

St. Paul's Episcopal Church, DeKalb, Illinois

February 21, 2016

VESTRY MINUTES

Members Present: *Senior Warden*: Rick Johns, *Junior Warden*: Bill Cummings, Marilyn Cleland, Julie Stubblefield, Mary Lincoln, Brad Smith, Linda Lorbach, Rev. Stacy Walker-Frontjes, *Music Director*: Lorraine Langer, *Treasurer*: Pat Brown, *Clerk*: Gretchen Schlabach.

Announcements

Brad is leading the prayer for the next Vestry Meeting (March 20, 2016)

New Vestry should check church mailbox and be mindful of dates on the Rector's report and appreciations.

I. Opening Prayer—**Rev. Stacy**

II. Appreciations

- **Peg, Marilyn, Jocelyn** and new Vestry members.
- Wonderful to see **Janie and Jim Torma** at St. Pauls.
- **Arlo and Lila** wonderful visitors, who participate.
- **Kids** drawings are beautiful
- **Brad**, as a counter, did an excellent job!

III. Vestry Visioning Moment (Items I.-III. 15 minutes)

- Take a look at bigger picture items.
- *Vestry Resource Guide* as well as *Vestry Papers* from Episcopal Church Foundation
- Vestry Questions: continuing the conversation
 1. What do you value about your Church?
 2. How can we help to maintain and enrich the experience of the Church?
 3. What can we do to ensure a richer spiritual life at St. Pauls?
- Relative to the questions above perhaps maybe we should make a stronger invitation in Epiphany. Also Sundays between services may be the best time to explore these questions.
 - Parish gathering including a Sunday brunch might work well. **Rick** will lead discussion in regards to the above questions, and **Julie** will write responses.

IV. Review and Approval January 17, 2016 Vestry meeting minutes(5 minutes)—Clerk, **Gretchen**

- **Motion passed** which was put forward by (**Julie**) and seconded (**Rick**) to approve the January 17, 2016 minutes

V. Committee Reports (25 minutes) Please do not read aloud what was in your written report!

- Treasurer's Report for January--**Pat Brown Appendix D**

- Telecomm – **Pat** will look at what items are included in this category?
 - **Pat** will look into the supply priest item
 - **Motion passed** which was put forward by (**Bill**) and seconded (**Rick**) to approve the January Treasure’s Report and file for audit.
- Senior Warden’s Report —**Rick Johns Appendix A**
 - Bill will be building and grounds
 - Junior Warden’s report and Buildings and Grounds report—**Bill Cummings**
 - Some things to think about: repairs in the bathroom of the rectory, light fixtures, vanity, tilework around shower; Ash tree is dropping a lot of sticks
 - **Brad Smith** volunteered to be on Building and Grounds
- Fellowship—**Julie Appendix B**
 - Chili Cook-Off, Sunday, March 6, 2016 - Announce It. **Rick Johns** will host it.
 - Easter Vigil – March 26
 - Low Sunday brunch - April 23
 - Ascension – May 5th
 - Crepes on the Patio – May
 - Parish Picnic – August 21st
 - **VESTRY meeting rescheduled to August 28th**
 - Pet Blessing – October 2nd
 - Christmas Eve
 - Epiphany
 - Music—**Lorraine Langer**, Director of Music Ministries **Appendix C**
 - Proposal of better use of the space and list issues
 - Work with the Executive committee first
 - Christian Education— Gretchen Schlabach
 - **Motion passed** which was put forward by (**Rick**) and seconded (**Bill**) to approve **Gretchen** as the Vestry representative to Adult Christian Education.
 - Rector’s Report—Rev. Stacy **Appendix D**

CALENDAR

 - December 2016 Vestry meeting on the 2nd Sunday 12/11/16
 - One service at 10:30A.M. on Palm Sunday & Easter (March 20th and March 27th)
 - MMR and NIU Cares Day April 16, 2016
 - Bishop Lee meets with our Vestry after the April 23rd Regional Confirmation hosted by our parish

VI. Old Business (10 minutes)

- Sanctuary Roof-**Bill Cummings** Water leakages may cause us to bite the bullet. It will cost us. Need an expert. Standard Roofing is a quality company. Getting bids and expert

