

Vestry Meeting Minutes:

St. Paul's Episcopal Church, DeKalb, Illinois

February 22, 2015

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

- **Opening:** The meeting was opened at 12:20pm with a prayer offering by Rev. Stacy
- **Appreciations:**
 - For those who assisted with the reception for Bishop Epting's visit and for the Soup Supper after the Ash Wednesday evening service
 - For the new members of the vestry; for willingness to commit to this important ministry
 - For the choir with some recent memorable anthems
 - For Ellen Stewart starting as a new altar guild member
 - For Rebecca Smith and Rosemarie Ostberg who assisted Rev. Stacy with "*Ashes on the Go*"
 - For the steady stream of visitors to St. Paul's on Sundays
- **Sharing Our Faith Stories:** Mary Lincoln shared a moving story of the discovery that the power of prayer has. Jocelyn Prall is scheduled to share in March.
- **Review and Approval of January 18, 2015 Vestry meeting minutes:** Clerk, Jocelyn Prall
With a correction to today's agenda to read 2015 instead of 2014 minutes, the motion to approve the minutes passed unanimously.
- **Committee Reports:**
 - Treasurer's Report—Pat Brown (see attached). Pat is completing the treasure's portion of the parochial report (also see under Rector's report). A motion was placed and passed unanimously to roll-over a CD coming due. A motion was also made and passed to approve the treasurer's report.
 - Senior Warden's Report – Peggy Newby (see attached)
 - Junior Warden's report – Rick John's (see attached). There was discussion re buildings and grounds committee projects (Rick is heading this committee). The committee will be meeting soon and there will be more information at the next vestry meeting.
 - Fellowship Report – Jocelyn Prall (see attached report). Additionally, Jocelyn informed that their fellowship group (combination of two groups) had their second evening outing attended by ten people, which was great fun and fellowship.
 - Music – Lorraine Langer (see attached)
 - Christian Education – Marilyn Cleland

In Marilyn's absence, Mary Lincoln reported the Adult Education group is reading and discussing a book, The Last Week which is a historical perspective of Jesus' last week. Another book, Following Jesus in a Culture of Fear, is being read at home with a scheduled discussion time to be announced.

- **Rector's Report** – Rev. Stacy (see attached)
 - A correction to the report—the planting of the Garden will be May 24th, not May 17th.
 - Keeping God's People Safe – April 11th is the tentative date for this program for those still in need of this training.
 - The 2014 Parish Parochial report is partially completed. The completed section was motioned for approval and passed unanimously
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- **Old Business**
 - Financial Review Team for 2010-2014 – Pat Brown and Peg Newby continue to gather needed documents in preparation for the review.
 - Luke Krueger has been looking into energy cost comparisons
- **New Business**
 - Peg Newby spoke of initiating a time line for Vestry Committee assignments and the expectation of the vestry members to serve on these. The goal is to have the Stewardship Committee formed before fall.
 - Rev. Stacy talked about the **Bishop's Award** which recognizes a person's contribution to the church and greater community. Rev. Stacy will contact the diocese for clarification on some of the qualifications for this award.
 - United Thank Offering (UTO) – Peg Newby is again chairing this campaign which will be starting soon. Collections will take place up to Palm Sunday.
 - Vestry Retreat—A Vestry retreat is planned for May 8th at 6pm at Mary Lincoln's home. Julie Stubblefield volunteered to plan the program.
 - Mutual Ministry Review – Is planned for May 30th with Andrea Mysen from the diocese facilitating.
- **Closing Prayer and Adjournment** – Rev. Stacy
 - Meeting was adjourned at 1:55pm

Next Vestry meeting will be the FOURTH Sunday, March 22, 2015 at 12:15pm. Next Executive Committee agenda Planning Meeting—Wednesday March 18, 2015 1:00-2:00pm. March closing Prayer will be lead by Peg Newby.

ATTACHED REPORTS

February 2015 Vestry Meeting Treasurer's Report with January 2015 figures:

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

Department. This account includes funds transferred from the Building Fund at Edward Jones to facilitate paying capital project bills. Our Building Fund major funds and the Endowment Fund are managed by Edward Jones.

Receipts through January 31, 2015

We have received 35% of the pledged amount and 17% of the total budgeted receipts by the end of the one month period. Operating receipts through January total \$39,012. Several parishioners paid up their 2014 pledge balance in early 2015, and one family paid their entire pledge for 2015.

Disbursements through January 31, 2015

Total operating disbursements for the one month period were \$19,396 which is 9% of the budgeted amount. The difference of receipts over disbursements for the month was \$19,616 ending the month with positive net receipts.

