

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

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

Members Absent: Bill Cummings

Guest: Lorraine Langer, Director of Music Ministries

The meeting was called to order at 12:28 p.m. with an opening prayer by Rev. Stacy.

Appreciations

- To the Sunday school teachers for organizing today's children's party
- For Rev. Stacy's Light of Christ postings on Facebook
- For our choir and their lovely performance today
- For the singing of the congregation in general
- For all who went to the Diocesan Convention
- For our Thanksgiving and Blue Christmas services
- To the Northern Star for their story on Blue Christmas
- For the generosity of all who gave gifts for Safe Passage
- To Janie Torma for coordinating the gift giving for Safe Passage
- To Pat McMahon for shopping and working with Janie
- For the beauty of the winter – amazing sunrises and sunsets

Today's scripture reading was Isaiah 35:1-10, read by Marilyn and Freyja.

Review and approval of November minutes: Jocelyn moved, and Luke seconded, to approve last month's minutes. Motion passed.

Senior Warden's Report:

Luke reported the George Nenonen and Roy Mason have agreed to serve on the nominating committee. Hopefully this week, we will have nominations for replacements.

Luke is assembling bids for replacing the rectory roof and parking lot work (resurfacing vs. resealing). He rescheduled a meeting with the signage people.

Junior Warden's Report:

Peg reported that the vestry retreat will be a potluck supper on Feb. 28 (Friday evening) at her house for team building.

Places of Grace and Gladness fundraising will be a one-time event.

Peg is now the ECW UTO coordinator (taking over for Eva Leonard) and will work with Rev Stacy for donations during Lent. Peg will attend the ECW Diocesan meeting.

Treasurer's Report:

Pat distributed and discussed the November report. This is her written report:

This report covers the month of November 2013. The American Midwest Bank checking account is our primary operating account. Accounting is done by the American Midwest Bank Tax and Payroll Department. This account includes funds transferred from the Building Fund at Edward Jones to facilitate paying capital projects bills like vestment purchases and furnace repairs. Our Building Fund major funds and the Endowment Fund are managed by Edward Jones.

Receipts through November 2013

We have received 90% of the pledged amount and 83% of the total budgeted receipts by the end of this eleven month period. Total operating receipts through November 30, 2013 were \$171,898. This includes allocations of \$60,000 from the Endowment Fund. We are budgeted to take \$82,900 from the Endowment fund for the year. I plan to take out the remaining \$22,900 in December. This currently is 4.24 % of the 12 month moving average balance which was \$1,955,032 at the end of November.

Disbursements through November 2013

Total operating disbursements for the eleven month period were \$185,425. That is 90% of the total allocated. The difference of disbursements over receipts is a negative (\$13,527.) We've received 83% of budgeted receipts and spent 90% of budgeted disbursements.

Building Fund

The balance in the Edward Jones Building Fund at the end of November was \$67,963 - \$60,000 in CD's and \$7,963 in the Money Market Fund. \$15,000 was transferred from the Edward Jones Building Fund Money Market to the American Midwest Bank Checking Acct. to assist in paying for Vestments and Furnace repairs. We paid \$4,925 for the Rectory Security System. This was offset by a designated contribution of \$5,000. Contributions of \$2,380 have been received from parishioners to offset vestment expense. The total balance of Building funds is \$81,094. The Building Fund balance in Regular checking is \$13,131.

Endowment Fund

The value of the Endowment Fund at the end of November was \$2,062,850. The net increase in value, year to date, on November 30, 2013 was \$187,749.

Apache Stock - The 5.833 shares on deposit with the company were valued at \$534 on November 30, 2013.

On November 30, 2013 the Flower Fund balance was \$324.13, Discretionary Fund was \$449.92, Columbarium Fund was \$871.80. The Total Checking Account balance was \$2,726.57. \$15,000 was moved from the Endowment Fund to be received December 2, 2013.

**Respectfully submitted,
Pat Brown, Treasurer**

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

Music Ministry:

Lorraine submitted the following written report:

In the interest of brevity, I have three items:

1. The musicians (instrumentalists and choirs) are immersed in Advent, Christmas Eve 8: Epiphany music preparations for worship services.
2. Increase in the organ maintenance challenges (fiscal 8: instrumental) for November 8: December. Both Rev. Stacy Walker-Frontjes and Treasurer, Pat Brown are apprised. If needed, I can expound on the specifics.
3. I defer to the December/January Newsletter for additional 8: current music (arts) activities.

Lorraine Langer, Director of Music Ministries (12-13-2013)

Christian Education:

Marilyn reported that the adult Sunday school class closed by completing the book of Acts, which they've been studying since July. They're committed to a campaign to get others interested in joining the class. Rev. Stacy said that the youth are looking at the Gospel of Luke. The children's Sunday school wrapped today and the children are getting ready for the Christmas Eve pageant.

Fellowship Report:

Freyja submitted the following written report:

On December 8th, members of the Thrive team and the Fellowship committee met to talk over some ideas for getting fellowship groups started back up with more of a faith-based emphasis. We will be sending out invitations and interest surveys, probably in January, and Christina Krueger will write up an informational article for the Proclaimer. We also discussed some possibilities for providing a "Parents Night Out" while their children participate in a fun program at the church with volunteer sitters.

Jocelyn volunteered to coordinate the supper following the Epiphany service on January 6th.

I announced that I will be going off the fellowship committee after January. I will stay on to help with the coordination of the breakfast hospitality for the Annual Meeting and the Q&A session the week before the meeting.

