

Vestry Meeting Minutes

St. Paul's Episcopal Church, DeKalb, Illinois

September 20, 2015

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

- **Opening:** The meeting was opened at 12:05pm with a prayer led by Peg Newby
- **Appreciations:**
 - For Rhys Prall for repairing the front sign
 - For Rich Frontjes for removing some of the parking lot weeds
 - For Susan King for dealing with the occurrences that have come up in Rev. Stacy's absence. She has been of great help.
 - For buildings and grounds committee for dealing with the endless tasks that arise.
 - For everyone who helped with the last Thrive Garden Market and for Rebecca and Brad Smith for coordinating the garden efforts this year
 - For the return of the choir; For acolytes
 - For the McMahons for their ministry to those who are home bound
 - To Fr. Lamb for stepping in when the scheduled supply priest was unable to be here.
- **Sharing our faith stories:** Julie Stubblefield shared her very interesting faith journey
- **Review and approval of the August 16, 2015 Vestry meeting minutes:** A motion to approve the August 16, 2015 minutes was given by Julie Stubblefield and seconded by Rick Johns. The motion passed.
- **Committee Reports:**
 - Treasurer's Report: Pat reviewed handouts of financial reports. She explained the monthly fluctuations of expenses in some line items. Also see attached report. Rick Johns motioned to accept report and file for audit. Jocelyn Prall seconded. Motion passed.
 - Senior Warden's report: see attached report. Peg reminded us that next Sunday is pledge card intake week. She and Julie Stubblefield have been leading this year's Stewardship.

- Jr. Warden's report: See attached report. Peg Newby motioned to approve the expenditure of \$500 for auditing of 2014 financial records. The motion was seconded and passed.
- Fellowship Report: see attached report
- Music Report: see attached report
- Christian Education Report: see attached report. Marilyn handed out a list of planned guests as well as areas of upcoming studies for the adult education. Sunday school for children continues to be lead by Maureen Gerrity. She is looking for adults to greet the children and provide the second required adult to be present during class.
- **Old Business**
 - Financial review status: covered in Jr Warden's report
 - Vestry nominating committee: Will be meeting in October
- **New Business**
 - Life of the Parish: Peg gave updates on parishioners (with their permission)
 - Vestry Vacancy update: Peg informed of upcoming vacancies and that the nominating committee is in place.
- **Closing Prayer and Adjournment:** Julie Stubblefield offered the closing prayer. A motion was given and passed to adjourn the meeting at 1:25pm.

Next Vestry meeting will be the Third Sunday, October 18, 2015 at 12:15pm. Next Executive Committee Agenda Planning Meeting tbd. October closing prayer will be led by (volunteer needed)

Submitted by Jocelyn Prall, vestry clerk

ATTACHED REPORTS

September 2015 Vestry Meeting Treasurer's Report with August 2015 figures:

This report covers the month of August 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 August 31, 2015 We have received 76% of the pledged amount and 76% of the total budgeted receipts for the eight month period. Year to date receipts as of 08/31/15 were \$167,857.90.

Disbursements through August 2015

Total operating disbursements for the eight month period were 71% of the budgeted amount. The total year to date disbursements were \$160,395.39. The difference between receipts and disbursements year to date is \$7,462.51 on the positive side. This includes the \$80,000 we have allocated from the Endowment fund.

Building Fund

The balance in the Edward Jones Building Fund at the end of August was \$45,998.35, \$30,000 in CD's and \$15,998.35 in the Money Market Fund. The total balance of Building funds including \$5,538.35 in the American Midwest Bank account was \$51,536.70. We expect to use some of the funds in the Money Market for Parking Lot repairs to be completed later this summer. We have ordered a new Advent wreath from Trevor Floyd & Company. This should arrive by the first Sunday in Advent. This is the firm we purchased the Altar Covering and Vestments from.

