

St. Paul's Episcopal Church
Vestry Minutes
December 16, 2012

Members Present: Rev. Stacy Walker-Frontjes, Rector; Mike Duffy, Senior Warden; David Anderson, Junior Warden; Pat Brown, Treasurer; Bill Cummings; Gretchen Schlabach; Luke Krueger; Freyja Rasmussen-Johns

Members Absent: none

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

Appreciations:

- For Brad Cripe, Marilyn Cleland and all the attendees at the adult Sunday School – lots of awesome fun and great fellowship
- To Joyce Beaulieu for today's sermon
- To Dave Anderson and Rhys Prall for fixing the lights on the Christmas tree
- To Maureen Gerrity Rhys, Ellen Anderson, and Rochelle Cripe for working Saturday on the kids' Christmas party
- For the music program for today's music
- For our Children here at the parish
- To the Building & Grounds committee for fixing the lights and getting estimates for electrical work
- To Rev. Stacy and Rev. Rich for the nice open house
- To the Nenonen's for hosting the St. Nick party
- To Rev. Stacy for taking the lead on the cards for Sandy Hook and Newtown
- For the Andersons' stained glass window illumination

Today's scripture, Philipians 4:4-7, was read and discussed.

Review and approval of November minutes: Dave moved, seconded by Pat, to approve last month's meeting minutes. Three abstentions. Motion passed.

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

The data entry for the energy benchmarking for the church building is complete. I trained Melissa London to input data from current gas and electric bills into the EPA Profile Manager, so that our parish profile will stay current. I will be in touch with someone who will give me information on free energy audit options soon. See the Energy Audit Initiative Website for more information on this Diocese-wide project: <http://energyauditichicago.weebly.com/>.

Mike also sent suggested updates for the Parish bylaws. These will be included under New Business.

Mike reported that on Friday, ComEd will look at the facility for ways to increase energy efficiency. A plan will then be created and submitted to the Diocese, and will then be passed on to the new Junior Warden.

Junior Warden's Report:

Dave thanked Mike for his work. He reported that he and Rhys worked on lights in the parish hall and got new ballasts. Dave and Ellen replaced some lights in the sanctuary. He said that Jim Morall had built the light box for the stained glass window in the sanctuary. Pat asked about any plans for the other window. We may discuss that next year.

Treasurer's Report: Pat passed out the following written summary report along with the budget spreadsheets:

Treasurer's Report November, 2012

December 16, 2012

Vestry Meeting – Submitted by Pat Brown, Treasurer

This report covers the first eleven months of the year, through November 30, 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 November 30, 2012

We have received 95.22 % of the pledged amount and 89.35% of the total budgeted receipts by the end of this eleven month period. Total operating receipts through November were \$183,712.89. This includes allocations of \$60,000 from the Endowment Fund. Remaining Funds to be received are \$21,895.11. This includes \$14,397 from the Endowment Fund which will only be allocated if needed.

Disbursements through November 30, 2012

Total operating disbursements for the first eleven months were \$183,041.87 That is 89.03% of the total allocated. The difference of receipts over disbursements is a positive \$671.02.

We paid out \$14,000 of the \$25,000 in insurance funds for repairs, by the end of September. The remaining \$11,000 was returned to the insurance company in December, plus a deductible of \$500 which will come from the Building Fund. Bank Balances at the end of November totaled \$30,275.26. Without the Insurance funds this would be \$19,275.26. (Castle balance is \$9,893.03. AMB balance is \$9,382.23.)

Building Fund

The balance in the Edward Jones Building Fund at the end of November, was \$86,044.60.

Endowment Fund

The value of the Endowment Fund at the end of October was \$1,850,217.93. The change in value for the first eleven months was a positive \$141,700.81. If we subtract the \$60,000 used for operating expenses we are \$81,700.81 positive.

Apache Stock was worth \$16,560.09 on November 30, 2012. We now have 214.815 shares.

On November 30, 2012 the balance in the Flower Fund was \$387.60. The balance in the Discretionary Fund was \$1,395.41.

Please see accompanying spreadsheet for details of the transactions.

