

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

February 19, 2017

Members Present *Senior Warden:* Peggy Newby, Brad Smith, Linda Lorbach, *Clerk:* Gretchen Schlabach, *Treasurer:* Pat Brown

Others in Attendance: *Music Director:* Lorraine Langer

Absent: Marv Kobrink, Julie Stubblefield

NEW ROLES: VESTRY MEMBERS

- **Linda - Community Gardens**
- **Brad – the Transgenerated locks**

I. Opening Prayer--Peg

II. Appreciations: Rick for work he has done to keep office going and interim work; thanks for everyone who has helped with the interim work; thanks for people who helped with the service when we had no priest; thanks to Mary Lincoln for clerking; thanks to Hannah for jumping in to cover Kathleen; thanks to nursery, and thanks to Maureen for being here every week for Sunday school. Appreciations to the choir for Panis Angelicus.

III. Approval of Vestry minutes from January 2017 meeting—Gretchen Schlabach, clerk **MOTION PASSED TO APPROVE MINUTES AND FILE FOR AUDIT.**

IV. Approval of minutes from the Annual Meeting on January 29, 2017—Mary Lincoln

V. Committee Reports

a. Senior Warden's Report—Rick Johns Appendix A

Completed to the with supply priests to the end of March. Bishop approved Rev. Byrd, and Rev. Byrd accepted. Salary and start date needs to be negotiated. Rectory has an alarm system; see Rick for the code. Appliances and sinks in the rectory look good. **MOTION PASSED TO APPROVE RICK JOHNS TO BE IMMEDIATE PAST SENIOR WARDEN AVAILABLE FOR CONSULTATION WHEN NEEDED.**

b. Junior Warden's Report—Peg Newby **Appendix B**

c. Treasurer's Report for January--Pat Brown **Appendix C**

MOTION PASSED TO GIVE PAT BROWN PERMISSION TO MOVE BUILDING FUND DOLLARS TO EDWARD JONES BUILDING FUND AT HER DISCRETION.

MOTION APPROVED TO ACCEPT TREASURER'S REPORT AND FILE FOR AUDIT

d. Fellowship—Julie Stubblefield **Appendix D**

e. Music—Lorraine Langer, Director of Music Ministries **Appendix E**

MOTION PASSED THAT THE TREASURER USE THE BUILDING FUND TO COMPLETE PAYING THE PIANO, IN THE AMOUNT OF \$897, AS WELL AS, PROPOSED PIPE ORGAN REPAIR (\$1,000).

f. Adult Christian Education—Gretchen Schlabach **Appendix F**

VI. Old Business

a. Interim search

VII. New Business

a. Upcoming events: Ash Wednesday, Chili Cookoff, Holy Week, Church Cleanup/NIU Cares Day

b. Vestry Duties:

c. Search Committee

VIII. Closing Prayer—Linda

Appendix A

Senior Warden's Report February 2017

--most of my time during the past month has gone into searching for an interim priest. I have been reporting on our progress every Sunday during the service. I will let you know where we are at this Sunday: it's a developing situation.

--I have arranged for service priests until the end of March. This Sunday was especially annoying, as the person I had found came down with pneumonia. I emailed about 25 possibilities, and came up with one: Rev. Peter Irvine, from Janesville Wisconsin.

--I have had many discussions with Peg to ensure a smooth transition after I step down from the Senior Warden position this Sunday.

--I helped last Sunday's service (sick priest) by giving an impromptu sermon.

--I ran the Annual Meeting on January 29

--I have inspected the rectory and made sure that it is ready for an interim rector to move in to easily.

--I have been opening up the church and greeting the service priest on Sunday mornings since Rev. Stacy left

--I continue to count the money on Sundays

--I changed more dead light bulbs, and arranging for Vic Reed Electric to replace the spotlights that shine on the altar from 30 feet off the ground. I think they are all LEDs now that should have a very long life. That is simply too far off the ground for me or any other parishioner to safely climb a ladder.

arranged for our new neighbors (house just north of parking lot entrance) to use our parking lot for another event.

--The annual parish meeting is on the Sunday on or after the Feast of the Conversion of St. Paul. This means it will be on January 29, 2017. We will have a budget meeting the week before (January 22).

