

July Vestry Minutes
St. Paul's Episcopal Church, DeKalb, Illinois

July 16, 2017

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

MEMBERS ABSENT Treasurer: Pat Brown

1. Opening Prayer—Gretchen
2. Appreciations – Thanks to: Julie Stubblefield for the snacks, Linda Lorbach for the garden, Ed for his sermon, Ed's nephew Susan for her office work, Peg for her senior warden work, Ed for securing Frejya as junior warden, Heidi & Edward for joining our congregation, and Amy Fallon for her works.
3. Approval of Vestry minutes from June 2017 meeting—
MOTION PASSED TO APPROVE THE JUNE MINUTES. Gretchen Schlabach will make minor edits to the approved June minutes and reorder notes in accordance to Peg's report.
4. New Business
 - a. SRC & Town Hall meeting update
 - b. Search Committee update
 - c. **Treasurer's reports**
MOTION PASSED TO ACCEPT TREASURER'S REPORT AND FILE FOR AUDIT.
 - d. Music Program discussion regarding compensation and hours
MOTION PASSED TO RETROACTIVELY APPROVE THE MUSIC SALARY PROPOSAL (Schlabach abstained).
5. Closing Prayer – Gretchen
6. Adjournment

NEXT MEETING IS August 20, 2017 following the worship service

Appendix A
Senior Warden's Report

This month's activities have included continued work assisting towards securing additional nursery workers and coordinating a date for the Search Committee and Vestry to meet with Andrea Mysen. I have also had several conversations with Freyja and Rev. Ed. It is wonderful to have a Jr. Warden in place! The Town Hall meeting agenda for the Aug. 12th is high priority for us right now.

It appears the summer rota is working okay. There will always be last-minute substitutions, even on Sunday mornings. I encourage you to let Susan know if you'd like to try a new ministry in August!

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.

Peggy Meeting Munchies – *need volunteer*

July Opening & Closing Prayers – *need volunteers*

Appendix B
Junior Worden's Report

Appendix C
Building & Grounds Report

Appendix D
Treasurer's Report

St Paul's Episcopal Church, DeKalb, IL 60115

July Vestry Meeting Treasurer's Report with April, May, & June 2017 figures:

This report covers the months of April-June 2017. The details listed will reference the June totals. Figures for April and May are included in the worksheet. 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 June 2017 (See attached worksheet for details.)

We received \$66,669 of the 2017 pledges through the end of June which is 67% of the total budgeted. The budgeted amount is \$100,000. Total of all receipts through June was \$139,939 which is 67% of the budgeted amount. We have completed half of the year and our total is 17% over 50%.

Disbursements through June 2017

Total operating disbursements through June were \$85,898 which is 41% of the budgeted amount. The difference between receipts and disbursements through June was \$54,041 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. \$100,000 has been budgeted.

Capital Fund

7. Endowment Fund

8. **Apache Stock** - The 6.187 shares on deposit with the company were valued at \$370 on June 30, 2017. The value has decreased by (\$73) since the beginning of the year. The number of shares increased to 6.187 with the \$1.54 dividend payout in May.

9. On June 30, 2017 Fund balances in the Heartland Bank checking account were:

10. Discretionary Fund \$127.28; Flower Fund \$847.40; Garden Fund (\$334.70);

11. Columbarium Fund \$3,623.90; Operating Fund \$49,181.81; Capital Fund \$10,758.89 for a total of \$64,204.58.

Respectfully submitted Pat Brown, Treasurer, July 6, 2017.

