

St. Paul's Episcopal Church
Vestry Minutes
November 18, 2012

Members Present: Rev. Stacy Walker-Frontjes, Rector; Pat Brown, Treasurer; Bill Cummings; Luke Krueger; Freyja Rasmussen-Johns

Members Absent: Mike Duffy, Senior Warden; David Anderson, Junior Warden; Gretchen Schlabach (excused)

Rev. Stacy opened the meeting with a prayer at 12:30 p.m.

Appreciations:

- To Luke Krueger and Sue Ouellette for their inspiring stewardship talks; they are both very gifted speakers
- For the creative liturgy team and for all who made All Saints Sunday a good one
- To all who attended the convention
- For Andrew Voelker who filled in as choir director in addition to accompanying the choir on the piano
- For all who brought things for the craft show
- For Brittany Altepeter who made birthday cake for Rev. Stacy's birthday
- For those who do coffee hour and for those who set up the coffee before the early service
- To the Building & Grounds Committee for the bonfire
- For American Midwest Bank and their bank statements
- To all who have turned in their pledge cards

Today's scripture, Mark 13: 1-8 was read and discussed.

Review and approval of October minutes: Pat made a motion, seconded by Luke to approve the last month's meeting minutes.

Senior Warden's Report: Mike submitted the following report by e-mail:

I am in the process of scheduling meetings of the bylaws revision and nominating committees, hopefully later in November.

I hope to have a report on the Diocesan Convention for the December vestry meeting.

Junior Warden's Report: Dave submitted the following report by e-mail:

I decided not to purchase any bushes and plant them last month. I visited Blooming Gardens in Sycamore and Wasco Nursery. The selection was not great and it was hard to tell what the bushes looked like since they had lost leaves.

Treasurer's Report: Pat distributed the following report along with the budget spread sheets to Vestry members:

Treasurer's Report October 31, 2012
Vestry Meeting – Submitted by Pat Brown, Treasurer

November 18, 2012

This report covers the first nine months of the year, through October 31, 2012. The previous months have been revised and updated. We have transferred funds to the American Midwest Bank so that checking account is our primary account. Beginning in October, all checks and deposits were made to the AMB account. We are using deposit slips, deposit stamp and the bank bag for the American Midwest Bank. Deposits can be taken to the branches on South Fourth St or the corner of Bethany Rd and Sycamore Rd.

Receipts through October 31, 2012

We have received 90.32 % of the pledged amount and 86.08% of the total budgeted receipts by the end of this ten month period. Total operating receipts through October were \$176,986. This includes allocations of \$60,000 from the Endowment Fund. Remaining funds to be received are \$28,622. This includes \$14,397 from the Endowment Fund which will only be allocated if needed.

Disbursements through October 31, 2012

Total operating disbursements for the first ten months were \$167,193 That is 81.32% of the total allocated. The difference of receipts over disbursements is a positive \$9,793.02.

We paid out \$14,000 of the \$25,000 in insurance funds by the end of September. The remaining \$11,000 will be returned to the insurance company in November as soon as the paperwork is collated. That amount is still in the Castle Bank Account which had a balance of \$20,910.96 at the end of October. The balance in AMB is \$16,537.67 for a total of \$37,448.63. Subtracting the \$11,000 due the insurance company = \$26,448.63.

Building Fund

The balance in the building fund at the end of October, was \$86,019.04 at Edward Jones,

Endowment Fund

The value of the Endowment Fund at the end of October was \$1,832,408.90. Change in value for the first ten months was a positive \$125,130.40 If we subtract the \$60,000 we have allocated for operating expenses and add the \$23,736.53 income we are a net \$88,866.93 positive.

Apache Stock was worth \$17,729.71 on October 31, 2012. We now have 214.334 shares.

On October 31, 2012 the balance in the Flower Fund was \$377.60. The balance in the Discretionary Fund was \$1,611.80

Please see accompanying spreadsheet for details of the transactions.

Respectfully submitted,
Pat Brown, Treasurer

Pat asked the vestry to let her know to which branch of the bank we take the deposits so that she can pick up the bank bags. She then discussed the report and budget.

Bill motioned and Luke seconded to put the CD which is coming due in December into a 3.5 year CD with Edward Jones. Motion carried.

