

**Vestry Meeting Minutes**  
**St. Paul's Episcopal Church, DeKalb, IL**  
**October 15, 2017**

Meeting munchies provided by Pat

**MEMBERS PRESENT:** Rev. Ed Bird, Interim Rector; Freyja Rasmussen-Johns, Jr. Warden; Pat Brown, Treasurer; Brad Smith; Julie Stubblefield; Marv Kombrink; Linda Lorbach

**MEMBERS ABSENT:** Peg Newby, Sr. Warden; Gretchen Schlabach

**OTHERS IN ATTENDANCE:** Vince McMahon

1. **Opening Prayer** – Rev. Ed
2. **Appreciations:** For the beautiful rugs that arrived; for Rev. Ed's sermon today; for how well everyone treats Ferdinand; that Vince is here at the meeting; that Ed and Beth now have a second car; to Lorraine for filling in for Susan; for the music; for Vince's grandson; to Pat for bringing the munchies today.

Vince McMahon addressed the Vestry about reinstating the 8:00 a.m. service. After Vince left the meeting, some discussion ensued regarding when to restart and how often 8:00 services should be held.

**MOTION PASSED TO RESTART THE 8:00 A.M. SERVICE**

It was decided that services would be held on the 2<sup>nd</sup> and 4<sup>th</sup> Sundays of the month beginning in November.

**3. Today's Business:**

- a. **Treasurer's Report:** Pat explained her written report and said that there would a parish meeting in the spring to explain the endowment and familiarize the congregation how it works.

**MOTION PASSED TO ACCEPT THE TREASURER'S REPORT AND FILE FOR AUDIT.**

- b. **SRC update:** Brad and Julie briefly reported that all the rugs and equipment are now in.
- c. **Search committee update:** Freyja reminded everyone that there will be a CAT interpretation meeting on October 24 at 5:00 pm that vestry members should plan to attend.

**4. Approval of Vestry minutes from September 2017 meeting.**

**MOTION PASSED TO APPROVE SEPTEMBER 17, 2017 MINUTES.**

**5. Closing Prayer – Pat Brown**

Meeting adjourned.

Brad volunteered to bring meeting munchies to the November meeting, and Marv volunteered to do the November closing prayer.

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**Appendix A  
Senior Warden’s Report**

**Senior Warden’s Report  
Peg Newby  
For October 15, 2017**

**Keeping God’s People Safe (KGPS) Training** is proving problematic for several parishioners. The website isn’t always too user friendly, causing glitches and odd messages. I will try to troubleshoot later this month. For now, our “deadline”/goal of finishing by Oct. 31<sup>st</sup> is probably not realistic. I am reassuring people as necessary that this isn’t a mandatory deadline, and they should continue their ministries as usual.

**On my mind. . .** I have been thinking about what I would like to accomplish in my last 3+ months on the Vestry. I will see the KGPS training through to its conclusion for the 2017 renewals. And I would really love to get back to the revision of the Bylaws, which was a goal during my last time on Vestry. Both of those projects can be done outside the Vestry commitment. Foremost on my mind right now is 1)attending Convention in November, where I hope to enjoy spiritual renewal and good fellowship opportunities with Freyja, Pam, and Jocelyn, and 2)forming a Nominating Committee and doing that important work. We **MUST** get a Jr. Warden in place to start the next year with Freyja. If you have ideas about this committee or who we might consider, *please* let me know A.S.A.P.!

I am always appreciative of the work of the Vestry. I truly believe we have come together as a working body, and hope we can continue to encourage others to join us in this work!

*Peg*

**Appendix B  
Junior Warden's Report**

**Jr. Warden Report for October 15, 2017  
Freyja Rasmussen-Johns**

I am very excited about the updates to the look of the sanctuary with some of the new mats and cushions already in place. Several of the cushions are being put to use and I have heard good reports about them. I look forward to the completion of the new Playground area and the expanded handicapped accessibility areas. Many thanks again to the SRC and to vestry members for seeing these projects through.

The pet blessing was again a big success with about 30 or so pets in attendance. Rick and I spent an afternoon distributing flyers to local businesses and putting up the pet blessing banner in the church yard. Thank you, Rev. Ed for leading the service and individually blessing all the pets in attendance. On October 4<sup>th</sup>, Jennie Cummings, Maureen Gerrity and I coordinated and delivered a taco bar meal to Grace Place.

Upcoming stuff:

I will cover the office on Oct. 16 & 17 while Rev Ed attends the Clergy Conference.

Just a reminder to all vestry members that there will be a CAT interpretation meeting with Diocesan representatives on Tuesday, Oct. 24 at 5:00 p.m. The search committee and vestry members should plan to attend this meeting if at all possible. No need to worry about dinner that night as I will be coordinating a light supper for all.

As Peg mentioned in her report, I am also concerned about getting together a nominating committee and talking about who might be willing to serve on the vestry as well as Jr. Warden for 2018. This will be an important year as we will (hopefully) be hiring a new rector, and we really need good team work through this transition period (i.e., I can't do this alone!).

