

Vestry Minutes
St. Paul's Episcopal Church, DeKalb, Illinois
August 20, 2017

MEMBERS PRESENT Senior Warden: Peg Newby, Brad Smith, Julie Stubblefield
Clerk: Gretchen Schlabach, Interim Rector: Ed Bird, Treasurer: Pat Brown
Others in Attendance: Director of Music: Lorraine Langer

MEMBERS ABSENT: Marv Kobring

1. Opening Prayer—Rev. Ed
2. Appreciations Pat for the dishwasher, Father Ed just step back and cool it, Susan Lorrain Ed to get the phones back up, for the weather, Father Ed and the kids (Iam,), for Sunday, for the garden and being able to give to people, to be back up to staff on the nursery, Maureen for godly play article
3. Approval of Vestry minutes from July 2017 meeting—Gretchen Schlabach, Clerk
MOTION PASSED TO APPROVE THE JULY MINUTES WITH EDITS.
4. Today's Business
 - a. Treasurer's reports
MOTION PASSED TO ACCEPT TREASURER'S REPORT AND FILE FOR AUDIT.
 - b. SRC & Town Hall meeting recap
 - c. Rally Day update
5. Closing Prayer –
6. Adjournment

NEXT MEETING IS September 17, 2017, following the worship service

September Meeting Munchies – need volunteer

September Opening & Closing Prayers – need volunteers

Senior Warden Report

Senior Warden's Report
Peg Newby
For August 16, 2017

Nursery Staff – I participated in the interviews for our 2 new nursery staff. Jenn and Shannon are a welcome addition! Rev. Ed, Julie Rogers, and Julie Stubblefield were the other participants.

Beloved Community – I was happy to take a lead role in hosting the dinner held at St. Paul's in late July. It was a very well attended and everything worked out fine. Thank you to Marilyn (and Cliff!) Cleland for their tireless work towards making this happen. And to everyone who helped set up and clean up – many thanks!

Search Committee – Freyja and I hosted the first SC meeting held this week, which also included Vestry members as possible. Andrea and Victor from the Diocesan office led the meeting, which involved an explanation of the whole process. The SC members assumed duties and roles. On we go!

STILL IN PROGRESS -- Keeping God's People Safe Training for all staff, vestry, and other volunteers who are in need of initial training or a recertification -- I hope to get this rolling on or before Rally Day in September.

Regular, ongoing duties – Counting, co-signing bills with Pat, communications with Susan as needed, participated in the August Executive Committee meeting.

Peg

Junior Warden's Report

Jr. Warden's Report, August 20, 2017
Freyja Rasmussen-Johns

Wow, it's been quite a busy month, and although this report may not be very long, there has definitely been a lot going on.

- Rick and I have ordered a reusable banner for Rally Day from Banner-Up in Sycamore. They should be sending me a mock-up and invoice soon, and it should be ready for pick up on Aug. 28th.
- I visited Gail Piper and Jennifer, and took them a bag of our garden tomatoes and peppers (as well as some cookies!).
- I attended my first bill-paying/signing session with Peg and Pat at Sheila Appel's office.

- Along with Rev. Ed, Peg and others, assisted with coordination and set-up for the town hall meeting.
- Attended Executive Committee meeting.
- As noted in Peg's report, we attended the search committee organizational meeting, and as I said in my email to the vestry, the SC will take over, but the vestry should plan to attend the meeting on Oct 24th along with the SC to learn about the findings of CAT survey. I will coordinate a light meal for that meeting.
- I'm planning to write up a little publicity article for the newspaper as an interview with Father Ed. It should be done in time to promote Rally Day.
- I continue to learn about the responsibilities of the Jr. Warden, and am continually awed by Peg's knowledge, efficiency, and professionalism as Sr. Warden.

-Freyja

Treasurer's Report

St Paul's Episcopal Church, DeKalb, IL 60115

August Vestry Meeting Treasurer's Report with July 2017 figures:

This report covers the months of July 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 in the Century 21 Building, 901 North First Street in DeKalb. Sheila Appel is our primary contact. The firm also pays the bills and processes the payroll. Edward Jones manages our Building and Endowment Funds.

Receipts through July 2017 (See attached worksheet for details.)

We have received \$74,166 of the 2017 pledges through the end of July which is 74% of the \$100,000 budgeted. Total of all receipts through July equals \$114,065 which is 72% of the budgeted amount.

Disbursements through July 2017

Total operating disbursements through July were \$100,805 which is 49% of the budgeted amount. The difference between receipts and disbursements through July was \$48,261 on the positive side. A \$70,000 allocation from the Endowment fund was transferred to the Heartland Bank Account by Edward Jones in May 2017.

