

St. Paul's Episcopal Church

Vestry Minutes

May 19, 2013

Members Present: Rev. Stacy Walker-Frontjes; David Anderson, Senior Warden; Pat Brown, Treasurer, Jocelyn Prall; Marilyn Cleland

Members Absent: Luke Krueger, Junior Warden; Freyja Rasmussen-Johns, Bill Cummings

Guests: Lorraine Langer, Director of Music Ministries

The meeting was called to order at 12:32 p.m. with an opening prayer by Rev. Stacy

Appreciations

- To all those who assisted with and participated in the prayers 2 pass day and evening prayer vigil on April 30th
- To the ECW for hosting the ECW Diocesan Convention at St. Paul's
- To those who helped on Spring Clean Up day May 11th (also see Junior Warden's Report)
- For Sunday School teachers and students as well as our choir director
- For the new piano and a monetary donation given by Rick Johns and Freya Rasmussen-Johns
- For all those who helped with the lobster boil, especially the organizers and those who managed the web site; For the special fellowship this day provides and for the members of the community who support the boil
- Marilyn gave appreciation for a parishioner sharing with her their strong, unquestionable faith

The scripture for today, Romans 8:14-17 was read and discussed

Review and approval of April minutes: David motioned and Marilyn seconded to approve last month's minutes. Motion passed.

Senior Warden's Report: David discussed the incident during the lobster boil of a customer blowing a tire when driving off the side of the ramp. The customer was given assistance and ECW will pay for the tire. David also informed the vestry about the building and grounds recommendations regarding the needed tree removal. Rev. Stacy added that all the Ash trees are affected and will probably not last the entire season. She suggests they all be done at one time. Bids are still pending. Also see Junior Warden's report. The decision for the extent of tree removal will be on the June agenda. Trees that are removed will need to be replaced.

Junior Warden's Report: Luke was absent today, but submitted this report via e-mail

Junior Warden's Report

- I. General maintenance
 - A. I have replaced seven light bulbs over the last month: two in the hallway where the bathrooms are, one in the breezeway, and four in the sanctuary.

- B. I've also now made a weekly pass to come pick up the trash around the church and also walk around inside. Some of the pads on which we kneel are having screws coming loose. So I've made my rounds with those to tighten them up.
- C. I'm looking to make a database of the light bulbs we use so we can have a number in stock and ready the second the lights go out.
- D. One hanging light above the pews had a bulb blow, so I will replace that this week once I return from out East.

II. Tree removal

- A. The bids (these all included removal of three willows, taking the timber away and stump removal):
 1. CBS (the company Pat mentioned and Mr. McMahon has used) : \$1,800
 2. Bowman: \$1,800
 3. Askeland: \$1,300
 4. D. Ryan (Formerly Midwest Tree removal): 1,200
- B. D. Ryan, as I mentioned in my E-mail suggested removing the ash trees as well. For ash removal and willow removal, he quoted us \$4,500. I have again attached his bid sheet to this E-mail.
- C. Askeland will give us a bid early next week that will include ash removal.
- D. The ash trees seem to get a lot of attention from everyone who looks at the willows. While all companies that suggested removing the ash trees were content to do willow removal, Askeland and D. Ryan were did urge us to do all the removals in a day to relegate cost.

III. The roof

- A. I am going to meet with Buildings and Grounds along with Dave for a sit down conference/troubleshooting to see what our next steps will be as regards the roof.
- B. I did meet with National International Roofing's fieldman on May 1. It seems in good shape. We looked at all roofs and he sent me a write up for potential regular maintenance of the roof, along with pictures of the roof. Again, I'll meet and share these with Buildings and Grounds in the coming week.

IV. Spring Cleanup

- A. I would like to give thanks and appreciations to: The McMahons, the Retherfords, the DeGoliers, Dave Anderson, the Pralls, Rev. Rich and Rev. Stacy and Rowan and Oscar, and Christina Krueger for turning out to help for the Spring Cleanup. Also I would like to thank Jennie and Bill Cummings for turning out on Thursday prior to the cleanup to trim hedges and do some other work – they had a prior commitment for Saturday, and it was great they made it out on Thursday. Also, a special thanks to Dave Anderson for brining donuts to help fuel the hardy cleaners
- B. We used all ten yards of mulch which I ordered from Askeland. Pat, he did leave an invoice for us in one of the mailboxes. If you did not receive it, let me know, and I will have him send us a new one.

Respectfully submitted to the vestry for their meeting on May 19, 2013 by Luke Krueger, Junior Warden.