--wrote a Proclaimer article to stir optimism and a spirit of stepping up to leadership in the congregation

--met with 3 parishioners about possible leadership roles, stewardship, and Major Gifts campaign

--arranged supply priests for January services. I also attempted to deal with emergency pastoral care and the Oak Crest service but Rev. Stacy took care of this (Rev. Jim Clement, the interim priest at St. Peter's in Sycamore will do these things).

--reassured our Administrative Assistant Susan that I will be available to make decisions through the end of January and into February if necessary, and that I will continue to serve as the head of the Building and Grounds committee after my term as warden ends.

--fixed more light bulbs

--counted offerings

--shoveled some snow, and will probably do more of this on Sunday

**The Episcopal Church of St. Paul
DeKalb, Illinois**

**Minutes of the 2016 Annual Parish Meeting
January 29, 2017**

Rick Johns called the meeting to order at 12:10 p.m. and began with a prayer. The agenda for the 2016 Annual Parish Meeting was approved.

The Minutes of the previous annual meeting were presented for approval. Terry Dickow moved to approve; Jamie Stubblefield seconded; and the Minutes were approved.

Pat Brown presented the Treasurer's Report for 2016. Roy Mason moved to receive the report and file it for audit; Dick Downen seconded. The motion passed unanimously by acclamation.

The budget for 2017 was presented. Mat McMahon moved to approve; Marilyn Cleland seconded. The 2017 budget was approved unanimously by acclamation.

Turning to the Senior Warden's report, Rick Johns addressed the need for leadership in the church, noting especially the need for a junior warden for 2017. Rick agreed to continue as Senior Warden for one month until a new warden is able to take over the duties.

New members of the vestry were nominated and elected to replace retiring members. Pat Brown, who will also continue to serve as Treasurer, and Marv Kombrink were appointed by acclamation.

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Peggy Newby's appointment as Senior Warden for 2017 was unanimously approved.

Three nominated delegates and one alternate—Peggy Newby, Marv Kombrink , Pam Kombrink, and Jocelyn Prall (alternate)—were elected by acclamation to attend the Diocesan Convention, November 17-18, 2017.

Rick stated that Mary Lincoln had been nominated for the Endowment Committee to replace Doug Roberts, whose term was completed; the appointment was approved by acclamation.

Rick called attention to the printed reports from the subcommittees of the vestry and ministries and invited comments. He thanked Pat McMahon for sending birthday and Christmas cards to all the members. He also asked whether anyone would object if Marv and Pam Kombrink were to bring a service dog in training to church; no one objected.

Pat Brown pointed out it is not too late for pledges for 2017 to be received.

Rick summarized the results of the search for an interim priest and, eventually, a new rector. He noted that the “discernment process” could be useful, since the congregation has changed during the past 7 years.

Marilyn Cleland called attention to Lorraine Langer’s special talent in working with children.

Vince McMahon noted that another columbarium may soon be needed and that it could be installed on the back wall of the sanctuary.

Rick expressed his appreciation for the work Susan King, administrative assistant, has done to keep track of church business during the period of transition. He also offered special thanks to Bill Cummings for his management of the sanctuary roof repairs and replacement.

Pat Brown reported total profits from the 2016 Lobster Boil (\$5,647.30) and announced that Saturday, May 20, will be the date for the 2017 Lobster Boil.

Rick received a gift of appreciation and applause for his service as Senior Warden. He offered a closing prayer; and, there being no objections, the meeting adjourned at 12:38 p.m.

Respectfully,

Mary Lincoln
Secretary pro tem

Appendix B

Appendix C

St Paul’s Episcopal Church, DeKalb, IL 60115

February Vestry Meeting Treasurer’s Report with January 2017 figures:

This report covers the month of January 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.

Receipts through January 31, 2017 (See attached worksheet for details.)

We received \$36,503 of 2017 pledges in January which is 37% of the total budgeted. The budgeted amount is \$100,000. One large pledge was received in total which assists our cash flow early in the year. Total receipts were \$37,396 which was 18% of those budgeted.

Disbursements through January 31, 2017

Total operating disbursements for January were \$13,131 which is 6% of the budgeted amount. Our clergy expenses including medical expenses were less than usual for the month. The difference between receipts and disbursements for January were \$24,265 on the positive side.

