

## Vestry Meeting: St. Paul's Episcopal Church, DeKalb, Illinois

### VESTRY MINUTES April 23, 2017

Meeting munchies provided by Julie Stubblefield

**Members Present** *Senior Warden:* Peggy Newby, Brad Smith, Marv Kobrink, Linda Lorbach, Julie Stubblefield  
*Linda Lorbach, Clerk:* Gretchen Schlabach, *Treasurer:* Pat Brown

**Others in Attendance:** *Music Director:* Lorraine Langer

#### **Absent:**

1. Opening Prayer—Father Ed

May 12<sup>th</sup> Julie's (3 hr; 6-9pm) 223 St. Andrews place (southpoint)

2. Appreciations: thanks to God for the gift of Rev Ed and Beth; thanks to all involved in everyone's clean-up; thanks to the Choir for the Kiwana and Holy Week; thanks to Lorraine for her work with the Choirs; thanks to Rev Ed for all the services for Holy Week; appreciate the nursery; appreciate the children.
3. Approval of Vestry minutes from March 2017 meeting—Gretchen Schlabach, Clerk

**MOTION TO APPROVE THE MINUTES AND FILE FOR AUDIT PASSED**

4. Committee Reports **(please send reports via email prior to mtg if possible)**

- a. Rector's Report – Fr. Ed

Discretionary Fund – most of the monies will be given to Love Inc.

- b. Senior Warden's Report—Peg Newby

Master Calendar on the wall in the office. It is also online

- c. Junior Warden's Report—

- d. Fellowship—Julie Stubblefield

- e. Christian Education—Gretchen Schlabach

- f. Building & Grounds – Brad Smith

- g. Garden – Linda Lorbach

Start planting next week. Blessing the garden mid-May when the tomatoes are planted. **May 21<sup>st</sup> is blessing day at end of service.**

- h. Music—Lorraine Langer, Director of Music Ministries

Music salaries increases will be recommended by Lorraine after the music reviews. New music budget will be discussed at the May Vestry meeting.

- i. Treasurer's Report – Pat Brown

**MOTION TO APPROVE TREASURER'S REPORT AND FILE FOR AUDIT PASSED**

5. Old Business (items may not have an update every month – these are “things on our plate”)
  - a. Vestry duties & Info – Peg
    - i. Quick review of what the Bylaws say
    - ii. 2017 Events Calendar – will be finalized soon
    - iii. Counting
    - iv. New password for computer
  - b. Little Library/Altrusa project – Pat
  - c. Sanctuary Reconfiguration Committee (SRC) – Peg/Lorraine
  - d. Online giving – Lorraine
  - e. Stewardship – need committee of 2 or 3 -- ?work with online giving? Need to form *soon*  
Work to form Stewardship Committee by June July
  - f. Fees for services – no discussion today – needs future consideration
6. New Business
  - a. Search Committee
  
  
  - b. Keeping God’s People Safe (in Sr. Warden’s report)
7. Closing Prayer – Marv Kombrink

**NEXT MEETING IS May 21, 2017, following the worship service**

**Appendix A  
Rector’s Report**

All: I absolutely cannot believe I have been with you almost three weeks already. Granted, one’s first week with a parish might automatically be a whirlwind, and granted Holy Week was my second week, even still...

My report to you is this: when I first learned of you and your search for an Interim Rector, it was very clear to me: you all love each other very much; you all love being St Paul’s in DeKalb; and you love doing for one another and for this area what you think God wants you to do. And you do all of this very unassumingly as it comes to you as part of your nature. My time with you these three weeks confirms my initial thoughts abundantly. I have made efforts to learn as much as I can, and those efforts are ongoing. I intend to, and have begun, to try to meet with everyone parishioner one on one if possible, to learn more about each of you and who we are collectively and where we might be going. Kind of painting a ship while learning on the job how to sail it. Long story short, I wouldn’t have our ministry together be any other way. We are on this path together. And all of us have a say in this journey as St Paul’s, short term and long term. All of us are ministers to, for, and with this community of faith; all of us are leaders in various ways; and all of us are following along with one another too. Let us keep finding God, God’s grace and God’s gifts: in each other, in the other lives we encounter beyond the walls of this parish bui

## Appendix B Senior Warden's Report

In addition to my activities listed below, I am following up on a couple of other matters.

