM in our yard. Thanks to Terry Dickow, Rosemarie Ostberg, Chris Krueger, Jamie Stubblefield, and Rev. Amy Fallon who volunteered to make this year’s event a success despite the rainy and cold weather. We connected with several students and I was reminded how important it is to engage in such a ministry. Our presence and invitation to talk about the stress and joy of this time of year is if not unique experience then at the very least rare. I think we can learn a lot from this experience about the importance of starting conversations about tough things at St. Paul’s, and with our families and friends. Also, the importance of including God in the conversation through prayer. I’m looking forward to our “Welcome Week Prayers2pass” edition in late August. Dates 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.

V. Other

- a. I will be on vacation June 19-June 27. The Rev. Bob Trask will be our guest priest and preacher on June 22<sup>nd</sup>.
- b. I will also be on vacation on Sunday, August 3<sup>rd</sup>, and will likely be gone the week before that. I will let you know when those plans are firmed up.
- c. I have reserved a bouncy house for the parish picnic on Sunday, August 24<sup>th</sup> 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.

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

- a. Thursday, May 29<sup>th</sup> Feast of the Ascension w/ Potluck 6PM
- b. Sunday, June 8<sup>th</sup> Pentecost
- c. Saturday, June 28<sup>th</sup> first Thrive Neighborhood Market 11AM to 2PM
- d. Saturday, July 26<sup>th</sup> second Thrive Neighborhood market 11AM to 2PM
- e. Saturday, August 23 third Thrive Neighborhood market 11AM to 2PM
- f. Sunday, August 24 St. Paul's Annual Parish Picnic and Outdoors Worship 10:30AM, front yard at St. Paul's

## Vestry Meeting, May 18, 2014

### St. Paul's Episcopal Church - DeKalb, IL

#### Music Ministries Report

**The Adult/Youth Choir** did a great job this year in leading the music for our worship services. They accompanied the **Children's Choir**, who sang wonderfully (the best yet), while closing out the liturgical choral season on Sunday, May 11th.

The Adult/Youth Choir sounds really awesome in rehearsals preparing for our May 29th & 31st recording sessions. The location of the piano and choir positioned in the aisle, are remarkable relative to acoustic and balance. I am very impressed with how they sound and also very appreciative of these volunteers in sharing their time and talent!

**Music Maintenance:** The **organ** will be tuned on Wednesday, May 28th at 10 AM, while updating some maintenance issues. Good news, the cost will be under \$500.00. The repairs for 4,000.00 that were mentioned in the April vestry meeting were finished in the spring of 2013. The sanctuary **piano** will be tuned on Wednesday, May 28th at 4:30 PM.

#### Additional Music and Administrative work for May includes:

- Schedule organist vacation dates (June 1, 29, August 3) and hire substitute,
- Update the hymn list for June-September and distribute to the Staff & Altar Guild,
- Music Library Update and Organize Repertoire,
- Meet with Dan Nichols 5/21 to assess and fix the 2nd wireless microphone,
- Lifetouch Pictorial Directory Project, and
- Production and direction of the Adult/Youth Choir recordings May 29th & 31st.

Lorraine Langer, Director of Music Ministries (05-17-2014)

## FELLOWSHIP REPORT FOR VESTRY MEETING, MAY 18, 2014

The Low Sunday Brunch on April 27<sup>th</sup> was well attended and offered a great variety and abundance of food. The Crepes on the Patios gathering was held May 2<sup>nd</sup>. About 13 people gathered for fellowship and scrumptious crepes. Although it was a small group, it was a very relaxing and enjoyable evening. The ladies who make the crepes use the proceeds to continue doing God's work. One of the gals is traveling to Haiti on a mission trip in the near future.

Coming up is the pot luck following the service celebrating the Feast of the Ascension on May 29<sup>th</sup>. We will all gather again for worship and fellowship in August at the parish picnic.

Submitted by Jocelyn Prall

To: Bill Cummings, Clerk of the Vestry  
From: Marilyn Cleland, Member of the Vestry for Adult Sunday School  
Date: May 16, 2014

Re: Report for May 17, 2014 meeting of the Vestry

Adult Sunday School has chosen to continue weekly meetings for the summer, beginning May 24, 2014. We will continue with Bible study and prepare for fall.

### Measurements for Lobster Boil Equipment

One tub = 6 feet in length / 2 feet 2 inches in width/ 2 feet high

We stack the tubs three high. The height for three stacked tubs = 6 feet 9 inches.

The tubs hold all of the trash cans we use, so they take up the empty, unused space in the tubs. Two stacks of tubs = a square footage consumption = 35 feet (6 feet in length 5 feet in width [width of a single tub x 2] and we have two stacks of three).

The new tent, in the box, measures, 6 feet 8 inches long, 1foot high, and 18 inches wide. Square footage consumption = 10.5 feet when laid lengthwise and if standing = roughly two square feet

The milk carton that contains the traffic control safety vests is 13 inches x 13 inches and 1foot high.

The trash can we use for parking markers is 19 inches in diameter and 21 inches high.

The tub that houses the gloves is 18 inches high, 19.5 inches wide, and 2 feet 8 inches long.