

Vestry Meeting: St. Paul's Episcopal Church, DeKalb, Illinois

May 15, 2016, 12:15PM

VESTRY MINUTES

Members Present: *Senior Warden*, Rick Johns, *Junior Warden*; Bill Cummings; Julie Stubblefield; Brad Smith; Linda Lorbach; *Rector*: Rev. Stacy Walker-Frontjes; *Clerk*: Gretchen Schlabach.

Others in Attendance: *Treasurer*, Pat Brown; *Music Director*, Lorraine Langer

Absent: Mary Lincoln

- I. Opening Prayer—Rev. Stacy
- II. Appreciations: Alter Guild & Susan King & Lorraine; Rev Stacy for the eulogies; Rebecca Smith and Jackie Mounts and every who was involved in hospitality with the people from the Islamic Center; incredible Easter season; people who helped with prayers to pass; those who helped with Rosemarie Osberg's reception, regional confirmation. Rebecca Smith and Susan King for their work on the bulletin board; Brad Smith and the garden; both choirs.
- III. Vestry Visioning Moment **(Items I.-III. 15 minutes)**—**Social Justice committee**

See Rector's report. There are always opportunities to get involved, for example, most recently there was an opportunity to get involved with *Voices for Creative Non-violence*. Given the Episcopal Church is thought to be a progressive church, and new people come to our church looking for an opportunity to get involved. Our church is in need of a point person who could raise awareness and serve to coordinate opportunities with those members, who would like to be involved.

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

Gretchen will make edits and email the corrections to the Vestry.

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

- a. Treasurer's Report for March and April-- Pat Brown **ATTACHMENT A**
 - i. Motion to approve report passed
- b. Senior Warden's Report —Rick Johns **ATTACHMENT B**
 - i. Rosemarie will be given a Christian Service Award
 - ii. Bylaws: subcommittee will begin to review via email
- c. Junior Warden's report and Buildings and Grounds report—Bill Cummings **ATTACHMENT C**

- i. Bid from Ken Spears for work on rectory was \$5,000.00.
 - ii. Rev Stacy could not find a vanity. Ask Ken Spears to find one (see old business)
 - iii. Audit 2015: Bill Cummings will chair the 2015 audit committee. Previous auditor 2014 suggested that an outside, independent, third party could issue an assurance letter to satisfy the 2015 audit. Such a letter along with a mini-audit by Sept. 1, 2015 may be appropriate.
 - iv. More information regarding the church roof
- d. Fellowship—Julie Stubblefield **ATTACHMENT D**
 - i. Crepes will probably in mid/late July. Need to contact Terry.
- e. Music—Lorraine Langer, Director of Music Ministries **ATTACHMENT E**
 - i. Sanctuary Reconfiguration Committee (SRC) has met twice. Rev Stacy will meet with the committee next time it meets (Sunday, June 5th)
- f. Christian Education—Gretchen Schlabach **ATTACHMENT F**
 - i. Rev Stacy requested Gretchen to put a note in the church newsletter about the reading Joan Chittester's *Ten Commandments: Laws of the Heart* .
- g. Rector's Report—Rev. Stacy **ATTACHMENT G**
 - 1. MMR for MMR group is Monday, June 20 at 11:00A.M.
 - 2. June 19th – Vestry will reflect upon what the: 1-Rector, 2-Wardens, 3-Vestry will did well. Furthermore, vestry will reflect upon what needs to be done.
 - 3. First come, first to serve for summer Sundays – Should we do that again? Nametags for each role will be in the back of the church. Those, who would like to volunteer, could pick up a nametag and serve in that role. Vestry generally felt it was a good idea to continue with that procedure for Summer 2016

VI. Old Business **(10 minutes)**

- h. By-laws review

VII. *Treasurer, Pat Brown; Music Director: Lorraine Langer,*. New Business **(25 minutes)**

- i. Bishop's Breakfast May 26, 2016 at St. Paul's
 - i. Announcing it in church (this week and next week) for the Bishop was good idea. Tables need to be set up. Bishop group will set it up.
- j. Rectory Repairs
 - i. Greg Spears of Ken Spears Construction came out. Repairs consisted of mostly bathroom issues, for example, install new vanity base which required Rev Stacy to select. The vanity is 5 feet long, and today's long vanities have legs. Such a style was not functional/attractive. So, it seems that a vanity would need to be custom ordered (drawers, 2sinks). Perhaps, look at Menards and Floor and Ceiling. Although no other bids were secured, it was felt that Ken Spears does **TIMELY** and excellent work. Timely is an important issue at this point.

