

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

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

Members Absent: None

Guest: Lorraine Langer, Director of Music Ministries

The meeting was called to order at 12:17 p.m. with an opening prayer by Rev. Stacy.

Appreciations

- We signed a note to the Bishop to thank him for his visit on October 6th
- We received thanks from the Bishop for the \$115 collected for the Bishop's discretionary fund
- Julie Kostrey sent thanks for all the support and prayers during her confirmation
- To Kathleen for her hard work on today's postlude
- For Chris Krueger's testimonial talk today
- For all who helped with the pet blessing
- To the organizers of yesterday's tailgating event
- To Julie Kostrey for all her energy and giving
- To Natale Biundo for all the time he spent looking over the furnace
- To Luke for staying on the Building & Grounds committee

Today's Gospel reflection, Luke 18:1-8, was read by Peg and discussed.

Review and approval of September minutes: Page 5 of last month's minutes needed the following corrections: 1) remove the question mark from the Blue Christmas date; 2) the Epiphany services was listed as January 7th and should be changed to January 6th; 3) Marilyn Cleland's name should be added as the point person for the Martin Luther King service in 2015. With the above changes, Jocelyn moved, and Bill seconded, to approve last month's minutes. Motion passed.

Senior Warden's Report:

Luke reported that the heat exchangers do have cracks in them and they need to be changed out. One crack is more than 6 inches long and 2 mm. wide. New exchangers should last 10 to 15 years, possibly 20 with regular maintenance. The flue pipes are rusted and they have now been replaced. Breezy's will submit an invoice for just under \$3,600. Luke distributed the following report:

As Pat Brown said, I was sort of thrown into the fire with my first issue as senior warden. Last month, while Breezy's did their annual inspection, repair, and upkeep on our heating and air conditioning, it was made aware to us that the heat exchangers on the units on the roof were cracked. The flue pipes too to the heaters needed to be replaced. The biggest concern was the heat exchangers due to the potential circulation of carbon monoxide.

Due to regular expansion and contraction from heating and cooling, the heat exchangers will eventually corrode and crack. These cracks then present a danger in that carbon monoxide could potentially be re-circulated through the vents. Here is a better procedural explication:

The heat exchanger in a home heating furnace is a metal chamber that contains the combustion process and vents all the dangerous gasses produced out the exhaust stack. When the furnace turns on and initiates combustion, the heat exchanger heats up while containing all the dangerous gasses produced. When the heat exchanger reaches a high enough temperature, the furnace's blower turns on, pulling cool air from the return duct and blowing it across the hot heat exchanger, into the ducts that heat the home. Therefore, if a crack develops in the heat exchanger, the possibility that deadly gas can be blown into the home is all too real.

<http://www.24-7pressrelease.com/press-release/carbon-monoxide-detectors-reveal-danger-of-cracked-heat-exchangers-according-to-thompson-plumbing-heating-cooling-141475.php>.

The levels may be small and steadily rise over time or at the moment be substantial. Regardless, everything I read regarding heat exchangers said that if they were cracked they had to be replaced. The photographs we had showed cracks on our heat exchangers. Furthermore the American Gas Association states, "Any visible crack or hole is reason for requiring replacement of the heat exchanger or furnace." Any attempt to fix a heat exchanger cannot involve patching it up, but should be limited to "regasketing or tightening of parts."

http://www.scientificair.netipdfs/AGA_Heat_Exchange.pdf.

Given these considerations, the replacement of the heat exchangers was necessary. Outside of the legal considerations, a very practical matter held that we would eventually need to replace these parts.

Due to a sudden calamity at work, Rev. Stacy let the workers into the church. When I arrived, one heat exchanger had been pulled and the second was about to be pulled. Each of the heat exchangers had significant cracking, splitting. One crack was a few millimeters wide and well over a half-foot in length. Nearly every coil had multiple cracks, splits fissures that would allow for leaks that would let the gas to escape. As for the flue pipes they were heavily rusted, and the connection for the pipes to the chimney was pretty well rusted through, and fell apart quickly upon disconnecting from the old flue pipes. This too was a potential carbon monoxide danger.

Pat Brown assured me that we have the money to cover this repair, a little under \$3,600. I do not wish to spend money lavishly, and I hope I did enough to ensure that we were not getting scammed.

By the next vestry meeting, I intend to have bids for the rectory roof and repaving the parking lot, and getting that crack between the cement on the north side of the church.

Junior Warden's Report:

Peg is figuring out her mission as junior warden. She wants to encourage everyone to do something. She is happy to take thoughts from Rev. Stacy and from Luke.

Treasurer's Report:

Pat distributed the September report. She's been working with a new person at the bank who is learning the system. We have now closed the Castle Bank account. We are on track with what we've taken in so far this year. We may not need the total amount of \$82,900 from the Endowment fund. This is her written report:

Treasurer's Report for September 2013

This report covers the month of September 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 was transferred to the American Midwest Bank account.