Pat noted that the Apache Stock is fluctuating – we may sell it if it continues to go down and the money could be put into the building fund. There was some discussion, and it was decided to wait it out and see how the stock does for a while because the money is not really needed at this time.

Bill moved and Luke seconded to approve and file the November financial report for audit. Motion carried.

Fellowship Committee: Freyja submitted the following report by e-mail:

The fellowship dinners are underway and three groups (two in-home and one dining out) are currently meeting.

On Saturday, November 17th at 7:00 p.m., the Building & Grounds Committee will hold a bonfire and they're inviting parish members to join the fun and bring something to sit on, something to drink, and a snack to share.

The next fellowship event will be the St. Nick party. Jane and George Nenonen will host the party at their lovely clubhouse once again on Saturday, December 1st. Details and announcements will be forthcoming.

Freyja also noted that there is now a notebook containing the Vestry minutes for 2011 and 2012, which will be filed in the Treasurer's office.

Music Ministries : Lorraine submitted the following report by e-mail:

The **Adult/Youth Choir** continues to enjoy the challenges of working on new music for the coming year and performing familiar anthems that offer opportunities to grow artistically, and support the worship services. The choir always enjoys the opportunity to sing with the brilliant sounds of Michael Duffy's Trumpet playing and is working on several new anthems for the coming liturgical seasons that will include trumpet.

The **Children's Choir** joined the All Saints Sunday late worship service ministry with leading the congregation in singing *I Sing A Song of the Saints of God*. They enjoyed the saint signs that mostly came from the song itself, and this was a great start for next year. The children's choir will continue to meet Sunday mornings during the late worship service. We have more learning opportunities this year with the addition of text and note reading into our rehearsals. This choir may be the formation of three age levels, three choirs.

The Adult/Youth and Children's Choirs are currently preparing music for Advent, Christmas & Epiphany.

Rector's Report: Rev. Stacy submitted the following report by e-mail:

I. Pastoral Care

- a. I have continued to provide pastoral care support to Gail Piper in the past month, including visiting her at Sandwich Rehab and Nursing Center.
- b. Also in mid to late October I visited Jack Krusbe and his family at the hospital before his death, and I visited at the funeral home.
- c. In late October and early November I met with the Biletzky family to plan Frank and Peg's funeral at St. Paul's. The funeral was on November 10, 2012.

II. Liturgy

- a. The Creative Liturgy Team worked together to bring some new expressions in worship and in our observance of All Saints Sunday.
 1. Thanks to Sue Ouellette for creating and organizing our altar of remembrance for our beloved "everyday saints".
 2. Thanks to Luke Krueger, Lorraine Langer, the adult/youth choir, and Hannah, Alexis, and Arthur—NIU student actors for bringing to life the Gospel of John account of the raising of Lazarus at our 1030AM All Saints Sunday Holy Eucharist.
 3. Thanks also to our children's choir and parents for joining us in the procession and singing of our processional hymn.
 4. We are already looking ahead to St. Nicholas Sunday on December 9th and the feast of the Epiphany of January 6th, 2013.
- b. I led a service of the Celebration of a Home (house blessing) on October 28th at Maureen Gerrity's home.
- c. I composed a blessing and dedication of the St. Timothy Center for Spiritual Formation and led that blessing on All Saints Sunday (November 4th).
- d. Upcoming dates for non-Sunday worship opportunities at St. Paul's:
 1. Thanksgiving "Day" Holy Eucharist: Tuesday, November 20th, 2012 at 7PM
 2. Blue Christmas service of Light: Wednesday, December 5th at 7PM
 3. Christmas Eve Holy Eucharists: Monday, December 24th 4PM Children's Service, 6PM Festival Eucharist with Choir.
 4. The nursery will not be open for our Thanksgiving service or Blue Christmas service.

III. Christian Education

- a. Nothing new to report for children and youth.
- b. Classes for children and youth will not be held on November 25, December 23rd or December 30th. We also will not have Sunday School on January 20th or 27th (Budget Q&A meeting at 9AM and Annual Meeting at 9AM, respectively).
- c. The Children's Christmas party will be Sunday, December 16th after the 1030AM Holy Eucharist in the parish hall.
- d. Adult Christian Education has been well attended so far and seems to be having a great time. Thanks to Brad Cripe, Marilyn Cleland, and Gretchen Schlabach for their leadership.
 1. I remain in communication with the adult education leaders to support them with materials for Sunday School classes.