Capital Fund

The balance in the Edward Jones Building Fund at the end of January was \$10,000 in CD's and \$4,406.76 in the Money Market Fund totaling \$14,406.75. We received \$20,000 in Major Gift Capital contributions and \$35 in regular Building Fund capital contributions during January. These are currently deposited in the regular Heartland Bank Checking account. We may consider moving \$20,000 to the Edward Jones Building Fund if we do not plan any major capital expenses in the near future. There are currently \$30,856 of Building Funds in the Heartland Bank account.

Endowment Fund

The value of the Endowment Fund at the end of January was \$1,972,053, a net increase in value from December of \$41,493. The general upward movement of the Stock Market since the beginning of the year benefited the Endowment Fund. The Endowment Committee is planning a meeting in the near future with Matt Myre, our Edward Jones Representative. He will give an evaluation and overview of our investments for the future.

Apache Stock - The 6.129 shares on deposit with the company were valued at \$367 on January 31, 2017. The value has decreased by \$22 since the beginning of the year.

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

**Discretionary Fund \$286.53; Flower Fund \$612.41; Garden Fund (\$334.70);
Columbarium Fund \$3,623.90; Operating Fund \$19,683.63; Capital Fund \$30,855.89 for a total of
\$54,727.66**

Respectfully submitted Pat Brown, Treasurer, February 19, 2017.

7:19 AM
02/03/17
Cash Basis

St Pauls Episcopal Church
Transactions by Account
As of January 31, 2017

Type	Date	Num	Adj	Name	Memo	Class	Clr	Split	Debit	Credit	Original Amount	Balance
100-100 AMB Checking												14,072.63
Deposit	01/01/2017				Deposit		X	-SPLIT-	7,321.00		7,321.00	21,393.63
Deposit	01/08/2017				Deposit		X	-SPLIT-	1,394.82		1,394.82	22,788.45
Deposit	01/15/2017				Deposit		X	-SPLIT-	46,511.00		46,511.00	69,299.45
Deposit	01/22/2017				Deposit		X	-SPLIT-	867.00		867.00	70,166.45
Deposit	01/29/2017				Deposit		X	-SPLIT-	2,873.71		2,873.71	73,040.16
Check	01/18/2017			Alarm Detection Sy...			X	900-260 - Alar...		371.76		72,668.40
Check	01/27/2017			American National ...			X	-SPLIT-		6,891.07	-6,891.07	65,777.33
Check	01/27/2017			Askeland Tree Serv...			X	900-904 - Law...		40.00	-40.00	65,737.33
Check	01/23/2017			Brian Mersch			X	900-198 - Disc...		485.00	-485.00	65,252.33
Check	01/01/2017			Church Insurance A...			X	900-907 - Pro...		3,868.75	-3,868.75	61,383.58
Check	01/10/2017			Church Pension Gr...			X	900-112 - Cler...		84.00	-84.00	61,299.58
Check	01/27/2017			City of DeKalb			X	900-117 - Rec...		119.05	-119.05	61,180.53
Check	01/27/2017			City of DeKalb			X	900-908 - Chu...		45.68	-45.68	61,134.85
Check	01/27/2017			ComED			X	900-117 - Rec...		76.33	-76.33	61,058.52
Check	01/12/2017			ComED			X	900-908 - Chu...		383.89	-383.89	60,674.63
Check	01/20/2017			Disc. of Chicago			X	900-197 - Dis...		1,000.00	-1,000.00	59,674.63
Check	01/27/2017			DNA Communicatio...			X	900-908 - Chu...		44.93	-44.93	59,629.70
Check	01/24/2017			Elan CC			X	-SPLIT-		720.56	-720.56	58,909.14
Check	01/27/2017			Forward Movement			X	900-190 - Wor...		54.00	-54.00	58,855.14
Check	01/27/2017			Grace Place Camp...			X	900-102 - Gra...		450.00	-450.00	58,405.14
Check	01/27/2017			Integra			X	900-130 - Cop...		152.08	-152.08	58,253.06
Check	01/27/2017			Jocelyn Prill			X	900-999 - Pro...		252.18	-252.18	58,000.88
Check	01/03/2017			Leaf			X	900-170 - Equ...		101.90	-101.90	57,898.98
Check	01/13/2017			Leaf			X	900-170 - Equ...		101.90	-101.90	57,797.08
Check	01/27/2017			Marc's Lawn			X	900-904 - Law...		560.00	-560.00	57,237.08
Check	01/27/2017			Maureen Gerrity			X	900195c - Chr...		35.88	-35.88	57,201.20
Check	01/12/2017			Nicor			X	900-908 - Chu...		149.50	-149.50	57,051.70
Check	01/17/2017			Rev Andrew Bro			X	900-118 - Sup...		250.97	-250.97	56,800.73
Check	01/23/2017			Rev Andrew Bro			X	900-118 - Sup...		250.97	-250.97	56,549.76
Check	01/30/2017			Rev. Mark A Thom...			X	900-118 - Sup...		118.45	-118.45	56,431.31
Check	01/05/2017			Salvation Army			X	800-993 Food ...		180.00	-180.00	56,251.31
Check	01/27/2017			Stacy Walker			X	-SPLIT-		222.09	-222.09	56,029.22
Check	01/05/2017	3551		Sweet Dreams	Rev Stacy go...		X	900-999 - Pro...		308.00	-308.00	55,721.22
Check	01/29/2017	3552		Sweet Dreams	Rev Stacy go...		X	900-999 - Pro...		335.00	-335.00	55,386.22
Check	01/27/2017			Wal-Mart			X	-SPLIT-		118.98	-118.98	55,267.24
Check	01/27/2017			Waste Management			X	900-908 - Chu...		170.73	-170.73	55,096.51
Check	01/31/2017			Waste Management			X	900-908 - Chu...		368.85	-368.85	54,727.66
Total 100-100 AMB Checking									58,967.53	18,312.50		54,727.66
TOTAL									58,967.53	18,312.50		64,727.88