One is the scheduling of Keeping God's People Safe Training for all staff, vestry, and other volunteers who are in need of initial training or a recertification. This is a Diocesan requirement, and we are a bit behind on it. I am hoping to find a trainer for Level One who can come out to us. Level Two (not everyone needs Level Two) can be done online. So can Level One, but a group session may be preferable for many reasons. If you are on the Vestry and haven't had this training in the past 5 years, you need to recertify.

Another is following up on last month's discussion about the rainbow posters in our main entrance windows. Our discussion was about how large the posters are, and the input we received from parishioners these posters are meant to benefit. I offered to see if there is a more subtle way to express our inclusiveness. Due to Easter and other matters, I have not yet had a chance to follow up on this.

I am working on a list of ministry teams/groups that exist at St. Paul's. This list will be helpful to Father Ed and any new staff. It will also allow us to properly recognize and thank the ministers of our parish. We are all ministers in some way!

- Recurring duties
  - Provided office support as needed
  - Wrote Proclaimer article for May issue
  - Opened building on Sundays and made announcements as needed
  - Counted as needed
  - Addressed and/or referred pastoral needs
- Spoke with as many people as possible who attended services during Holy Week and Easter who we have not seen regularly
- Participated in weekly staff meetings
- Met weekly with Father Ed
  - We attended Oak Crest service 4/19
- Nursery – finalized staffing for Holy Week, and served as an attendant on Easter
  - Made several intentional visits to the nursery this month, and had good conversations with staff
  - We are adding Crystal Dalaguete to our nursery staff as a substitute, and have begun her paperwork
- Coordinated and attended Stations of the Cross three Fridays in Lent
  - Week 1 = 4 people, Week 2 = 2 people, Week 3 (Good Friday) = 9 people
  - We used old booklets this year – the newer booklet needs a few edits and will be ready for next year
- Continued my work with the Altar Guild
- Completed the annual ECW/UTO offering campaign & worked with Pat Brown to send check to UTO Coordinator