Building Fund

The balance in the Edward Jones Building Fund at the end of January was \$44,158 - \$30,000 in CD's and \$14,158 in the Money Market Fund. The total balance of Building funds including \$6,581 in the American Midwest Bank account is \$50,739. During the month we received contributions of \$485 in the regular building fund. There were no disbursements from the Building fund in January.

There is a balance from a recently matured CD in the Money Market which will provide funds for the driveway sealing slated for Spring 2015, and for more signage around the property. There is also a \$10,000 CD maturing in March 2015. You can decide to roll this over or cash it out depending on projected Capital needs. It is not difficult to cash in a CD if it is rolled forward.

Endowment Fund

The value of the Endowment Fund at the end of January was \$2,034,926,. The decrease in value for the year as of January 31, 2015 was (\$6,082.) Net decrease was (\$6,764.) We have not taken any allocations from the Endowment Fund yet this year.

Apache Stock - The 5.898 shares on deposit with the company were valued at \$369 on January 31, 2015. The value was approximately the same as at the end of 2014.

On January 31, 2015 the balance in the AMB checking was \$37,492.15. The Flower Fund balance was \$84.25; Discretionary Fund was \$637.26; Columbarium Fund was \$1,464.30. The Garden Fund has a -0- balance. Building fund portion was \$6,580.81 and Operations balance was \$28,725.53.

Respectfully submitted Pat Brown, Treasurer, February 22, 2015

Sr. Warden report for Feb. 2015 Vestry Meeting

We may be in a new year, but the ongoing projects and new happenings are keeping us busy!

I retired on January 30th, then vacationed for 2 weeks, returning February 15th. I am adjusting to my “new life” as a retiree! I missed 3 Sundays, but was able to keep up with what was going on by e-mail and using the weekly bulletin on our website. On Sunday mornings, I downloaded the bulletin for the day, and read through it as if I was “in church.” The weekly e-mail updates from the office and the announcements in the bulletin are great ways to keep up on things.

We held our first Executive Committee meeting for the new Vestry this week. This committee is made up of Rev. Stacy, the Sr. and Jr. Wardens, and the Treasurer. At this meeting, we talk about what needs to be on the agenda for Vestry, and whatever else needs to be discussed or determined. If you have an item you would like discussed, please let one of us know, so we can add it to the agenda. Rev. Stacy develops the Agenda, which she forwards to all Vestry members. This agenda e-mail contains a reminder to get your report (if you have one) to all members by end of the week (preferably by Friday evening). Please check your e-mail and read the reports before coming to Vestry meeting. Our meetings move along more quickly if we just ask questions or clarify, rather than reading our whole report. Thanks for your cooperation.

I would like to thank Rick Johns for assuming the role of Jr. Warden. When I was Jr. Warden, I asked not to be the Building and Grounds contact, so Luke Krueger continued in that role. Rick will assume the B&G role, for which I am *very* grateful.

According to our Bylaws, the Vestry needs to review them annually no later than the March meeting. I am attaching a copy for your review. Please let me know before the March meeting on the 22nd if you have questions or concerns. We did make a change in wording at our Annual Meeting in January, and that change is reflected in your copy.

Some of the things I am working on:

An application for the Bishop’s Award

Annual UTO Ingathering (actually a function of the ECW) – I am chairperson

Update our AED / emergency supplies

Continuing with the Financial Review prep

Finish my Keeping God’s People Safe training (I did part 1, now need to do part 2)

Peg Newby

Junior Warden’s Report.

February 22, 2015.

This is my first report as junior warden. I am going to be the liaison with the Building and Grounds committee, and I am going to need to meet with them soon. The following items need my attention:

- The **lights in the parking lot** by the dumpster are burned out once again. I have put a call in to Vic Reed Electric, but they haven't gotten back to me yet. I will try again Monday morning. Also, the B+G committee has discussed the possibility of replacing the frequently-burned-out lights with LEDs. I believe Rhys Prall has gotten some quotes. I will contact him about this.
- The **rectory garage light** is an old fluorescent fixture that is functioning poorly. It should probably be replaced. I will talk to Vic Reed Electric about this.
- The **hot water heater** in the parish hall may not be functioning properly. I will look into this. It may need to be replaced.
- The new church sign needs a **flower bed**. Can we do this ourselves, or can we find a contractor to do it for us? Rev. Stacy has suggested Jeff Marshall Landscaping.
- The grounds need some additional **signs**. I need to check on what this involves.
- The **parking lot needs to be re-sealed** this spring. I need to check on the status of this.
- **Spring Cleanup Day** will be Saturday April 18, and we are coordinating this with NIU Cares Day. This means we will have some student help that day. We do cleanup, bush and hedge trimming, weeding, and mulching on that day. I need to ensure a proper supply of mulch: I will check with Rhys about this.
 - Last year the students also spent a few hours going **door to door** in the neighborhood spreading word about the Thrive Market and Garden. I will discuss this with Chris Krueger.