VII. New Business (25 minutes)

- Church Insurance report, increasing our deductible proposed—Rick Johns
 - Increase deductible will provide a savings \$2500.00. Rick moves to increase to \$2500 and Bill seconded. Motion approved.
- Parochial Report for 2015, approval for filing—Rev. Stacy and Pat Brown
Received Parochial Report. People who are baptized and contributing. Average Sunday attendance was 47. **Motion passed** which was put forward by **Rick** and seconded by **Julie** to approve the parochial report 2015 member.
- By-Law review team—**Rick, Mary, Pat, and Julie** will read and make comments. The team will bring forward changes in April.
- **Motion passed** which was put forward by **Bill** and seconded by **Julie** to adjourn.

VIII. Closing Prayer and Adjournment—**Rick Johns**

Submitted by Gretchen Schlabach, vestry clerk

APPENDIX A
Senior Wardens Report

Senior Warden's Report February 2016

--Last month we had our annual parish meetings. Peg Newby (the retiring senior warden) and I were very gratified that Bill Cummings volunteered to be junior warden for 2016. We had spent a great deal of time and effort trying to identify someone for this role.

--Gretchen Schlabach volunteered to be clerk of the vestry for 2016. Thanks Gretchen!

--Bill Cummings and I decided that, as has been the tradition for the past several years, he would take over being liaison to the Building and Grounds committee as part of his duties as junior warden. However, I wish to follow up on a few projects I started as junior warden: removing the dead ash tree at the west end of the parking lot and improving the outdoor signs.

--Rev. Stacy, Bill, and I met with our insurance agent, Jeff Lyngaas, to go over our insurance. We discussed several issues, including our liability for students walking across our property, and for events at Lobster Boil. We concluded that no additional coverage was needed. We asked for further

information about how much we would save if we increased our deductible: we will discuss this as the vestry meeting.

--Rev. Stacy, Bill, and I spent some time looking at problems at the rectory. The biggest issue was the main bathroom, where there are missing tiles and a rather decrepit vanity/sink. These issues will need to be addressed during the coming year.

--I (hopefully) fixed the parish office doorbell.

--I marked the dead ash tree so we can get some estimates for its removal. I am sorry to say that the \$500 bid I got may prove to be inviable.

--Bill volunteered to lead an internal audit team for the 2015 records. We think that we should use an external auditor perhaps every other year, but that we can do an internal audit this year.

--I volunteered to lead a team to review the by-laws.

APPENDIX B

Fellowship

No Report

APPENDIX C

Music Ministries

Vestry Meeting, February 21, 2016

St. Paul's Episcopal Church - DeKalb, IL

Music Ministries Report

1. The Adult/Youth and Children's Choirs

- Are preparing for the remainder of Lent, Holy Week and Easter, with some traditional musical favorites and new anthems.
- I continue to reach out weekly relative to inviting adults and children to join us in singing on Sundays to share their talents and prayers in worship. It works.

2. Administrative Work

The following is in progress:

- Researching/selecting music (hymns, service music, anthems) for 2016,
- Meeting with Rev. Stacy for Liturgy Planning relative to Holy Week and Easter,
- Collaborating weekly with Administrative Assistant on bulletins via Drop Box, making music edits,
- Preparing 2015 annual performance reviews for the organist and pianist,
- Networking with NIU (beginning search for pianist position 2016-2017).

Lorraine Langer, Director of Music Ministries (Friday 02-19-2016)

APPENDIX D
Rector's Report

Dear Vestry Members,

I this report you will find some areas of focus for me the past month, as well as looking ahead to the month to come. At the end will be a list of dates of note coming up this end of winter and moving into spring time. Please make a note of them and plan to participate in these events and services as you are able.

Pastoral Care

After a few years of relatively light pastoral care duties, I am now finding that I need to make more time in my schedule to visit our home bound parishioners. We have a number of couples and individuals living at Oak Crest. In general I connect with these folks at the monthly Holy Eucharist services we host there. I am also seeking to visit people individually every few weeks for more in depth conversation. I am also now visiting two residents at the DeKalb County Nursing home. These two gentlemen are both Lutheran pastors who after retirement attended Episcopal parishes, but were not residents of the area prior to moving into the nursing home. I find that pastors and their families often slip through the cracks when it comes to pastoral care, so I'm happy to visit and pray with these men who have done so for others in their own time.