Treasurers Report: Pat distributed and discussed the following report:

Treasurer's Report for April 30, 2013

May 19, 2013, 2013

Vestry Meeting – Submitted by Pat Brown, Treasurer

This report covers the month of April 2013. The American Midwest Bank checking account is our primary account. Black deposit bags for weekly deposits are on top of the safe. If using more than one deposit slip for a single deposit, please put the total on one slip, only. If you take the deposit to the American Midwest Bank, S 4th St Branch, please pick up bag later in week and return it to church the next time you attend. You may put it in my box.

Receipts through April 30, 2013

We have received 49% of the pledged amount and 42.87% of the total budgeted receipts by the end of this four month period. Total operating receipts through April were \$88,758.64 This includes allocations of \$30,000 from the Endowment Fund.

Disbursements through April 30, 2013

Total operating disbursements for the three month period were \$64,469.15. That is 31.14% of the total allocated. The difference of receipts over disbursements is a positive \$24,289.49. We've received 43% of budgeted receipts and spent 31% of disbursements.

We paid about \$950 to Vic Reed Electric from the Building Fund for the lighting improvements in January and \$4,000 for Organ Improvements in February. In April we paid \$3,000 from the Building Fund for the new Piano. Additional expenses for piano moving and associated costs will appear on the May statement.

Building Fund

The balance in the Edward Jones Building Fund at the end of April was \$87,013.12 and the BF balance in American Midwest Bank was \$61.01 for a total of \$87,074.03.

Endowment Fund

The value of the Endowment Fund at the end of April was \$1,944,023.56. The net increase in value, year to date April 30, is \$68,922.54.

Apache Stock was worth \$15,772.27. We now have 215.300 shares. It is in the process of being sold and the proceeds transferred to the Endowment Fund. The value on Friday was \$17,503.89. It has risen significantly in the past month. I am working with Edward Jones to obtain the proper documentation so that it can be sold.

On April 30, 2013 the balance in the Flower Fund was \$439.86. The balance in the Discretionary Fund was \$1,660.66. The Columbarium Fund balance was \$571.80.

The balance in the checking Account on April 30, 2013 was \$29,667.73.

Please see accompanying spreadsheet for details of the transactions.

Respectfully submitted, Pat Brown, Treasurer May 1, 2013

Jocelyn motioned to accept the treasurer’s report and file it for audit. Marilyn seconded the motion. Motion carried.

Pat informed the vestry that the treasurer reports will be audited in June and July by the audit committee.

At this meeting a resolution form was completed and signed by David Anderson, Senior Warden, indicating the money from the sale of the Apache stock will go into the endowment fund.

Fellowship Committee: No report

Music Ministries: Lorraine submitted and reviewed the following report:

St. Paul’s Episcopal Church

Vestry Meeting, May 19, 2013 Music Ministries Report

1. Completed Organist (Kathleen Johnson - May 9) and Pianist (Andrew Voelker - May 1) review.
2. Facilitated the purchase/move of the new used Yamaha grand piano to the Sanctuary and rearranging of the two existing pianos. Mason Hamlin Grand is now in the Parish hall. The Cable Nelson Upright from the parish hall is now in the St. Timothy Center. Final Expenditure attached.
3. Posted Pianist Position Job Opening and Began Search for Fall 2013.
4. Spring Organ Tuning scheduled this month (May 20).
5. Researching Possible 2013 or 2014 Recording of music program producing a CD or DVD.
6. Hired substitute organist (pianist) for Regular Organists summer vacation days (4 Sundays).
7. Will be on vacation (ten month contract) for most of June and all of July.

YAMAHA GH1 5'3"	Itemized	Expense	Totals	Blue Book 1985 \$8,000.00
Purchase	3000.00	3000.00	3000.00	Current Blue Book Value \$ 8,000.00
Move Grand *	395.00	275.00	275.00	Alden Movers Savings * 445.00-325.00 = 120.00
Used Grand Dolly	0.00	0.00	375.00	New Dolly Retail \$700. Before Shipping & Installation
Installation of Dolly	0.00	0.00	0.00	Used Dolly \$375. Installation and Shipping Included
Move Upright *	50.00	50.00	50.00	Dolly Savings of over \$325.
Appraisal	50.00	50.00	50.00	Vestry Approved Amount \$ 3,615.00
Tuning	120.00	120.00	120.00	Added Expense Total \$ 3,870.00
Total Expense	3615.00	3495.00	3870.00	Difference of \$ 255.00

