

Vestry Meeting Minutes

St. Paul's Episcopal Church, DeKalb, Illinois

June 21, 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 12:17pm with a prayer led by Rev. Stacy
- **Sharing Faith Stories:** Peg Newby shared her faith story of her journey leading to the Episcopal Church and her experience of feeling the presence of The Holy Spirit.
- **Appreciations:**
 - To the Clelands for opening their home to Alan and Tim Leonard while they were in DeKalb visiting Eva and Henry.
 - For the care the community of St. Paul's shows for each other
 - For the Crêpes On the Patio fellowship held earlier this month
 - To Luke Krueger for imparting helpful information re Building and Grounds prior to his move
 - To Rebecca Smith for taking on the project of keeping us all informed with garden updates and for providing lunch to market day volunteers for the first market. Thanks to all who helped pick produce, set up, run the market and clean up.
 - To Rev. Stacy for her courage displayed in her sermons challenging us to think about racism in our country and connecting our faith on this important subject.
 - To Puzz George for the many years she has offered her welcoming arms to visitors and new members of St. Paul's.
 - To (the late) Bob Brown for his years of being a faithful, active member of St. Paul's as well as a friend to many.
 - To organist Kathleen Johnson for her music leadership this summer
- **Review and approval of the May 17, 2015 Vestry meeting minutes:** A motion to approve the May 17, 2015 minutes was given by Vince McMahon and seconded by Julie Stubblefield. The motion passed.
- **Committee Reports:**
 - Treasurer's report: No report for May due to treasurer being away
 - Senior Warden's report: see attached report.

- Jr. Warden's report: see attached report. Additionally, Rick volunteered to purchase a few more needed fans for the sanctuary.
- Fellowship Report: see attached report.
- Music Report: see attached report. Discussion took place re needed repairs for the organ. Vince McMahon made a motion to approve funds for the organ repairs as outlined in Lorraine Langer's report. The motion was seconded by Rick Johns. Motion passed.
- Christian Education Report: The adult Sunday school is not meeting this summer; the children are also on summer break.
- Rector's Report: see attached report. Rev. Stacy discussed upcoming farewell celebrations: The Torma's last Sunday is July 5th. A celebration to wish them well and to thank them for their service to St. Paul's and the greater community will take place between the early and late services. On June 28th Brian Prall will preach. He and his family will be moving to Austin Texas in August to begin seminary. Rev. Stacy reminds us while we are sad to say our goodbyes to those moving on, we celebrate the new opportunities for each.
- **Old Business**
 - Financial Review: Records for 2011 have been sorted and Rick Johns will explore what other preparation needs to be done prior to an audit. He will meet with others on the financial committee, including treasurer Pat Brown.
 - The switch from our current electrical service to Com Ed is still in process.
- **New Business**
 - Mutual Ministry Review: Discussion took place reviewing goals for the Rector, Wardens and Vestry as outlined during the Mutual Ministry Review.
 - Sabbatical planning: Rev. Stacy will be taking a sabbatical from September 1st and returning November 24th. Areas needing coverage such as pastoral emergencies, Sunday worship, Oak Crest worship, other aspects and concerns discussed. Planning is well in progress and will continue.
- **Closing Prayer and Adjournment:** Jocelyn Prall offered the closing prayer. A motion was given and passed to adjourn the meeting.

Next Vestry meeting will be the Third Sunday, July 19, 2015 at 12:15. Next Executive Committee Agenda Planning Meeting TBA. July closing prayer will be led by Mary Lincoln.

Submitted by Jocelyn Prall, vestry clerk

ATTACHED REPORTS

Sr. Warden report for June 2015 Vestry Meeting

A summary of my past few weeks:

- I have visited Eva Leonard 3 times since our last meeting. I enjoy our encounters very much.
- Participated in our Mutual Ministry Review in late May.
- Attended Crepes on the Patio. I do not mean this to sound like an obligation or duty! It was a wonderful social event!
- Stewardship – obtained access to the TENS site that we used last year. Julie and I will be looking at materials very soon.
- Encouraging and assisting parishioners to take on roles for worship and coffee hour. Thanks to everyone else doing this, too.
- Ongoing work on planning for Rev. Stacy's sabbatical with Rev. Stacy and Rick.
- Attended the June 13th meeting at St. Peter's regarding the National Convention. Information was presented about the resolutions to be presented, the Presiding Bishop candidates, and other matters. I was mostly unaware of the structure of the Church's upper level, so found that most interesting.

Peg Newby

Junior Warden's Report for June 2015: Rick Johns

--I have finished sorting the financial records from 2011. A few reports are missing and presumably on Pat Brown's computer.

--the new shed has been installed. There is a key on the bulletin board in the kitchen, and another in the administrative assistant's desk. We have moved the boiling tanks and other things that were stored in the rectory garage into the shed. Other Lobster Boil stuff will remain in the basement until next year.

--I have contacted Kevin Theissen from Standard Roofing about giving us an estimate for how much it would cost to put a rubber membrane roof on top of the sanctuary. We have been rained out twice, and we have another appointment for this coming Monday.

