

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

May 21, 2017

Meeting munchies provided by Rev. Ed

Members Present *Senior Warden:* Peggy Newby, Brad Smith, Linda Lorbach, Julie Stubblefield
Linda Lorbach, Clerk: Gretchen Schlabach, *Treasurer:* Pat Brown, *Interim Rector:* Ed Bird

Others in Attendance: *Music Director:* Lorraine Langer

Absent: Marv Kobrink, Julie Stubblefield

1. Opening Prayer—Rev. Ed
2. Appreciations & Thoughts

Thanks to: Beth Rev Ed for the luncheon; Julie Stubblefield for hosting vestry retreat; for the vestry night; for the Lobsta Boil; for Rick and his leadership; for Nancy Daily and her childcare; to the entire nursery staff; for Kristen for the steel pan; for the choir and musicians; and God that Rick's daughter who was hurt in Times Square

3. Approval of Vestry minutes from April 2017 meeting—Gretchen Schlabach, Clerk
 - a. Also – approval of the Vestry minutes from November 2016 – they were never formally approved in December, and have not yet been released on our website
 - b. Acknowledge receipt of the December committee reports
 - c. **MOTION PASSED TO APPROVED THE NOVEMBER MINUTES**
 - d. Susan will release the December and November minutes
4. Rector's Report
5. Committee Reports **(please send reports via email prior to mtg if possible)**
 - a. Senior Warden's Report—Peg Newby (Appendix B)
 - b. Junior Warden's Report—(Appendix C)
 - c. Fellowship—Julie Stubblefield (Appendix D)
 - d. Christian Education—Gretchen Schlabach (Appendix G)
 - e. Building & Grounds – Brad Smith (Appendix C)

The following items need attention:

Wall: Water streaks down the hymn number list. Perhaps talk to Rhys.

Sidewalk: Unevenness in the sidewalk on the Garden side of the church.

Carpet: Carpet near the doors is worn out.

Lawn: Lawn along the edge of the parking lot need to be cut.

Handicap Door Opener: Rick and Rhys are looking into the handicap punch gizmo.

Church Door: Northeast door gets stuck

Nametag Board: Hang nametag board in the back of the church

Chairs: ALL the chairs in the conference room have been fixed

Future helpers: Doug, Dan, Mr. Judkins

- f. Garden – Linda Lorbach (Appendix H)

Planting plants next week. Jacob planting tomatoes.

g. Music—Lorraine Langer, Director of Music Ministries (Appendix F)

h. Treasurer's Report – Pat Brown (Appendix D)

No report.

Pat work with Matt Myers. Edward Jones will move monies to the operating budget.

6. Old Business (items may not have an update every month – these are “things on our plate”)

a. Vestry duties & Info

i. Wrap-up from Vestry Retreat: Good time by all.

ii. 2017 Events Calendar – what's coming up

b. May Ministries Appreciation Sundays

May ministries MONTH ----- is a great way to celebrate everyone

c. Little Library/Altrusa project – Pat (keep on agenda, or re-visit at later date?)

This will be a future conversation.

d. Sanctuary Reconfiguration Committee (SRC) – plan for this to be on June agenda

e. Online giving (a work in progress)

f. Stewardship—need committee of 2 or 3 people *soon*—Work with online giving and Endowment Committee?

g. Fees for services – no discussion today – needs future consideration

Discussion on teaching music lessons (Hannah, Lorraine): Lorraine noted this was a common practice for music employees to use the building for lessons and rehearsals. Vestry confirmed that practice and encouraged the use of the building. Ed will check with insurance coverage for usage.

7. New Business

a. Search Committee – info from Andrea Mysen

b. Keeping God's People Safe (in Sr. Warden's report)

c. Summer Ministries – please serve when possible – get your June availability to Susan

d. Summer nursery – No nursery on June 18th and three Sundays in the summer.

e. Outside equipment – Lorraine proposed a basketball hoop to be placed outside the church.