Endowment Fund

The value of the Endowment Fund at the end of July was \$1,936,402.46. The net decrease in value for the year is (\$105,288.06.) This includes the \$80,000 already transferred to the Operating Account. 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 August 4% of that figure was \$81,943.84, and 5% was \$102,429.80. We have allocated \$100,000.00 in the budget to come from Endowment funds. The recent downturn in the stock market accounts for a portion of the decline in value. See the chart on page 5 of the worksheet.

Apache Stock - The 5.979 shares on deposit with the company were valued at \$270 on August 31, 2015. The value has decreased (\$103.58) since the beginning of the year.

On August 31, 2015 the balance in the AMB checking was \$23,998.15. The Flower Fund balance was \$106.55; Discretionary Fund was \$218.32; Columbarium Fund was \$1,464.30. The Garden Fund has a \$188.03 balance. The Building fund portion was \$5,538.35 and Operations balance was \$16,482.60.

Please refer to the worksheet attached to this report for the details of the transactions.

Respectfully submitted Pat Brown, Treasurer, September 20, 2015

Sr. Warden report for September 2015 Vestry Meeting

- Working closely with Rick and Pat to monitor parish activities and needs. Communicating with other parishioners as needed. Sunday clergy has been a challenge! Due to the death of Fr. Trask's mother, 2 of the first 3 weeks in September needed a replacement. All is well...
- Working closely with Susan King to provide office support as needed. Susan and I speak or email nearly every day. Susan's knowledge and cheerfulness are much appreciated!
- Visited Linda Kelley at Bethany Rehab.
- Led announcements at September worship services.
- Stewardship – Finishing up end of September. Susan is sending thank-you letters for us. Pledge dedication is Sept. 27.
- Making sure Marilyn Cleland's assignments are covered according to her needs.
- Continued participation in Sue Ouellette's discernment as a member of her team. The team also includes Terry Dickow, Sharon Downen, and Deacon Tom Craighead. We had our first Skype meeting in late August. Next "meeting" tbd, depending on Sue's internship schedule.

Peg Newby

Junior Warden's Report September 2015

--We have accepted a bid for sealcoating the parking lot from Premier Paving Solutions, for a cost of just over \$6000. The work will be done over 2 days near the end of September or beginning of October. No definite date has been set as yet.

--I met with CPA Sandra Arneson from Oregon IL. She suggests that we just audit the 2014 records, for which work she wants \$500. If the Vestry approves this expenditure, I will put her into contact with Pat Brown and our bank.

--I spent a fair amount of time dealing with our fire alarm system. The company that we used got bought by another company, and the new company came out to install a new radio. Unfortunately, the alarm kept going off. After 4 visits, totaling at least 10 hours of their time, The problem was diagnosed: they needed to connect the new radio with a better antenna. On the fifth visit, this was done, and we have had no problems with the alarm since then.

--On Labor Day, someone apparently threw a rock through our new sign, breaking one panel and 3 of the 4 fluorescent bulbs inside. We filed a police report, and I cleaned up the mess. Rhys Prall did some nice work with glue and put the sign back together so it looks quite decent.

We contacted the sign manufacturer, since we have vandalism insurance through them. They are sending out a new plastic panel, which we will have to install; this will not be particularly difficult.

--we still haven't been billed for the new shed.

--nothing new to report concerning the roof, or getting new signage inside the building and in the parking lot.

--I would like to plant a bit of a garden around the church sign. If anyone has hardy perennials they would be willing to donate, I would greatly appreciate it.