Respectfully submitted,

Pat Brown, Treasurer

December 16, 2012

Pat reported that we still have two bank accounts. We have sent money back to the insurance company for overpayment for the roof work. She will move some money from Castle Bank to American Midwest Bank. We're still \$5,000 short on pledges at the end of November. She stated that it has been authorized to move some money from the endowment fund, but it may well not be necessary once all the pledges for the year come in.

Housing allowance – Pat distributed the following "Addendum B":

ADDENDUM B

HOUSING ALLOWANCE

The following resolution was duly adopted by the vestry of St. Paul's Episcopal Church at its December 16th, 2012 meeting, a quorum being present:

Whereas, the Rector is compensated by St. Paul's Episcopal Church exclusively for services as a minister of the gospel; and

Whereas, St. Paul's Episcopal Church provides the Rector with rent-free use of a church-owned rectory as compensation for services that are rendered to the church in the exercise of ministry, therefore it is hereby

RESOLVED, that the annual compensation paid to the Rector shall be \$61,058, of which, \$18,300 is hereby designated to be housing allowance pursuant to Section 107 of the Internal Revenue Code of 1986, as amended, and it is further

RESOLVED, that the designation of \$18,300 as a housing allowance shall apply to calendar year 2013 and all future years unless otherwise provided by the vestry; and it is further,

RESOLVED, that as additional compensation to the Rector for the calendar year 2013 and for all future years unless provided for by this vestry, the Rector shall be permitted to live in the church-owned rectory located at 910 Normal Road, DeKalb, IL, and no rent or other fee shall be payable by the Rector for such occupancy and use, and it is further,

RESOLVED, that the vestry estimates the fair market rental value of the rectory is \$1200/month and further estimates that utilities of \$325/month are paid by the church on the property. The total is \$18,300.

Pat stated that the housing utilities had been upped \$50, and that Rev. Stacy's salary increased \$838.00. Mike moved to accept this resolution. Bill seconded. Motion carried.

Gretchen made a motion, seconded by Freyja, to approve and file the treasurers report for audit. Motion carried.

Pat also reported that many members have increased their pledges for 2013, and one new person has pledged. The Stewardship committee has discussed many ideas for the coming year. Brad Cripe has been looking into online giving.

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

The Fellowship Committee is working on plans for the Epiphany party after the 10:30 service on January 6th. There will be a sign up sheet out soon for side dishes and Epiphany cakes. We're also discussing how to deal with continental breakfast items for the budget Q&A session as well as the Annual Meeting later in January.

Freyja reported that we're looking at Panera for catering the breakfast for the Annual Meeting.

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

The **Adult/Youth Choir** is preparing for Christmas Eve and Epiphany services. A few members will be away visiting family for Christmas Eve, so we will have a smaller, albeit solid choir, for the 6 PM traditional service. The choir will be on vacation from December 25th into January and return in full chorus, with the added sound of Michael Duffy on trumpet, to Worship and Celebrate Epiphany Sunday, January 6, 2013.

The **Children's Choir** joined the worship ministry for the St. Nicholas Sunday service December 9th, with leading the congregation in singing the *St. Nicholas Hymn*. They are currently working on music for Christmas Eve (12-24-2012) and Epiphany (01-06-2013) services. For any families that expressed an interest, I am meeting with the children's choir members individually for a mini voice lesson & solo rehearsal, in preparation for these services.

Administrative - The Sanctuary Grand and Parish Hall Upright Pianos were tuned on Monday, December 3rd. Each piano was \$110.00, totaling \$220.00. The organ was tuned for the second annual tuning/maintenance on Friday, December 7th, and totaled \$513.75. I am currently working on the 2013 Music Budget in addition to the selecting of worship music (Hymns, Service Music, Adult/Youth & Children's Choir Anthems), and musician's scheduling. I will meet with Rev. Stacy to review for edits and approval.