St Pauls Episcopal Church Transactions by Account As of May 31, 2017												
Type	Date	Num	Adj	Name	Memo	Class	Clr	Split	Debit	Credit	Original Amount	Balance
100-100 AMB Checking												
Deposit	05/01/2017				Deposit		X	-SPLIT-	50,000.00		50,000.00	43,704.30
Deposit	05/07/2017				Deposit		X	-SPLIT-	2,329.37		2,329.37	46,033.67
Deposit	05/14/2017				Deposit		X	-SPLIT-	1,272.00		1,272.00	47,305.67
Deposit	05/21/2017				Deposit		X	-SPLIT-	583.00		583.00	47,888.67
Deposit	05/28/2017				Deposit		X	-SPLIT-	678.00		678.00	48,566.67
Check	05/18/2017	3557		AFEDU			X	800-107 -Oth...	181.55		-181.55	48,385.12
Check	05/26/2017			American Midwest ...			X	-SPLIT-	10,537.50		-10,537.50	37,847.62
Check	05/18/2017			Bishop of Chicago			X	800-109 -Bish...	168.00		-168.00	37,679.62
Check	05/11/2017			Church Insurance A...			X	900-907 -Pro...	5,276.75		-5,276.75	32,402.87
Check	05/22/2017			City of DetLab			X	900-117 -Rec...	19.00		-19.00	32,383.87
Check	05/22/2017			City of DetLab			X	900-908 -Chu...	39.01		-39.01	32,344.86
Check	05/12/2017			ComED			X	900-908 -Chu...	287.76		-287.76	32,057.10
Check	05/22/2017			ComED			X	900-117 -Rec...	45.80		-45.80	31,911.30
Check	05/19/2017			Dioc. of Chicago			X	900-187 -Dio...	1,000.00		-1,000.00	30,911.30
Check	05/23/2017			DNA Communicatio...			X	900-908 -Chu...	48.57		-48.57	30,862.73
Check	05/23/2017			Elan CC			X	-SPLIT-	235.62		-235.62	30,627.11
Check	05/18/2017			Illini Security Systems			X	900-901 -Rec...	155.00		-155.00	30,472.11
Check	05/18/2017			Integra			X	900-130 -Cop...	155.91		-155.91	30,316.20
Check	05/18/2017			J. Bradlee Antique			X	900-011 -Cier...	1,665.00		-1,665.00	28,651.20
Check	05/05/2017			Leaf			X	900-170 -Equ...	101.90		-101.90	28,549.30
Check	05/18/2017			Lorraine Langer	Website Host...		X	900-122 -She...	139.00		-139.00	28,410.30
Check	05/18/2017			Marc's Lawn			X	900-904 -Law...	345.00		-345.00	28,065.30
Check	05/09/2017			Nicor			X	900-908 -Chu...	542.92		-542.92	27,522.38
Check	05/16/2017			Nicor			X	900-117 -Rec...	44.21		-44.21	27,478.17
Check	05/18/2017			Peggy Newby			X	900-175 -Ad...	25.00		-25.00	27,453.17
Check	05/18/2017			Rev Edward T Bird			X	-SPLIT-	269.55		-269.55	27,183.62
Check	05/18/2017			Salvation Army			X	800-993 -Foc...	145.00		-145.00	27,038.62
Check	05/18/2017			Shady Hill			X	900-192 -Flo...	234.25		-234.25	26,804.37
Check	05/18/2017			Wal-Mart			X	900-150 -Off...	38.07		-38.07	26,766.30
Check	05/24/2017			Waste Management			X	900-908 -Chu...	170.37		-170.37	26,595.93
Check	05/18/2017			Wheaton Religious ...			X	900-160 -Altar	66.50		-66.50	26,529.43
Total 100-100 AMB Checking									55,462.27	21,937.94		77,396.63
TOTAL									66,482.27	21,937.94		77,396.63