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

Rector's Report

I. Pastoral Care

1. I visited Norma Fitzgerald twice briefly in the past month.

II. Liturgy

1. I wrote and led our Prayers2Pass prayer vigil liturgy on April 30th, 2013. Also offered prayers2pass outside from 10AM to 2PM that day to students and other neighbors.
2. Also worked on Pentecost/Recongnition Sunday liturgies recruiting children and youth to write prayers and serve as lectors and intercessors.
3. We also celebrated the Feast of the Ascension on Thursday, May 9th. 27 people attended the service and potluck supper that followed (a couple of people joined us just for the meal).
4. Next Sunday (May 26th) is Plant the Garden Sunday on Trinity Sunday. We are looking for donations of seeds and plants for the St. Paul's Neighborhood Garden and the Durning Memorial Garden. Wear gardening clothes next week to 1030AM, we will end our service outdoors with a blessing of the gardens and then plant them immediately.
 - a. This worked very well last year! The garden was planted within 30 minutes. This year we need some photos taken to document the event.
 - b. The produce from the garden last year benefited the Salvation Army Food Pantry and Safe Passage. This year we are adding Hope Haven to our deliveries as well. There is also ample produce for parishioners who want some fresh produce for their table.
 - c. As in year's past, I will be looking for volunteers to water the garden while I am on vacation. I will post that information next week in the parish hall.

III. Christian Education

- a. I have scheduled a meeting for June 2nd 915AM to meet with Children's Sunday School teachers to debrief this year and plan for next year.
- b. I also am seeking to schedule a meeting with the Adult Sunday School team some time this summer to debrief this year and plan for next year.
- c. "Big Questions" met for the second time on May 3rd. This small group for adults will discuss theological questions brought by members of the group, the theology of the Episcopal Church, and other spiritual concerns. This group will also serve as preparation for adult confirmation and reception. Dinner is a part of this evening. Other dates for Big Questions between now and Bishop Lee's visitation in October: June 8th, August 24, and September 28th.
***Locations in June, August, and September tbd.**
- d. Also, on May 12th, I team taught children's Sunday School. After the bread making portion I led a teaching on Holy Communion, and helped our children write the prayers of the people we used today.

IV. Administration

- a. Annual reviews for staff written by the Rector:

1. Administrative Assistant: April 16th
2. Music Director: April 24th
3. Nursery staff—tbd
4. Music director wrote reviews for organist and pianist which I attended on April 24 (Andrew) and May 9 (Kathleen)

V. Mission and Community Activities

- a. I continue to be active with the Grace Place Campus Ministry board.
 1. I am working on a subcommittee for development and fundraising.
- b. I accepted an invitation to serve on the board of TAILS Humane Society. Board meetings are on the fourth Wednesday afternoon of each month. I began my duties as a board member on March 27th. The board meetings are the fourth Wednesday of the month at 1130AM.
- c. Thrive—Our fifth meeting will be Friday May 31st and Saturday June 1st at Techny Towers in Northbrook.
 - i. Our St. Paul's Thrive team met on May 6th to debrief Prayers2pass and discuss future plans based on our CAT survey results.
 - ii. We are planning to offer prayers2pass again during welcome week with the Parish Picnic on August 25th at St. Paul's as our kick off event.
 - iii. Our Thrive team believes our next task is to develop identity, mission, and vision statements for St. Paul's. We will work on this over the next few months and report back to the Vestry.
 - i. The members of the Thrive team(s) were commissioned on Epiphany Sunday, January 6th, 2013. The learning team: Rev. Stacy Walker-Frontjes, Christina Krueger, and Rochelle Cripe. The accountability team: Ellen Anderson, Terry Dickow, and Jamie Stubblefield.
- d. Camp Chicago
 - i. I have also been invited to serve as a chaplain at Camp Chicago July 7th through July 12th (Sunday afternoon thru Friday afternoon)
 - ii. Camp Chicago is held at the Stronghold Center in Oregon, Illinois.
 - iii. Camp Chicago is for ages 7-17. If you know a child who would like to attend, let me know. Scholarships are available.
 - iv. Camp Chicago is also looking for a life guard and a staff person to direct games. If you know anyone over 18 who is qualified, direct them to the Diocese of Chicago website www.episcopalchicago.org

VI. Other

- a. After consulting with the altar guild and the wardens, we are making steps to move the altar in the parish hall to a new home. The altar was originally built for Canterbury NIU, but Grace Place has no need of it. We are also not making use of this altar and it takes up a lot of space. It also is not proper for it to not be used as an altar (i.e. a catch all table, etc.). We have a couple of interested parties and I am making arrangements with them to see the altar in person. I will keep you updated with what is decided.

