

St. Paul's Episcopal Church
Vestry Minutes September 15, 2013

Members Present: Rev. Stacy Walker-Frontjes; Luke Krueger, Senior Warden; Peg Newby, Junior Warden; Jocelyn Prall; Marilyn Cleland; Freyja Rasmussen-Johns

Members Absent: Pat Brown, Treasurer; Bill Cummings

Guest: Lorraine Langer, Director of Music Ministries

The meeting was called to order at 12:25 p.m. with an opening prayer by Rev. Stacy.

Appreciations

- For new members who have been joining us at services and other activities
- This morning's trumpet playing and for the pianist
- For everyone who helped at the Mutt Strut: Sue Ouellette, Jane and Steve DeGolier, Oscar, Rowan and Rich Frontjes, Amy Fallon and Dave Hedges
- For the leadership of the Bishop and the Diocese for the renovation of the Diocesan Center in downtown Chicago
- Thanks to the Bishop for sharing his three-part testimony on the Diocesan website video
- To the Thrive team on another successful Prayers2Pass; they are also working on our mission statement
- For our Sunday school teachers and volunteers
- To Lorraine for her work with the junior choir

Today's scripture reflection was Luke 15: 1-10, which was read by Luke.

Review and approval of August minutes: Jocelyn motioned and Luke seconded to approve last month's minutes. Motion passed.

New Business: New business was brought forward at this point.

Regarding the new vestments, Rev. Stacy has spoken with Pat to see if we have enough money for a new green set (altar stoles, burse and veil, chasuble, front and back pulpit marker, and 2 priest stoles), which will come to \$4,870. A white set will cost \$4,673, plus shipping for both which will be \$295. Pat told her that we have enough to cover the cost of all. These are made of silk. Labels can be made for memorials or thanksgivings if someone gives a donation for a piece. The altar guild will put together a display for the bulletin board showing the designs for the new vestments. Peg moved and Freyja seconded that we purchase both the green and white sets at the above quoted prices using money from the building fund. Motion passed.

Other worship supplies: The albs are all worn out and stained. One website lists them for \$200; others say \$150. The acolyte robes are alright at this time. We now have six Eucharistic ministers and we need six or seven new robes. We also need new choir folders, as the current ones are very old and falling apart. They cost about \$30, and we would order 15 of them, totaling ~\$452.90. This can be considered church furnishing and can come from the altar budget. Luke moved to buy choir folders from the altar line (#100-60), and up to \$1600 to be taken from the building fund for up to seven robes for Eucharistic ministers. Jocelyn seconded the motion. Motion carried.

Senior Warden's Report:

Luke will continue on the Building and Grounds committee. The parking lot needs to be fixed and recovered. We need a new sign visible from both sides of the road. He feels we are on strong ground both financially and with our pastor, so it's time to start working on cleaning things up before it becomes an emergency situation. The rectory roof also needs to be repaired. Luke would like to start getting estimates for several of these projects and suggested that it's probably time to put together a capital campaign, which he and Rev. Stacy will get a proposal ready for for the next meeting. The roof should probably be done soon, and Luke will have someone come out and look at it. Other projects can come under next year's budget. Marilyn felt that we should consider environmental issues and try to be as green as possible. Lorraine asked about some renovation in the lower level St. Timothy Center (specifically the kitchen). It was suggested we put all projects together under one capital campaign. Luke also submitted the following written report by e-mail:

Continued with the usual responsibilities buildings and being the job requiring the most responsibility. I replaced seven lights. One of the fluorescent lights in the fellowship hall is in need of a new ballast. I hope to take care of that this week. Plenty of garbage as the college students returned.

Mike Duffy recommended an energy supplier that had been recommended to him during the energy audit. I will look into this and report back to the vestry next meeting.

Overall, it appears that we have some needed repair work: A new sign, a refinished parking lot, the crack in the sidewalk, handicap access for St. Timothy's, and a new roof for the rectory. In short needed things that can payoff in the future, and proactively (I hope) keep us from shelling out for much larger bills when the time to get these repairs is required and not optional.