8. Closing Prayer – Pat Brown

9. Adjournment

NEXT MEETING IS June 18, 2017, following the worship service

June Meeting Munchies – Marv

June Closing Prayer – *need volunteer*

Appendix Rector's Report

Dear Friends,

It is mind blowing that we have been ministering together now for nearly two months. So much has happened – “we packed more into seven weeks than most pack into a lifetime” – and yet time has flown. Thankfully that is a sign we are having a good time. In this short interim time, we have participated in the five-star Kishwaukee Kiwanis Talent Show, celebrated Palm Sunday, Holy Week, Easter Vigil and Easter (complete with open to all Easter Egg Hunt). Our vestry has participated in a team-building retreat. We enjoyed in person and in spirit the Consecration of the 11th Bishop of Indianapolis in the person of this diocese's own, the Rt. Rev. Jennifer Baskerville-Burrows. Your interim/ transitional rector participated in back-to-back seminars/trainings; one on ending gun violence and the other on serving parishes as a transitional priest. We spent the month of May (especially Sunday May 21) recognizing and lauding the way

all of you minister in the life of this congregation. (Did you see how deep and broad the list of ministries is? What don't we do?) We blessed our garden even as many of you have already been digging, planting, weeding. We have begun the processes of hiring additional nursery workers, and searching for St Paul's next rector. We pulled off with aplomb, razzle dazzle, and a huge amount of festivity, the 48th Annual Lobster Boil! (As a first-timer to this event, I was amazed at the amount of work that goes into Lobster Boil: Lobsters don't grow on trees in DeKalb, and they don't cook, serve or sell themselves! I was also floored at how smoothly the day of the Boil went; people worked hard, people got lobsters, people had fun. While none of the many moving parts of Lobster Boil day moved themselves, all matters went, from a newcomers view, without a hitch.) We did all of these things these past 7 weeks while continuing the daily operations of a faith community: worship; fellowship; pastoral care; vestry and staff meetings; building and grounds maintenance. None of these events, activities, and programs operate on auto-pilot or at no cost. You, St Paul's, are indeed the ministers that God needs to grow the church, form the faithful and change the world we live in. In this time of transition, I have made it a goal to meet with each and all of you, one on one if possible, for coffee, lunch, dinner, or evening connections. We are off to a good start there. (If you haven't called or emailed me to make an appointment, I am anxious to hear from you!) There is so much about you and about St Paul's, our kind and welcoming community of faith, to know, to relish in and marvel at. None of our gatherings, en masse or tête-à-tête, have been boring. You, St Paul's, are a treasure, and St. Paul's is a treasure trove of stories and relationships. Let's keep telling each other and others our stories of our life in Christ together. The world around us needs to hear them. The DeKalb area needs to know how much they are welcome, wanted and invited to a relationship with God and with the community, especially at St Paul's.

Vestry team: I am very proud to serve this congregation alongside you. I am very honored to lead with you. It was already known but our time together at the retreat solidified for me that you all are a team, a small family within a family, who love this people and want every good thing for God's communion of St. Paul's. You have varied and important talents; you communicate well and are team players; you envision our future together in small and in large ways, short and long term. Our vestry executes with each other (and also with the larger community of St Paul's) what you envision. Clearly our vestry sees our role as servant-leaders, bringing the larger family of ST Paul's in to the leadership and visioning. The Vestry needs to understand this: There are many, many vestries of which one cannot say all of what I have said here. Sadly there are even quite a few of which almost NONE of what I have said here could be said of them. The integration of our community and our ethos and our DNA of openness and kindness and stewardship are fully evident in that: we do what we say; we say what we mean; and we truly care very much about each other, as each other and as children of God. This integration of community and vestry; of welcoming and serving; of being who we are as God made us to be, is this vestry's integrity. It says volumes about each of you and all of you.