Receipts through September, 2013

We have received 79% of the pledged amount and 76% of the total budgeted receipts by the end of this nine month period. Total operating receipts through September 30, 2013 were \$156,994. 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 4.32% of the 12 month moving average.

Disbursements through September, 2013

Total operating disbursements for the nine month period were \$145,441. That is 70% of the total allocated. The difference of receipts over disbursements is a positive \$11,553. We've received 76% of budgeted receipts and spent 70% of budgeted disbursements.

Building Fund

The balance in the Edward Jones Building Fund at the end of September was \$82,912.67 - \$60,000 in CD's and \$22,913 in the Money Market Fund. The Building Fund balance in American Midwest Bank Checking account was \$1,712 for a total of \$84,710. We owe J Marshall Landscaping \$1,265 for the second one-half the expense for building the Rectory Patio. (Total = \$2,530.) A \$10,000 CD matured in September. This was 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 and furnace repair.

Endowment Fund

The value of the Endowment Fund at the end of September was \$2,000,846.54. The net increase in value, year to date, on September 30, 2013 was \$125,745.52.

Apache Stock - The 5.821 shares on deposit with the company are valued at \$496.

On September 30th the Flower Fund balance was \$348.79, Discretionary Fund was \$665.92, Columbarium Fund was \$871.80 and Operating funds were \$14,198.11. Checking Account balance was \$17,881.63 which includes \$1,797.01 in building funds.

**Respectfully submitted,
Pat Brown, Treasurer
October 20, 2013**

Bill motioned, seconded by Peg to accept the report and file it for audit. Motion carried.

Fellowship Report:

Freyja reported that yesterday's tailgating event was quite successful with about 20 or so people showing up. Pumpkin decorating for the children will take place next week after the service. Blue Christmas and the St. Nicholas party are the next events coming up.

Music Ministry:

Lorraine thanked all the musicians for their work for the Bishop's visit. Her reminder for Thanksgiving is to remember those who may not have a place to go and perhaps welcome them to our homes. She also mentioned that the new choir folders are on their way.

Rector's Report:

Highlights from Rev. Stacy's report:

- She wanted to take a fall retreat, but with her schedule, it wasn't possible. She asked for the vestry's blessing to take the last Sunday of the year as vacation.
- Stewardship season has started. Letters will be sent out this week to everyone.
- Capital improvements for 2014: we're in the process of gathering estimates for the rectory roof, parking lot repair, better signage, a chair lift to access the basement level, possible renovation of the downstairs' kitchen.
- Thanks to Luke for leading the building & grounds committee.
- Thanks to Mr. Roberts for all his assistance.

Jocelyn asked about including the roof repair to fix the ice damage in the capital campaign. We will also ask the congregation about other needs and then make some decisions on what to include. We need people to chair and work on the committee for the capital campaign.

The Dr. Eboo Patel lecture is on October 29. Rev. Stacy met with a couple from the Islamic Society about interfaith acts of service projects such as: on Feb. 26th, an event at Feed 'Em Soup has been set up. Terry Dickow has volunteered to help coordinate this.

Following is Rev. Stacy's written report:

- I. Pastoral Care
 - a. I have been staying in touch with members and guests via phone, note, and in person visits.
 - b. Also visiting homebound members, and members who reside at Oak Crest.
- II. Liturgy
 - a. I have been working with Trevor Floyd Co. to finalize the designs of our new vestments as well as a processional cross designed for children.
 - b. Once we have the new processional cross I plan to have our three child acolytes serve more often at the Holy Eucharist on Sundays.
- III. Christian Education
 - a. Children's Sunday School. I will be in contact with the children's Sunday School teaching team soon about a meeting to see how things are going with classes this fall and also the Feed My Lambs breakfast ministry.
 - b. Youth Sunday School
 1. Confirmation class went well!
 2. I am now leading a Bible Study in the youth Sunday School class on the Gospel of Luke.

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.
- c. 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.

IV. Administration

- a. At my invitation Brad Cripe has agreed to serve as the chair of the stewardship committee for the 2014 Annual Fund. Campaign starts October 20th.
- b. Construction of the patio at the Rectory is complete. Thank you for your support of this project. I will be happy to show vestry members the completed patio after our meeting today.
- c. Capital Campaign—beginning planning stages are happening now.
 1. We are gathering estimates for some capital improvements to be made, we hope and pray, in 2014.
 2. Projects being considered: new signage in front yard and parking lot, chair lift to make the St. Timothy center accessible, rectory roof, parking lot refinishing and repair, kitchen remodel in St. Timothy center.
 3. I will be looking for some lay leaders (including vestry members) to help lead this conversation with the congregation before we begin the campaign to see if there are other capital concerns we haven't thought of yet. And also to discuss how these improvements align with our vision and mission.

