

Vestry Meeting Minutes

St. Paul's Episcopal Church, DeKalb, Illinois

May 17, 2015

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

- **Opening:** The meeting was opened at 9:04am with a prayer led by Rev. Stacy
- **Appreciations:**
 - For a successful Lobster Boil: those who helped, including the runners, those who purchased lobsters, and especially for the lovely weather.
 - For the Feast of Ascension service and the pot-luck fellowship dinner that followed.
 - For Recognition Sunday: For the children, for those who helped with the preparation, for those who have helped throughout the program year.
 - For Prayers to pass: those who assisted Rev. Stacy—Terry Dickow, Christine Krueger, Rosemarie Ostberg, those who donated supplies and those who held the group in their prayers.
 - For Pastoral Care: those who have been visiting the Leonards and others
 - For the buildings and ground crew: especially for the work done in prep for the storage shed (a work in progress).
- **Review and approval of the April 19, 2015 Vestry meeting minutes:** A motion to approve the March 22, 2015 minutes was given by Vince McMahon and seconded by Julie Stubblefield. The motion passed.
- **Committee Reports:**
 - Rector's Report: See attached report. Rev Stacy discussed the need to schedule part 1 of "keeping God's People Safe" program for those vestry members still in need of training. She also reviewed the Sunday ministry duty changes for the summer—not having an assigned schedule. Information will be in the Sunday bulletins as well as given during announcements.
 - Senior Warden's report: see attached report
 - Jr. Warden's report: see attached report.
 - Fellowship Report: see attached report.
 - Music Report: see attached report.

- Christian Education Report: see attached report.
- Treasurer's Report: See attached report. Pat Brown reviewed the status of the budget thus far this year as well as answered questions for further understanding of the report.
- **Old Business**
 - Financial Review: The organization of documents by the year is continuing and is a major summer goal. Once this is completed, an audit can begin.
 - Stewardship Committee: Julie Stubblefield has agreed to serve on this committee with Peg Newby, the Vestry Liaison.
 - Establishing a Finance Committee: The main focus of the committee will be preparing the budget in the fall and preparing for the financial review in the spring. This committee will be chaired by Treasurer Pat Brown. The committee will be composed of about three members.
- **New Business**
 - Electric Utilities: After discussion regarding our current electrical provider and rising rates, a motion was put forth by Jocelyn Prall. and seconded by Rick Johns. to switch our electrical services back to Com Ed. The motion passed.
 - Mutual Ministry Review: The vestry will meet for this on Saturday May 30th from 10:00 until noon. Rev. Stacy has e-mailed topics for discussion to vestry members to allow time for reflection in order to enhance our discussion.
- **Closing Prayer:** Marilyn Cleland offered the closing prayer. A motion was given by Peg Newby and seconded by Vince McMahon to adjourn. The motion passed and the meeting was adjourned at 9:50am.

Next Vestry meeting will be June 21, 2015 at 12:15. Next Executive Committee Agenda Planning Meeting TBA. June closing prayer will be led by Jocelyn Prall.

Submitted by Jocelyn Prall, vestry clerk

ATTACHED REPORTS

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

- I. Liturgy
 - A. New development for Sunday morning ministries at our 10:30A.M. Holy Eucharist: June, July, and August we will not have a formal ministries schedule. Ministries will be listed on name tags that are available to whomever would like to serve—all ages—on a first come first served basis. My hope is that this will generate some new interest in serving in the liturgy and ministries of Sunday mornings. Please see the following link to learn

more about a parish in England that has let go of the rota.