IV. Administration

- a. Nursery
 1. The nursery will be closed the Sunday of Thanksgiving weekend, November 25th (all parents were polled as to the need and informed).
 2. Background checks have been completed on one of our new workers, we are awaiting the return of the second worker's background check.
 3. I am in communication with the diocese about scheduling a Keeping God's People Safe training in the next few months.

b. Annual Giving Stewardship Team

1. We had a good start to our stewardship season on All Saints Sunday, November 4th.
2. Luke Krueger gave our first stewardship journey talk on Sunday November 11th at both 8 and 1030AM Holy Eucharists. Sue Oullette will give our second stewardship talk on Sunday, November 18th at the 8 and 1030AM Holy Eucharists.
3. Stewardship letters (composed by the stewardship team) were sent the week of November 4th with pledge cards.
4. Thank you letters will be sent to every pledging member.
5. Sunday, November 18th will be the official close of our stewardship season this year.
6. Our next meeting will be on December 4th (Tuesday) from 12-1PM. We will discuss this year's campaign and also note which pledges we have not received and follow up with members.
7. **Reminder! All Vestry members are expected to pledge.**

c. Altar Guild

1. I met with the altar guild for our bi-annual meeting on Sunday, November 11th at 1215PM.
2. Vestments
 - a. We took photos of the Sanctuary to send to a vestment designer and begin a conversation about replacing some of our vestment sets. The conversation with one designer has already begun.
 - b. We also looked at various websites to see what is available "ready-made". We will see what the designer comes up with and discuss which route we want to take.
 - c. We are also collecting information about prices so we can make an informed decision and present to the vestry in December or January.
 - d. The sets that need to be replaced due to wear and tear are the white set (used for Christmastide, Eastertide, Funerals, Weddings, Baptisms, and several holy days throughout the year). Also the green set (used for the majority of the year in summer and fall, also in the winter during Epiphany).
 - e. We also are seeking ideas from the designer for embellishing our red set which is very plain.
 - f. We hope to have a new white set by Easter.
 - g. FYI, the blue set (Advent) and purple set (Lent) seem to be in good working condition at this time.
 - h. Also, FYI, the green and white set are at least 25 years old and were made for a much larger priest. Also, the white Christmas "star" chausible was made in-house, and is at least 25 years old if not older. The materials on the Christmas chausible is starting to fail completely.
3. I also gave the Altar Guild permission to purchase two new small acolyte cassocks (in red) and surplices (total cost around \$250 or less). Our current youth acolyte robes are 20+ years old, many in poor condition, and mostly in larger sizes. It is my hope in the next year to start having grade school age acolytes begin vesting and shadowing our adult acolytes at services throughout the year.

V. Mission and Community Activities

- a. I continue to be VERY active with the Grace Place Campus Ministry board.
 1. On October 31st Bishop Lee gave a lecture from 7-8PM on "What it means to be an Episcopalian." Dinner was provided by the St. Paul's Casserole Ministry (Big

thanks to Jennie Cummings and Jane DeGolier!). Worship was a liturgy for All Hallow's Eve at 9PM.

2. On November 5th we called a new campus pastor for Grace Place. The Rev. Amy Fallon, Episcopal priest currently resident in the Diocese of Ohio, will start on January 1st, 2013. In her fourteen years of ordained ministry to date, Rev. Fallon served eight years as the Episcopal campus chaplain at the University of Connecticut.
 3. Celebration of a New Ministry at Grace Place will be on Wednesday, February 20, 2013 at 7PM. More details to follow. Please plan to attend and show support for our Episcopal/Lutheran Campus ministry.
- b. Love INC.—In the past month I made the decision to resign from the Love Inc. board. I realized I did not have the time to devote to this ministry with the demands on my time from the Grace Place Campus Ministry board as well as my responsibilities as the Rector of St. Paul's and my new role as the Dean of the Rockford Deanery. I also need time in my week to devote to my family. I remain a supporter of the ministry and the parting was amicable.
- c. DeKalb Police Department
1. I met with Detective Angel Reyes on Thursday, November 8th
 - a. Detective Reyes confirmed that the police department believes a sexual assault of a female NIU student occurred on our property on Friday, October 26th at about 3AM.
 - b. Personal items from the victim were found on our property, Det. Reyes did not know the exact location. He said he would inquire and let me know as this might help us to decide where to install better lighting.
 - c. We discussed how to organize a Neighborhood Watch (there isn't one in this neighborhood, or in many of the surrounding neighborhoods).
 - d. We also surveyed the property and discussed pruning of some shrubs that would be helpful to providing good visibility for patrol officers. We also discussed options for better lighting around our building.
 - e. Recently I approached our property at night by car and it is very dark around the parish building and some areas around the rectory. We would benefit greatly as well as anyone on our property in the evening from installing some motion sensitive lighting at several points around the parish building and the rectory.