--I have spoken with Jeff Marshall about setting up a small garden around the new sign. He is supposed to get back to me with some ideas in the coming week.

--We still haven't heard from the paving companies that were supposed to update the bids they put in last year, to recoat the parking lot. I will contact them before the next vestry meeting.

--I still haven't talked with Marc's Lawn Service about mowing under the bushes and along the edge of the parking lot.

--I picked up some ant bait, which may solve the ant problem.

--the tree next to the new shed needs trimming. It is a very small job and I will get to it soon.

--Rhys told me he would fix the railing in front of the church.

--Rev. Stacy and I consulted about getting new signs in several places both inside and outside the building.

--The Building and Grounds committee has discussed what to do about the spotlights near the altar that are very high off the ground. Replacing the bulbs with LEDs makes sense, but they are very expensive still. Four of them have been replaced with LEDs already, with 8 remaining as incandescent bulbs. The church does not own a ladder long enough to reach the top bulbs.

Fellowship Committee Report for Vestry Meeting June 2015

Crêpes on the Patio on June 5th was well attended. We were actually able to go out on the patio as the weather was lovely. It was an enjoyable evening all around. Thanks to everyone who brought a dish to pass for the special coffee hour luncheon in honor the Luke and Chris Krueger.

Jocelyn Prall

Music Ministries Report

While the Adult/Youth and Children's Choirs are on summer vacation, our organist Kathleen Johnson does a great job in assisting Rev. Stacy with leading the music in our worship services. Though I am on vacation for the months of June and July, I continue to work on several administrative projects that include:

1. The Adult/Youth & Children's Choirs

- Our Recording Session was successful! I am currently working on CD Inserts while the sound engineer is editing the recording session. I am hoping to have a final CD ready for choir members in September.

- Additionally, the choir CD's may be given as gifts for people that donate for various church programs. I will know the completions date for sure by mid August.
- Choir Members Leaving – In addition to last months report of choir members leaving due to job, family and life changes (Chris, Tyler, Amanda), another choir member, (alto and cellist) Chelsea Coventry and her fiancé, Lucas, will be moving to St. Charles, probably at the end of July. I (We) will miss them all!

2. Music Research/Selections

- Summer music for worship services (June-August) hymns was submitted to Rev. Stacy, the staff and altar guild. Sept-Dec will be submitted in August.
- I spent quite a bit of time assisting (researching, selecting, acquiring music) via phone and emails in May and June, for the Scanlon/Russell Wedding.

3. Instrument Update

- **The organ needs some repairs** that will take 2-3 days. I am in ongoing conversation/contact with Paul and Robin McNamara to schedule the repairs for August. An updated cost estimate will be available in July and is thought to be **\$1,200.00-\$1,600.00**. This is not in the fixed annual budget. In the past, I believe the organ extra maintenance expenses have come out of the building and grounds line item on the budget (I defer to Rev. Stacy and Pat Brown). **Itemized work attached.**
- **All the Pianos will need to be tuned** in September and this is in the fixed budget.

4. Staff Musicians

- Kathleen Johnson, Organist has 4 paid vacation days for the year. Probable dates and substitutes currently under negotiations and include: May 24 [Huixin Chen, Pianist w/DM], July 26 or Aug 2 [Myron Myers, Pianist], November 8 [Huixin], November 22 or 29 [Huixin]
- All staff musicians are returning for the 2015-16 church year!

Lorraine Langer, Director of Music Ministries (06-19-2015)

Itemized Organ Maintenance Work

Vestry Meeting, June 21, 2015, St. Paul's Episcopal Church - DeKalb, IL

Lorraine Langer, Director of Music Ministries (06-19-2015)

McNamara Organ Services January 1- June 2015

Work probably early August, 2-3 Days

Guess Estimated Cost: \$1,200.00-\$1,600.00.

1 The low twelve pipes of the Great 8' Flute are stopped metal pipes.

The pipes are zinc with round-weeded stoppers, which have apparently shrunk and are, as a result, quite loose. We did tune them, but I don't expect the tuning to hold. We should repack these pipes to insure a tight fit. Estimated: 4-6 hours \$510.00

2 We also found the Swell 4' Principal stop will not cancel with the combination action.

It will set on a piston when tuned on, but will not go to the off position unless manually punches. This could be a broken wire, a burned out magnet, or a bad driver transistor. We would like permission to take the time to trace out all of the circuits and determine just where the problem is. If it is a wiring problem we can fix it, but if we have a bad driver we will need to order a new driver board. *Because we have not idea of where the combination action problem is, we will have to undertake this on a time and material basis. I believe that we do all of this in one visit, be we cannot be sure and may have to order a replacement driver card.* Guess: 4 Hours 600.00

3 I also note that we have not done repairs mentioned last year on the Pedal reeds.

The two dead notes are still there and waiting for our attention. The cost of repairs on these two notes would now be ~~\$460.00~~ \$500.00

4 Miscellaneous Add-Ons included in overall

Top C on the Swell keyboard was sticking - once depressed it would not fully recover to the level of the other keys. We were able to loosen it some without taking the console apart, but we should go in and remove the key and check all the bushing points. Middle A# if the 1 1/3 Quinte is not playing. This also shows up as A#2 on the Swell 2 2/3' stop. This is probably a problem at the magnet in the chest and easily fixed.