We host a Holy Eucharist at the Oak Crest chapel on the third Wednesday of every month at 2:00P.M. The service generally lasts about thirty minutes. If you can attend, please do! Our older and homebound parishioners really enjoy praising God with you and visiting with you.

On Wednesdays during Lent from 3:30 to 4:30P.M. I will offer the Rite of Reconciliation of a Penitent (see your Book of Common Prayer for more information). I will also be available for reconciliation by appointment.

Liturgy

My main work in the weeks to come will be preparing for our celebration of Holy Week and Easter. I have made the decision that this year we will have only one service on Palm Sunday (March 20) at 10:30A.M. We will also have only one service on Easter Sunday (March 27) at 10:30A.M. Attendance at the 8:00A.M. service is now quite small, averaging somewhere between 5-7 in attendance. This is not an adequate number to properly celebrate a Palm Sunday liturgy. Additionally, a large robust home congregation with which to welcome guests at 10:30A.M. for Easter Sunday will do much to raise our spirits for this most important holy day of the year: the Feast of the Resurrection. I anticipate that the Holy Week service that will be most dramatically different from recent years will be the Great Vigil of Easter. We simply do not have the human resources to do the creative storytelling and skits of recent years. I will be meeting with our director of music, Lorraine Langer, soon to make final plans for Holy Week and Easter celebrations. ***One important aspect of Easter Sunday we do not want to neglect is the children's Easter Egg hunt. If this is something you would like to be in charge of organizing, please let me know. St. Paul's will cover the cost of eggs, candy, and other supplies for the hunt.***

Hospitality

We have not quite rolled out our open sanctuary program yet as I am still developing the signs for hospitality inside and outside the church. It is my goal by our March meeting to have these signs completed and the sanctuary open to receive guests during our usual office hours (Monday thru Thursday 9:00A.M. to 2:00P.M.) I will also be working on some professionally made signs for the doors that direct guests and deliveries during the week to the parish office. Other duties of my office have not allowed me the time to consult with a sign company.

At our executive committee meeting this month we discussed again the need for some additional signs outdoors for basic hospitality to aid guests in finding the parish office and other key locations on the property. Rick Johns has this well under hand, so I anticipate we will see significant improvement in our outdoor signage in the months to come.

To really extend our invitation for guests to join us on Sundays, I'm wondering if we might want to invest in a banner for the front yard with Easter Sunday service time? Let me know what you think, and if that is something you would be willing to help make happen.

I have confirmed with two leaders at the Islamic Society of NIU and DeKalb a date for their congregation to visit our sanctuary and our congregation this spring: Saturday, May 14th at 1:30P.M. I was very pleased to see about forty people from St. Paul's along with friends in attendance at our visit to ISNIU

and their new mosque on February 6th. (see a draft of a thank you letter to ISNIU in a separate attachment). A visit to St. Paul's is an opportunity to return the favor, to get to know our neighbors better, and to share a little of our own faith and beliefs. I really am quite delighted by the way God has led our two congregations into this unexpected friendship. Interfaith friendships such as these have a positive impact not only on our own city, but globally as well. Interfaith friendships also cause us to reflect on what it is we do believe as Christians and Episcopalians. Any occasion for self-reflection is a win in my book.

Mission and Outreach

This past month I have been catching up with what's going on at Grace Place Campus Ministry. I have begun my third year of service as the president of the board of directors. I am working with the board of directors on a succession plan for the role of president beginning in 2017. My term of service on the board will be complete at the end of January 2018. Grace Place will be holding their second annual Spring fundraiser Friday, April 1, 2016 at St. Peter's, Sycamore from 7-8:30P.M. Wine and hors d'oeuvres will be served, testimonials about campus ministry will be presented by students, and a silent auction will also be held. ***This was a really fun event last year and I highly recommend attending if you are a supporter of campus ministry or are even merely curious about campus ministry. No cost to attend, however donations are most appreciated. Let me know if you are interested in attending and I'll make sure you receive a personal invitation.*** A general invitation will be sent to St. Paul's soon.

