

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

August 28, 2016, 12:15PM

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

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

Absent:

I. Opening Prayer—Rev. Stacy

II. Appreciations

The following appreciations were made: thanks to Jocelyn, who provided the list of meats for the picnic; thanks for everyone who helped with the picnic; thanks to Brad for cleaning up the garden and especially removing the weeds; thanks to Puz for her generous donation of \$750 for Doug George's memorial; thanks to the Vestry for Counting; thanks to Tricia study guides, and thanks to those who were involved in prayers to pass and thrive market.

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

Time to plan has come. This is a very critical year due to losses of members. We are using Endowment fund to the maximum (5%). Increase in budget lines will only happen if we have more members, who pledge. Perhaps, think of Corn Fest as an opportunity to recruit new members.

Stewardship requires us to plan the campaign. Perhaps we start by asking the questions: What's going on at St. Paul's? Why you want to give your money here? Examples of things we have done in the past that gives attention to Stewardship include a Rector's sermon and parishioners giving a five minute talk about what giving to St. Paul's means to them.

**Motion passed to approve Lorraine Langer as the Chair of new committee, Rev Stacy, Rick, and Pat, to look at online giving.**

Perhaps, we should consider communication opportunities to put our church in the media.

IV. Review and Approval July 17, 2016 Vestry meeting minutes **(5 minutes)**—Clerk, Gretchen Schlabach. **Minutes approved.**

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

a. Treasurer's Report for May and June 2016—Pat Brown **ATTACHMENT A**

1. Finance Committee update

**Motion to approve the treasure report passed. Motion to approve two signatures for checks above \$250.00 passed.**

- b. Senior Warden's Report —Rick Johns **ATTACHMENT B**  
Building fund – Rick wrote an article for the Proclaimer and will send it out to the Vestry.  
Maple tree needs to be trimmed Jo Rohloff.

**Motion to approved trimming the Maple tree outfront for \$250 Passed.**

- c. Junior Warden's report and Buildings and Grounds report—Bill Cummings **ATTACHMENT C**  
Ash tree is being moved. Greg Spears is to contact Rev Stacy. The vanity will be a single sink. Hoping to get the vanity done under \$6000.00. No idea when he may start that.  
We already talked about the roof.
- d. Fellowship—Julie Stubblefield **ATTACHMENT D**
- e. Music and SRC—Lorraine Langer, Director of Music Ministries **ATTACHMENT E**

Interviewing 2 pianists and to make final decision Sept. 8<sup>th</sup>.

SRC – Seven areas. The goal is to provide the Vestry a proposal by the next meeting.  
The project are broken into 4 phases. For example, Welcoming Area: is there anything we need to add or delete? Will participate in information gathering during coffee hour.

- f. Christian Education—Gretchen Schlabach **ATTACHMENT F**  
Please look at Rev Stacy's report.
- g. Rector's Report—Rev. Stacy **ATTACHMENT G**

VI. Old Business **(15 minutes)**

- a. By-laws review

VII. New Business **(35 minutes)**

- a. Mutual Ministry Review—Goal setting discussion for 2016/2017
- b. Counting Committee formation

Problem is two people to do it. Four people to do counting on a regular basis.

- c. Stewardship Committee formation

VIII. Closing Prayer and Adjournment—Pat Brown

**Next vestry meeting will be the *Third* Sunday, September 18<sup>th</sup>, 2016 at 12:15PM. Next Executive Committee Agenda Planning Meeting Monday, September 12<sup>th</sup>, 2016 at 1:00 P.M.**

**Next Vestry meeting closing prayer led by ?.**

**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**

**August 2016 Vestry Meeting Treasurer's Report with July 2016 figures:**

This report covers the month of July 2016 figures included in the worksheet. The checking account with Heartland Band (formerly American Midwest Bank) is our primary operating account. Accounting reports are compiled by American Midwest Tax and Accounting, Inc. whose office has moved to North First Street in DeKalb in the Century 21 building. Sheila Appel is our primary contact.

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

**Receipts through July 31, 2016 (See attached worksheet for details.)**

We have received 73% of the pledged amount and 67% of the total budgeted receipts for the first seven months. Year to date receipts as of 7/31/16 were \$140,548. Pledge amount totals were \$74,984 We have taken \$60,000 of our budgeted \$100,000 Endowment allocation which increased the income.

**Disbursements through July 31, 2016**

Total operating disbursements for the first seven months were 62% of the budgeted amount. The total year to date disbursements were \$126,975. The difference between receipts and disbursements year to date is \$13,573 on the positive side. This includes the \$60,000 allocation from the Endowment Fund.