Staff Musicians - I often meet and work with Kathleen, our organist, between the Sunday morning services. I spent extra time (2 hours) with Andrew, our substitute organist & pianist, with preparing music for the Sunday worship service (12-02-2012), for which he was our substitute organist. Andrew stepped into the choir director role for the weekend I was in NJ for a family funeral. This kind of opportunity provides an incentive for the pianist in this position, to learn and grow professionally in addition to enhancing their resume. Several choir members shared their appreciation of his work. Both Kathleen and Andrew are doing a fantastic job!

Lorraine mentioned that she thought there should be more opportunities for Keeping God's People Safe training. She'll discuss this issue further with Rev. Stacy later.

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 and her family. I plan to visit her this week if possible.
- b. I also have plans to visit Norma Fitzgerald the week before Christmas.

II. Liturgy

- a. Presided and preached at our Thanksgiving "Day" Holy Eucharist on Tuesday, November 20th (attendance: 12).
- b. Presided at our Blue Christmas service of Light on Wednesday December 5th (attendance: 14)
- c. Prepared Children's Sermon for St. Nicholas Sunday, December 9th.
- d. The Acolytes and Rector will have a practice for the 6PM Christmas Eve service on December 23rd after the 1030AM service.
- e. Upcoming dates for non-Sunday worship opportunities at St. Paul's:
 1. Christmas Eve Holy Eucharists: Monday, December 24th 4PM Children's Service, 6PM Festival Eucharist with Choir.
 2. The nursery will not be open for Christmas Eve services.

III. Christian Education

- a. Children's Christian Education has been steady in attendance. Youth Christian Education has not had students for about the past month. After the first of the year I will contact parents and be in conversation with them about their needs for youth Christian Education.
- b. Classes for children and youth will not be held on 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. Julie Rogers is doing an excellent job of managing the nursery staff. They have planned a tentative work schedule through May 2013.
- b. Annual Giving Stewardship Team
 1. Thank you letters have been sent to every pledging member.
 2. I have also followed up with a few of our members via phone to thank them for their pledges.
 3. Our next meeting will be on December 11th (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.
 4. **Reminder! All Vestry members are expected to pledge.**
- c. Altar Guild

1. Three new children's acolyte cassocks and cottas have been purchased.
 2. I'm waiting to hear back from the altar guild about conversations with the designer re: new vestments.
- d. Office
1. Our administrative assistant, Melissa London, will be out of the office visiting family in New York December 20th through January 8th. During her absence my office will be open by appointment.
 2. The office will be closed the week of Christmas. I will be working from home and taking time to relax with family. If you need anything, please contact me on my cell phone as I can't promise I will reading email daily that week.
 3. There will be no Wednesday Holy Eucharist on December 26th, 2012.
- V. Mission and Community Activities
- a. I continue to be active with the Grace Place Campus Ministry board.
 1. I attended the final worship of the season on Wednesday, December 5th.
 2. 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.
- VI. Other
- a. St. Luke's, Dixon and The Rev. Rich Frontjes will hold a Celebration of a New Ministry at St. Luke's, Dixon Saturday, January 5th, 2013 at 5PM. You are all invited to attend. A reception will follow.
 - b. I will be a "single" parent January 7th through January 24th, 2013 while Rich is traveling for a class in India. I ask for your prayers and grace during those two+ weeks while he is gone.
 - c. I am looking into taking a retreat in late January/early February for a few days during the week before Lent begins. I have not taken a spiritual retreat since I began working at St. Paul's in September 2010. It's time!
 - d. St. Paul's will host the Rockford Deanery Clericus Meeting on Thursday, January 24th, 2013.
 - e. We have a few guest preachers booked already for 2013:
 1. February 3, 2013: The Rev. Jennifer Baskerville-Burrows, Director of Networking for the Diocese of Chicago.
 2. March 17, 2013: Ms. Courtney Reid, M.Div., Director of Operations for the Diocese of Chicago
 - f. Reminder that our Vestry Retreat and Mutual Ministry Review led by The Rev. Jim Steen (Director of Ministries) will be on Saturday, March 2nd, 2013, time tba.

Rev. Stacy spoke with the Sunday School staff about policies when unknown people come into the Sunday School area. They talked about perhaps getting some people to serve as safety monitors each week.