While we have the money, we certainly don't want take out without putting back in. More importantly, I think we are moving into a position where we need to really promote the face of St. Paul's to the greater community. A new sign (visible from both sides of the road regardless of direction), a fixed parking lot, a revamped Website (which Lorraine is working on); and little things, the vision mission statement that THRIVE is devising, and continued innovations in outreach such as Prayers to Pass.

Rev. Stacy and I will meet in the coming weeks, to devise an plan of action which we can bring to the vestry next meeting.

However, with the Vestry's permission, I would like to begin acquiring quotes regarding the parking lot, a sign, and the repairs needed to the roof of the rectory.

Respectfully submitted,
Luke Krueger
Senior Warden

Junior Warden's Report: No report.

Treasurer's Report:

Pat was absent this month, but sent reports from July and August. We are on target with pledges and disbursements through the end of July. Rev. Stay had met with Pat earlier – nothing out of the ordinary. Following are the written reports from the previous two months.

Treasurer's Report for July 2013

This report covers the month of July 2013. The American Midwest Bank checking account is our primary operating account. Accounting is done by the American Midwest Bank Tax and Payroll Department.

Receipts through July 31, 2013

We have received 67% of the pledged amount and 68% of the total budgeted receipts by the end of this seven month period. Total operating receipts through July 31, 2013 were \$140,830. This includes allocations of \$60,000 from the Endowment Fund. We took an additional \$30,000 in July 2013 for cash flow purposes. We are budgeted to take \$82,900 from the Endowment fund for the year. This currently is 4.3% of the 12 month moving average.

Disbursements through July 31, 2013

Total operating disbursements for the seven month period were \$123,726. That is 60% of the total allocated. The difference of receipts over disbursements is a positive \$17,104. We've received 68% of budgeted receipts and spent 60% of budgeted disbursements.

Building Fund

The balance in the Edward Jones Building Fund at the end of July was \$82,425 and the Building Fund balance in American Midwest Bank Checking account was \$4,797 for a total of \$87,222.

Endowment Fund

The value of the Endowment Fund at the end of July was \$1,970,784. The net increase in value, year to date, on July 31, 2013 was \$95,683.

Apache Stock - The 5.3 shares on deposit with the company are valued at \$425.

On July 31st the Flower Fund balance was \$110.81, Discretionary Fund was \$879.66, and Columbarium Fund was \$571.80. **Checking Account balance was \$26,123.60.**

**Respectfully submitted,
Pat Brown, Treasurer
August 30, 2013**

and

Treasurer's Report for August 2013

This report covers the month of August 2013. The American Midwest Bank checking account is our primary operating account. Accounting is done by the American Midwest Bank Tax and Payroll Department. The Castle Bank account was closed September 27, 2013, and the balance of funds was transferred to American Midwest Bank.

Receipts through August 31, 2013

We have received 72% of the pledged amount and 71% of the total budgeted receipts by the end of this eight month period. Total operating receipts through August 31, 2013 were \$147,914. This includes allocations of \$60,000 from the Endowment Fund. We are budgeted to take \$82,900 from the Endowment fund for the year. This currently is 4.4% of the 12 month moving average.

Disbursements through August 31, 2013

Total operating disbursements for the eight month period were \$133,905. That is 65% of the total allocated. The difference of receipts over disbursements is a positive \$14,009. We've received 71% of budgeted receipts and spent 65% of budgeted disbursements.

Building Fund

The balance in the Edward Jones Building Fund at the end of August was \$82,698 - \$70,000 in CD's and \$12,698 in the Money Market Fund. The Building Fund balance in American Midwest Bank Checking account was \$1,712 for a total of \$84,410. We paid Askeland Tree Service \$1,600 to remove some Willow trees and a dying Ash tree near the Rectory. J Marshall Landscaping received \$1,265 for ½ the expense of building the Rectory Patio. The second ½ will be paid when the patio is completed for a total of \$2,530. A \$10,000 CD came due in August and was rolled over to a CD maturing 8/30/2016. Another \$10,000 CD will mature in September. This one will be cashed out and the funds put into the Money Market Account. Those funds will be available for future capital expense projects such as purchase of new vestments.