**Building Fund**

The balance in the Edward Jones Building Fund at the end of July was \$30,000 in CD's and \$4,269.74 in the Money Market Fund totaling \$34,269.74. The total July balance of Building funds including \$9,158.53 in the Heartland Bank account was \$43,428.37. This includes \$1,500 in the music Fund and \$1,327.90 memorial Funds for Eva Leonard.

**Endowment Fund**

The value of the Endowment Fund at the end of June was \$1,944,356.82. The net increase in value for the year was \$25,911 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 July 4% of that figure was \$76,069 and 5% was \$95,087.

**Apache Stock** - The 6.075 shares on deposit with the company were valued at \$315. on July 30, 2016. The value has increased \$45 since the beginning of the year.

**On July 31, 2016 Fund balances in the Heartland checking account were:**

<b>Discretionary Fund \$1,362.35</b>	<b>Flower Fund \$380.33</b>	<b>Garden Fund (116.70)</b>
<b>Columbarium Fund \$2,944.30</b>	<b>Operating Fund \$14,043.93</b>	
<b>Building Fund \$9,158.53</b>	<b>Total \$27,772.74</b>	

**Respectfully submitted Pat Brown, Treasurer, August 27, 2016.**

Type	Date	Num	Adj	Name	Class	Clr	Split	Debit	Credit
100-100	AMB	Checking							
Deposit	07/17/2016	X	-SPLIT-					1,950.00	
Deposit	07/03/2016	X	-SPLIT-					2,947.00	
Deposit	07/10/2016	X	-SPLIT-					2,658.00	
Deposit	07/24/2016	X	-SPLIT-					889.00	
Deposit	07/31/2016		-SPLIT-					831.00	
Check	07/26/2016			Alarm Detection Systems X 900-902 · Church Mainten & Repair				349.08	
Check	07/29/2016			American National Tax & Payroll X -SPLIT-				7,643.04	
Check	07/26/2016			Askeland Tree Service 900-904 · Lawn Care				300.00	
Check	07/26/2016			Betsy Pool 900-192 · Flower Expense				15.99	
Check	07/26/2016			Church Pension Fund 900-114 · Clergy Pension				2,924.13	
Check	07/28/2016			Church Pension Group 900-112 · Clergy Medical Ins				1,658.00	
Check	07/28/2016			City of DeKalb X 900-908 · Church Utilities				59.02	
Check	07/28/2016			City of DeKalb X 900-117 · Rectory Utility				85.70	
Check	07/21/2016			ComED X 900-117 · Rectory Utility				119.82	
Check	07/20/2016			ComED X 900-908 · Church Utilities				404.23	
Check	07/01/2016			Dioc. of Chicago X 900-197 · Diocesan Pledge				1,000.00	
Check	07/26/2016			DNA Communications X 900-908 · Church Utilities				46.42	
Check	07/26/2016			Elan CC X -SPLIT-				913.87	
Check	07/26/2016			Grace Place Campus Ministry 900-118 · Supply Clergy				179.75	
Check	07/26/2016			Illini Security Systems 900-117 · Rectory Utility				155.00	
Check	07/26/2016			Integra 900-130 · Copying/Printer				119.21	
Check	07/26/2016			Kar-Free Flowers 900-192 · Flower Expense				28.50	
Check	07/20/2016			Leaf X 900-170 · Equipment Maintenance Exp				101.90	
Check	07/27/2016			Lincoln Inn 900-113 · Clergy Expense/Hospitality				133.88	
Check	07/26/2016			Lowes X 900-902 · Church Mainten & Repair				44.05	
Check	07/26/2016			Marc's Lawn 900-904 · Lawn Care				460.00	
Check	07/06/2016			Nicor 900-908 · Church Utilities				200.64	
Check	07/14/2016			Nicor X 900-117 · Rectory Utility				24.97	
Check	07/26/2016			Trevor Floyd & Company 900-192 · Flower Expense				30.00	
Total	100-100	AMB	Checking					9,275.00	16,997.20
TOTAL								9,275.00	16,997.20

8:28 AM St Pauls Episcopal Church  
08/02/16 Transactions by Account  
Cash Basis As of July 31, 2016

**ATTACHMENT B**  
**Senior Warden Report**  
**Senior Warden's Report August 2016**

--I have been on vacation or doing the first week of NIU classes almost the entire time since our last vestry meeting.

--I ordered a number of signs for the church, pointing to the office door, the nursery, etc., and changing Rev. Stacy's last name to Walker. I will pick them up and install them next week.

--I have 2 bids to trim the maple tree by the parking lot. It has a lot of dead wood on it, and one reasonably large branch fell out of it within the past 2 days.

--I bought the meat, buns and drinks for the annual picnic last weekend, and organized the setup. Big thanks to everyone who brought food, helped with the setup and cleanup, or helped with the music!

