

## Vestry Meeting Minutes

St. Paul's Episcopal Church, DeKalb, Illinois

August 16, 2015

Members Present: Peg Newby, Rick Johns, Marilyn Cleland, Julie Stubblefield, Jocelyn Prall, Vince McMahon, The Very Rev. Stacy Walker-Frontjes, Mary Lincoln, Absent: treasurer Pat Brown.

- **Opening:** The meeting was opened at 12:15pm with a prayer led by Rev. Stacy
- **Appreciations:**
  - For everyone who helped with the Thrive Garden Market on the 15<sup>th</sup> and those tending the garden throughout the week.
  - For all those who donated diapers and wipes for the Salvation Army For Vince and Pat McMahon for their continued ministry to the Salvation Army.
  - For Rev. Stacy for her hard and thorough work on preparing the Wardens, Vestry and Congregation for her sabbatical.
  - For Susan King's and Lorraine Langer's assistance with sabbatical planning.
  - For Rev. Stacy for visiting Julie Stubblefield and offering support in her new classroom/new school.
  - For those who welcome visitors. For the fellowship of this church.
  - For those volunteering for ministries and fellowship opportunities this summer.
- **Bible Study:** Reading and discussion of John 6:56-69 took place.
- **Review and approval of the July 19, 2015 Vestry meeting minutes:** A motion to approve the July 19, 2015 minutes was given by Vince McMahon and seconded by Julie Stubblefield. The motion passed.
- **Committee Reports:**
  - Treasurer's report: submitted report (see attached) reviewed. A motion was made by Peg Newby and seconded by Jocelyn Prall to approve the treasurer's report for July 2015. Motion passed. Treasurer Pat Brown is finalizing automatic bill paying through the bank for some expenses. The switch to Com Ed for our electrical services is progressing.
  - Senior Warden's report: see attached report. Additionally, Peg is assisting with finalizing vestry and parish wide preparation for Rev. Stacy's sabbatical. She and Julie Stubblefield are heading this fall's Stewardship and plan to kick-off

Stewardship by presenting information at the Parish Picnic as well as on-going information in the Sunday bulletin. They also plan to draft a letter to the congregation. Their goal is to present pledge information to the finance committee sometime in October.

- Jr. Warden's report: (no written report). Rick presented information on three bids for parking lot repairs, sealing and striping. He made a motion to accept the bid from Premier. Marilyn Cleland seconded. Motion passed. Rick also spoke of an upcoming preliminary meeting with a CPA (from list provided by the diocese) to discuss steps for preparation for the financial review. Rick is waiting for the contact person to be available to discuss the church roof issues.
  - Fellowship Report: (No written report). The Fellowship Committee will be meeting to plan events of the new program year.
  - Music Report: no report this month. See the "Proclaimer" for information from Lorraine Langer.
  - Christian Education Report: see attached report. Marilyn Cleland is seeking ideas for adult Christian education to meet the needs and desires of our congregation.
  - Rector's Report: see attached report. Rev. Stacy discussed Christmas Eve services with the vestry; the pros and cons of two services vs. one. Although everyone has different preferences, after discussion it was determined what might be best for our congregation at this time is to have one Christmas Eve service at 6:00pm. Rev. Stacy updated the vestry on the prep for her sabbatical. Lorraine Langer will head the Epiphany pageant (thank you Lorraine!). The pageant will be after Rev. Stacy returns from sabbatical, but will take planning ahead of that time. Ministries to assist at the monthly Oak Crest service will be added to the ministries schedule that Susan sends out. Coffee hour hosts will not be assigned. We will continue with the sign-up sheet in the parish hall and Susan will send out reminders. Rev. Stacy stated that all supply priests have confirmed their dates during her sabbatical. She is sending a letter to the congregation explaining the sabbatical which will include contact people. She will also give the wardens a letter that can be sent to visitors while she is gone. Vestry members will take turns opening the church on Sundays and greeting the supply priest. Rev. Stacy will send a protocol for this to Peg Newby to share with vestry members.
- **Old Business**
    - Financial Review: See note under Junior Warden section above
    - Roof: waiting for Theisen's to be available for evaluation (still their busy season).

- Mutual ministry goals clarification
  - Vestry Goals:
    - Prioritize/evaluate outreach and discern where to concentrate our focus. Be prepared to lead discussion at annual meeting in January 2016 for input from the congregation.
    - Be an active participant in parish leadership during the Rector's sabbatical
    - Reaching out to newcomers on Sundays and other times we are gathered in community.
  - Wardens' Goals:
    - Be in conversation with the Rector to plan sabbatical.
    - Contact roof contractors and gather estimates by the end of 2015.
    - Create a finance committee and contract with a CPA for a financial review.
  - Rector's Goals:
    - Sabbatical planning – help lay leaders prepare
    - Help lead the Vestry to be more “big picture focused” and strategic, particularly in succession planning for Vestry and leadership.
- **New Business**
  - Advent Wreath: Due to the safety issues in filling and lighting the current advent wreath, the Vestry was presented with a few design options of a standing Advent Wreath sent by Trever Floyd Co. ( where our new green and white priest vestments came from). A motion was made by Vince McMahon and seconded by Julie Stubblefield to purchase the chosen advent wreath. Motion Passed.
  - The Vestry reluctantly accepted the resignation of Vince McMahon from the Vestry. The Vestry is thankful to Vince for the sharing of his years of church leadership experience and will miss his voice of knowledge and guidance.
- **Closing Prayer and Adjournment:** Vince McMahon offered the closing prayer. A motion was given and passed to adjourn the meeting at 1:55pm.