Appendix D

Fellowship

Chili cook-off on March 5th. Sign up for rest of the year coming soon.....

Appendix E

Music Ministries Report
Vestry Meeting, Sunday, January 15, 2017
St. Paul's Episcopal Church - DeKalb, IL

1. The Adult/Youth and Children's Choirs

- ◆ Did a wonderful job singing and assisting in the liturgy for both the Christmas Eve and Epiphany services.
- ◆ Are back singing, and continue to be present, robed, and assisting as an integral part of the worship services.

2. Current Administrative Work Includes:

◆ Worship

- Researching and programming the music for 2017
 - Worship services [hymns, service music]
 - The adult/youth and children's choirs (choral anthems)
 - Preludes and postludes (mentoring Kathleen Johnson, Organist)

◆ Staff

- I met with Rev. Stacy and the Wardens (Rick Johns and Peg Newby) on 01/09/2017. We briefly reviewed a job description, and the music program relative to the upcoming transition of an interim, etc.
- I will be meeting with Kathleen Johnson, Organist and Hannah Buckle, Pianist for their bi-annual reviews.
- I will be updating all the music program job descriptions (organist, pianist, choir director, director of music) from my 2009 files and share them with the wardens, vestry, and interim priest. (See budget)

◆ Maintenance

- The sanctuary Yamaha GH1 Grand Piano repair (ceiling damage) was completed in November. However, I am not pleased with the finish (polish) and have asked the vendor to return and make some changes. I will be meeting with him on Friday, January 27. The cost will be between \$50.00 and \$200.00.
 - The sanctuary Grand Piano needed to be tuned several times in December and once again in January before the Epiphany services. I believe the cold weather is the main reason for it going out of tune.
 - ◆ **Budget 2017**
 - The 2017 music budget was completed and submitted to the rector and treasurer in 2016.
 - I will be updating the history of music salaries (coinciding with the aforementioned job descriptions) dating back to my start at St. Paul's (2005-2017). I will review this data with the wardens, treasurer, interim priest and vestry. I hope this will be helpful for the church financial archives/records.
- 3. Collaborative Staff**
- **I continue to collaborate weekly with my colleague Susan King, Administrative Assistant.** We predominantly communicate by phone and email, and occasionally with text messaging. I make music edits in our bulletins via Drop Box. Additionally, I work with Susan to trouble shoot any technical issues that arise on the church computer as well as the church website.
- 4. Lay Administrative Work**
- Due to the holidays and transitional time of the church and interim priest, both the Sanctuary Reconfiguration (SR) and On-Line Giving (OLG) committees are on hold until February and March 2017.*
- ◆ In addition to the five major areas (see below) and projects, **the Sanctuary Reconfiguration Committee** is currently in the process of drafting an overall budget. Some items may be considered for inclusion into the Major Gifts Campaign. **Five Major Areas:** **I. Accessibility:** Wheel Chairs & Walkers, Pew Cushions, Replace worn kneeler pads. **II. A Welcoming Entrance:** Columbarium Space, Children's Pray Ground, and Centralize Musicians. **III. Worship Area:** Altar (lighter movable), Bigger/lighter Baptismal Font. **IV Lighting:** Add more lighting to the Overhang/Nave. **V. Sound & Hearing:** Add microphones and speakers.