--I have proposed some changes to the by-laws. Now that summer is over, we need to work on this a bit, although I think we will wait until the annual meeting in January to present any changes to the parish for ratification.

--I am going to start a new building fund campaign: after fixing the roof and the rectory, we are going to be dangerously low on building funds. I have written an article for next month's Proclaimer, outlining the roof situation and our need for building funds. I would like to ask the vestry for ideas about why we need money now. I still want to call Shay Craig at the diocese office for advice, but I haven't done this yet.

--I fixed a leak in the coupling leading out of the sump pump in the basement. It took about 5 minutes and cost about \$4.

**ATTACHMENT C**  
**Junior Warden Report**

**ATTACHMENT D**  
**Fellowship Report**

**Annual Picnic**

The annual picnic this past Sunday was successful. Thank you to everyone who pitched in to help. The weather was great, the yellow jackets not so much.

**Up next: Crepes on the Patio**

Terry Dickow is looking into September, but is not available on the 23rd or the 30th.

**ATTACHMENT E**  
**Music Ministries Report**

**Music Ministries Report**  
**Vestry Meeting, Sunday August 28, 2016**  
**St. Paul's Episcopal Church - DeKalb, IL**

**1. The St. Paul's Adult/Youth and Children's Choirs:**

- Did a wonderful job with leading the music for the August church picnic service!
- Will begin rehearsals Thursday, September 8<sup>th</sup>. Adult/Youth 7-9 PM, Children's Choir TBD
- Will begin singing for worship services on Sunday, September 11<sup>th</sup>

**2. Administrative Work:**

- The Worship Music for September – December 2016 which includes; hymns, service music, preludes and postludes are chosen for the remainder of the year and will be submitted to the Rector, Administrative Assistant, Altar Guild, Organist and Choirs on September 1<sup>st</sup>. The September 4th and 11th Sunday bulletins are up to date with music edits.
- Additionally, The Choral Anthems and Special Instrumental Music for both the adult/youth and children's choirs are a work in progress for the remainder of 2016. I hope to have a working draft completed for our first choir rehearsals on September 8<sup>th</sup>.
- I am setting up the Fall Instrumental Tuning Schedule for our three pianos and the pipe organ.
- I had the Choir Robes Cleaned and will submit an invoice and reimbursement request form.

**3. Musicians Updates:**

- The Pianist Job Opening Search is a work in progress. I had three auditions and interviews in June and three in August. I hope to have a pianist hired by September 1<sup>st</sup>.
- Over the summer, I gave verbal and written recommendations for two of our previous church pianists. Huixin Chen (St. Paul's 2014-2016), now in San Francisco, California, applied for a church job at a Presbyterian Church. Andrew Voelker (St. Paul's 2012-2013), now in Normal Illinois, accepted an accompanist position at Illinois Wesleyan University, and Calvary United Methodist Church.
- Our Church Organist, Kathleen Johnson, does a very good job with selecting and preparing the preludes and postludes for the year. She submits them in one document by the beginning of every year. Two weeks ago, Kathleen and I moved the organ out into the nave, so that Kathleen could practice as well as create and program some new organ settings. Practicing from the nave enables her to actually hear what the congregation and priest hears relative to sound, tempo and balance.

**4. Collaborative Staff Work:**

- I Continue to Collaborate Weekly with our Administrative Assistant, Susan King, on music edits in our bulletins via Drop Box, text, email and phone. In addition to updating music citations, this

often includes importing hymns into music software with extensive time editing, to make the hymns user friendly for the bulletins, choirs and congregation. Additionally, I work with Susan to trouble shoot any technical issues that arise on the church computer and website.

*Lorraine Langer, Director of Music Ministries (Friday 08-26-2016)*

**ATTACHMENT F**  
**Adult Christian Education**

NOTE: I (Gretchen Schlabach) have been out-of-town all summer. Thank you very much Rev. Stacy for your notes regarding Adult Education in your report below.

**ATTACHMENT G**  
**July 2016 Rector's Report to the Vestry, St. Paul's Episcopal Church, DeKalb, Illinois**  
**The Very Rev. Stacy A. Walker, Rector**

Here is a summary of the highlights of the work I have engaged in this past month as the Rector of St. Paul's.

**Pastoral Care**

I have been primarily following up with and visiting bereaved members in the congregation.

**Liturgy**

Beginning in September we will be using Enriching Our Worship resources on Sundays for most of the fall.

Big thanks to Lorraine Langer, the St. Paul's choirs, Susan King, Rick Johns, Bill Cummings and others who helped make our parish picnic on August 21<sup>st</sup> a success. We had beautiful weather and everyone really seemed to enjoy our outdoor worship, and lingering over lunch and the bouncy house.