Old Business:

Pat reported that the Financial Review Team for 2010 and 2011 will meet the first or second week of January to be sure that the financial review for this period is in compliance and to be sure that the statements match the financial report.

Application for Thrive program – we have been selected as one of the first 20 pilot parishes to participate in this program. The congregation team consists of Rev. Stacy, Rochelle Cripe and Christina Krueger. Rev. Stacy said that we need another team here at St. Paul's to implement what has been discussed at the monthly meetings.

Safety lighting – Dave has contacted Vic Reed, the electrician. They walked around the building and discussed plans. Dave passed out the cost estimate and explained the plan for flood lights on the north side of the church, two lights in the parking lot, and fixing the lights near the trash bin. Dave, Rev. Stacy, and Vic Reed upon further discussion decided to install motion lights and a flood light in the back, and a motion sensor on the side of the rectory garage. There was some discussion among Vestry members. Mike stated that one estimate will be alright in this situation because of the need to move quickly; it's basically an emergency situation. Pat moved that we authorize up to \$3,000 for this project. Bill seconded. Motion passed.

New Business:

Pat reported that \$300 in outreach funds were not spent. She proposed that we send it to Love, INC. Rev. Stacy proposed Shelter Care in Rockford, and also Hope Haven and Safe Passage. After some discussion, Mike moved that we divide the money evenly between Hope Haven and Safe Passage. Bill seconded. Motion carried.

2013 Budget – Pat distributed the draft budget for 2013. She stated that it's not very usable until we know what the pledges will actually be. There was discussion of pay raises for others than just Rev. Stacy. Pat proposed waiting until we see if our year-end pledges actually come. Mike proposed the executive committee meet to finalize a proposed budget on January 7th at noon, with the meeting open to vestry members. The Vestry will meet Sunday, January 13th at 12:15 for budget discussion.

Bylaws Revision – Attached here are the updates to the Parish Bylaws suggested by the committee of Mike Duffy, Luke Krueger and Gretchen Schlabach.

St. Paul's Episcopal Church Bylaws

Approved at 2013 Annual Meeting, January 27, 2013

Article BL I: Parish Membership

Section 1. The membership of the parish shall be determined in accordance with the Constitution of the parish, "Members of the parish shall be those who have been baptized, confirmed at or on behalf of St. Paul's Church, or who have been transferred into or otherwise canonically included in the congregation."

Section 2. Voting members shall be members who contribute with labor and/or money to St. Paul's Church and who have attained the age of at least sixteen years.

Article BL II: Parish Meetings

Section 1. There shall be an annual meeting on the Sunday on or next after the Feast of the Conversion of St. Paul (January 25) at a time and place to be set by the Rector, with concurrence of the Wardens and Vestry.

Section 2. The number of voting members required for a parish meeting is 25% of the parish membership. Outcome of all motions will be determined by a simple majority of voting members present; proxy and absentee ballots (See Section 9b) will be included; abstentions are excluded in the counts.

Section 3. The agenda shall be prepared by the Rector and wardens and shall include but not be limited to:

- a) Approval of the agenda.
- b) Reading and approval, or correction, of the minutes of the previous annual meeting and any intervening special meetings.
- c) Reception, consideration and filing for audit of the Annual Report of the Treasurer, which shall include bank balances of all enumerated accounts,* the budget for the preceding year and final reports in each index category, the expenditures of the parish reported by category, and the budget for the current year.**
- d) Appointment by the presiding officer (usually the Rector, but in the Rector's absence a Warden will preside) of at least three counters, as needed in the case of an election with two or more nominations for a single office, one of whom shall be designated as the chief counter, whose task is to count votes at the annual meeting.

*Operating funds balance

**This budget will have been presented in the meeting as part of the Treasurer's report. A simple majority of parish members present will be necessary for adoption of the budget.