It is also time to start dreaming about spring and what God has in mind for us this year with the Thrive Neighborhood Market and Community Garden. I will be talking to those involved with the garden and market last year soon to confirm our market dates for 2016, print postcards, and set a date to plan planting for the spring. We'll have to watch the weather, but it's likely that we'll celebrate "Plant the Garden Sunday" on May 22nd. If you are interested in being included in planning of this important ministry, please let me know.

The Ministry of Administration

In the next month I will be writing reviews for the administrative assistant and the director of music.

I will present "page 2" of the 2015 Parochial Report to the vestry this Sunday for approval. This is the page that notes membership, average Sunday attendance, and other service and membership numbers. Pat Brown, our Treasurer, is preparing "page 3" regarding our finances in 2015. Once the report is approved by the vestry I will file it with the Domestic and Foreign Missionary Society (aka our church wide office, yes, Domestic and Foreign Missionary Society is the official name of the Episcopal Church!). The parochial report reflects what we have already noted, a large turnover in membership and attendance. **In 2014 our average Sunday attendance was 56. In 2015 the average Sunday attendance was 47.** Membership is also down significantly. In light of these numbers it is important that we continue to focus on hospitality, inviting guests, and supporting our vital ministries such as music, Christian Education, the Thrive Market and Garden, outreach to students, and the ministry of our Sunday morning Holy Eucharists.

On Sunday each member of the vestry will receive a "Vestry Resource Guide." These are for you to use during your service as a vestry member. The wardens and I have changed our agenda format slightly to include a "Vestry Visioning Moment" at the start of each meeting. Each month we will have a short discussion on some bigger picture item of leadership and the ministry of the church. We will likely use the "Vestry Resource Guide" as well as items from the Episcopal Church Foundation's "Vestry Papers" email. Rick Johns last week sent an email to the members of the vestry asking you to sign up for the Episcopal Church Foundation Vestry Papers newsletter. If you have not already done so, please do. As we move forward with this new agenda item, please do bring to my attention and that of the wardens your suggestions for future discussions. This month we will review the discussion that was begun at our annual meeting on what people value about St. Paul's.

Christian Education

The work I have engaged in with Christian Education most recently has been focused on Adult Sunday School and prepping for our Lenten retreat. ***Please sign up for the retreat asap if you plan to attend. You can call or email the parish office directly to RSVP. I also encourage you to try our Adult Sunday School.*** We have a faithful core group of about six adults and most of our sessions are a study of the scriptures for the day. You certainly will not hear the same discussion in my sermon. In fact, the Bible study may enhance your experience of worship. This Lent we have added to the study of each week's Gospel passage reflections from Living Compass' devotion booklet: *Living Well through Lent 2016: Letting Go with all your Heart, Soul, Strength, and Mind.*

Other news of note

I will be on vacation Monday March 28 thru Monday April 4, 2016. The Rev. Amy Fallon will preside at the two celebrations of the Holy Eucharist on Sunday, April 3rd.

I have also planned my summer vacation for Thursday, July 21 thru Friday, August 5th, 2016. Supply priest(s) to be decided for the two Sundays I am away.

Monday, June 6th thru Thursday June, 9th I will be attending the "Beautiful Authority" conference for women Episcopal priests in Seattle.

I am also looking at taking a week to ten days in June or July for a preaching retreat. This would be a time when I would study and prepare for sermons looking six to twelve months into the future. I know many preachers who do this, and I've always wanted to give that a try. I hope to have those dates firmed up in the next few weeks.