<http://badshotleaandhale.org/2015/04/20/getting-rid-of-the-rota-at-st-marks/>

- B. I will explain this in a bit more detail the next three Sundays so we are set to go on June 6th.
 - C. There will be one duty that remains on the rota for the summer: Vestry Counting Schedule
 - D. Also, we will make a poster and post near the coffee service counter for people to sign up to host coffee hour on Sundays of June, July, and August. Starting in June, coffee will be made by the 10:30A.M. Coffee Hour Host/Hostess on Sunday morning prior to the 10:30A.M. service. The 8AM social hour will make the small amount of coffee they may want in the Mr. Coffee Drip coffee maker. I will explain this to the 8AM service congregants.
 - E. I have also been working with Colleen Scanlon and Bobby Russell to plan their wedding at St. Paul's scheduled for June 13, 2015 at 5PM.
- 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. Children's Christian Education has had a great year. Looking forward to working with our young acolytes this summer as we continue to work on serving God reverently and with joy.
- 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—I am still trying to arrange a training for three more individuals who need to take the level one training (Vince McMahon, Marilyn Cleland, Terry Dickow). I hope to have this arranged within the next week with Fr. Hedges of St. Peter's, Sycamore. 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.**
 - C. Mutual Ministry Review—Don't forget! Saturday, May 30th from 10AM to 12PM. The Rev. Andrea Mysen, Assistant in the office of Ministries in the Diocese of Chicago will lead our review. Please see attached documents to prep for the review.
- 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.
- 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. Our next Rockford Deanery meeting will be Thursday, May 28th at Grace Place at NIU from 11:30AM to 1:30PM. All leaders in the deanery (including laity) are welcome to attend. Since this is a local meeting, consider dropping by. Contact me if you would like to attend so we can have an accurate head count for lunch. Meetings include worship, lunch, and a planned program. On May 28th the program will be about campus ministry in general, and Grace Place specifically.
- 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 will be on Sunday, May 24th, 2015 after the 10:30A.M. service. Plan to wear gardening clothes to church to join in the fun.
 2. Garden nights start 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. Save the dates for Thrive Markets (third Saturdays) June 20, July 18, August 15, September 19

VI. Continuing Education

- a. I am working on plans for sabbatical in the fall of 2015. I am working on finding a Sunday supply priest for the Sundays I will be gone. I'm also looking at setting up pastoral care coverage for pastoral emergencies (funerals primarily) with area clergy while I am away. At this point, my plan is to not have Wednesday services while I am on sabbatical because it will be difficult to find clergy available to cover this service.

VII. Other

1. Important dates and events to remember—some to attend, some FYI
 - a. May 17th—Children's Ministries and Sunday School Recognition Sunday. Also recognizing the service of Eva and Henry Leonard
 - b. May 20th, 2PM –Wednesday (once a month) Holy Eucharist at Oak Crest
 - c. May 24th—Plant the Garden Sunday
 - d. May 30th (10AM to 12PM)—Mutual Ministry Review
 - e. June 20th—Thrive Market (first one of the year!)

Sr. Warden report for May 2015 Vestry Meeting

UTO is over for this year. Our contribution totaled \$116.92. Susan mailed our check to the ECW, as neither Eva nor I was able to attend the April 25th meeting this year.

Current/ongoing responsibilities:

Worked with Rev. Stacy to adapt our Leonard presentation to their current situation. Obtained plaque for presentation from Hirschbein's in Sycamore.

Visited Eva Leonard at Kish Hospital. What an amazing woman.

Attended the Vestry Retreat hosted by Mary Lincoln. Thank you to all Vestry members for coming – it was a very pleasant and informative evening. Thank you to Mary for hosting and Julie for planning our activities.

For various reasons, have made contact over the last month with several parishioners.

Participated in the Lobster Boil as Garage Chair.

Continuing with the Financial Review work.

Will be doing prep for MMR coming up later in May.

Diocesan Mapping project – they never contacted me. I checked into this, and it appears our basic info has been reported to them. I will work on getting it completed/updated.

Stewardship – coming up fast! Julie Stubblefield has agreed to work with me on this. Working plan is to have campaign ready to go by late August (picnic kickoff?), administer in Sept/Oct, and wind up by end of Oct. Goal is to have pledge info to Finance/Budget so they have it when planning for 2016.

Peg Newby

Junior Warden's Report May 17, 2015: Rick John's

--Lobster Boil came off very successfully yesterday. A big thank you to everyone who was involved—it's a real team effort.

--the shed should be delivered on Wednesday. The hole for the gravel base has been dug, the gravel is in it, and this afternoon, Rhys, Luke, and I are going to level it.

--I talked to Luke about recoating the parking lot. Despite his short time frame, he expects to get this project implemented in the coming week.

--I have spent a number of hours sorting and digging through the 2011 financial records. I am still working on this, but my goal as junior warden is to get all of our financial reports and internal audits up to date by the end of this year.

--I completed the second part of the Keeping God's People Safe training on line. It is a bit confusing, because there is no clear differentiation between part 1 and part 2 on the web site. Instead there is a series of about 10 modules, some of which are clearly for the part 1 training we did with Father Hedges. The last 4 modules seem to constitute the Part 2 training.