**Next Vestry meeting will be the Third Sunday, September 20, 2015 at 12:15pm. Next Executive Committee Agenda Planning Meeting tbd. September closing prayer will be led by Julie Stubblefield.**

Submitted by Jocelyn Prall, vestry clerk

## **ATTACHED REPORTS**

### **August 2015 Vestry Meeting Treasurer's Report with July 2015 figures:**

This report covers the month of July 2015. The American Midwest Bank checking account is our primary operating account. Accounting is done by the American Midwest Bank Tax and Payroll Department.

### **Receipts through July 2015**

We have received 69% of the pledged amount and 72% of the total budgeted receipts for the seven month period. Year to date receipts as of 07/31 were \$159,625.05.

### **Disbursements through July 2015**

Total operating disbursements for the seven month period were 63% of the budgeted amount. The total year to date disbursements were \$142,832.45. The difference between receipts and disbursements year to date is \$16,792.60 on the positive side. In early July we deposited \$40,000 from the Endowment fund into the Operating fund for additional cash flow.

### **Building Fund**

The balance in the Edward Jones Building Fund at the end of July was \$45,948.72, \$30,000 in CD's and \$15,948.72 in the Money Market Fund. The total balance of Building funds including \$4,988.35 in the American Midwest Bank account is \$50,937.07. We expect to use some of the funds in the Money Market for Parking Lot repairs to be completed later this summer.

### **Endowment Fund**

The value of the Endowment Fund at the end of July was \$2,021,196.95. The net decrease in value for the year is (\$20,493.57.) This includes the \$40,000 transferred to the Operating Account in July.

**Apache Stock** - The 5.945 shares on deposit with the company were valued at \$272 on July 31, 2015. The value has decreased (\$154.94) since the beginning of the year.

**On July 31, 2015 the balance in the AMB checking was \$32,405.93. The Flower Fund balance was a negative (\$121.45); Discretionary Fund was \$27.30; Columbarium Fund was \$1,464.30. The Garden Fund has a \$145.28 balance. The Building fund portion was \$4,988.35 and Operations balance was \$25,902.15.**

**Respectfully submitted Pat Brown, Treasurer, August 16, 2015.**

### **Sr. Warden report for August 2015 Vestry Meeting**

- Stewardship – Julie & I are finalizing the Stewardship materials, working with Susan to do printing and mailings. Timeline is still start at picnic, dedication Sept. 27.
- Participating in our First Come, First Serve ministries.
- Hosted good-luck coffee hour for Sue Ouellette, Linda Kelley co-hosted.
- Ongoing work on planning for Rev. Stacy's sabbatical.
- Participating in Sue Ouellette's discernment as a member of her team. The team also includes Terry Dickow, Sharon Downen, and Deacon Tom Craighead.
- Have not had opportunity (time!) to work on the 2010 financial records to finalize them for audit.

Peg Newby

### **Christian Education Report for August 2015**

The Rev. Stacy and I have not yet met to formally and fully discuss Adult Ed for the fall. I had to cancel a recent appointment scheduled for this purpose. In a conversation during coffee hour, Rev. Stacy said that Rev. Fallon would like to talk about Grace Place with the Adult Ed during the fall and that there are other opportunities for guests at Adult Ed.

Respectfully submitted,

Marilyn Cleland, member of the Vestry of St. Paul's  
Representative for Adult Christian Education

### **Rector's Report for August 2015**

The Very Rev. Stacy Walker-Frontjes

- I. Liturgy
  - A. "First Come, First Serve" rota-less summer has gone really well. We have some new people interested in the worship ministry roles and will add these new ministers to the rota starting this September. With the exception of Coffee Hour hosting. For Coffee Hour in consultation with the executive committee, we have decided to stick with a sign-up sheet on the bulletin in the parish hall for the foreseeable future.
  - B. Susan and I are also in conversation about the most effective way to assign people to the various ministry roles starting this fall. We will likely be using a Doodle poll and ask people to respond each month to which Sundays they will be at St. Paul's in a given month.

