

St. Paul's Episcopal Church, DeKalb, Illinois

March 20, 2016, 12:15PM

VESTRY MINUTES

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

Absent: *Senior Warden*, Rick Johns and Brad Smith,

Announcements: Jamie Lambert, representing Camp Chicago, is our guest today who spoke about the camp and stayed for coffee and fellowship after the service. Vestry and Rector Mutual Ministry Review scheduled for Saturday, April 16th 1P.M. to 3P.M. was postponed.

- I. Opening Prayer—Rev. Stacy
- II. Appreciations: Jamie Lambert, Camp Chicago
- III. Vestry Visioning Moment **(Items I.-III. 15 minutes)—Hospitality**
- IV. Review and Approval February 21, 2016 Vestry meeting minutes**(5 minutes)**—Clerk, Gretchen Schlabach
- V. Committee Reports **(25 minutes) Please do not read aloud what was in your written report!**
 - a. Treasurer's Report for January--Pat Brown **ATTACHMENT A**
 - b. Senior Warden's Report —Rick Johns **ATTACHMENT B**
 1. Tree Removal Update
 - c. Junior Warden's report and Buildings and Grounds report—Bill Cummings
 1. Rectory Repairs update **ATTACHMENT C**
Reported that there were a number of repairs to be made in the rectory. Bathroom area has water damage. Will follow up with bids.
 - d. Fellowship—Julie Stubblefield **ATTACHMENT D**
 - e. Music—Lorraine Langer, Director of Music Ministries **ATTACHMENT E**
 - f. Christian Education— Gretchen Schlabach **ATTACHMENT F**
 - g. Rector's Report—Rev. Stacy **ATTACHMENT G**
 1. November 2016 Vestry meeting on the 2nd Sunday 11/13/16
 2. MMR postponed, date tbd
 3. Bishop Lee meets with our Vestry after the April 23rd Regional Confirmation hosted by our parish
- VI. Old Business **(10 minutes)**
 - a. Sanctuary Roof-Bill Cummings: Discussions focused on the flat roof. The junior warden welcomed bids for a flat roof repair.
 - b. By-law review team—Rick Johns
- VII. New Business **(25 minutes)**

- a. Sanctuary rearrangement : Discussion facilitated by Rev Stacy and the Junior Warden about the sanctuary rearrangement. Motion to develop a committee passed. Bill Cummings, Lorraine Langer, Julie Stubblefield, and Linda Lorbach will serve as vestry representatives on the committee. There is an intention to ask parishoners to join this committee and provide input.

VIII. Closing Prayer and Adjournment—Brad Smith

Next vestry meeting will be the *Third Sunday, April 17th, 2016 at 12:15PM. Next Executive Committee Agenda Planning Meeting Monday, April 11th, 2016 at 1P.M.*

Agenda for Action (I will follow up on these items):

ATTACHMENT A
Treasurer's Report

St Paul's Episcopal Church, DeKalb, IL 60115

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

This report covers the month of February 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.

Counters, please remember to **date** the Weekly Deposit Report. Also be sure to check the numbers/names of the Pledgers and Regulars with the list in the Deposit book. I am working on a revision of the counting instructions but may not be able to complete them until after April 18th. I have collected the bags from the American Midwest Bank.

Receipts through February 29, 2016 (See attached worksheet for details.)

We have received 42% of the pledged amount and 22% of the total budgeted receipts for the first two months. Year to date receipts as of 2/29/16 were \$44,999. Pledge amount totals were \$43,479. We received one large yearly pledge in a lump sum in January.

Disbursements through February 29, 2016

Total operating disbursements for the first two months were 19% of the budgeted amount. The total year to date disbursements were \$41,094. The difference between receipts and disbursements year to date is \$3,906 on the positive side.

Building Fund

The balance in the Edward Jones Building Fund at the end of February was \$30,000 in CD's and \$9,121.14 in the Money Market Fund totaling \$39,121.14 invested with Edward Jones. The total February balance of Building funds including \$1,580.63 in the American Midwest Bank account was \$40,701.77. Contributions of \$85 were received in February for the Building Fund. A refrigerator was purchased for the Rectory for \$1,144.07 using part of the funds in the AMB.

Endowment Fund

The value of the Endowment Fund at the end of February was \$1,835,795.38. The decrease in value for the month was (\$8,710) and the net decrease for the year (\$85,650.) 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 February 4% of that figure was \$78,819, and 5% was \$98,523. During March the stock market has made some recovery and the values are up slightly.

Apache Stock - The 6.048 shares on deposit with the company were valued at \$232 on February 29, 2016. The value has decreased (\$37) since the beginning of the year. Our share amount increased .039 with a dividend reinvestment of \$1.50. On March 18, the value per share value had increased to \$49.63 from \$38.28.

On February 29, 2016 Fund balances in the AMB checking account were:

Discretionary Fund \$235.35	Flower Fund \$398.25
Columbarium Fund \$2,064.30	Operating Fund \$4,376.56
Building Fund \$1,580.63	Total \$8,655.09

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

ATTACHMENT B
Senior Warden's Report

Senior Warden's Report March 2016

--We are coming to a very busy time of year, and I want to lay out some of the coming events

--Holy Week, March 24-27, with Easter Egg hunt on Easter

--funerals for Thea Beard and Eva Leonard, April 6 and 8

--Low Sunday Brunch, April 3, with a discussion about the future of St. Paul's led by me

--Church Clean-up Day, Saturday April 16, with volunteers from NIU who will need to be organized and supervised.