- e) Reception of other reports as required by the canons. Reports are to include those from the following but are not limited to these:

Senior Warden	Music Program	<i>Proclaimer</i>	Grounds
Junior Warden	Parish Activities	Buildings	Outreach Committee
Lobster Boil Chair	Flower Guild	Altar Guild	United Campus Ministry
Endowment Committee	Other Building Users	ECW	

- f) Elections will be held for the following positions:
 - 1. Junior Warden
 - 2. A suitable number of Vestry members to make up the roster of the Vestry (six), plus the Rector and the Wardens
 - 3. Three Delegates and one Alternate Delegates to the Diocesan Convention.
- g) Adoption of a budget for the fiscal year (current year January 25 to January 24 of the following year).
- h) Such other business as may properly come before the meeting. propriety to be determined by a simple majority of members present and voting and may be determined by a voice vote, which shall be recorded by all three counters.

Section 4. Calling Special Meetings: Special meetings may be called at any time by the Rector (or by the Wardens if there is no Rector) upon receipt of a written request to the Rector or Wardens by a majority of the Vestry, or upon written requests to the Rector or Wardens by at least twenty-five (25) voting members of the parish.

Section 5. Notice of Meetings: An announcement of any parish meeting, either annual or special, shall be read aloud at all services on at least two Sundays before the date set for any particular meeting, and may be publicized by other means available.

Section 6. Special Meeting Quorums: A quorum of at all duly called meetings of the parish shall consist of 25% of the voting members of the parish.

Section 7. The Rector, or in the case of his/her absence one of the Wardens, shall preside at all meetings of the parish.

Section 8. The presiding officer of the meeting shall have voice and vote in compliance with Canon 54 of the Diocese.

Section 9. Voting

- a) A “yes” vote by a simple majority of voting members present shall be sufficient to pass a motion. In these meetings, a simple majority is defined as more than half of the votes cast, excluding abstentions.
- b) Members of the parish who have notified a Warden or the Rector that they will be unable to attend a parish meeting may exercise their voting privilege by proxy or by absentee ballot.
 1. In the case of voting via proxy, the absent member must notify a Warden or the Rector in advance, and preferably in writing, that they are giving their proxy on a particular issue to a specific parish member who will be present.
 2. In the case of absentee voting, the parish member may vote on an issue to be presented at a parish meeting prior to the meeting, by giving his/her written or emailed ballot to a Warden or to the Rector. Alternatively, if the issue to be voted on at the meeting is under discussion, and the precise wording of the motion is unclear prior to the meeting, the absent member may provide a telephone number or an email address. Within 24 hours of the end of the meeting, a Warden or the Rector must contact the parish member in the manner provided with the exact wording of the motion to be voted. The parish member then has 48 hours to return his/her vote to a Warden or to the Rector, and it will be counted equally with the other votes.

Article BL III: The Purpose and Structure of the Vestry

Section 1. The Purposes of the Vestry

- a) To control, distribute and report on parish finances.
 1. All disbursements of parish monies must receive prior Vestry approval, with the sole exception of the Rector’s Discretionary Fund.
 2. Approval is assumed for dispersal of parish monies only on routine expenses which are included in approved budget items.
 3. Parish monies may not be loaned, advanced on salary or spent without prior approval of a quorum of the Vestry. No person or persons are exempt from this provision.
- b) To maintain, repair, and conserve parish buildings and grounds.
- c) To serve as a liaison between Rector and people.
- d) To serve in an advisory capacity to the Rector in all matters pertaining to the parish.

Section 2. The Vestry is required to:

- a) Meet regularly, usually monthly. One of the meeting's purposes is to receive and consider the parish Treasurer's report. Treasurer's reports are to be filed for audit after approval. Treasurer's reports are to include monthly income, monthly expenditures and the month-end balances of accounts.
- b) Review request for funds and approve or disapprove expenditures.
- c) File an annual audit report, to be sent to the Diocese and which is to be made available to parish members.
- d) Record all Vestry meetings and file approved or amended minutes.
- e) Consider repairs and improvements to the buildings and grounds that need to be addressed
- f) Respond to Diocesan requests and requirements.
- g) Choose Delegates to the Diocesan Convention when a vacancy exists.
- h) Call a new Rector when a vacancy exists.
- i) Evaluate the Rector at least annually.
- j) Annually determine the amount allotted to the Rector's Discretionary Fund.
- k) Determine changes in salaries of employees and award bonuses when possible.

