

St. Paul's Episcopal Church  
Vestry Minutes  
January 20, 2013

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

Guest: Lorraine Langer, Director of Music Ministries

Members Absent: none

Rev. Stacy opened the meeting at 12:17 with a prayer.

Appreciations:

- To Pat Brown for all the budget work she's done – Yay!!!
- To Mike Duffy for his hard work on the bylaws
- To Mike for his work as Senior Warden on the Vestry – were all sad to see him go
- To all on vestry for their thoughtfulness and perseverance in leading the parish
- To Melissa for all her work on the annual report
- For Dave Anderson and the Building & Grounds committee for their hard work and all the cost savings
- To the Fellowship committee for providing hospitality for this month's congregational meetings
- To the congregation for the rector's purse

Today's scripture, Psalm 36:5-10, was read and discussed.

Review and approval of December minutes: A few changes were made to complete the end of the December minutes because Freyja had left early. Dave motioned and Pat seconded to approve the revised minutes. Motion carried.

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

Our parish invited the ComEd/Nicor Gas Small Business Energy Savings program to conduct an energy use assessment of our church building and parish hall as part of the energy audit mandated by the Bishop's Task Force on Sustainability. The assessment resulted in two basic recommendations: upgrade light bulbs to more energy-efficient models, and replace our furnaces with more energy-efficient units. The details of these recommendations are outlined in the two documents they sent me. I am going to meet with the Buildings and Grounds committee to discuss these recommendations.

Mike reported that after meeting with Building & Grounds, it was decided to reject the lighting plan that was presented by ComEd as the estimate from them was \$1,073 to replace all the lights. Instead, we will replace bulbs as they die. The estimate for replacing all eight furnaces is about \$11,600, which includes a 35% discount. Mike said that he'll check out more information before specifically

recommending this action. He reported that the energy assessment was very favorable overall. There was then some discussion of building project priorities.

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

**Outside Lighting:**

Vic Reed Electric has install motion sensor lights around the building and a light sensor flood pointed at the Durning Garden. He has also worked on the pole lights in the parking lot. Rhys Prall has replaced lights in the globe lights around the walkways. I will provide further details at the Vestry Meeting.

Dave reported the the outside lighting project is complete. There are motion sensor lights in four locations. Rhys has checked the globes which are all working, and replaced motion sensors so that they're only on at night. Dave feels the property is well lit at night. He said that we can't increase the parking lot lighting without replacing the lights, but it seems like enough light now. Rev. Stacy has spoken with the police who also felt the lot was well-lit and sufficient. Rhys checked on LEDs for the exit lights which will be about \$20/each for a total of \$80.

Treasurer's Report: Pat distributed the following financial report covering all 12 months of 2012, along with budget spreadsheets.

**Treasurer's Report for December, 2012  
Vestry Meeting – Submitted by Pat Brown, Treasurer**

**January 20, 2013**

This report covers the first twelve months of the year, through December 31, 2012. The previous months have been revised and updated. The American Midwest Bank checking account is our primary 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 December 31, 2012**

We have received 102.27 % of the pledged amount and 94.10% of the total budgeted receipts by the end of this twelve month period. Total operating receipts through December were \$193,485.62. This includes allocations of \$60,000 from the Endowment Fund. Remaining Funds we could have received are \$12,122.38. This includes \$14,397 from the Endowment Fund which we decided we did not need to take out.

**Disbursements through December 31, 2012**

Total operating disbursements for the first twelve months were \$198,974. That is 96.77% of the total allocated. The difference of receipts under disbursements is a negative (\$5,488.38.)

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 came from the Building Fund. Bank Balances at the end of December totaled \$12,269.52. Castle balance was \$4,550.08. AMB balance was \$7,719.44.

**Building Fund**

The balance in the Edward Jones Building Fund at the end of December was \$86,475.36.

### **Endowment Fund**

The value of the Endowment Fund at the end of December was \$1,875,101.02. The net change in value for twelve months was a positive \$131,089.46.

Apache Stock was worth \$16,856.53 on December 31, 2012. We now have 214.815 shares.

On December 31, 2012 the balance in the Flower Fund was \$596.42. The balance in the Discretionary Fund was \$690.41. The Columbarium Fund balance was \$571.80.