--Bishop's visit for Confirmation service and meeting with vestry, Saturday April 23

--Prayers2Pass during NIU Finals week, Tuesday and Wednesday May 3 and 4

--Ascension Day service, Thursday May 5, with potluck dinner afterwards

--visit by Islamic Society, Saturday May 14

--Lobster Boil, Saturday May 21

--Recognition Sunday, May 22

--Thrive Garden planting, Sunday May 22 (probably)

Whew! We are going to be busy, and I would ask all of you to pitch in as much as you can.

--I informed our insurance agent Jeff Lyngaas that we wanted to raise our deductible to \$2500. I haven't heard back from him, and I have now sent a follow-up email to figure out what is going on.

--I helped organize the Chile Cookoff on March 6

--I have been working with Banner-up Signs to get some proper signage for the parking lot, directing visitors to the parish office and to the rectory (910 Normal Rd). I am attaching their mockup to this email. There will be a signpost on the church side of the sidewalk, with signs facing in both directions, and another sign on the north edge of the parking lot where the turnoff to the parish hall is. They will install the signs, and the total cost will be \$500-600.

--No progress on that dead tree, due to a combination of a vacation followed by the flu. I will deal with it directly!

--No progress on by-laws either: Pat Brown, Mary Lincoln, and Julie Stubblefield have volunteered to help.

ATTACHMENT C

ATTACHMENT E

Music

Vestry Meeting, March 20, 2016

St. Paul's Episcopal Church - DeKalb, IL

Music Ministries Report

The Adult/Youth and Children's Choirs

- Both choirs are preparing for Holy Week and Easter. They sound great!
- 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.
- I met with the pianist & organist (2 hours) to review/rehearse Holy Week music.

Administrative Work

- The following is in progress:
- Selecting music (hymns, service music, anthems) for 2016/2017,
- Collaborating weekly with Administrative Assistant on bulletins via Drop Box,
- Preparing performance reviews for the organist and pianist. I have and continue to share feed back with them on a weekly basis.
- Networking with NIU (beginning search for pianist position 2016/2017).

Lorraine Langer, Director of Music Ministries (Saturday 03-19-2016)

ATTACHMENT F

Christian Education

Adult Christ Education continues to meet at 9:15 in the church's conference room. There is a steady group of 8 attendees with 3-4 more members joining this Lenten Season. Lively discussions focus on the readings from the book, *Living Compass, Living Well Though Lent: Letting Go With All Your Heart, Soul, Strength, and Mind*. All are welcome!

ATTACHMENT G

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

This past month I have spent the majority of my pastoral care time at Oak Crest retirement center, and primarily with Eva and Henry Leonard.

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.

I did not have many folks take advantage of the office hours I maintained for the rite of Reconciliation of a Penitent. I am not concerned. However, I would note that this rite may be used at any time of year, not just Lent. Contact me for an appointment if you would like to know more.

Liturgy

My main work in the past few weeks has been preparation for our celebration of Holy Week and Easter (including preparation of sermons).

In the weeks ahead I will be planning the liturgies and homilies for the funerals of Thea Beard, and Eva Leonard.

Hospitality

March was a lot busier than I anticipated with the increased need for pastoral care, so I have not had the signs made yet for our open sanctuary program. I will make a point of doing this when I return from my Easter break.

Our Vestry Visioning moment this month will be about hospitality. Please check your mailboxes for a copy of a Forward Movement leaflet on this subject that will be the starting point of our conversation.

Mission and Outreach

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.***

I met with Rebecca and Brad Smith earlier this month to discuss plans for the **Thrive Neighborhood Market and Community Garden**. We will have three market dates this year on Saturdays from 11AM to 2PM: July 16, August 20, September 17. There will be a planning meeting/rally day for the garden on Sunday, April 10th after the 10:30A.M. service for anyone who is interested in being a part of the garden and market ministry this year. Plant the Garden Sunday will be on Sunday March 22nd immediately following the end of the 10:30A.M. service. And official Tuesday night garden nights will begin on May 31st from 6:30 to 7:30P.M. Rebecca is putting together an estimate on the cost of replacing the large garden in the back with raised beds. The raised beds are neater in appearance, much easier to maintain, and provide better drainage. I hope to have this information for the vestry meeting. I think we can offer this as a giving opportunity for families or individuals to sponsor the construction of a raised bed as a thanksgiving gift. Jamie Stubblefield is working on promotional postcards to be distributed on NIU Cares Day as well as other locations around DeKalb. He's also looking into the possibility of T-Shirts for us to wear on market days, garden nights, any time really!

I also continue to attend the **NIU Interfaith Committee** monthly meetings. This committee will transition into being a Presidential Commission later this spring. There will be an Interfaith Panel Discussion at NIU on Thursday, April 21st. More information about this tba.

The Ministry of Administration

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

Our mutual ministry review (MMR) scheduled for Saturday afternoon April 16th has been postponed.

Andrea Mysen has a conflict in her schedule and will not be able to be here as our facilitator. I will check in with Andrea after Easter and see what dates she has available to reschedule.

Christian Education

Our Lent retreat on February 27th was well attended. About half of those who attended were from outside our parish. 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*. We have had some "new" people attend this class. Our conversations have been thought provoking and joyful.

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.

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

Sunday July 3rd through Friday, July 8th I will be on a preaching retreat at Holy Wisdom Monastery in Middleton, Wisconsin. The Rev. Dru Green will be our guest priest on July 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.

Dates to remember:

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

Wednesday, April 6th 11A.M. Thea Beard Funeral

Saturday, April 16th 9A.M. to 12P.M.—Spring Cleanup with NIU Cares Day

****POSTPONED, NEW DATE TBD**** 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,