- b. The Altar Guild and I met on Friday, May 17th with Trevor Floyd www.trevorfloyd.com to discuss designs for new vestments and a new processional cross.
 - 1. He will send us designs and fabric samples later this summer to consider for a new white (Easter, Christmas, Baptisms, Weddings, Funerals, etc.) and green (season after Pentecost (June thru November) sets.
 - 2. He will also send us design ideas for a wooden processional cross that would be lighter and easier for a child acolyte to carry. Our current processional cross is from the old building and you have to be quite tall and strong to carry it.
 - 3. We will also consider his suggestions for new torches and candle snuffers. All of ours are really quite worn out.
 - 4. Mr. Floyd also offered some helpful suggestions to help with the appearance of the sanctuary keeping with the simplicity of the original design. One of his main suggestions was to stain the pulpit and organ console to match the pews. I would like us to contact the person who stained the pews last summer to ask for the name of the stain he used. This will also be helpful for designing the new processional cross.
 - c. I am attending a Continuing Education opportunity this week
 - 1. May 20-21st University of Wisconsin at Madison, Stepping up to Staffing for Clergy through the Alban Institute. Also taking a brief overnight retreat (Tues-Wed) at Holy Wisdom Monastery, Middleton, WI. Rev. Joyce will cover Wednesday morning service on May 22nd.
 - d. I will be on vacation June 10th thru June 25th, 2013. The Rev. Joyce Beaulieu will be our guest priest on the two Sundays I am gone at the current supply rate. She will serve on the Wednesday mornings I am gone as a “volunteer priest”.
 - 1. **The June Vestry meeting will be moved to the second Sunday, June 9th at 1215PM.**
 - 2. **I will likely be on vacation on November 17th as well. The November Vestry meeting will be on Sunday, November 24th at 1215PM.**
 - 3. I will also be gone on a Sunday July 28th—other vacation days around that Sunday tbd.
- VII. Important dates and events to remember—some to attend, some FYI!
- a. May 26, 2013—Plant the Garden Sunday (and Trinity Sunday)
 - b. June 8, 2012—Reconvening of the 2012 Convention of the Diocese of Chicago re: reunification with the Diocese of Quincy, at St. James Commons, Chicago.
 - c. June 9, 2013—Guest Preacher, Ms. Courtney Reid, M. Div., Director of Operations in the Diocese of Chicago
 - d. June 9, 2013—VESTRY!
 - e. June 16 and 23, 2013—Guest priest and preacher—Our priest associate, the Rev. Joyce Beaulieu
 - f. Thursday, June 27, 2013—Ss. Peter and Paul at St. Paul’s (with St. Peter’s, Sycamore as our guests) and welcoming as our guest preacher, the Very Rev. Joy Rogers—Dean of the Cathedral of St. James, Chicago. 6PM, dinner at 7PM
 - g. July 21, 2013—VESTRY!
 - h. August 18, 2013—VESTRY!

- i. August 25, 2013—Church Picnic at St. Paul's on welcome back weekend at NIU
- j. Week of August 25th—Prayers2Pass—the Welcome Back Huskies Edition!
- k. September 8, 2013—Sunday School kick-off
- l. October 6, 2013—Bishop Lee's Visitation and our 5th annual Blessing of the Animals/Pet Blessing
- m. October 20, 2013—Stewardship 2014 kick off, and VESTRY!
- n. November 3, 2013—All Saints Sunday and Stewardship 2014 close
- o. Friday and Saturday, November 22&23—Diocesan Convention
- p. November 24, 2013 VESTRY!
- q. December 15, 2013 VESTRY!

Rev. Stacy commented on the recent overnight Thrive retreat. After a hiatus for the summer, the Thrive team will be developing a mission statement and vision for the congregation. Plans are forming for a Welcome Week when the students return for fall session. Further exploration will take place about the possible formation of a Neighborhood Watch in response to safety in the church community neighborhood.

Old business: none

New business: Pat initiated discussion regarding the need to explore the church property which lines the east side of Garden Road; what is our responsibility, liability and what is the correct process for dissolving ownership of this piece of land. Rev. Stacy will contact the Director of Operations of the Diocese for guidance on this.

At 1:50 p.m. the meeting was motioned to adjourn and Rev. Stacy closed the meeting with a prayer.

Respectfully submitted,
Jocelyn Prall