Capital Fund

The balance in the Edward Jones Capital Fund at the end of July was \$30,000 in CD's and \$4,486.02 in the Money Market Fund totaling \$34,486.02. In May \$20,000 was moved from Heartland Bank to Edward Jones to purchase CD's. These funds came from parish members Special Gift contributions. We received \$35 in regular Capital Contributions during July and \$25 in memorial funds for Bertha Lyon. The regular Heartland Bank Checking account has \$10,818.89 in Capital Funds. The total balance in the Capital Fund equals \$34,486.02 at Edw. Jones plus \$10,818.89 at Heartland for a total of \$45,304.92.

Endowment Fund

The value of the Endowment Fund at the end of July was \$2,046,488.37, a net increase in value from January 1st of \$115,928.11. This is after the transfer of \$70,000 to the Heartland Bank Operating fund. The general upward movement of the Stock Market since the beginning of the year is still benefiting the Endowment Fund. The Endowment Committee

is meeting August 22th with Matt Myre, our Edward Jones Rep. He will give an evaluation and overview of our investments and a look into the future.

Apache Stock - The 6.187 shares on deposit with the company were valued at \$306 on July 30, 2017. The value has decreased (\$64) since the beginning of the year. The number of shares increased to 6.187 with the \$1.54 dividend payout in May.

On July 31, 2017 Fund balances in the Heartland Bank checking account were:

Discretionary Fund \$87.57; Flower Fund \$932.92; Garden Fund (\$334.70);

Columbarium Fund \$3,623.90; Operating Fund \$43,401.81; Capital Fund \$10,818.89 for a total of \$58,530.39.

Respectfully submitted Pat Brown, Treasurer, August 20, 2017.

Music Ministries

Music Ministries Report

Vestry Meeting, Sunday, August 20, 2017

St. Paul's Episcopal Church - DeKalb, IL

I. The St. Paul's Adult/Youth and Children's Choirs resume our regular schedule in September.

- ◆ Thursday rehearsals begin September 7. Children: 6:00-6:30 P.M. Adult/Youth: 7:00-9:00 P.M.
- ◆ Sunday worship schedule begins September 10. Rehearsal 10:15 A.M., Service 10:30 A.M.

II. Administrative Work

◆ **Worship:**

- Kathleen and Hannah continue to superbly lead the August worship services.
- I continue to research and program music for the 2017 and 2018 liturgical years.

◆ **Music Staff:** [Director of Music, Adult/Youth and Children's Choir Directors, Organist, Pianist]

- ¹The organist and pianist performance **reviews are completed.**
- ²The five music **job descriptions are completed.**
- ³The five **letters offering** musicians job **positions are completed.**
- ⁴The five **letters offering** musicians **contractual agreements are completed.**
- ⁵The **history of music salaries (2005-2017)** for all five positions **is completed.**

◆ **Maintenance:**

- The **three church pianos** will be tuned in September \$300.00 (Fixed Budget)
- The **bells** will be cleaned in September (In-Kind \$0.00)
- The **choir robes** will be cleaned in August (Guestimate \$226.00 Fixed Budget)

◆ **Church Staff** [Priest, Administrative Assistant, Director of Music]

- I continue to collaboratively work with Susan King and Rev. Ed Bird.
- I attended our weekly staff meetings in person or by phone.

III. Lay Administrative Work

◆ **Sanctuary Reconfiguration Committee:**

The SRC met with Rev. Ed Bird and the Wardens on August 1st for a meeting to review our work summary, share thoughts on the approved projects and overall work while preparing for the town hall meeting. The SRC will continue overseeing the *already vestry approved* projects to fruition. The remainder of the projects and continuation of the SRC is under the vestry's review. Throughout the summer I worked on the ⁶**SRC Closing Report and Notes** (*Previously submitted to vestry via email*) in preparation of both the August 1st SRC and August 13th Parish Town Hall meetings.

¹⁻⁵ Hard copies will be given to the Priest and Wardens.

⁶ The full SRC Report is on file (digital on computer) in the parish office.

Rector's Report

Since we met on Jul 16, St Paul's has

1. Interviewed and hired two new Child Care Workers [CCW] for our nursery, Jenn and Shannon.
2. Hosted the first-in-a-year meeting of the Endowment Committee and named an interim chair in Dick Downen.
3. Reconnected with our brothers and sisters at the Islamic Center of DeKalb beginning with helping them to host their first ever foray into the "Beloved Community Suppers" with the immense help of First Baptist Church.
4. Offered space for neighbors to host town hall gatherings as the city moves forward to study how to revitalize "Neighborhood Three" the area across Normal from the parish.
5. Agreed through Fr. Ed's ministry to oversee a young man's community services hours through the court system.
6. Held a funeral for long time parishioner, Bertha Lyon at Fairview Cemetery.
7. Congratulated and thanked the Nave (Sanctuary) Reconfiguration Committee for their work, while they agreed to continue to monitor the current next steps of sanctuary improvement.
8. Held a town hall to discuss previous efforts of the SRC and next steps.
9. Discussed possible commencement of a spirituality group.
10. Offered Eucharist to residents of Oak Crest.
11. Met with Andrea Mysen and Victor Conrado on the Bishop's staff to plan next steps in the Rector search.