Ahead of us are many more wonderful things. While summer can be a slower period inside the walls of the church building, the people of God at St Paul's are hardly resting on their laurels. Already we are looking forward to things like parish picnic and backpack blessings; how we can commit and re-commit ourselves to being and doing in such a loving and living community of faith through our gifts to the people of St Paul's; and how we can each be assured to receive and rejoice in the blessings of being St Paul's. Your transitional priest/ interim rector will spend a decent portion of July running the summer camp "Summer in the City at the (St. James' Episcopal) Cathedral. In being there, I will be carrying your blessed intentions for some of the Children of Chicago who live in financially-insecure, food-insecure, and safety-insecure areas of the City. I am grateful for your grace toward the children of Chicago.

It is my honor to be your priest during this time. St. Paul's, you live fully and you love well. You serve this community and our God in myriad ways, in no small part due to this truth: you love God and you love each other and you love being St. Paul's in DeKalb. I look forward to continuing with you daily to Gather, Pray and Share inside and outside the walls of 900 Normal Road. Truly, truly, truly: God is up to something here.

Yours always,

✚

Appendix B Senior Warden's Report

In addition to my activities listed below, these items are also on my plate:

Keys – all Vestry members should have the keys they need to carry out their duties. At a minimum, this is a key to enter the building. **Please let me know asap if you need any keys.** This should be done at the February Vestry meeting, and I apologize for not remembering.

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. If you are on the Vestry and haven't had this training in the past 5 years, you need to recertify. **UPDATE:** I had correspondence with the Diocese, and learned there are no trainings scheduled. I offered to be the host site, with no results. We are strongly encouraged to do both Levels online (as needed), and do a post-online training discussion, with a worksheet the Diocese would share with us. This discussion could include ways the training applies to us, and what further steps our church may need to take to be compliant. Rev. Ed and I are brainstorming on how this can most easily be accomplished. Announcements will be made soon.

Believe Out Loud / You Are the Light posters in our main entrance windows. Previous Vestry discussion in March 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. **UPDATE:** I had a conversation with Rev. Ed about this. Due to recent events in the Methodist community (failure to approve the appointment of a gay bishop), we will hold off on a change right now, and continue to explore options. This doesn't mean we are withdrawing from the designation. Integrity USA and Believe Out Loud websites don't have any smaller posters. Rev. Stacy had been attempting to get our "pin" on their map, as a welcoming community (still isn't pinned), and Rev. Ed is a member of an organization that lists him as a priest who will perform LGBTQ+ ceremonies. **ON HOLD FOR NOW.**

- Recurring duties
 - Provided office support as needed
 - Wrote Proclaimer article for May issue
 - Opened building on Sundays and made announcements as needed
 - Worked with Rev. Ed to transition these duties
 - Counted as needed (thanks to Rick for his continued commitment to counting)
 - Addressed and/or referred pastoral needs
- Arranged a special time to recognize Susan King on Administrative Professional's Day on April 26th, presented her with a gift card from the parish, and provided a light lunch
- Participated in weekly staff meetings
- Met with Father Ed regularly
- Attended the 5/17/17 Oak Crest Service
- Nursery
 - We are working on adding Crystal Dalaguete to our nursery staff as a substitute, trying to get her paperwork in order; Nancy Dailey leaving by end of May
- Continued my work with the Altar Guild
- Participated in the gathering to distribute 2016 Lobster Boil proceeds to 5 area agencies
- Assisted with Lobster Boil as the lead for Friday night bags labeling and garage coordinator

SEARCH COMMITTEE (SC)

5/4/17 Peg Newby - Phone conversation with Andrea Mysen (Director of Ministries – Chicago office)
Italicized comments are Peg's

Selecting the SC:

Be transparent in the selection of the SC

Ask Vestry and parish to submit potential nominees to Sr. Warden (to centralize)

- Announce and give 2 – 3 weeks for submissions (*try to be done by end of May*)
- Nominees must agree to be nominated, and understand nomination is not automatic selection
- A short explanation of why the nominee would be a good SC member should be included

A sub-committee of the Vestry should use the guidelines previously provided by Andrea to make the selections (6 or 7 people at the most) - no need to have every demographic represented