As always, I am grateful to all of you who have come together to help lead and move our parish forward in such a successful manner.

-Freyja

**Appendix C  
Building & Grounds Report**

**Appendix D  
Treasurer's Report**

**St Paul's Episcopal Church, DeKalb, IL 60115**

**October Vestry Meeting Treasurer's Report with September 2017 figures:**

This report covers the months of September 2017. The checking account with Heartland Bank is our primary operating account. Accounting reports are compiled by American Midwest Tax and Accounting, Inc. whose office is at 901 North First Street in DeKalb. Sheila Appel is our primary contact. The firm also pays the bills and processes the payroll. The Edward Jones Firm on Sycamore Road managed by Matt Myre oversees our Building (Capital) and Endowment Funds.

### **Receipts through September 2017 (See attached worksheet for details.)**

We have received **\$85,616** of the 2017 pledges through the end of September which is **86%** of the \$100,000 budgeted. The total of all receipts through September is **\$163,294** which is **79%** of the budgeted amount of **\$207,605**.

### **Disbursements through September 2017**

Total operating disbursements through September were **\$133,669** which is **64%** of the budgeted amount of **\$207,605**. The difference between receipts and disbursements through September was **\$29,625** on the positive side. A \$70,000 Endowment fund allocation was transferred to the Heartland Bank Account from Edward Jones in May 2017. We are monitoring the cash flow to see when another distribution may be needed.

### **Capital Fund**

The balance in the Edward Jones Capital Fund at the end of September was **\$30,000** in CD's and **\$4,574.40** in the Money Market Fund totaling **\$34,574.40**. We received **\$35** in regular Capital Contributions during September. We spent \$1,220.65 from the Capital Fund - \$749.81 for a Kitchen Dishwasher and \$470.84 for a cabinet in the Choir room. The regular Heartland Bank Checking account has **\$9,668.25** in Capital Funds. With the **\$34,574.40** in the Edward Jones Account, the September total equals **\$44,242.65**.

### **Endowment Fund**

The value of the Endowment Fund at the end of September was **\$2,075,398.93**, a change in value from January 1<sup>st</sup> of **\$227,623.90**. The net increase in value is **\$144,838.67**. The general upward movement of the Stock Market since the beginning of the year is still benefiting the Endowment Fund. **5%** of the Monthly Average Balance is **\$99,832** and **4%** is **\$79,865**. These numbers relate to the amount we can take from the Endowment Fund for Operating Expenses. The Endowment Committee met October 3rd to review the investment strategy and plan additional meetings and events for the coming year.

**Apache Stock** - The **6.226** shares on deposit with the company were valued at **\$285.15** on September 30, 2017. The value has decreased (**\$108.48**) since the beginning of the year and increased \$44 in the last month.

**On September 30, 2017 Fund balances in the Heartland Bank checking account were:**

**Discretionary Fund \$353.45; Flower Fund \$970.16; Garden Fund (\$334.70); Columbarium Fund \$3,623.90; Operating Fund \$24,765.99; Capital Fund \$9,668.24 for a total of \$39,047.04.**

**Respectfully submitted Pat Brown, Treasurer, October 15, 2017.**

**Appendix E  
Fellowship**

## **Appendix F Music Ministries**

Music Ministries and SRC Reports Vestry Meeting, Sunday, October 15, 2017

St. Paul's Episcopal Church - DeKalb, IL

### I. The St. Paul's Adult/Youth and Children's Choirs:

Are currently working on music for Pentecost, and will be adding Advent and Christmas music this month. Will be experimenting with adding bells to a few choir anthems over the next several months.

### II. Administrative Work Worship:

o I continue to research and program music for the 2018 liturgical year.

o I have had a few meetings and creative conversations about the overall liturgy with Rev. Ed.

#### Music Staff:

o We have intentional and very productive music staff meetings on Sunday mornings.

o Music job descriptions and documents for the Rector/Wardens are completed, still forthcoming.

#### Maintenance:

o Hoping to have a session (led by Peg Newby) for several parishioners on bell cleaning.

#### Church Staff [Priest, Administrative Assistant, Director of Music]

o I continue to collaboratively work with Susan King and Rev. Ed Bird, and attend staff meetings.

o While Susan is recovering from her surgery, I am helping with some of her duties that include: the weekly bulletins, the email of the week, the website and probably the monthly newsletter. For remuneration, I have asked Rev. Ed to have the church give a contribution to the music fund.

### III. Lay Administrative Work

#### Sanctuary Reconfiguration Committee/Subcommittee:

o The 4 mats and all the furniture have been ordered, paid for, and have also arrived.

o We will be proceeding with additional carpentry work on the Access-Ability pews, and on the removal of the pews in back for the PrayGround, on Saturday, October 21, 9 AM-2 PM. I will supply morning coffee, donuts, water, and a noon subway lunch. Suggest the Vestry support/empower the carpenters to finish the lectern side of access ability pews.

*Lorraine Langer, Director of Music, SRC, Saturday, October 13, 2017*

## **Appendix G Adult Education**