**Hospitality**

I am still working with Integrity USA and BelieveOutLoud.com to have St. Paul's listed as a welcoming congregation and also placed on the map. LGBTQ welcoming signs have been hung on the front doors of the sanctuary. These designs were shown to many people in the parish including the members of the vestry and the two that people liked the most were the ones I had printed poster size. You can see them really quite well from the intersection of Greenbrier and Normal, and of course to pedestrian traffic. I give thanks for Rick Johns ministry in having additional signs made to assist with direction around the inside and outside of the building. These signs needed to be updated to provide the best hospitality to our guests on Sundays and during the week. A sign to welcome guests during the week to our open sanctuary for prayer and reflection has also been made and will be put into use very soon, hopefully starting next week.

**Mission and Outreach**

Prayers2pass was held on Tuesday, August 23<sup>rd</sup>. However, Wednesday August 24<sup>th</sup> was a wash out with the rain during our scheduled time of 10A.M. to 1P.M. We delivered the remaining water bottles and candies to Grace Place Campus Ministry who will use them during their outreach efforts in the next two weeks at their location. We did have some meaningful conversations with students on the 23<sup>rd</sup>, and received some prayer requests both on the prayer wall and in the secret prayer box. I encourage you to remember the students and wider community of NIU in your daily prayers.

The Thrive Garden is growing exceptionally well this year, thanks be to God! I also give thanks for the consistent ministry of several members of the parish in tending the garden and market (our last was on August 20<sup>th</sup>, the final market of the year will be on September 17<sup>th</sup>). In between markets we have made several donations of produce to Hope Haven in DeKalb, and also a donation to Hope House (Domestic Violence Shelter) in Rochelle. Rebecca Smith has been inspirational and instrumental as our leader. Additional lay ministers have included: Brad Smith, Terry Dickow, Jane and Steve DeGolier, Linda Lorbach, Linda Kelly, Oscar and Rowan Frontjes, the Stubblefield family, Rick Johns, and others.

### **Christian Education**

Adult Christian Education is in an in-between phase for the next couple of weeks until we begin a five week series on September 11<sup>th</sup>: Just as I Am. This is a bible study from an LGBT perspective. Kristen Lash (They/Them/Theirs) is the author of this bible study which they wrote as an internship project for their home congregation--Westminster Presbyterian in DeKalb. The first class will be on Sunday, September 11<sup>th</sup> at 9:15A.M. at St. Paul's. A press release will be sent to local media next week regarding this class and inviting the wider community to attend.

Our Narnia read along of C.S. Lewis' "The Magician's Nephew" and "The Lion the Witch and the Wardrobe" has begun. Big thanks to Tricia Wagner for making this possible and for writing an amazing companion study guide. We have also planned a Narnia book club night to discuss these two novels on Friday, October 7<sup>th</sup> from 6-8PM, location tba. This is all in anticipation of our Advent Retreat on "Advent in Narnia" on Sunday afternoon, November 20<sup>th</sup>. I did learn that the guest speaker for our retreat will not be able to keep her commitment due to some changes in her own life. However, I will be in consultation with her about some ideas for the retreat and will be talking to leaders in Christian Education at St. Paul's to plan the November 20<sup>th</sup> retreat, or at another convenient date prior to Advent or in early Advent.

I will be working with the Adult Sunday School class soon to plan through the end of the year and into early 2017 for Sunday morning education. I will also be touching base with Maureen Gerrity regarding Children's Sunday School. In the next year it will be important to have a conversation about Children's education: what is currently being offered and what our needs will be in the near future.

### **Ministry in the wider Community**

In the past month I attend three community events: 1. A conversation with other community leaders at the home of NIU President Dr. Doug Baker and his wife, Dr. Dana Stover; 2. A new teacher (District 428) welcome luncheon hosted by the DeKalb Chamber of Commerce; 3. A welcome week picnic at the Gender and Sexuality Resource Center at NIU.

### **Other news of note**

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

I am planning to take a few days of vacation at the end of October including Sunday October 30<sup>th</sup>, Fr. Bob Trask will be our guest priest that day. This would be using the remainder of my vacation time for 2016.

### **Dates to remember:**

Sunday, September 11<sup>th</sup>—Children's Sunday School kick-off and start of Just as I Am five week adult bible study

Saturday, September 17—Thrive Market

Sunday, September 18—Vestry

Sunday, October 2<sup>nd</sup>—Pet Blessing at St. Paul's, 1PM

Friday, October 7<sup>th</sup>—Narnia Book Club 6-8PM, location tbd

I look forward to seeing you all this Sunday.



In Christ,  
Rev. Stacy+