Rector's Report:

Rev. Stacy reported that the tree work is going on now and that the Mutual Ministry review will take place on March 22nd with Rev. Jim Steen. Her written report follows:

- 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. Thanksgiving "Day" service on the Tuesday before Thanksgiving and the Blue Christmas service (12/4) both went quite well. Attendance was low (around 14 at each service). We had guests at both services.

- b. Most of this month in liturgy has revolved around planning the Christmas Eve services and looking ahead to our Epiphany service. We are trying something “new” at the 4PM Children’s Christmas Eve service—a Christmas pageant for all children, including guests.

III. Christian Education

- a. Children’s Sunday School
 - 1. I did not end up meeting with the Sunday School teachers, parents, and other friends of Children’s Ministries at St. Paul’s to discuss next steps with the Feed My Lambs breakfast ministry on Sunday, December 8th at 12-1240PM in the conference room. Many people were not present that day or were ill, so we will reschedule for January 2014.
- b. Youth Sunday School
 - 1. I am now leading a Bible Study in the youth Sunday School class on the Gospel of Luke.

IV. Administration

- a. 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. Luke Krueger has taken the lead with gathering these estimates so we can assess what is feasible.
 - 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 am asking that the three people who volunteered at our November vestry meeting to form a capital campaign subcommittee meet before the annual meeting to provide a report at the annual meeting on January 26th, 2014. Those three people are: Lorraine Langer, Luke Krueger, and Bill Cummings.
 - 4. I propose we begin the congregational planning phase at the Annual Meeting on January 26th, 2014.
 - 5. Additional resources can be found at the Episcopal Church Foundation website.

V. Mission and Community Activities

- a. Thrive—We will meet next in January 2014
 - 1. We met with the Fellowship Committee and discussed reviving the fellowship groups with an intentionality towards discussing our faith stories.
- b. I will be present at the December 18th Holy Eucharist at Oak Crest, at 2PM. All are welcome to attend.
- c. Grace Place
 - 1. Grace Place is organizing an alternative spring break March 8-15, 2014, to Staten Island to assist with the continuing clean up from 2012’s Hurricane Sandy.
 - 2. **Contact Rev. Amy Fallon if you would like to participate in this alternative spring break. She is looking for drivers 25 years old or older in particular!**
- d. NIU
 - 1. I attended a Bold Futures dessert reception at NIU on December 5, 2013. I made some good connections there with people from Human Resources and Counseling services. We discussed ways St. Paul’s could be a resource for students at NIU.
 - 2. I will be following up with some of these contacts in 2014.
- e. Interfaith acts of service with ISNIU

1. We have a date scheduled to serve at a Feed 'Em Soup dinner with ISNIU (and the Muslim Student Association and Grace Place): Wednesday, February 26, 2014.
 2. We are looking for sixteen volunteers from the Episcopal/Lutheran side (St. Paul's and Grace Place). Please let Terry Dickow or I know if you would like to participate. We'll remind you again as the date approaches.
 3. We also have plans to host a Fast-a-Thon together sometime in Spring semester 2014.
- f. TAILS Humane Society
1. Besides attending the monthly board meeting, I assisted for two days at the clothing sale fundraiser at Grace Place on December 5th and 6th.

VI. Other

- a. I am currently in conversation with St. George's, Macomb to arrange a date for them to come pick up the sixty chairs in the St. Timothy Center kitchen we are not using, as well as the old Conference room table.
- b. Tree pruning and removal will be scheduled soon with Davey Tree. I'm still waiting to hear back from Mr. Marshall re: tree planting in spring 2014.

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

- a. December 24th—Christmas Eve services: 4PM Children's Service with Holy Eucharist, 6PM Traditional Festival service with Holy Eucharist
- b. December 29th—Rev. Joyce preaches and presides (Rev. Stacy retreat day)
- c. January 6, 2014 (Monday evening)—Epiphany service at dinner, starting at 6PM
- d. January 19, 2014—2014 Budget Presentation to the Congregation (915-1015AM)
- e. January 26, 2014—2014 Annual Meeting (915-1015AM)
- f. February 26, 2014—Wednesday afternoon/night Feed 'Em Soup dinner service with ISNIU (and Grace Place and the MSA)
- g. February 28, 2014—Vestry Retreat and potluck dinner (Friday evening at Peg Newby's home)
- h. March 8-15, 2014—Alternative Spring Break trip to Staten Island with Grace Place
- i. March 22, 2014—Mutual Ministry Review, Jim Steen facilitator. (Saturday morning and early afternoon at St. Paul's)

Old Business

The Financial Review team will be meeting soon.

New Business

- Pat distributed a draft 2014 budget to vestry members. Some discussion ensued. We will increase the diocesan mission share from \$10,000 to \$11,000 this year. This is reflected in the draft budget. Peg motioned, seconded by Jocelyn to accept this draft budget.
- The capital campaign subcommittee, consisting of Lorraine, Luke and Bill, will meet in January.
- The housing allowance for Rev. Stacy was designated as \$18,900 for the calendar year 2014 (see Addendum A for full resolution). Jocelyn moved, Luke seconded to accept the allowance. Motion carried.

The meeting adjourned at 2:20 p.m. with a closing prayer read by Peg.

Respectfully submitted,

Freyja Rasmussen-Johns, Clerk of the Vestry

ADDENDUM A

HOUSING ALLOWANCE

The following resolution was duly adopted by the vestry of St. Paul's Episcopal Church at its December 15th, 2013 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 \$62,513, of which, \$18,900 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 \$18,900 as a housing allowance shall apply to calendar year 2014 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 2014 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 \$375/month are paid by the church on the property. The total is \$18,900.