Dates to remember:

Sunday, February 28th—Deacon Lou Ness, guest preacher

Sunday, March 6th—Chili Cook-off

Sunday, March 20th—Palm Sunday

Thursday, March 24th—Maundy Thursday 6PM (service and meal)
Friday, March 25th 12noon and 6PM—Good Friday services
Saturday, March 26th 6PM—Great Vigil of Easter
Sunday, March 27th—Easter Sunday
Sunday, April 3rd—Low Sunday Brunch
Saturday, April 16th 9A.M. to 12P.M.—Spring Cleanup with NIU Cares Day
Saturday, April 16th 1P.M. to 3P.M.—Vestry and Rector Mutual Ministry Review
Saturday, April 23rd 11A.M.—Regional Diocesan Confirmation service at St. Paul’s (meeting with Bishop Lee and our Vestry after the reception)
Tuesday & Wednesday May 3rd and 4th midday—Prayers2Pass Finals week edition
Thursday, May 5th 6PM—Feast of the Ascension, potluck dinner after the service
Saturday, May 14th 1:30P.M.— ISNIU to visit St. Paul’s for an open house with refreshments
Sunday, May 15th—Pentecost
Saturday, May 21st—Lobster Boil
Sunday, May 22nd—Plant the Garden Sunday and Children’s and Youth Ministries Recognition Sunday

I look forward to seeing you all this Sunday.

In Christ,

Rev. Stacy+

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LETTER

Islamic Society of Northern Illinois University and DeKalb

801 Normal Road

DeKalb, Illinois 60115

February 21, 2016

Dear Friends,

We wish to extend our most sincere thanks for your invitation to visit with your congregation on Saturday, February 6, 2016. It was an honor to be welcomed into your new mosque and to learn more about Islam. For many people in our congregation this was their first visit to a mosque. It was also the first time for many to have a conversation with our Muslim neighbors about their faith. We also enjoyed talking about our common concerns as residents of this neighborhood, citizens of DeKalb, and people of faith.

Please extend a special thanks to the women who prepared and served the refreshments . The food was delicious and obviously prepared and served with love.

We look forward to returning the favor of hospitality to you. We have confirmed with Mr. Mohammed Labadi and Dr. Sherine Elsawa that Saturday, May 14th at 1:30P.M. is an agreeable time for your congregation to visit with us at St. Paul's. We look forward to welcoming you and your friends with a tour of our sanctuary, an opportunity to learn a bit about who we are as Christians of the Episcopal Church, and of course spending some time sharing good food and conversation.

Sincerely,

The Vestry of St. Paul's Episcopal Church

The Very Rev. Stacy A. Walker-Frontjes, Rector

Appendix D
Treasure Report

St Paul's Episcopal Church, DeKalb, IL 60115

February 2016 Vestry Meeting Treasurer's Report with January 2016 figures:

This report covers the month of January 2016. The American Midwest Bank checking account is our primary operating account. Accounting reports are compiled by American Midwest Tax and Accounting,

Inc. whose office is on Elm St. in Sycamore next to the American Midwest Bank downtown branch. Sheila Appel is our primary contact.

Receipts through January 31, 2016

We have received 38% of the pledged amount and 19% of the total budgeted receipts for the one month period. Year to date receipts as of 1/31/16 were \$39,069. Pledge amount totals were \$38,311, as we received one large yearly pledge in a lump sum. See the attached worksheet for details of Receipts and Disbursements.

Disbursements through January 31, 2016

Total operating disbursements for the one month period were 12% of the budgeted amount. The total year to date disbursements were \$25,377. The difference between receipts and disbursements year to date is \$13,692 on the positive side.

Building Fund

The balance in the Edward Jones Building Fund at the end of January was \$30,000 in CD's and \$9,114 in the Money Market Fund equaling \$39,144 invested with Edward Jones. The total January balance of Building funds including \$2,640 in the American Midwest Bank account was \$41,754. Contributions of \$585 were received from members for the Building Fund.

Endowment Fund

The value of the Endowment Fund at the end of January was \$1,844,492. The net decrease in value for the year is (\$76,953.) According to the Bylaws we may use up to 5% of the yearly average monthly ending balance in the Endowment fund for operating costs. At the end of January 4% of that figure was \$79,694, and 5% was \$99,618.

Apache Stock - The 6.009 shares on deposit with the company were valued at \$256 on January 31, 2016. The value has decreased (\$12) since the beginning of the year.

On January 31, 2016 Fund balances in the AMB checking account were:

Discretionary Fund \$822.35

Flower Fund \$413.75

Columbarium Fund \$2,064.30

Operating Fund \$14,162.61

Building Fund \$2,639.70

Total \$20,102.71

Respectfully submitted Pat Brown, Treasurer, February 20, 2016.