Nonetheless, the vestry believed that it would be a good idea to Ken Spears about buying the product because they can get a discount.

Motion passed to spend up \$6000.00 for repairs at this time

ii. New marble top would be

IV. Closing Prayer and Adjournment—Bill Cummings

Next vestry meeting will be the *Third Sunday, June 19, 2016 at 12:15PM. Next Executive Committee Agenda Planning Meeting Monday, June 13th, 2016 at 1P.M. Next meeting closing prayer led by Mary Lincoln.*

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

- 1.
- 2.
- 3.

ATTACHMENT A
Treasurer's Report

St Paul's Episcopal Church, DeKalb, IL 60115

May 2016 Vestry Meeting Treasurer's Report with March and April 2016 figures:

This report covers the month of April 2016 with March 2016 figures included in the worksheet. The American Midwest Bank changed its name to Heartland Bank in May. The checking account with them 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 Heartland Bank downtown branch. Sheila Appel is our primary contact.

Counters, I will offer a counting instruction workshop sometime in June or July if Vestry members wish.

Receipts through April 30, 2016 (See attached worksheet for details.)

We have received 55% of the pledged amount and 38% of the total budgeted receipts for the first four months. Year to date receipts as of 4/30/16 were \$78,315. Pledge amount totals were \$55,905. We received one large yearly pledge in a lump sum in January.

Disbursements through April 30, 2016

Total operating disbursements for the first two months were 35% of the budgeted amount. The total year to date disbursements were \$74,064. The difference between receipts and disbursements year to date is \$4,251 on the positive side. This includes a \$20,000 allocation from the Endowment Fund from the \$100,000 budgeted for the year.

Building Fund

The balance in the Edward Jones Building Fund at the end of April was \$30,000 in CD's and \$4,242.99 in the Money Market Fund totaling \$34,242.99. The total April balance of Building funds including \$9,528.53 in the American Midwest Bank (Heartland Bank) account was \$43,778.11. This includes \$1,500+ for the music Fund and \$1,327.90 memorial Funds for Eva Leonard.

Endowment Fund

The value of the Endowment Fund at the end of April was \$1,914,541. The net decrease in value for the year was (\$6,905.) 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 April 4% of that figure was \$77,718, and 5% was \$97,147. During March and April the stock market has made some recovery and the values are up slightly. Our balance is ahead of what it was in January.

Apache Stock - The 6.048 shares on deposit with the company were valued at \$329 on April 30, 2016. The value has increased \$60 since the beginning of the year.

On April 30, 2016 Fund balances in the AMB (now Heartland) checking account were:

Discretionary Fund \$134.35	Flower Fund \$469.45
Columbarium Fund \$2,056.80	Operating Fund \$4,721.70
Building Fund \$9,528.53	Total \$16,910.83

Respectfully submitted Pat Brown, Treasurer, May 15, 2016.

ATTACHMENT B
Senior Warden's Report

--The big ash tree by the parking lot has been removed by A-1 Tree Service. The stump is still there, but they will grind it down at some (hopefully soon) later date.

--I wrote thank you notes to Phi Kappa Psi fraternity and the Kappa Phi Lambda sorority, for their help with the church grounds cleanup on April 16.

--I have a Christian Service Award plaque for Rosemarie Ostberg on order from Hirschbein Plaques and Trophies in Sycamore, which is where Peg got the plaque for the Leonards. It was filed under "Episcopal Church of St. Paul". We will present it to her on Recognition Sunday.