Endowment Fund

The value of the Endowment Fund at the end of August was \$1,924,225. The net increase in value, year to date, on August 31, 2013 was \$75,688.

Apache Stock - The 5.821 shares on deposit with the company are valued at \$499.

On August 31st the Flower Fund balance was \$154.77, Discretionary Fund was \$1,034.66, Columbarium Fund was \$571.80 and Operating funds were \$16,653.78. Checking Account balance was \$20,127.02 which includes \$1,712.01 in building funds.

**Respectfully submitted,
Pat Brown, Treasurer
September 30, 2013**

Luke motioned, seconded by Jocelyn, to accept the reports for audit. Rev. Stacy appreciated people's financial support of their parish.

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

The newly formed fellowship committee, consisting of Jocelyn Prall, Julie Stubblefield and myself, met Thursday evening (Sept. 12) to discuss and plan for the events in the upcoming year. Julie proposed hosting a Tailgating Saturday Party possibly on October 19th. We are aware that we don't have cable service in the church, but we chatted briefly with Lorraine about some possibilities, and would like to discuss with the vestry. It might still be possible to tailgate even if we can't watch a game.

We decided that for the Bishop's visit, we'd like to have a light lunch after the service with sandwiches from Jimmy John's, and we'll set out a sign-up sheet for a few light side dishes (fruit salad, veggies & dip, chips, drinks, etc.). We will also purchase a cake.

The events that we determined could be hosted by members of the parish include the following:

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| -Bishop's visit and the pet blessing
(the Fellowship Committee will host) | October 6th |
| - Tailgating Saturday Party
(Stubblefields will coordinate) | October 19th? (Sat.) |
| - St. Nick Party | December 7th (Sat.) |
| - Blue Christmas | December 4th (Wed) |
| - Epiphany Supper and Pinata | January 6th (Mon.) |
| - Ash Wednesday Soup Supper | March 5th (Wed.) |
| - Chili Cook-off | April 6th (Sun.) |
| - Easter Vigil Reception | April 19th (Sat.) |
| - Low Sunday Brunch | April 27th (Sun.) |
| - Crepes on the Patio | May 2nd (Fri.)? |
| - Ascension Day Service and Potluck | May 29th (Thurs.) |
| - Feast of Ss. Peter & Paul | June 2_? (Sun.) – at St. Peter's this year |
| - Parish Picnic | late August? |

Once the list of events is approved, I will set out a sign-up sheet for coordinating of events.

There was some discussion about the tailgating party. Lorraine wants to check into how to get cable and what packages might be available. We might be able to do go wireless and hook up an Apple TV. There's definitely potential for game watching. We could also have a bonfire. Lorraine will look into televising a game. As for the bloody Mary bar, there must also be an equal amount of non-alcoholic drinks.

Music Ministries: Lorraine said that this was the first Sunday she could work with the 4-year-olds. She worked on more difficult music with the older kids – Oscar, Rowan and Nora.

Rector's Report: Rev. Stacy reminded us that the Vestry is not expected to e present for the entire Bishop's visit.

She mentioned that Brad can't be here for today's meeting to talk about stewardship, but he has a plan to start it up October 20 and end November 3.

Beth Campen from the New Hope Missionary Baptist approached Rev. Stacy to ask if we would be interested in hosting the Martin Luther King service in 2015. Marilyn Cleland agreed to be the point person for this.

She provided the following report by e-mail:

I. Pastoral Care

- a. Working on a fall schedule of visitations for homebound parishioners right now.
- b. Also staying in touch with members and guests via phone, note, and in person visits.