Section 3. Composition of the Vestry: The Vestry shall consist of the Rector, two Wardens (who are equally responsible, but who are designated "Senior" and "Junior" on the basis of their length of service as Wardens) and five six other members.

- a) The Clerk of the Vestry should be chosen from members.
- b) The parish Treasurer is not a per se member of the Vestry, but may serve in a dual capacity if elected to the Vestry.
- c) Canonically, a quorum for a Vestry meeting is to be eight persons, of whom five represent a majority.
- d) The Wardens and Rector are included when determining the number in the whole body.
- e) No motions may be passed in the absence of a quorum, but discussion may proceed and recommendations made to the Vestry in order to proceed to the adoption of motions at a later meeting.

Section 4. Eligibility to serve on the Vestry: Parish members eligible for election as Wardens or other members of the Vestry shall be those members, as defined in BL I Section 1, who shall have been such for six months and who have attained the age of eighteen years on the date when they shall be elected.

Section 5. The Method and Manner of Vestry and Warden Rotation

- a) At each annual meeting of the parish, a Junior Warden will be elected for a term of one year, from among members who now serve or have previously served on the Vestry and who have received a nomination.

- b) At the adjournment of the annual meeting, the incumbent Junior Warden will become the Senior Warden for a term of one year, the incumbent Senior Warden's term having expired.
- c) Two or however many are required to fill out the Vestry, eligible voting members of the parish will be selected as members of the Vestry for variable term lengths; terms will commence at the end of the annual meeting at which they are elected and conclude at the end of the annual meeting three years after their election.
- d) Members who fill Vestry positions prior to the end of term (partial term) shall bear the title and the term of the position being filled.
- e) A vacated Senior Warden position will be filled immediately by the Junior Warden.
- f) A vacated Junior Warden position will be filled as soon as possible by vote of the Vestry from among current Vestry members. If no member of the Vestry is willing to serve, this position may be filled by a person who has previously served on the Vestry.
- g) A vacated Vestry or Warden position will be filled as soon as possible by the Vestry from among those eligible.
- h) Except for those filling unexpired terms of less than two years, no Vestry member shall be eligible for reelection until one year has passed since the end of his/her term. This restriction shall not apply to a Junior Warden who is moving to Senior Warden or a Vestry member who is moving to Junior Warden. It shall apply to a Senior Warden; that is, a retiring Senior Warden cannot be elected to the Vestry for one year after his/her term expires.

Article BL IV: The Organization and Functioning of the Vestry

Section 1. The Vestry will function according to the Constitution and Canons of the Episcopal Diocese of Chicago, the Bylaws of St. Paul's Episcopal Church, and the Constitution and Canons of the Episcopal Church.

- a) Bylaws shall be reviewed annually by each new Vestry no later than March meeting.
- b) Bylaws shall be available to all members of the parish.

Section 2. Vestry Meetings: All Vestry Meetings will be open to the parish membership except when the Vestry goes into Executive Session. "Executive Session" is defined as a meeting in which personnel matters or property acquisition or dispersal is discussed.

Section 3. In addition to the requirements listed under BL III, the Vestry exists for the following reasons:

- a) To transact the temporal affairs of the parish in such a manner as to further the mission of the Church.
- b) To provide for the needs and expression of the the views of the membership, for instance, in the areas of worship, Christian education, and social affairs, and to solicit and encourage participation of members in all parish endeavors.
- c) To prepare guidelines for ancillary concerns of the parish, such as the columbarium, memorial gifts, stipulations requirements and charges for use of the church and other facilities, and to approve staff job descriptions.

Section 4. Duties of the Rector: The Rector serves as chief pastor of St. Paul's Church. The control of worship and the spiritual jurisdiction of the parish are vested in the Rector, subject to the rubrics in the Book of Common Prayer. His/her functions include, but are not limited to:

- a) Ordering of worship services.
- b) Preparing and delivering sermons and homilies.
- c) Counseling parish members, including those who wish to marry at the St. Paul's Church, and make referrals to appropriate community resources as needed.
- d) Preparing persons desiring confirmation in the Episcopal Church.
- e) Visiting the sick and bereaved of the parish.
- h) Supervising the employees of the parish.
- i) Attending and participating in parish functions.
- j) Annually writing a self-evaluation document to be shared with the Wardens and Vestry.
- k) Administering the Rector's Discretionary Fund.
- l) Any other actions which would further the growth and well band of the parish.