Rector's Report: The Very Rev. Stacy Walker-Frontjes, June 2015

- I. Liturgy
 - A. "First Come, First Serve" rota-less summer seems to be going well so far. We've had some new people volunteer for the various ministries already which was one of my main goals for going without a set schedule this summer.
 - B. Working with acolytes very intentionally this summer. We are very blessed to have such enthusiastic acolytes, now we are working on proper decorum while serving.
 - C. I presided and preached at a wedding on June 13th at St. Paul's. We have two additional weddings scheduled for this summer July 18th (Alicia Daily, who used to work in our nursery), and August 29 (Chuck Good enough and Mechelle Crawford). Also I have been spending time providing pre-marital counseling for these couples.
- 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.
- III. Christian Education
 - A. Adult Education is trying to figure out what they would like to do for the summer. More info about that as this develops.
 - B. I'm also meeting with Caleb Weiss this summer on an as needed basis about a history project he would like to do at St. Paul's. He is determining now what direction he wants to take with the project and will visit on a Sunday soon to be introduced to the congregation and share his research plans. Caleb is currently an undergraduate studying history and religion at St. Olaf. He is also the grandson of Jackie and Martin Mounts.
- 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. **Keeping God's People Safe—We had another successful level one training. Everyone should now be up to date on level one. If you took level one in April, you need to complete level two online. When you have completed level two please send me an email. We will keep that email as a record of your completion of this training.**
- V. Mission and Community Activities

- a. Oak Crest
 - 1. We continue to hold monthly services every third Wednesday at 2PM. I strive to keep the service at 30 minutes. If you are at all available please come to this service. I appreciate the assistance in the liturgy, and the residents really appreciate a more robust worshipping community.
 - 2. We will not have a service at Oak Crest in July as I will be out of town on vacation and could not find anyone to take the service.
- b. Grace Place
 - 1. I continue to be active as the president of the board of directors of Grace Place.
- 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. We are on a summer break from meetings. Our next meeting will be August 27th at St. Paul, Savanna.
 - 2. I will be attending the Deans' Council Meeting at St. James Commons Thursday, July 18th.
- e. NIU/Association of Campus Religious Organizations (ACRO)
 - 1. Meetings are on hiatus for the summer. Will resume in August or September.
- f. Thrive Market and Community Garden
 - 1. Plant the Garden Sunday on May 24th went well despite the rain.
 - 2. Garden nights at 6:30P.M. every Tuesday, weather permitting. Check the Facebook page for an update if the weather seems iffy. We work for about an hour, and then will close our time together with Compline at the Garden (a short prayer service that lasts about 5-10 minutes).
 - 3. First Thrive Market is this Saturday June 20th—we are ready!
 - 4. Save the dates for Thrive Markets (third Saturdays) June 20, July 18, August 15, September 19

VI. Sabbatical Planning

- a. We will discuss this in more detail at the vestry meeting on June 21st. The wardens and I discussed preliminary planning at length last week at our executive committee meeting. Here are some details covered so far:
 - 1. I will be gone Tuesday September 1st through Tuesday, November 24th, 2015 (12 weeks total, 10 weeks sabbatical, two weeks vacation)
 - 2. Emergency pastoral care plan in place.
 - 3. Pet Blessing presider confirmed, will be Rev. Amy Fallon from Grace Place

4. Only have four Sundays I am still looking for a guest preacher/presider. I have some calls out, hope to have this wrapped up and confirmed by our vestry meeting on June 21st.
5. Oak Crest Wednesday services plan in place—Fr. Hedges from St. Peter's, Sycamore will take care of in my absence.
6. I have begun conversations with Susan King about planning for communications, bulletins, etc. We will discuss this more over the next month.

VII. Other

1. Important dates and events to remember—some to attend, some FYI
 - a. June 20th—Thrive Market (first one of the year!)
 - b. June 21st—Vestry meeting
 - c. June 28th—Brian Prall preaching, send off to seminary!
 - d. July 7th through July 16th—Vacation. Fr. Dru Green presiding on July 12th.
Emergency Pastoral care, tbd
 - e. July 18th 4PM Wedding at St. Paul's
 - f. July 18th 11AM to 2Pm Thrive Market
 - g. July 19th Vestry
 - h. August 15th Thrive Market
 - i. August 16th Vestry
 - j. August 19—Oak Crest service
 - k. August 23rd Church Picnic—one service at 10:30A.M., Stewardship Annual Fund 2016 kick-off
 - l. August 25th and 26th—Prayers to Pass
 - m. August 29th Wedding at St. Paul's 3PM
 - n. August 30th—Rev. Stacy's Last Sunday before sabbatical