VI. Other

1. I made the decision this past month to postpone applying for a Doctor of Ministry (DMin). The opportunity to apply for and participate in a new diocesan program for leadership development and congregational vitality (Thrive) for clergy and laity was brought to my attention at the Clergy Conference of the Diocese of Chicago in mid October.
 - a. I have talked to a few parishioners and found two lay people to apply to the Thrive program. The cost for two years is very reasonable at only \$300. More information about Thrive is at this link to the Diocese of Chicago website. Also we will discuss this at this month's vestry meeting. <http://www.episcopalchicago.org/at-work-in-the-church/thrive/>
2. I continue to be active in the Rockford Deanery clergy meetings and will assume my role as the dean of the Rockford Deanery at Diocesan Convention (November 16-17, 2012).

3. In the two days prior to our November Vestry meeting I will have attended the annual Convention of the Diocese of Chicago.
4. I also attended the annual Clergy Conference of the Diocese of Chicago on October 21-23.
5. I have also made arrangements for The Rev. Bill McLemore to be our guest priest and preacher on Sunday, November 25th, 2012. For the first time in many years the Sunday of Thanksgiving weekend is not Advent 1, so I will be using my final vacation days for 2012 to travel to visit family for Thanksgiving. I will be gone November 21st thru November 26th. Our Thanksgiving service this year will be on Tuesday evening, November 20th at 7PM.
6. Mark your calendars to attend an Advent Open House on Sunday, December 9 from 4-6PM. All ages are invited to attend. Rich, Oscar, Rowan, and I are looking forward to hosting the people of St. Paul's in our home for our third annual Advent open house. Members of St. Luke's, Dixon will also join us this year.

Rev. Stacy mentioned that the Annual Meeting will be tentatively scheduled as a two-part meeting. On January 20th there will be a question and answer session, and then the Annual Meeting will take place on the 27th. Both will take place between services at 9:00 a.m.

Rev. Stacy has also spoken with the DeKalb police about a neighborhood watch. Perhaps we can do more about this in the spring when the weather is better.

Old Business

Regarding the Financial Review Team, Vince McMahon had cataract surgery, so the group has not yet met. It should be done in early December.

New Business

Thrive application – there is a link in Rev. Stacy's report which explains this leadership training. Rochelle Cripe and Christina Krueger will join with Rev. Stacy in this training. The cost for the entire two-year program for all three participants is \$300. The application has been filled and we need to send in the \$300.

Pat motioned, seconded by Freyja, to give \$300 for this opportunity. The money may be able to be taken from the adult education budget line. Motion passed.

Motion sensitive lighting – Rev. Stacy and Detective Reyes have toured the property, checked shrubs and lighting. Detective Reyes suggested adding motion sensitive lighting and that we should talk with the neighbors (it might also be an opportunity to bring up the neighborhood watch idea). He also suggested trimming some hedges (specifically in the Durning garden) up 2-3 feet from the ground. Building and Grounds needs to get some estimates for more lighting – perhaps ask Vic Reed and another electrician. Bill will start the process.

New Vestments – Our current vestments are 25 years old and too big for Rev. Stacy. The green and white ones are falling apart. Jocelyn Prall is talking to a designer about embellishing the red set which is

quite plain. The blue set is still in decent shape. We'll get a new white set to start with, and then a new green set. This will be funded from the Building Fund.

Diocesan Congregational Support Pledge 2013. The common mission share pledge based on the Parochial Report is \$30,291.00. We've been giving about \$10,000, but will discuss this further at the December meeting. Pat believes we can increase this amount, but we need to see what comes in pledges.

Luke closed the meeting with a prayer.

Meeting adjourned at 1:45 p.m.

Respectfully submitted,
Freyja Rasmussen-Johns, Clerk of the Vestry