**Appendix C**  
**Building & Grounds Report**

**Appendix D**  
**Treasurer's Report**

8:38 AM  
04/24/17  
Cash Basis

**St Pauls Episcopal Church**  
**Transactions by Account**  
As of March 31, 2017

Type	Date	Num	Adj	Name	Cir	Split	Debit	Credit	Original Amount	Balance
<b>100-100 AMB Checking</b>										
Deposit	03/05/2017				X	-SPLIT-	2,486.25		2,486.25	52,078.10
Check	03/07/2017			Rev Robert Trask	X	900-118 - Guest Clergy		224.22	-224.22	54,564.35
Check	03/07/2017			Nicor	X	900-908 - Church Utilities		729.11	-729.11	53,611.02
Check	03/10/2017			Judith Thompson	X	900-198 - Discretionary Expense		250.00	-250.00	53,361.02
Deposit	03/12/2017				X	-SPLIT-	1,425.00		1,425.00	54,786.02
Check	03/14/2017			Rev Robert Trask	X	900-118 - Guest Clergy		224.22	-224.22	54,561.80
Check	03/15/2017			Nicor	X	900-117 - Rectory Utility		110.98	-110.98	54,450.82
Check	03/15/2017			ComED	X	900-908 - Church Utilities		281.72	-281.72	54,169.10
Check	03/16/2017			Leaf	X	900-170 - Equipment (Copier) Lease		101.90	-101.90	54,067.20
Check	03/16/2017			Rev Edward T Bird	X	900-011 - Clergy Search Expense		166.78	-166.78	53,900.42
Deposit	03/19/2017				X	-SPLIT-	1,924.00		1,924.00	55,824.42
Check	03/21/2017			City of DeKalb	X	900-117 - Rectory Utility		32.34	-32.34	55,792.08
Check	03/21/2017			City of DeKalb	X	900-908 - Church Utilities		92.37	-92.37	55,699.71
Check	03/23/2017			ComED	X	900-117 - Rectory Utility		42.90	-42.90	55,656.81
Check	03/26/2017			Susan King	*	900-150 - Office/Cleaning/KitchenS...		16.21	-16.21	55,640.60
Check	03/26/2017			Integra	*	900-130 - Copying Services		106.25	-106.25	55,534.35
Check	03/26/2017			Kar-Free Flowers	*	900-192 - Flower Expense		48.00	-48.00	55,486.35
Check	03/26/2017			Brad Smith	*	900-192 - Flower Expense		35.00	-35.00	55,451.35
Check	03/26/2017			Wheaton Religious Gft	*	900-160 - Altar		10.00	-10.00	55,441.35
Check	03/26/2017			ChemDry	*	900-902 - Church Maint. & Repair		240.00	-240.00	55,201.35
Check	03/26/2017			Grace Place Campu...	*	900-102 - Grace Place Campus		450.00	-450.00	54,751.35
Check	03/26/2017			Elan CC	X	-SPLIT-		195.21	-195.21	54,556.14
Deposit	03/26/2017				X	-SPLIT-	1,230.00		1,230.00	55,786.14
Check	03/26/2017			Grace Place Campu...	X	900-011 - Clergy Search Expense		179.71	-179.71	55,606.43
Check	03/27/2017			DNA Communications	X	900-908 - Church Utilities		45.96	-45.96	55,560.47
Check	03/27/2017			Dloc. of Chicago	X	900-197 - Diocesan Pledge		1,000.00	-1,000.00	54,560.47
Check	03/28/2017			Tripp & Associates	*	900-198 - Discretionary Expense		325.00	-325.00	54,235.47
Check	03/29/2017			American National T...	X	-SPLIT-		5,029.60	-5,029.60	49,205.87
Check	03/31/2017			Waste Management	X	900-908 - Church Utilities		170.54	-170.54	49,035.33
Total 100-100 AMB Checking							7,065.25	10,108.02		49,035.33
<b>TOTAL</b>							<b>7,065.25</b>	<b>10,108.02</b>		<b>49,035.33</b>

St Paul's Episcopal Church, DeKalb, IL 60115

**April Vestry Meeting Treasurer's Report with March 2017 figures:**

This report covers the month of March 2017. The checking account with Heartland Bank is our primary operating account. Accounting reports are compiled by American Midwest Tax and Accounting, Inc. whose office is in the Century 21 Building, 901 North First Street in DeKalb. Sheila Appel is our primary contact. The firm also pays the bills and processes the payroll. Edward Jones manages our Building and Endowment Funds.

**Receipts through March, 2017 (See attached worksheet for details.)**

We received \$47,856 of the 2017 pledges by the end of March which is 48% of the total budgeted. The budgeted amount is \$100,000. Total of all receipts through March was \$50,339 which is 24% of the budgeted amount. We have completed one quarter of the year so the total is right on track.

**Disbursements through March, 2017**

Total operating disbursements through March were \$31,107 which is 15% of the budgeted amount. Our clergy expenses including medical expenses were less than usual for the month since we are still operating with guest clergy. The difference between receipts and disbursements through March was \$19,232 on the positive side.

**Capital Fund**

The balance in the Edward Jones Building Fund at the end of March was \$10,000 in CD's and \$4,471.28 in the Money Market Fund totaling \$14,471.28. We received \$35 in regular Building Fund capital contributions during March. These are currently deposited in the regular Heartland Bank Checking account. We may consider moving \$20,000 to

the Edward Jones Building Fund if we do not plan any major capital expenses in the near future. There are currently \$30,653.90 of Building Funds in the Heartland Bank account.

### **Endowment Fund**

The value of the Endowment Fund at the end of March was \$2,021,363, a net increase in value from January 1<sup>st</sup> of \$90,802. The general upward movement of the Stock Market since the beginning of the year is still benefiting the Endowment Fund. The Endowment Committee is still planning a meeting in the near future with Matt Myre, our Edward Jones Representative. He will give an evaluation and overview of our investments for the future.

**Apache Stock** - The 6.156 shares on deposit with the company were valued at \$316 on March 31, 2017. The value has decreased by \$62 since the beginning of the year. The number of shares increased .27 to 6.156 with the \$1.53 dividend payout in February.

