

## Vestry Meeting Minutes

St. Paul's Episcopal Church, DeKalb, Illinois

December 13, 2015

Members Present: Rev Stacy Walker-Frontjes, Peg Newby, Rick Johns, Jocelyn Prall, Julie Stubblefield, Marilyn Cleland, Mary Lincoln, Treasurer: Pat Brown, Director of Music Ministries: Lorraine Langer.

- **Opening:** The meeting was opened at 12:20pm with a prayer led by Rev. Stacy
- **Appreciations:**
  - For the Pralls for unpacking and putting together the new advent wreath
  - For Rick Johns for putting up the new sign piece that had previously been vandalized.
  - For our pianist, Huixin Chen for her ministries to St. Paul's
  - For the Blue Christmas service
  - For the children's participation during the service in particular the advent drawings and the bell ringing.
  - For Sheila Appel's help in the transition of accounting services to her own firm when the bank discontinued these services.
  - For Lorraine Langer for organizing the family movie outing.
- **Bible Study:** The group discussed one of today's readings, *Philippians 4:4-7*
- **Review and approval of the November 15, 2015 Vestry meeting minutes:** Rick Johns motioned to approve the November minutes. It was seconded by Julie Stubblefield and passed.
- **Committee Reports:**
  - Treasurer's Report: See attached report. Marilyn Cleland motioned to receive the November 2015 treasurer's report and accept for audit. The motion was seconded by Rick Johns and passed. Pat will check about getting quarterly pledge reports generated and out to pledging units. There was also a motion by Marilyn Cleland to rollover a CD which is coming due. This will be for 1 year. The motion was seconded by Rick Johns and passed.
  - Senior Warden's report: see attached report. Peggy continues to participate in meetings with the discernment team. She also spoke of the convention and its inspiring Mass.

- Jr. Warden's report: See attached report. Rick will contact the church's insurance to check on our liability regarding the small portion of land owned by the church across Garden Road.
- Fellowship Report: see attached report
- Music Report: see attached report. Lorraine is scheduling additional practice for the epiphany pageant. She also shared hopes that in the future we will examine ways to better use our sanctuary space musically.
- Christian Education Report: see report
- Rector's Report: see report
- **Old Business**
  - Vestry nominating committee: the committee has continued to work hard seeking candidates to fill upcoming vestry positions, including Junior Warden position. A committee made up of Peg Newby, Rick Johns and Pat Brown will examine the bylaws and make suggestions for any needed adjustments in vestry make up—numbers and quorum.
  - Financial review team: The auditor Sandy Arndt now has the material to complete a review of 2014 and will hopefully have a report soon.
- **New Business**
  - 2016 Annual Operating Budget: Discussion took place led by Pat Brown of the rough draft of the proposed budget for 2016
  - Rector's retreat time and budget: Rev Stacy suggesting a budget item for retreat time (which would not involve any Sunday time away). The finance Committee will review this request.
  - Housing allowance: As required by IRS, a statement addressing compensation and housing for Rev. Stacy was brought before the vestry for a vote. Rev. Stacy presented the written statement which is from the Episcopal Church's Tax guide for Clergy. The motion was seconded by Rick Johns and passed. The statement is attached to these minutes.
- **Closing Prayer and Adjournment:** Peg Newby offered the closing prayer. The meeting then adjourned at 2:13

**Next Vestry meeting will be the Third Sunday, January 17, 2016 at 12:15pm. Next Executive Committee Agenda Planning Meeting tbd. January closing prayer will be led by ?**

Submitted by Jocelyn Prall, vestry clerk

## REPORTS:

### Treasurer's Report

#### **December 2015 Vestry Meeting Treasurer's Report with November 2015 figures:**

This report covers the month of November 2015. The American Midwest Bank checking account is our primary operating account. Accounting reports are compiled by American Midwest Tax and Accounting, Inc. whose office is on Elm St. in Sycamore next to the American Midwest Bank downtown branch. As mentioned in last month's report this firm replaced the one at the American Midwest Bank which has been sold to Heartland Bank. Sheila Appel is our primary contact. She has been very helpful in the transition.

#### **Receipts through November 30, 2015**

We have received 91% of the pledged amount and 93% of the total budgeted receipts for the eleven month period. Year to date receipts as of 11/30/15 were \$205,006. Pledge amounts still due total \$10,281. See the attached worksheet for details of Receipts and Disbursements.

#### **Disbursements through November 30, 2015**

Total operating disbursements for the eleven month period were 94% of the budgeted amount. The total year to date disbursements were \$210,352. The difference between receipts and disbursements year to date is (\$5,346) on the negative side. This includes 100% of the \$100,000 we have budgeted from the Endowment fund.