- C. Third wedding of the summer will be on August 29<sup>th</sup> at St. Paul's.
  - D. I have been working with the Altar Guild and Trevor Floyd Co. to find an Advent Wreath that is free standing and more suitable for St. Paul's. Will bring proposal to the Vestry meeting this month.
- II. Pastoral Care
- A. I have been diligently following up with parishioners in the hospital and the healthcare center at Oak Crest this past month.
  - B. I've also had many individual conversations with parishioners as needed at my office.
  - C. I am trying to be in contact with as many parishioners on the fringes as possible before my sabbatical. A letter will also be sent to every parishioner we have a mailing address for next week regarding the basics of sabbatical time at St. Paul's.
- III. Christian Education
- A. Adult Education ended up not meeting at all this summer. I have talked briefly with Marilyn Cleland and Gretchen Schlabach regarding the plan for program year 2015-16. Marilyn and I will be meeting sometime next week to discuss details. We are planning to keep Sunday School a Bible Study or something else that is easily accessible.
  - B. Caleb Weiss (Jackie and Martin Mounts' grandson) is working on a timeline of St. Paul's history over the past 50 years in particular that will be presented on August 30<sup>th</sup>. It will be displayed on the large bulletin board in the hallway outside the parish office.
- IV. Administration
- A. Capital projects
    - 1. I will defer to Rick Johns, our Junior Warden, to discuss capital projects (signs and parking lot paving).
  - B. Much of this summer has been in preparation for St. Paul's while I am on sabbatical.
- V. Mission and Community Activities
- a. Oak Crest
    - 1. We are still looking for volunteers to serve at the monthly service at Oak Crest, particularly in September, October, and November while I am on sabbatical. Fr. David Hedges will officiate at those services. Please contact Susan King if you are available to serve.
  - b. Grace Place
    - 1. I will also be on sabbatical from service at Grace Place this fall.

- c. TAILS Humane Society
  - 1. I continue to serve on the TAILS board of directors, this year I am serving as the Secretary to the board.
- d. Rockford Deanery
  - 1. Our next meeting will be August 27<sup>th</sup> at St. Paul, Savanna.
- e. NIU/Association of Campus Religious Organizations (ACRO)
  - 1. Meetings are on hiatus for the summer. Will resume in August or September. I will resume after sabbatical.
- f. Thrive Market and Community Garden
  - 1. Rebecca Smith is doing a great job of leading our communications and organization of Thrive Market and Garden activities.
  - 2. Garden every Tuesday at 6:30P.M. Contact Rebecca at [rebeccasmith29@gmail.com](mailto:rebeccasmith29@gmail.com) to be included on the Thrive garden and market email list.
- g. On August 5<sup>th</sup> I attended a workshop sponsored by the DeKalb County Non-profit Partnership and the NIU Center for Governmental Studies on “Conversations for Vibrant Communities”. Learned some interesting conversation methods, looking forward to implementing some of them at St. Paul’s in 2016.

VI. Sabbatical Planning

- A. Letters will go out next week to parishioners.
- B. I will write a letter for the September newsletter with final sabbatical notes.
- C. I will review with the primary staff (Music Director and Administrative Assistant) sabbatical plans and procedures at a staff meeting in late August. We have already been discussing this in our staff meetings.
- D. I have sent an email to all of our guest clergy to confirm we are on their calendars.
- E. While I am gone I will not be checking my email account. To keep in touch with me as to what I am up to, I will post updates on my blog: <http://cryoftheindigobunting.blogspot.com/>

VII. Important dates and events to remember—some to attend, some FYI. Not an exhaustive list, just some highlights!

- a. August 15<sup>th</sup> Thrive Market
- b. August 16<sup>th</sup> Vestry
- c. August 19—Oak Crest service, 2P.M.
- d. August 23<sup>rd</sup> Church Picnic—one service at 10:30A.M., Stewardship Annual Fund 2016 kick-off
- e. August 25<sup>th</sup> and 26<sup>th</sup>—Prayers to Pass

- f. August 29<sup>th</sup> Wedding at St. Paul's 3PM
- g. August 30<sup>th</sup>—Rev. Stacy's Last Sunday before sabbatical, 10:30A.M. service only.
- h. September 13<sup>th</sup>—Rally Sunday, Sunday School and Choir begins
- i. September 16<sup>th</sup>—Oak Crest
- j. September 20<sup>th</sup>—Vestry
- k. September 25<sup>th</sup>—Grace Place Trivia Night Fundraiser, Salem Lutheran, Sycamore
- l. September 27<sup>th</sup>—Dedication Sunday for Stewardship Annual Fund 2016
- m. October 4<sup>th</sup>—Pet Blessing at 1PM
- n. October 18—Vestry
- o. October 21—Oak Crest
- p. November 1—All Saints Sunday
- q. November 15—Vestry
- r. November 18—Oak Crest
- s. November 20-21—Diocesan Convention, Westin Lombard
- t. November 29<sup>th</sup>—First Advent, Rev. Stacy's first Sunday back after sabbatical