The Rector should take responsibility for informing the Wardens and/or other appropriate persons when emergencies occur or specific problems in the buildings or on the grounds need to be attended to and/or remedied.

Section 5. Duties and Responsibilities of the Wardens

- a) To serve as primary custodians of the financial and temporal property of the parish.
- b) To attend all Vestry Meetings.
- c) To attend the monthly Executive Committee Meeting. At this meeting the Wardens and Rector plan the agenda for the forthcoming Vestry Meeting. Following the Executive Meeting, agendas and supporting documents will be supplied to the Vestry members as far in advance of the Vestry Meetings as is practicable.
- d) The Wardens are primary in affecting the flow of information from the parish members to the Rector and Vestry, and vice versa. Therefore, Wardens must make themselves available to parish members.
- e) In addition to agenda items decided at the Executive Meeting, Wardens should initiate consideration of other concerns relating to financial and property matters, and should inform the Vestry of these concerns.
- f) The Wardens are charged with the preparation of a yearly written document evaluating the Rector's performance during the previous year. The document will be based on a Vestry discussion of the Rector's self-evaluation, their own observations, and verified reports from parish members. The Wardens have the further responsibility of discussing this evaluation

document with the Rector that will be presented in a face-to-face meeting and setting directives and goals for improvement in the year to come.

- g) Wardens will preside at annual meetings or special parish meetings and worship services in the absence of the Rector, if necessary.
- h) Wardens are to be considered co-equal in regard to duties and responsibilities. The designations of "Senior" and "Junior" do not indicate a superior or inferior status, only the length of service as Warden.

Article BL V: Elections: Junior Warden, Vestry Members, Delegates/Alternates to Diocesan Convention

Section 1. At the August meeting of the Vestry, the Rector will appoint a Nominating Committee, consisting of the Wardens and three other parish members. The job of this committee is to solicit and receive recommendations for the position of Junior Warden, the required number of new Vestry members, Delegates and one Alternate to the Diocesan Convention, and replacement members of the Endowment Committee, drawn from parish members eligible and willing to serve in these positions.

- a) At least one nomination for each position must be secured.
- b) The names of the Nominating Committee will be presented to the Vestry at their September meeting and will be included as part of the agenda for the Annual Parish Meeting the following January.
- c) The list of nominations will be available to members of the parish no less than one week before the Annual Meeting.
- d) Nominations for these positions from the floor at the Annual Meeting shall not be in order.
- e) For the Annual Meeting, when there is more than one candidate for any position, ballots listing the nominations in alphabetical order by category will be distributed, completed by voting parish members and counted by the three counters. Results will be announced at the Annual Meeting. Those winning the majority of votes will be determined to have been elected to the relevant positions.

Section 2. Diocesan Convention Delegates

- a) Three Delegates and one Alternate to the Diocesan Convention shall be elected each year at the Annual Meeting of the Parish. Names for these positions will be solicited from parish members by the Nominating Committee.
- b) Delegates shall serve from the adjournment of the Annual Meeting in one year until the adjournment of the Annual Meeting the following year.
- c) Delegates and Alternates are eligible for reelection.
- d) Vacated terms of Delegates and Alternates will be filled by a vote of the Vestry, the Rector concurring. Nominations for vacant Delegate and Alternate positions will be solicited from the members of the parish before such vote and preceding the Diocesan Convention.
- e) In an instance where Delegates and Alternates were not elected at the Annual Meeting, item d) will apply.

Article BL VI: The Clerk of the Vestry and the Parish Treasurer

Section 1. The Clerk and the Treasurer shall be elected annually at the special Vestry Meeting immediately following the Annual Meeting. These two positions may be held by persons who are not members of the Vestry, but it is preferable that the Clerk is a Vestry Member. Each position has a term of one year. In the absence of the Clerk, the Rector shall appoint a clerk pro tempore for a single meeting.