#### **Building Fund**

The balance in the Edward Jones Building Fund at the end of November was \$30,000 in CD's and \$9,064 in the Money Market Fund. The total November balance of Building funds including \$2,117 in the American Midwest Bank account was \$39,064. In November we paid \$1,645 to the McNamara Organ Co for repairs on the organ. We also paid \$2,115 to Marten Portable Buildings for the shed for Lobster Boil and Garden Equipment. The Women of St Paul (ECW) contributed \$1,004 from their annual allocation for the cost of the shed. They also contributed \$753 to the Discretionary Fund. This was from proceeds of the 2014 Lobster Boil. There is a \$10,000 CD coming due on December 21, 2015. We need a decision to roll this over or put in the Money Market depending on anticipated coming repairs.

#### **Endowment Fund**

The value of the Endowment Fund at the end of November was \$1,959,860. The net decrease in value for the year is (\$81,830.) The November decrease was (\$11,212.) According to the Bylaws

we may use up to 5% of the yearly average monthly ending balance in the Endowment fund for operating costs. To exceed that amount would require a vote of parish members. At the end of November 4% of that figure was \$80,729, and 5% was \$100,912.41.

**Apache Stock** - The 6.009 shares on deposit with the company were valued at \$296 on November 30, 2015. The value has decreased (\$80) since the beginning of the year.

**On November 30, 2015 Fund balances in the AMB checking account were:**

**Discretionary Fund \$430.35   Flower Fund   \$208.85   Columbarium Fund \$2,064.30**

**Operating Fund \$3,488.02   Building Fund \$2,177.35   Total \$8,368.87**

**Respectfully submitted Pat Brown, Treasurer,   December 13, 2015.**

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

My report is rather short this month! I have been working on wrapping up my responsibilities as Sr. Warden, and am beginning to write my annual report. If you are a contributor to the annual meeting reports book, I encourage you to get started, also! I am very happy to have Rev. Stacy back, and am looking forward to the rest of Advent and our celebrations of Christmas and Epiphany.

- Continued working on Nominating Committee duties.
- Discernment Team for Sue Ouellette – Next Skype with Sue is scheduled for Monday, Dec. 14<sup>th</sup>.
- Attended both days of the Diocesan Convention in Lombard.
- Met with Rev. Stacy upon her return to the office.

Peg Newby

### **Junior Warden's Report   December 2015**

--I attended both days of the Diocesan convention in November, despite some fairly nasty weather on Saturday. It was an interesting experience, and it was nice to feel connected to a larger organization than just our little parish.

--the replacement sign pieces came in, and I installed them. The old ones are in the basement furnace room. They need to be put in the dumpster; please feel free to remind me of this, since I have packrat tendencies.

--the parking lot light was fixed by Vic Reed.

--Pat Brown is working with our auditor Sandy Arndt on the 2014 audit. We hope to have it finished by the end of the year.

--I contacted a tree service regarding removal of the dead ash tree at the west end of the parking lot. They should be sending me a quote soon.

To do list:

--Rev. Stacy says that the main bathroom in the rectory needs some work. I will consult with Rhys about this.

--I want to contact our insurance agent to see if our insurance is up to date. A specific concern is that sliver of land we own east of Garden Road, and another concern is how is Ellen the Janitor covered? Also, what about Marc's Lawn Service and the Halverson snow plowing people?

--I still haven't moved any of the tables from the parish hall to the shed. Most of them only get used for Lobster Boil, and they take up a lot of space in the closet.

Rick Johns

### **FELLOWSHIP REPORT FOR VESTRY MEETING DECEMBER 13, 2015**

Thanks to the Nenonen's for again hosting the St. Nicholas party on the 6<sup>th</sup>. Their clubhouse is a perfect place for our gathering. The Blue Christmas reception was a nice chance to reflect on the service and the challenges of this time of year while talking to each other and the Daily Chronicle Reporter. The Chronicle photographer told me she enjoyed the peacefulness of the service as she has a 3 month old and rarely has peaceful moments to herself. Upcoming events are the Children's' party on the 20th and the Christmas Eve reception. A sign-up sheet is posted on the table in the parish hall for the Christmas Eve cookie reception. Looking ahead, the Epiphany pot luck will take place following the service on January 6<sup>th</sup>.