- Discussions are confidential at all times
- Consider former wardens, former Vestry members, people held in high regard
- Staff/clergy should not serve on SC; it is also not best practice to have spouses/partners of staff or Vestry serve
- Balance newer/long-time members
- Balance younger/older members
- People who are able to **work collaboratively, communicate clearly**, follow through with tasks
- Final okay by whole Vestry, who then appoint a chair or co-chairs

After SC selections are finalized:

- Vestry thanks everyone who was willing to be nominated
- Present the SC to the parish as the committee the Vestry has prayerfully discerned will best serve our needs as we move forward determining God's plan for us (*Andrea advised not to get into "why not me" conversations, and use the prayerfully discerned language*)
- Commission the SC

SC's first actions:

- Andrea or member of her staff would come to us to get things going (suggested that whole Vestry attend, so they are aware of the ongoing plan)
- Try to do Congregation Assessment Tool (CAT) in June, utilizing a sub-committee of the SC (*Our last CAT was in 2013*)
- FYI – there is no longer a Parish Profile done – that info should now be on our website

Appendix C
Building & Grounds Report

Appendix D
Treasurer's Report

Appendix E
Fellowship

Appendix F **Music Ministries**

Music Ministries Report **Vestry Meeting, Sunday, May 21, 2017** **St. Paul's Episcopal Church - DeKalb, IL**

1. St. Paul's Choirs

- ◆ Many appreciations to all the members and guests of The St. Paul's Adult/Youth and Children's Choirs, for a church calendar year of generous volunteer time, talent, spirit and beautiful singing!
- ◆ All the choirs will be off for the summer months and will resume singing for worship in September.

2. Administrative Work

- ◆ **Worship:**
 - I continued with research and programing of the music for 2017 and 2018.
 - I look forward to meeting with Rev. Ed Bird, to discuss music program and liturgy.
- ◆ **Staff:**
 - I continue to work 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 and Rev. Ed Bird, to get their insights and direction before presenting to the vestry, hopefully in June.
 - Kathleen Johnson, our organist will be taking her four Sundays off (vacation) over the summer. Hannah Buckle will be the substitute organist, yet accompanying the service on piano. The dates are: Sunday, June 11, 18 and Sunday, August 13, 20.

3. Maintenance:

- ◆ The Organ
 - The organ will be tuned on June 1st [fixed budget].
 - Additionally, the organ will have some overdue maintenance repairs on June 27th that have been pre-approved by the vestry in February (see vestry notes) meeting [not fixed budget, ask treasurer for line item on budget].

4. Collaborative Staff

- ◆ I continue to work weekly with Susan King, Administrative Assistant (see previous vestry notes).
- ◆ I very much appreciate our weekly staff meetings [Peg Newby, Sr. Warden, Rev. Ed. Bird, Interim Priest, and Susan King, Administrative Assistant].

5. Lay Administrative Work

- ◆ I helped organize and implement the centralization of communications with Susan King, Freyja Rasmussen-Johns and Jennie Marshal Cummings, for the lobster boil. This is the first year the staff (administrative assistant and director of music) have officially joined in with intentional work for the Lobster Boil. Susan King has been and is an important and significant help in centralizing!
- ◆ Sanctuary Reconfiguration Committee: I still plan to set up a meeting with Peg Newby, Sr. Warden, and Rev. Ed Bird, Interim Priest, and subsequently the SRC members, before the June Vestry meeting. To review the SRC work, share information, insights and decide on the next plan of action.

Appendix G
Adult education

The Adult education committee is discussing what they want to study and the teaching style they would like to use. So for the last couple weeks, a potpourri method has been use. For example

Week 1: Discussed direction of future adult ed study.

Week 2: Viewed video of the celebration of Jennifer Baskerville Burrows

Week 3: The Prodigal Son Parable and Rembrandt's painting

Week 4: Mathew 16-15 Who do you say I am (different meaning when different words are emphasized).

Appendix H
Thrive Garden