--I have spent a fair amount of time setting up and cleaning up for various events in the past month. It has been a busy few weeks!

--It is time to do the by-laws review. I want to talk about this briefly at the Vestry meeting.

--I note that Bishop Lee is going to be at St. Paul's on Thursday May 26, for a breakfast from 8:30 to 10:30. He is going to discuss "*Leadership and Congregational Vitality in our Diocese*". There was a notice about it in the Proclaimer, but I would like to mention it again. If you would like to attend, you need to RSVP to the Bishop's Office by Monday, May 23 to Shay Craig at 312-751-3576 or sccraig@episcopalchicago.org.

--Lobster Boil is this coming Saturday. We are pretty much ready to go, except that I need to actually order the lobsters.

--We are going to need to burn all of that yard waste sometime soon. Perhaps that can be a festive occasion.

ATTACHMENT C
Junior Warden's Report
No Report

ATTACHMENT D
Fellowship Report

Fellowship Report

- * Feast of the Ascension was May 5th.
- * Islamic Visit looked fun and a good time had by all.

*Up Next....

Crepes on the Patio..... Mid to late July
Parish Picnic..... August 21st

Sign up sheet in Parish Hall for remainder of events.

ATTACHMENT E
Music

Vestry Meeting, May 15, 2016
St. Paul's Episcopal Church - DeKalb, IL
Music Ministries Report

- 1. The Adult/Youth and Children's Choirs** are preparing exciting new anthems for May!
 - The children will share a new "Jubilate!" by Michael Bedford, and repeat one of their confirmation service anthems, "I'm goin'a sing when the Spirit says sing!"
 - The adults will share a new and beautiful, "Panis Angelicus" by Michael Pavlechko on 5/15, accompanied by organ and piano. They will also sing one of their favorite anthems, "I Will Sing With the Spirit" by John Rutter, on 5/22!
 - The choir's last Sunday for the church school year and for singing in worship services will be May 22 (the day after Lobster Boil). They will be on summer break until the end of August (Picnic), beginning of September.
 - Wow! What a wonderful and successful artistic collaboration of music, from 28 volunteer musicians, for the enhancement of the Regional Confirmation Service (4/23) held at St. Paul's with Bishop Jeff Lee, Presiding! Included were singers (adult/youth/children), organists and choir directors, from the three of the four Episcopal Churches [St. Peter's-Sycamore, Calvary-Lombard, St. Luke-Dixon, St. Paul's-DeKalb]. I heard many positive comments from musicians and congregants, alike. Many appreciated the children's spirited and beautiful singing!

- 2. Administrative Work**

The following is in progress:

 - Selecting music (hymns, service music, anthems) for 2016,
 - Collaborating weekly with Administrative Assistant with music edits in our bulletins via Drop Box. In addition to updating music citations, this often includes importing hymns into music software and extensive time editing, to make the hymns user friendly for the bulletins, and congregation.

- Preparing performance reviews for the organist and pianist. I have and continue to share feed back with them on a weekly basis. Huixin Chen will be having an exit review, as she graduates from NIU in May.
- Networking with NIU (beginning search for pianist position 2016-2017).

3. Additionally, I assisted with music and technology for the funeral service of Sharon Downen.

Lorraine Langer, Director of Music Ministries (Saturday 05-14-2016)

ATTACHMENT F
Christian Education

Adult Christian Education Report
May 15, 2016

Adult Christian Education continues to meet at 9:15 in the church's conference room. Eight-ten members read and discussed Acts 9:1-20; Gospel of John 21:1-19; Psalm 23; Acts 9:36-43, Gospel 10:22-30, and Acts 11:1-18.

Adult Christian Education will meet on Sundays in the summer and planned for the upcoming months. *Ten Commandments* (Chittester's interpretation) will be the first read and Dick Downen will lead the discussion. The commandment, no other God but me will be the first to be discussed on May 15th.

Rev. Stacy has someone, who is willing to teach a short course (5 weeks) in September from an LGBT perspective and lens of interpreting scripture. Their name is Kristen Lash, and they are a member of Westminster Presbyterian Church where this course was developed as an internship with Pastor Blake Richards and for credit at NIU in the Gender and Sexuality studies program. Kristen is transgendered. We haven't finalized dates and start times.