Jocelyn Prall

### **Music Ministries Report: December 2015**

1. The Adult/Youth and Children's Choirs are doing well! We are preparing for the remainder of Advent (preparing several new anthems), Christmas Eve and Epiphany.
  - The Children (6) & Adults (5) Fellowship Outing at the Movies went well!
  - The Epiphany Pageant is a work in progress. I found out this week, the probability of those in attendance, and thus have been editing the script of the play "Good News of Great Joy" to include and support the cast. Will be interesting and fun!
2. Music Research/Selections
  - The Music (hymns, service & anthems) list for our worship services is completed for the remainder of 2015. I am currently working on 2016.
3. Instrument Update
  - The organ was tuned along with some follow up maintenance on Wednesday (12/09). The two grand pianos (Sanctuary and Parish Hall) will be tuned on Sunday afternoon (12/13). Instrumental tuning will be completed (fixed budget) for the winter months and Christmas Eve Service.

*Lorraine Langer, Director of Music Ministries (Saturday 12-12-2015)*

### **Adult Christian Education Report**

From: Marilyn Cleland, Member and  
Representative for Adult Education. (mc)

Date: December 6, 2015

Re: Report for December 2015

Christian Ed met last week, with two purposes: to welcome the return of the Rev. Stacy and to welcome Advent, as that day was the first Sunday of Advent. For Rev. Stacy, we reviewed our conversations for her, reminding her that we had followed the program that she and I had sketched out before she left.

To welcome Advent, we used a brief handout with information and questions about Advent to guide the discussion. Reminding ourselves that the Paris attack by ISIS and the attack by a self-

proclaimed Christian on an abortion clinic, we tried to discuss Advent within this context. It was too difficult to do so. Instead, we discussed our (various) understandings of Advent.

We will continue with Advent discussions until Christmas.

### **Rector's Report for December 2015 Vestry Meeting**

Dear Friends,

It has been a joy to be back with you for the season of Advent. Before I left for my sabbatical I took the time to clean off my desk and throw out lots of stuff (mostly paper) that I simply did not need to hold onto. It was very liberating! Yesterday (with a little help from Susan King and Ellen Kilday) I rearranged the furniture in my office. I now have a new view from my desk. I have a new perspective from our parish building from which I have been blessed to serve God and God's people as the Rector of St. Paul's for the past five years. I look forward to what new insights I will have from this new view point and renewed office space. It's actually fun to sit in my office now! I encourage you to stop by to say hello, or make an appointment for a longer chat by the new "fireplace" (really a glorified space heater in the shape of a small woodstove, but very charming nonetheless!).

Everyone has been very gracious in welcoming me back. I had the opportunity to catch up with several parishioners the past two Sundays, at the Blue Christmas service (Dec. 9<sup>th</sup>), in pastoral visits at Oak Crest, and over several phone calls. It will take me a while to catch up with everyone. I encourage you to spread the word that I'm available for conversation—as I always have been—I am only a phone call away. There is no need to wait for me to call you.

I have also been in conversation with our Adult Sunday School class regarding our classes and other adult education offerings. On January 10<sup>th</sup> at our usual education time (9:30A.M. to 10:15A.M.) I have invited a regular attendee of our Sunday School—Brian Wagner—to present a session on religious terrorism. Brian is a professor at Rock Valley College where he teaches courses on philosophy and comparative religions. He recently presented a lecture at Rock Valley Collage on religious terrorism that two members of St. Paul's attended. It was very well received and relates to not only current events but our conversations with Advent scriptures as well. I will be in conversation with Brian over the next couple of weeks to gather information about his planned presentation to share in parish and community wide communications.

Marilyn Cleland (our vestry liaison to Christian Education) and I are meeting in early January to begin plans on a Lenten Retreat to be held at St. Paul's. The date will be Saturday, February 27<sup>th</sup>, with Saturday, March 5<sup>th</sup> as a back-up day in case of a blizzard or other inclement winter weather. Exact times TBD. Marilyn and I began this discussion last summer of having a one day of retreat for Lent rather than a weekly program. The theme will be creativity and the spiritual life. If you are interested in being part of this planning, please speak to either Marilyn or me. Look for communications about the retreat in mid-January. Also related to Christian Education, I have reserved a date for an Advent retreat for 2016 with the Rev. Heidi Havercamp, Rector of St. Benedict in Bolingbrook. Rev. Havercamp is the author of *Advent in Narnia: Reflections for the Season* published by Westminster John Knox. The date will be Sunday afternoon/evening November 20, 2016 at St. Paul's. This will be an intergenerational event appropriate for families with young children and without, as well as single adults.

It is my intention with all of these Christian Education events to not only communicate them widely in the parish, but also in the deanery and diocese (particularly the two retreat days), and in our wider DeKalb County community.

This month in light of the San Bernadino massacre I reached out to our Muslim friends and neighbors at the Islamic Society of DeKalb (formerly ISNIU). I plan to pursue a conversation with one of their leaders about arranging a time for members or our congregation to visit their new mosque and fellowship with members of their congregation.