V. Mission and Community Activities

- a. Fifth Annual Pet Blessing on Sunday, October 6th at 1P.M. with special guest, The Rt. Rev. Jeffrey D. Lee was a HIT!
 1. We had 58 people in attendance, 25 dogs, 5 cats, 1 bird, and 1 rabbit—Our largest pet blessing attendance to date, and several people new to St. Paul's from the community attended.
 2. Photos should be up soon on Facebook and website.
- b. Thrive—Our next diocesan western cohort meeting is Saturday, October 19, 2013 in Rockford from 8:30A.M. to 1:00P.M. Rochelle Cripe and Chris Krueger will be attending, I will not due to other family obligations.
 1. At our meeting on Tuesday, October 8th from 1:30 to 3:00P.M. at St. Paul's. We made great progress on an identity, mission, and vision statements. We have come up with the following attachment to start working with.
 2. Our next meeting is Thursday, November 7th, 2013 from 1:30 to 3:00P.M. at St. Paul's. We are beginning a discussion of Lillian Daniels' "Tell it Like it Is" which is about reclaiming the practice of testimony in worship. Lillian Daniels is a UCC pastor in Glen Ellyn. We would like to consider how we might integrate testimony into Sunday mornings beyond the Annual Fund Stewardship season.
 3. We are also talking to two potential new members to our team to fill the absence made by Ellen Anderson moving away. We still have one more year of Thrive team meetings.

4. 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. I preached at our October 16th Holy Eucharist at Oak Crest.
 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. Rev. Joyce is working on getting the word out about this service to all of the residents at Oak Crest.
 - d. I have also had a very exciting conversation with our neighbors at the Islamic Society at NIU regarding partnering together for interfaith service projects in DeKalb
 1. This is in response to the upcoming lecture at NIU by Dr. Eboo Patel, author of "Acts of Faith" and founder of Interfaith Youth Core, on October 29th. See newsletter and flyers in parish hall.
 2. We just began this discussion on Wednesday, October 16th with a small meeting with Bettunia and Shareef Khoga (ISNIU) and me. I would welcome the involvement of lay leaders in continuing these conversations and also organizing participants for service projects.
 3. We are currently looking into serving at a Feed 'Em Soup dinner together in early 2014; working together at Feed My Starving Children for a couple of hours the weekend of November 14-17, 2013; co-sponsoring a "Fast-a-thon" on campus sometime in the spring semester of 2014; and also contacting Hope Haven about perhaps cooking some meals together for the residents there.
 4. The Muslim Student Association is also interested in this sort of work, and I believe Grace Place would be on board as well.
 5. **Please plan to attend the lecture on October 29th if at all possible! It is at 6:30PM in the Carl Sandberg Auditorium, at the Holmes Student Center.**

VI. Other

- a. Last month I said I was going to look for a time to plan 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. I am now looking at a very end of the year retreat. **I would like to ask the Vestry's blessing to take off the Sunday after Christmas (December 29th) as well as the week days of December 25th thru January 1st.** I have used some continuing education time to attend a workshop in May 2013, and to take a retreat in January 2013. However, both of these earlier trips were during the week, and I did not miss a Sunday. I have ten days of continuing education in my contract which implies that I am allowed a fifth Sunday away (in addition to four Sundays of vacation). **Rev. Joyce is available to serve on December 29th in my absence.**
- b. Also this past month I attended the Clergy Conference of the Diocese of Chicago (October 13-15).
- c. I also participated in the Deans Meeting (as the dean of the Rockford Deanery) at St. James Commons on October 10th.

- d. And, I participated in a meeting of the Alumni Steering Committee of the Seminary of the Southwest (by conference call).
 - e. I also participated in meetings as a member of the board of TAILS Humane Society. We will be a stop on a TAILS staff Halloween Scavenger hunt on October 30th. Oscar, Rowan, and I will be the hosts! If anyone wants to join us in handing out appetizers, give me a call.
- VII. Important dates and events to remember—some to attend, some FYI!
- a. October 29, 2013—Eboo Patel Lecture at NIU, 6:30P.M. Carl Sandberg Auditorium, Holmes Student Center
 - b. November 3, 2013—All Saints Sunday and Stewardship 2014 close
 - c. November 12-19, 2013—Rev. Stacy on Vacation. Rev. Joyce will serve as guest priest and preacher on Sunday, November 17th and Wednesday November 13th.
 - d. Friday and Saturday, November 22&23—Diocesan Convention
 - e. November 24, 2013 VESTRY!
 - f. December 15, 2013 VESTRY!

Old Business

- Pat reported that the Financial Review Teach should be underway by next month to be completed by the end of the year.

New Business

- Grace and Gladness Diocesan Capital Campaign. Rev. Stacy distributed packets of information about the campaign for the St. James Commons. The Diocese wants all its congregations to take part. Peg volunteered to be the point person for St. Paul's.
- Regarding the storage shed for the lobster boil supplies, the ECW will pay for half while the congregation will pay for the other half. The total cost of the shed is about \$2,000 for a 8'x12' metal building from Marten Portable Buildings. The shed will hold the tanks, garbage cans and the ramp.

At 1:30 p.m., Pat motioned, seconded by Luke, to adjourn. Luke led the closing prayer.

Respectfully submitted,

Freyja Rasmussen-Johns, Clerk of the Vestry