Furthermore, sometime this summer or early fall Rev Stacy would like Adult Christian Education to organize a read-a-long with C.S. Lewis' "The Lion, the Witch, and The Wardrobe". This is in preparation for our Advent Retreat "Advent in Narnia" which will be led by the Rev. Heidi Haverkamp (author of *Advent in Narnia*, most recently vicar of St. Benedict in Bolingbrook, and soon to be associate rector at St. Chrysostom in Chicago). I'm hoping this Advent retreat will be an event that draws guests from the wider DeKalb area as our Lent retreat did. The read-a-long event would not need to happen on Sunday mornings, but could be happening independently with a book group style event at the end some afternoon or evening. Rev Stacy suggested that Adult Christian Education could also order some copies of *Advent in Narnia* ahead of the event if that seems helpful.

ATTACHMENT G
Rector's Report

Dear Vestry Members,

Wow. It's been quite a month. Actually it's been quite an emotionally and spiritually challenging Eastertide for the whole parish and for me as your Rector. If I had to sum up what I have been up to predominantly in the last month I would say: Pastoral Care.

We have also had some simply wonderful times of worship and fellowship together, including the regional confirmation we hosted on April 23rd and a farewell part for Rosemarie Ostberg on May 7th. I give thanks to God for everyone who made these important events happen, and happen joyfully at that.

Pastoral Care

I have spent a lot of time meeting with bereaved family members to plan funerals and follow up afterward, and prior to that visiting with Mary Keleher and Sharon Downen at the end of their lives. I am very blessed to have known these two women and served them as their priest. They are already greatly missed by so many.

In the midst of this I did my usual pastoral care of calling people, sending emails, and also our monthly Holy Eucharist at Oak Crest on April 20th.

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.

Liturgy

I know I said this last month but...

WE NEED USHERS! PERHAPS I'M NOT MAKING MYSELF CLEAR: WE NEED

USHERS! Please, if you are at all able, volunteer for this important ministry which includes greeting people as they enter our church! Invite others to consider this ministry, it is perfect for someone who may not want to say much, but likes to do something. No public speaking involved, simply a smile, a "hello, welcome!", and being available to help our guests feel right at home. Come to think of it, it's also perfect for a chatty and outgoing person. Let me know who you talk to and I will follow up with them. Let's revive this ever important ministry of hospitality and welcome!

I am planning to bring back "First come, first to serve" for Sunday mornings this summer starting on June 5th. We tried this last year and it seemed to work. Although, I'd be happy to hear your opinion. Basically instead of trying to wrangle everyone's erratic summer calendars into a Sunday morning ministers schedule we simply put out name tags with each role in the service that volunteers pick up on that day and serve in that role. Roles such as usher, lector, intercessor, Eucharistic minister, acolyte. As we did last year, only I will vest. The acolyte and

Eucharistic minister need not vest. This is also a good way for people to try something out a few times and see if they like it before signing up for a schedule throughout the rest of the year.

This past month I also put together a schedule of Eucharistic Prayers for the next year to include Rite I in two different seasons in the coming year, and also to make sure we are using the full breadth of Rite II and Enriching Our Worship.

Hospitality

In June I will finally go to the sign shop and have those open sanctuary signs made! It's on my calendar and hopefully things will ease up a bit so I can do that. I will also have the signs in the front window updated to reflect our new Sunday morning schedule (9:15A.M. Sunday School, 10:30A.M. Holy Eucharist), and also to update my name.