Report submitted Feb 21, 2015

Rick Johns, Junior Warden

FELLOWSHIP COMMITTEE REPORT: Vestry meeting February 22, 2015

Although we missed a Sunday (due to the blizzard) to announce the Assistant Bishop's upcoming visit and pot-luck, the service and luncheon on the 8th had a fair attendance. Thanks goes to Rosemarie Ostberg and Janie Torma for assisting me with preparing the Parish Hall and to all those who brought food and stayed to help clean up (especially Rhys Prall and Marilyn Cleland who stayed until all was done). The Ash Wednesday Soup Supper was coordinated by Rosemarie Ostberg. Thanks to Rosemarie and all who brought food and helped with set up and clean up. We had a surprisingly good turn out despite the frigid temperature. The next fellowship opportunity will be the annual Chili Cook-off, Sunday March 8th which is being coordinated again this year by the Kruegers. Two fellowship groups are combining once again for a dinner out on Saturday 2/21. This should be another enjoyable evening.

Jocelyn Prall

Music Ministries Report

I attended and enjoyed the Association of Anglican Musicians (AAM) Conference held at St. James Commons in Chicago this past month, "Cultivating Excellence in Liturgy, Music and Preaching" (for new vestry members see information and link below for more on this subject).

As I shared in the February church newsletter, I was able to experience and enjoy Evensong (Evening Prayer) and other services, in addition to several presentations by gifted clergy and musicians that were inspiring, and also very validating and affirming for me in that St. Paul's Music Liturgy is doing very well!

I continue to work on several administrative projects that include:

1. Reviews: Organist and Pianist
2. Music research and selections: hymns and service music for the year 2015
3. Adult/Youth and Children's Choir: anthem selections, rehearsal and service schedules
4. Instrument update: The Sanctuary and Parish Hall pianos will need to be tuned over the next month (fixed budget). The Organ will need some additional repairs this year that are not in the fixed budget. Report and budget forthcoming.
5. Drafting: CD insert for choir recording, date for children's choir goal meeting & fellowship, and wish list/budget for materials to better serve the choirs such as: bells light enough for children, a white board to teach aspects of music and worship, children's choir folders, folder storage cart/bookcase for adult/youth and children's choirs, etc.

For new vestry members:

Taken from sermon at AAM Convention given by The Rt. Reverend Eugene Sutton... Good worship consists of its own "three legged stool": music, liturgy and preaching. Each leg of that stool is important, and if one of them is weak than the other two will not be able to stand for long. The truth is no matter how earnestly a church may pour itself into serving its community (which, as I said earlier, is a good thing), if the preaching is uninspiring, the liturgy is sloppy, or the music is barely listenable, then that church **will** shrink and eventually may have to close its doors as a worshiping community. <https://sedangli.wordpress.com/2014/06/24/decently-writ-xviii-sermon-by-the-rt-rev-eugene-taylor-sutton/>

Lorraine Langer, Director of Music Ministries (02-19-2015)

Rector's Report for February 22, 2015 Vestry meeting

- I. Liturgy
 - A. Ash Wednesday was on February 18th. It went as well as could be expected for being 7 degrees with wind-chills in the negative numbers! We had good attendance at both the 8AM and 6PM services. Ashes on the Go was more subdued this year with most people stopping by being associated with St. Paul's. Thanks to Rebecca Smith and Rosemarie Ostberg for joining me in this ministry this year.
 - B. The next regularly scheduled baptismal date will be Easter Vigil, Saturday evening April 4, 2015.

