

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

July 15, 2018

(Please submit any reports via email or hard copies)

MEMBERS PRESENT Senior Warden: Freyja Rassmussen; Junior Warden: Marv Kobrink; Maureen Gerrity; Brad Smith; Clerk: Gretchen Schlabach; Interim Rector: Ed Bird; Treasurer: Pat Brown

MEMBERS ABSENT: Linda Lorbach

OTHERS IN ATTENDANCE: Director of Music: Lorraine Langer

1. Opening Prayer—Rev. Ed
2. Appreciations Gretchen thanks for the sources of transformation meeting; Freyja the food; Freyja for the dip and everyone's help in moving to the parish hall; The garden – it looks great; Lorraine for all her work; Vestry to make a move on new parish hall upgrades;
3. Approval of Vestry minutes from June 17, 2018 — Gretchen, Clerk

MOTION TO APPROVE VESTRY MINUTES PASSED

4. Today's Business
 - a. Treasurer's report – Pat

MOTION TO APPROVE THE REPORT AND FILE FOR AUDIT PASSED

- b. Picnic date (Aug 12) and Rally Day (Sept 9) date - Freyja
- c. Tech/IT/ Virtual Committee – Ed

Let the minutes show, the vestry agreed that Rev. Ed and Lorraine will meet to further discuss & explore the making of a technology/communications committee, and further explore a potential budget for this committee.

- d. Email Guidelines - Marv
- e. Bill Paying Policy - Pat
- f. Roof Updates? - Brad
- g. Next Steps and Future Envisioning Committee Discussion – Freyja

Let the minutes show, Maureen will be working on developing an Envisioning Committee to consider how best to move St. Paul's into the future with a new priest.

5. Closing Prayer

6. Adjournment

Appendix A
Senior Warden's Report
July 15, 2018
Freyja Rasmussen-Johns

Father Ed, Marv, Pat and I met as the Executive Committee on June 27 and July 11 to discuss ongoing church-related issues and to put together the vestry agenda. We also regularly stay in contact by e-mail, texts, and phone.

Pat and I met with Sheila Appel on June 26 to go over and pay the church bills.

I try to make time at coffee hour to speak with anyone who may have concerns or comments for the vestry or executive committee.

Attended and took notes at the vestry's Sources of Transformation recap meeting on July 9. I found this meeting to be valuable with ideas on how we plan to move St. Paul's forward.

I was very happy that things at St. Paul's have been relatively quiet this past month, as things in my family life have been extremely busy.

-Freyja Rasmussen-Johns

Notes from St. Paul's Sources of Transformation Recap Meeting
July 9, 2018

Vestry Members Present: Rev. Ed Bird, Pat Brown, Maureen Gerrity, Marv Kombrink, Linda Lorbach, Freyja Rasmussen-Johns, Gretchen Schlabach, Brad Smith

Gretchen coordinated and led the meeting, which began at 11:00 a.m. with a review of our Sources of Transformation workshop. The four sources of transformation for congregational development include: Study & Learning, Prayer & Worship, Action, and Life in the Community, all of which are interactive and interdependent in a healthy, active congregational life.

Study & Learning – consists of Mind, Heart, and Practice

Some of the thoughts we had at the original workshop included:

Mind - adult formation, Mother Heidi's book discussion, the children's programming

Heart – choir, Stations of the Cross, new friends

Practice – serving on vestry, listening to others

Responses and Discussion: We can incorporate these responses with an “envisioning” group or committee; the Formation Committee has already started some of this. We need to be more mindful of where we're going from here. Our congregational members are all genuinely interested in each other, both formally and informally.

Prayer & Worship – consists of Holy Eucharist, Daily Office, and Personal Prayer

Thoughts from the workshop included:

Holy Eucharist – openness of each person to all, God’s “special food”, mindfulness, music, Christmas Eve service, kids playing bells, the Peace, Eucharist is open to everyone

Daily Office – work and home life is ministry, meditation

Personal Prayer – silent prayer, praying in church, daily devotion, relating sermon points to home life, mindful meditation

Responses and Discussion: Regarding the Book of Common Prayer, what are types of personal prayer? How can we make that a regular practice? Holy Eucharist is our center and strongest area, while Daily Office is our weakest point

Action – consists of Stewardship, Service, and Evangelism

Some of our thoughts included:

Stewardship – music, Playground, assisting with activities

Service – gardening, singing, serving on committees

Evangelism – inviting folks in, discretionary fund, prayer list

Responses and Discussion: We should make up some type of template for each of the various committees, which could be displayed and rolled through on the large screen in the parish hall. We need to develop opportunities to serve, such as a well-thought-out service outreach for the whole congregation, and then ask for volunteers to assist.

Life in Community – consists of Conversation, Food, and Silence

Some of our thoughts included:

Conversation – greeting visitors, acceptance of others, no judgement, town hall meetings

Food – coffee hour, Low Sunday brunch, fellowship dinners, lobster boils, making a dish to pass

Silence – listening, sitting in silence before church, listening to others’ faith journeys, Blue Christmas service

Responses and Discussion: We are very good at listening to others and at fellowship.

NEXT STEPS:

When an “envisioning” committee is formed, they may want to review some of what we have gone over here today.

Needs: Formation, and how do we grow? What are our community needs? How do we reach out to the community and beyond?

Some next step ideas: We need to define our “product” and then promote and market that. A committee or group, other than the vestry, needs to be identified to get organized in time for our new priest to become involved. **Maureen volunteered to be the vestry liaison for this group.** A few ideas to get started with reaching out included informational booths at CornFest and Pumpkin Fest.

Meeting adjourned at 1:00 p.m.