Also this month I have been taking time to be present with our ministries and support staff. Today Susan, Lorraine, and I went out to breakfast at a local restaurant which has become an annual tradition for the three main ministry/support staff at St. Paul's. I will be purchasing Target gift cards for all of our staff (not including myself) as a Christmas gift from the parish. This year the wardens and I agreed that the Director of Music and the Administrative Assistant positions should be given a larger gift card--\$50, the other support staff who do not work as many hours will each receive a gift card in the amount of \$25. I will be working on staff reviews early in January and hope to have these completed for the Director of Music and Administrative Assistant by the end of January.

The rest of the month will be devoted to planning and leading worship. We still have our monthly Oak Crest service before us on Wednesday, December 16<sup>th</sup>. We will start at 1:30P.M. with a Christmas hymn sing, continuing with a brief service of Holy Communion at 2:00P.M. ending by 2:30P.M. We did this last year and it was very popular with the residents of Oak Crest. I encourage you to attend and in the spirit of St. Nicholas—give a gift for God with your presence and joyful singing.

Speaking of St. Nicholas, if you have not “liked” our St. Paul’s Facebook page I encourage you to do so. This year in Advent I have scheduled a post for every day that considers ways we can follow the example of St. Nicholas and give gifts for God (#giftsforGod). These are not all monetary gifts, in fact most are gifts of our voice and presence. Please, join in the conversation!

I am continuing to reflect on my experiences during sabbatical. One thing that became clear to me very early on in my sabbatical time was how long it had been since I had made a personal spiritual retreat. The first few days of my sabbatical I spent at a hermitage at Christ in the Wilderness retreat center in Stockton. I realized then that I had not made such a retreat since eighteen months prior. The importance of going away on my own to be still with God cannot be stressed strongly enough. When I contemplated why I had not gone on retreat sooner I realized that part of the reason was I do not have the time designated in my letter of agreement, nor did I have a budget to cover the cost. You will note that on our agenda for this month’s meeting we have this item listed under new business. I will speak to it more at that time. Having the time and budget designated to go away and pray by myself (i.e. retreat) I know will encourage me to make and take the time to do so. The benefit to St. Paul’s is a more relaxed, at peace, and present Rector. As an aside, my intention is to take two retreats a year during the week so as to not disrupt any weekend or Sunday programming and worship at St. Paul’s.

I do plan to take a retreat the week after Epiphany, leaving on Monday evening January 11<sup>th</sup> and returning on the evening of Thursday, January 14<sup>th</sup>. I have not worked out all the details quite yet with my family, but this seems to be a not busy time at St. Paul’s. I was not able to make a retreat at the end of my sabbatical time as I had planned to do so just prior to returning to the office and pulpit. However, I think this retreat time will be even more helpful as I will have had six weeks back and will want to reflect on how I am working differently than prior to my sabbatical, or how I am not! As I stated before leaving on sabbatical, I simply can’t keep working the way I was before and be healthy long term for my family, my Church, and myself.

I look forward to seeing you all this Sunday.

In Christ,

Rev. Stacy+

**Tax letter: see next page**

**The language is taken from the Episcopal Church's Tax Guide for Clergy.**

The following resolution was duly adopted by the vestry of St. Paul's Episcopal Church, DeKalb, Illinois, at a regularly scheduled meeting held on December 13, 2015, a quorum being present:

Whereas, the Reverend Stacy Walker-Frontjes is compensated by St. Paul's Episcopal Church, DeKalb, exclusively for services as a minister of the gospel; and

Whereas, St. Paul's Church provides Rev. Walker-Frontjes with rent-free use of a church-owned rectory as compensation for services that she renders to the church in the exercise of her ministry; and

Whereas, Rev. Walker-Frontjes incurs expenses for living in church-provided housing; therefore it is hereby

Resolved, that the annual compensation paid to Rev. Walker-Frontjes for calendar year 2016 shall be \$44,500.00, of which, \$5,000 is hereby designated to be a housing allowance pursuant to Section 107 of the Internal Revenue Code, and it is further

Resolved, that the designation of \$5,000 as a housing allowance shall apply to calendar year 2016 and all future years unless otherwise provided by the vestry; and it is further

Resolved, that as additional compensation to Rev. Walker-Frontjes for calendar year 2016 and for all future years unless otherwise provided for by this vestry, Rev. Walker-Frontjes shall be permitted to live in the church-owned rectory located at 910 Normal Road, and that no rent or other fee shall be payable by Rev. Walker-Frontjes for such occupancy and use.