II. Liturgy

1. Lorraine Langer (Director of Music Ministries) have met to discuss details for music and hymns during Bishop Lee's visit on October 6th.
2. I led a Eucharistic Minister training on Sunday, September 8th. We will be commissioning three new EM's this fall at a date tbd. New EM's will be Peg Newby, Sue Oullette, and Julie Kostrey.
3. I will be holding an Acolyte training meeting for children and adults on Sunday, September 29th at 12P.M. to practice for Bishop Lee's visit on October 6th, and also to train acolytes for service every Sunday. We will also have a commissioning for acolytes this fall, most likely on the same day as the commissioning for the EM's; date tbd.
4. I will also be working on our Pet Blessing Liturgy for October 6th at 1P.M.

III. Christian Education

1. Children's Sunday School began this past Sunday, September 8th with our first Feed My Lambs breakfast together on September 8th at 9:00A.M. Attendance was strong and consisted of our current members. I encourage members of the vestry to come a little early and enjoy breakfast with the children and teachers.
2. Youth Sunday School
 1. I began teaching the youth Sunday School on September 1st as a confirmation preparation course. This class will be open to all youth (regardless of whether or not they are seeking confirmation) and will be an exploration of our Episcopal faith.
 2. I also met with each youth confirmand individually on Sunday, August 25th before the picnic Holy Eucharist.
 3. I am also praying about whom to invite to join me in teaching youth Sunday School throughout the rest of the year. I need a partner in teaching this class so that I am able to spend time teaching in the Adult Sunday School occasionally throughout the year as well.
3. Adult Sunday School has continued to have a small yet dedicated group meeting from 9:15-10:15 A.M. on Sundays in the conference room. They are continuing in their study of the Book of the Acts of the Apostles this fall. The intent of this class is to always be welcoming to new people. Little to no study outside of class is required.
4. "Big Question" will have it's final meeting at on Saturday, September 28th at 5P.M. location tba. 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 in part as preparation for adult confirmation and reception. Dinner is a part of this evening.
5. We have two adults (Linda Kelley and Julie Kostrey) who are preparing for confirmation. I will be meeting with them at least twice as a small class before October 6th.

IV. Administration

- a. At my invitation Brad Cripe has agreed to serve as the chair of the stewardship committee for the 2014 Annual Fund.
- b. I signed a contract with JJ Marshall Landscaping for installation of the patio at the rectory. Construction should begin mid-September.

- c. I will bring the information regarding the cost of vestments from Trevor Floyd to this meeting. I will be asking the altar guild to work with the vestry to share the designs with the congregation and ask for donations to these worship furnishings.
 - 1. Trevor Floyd Co. is also working on a design for a wooden procession cross and torches that would be easier for smaller acolytes to carry.