Rick Johns

FELLOWSHIP REPORT FOR SEPTEMBER 2015 VESTRY MEETING

Despite the very wet morning on the day of the Parish Picnic, we were able to enjoy the outdoors for the meal. It turned out to be a very pleasant (although a bit chilly) day. Thanks to all who helped. Due to the rain, we could not pre-set anything outdoors and everyone chipped in to make it happen after our indoor service. I have placed a "sign-up" table close to the coffee table in hopes that increasing visibility of fellowship-type event opportunities including coordination of events will increase participation. The posting for coordinating events only goes through December. Events occurring starting in January will be posted later in November or early December. The next event is the Pet Blessing on October 4th which Mary Lincoln is coordinating. We are in great need for coffee hour hosts so the same few people are not always responsible for this. I encourage vestry members to pair up and take a week. It is less work when more than one person is helping on a given Sunday. Our coffee hour time of fellowship is when we really welcome visitors or new members and catch up with each other's lives. This is how we stay connected with our church family and provide and receive support to/from each other. It is important especially when having supply priests to offer some kind of snack since they have a distance to drive home. Please consider taking a Sunday this fall.

Jocelyn Prall

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St. Paul's Episcopal Church - DeKalb, IL

Music Ministries Report

All the choirs and musicians are off to a great start on Rally Sunday (9/13)! The children's choir joined the adult/youth choir in a spirited Gloria! My intent is to have both choirs sing together once a month. I continue to work on several administrative projects that include:

1. The Adult/Youth & Children's Choirs

- The 2014 and 2015 CD's are finished! ***Music from the Six Liturgical Seasons: Epiphany, Lent, Easter, Pentecost, Advent and Christmas.*** Most of the choir members have received their 2015 CD's and will be receiving a revised 2014 CD. **A sign up sheet will be available soon for parishioners to request copies of both CD's.**
- Both choirs are reviewing old and learning new music.

2. Music Research/Selections

- Hymns are essentially completed for Sept-Dec, 2015. I am currently working on 2016, in addition to ongoing edits of anthems for the adult/youth and children's choirs.
- I spent quite a bit of time assisting (researching, selecting, acquiring music) via phone and emails, in addition to coaching/rehearsing with organist, for the Chuck and Mechelle Goodenough Wedding in August.

3. Instrument Update

- **The organ repairs \$1,200.00-\$1,600.00. Possible 400.00 increase.**
Paul & Robin McNamara: When we last talked I believe that I estimated about \$1600.00 for the work that needs to be done at St. Paul's... However, I found that I had not included travel time and mileage in the total. My current worst-case scenario comes up to \$2,100.00, but let me stress that this is very much the worst case! My best-case scenario is about \$1,092.00, but I believe that \$1,600.00 is still a reasonable figure.
- **All three pianos** (Sanctuary-Yamaha Grand, Parish-Hall Mason Hamlin Grand, St. Timothy Center-Upright, **were tuned on September 11** (included in fixed budget), by Matt Ponio.

4. Choir Robes were cleaned. VIP Cleaners received discount. Cost \$220.00 Budget Line Item?

Lorraine Langer, Director of Music Ministries (09-20-2015)

Christian Education:

Adult Christian Ed met and decided upon a program of study for the first semester. (See below)
The group remains the same with the addition of a new member Jacob Maas.

Respectfully submitted: Marilyn Cleland

- Jewish ritual and celebrations
 - Judaism and Christianity within a (largely) Pagan world and within the Roman Empire
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- Jesus as Christ
 - Non-canonical gospels of Jesus's ministry, if there is time

Special Dates

- November 8. Black Lives Matter: The Reverend Amy Baskerville-Burrows will be a guest speaker at our Sunday School.
- November 22. Grace Place: The Reverend Amy Fallows will be our guest speaker.
- November 29. Beginning of Advent; Rev. Stacy returns (!)
- Tuesday, December 1st. Brian Wagner at Rock Valley College on "The Possibilities of Religious Pluralism" at 6 pm

Unit Two. Advent

- Preparing for the Child: Stories and Traditions of the Birth of Jesus
- Mediating between Advent quiet and consumer Christmas noise
- Practicing Advent: Creating rituals and traditions to help children and families experience Advent preparation

Readings will be taken from

- The Hebrew Bible
- The Gospels
- The Jewish Annotated New Testament (2011), Amy Jill Levine, editor
- Non-canonical gospels
- Other relevant sources