Section 2. The Clerk's Duties

- a) To preserve the substance of all regular meetings of the Vestry in the form of minutes, which are to be made available for filing and kept available for reference.
- b) To send copies (either electronically or in hard copy) of minutes to Vestry members and the Parish Administrator no more than two weeks after the meeting recorded.
- c) To send and receive any correspondence related to the affairs of the Vestry.
- d) To receive and preserve any written reports submitted by any special or ad hoc committees which meet from time to time.
- e) A section of the parish filing system will be made available to the Clerk for the files described above.

Section 3. The Treasurer's Duties

- a) To prepare and submit to the Vestry monthly reports on the income and expenditures of the parish. Included in these monthly reports will be year-to-date figures and percentage of budget information. Also included in monthly reports shall be balances of church accounts as enumerated in BL II Section 3 c). The Treasurer must, on request, provide itemization for expenditures. The Treasurer's reports are to be filed for audit after approval by the Vestry.
- b) The Treasurer shall work in coordination with the Parish Administrator so that checks for all authorized payments for bills due and payable are prepared in a timely fashion in response to stated payment dates. Authorization will be assumed in the cases of standard operating expenses. Extraordinary expenses will be paid only after approval by the Vestry. In each case all payments will be based on written check requests accompanied by invoices. Since the responsibilities of the Treasurer and Parish Administrator are so interconnected, it is vital that they work together to organize and file parish documents to assure confidentiality and access.
- c) All checks drawn on the bank accounts of St. Paul's Church will require two signatures: that of the Treasurer and that of a Warden. Supporting invoices must be presented at the time of the second signature.
- d) The Treasurer will record and cause to have deposited all income in the appropriate bank accounts owned by St. Paul's Church.
- e) To arrange for the distribution of pledge cards to the parish membership by the first of the year; to establish pledging amounts on the basis of the pledges, to report the up-to-date status of each account to the account holder quarterly. To make timely corrections in pledge accounts as reported by pledging members.
- f) To preserve all financial records in an organized format available to the Vestry, most particularly for the performance of the yearly audit.

- g) To provide the financial data required at the Annual Meeting and the Diocesan Parochial Report. The Annual Meeting report shall include bank balances of all enumerated accounts, the budget for the preceding year, final reports in each index category, and the expenditures of the parish reported by category. The Treasurer also presents a parish budget for the fiscal year ahead at the Annual Meeting, covering the period from January 25 to January 24 the following year.
- h) In cooperation with the Endowment Committee, the Treasurer will determine procedures by which withdrawals are to be made, as permitted from endowment funds. Withdrawals require two signatures, those of the Treasurer and a Warden.
- i) The Treasurer will request funds for the Rector's Discretionary Fund in the amount and frequency authorized by the Vestry. In addition, any loose offerings collected on the first Sunday of each month shall be deposited to the Rector's Discretionary Fund.
- j) The Treasurer will provide all necessary information to the payroll administrator for making all payroll calculations. This is to include deductions, taxes, reports of withholding and all other functions associated with managing payroll.
- k) The Treasurer will insure that checks to pay all employees are distributed on the last Sunday of each month. (We are currently paying employees on the 30th of the month).
- l) The Treasurer, with the concurrence of the Vestry, may decide to employ professional managers to assist in these tasks and to delegate to such employees managerial but not discretionary functions.

Article BL VII: Parliamentary Procedure

The rules contained in the most recent edition of the Robert's Rules of Order shall govern all parish meetings to which they are applicable and in which they are not inconsistent with the Bylaws.

Article BL VIII: Procedure for Amendment

Amendments to these bylaws may be made at the Annual Meeting, or a special meeting called for that purpose, by a "yes" vote of at least two thirds (66.7%) of those present and voting.

There was discussion of some changes and it was decided that there needs to be some clean-up of the revisions. For example, instead of listing the duties of the rector and treasurer in detail in the by-laws, there should be policies put in place which can be reviewed annually.

It was agreed to meet on January 13, 2013 to discuss the proposed budget before presenting it to the congregation. The executive committee will meet on January 7, 2013.

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