V. Mission and Community Activities

- a. Fifth Annual Pet Blessing is Sunday, October 6th at 1P.M. with special guest, The Rt. Rev. Jeffrey D. Lee, Bishop of Chicago!
 - 1. Flyers are available NOW! Please take some and indicate on the sign up list where you will be hanging them. If you know of somewhere else with a bulletin board that isn't on the list, please write that location down and go hang the flyer!
 - 2. We will be promoting this later this month with press releases, our yard signs, etc.
 - 3. Landing page on the website is up now:
<http://www.stpaulsdekab.org/petblessingceremony.html>
- b. Thrive—Our next diocesan western cohort meeting is Saturday, September 21, 2013 in Rockford from 8:30A.M. to 1:00P.M.
 - i. We had a great response to the fall version of prayers2pass, on Tuesday August 27th and Wednesday August 28th from 11:00A.M. to 2:00P.M. outside St. Paul's and at Grace Place Campus Ministry.
 - a. We have set a date for a Spring 2014 Prayers2pass the week before finals, April 29th & 30th (Tuesday and Wednesday).
 - b. We will also continue to offer Ashes on the Go. Ash Wednesday 2014 is on March 5th.
 - ii. Chris Krueger, Jamie Stubblefield, Rosemarie Ostberg, Terry Dickow, Julie Kostrey, George Nenonen, Rev. Stacy, and Rev. Amy handed out water and snacks and prayers at both locations.
 - iii. At our meeting on Tuesday, September 10th our Thrive team began working on developing identity, mission, and vision statements for St. Paul's. We made great progress and will follow up on this task again at our meeting on Tuesday, October 8th from 1:30 to 3:00P.M. at St. Paul's. We will report back to the Vestry when we have something to share.
 - iv. We are also prayerfully considering who to invite as a sixth person to our team to fill the absence made by Ellen Anderson moving away. We still have one more year of Thrive team meetings.
 - v. 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: Terry Dickow, and Jamie Stubblefield.
- c. New Teacher Welcome Luncheon sponsored by the DeKalb Chamber of Commerce
 - 1. I attended the luncheon on Wednesday, August 21st at DeKalb High School.
 - 2. We also had flyers re: St. Paul's in the new teacher welcome bags.
- d. Pet Blessings at the TAILS Humane Society Mutt Strut at Hopkins Park
 - 1. We shared a booth space under a shade tree with Fr. Dave from St. Peter's, Sycamore and Rev. Amy from Grace Place.
 - 2. We also had flyers re: our Pet Blessing (and St. Peter's) in all of the goodie bags given to runners of the 5K-9 Run for the Rescues and Mutt Strut Dog Walk participants. This was one of two flyers in the Mutt Strutt bag, so great chance it was read by participants! Also, I was told by a TAILS volunteer that there were extra flyers after they stuffed the bags that were available at race registration and they were all picked

up. Cost for this that we split with St. Peter's is \$250. Our share of that cost was \$125. Counts as a donation to TAILS.

3. Thanks to Jocelyn and Rhys Prall for donating treats for the doggie bags; to Sue Ouellette, Jane and Steve DeGolier for working the booth, and to Melissa London for making great signs for our booth. Also thanks to Rich, Oscar, and Rowan Frontjes (and Copper and Guy) for working the booth too!
 4. We had many people stop by for doggie bags, water, and left over Prayers2pass snacks. All were free. Also many people took us up on our offer to say a blessing prayer for their dogs.
 5. This event was easy, fun, and supported a great non-profit organization in our community. We were the only church there. I think it is well worth doing again next year.
- e. Our first monthly Holy Eucharist in the chapel at Oak Crest retirement center was Wednesday August 21st at 2PM. Rev. Joyce has worked very diligently with our parishioners who are resident at Oak Crest and with the administration at Oak Crest to plan this service. Thank you, Rev. Joyce!
1. Thanks also to several members of St. Paul's who do not live at Oak Crest who came out to serve at the liturgy and to support this service.
 2. This is a service that is open to the public and will provide a second "open to all Christians" Holy Communion option for the residents of Oak Crest. (The second option is a communion service the first Sunday of each month sponsored by the United Methodist Church).
 3. We will host a Holy Eucharist each month on the third Wednesday at 2PM. Talk to Rev. Joyce if you would like to volunteer to serve.
 4. Colorful invitation flyers have also been mailed to all of the St. Paul's members who reside at Oak Crest with a personal greeting from Rev. Joyce.

VI. Other

- a. I am looking at my calendar now to plan a time for a retreat between now and the end of 2013. This is in accordance with my goals set at the mutual ministry review earlier this year.

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

- a. October 6, 2013—Bishop Lee's Visitation and our 5th annual Blessing of the Animals/Pet Blessing
- b. October 20, 2013—Stewardship 2014 kick off, and VESTRY!
- c. November 3, 2013—All Saints Sunday and Stewardship 2014 close
- d. Friday and Saturday, November 22&23—Diocesan Convention
- e. November 24, 2013 VESTRY!
- f. December 15, 2013 VESTRY!

At 2:15 p.m., Luke moved, seconded by Marilyn, to adjourn. Jocelyn read a closing prayer that she had written.

Respectfully submitted,

Freyja Rasmussen-Johns, Clerk of the Vestry