Mission and Outreach

Our Vestry Visioning moment this month will be on the possible formation of a social justice ministry at St. Paul's. We discussed this at our Executive committee meeting this month. We all agreed that increasingly we are hearing from guests and new members that they are attracted to St. Paul's because of the Episcopal Church's inclusive nature and our commitment to social justice. And we also agree that St. Paul's as a congregation has been rather passive about a commitment to social justice. There are many opportunities to be involved in our community that pass through my mailbox that have to do with economic justice, anti-racism efforts, hunger relief, advocacy for peace, etc. you name it, I've seen it. And I simply have no body in our congregation to refer these too. And when other congregations call us wanting us to partner with them on a project such as Camp Power or Back to School Bash, I have no one to direct them to. I simply cannot do this by myself, and it isn't appropriate for me to do so either. So let's talk about it! I look forward to our conversation.

I am really looking forward to Plant the Garden Sunday on May 22nd! The garden looks amazing. Rebecca Smith has done a great job of organizing our Thrive garden and market group. We will turn our focus to fundraising for the renovation starting on May 22nd and continuing throughout the summer until we reach our goal. We will have three market dates this year on Saturdays from 11AM to 2PM: July 16, August 20, September 17. Official Tuesday night garden nights will begin on May 31st from 6:30 to 7:30P.M.

I am now a member of the newest presidential commission at NIU: the Presidential Commission on Interfaith Initiatives. Our first diversity dialogue on April 21st went well. We are already planning events looking ahead as far as fall of 2017. This Friday, May 13th I will be attending a reception for honorary doctorate recipient Eboo Patel, founder and president of Interfaith Youth Core.

Prayers2Pass on May 3rd and 4th was a privilege and a joy as always! Big thanks to Terry Dickow, Jamie Stubblefield, Jackie Mounts, Pam and Marv Kombrink, Lori Judkins, Amy Fallon, Susan King and everyone else who did their part big and small to make this event possible.

The Ministry of Administration

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

Christian Education

Adult Christian Education is going strong. I will defer to Gretchen Schlabach to report on our Sunday morning class. Conversations continue about a read a long with C.S. Lewis' "The Lion, The Witch, and The Wardrobe" in anticipation of our Advent Retreat on "Advent in Narnia" on November 20th. We may also have a guest teacher of a bible study from an LGBT perspective in September. More information in the weeks to come.

Children's Sunday School will wrap for the summer with Youth Recognition Sunday on May 22nd. We will also recognize graduates that day, please let me know who the grads are no later than Monday, May 16th.

Additionally I have been in conversation with Henry Leonard and Maureen Gerrity about a designation for some new Godly Play stories from some of the memorial funds St. Paul's has received in honor of Eva Leonard. A portion of the funds will also go towards the newly renovated Thrive Garden. More details about this I hope in the next month.

Other news of note

Monday, June 6th thru Thursday June, 9th I will be attending the "Beautiful Authority" conference for women Episcopal priests in Seattle. Fr. David Hedges will provide emergency pastoral care while I am away.

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. Fr. David Hedges will provide emergency pastoral care while I am away.

I have also planned my summer vacation for Thursday, July 21 thru Friday, August 5th, 2016. The Rev. Laura Gottardi-Littell will be our guest priest on July 24th. The Rev. Amy Fallon will be our guest priest on July 30th. Fr. David Hedges will provide emergency pastoral care while I am away (July 25 thru August 5st specifically). For this vacation time I will be no further than a few hours' drive away, fyi.

I also have made plans to attend the alumni lectures at the Seminary of the Southwest in September. I will be gone September 23rd through September 29th in Austin, Texas. Fr. Bob Trask will be our guest priest on Sunday, September 25th.

I am planning to take a few days of vacation at the end of October including Sunday October 30th, but that is pending being able to book a guest priest. This would be using the remainder of my vacation time for 2016.

Dates to remember:

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

Thursday, May 26th 8:30-10:30A.M. Bishop's Breakfast at St. Paul's

Tuesday, May 31st—Tuesday nights in the Garden begin from 6:30-7:30P.M.

Saturday, July 16—Thrive Market

Saturday, August 20—Thrive Market

Sunday, August 21—Parish Picnic

Tuesday and Wednesday August 23 & 24—Prayers2pass welcome week edition

Sunday, September 11th—Children's Sunday School kick-off

Saturday, September 17—Thrive Market

I look forward to seeing you all this Sunday.

In Christ,

Rev. Stacy+