**Please see accompanying spreadsheet for details of the transactions.**

**Respectfully submitted,**

**Pat Brown, Treasurer**

Pat reported that she's taking \$30,000 from the endowment fund for cash flow. There was some discussion about raising the fee that Prairie Echoes pays us. Dave will initiate the conversation with them. There was also a brief discussion of selling the Apache stock with the possibility of putting it into the building fund.

Gretchen made a motion, seconded by Bill, to accept the treasurer's report and file it for audit.

### Fellowship Committee:

Freyja reported that the cost for the continental breakfast from Panera was \$220, which was quite a bit under last year's cost of more than \$300 from Lincoln Inn. Upcoming events: Ash Wednesday soup supper on February 13th hosted by Rosemarie Ostberg and Marilyn Cleland, and the Chili Cook-off scheduled for March 17th which will be hosted by the Stubblefields

### Music Ministries:

Lorraine reported that the Adult/Youth and Children's Choirs resumed rehearsals and assisting in the Sunday worship services, on Sunday, January 6th, 2013. She appreciates all the choir members, many of whom are returning from vacations and sickness.

### Rector's Report:

#### I. Pastoral Care

- a. I visited Gail Piper at the nursing home in Sandwich on December 12, 2012.
- b. I visited Norma Fitzgerald on January 9<sup>th</sup>, 2013.

#### II. Liturgy

1. Presided and preached at Christmas Eve services. Attendance at Children's Service 4PM: 55; at Festival Eucharist 6PM: 80
  - a. At the 6PM Festival Eucharist we had three new acolytes: Nora Duffy, Oscar Frontjes, and Rowan Frontjes.
2. The Creative Liturgy team met on Tuesday, January 8<sup>th</sup>, 2013. We discussed ideas for worship during Lent, Holy Week and Easter. We are tentatively scheduled to meet on February 19<sup>th</sup> to further develop these plans.

3. I am also working on plans for Ashes on the Go on Ash Wednesday (February 13<sup>th</sup>) in cooperation with the Rev. Amy Fallon of Grace Place Campus Ministry.

### III. Christian Education

- a. The Children's Christmas party on December 16<sup>th</sup>, 2012 was well attended and everyone seemed to have a good time.
- b. Classes for children and youth will not be held on January 20<sup>th</sup> or 27<sup>th</sup> (Budget Q&A meeting at 9AM and Annual Meeting at 9AM, respectively).
- c. Adult Christian Education took a short break over Christmas, and is developing their plans for the remainder of winter and the spring.
- d. I am currently working on developing our Lenten Soup for the Soul series. I had planned for our first gathering to be on Wednesday, February 20<sup>th</sup> at 5:45PM/6PM. However, this is the same date as the Celebration of a New Ministry for the Rev. Amy Fallon, new campus pastor at Grace Place which begins at 7PM. I will research all of this some more and report back next month. Also more details about our study will be in the February newsletter.
- e. I am also researching confirmation preparation materials for adults and for youth respectively. I hope to have those prep dates on the calendar by Lent. These will be two different preparation courses that appropriate to each age group.

### IV. Administration

- a. I plan to schedule annual reviews with our staff in February and March.
- b. Annual Giving Stewardship Team
  1. We met on December 11<sup>th</sup> (Tuesday) from 12-1PM. We discussed the 2013 campaign and also noted which pledges we have not received. All of these members were followed up with either by a member of the stewardship team or by our Treasurer.
  2. We also discussed ideas for improvement for next year (2014 annual giving campaign). We noted that we would like to start earlier and have made a note to begin calling a team the first week of August 2013.
- c. Altar Guild
  1. Continues to be in conversation with vestment makers about replacing some of our older stoles and chasubles.
- d. I am working this week on our 2012 parochial report and 2012 annual meeting reports.
- e. Office
  1. Our spring office hours for the administrative assistant will be Monday, Wednesday, and Friday from 8A.M. to 12P.M. Melissa will also work some Saturday afternoons during the semester.
  2. My office hours remain Monday thru Thursday, with Friday reserved as my day off (Sabbath) and Saturday as a family day. I maintain a monthly calendar on my office door as a general guide to where I am during the month.
  3. Some days during my work week I am out of the office at meetings around the diocese or on pastoral calls.

### V. Mission and Community Activities

- a. I continue to be active with the Grace Place Campus Ministry board.
  1. I plan to attend a welcome reception for Amy Fallon, the new campus pastor, January 16, 2013.