 - ◆ I continue to research **On-Line Giving** (direct payments of **annual pledging** as well as church website **donate buttons**. I hope to consult with Jamie Stubblefield, and then meet with him and the wardens, treasurer, interim priest and administrative assistant in February or March to share my findings and move forward to implement electronic payments at St. Paul's. *In December, I made two separate online payments (donations) from my personal Chase banking account to St. Paul's. I will work with our treasurer (Pat Brown) to monitor and follow the process. This will hopefully show us how these types of transactions show up on the church bank statements and how we can best transfer the data from there to the proper accounts relative to pledgers designations and the budget line items.*

Lorraine Langer, Director of Music, Friday, January 13, 2017

Music Ministries Report
Vestry Meeting, Sunday, February 19, 2017
St. Paul's Episcopal Church - DeKalb, IL

1. St. Paul's Choirs

- ◆ The Adult/Youth and Children's Choirs are currently preparing for Lent and Easter.
- ◆ The Adult/Youth Choir auditioned and was accepted in the Kiwanis Talent Show, at the Egyptian Theater on Saturday, April 1, a fundraiser for children in the Community. A great opportunity to share St. Paul's with the community.

2. Administrative Work Includes:

- ◆ **Worship**
 - I continue to research and program the music for 2017 [hymns, service, music choral anthems].
- ◆ **Staff**
 - I am working on music staff reviews, updating music program job descriptions, updating the history of music salaries (2005-2017). When I am finished, I will ask to review the data with Peg Newby, Sr. Warden, to get her insights and advice before presenting to the vestry.

◆ **Maintenance**

- The **Sanctuary** Yamaha GH1 **Baby Grand Piano** repair (ceiling damage) was completed on Friday, January 27. The final cost was \$897.00. Though the work is \$297.00 more than anticipated, Jim Rielley gave us a discount on some of the work (see invoice attached). The work is impressive and enhances the quality and value of the piano (asset).

From October 2016 Email, Bill Cummings meeting with the insurance adjuster: ***The insurance adjuster did mention that a full refinish of the top of the piano might be as much as \$3000 but evidently his rough estimate was way off (from Jim Rielley quote with Lorraine). Once the work is completed we could submit that bill to insurance and see if they will give us additional funds toward the fix. They have already cut us a check for about \$4400 and more may be coming as we did submit the Spears estimate for the overall repairs. Bill Cummings***

- The **Pipe Organ** needs several small repairs that total \$900-\$1,000. The vestry will need to approve the expense and work. This is not in the fixed budget. In the past, for non-budgeted organ repairs, the vestry approved the work using building funds. See letter attached from Paul and Robin McNamara (Pipe Organ Builder, Tuner, Maintenance).

3. Collaborative Staff

- **I continue to collaborate weekly with my colleague Susan King, Administrative Assistant.** We met for lunch this past week. We predominantly communicate by phone and email, and occasionally with text messaging. I make music edits in our bulletins via Drop Box. Additionally, I work with Susan to trouble shoot any technical issues that arise on the church computer as well as the church website.

4. Lay Administrative Work *No Changes, See January Report*

Due to the holidays and transitional time of the church and interim priest, both the Sanctuary Reconfiguration (SR) and On-Line Giving (OLG) committees are on hold until February and March 2017.

Lorraine Langer, Director of Music, Saturday, February 18, 2017

Appendix F

Adult education

Adult education continues to move along with profound conversations about the notion of loss. The group is reading, *Good Grief*, by Granger E. Westberg. Loss can mean many things to many people. All are welcome to join.