**On March 31, 2017 Fund balances in the Heartland Bank checking account were:**

**Discretionary Fund (\$48.22); Flower Fund \$767.61; Garden Fund (\$334.70);**

**Columbarium Fund \$3,623.90; Operating Fund \$14,372.85; Capital Fund \$30,653.89 for a total of \$49,035.33**

**Respectfully submitted Pat Brown, Treasurer, April 22, 2017.**

### **Appendix E Fellowship**

\*Welcome luncheon for Fr. Ed was fantastic!!

\*Holy Week was AWESOME!!! Thanks to all who helped make it wonderful!

\*Clean Up Day is this Saturday!!

\*Henry Leonard brought up idea of Fellowship Groups again.. only at restaurants? Thoughts?

Up next... LOBSTER BOIL!!!!

### **Appendix F Music Ministries**

#### **Music Ministries Report Vestry Meeting, Sunday, April 23, 2017 St. Paul's Episcopal Church - DeKalb, IL**

#### **1. St. Paul's Choirs**

- ◆ The Adult/Youth and Children's Choirs did a wonderful job with preparing and then enhancing the worship services for all of Holy Week and Easter Sunday!
- ◆ Additionally, the choirs were awesome and sang beautifully for the Kiwanis Community Talent Show! They sang and performed exceptionally well while representing the spirit, talent and many gifts of St. Paul's.

#### **2. Administrative Work**

- ◆ **Worship:** Research and programing the music for 2017 and 2018.

- ◆ **Staff:** I am working on music staff reviews, updating music program job descriptions, updating the history of music salaries (2005-2017). When I am finished, I will ask to review the data with Peg Newby, Sr. Warden, and Rev. Ed Bird, to get their insights and direction before presenting to the vestry.
- ◆ **Maintenance:** NA Organ will have repairs done this summer. Already approved.

### 3. Collaborative Staff

- ◆ I continue to work weekly with Susan King, Administrative Assistant. We began weekly **staff meetings** this past month with Peg Newby, Sr. Warden and Rev. Ed. Bird, Interim Priest.

### 4. Lay Administrative Work

- ◆ I helped organize and implement the **In-Side part of “Parish Spring Clean Up & NIU Cares Day”** with (Vestry Member) Julie Stubblefield. This was in tandem with (Altar Guild Members) Peg Newby, Jocelyn Prall, Freyja Rasmussen-Johns, Jane Nenonen and (The Flower Guild Member) Rebecca Smith, for the **Altar/Flower Guild’s Storage Area** off of the kitchen. Additionally, another group of us cleaned the **Furnace Room** and this included the collective wisdom (Deciding what to keep? and What to let go?) of two long time members, George Nenonen and Gretchen Schlabach.
- ◆ I plan to set up a meeting with Peg Newby, Sr. Warden, and Rev. Ed Bird, Interim Priest, and subsequently the SRC, before the May Vestry meeting to review the SRC work, to share information, insights and decide on the next plan of action **[Lorraine will briefly explain proposal of next plan of action in 4/23 vestry meeting]**. *Due to schedules, transitional time of the church, and the search for an interim priest, both the Sanctuary Reconfiguration and On-Line Giving committees are on hold until April 2017.*

## Appendix G Adult education

Our plan is to consider the implications for our lives of listening to God and others ( a discussion that concludes our Lenten reading ) and then to decide our next curriculum, the last one before the summer period.

Sunday Schoolers: where do we go next? If we look on the walls in our classroom, we see previous suggestions. I remember that Pam recommended reading Richard Rohr. I'm curious about John Caputo. And what do we think now? We don't have to read anything. I think it would be interesting to visit other churches or to go to the Cathedral downtown or to have a retreat of some kind ( right here! But for an extended time period), or to write or record stories or fables of our religious lives.

How about choosing our own topic and each of us writing our own brief take on it, you know, somewhat like the pamphlets we have read? Or, how about writing a chapter for the Gospel, a contemporary encounter with Jesus or God? ( I don't like the sound of that.)

Just throwing out things.

## Appendix H Thrive Garden