- C. Visit with Bishop Epting on Sunday, February 8th, 2015 went very well. Our coffee with the bishop with guests who are not particularly going to church or are on the fringes of the church went well. The conference room was full. Our two newly received members (Rebecca Smith and Chelsea Coventry) also felt very warmly welcomed officially in the Episcopal Church. Thank you to everyone who helped organize this hospitality.
 - D. Wednesday Healing services
 - 1. Attendance at these services the last three weeks has been very low. I think the cold and snowy weather has had a lot to do with that.
 - 2. We will not have Wednesday services on 3/11 and 3/18 when I am in NYC at the UNCSW meeting.
 - 3. I have set the following dates for early 2015 evening services: 4th Wednesday of each month January thru May (1/28, 2/25, 3/25, 4/22, 5/27)
 - 4. On the day of an evening healing service there will not be a morning service, it will be at 5:30P.M. in the Sanctuary.
 - E. Luke Krueger and I will be meeting next week to discuss a planning team for Holy Week liturgies.
- II. Pastoral Care
- A. I am happy to announce an exciting development in pastoral care. Sue Oullette is a student in the Lay Chaplaincy course at Bishop Anderson House in Chicago (a ministry in the Diocese of Chicago). I will be working with Sue this winter and spring as her supervisor for her field experience which involves making pastoral visits 2 hours a week. Sue is currently seeking a sight for this field experience, which may include visiting some St. Paul's parishioners. In the case that St. Paul's parishioners are visited I will contact these members first to introduce them to Sue as a lay chaplain in training.
 - B. Just a reminder to contact me should you or someone you know be hospitalized or otherwise in need of pastoral care. Hospitals do not contact me. Also, I appreciate knowing when someone is ill and in need of a phone call and/or visit.
- III. Christian Education
- A. Dine and Discuss is scheduled for Saturday, March 28th at 5PM in the parish hall. We are reading "Following Jesus in a Culture of Fear" by Scott Bader Saye. All are welcome to attend.
 - B. Sunday School Recognition Sunday will be Sunday, May 17th, 2015.
- IV. Administration
- A. Capital projects
 - 1. Luke Krueger and I had to reschedule our date to finish up plans for signs around the parking lot and building. We will work on meeting to address that sometime in early 2015.
 - B. Keeping God's People Safe—Options for Saturday morning training at St. Paul's dates are March 28, April 11, May 2, and May 9. All vestry members are required to complete this training as well as other ministers in the church and employees. Training needs to be taken once every five years. Please look at your calendars and come to vestry meeting prepared to discuss in brief.**

V. Mission and Community Activities

- a. Oak Crest
 - 1. Fr. Hedges of St. Peter's, Sycamore will take the March 18th service while I am out of town.
- b. Grace Place
 - 1. I continue to be active as the president of the board of directors of Grace Place.
 - 2. Grace Place will have a spring fundraiser at St. Peter's, Sycamore on Thursday, March 26th in the evening. Stay tuned for more information.
- 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. I will be attending a Deans Council meeting with Bishop Lee at St. James Commons on Thursday, February 26th, 2015. Our next regularly scheduled Rockford Deanery meeting will be April 23rd.
- e. NIU/Association of Campus Religious Organizations (ACRO)
 - 1. I am staying in touch and attending meetings as my schedule allows.
- f. United Nations Commission on the Status of Women
 - 1. I am preparing now to be away for two weeks so everything should run more or less smoothly at St. Paul's. Rich will be at home and can handle pastoral care emergencies as they arise: 773-717-9447
 - 2. I will be tweeting @stacywf as well as posting some facebook updates. If I have a chance I will write some blog posts.
 - 3. I'm looking forward to talking about this experience more formally with our congregation when I return. Not sure what that will look like. I'm sure some ideas will start to formulate while I'm in New York.
- g. Thrive Market and Community Garden
 - 1. Chris Krueger and I met on 2/19 to discuss getting started with the Thrive Market and Garden ministry in 2015. More details to follow soon about spring planning meetings, etc.
 - 2. We are signed up to be an NIU Cares Day (April 18) site again this year and I have requested more students than last year to assist with sharing information about Thrive Market and Garden door to door in the neighborhood.
 - 3. Plant the Garden Sunday will be on Sunday, May 17th, 2015 after the 10:30A.M. service.

VI. Continuing Education

- a. My continuing education plans for next year will be primarily the UNCSW meeting in New York in March, and a sabbatical in the fall of 2015.

VII. Other

- 1. Important dates and events to remember—some to attend, some FYI
 - a. March 6-20th—Rev. Stacy at United Nations Commission on the Status of Women meeting

- b. March 8—Chili cook-off
- c. March 22, 2015—United Thank Offering (UTO) ingathering; Vestry meeting (fourth Sunday)
- d. March 28, 2015—Palm Sunday and start of Holy Week
- e. April 2, 2015—Maundy Thursday, 6PM
- f. April 3, 2015—Good Friday 6PM
- g. April 4, 2015—Easter Vigil, 6PM
- h. April 5, 2015—Easter Sunday