2. St. Paul's will be providing meals for Wednesday January 23<sup>rd</sup> and Wednesday February 6<sup>th</sup>, 2013. The meal begins at 8PM with worship following at 9PM. Grace Place encourages our members to attend and get to know them better.
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.
4. I have also been in conversation with Amy Fallon and Christina Krueger about the possibility of an alternative spring break this March with St. Paul's and Grace Place to New Jersey to assist with clean up from Hurricane Sandy.
  - i. We will see how the Holy Spirit moves and whether or not we go.
  - ii. Either way, this could be an interesting partnership for NIU Spring breaks in the future.
- b. I have been asked to consider serving on the board of TAILS Humane Society. I am considering the application now. The meetings and other commitments are at a convenient time for my schedule and the parish schedule.
- c. Thrive—I attended the first Thrive event (an overnight retreat January 11<sup>th</sup> and 12<sup>th</sup>) with Christina Krueger. Our third “learning team” member, Rochelle Cripe was out of town and unable to attend.
  1. We met with the members of our “accountability team” who were present on January 13<sup>th</sup> to schedule a meeting before our next Thrive “learning team” meeting on Saturday, February 16<sup>th</sup> at Emmanuel, Rockford.
  2. The members of the Thrive team(s) were commissioned on Epiphany Sunday, January 6<sup>th</sup>, 2013. The learning team: Rev. Stacy Walker-Frontjes, Christina Krueger, and Rochelle Cripe. The accountability team: Ellen Anderson, Terry Dickow, and Jamie Stubblefield.

#### VI. Other

- a. I will be on a spiritual retreat at Holy Wisdom Monastery in Madison, Wisconsin Monday, January 28<sup>th</sup> through Thursday, January 31<sup>st</sup>.
  1. I have not taken a spiritual retreat since I began working at St. Paul's in September 2010. It's time!
  2. If there is a pastoral emergency during that time, please contact the Rev. Rich Frontjes.
  3. We will not have a Wednesday morning Healing Eucharist on January 30<sup>th</sup>, 2013.
  4. I will check my email when I return and be back in the office to resume full correspondence on Monday, February 4<sup>th</sup>.
  5. I will be the presider at services on February 3<sup>rd</sup>, The Rev. Jennifer Baskerville-Burrows will be our guest preacher.
- b. St. Paul's will host the Rockford Deanery Clericus Meeting on Thursday, January 24<sup>th</sup>, 2013.
- c. 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
- d. Reminder that our Vestry Retreat and Mutual Ministry Review led by The Rev. Jim Steen (Director of Ministries) will be on Saturday, March 2<sup>nd</sup>, 2013, time tba.

Rev. Stacy reported that she will be officiating at a small non-member funeral on Tuesday morning. She has talked with Christina Krueger and Rev. Amy Fallon about a spring break trip to New Jersey for hurricane cleanup as a joint project. The Thrive team was commissioned on January 6th, and their first overnight event took place on January 11th and 12th. Their next meeting is February 16th in Rockford. Rev. Stacy also said that Gail Piper is at the nursing rehab home in Sandwich and would appreciate cards and notes.

#### Old Business:

Financial Review Team: Pat reported that they will try to get the job done in February.

2013 Budget: Pat stated that the budget we passed out is slightly different than what we looked at last week. She increased the affiliates to \$2,135 and added \$234 from the ECW. There was some discussion. We may ask Brad Cripe to talk to the Vestry about PayPal online giving.

#### New Business:

Christmas gifts for staff: In 2010 we gave \$100 to the administrative assistant and the music director, and \$50 to each of the nursery staff, all of which counted to their income (payroll). In 2011 we gave nothing, and nothing was given in 2012 again. Pat said that we can give \$25 without it counting toward their pay. Rev. Stacy proposed that we give \$25 gift cards to the staff this year for Epiphany 2013, and then again at Christmas. Mike motioned, seconded by Dave, that the Vestry supports the giving of gifts to staff at Christmas within our budget. Motion carried. Rev. Stacy will take care of getting the gift cards.

Ice in the parking lots: Rev. Stacy received a note from Hazel Retherford stating that she and another member had fallen on the ice in the parking lot. Halversons, who plow the lot, don't salt at this point. Dave said that he would call them and ask them to salt when necessary.

Thanks and appreciations were given to the retiring Vestry members, Pat Brown, Mike Duffy and Gretchen Schlabach.

A motion was made and seconded to adjourn the meeting at 1:50 p.m.

Mike closed the meeting with a prayer.

Respectfully submitted,

Freyja Rasmussen-Johns, Clerk of the Vestry