Appendix B
Junior Warden's Report

Appendix C
Treasurer's Report

Appendix D
Music Report

Music Ministries/Technology Report, Vestry Meeting, Sunday, July 15, 2018, St. Paul's

I. The St. Paul's Adult/Youth and Children's Choirs are on break, returning Thu, Sept 6, 2018.

II. Administrative Work *A few new updates.*

- ◆ **Worship:** finalized music arrangements and mentored staff for July Russell/Kristin wedding.
- ◆ **Music Staff:** Kathleen Johnson and Hannah Buckle awesomely lead the summer service music.
- ◆ Kathleen and I shared some quality time the week after her husband's funeral.

III. Maintenance: *A few new updates*

- ◆ Due to the hot weather, the sanctuary (6/28) & Parish Hall (7/1) pianos were tuned this month.
- ◆ At some point in time, we need to replace the Parish Hall piano. *See the piano tuners thoughts below.* My thoughts, as well as the collaborative thoughts of Hannah and Kathleen, are in work in progress, and I would like to share them with the rector and wardens sometime in the fall.

July: The Parish Hall... could use regulating adjustments on the action inside the piano to make everything respond correctly and evenly to touch). Pianos generally need regulating every five years or so. I generally charge around \$400-\$500 for tuning and regulation. I will take about 2-3 hours. It might be something to consider next time it needs to be tuned. Based on the age of the piano I'd say it's questionable whether it's worth putting that much money into it or not, but if you plan on keeping it and using it for the next 5+ years it could be worth it. I just something to consider. I'll send the invoice over tomorrow. Thanks! Matt Ponio

IV. Additional Administrative and Lay Work: *A few new updates.*

- ◆ Collaboratively worked w/ staff Susan/Rev. Ed a few times through phone, email, and texting.
- ◆ Negotiated 5-year renewal contract with Network Solutions (one time payment), receiving 30% discount. **Guestimate Hours: 10+**
- ◆ Our Professional Website Hosting Package provides the following services:

Hosts our domain name (2-5 yrs. free)	Hosts our emails (2500 individual 1GB each)
Hosts our website (ability to self manage)	Has 24/7 customer service support/tutorials

- ◆ On July 2nd, I received an email notifying an automatic renewal at cost and the subsequent visa charge.

Network Solutions	Qty	Term (Exp. Date)	Cost	Discount	Year	Month	Charge
Professional Web Hosting	1	5 years (09-02-2013)	669.90	0	133.98	11.16	669.90
Additional Storage Space	5GB	5 years (09-02-2013)	124.38	0	124.38	10.36	621.90
Totals/Charges							1,291.80

- ◆ **Revised Total Charge hosting/extra email storage:** Was \$1,291.80 **Now \$717.69** **Saved \$574.11**

Network Solutions	Qty	Term (Exp. Date)	Cost	Discount	Year	Month	Charge
Professional Web Hosting	1	5 years (09-02-2013)	468.93	30%	93.78	7.81	468.93
Additional Storage Space	2GB	5 years (09-02-2013)	124.38	0	0	0	248.76
Today's Totals/Charges							717.69

◆ **Account Edits/Changes/Actions:**

- Updated primary contact phone and email to parishoffice@stpaulsdekalb.org
- Did NOT delete any email addresses (should delete evstacy completely later)
- Deleted 3GB extra email storage 2GB evstacy and 1GB orrainer langer (Saved \$373.14)
- Suggest clean out, delete 2GB (2010-2016) of the 5GB from parishoffice@stpaulsdekalb.org (Save \$248.76)
- Appraised the rector, wardens, treasurer, and office staff for changes/charges in email.

- ◆ **Comcast:** I am monitoring bills to follow up on activating our tax-exempt status and subsequent refund on previously paid taxes. Comcast shows our service provider for phone, internet, TV. Better reliability, speed, customer-service (phone, on-line, in-person tech assist). **Guestimate Hours: 5+**

- ◆ **PayPal:** In addition to testing our donate buttons, I have been communicating and following up on PayPal information with Rev. Ed, Freyja and Sheila. I will be leading a training session on PayPal with staff and lay leadership (TBD). **St. Paul's now has PayPal for receiving and tracking any on-line monetary gifts.** Anyone can donate to any given program group, i.e. Altar/Flower Guild, Garden, Music, Buildings/Grounds, Rectors Discretionary, Endowment, etc. Easy to add additional donate buttons. **Guestimate Hours: 5+**

Lorraine Langer, Director of Music, Saturday, July 14, 2018

Appendix E
Rector Report

Your Rector is elated to be back at work after a wonderfully exhausting week with my wife, Beth, and our 3 grandnieces & nephew aged 3, 5, and 7. In other news, *since we last met,*

- ♥ The entire new building carpet and all chairs were steam cleaned
- ♥ The shattered patio door of the rectory was replaced almost single-handedly by Rhys Prall
- ♥ Love INC received a one-time additional installment of discretionary fund monies due to higher than normal volume of requests. (Ed is consulting with Love INC to see if there is any way to help them find more funds for this important work they do)
- ♥ There were: 1 Eucharistic service at OakCrest and the usual 6 Eucharists on Sundays (3 in the air-conditioned parish hall.)
- ♥ The parish office's email system contract was renewed with Lorraine having negotiated a bunch of new features at no new expenses!
- ♥ Ed met with new parishioner, Sandra Lee
- ♥ Vestry hosted our first follow up meeting to the Transitions session hosted by Beth Lee
- ♥ 2 Executives meetings
- ♥ Ed held several pastoral care one-on-ones including trips to the hospital and rehab to see Henry
- ♥ Ed held a planning meeting for Jul 27 wedding of Jimmy Russell and Courtney Christin
- ♥ Ed supervised on 4 different days the work of a person in need of community service hours