Music Ministries Report

Along with our organist and pianist, **The Adult/Youth and Children's Choirs** will lead the music for our last Sunday of the season, Recognition Sunday, May 17. **Wow, they sound fantastic!!**

I continue to work on several administrative projects that include:

1. **Adult/Youth & Children's Choirs Recording Session** - Is scheduled for Saturday, May 30, in the Sanctuary. Most likely, the Children's Choir will record from about 12:00-1:30 PM and the Adult/Youth Choir will record from about 1:00-4:00 PM. Matt Ponio, recording engineer, will be working with me for this session. Matt is a graduate student apprenticing under Dan Nichols (Head of Recording Services at NIU Music), our church audio consultant.
2. **Instrument Update** - The piano was tuned on Thursday, May 14, by Matt Ponio. We have a second piano tuner on our vendor list. Matt Ponio has been apprenticing with David Graham, our piano tuner and technician. FYI: David Graham tunes for the NIU Music Department, Piano Forte in Chicago and has been the tuner for the Chicago Lyric Opera for years.
3. **Music Research/Selections** - Ongoing hymns, service music & anthems for 2015/2016.
4. **Staff Musicians:** Kathleen Johnson, Organist will be taking one of her four vacation days on Sunday, May 24. Huixin Chen will substitute on the piano for her on the 24th. I will be assisting Huixin for her first time accompanying for the complete service.
5. **Choir Members Leaving** – I am very happy and yet very sad, to share that we will be losing several choir members due to job and family relocations. **Chris (& Luke) Krueger** as you know will be moving in early June. **Tyler and Amanda Mitchell** will also be moving this summer. Tyler is finishing up his Ph.D. in Mathematics (this summer and degree will follow in December) has accepted a visiting professors position. May 17 will be their last Sunday singing with the choirs for service. They will all record with us (choirs) on 5/30.

Lorraine Langer, Director of Music Ministries (05-16-2015)

Fellowship Committee Report for Vestry Meeting May 17, 2015

Almost everyone who attended the Ascension Day service stayed afterwards for the supper. As always, it was an enjoyable fellowship time. A signup sheet will be posted to see if there is interest in the "crêpes on the patio" dinner on Friday June 5th. There is a fee for this dinner,

which the crêpe gals use to help fund mission work. The picnic in August will bring us back together for the end of summer and beginning of a new program year.

Jocelyn Prall

Christian Education Report

At this point, we have almost completed our discussion of our book The Last Week by Marcus Borg and James Crossan. Remaining is a discussion of Holy Saturday and Easter Sunday.

Our next task is to decide if and when we will meet for the summer. We also need to identify a time this summer to plan for the fall.

Marilyn Cleland, Representative
Adult Christian Education

May 2015 Vestry Meeting Treasurer's Report with March and April 2015 figures:

This report covers the month of March and April 2015. The American Midwest Bank checking account is our primary operating account. Accounting is done by the American Midwest Bank Tax and Payroll Department. Since this report covers two months I will review the April results and you can consult the worksheets for the monthly details.

Receipts through April, 2015

We have received 54% of the pledged amount and 46% of the total budgeted receipts for the four month period. Year to date receipts were \$101,814.90.

Disbursements through April, 2015

Total operating disbursements for the four month period were 37% of the budgeted amount. The total year to date disbursements were \$82,449.65. The difference between receipts and disbursements year to date is \$19,365.25 on the positive side. In March we deposited \$40,000 from the Endowment fund into the Operating fund for cash flow purposes. Our annual allocation from the Endowment is budgeted as \$100,000 and after consulting with Matt Myre, our Edward Jones representative who manages the Endowment and Building Funds, we determined this was a sensible move at this time.

Building Fund

The balance in the Edward Jones Building Fund at the end of April was \$45,735.96, \$30,000 in CD's and \$15,734.96 in the Money Market Fund. The total balance of Building funds including \$7,035.81 in the American Midwest Bank account is \$52,770.57. During April we received a \$1,437.82 memorial contribution from a new parish member as well as \$125 in other contributions. There were no disbursements from the Building fund in March or April. Projects such as parking lot repair and resealing are planned for summer.

Endowment Fund

The value of the Endowment Fund at the end of April was \$2,096,985.28. The net increase in value for the year is \$55,294.76 which includes the decrease from the \$40,000 allocation.

Apache Stock - The 5.921 shares on deposit with the company were valued at \$405 on April 30, 2015. The value has increased \$33.90 since the beginning of the year.

On April 30, 2015 the balance in the AMB checking was \$37,824.97. The Flower Fund balance was a negative (\$212.45); Discretionary Fund was \$462.51; Columbarium Fund was \$1,464.30. The Garden Fund has a -0- balance. Building fund portion was \$7,035.81 and Operations balance was \$28,474.80. We have a Tornado Relief fund with a balance of approximately \$725. This was augmented with a donation of \$500 from the Bishop's Fund of the Diocese.

Respectfully submitted Pat Brown, Treasurer, May 17, 2015