St Pauls Episcopal Church Transactions by Account As of April 30, 2017												
Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance				
100-100 AMB Checking												
Deposit	04/02/2017			Deposit	-SPLIT-	3,155.00		40,035.33				
Deposit	04/09/2017			Deposit	-SPLIT-	1,241.00		41,276.33				
Deposit	04/16/2017			Deposit	-SPLIT-	145.10		42,421.43				
Deposit	04/16/2017			Deposit	-SPLIT-	1,732.00		44,153.43				
Deposit	04/14/2017			Deposit	-SPLIT-	100.00		45,053.43				
Deposit	04/23/2017			Deposit	-SPLIT-	553.88		45,607.31				
Deposit	04/30/2017			Deposit	-SPLIT-	1,516.81		47,124.12				
Check	04/11/2017		Alarm Detection Sy...		900-200 - Security Alarm		371.76	46,752.36				
Check	04/27/2017		American National ...		-SPLIT-		6,810.88	39,941.48				
Check	04/13/2017		AMWTA		-SPLIT-		1,820.83	38,120.65				
Check	04/12/2017		ChemDry		900-801 - Rectory Mainten...		893.85	37,226.80				
Check	04/13/2017		ComED		900-908 - Church Utilities		344.47	36,882.33				
Check	04/20/2017		ComED		900-117 - Rectory Utility		53.33	36,829.00				
Check	04/21/2017		DFMS Protestant E...		900-996 - Feast Days - All ...		100.00	36,729.00				
Check	04/19/2017		Dioc. of Chicago		900-187 - Diocesan Pledge		1,000.00	35,729.00				
Check	04/22/2017		DNA Communicatio...		900-908 - Church Utilities		44.76	35,684.24				
Check	04/24/2017		Elan CC		-SPLIT-		622.95	35,061.29				
Check	04/27/2017		Forward Movement		900-190 - Worship-Pastor...		48.95	34,912.34				
Check	04/27/2017		Integra		900-130 - Copying Services		91.47	34,820.87				
Check	04/14/2017		Leaf		900-170 - Equipment (Cop...		101.90	34,718.97				
Check	04/27/2017		Lorraine Langer	Website Host...	-SPLIT-		378.38	34,340.59				
Check	04/27/2017		Matthew Ponio		900123b - Piano Tuning & ...		100.00	34,240.59				
Check	04/10/2017		Nicor		900-908 - Church Utilities		880.07	33,360.52				
Check	04/13/2017		Nicor		900-117 - Rectory Utility		105.35	33,255.17				
Check	04/27/2017		Susan King		900-150 - Office/Cleaning/...		47.96	33,207.21				
Check	04/16/2017	3555	UTO		900-108 - United Thank Of...		145.10	33,062.11				
Check	04/27/2017		Wal-Mart		900-150 - Office/Cleaning/...		40.79	32,921.32				
Check	04/25/2017		Waste Management		900-908 - Church Utilities		171.02	32,750.30				
Total 100-100 AMB Checking												
						8,743.79	14,074.82	43,704.30				
TOTAL						8,743.79	14,074.82	43,704.30				

7:43 AM
07/10/17
Cash Basis

St Pauls Episcopal Church
Transactions by Account
As of June 30, 2017

Type	Date	Num	Adj	Name	Memo	Class	Ctr	Split	Debit	Credit	Original Amount	Balance
100-100 AMB Checking												
Check	06/30/2017			American Midwest ...			X	-SPLIT-	8,978.57		-8,978.57	68,250.06
Check	06/22/2017			Church Insurance A...			X	900-907 - Pri...	3,868.75		-3,868.75	64,381.31
Check	06/22/2017			Church Pension Fund			X	900-114 - Cler...	3,366.86		-3,366.86	61,014.45
Check	06/06/2017			Dioc. of Chicago			X	900-197 - Dio...	1,000.00		-1,000.00	60,014.45
Check	06/22/2017			Marc's Lawn			X	900-904 - Law...	460.00		-460.00	59,554.45
Check	06/07/2017			McNamara			X	900123a - Org...	425.00		-425.00	59,129.45
Check	06/22/2017			Love Inc			X	900-198 - Disc...	295.00		-295.00	58,834.45
Check	06/13/2017			ComED			X	900-908 - Chu...	267.30		-267.30	58,567.15
Check	06/06/2017			Nicor			X	900-908 - Chu...	259.85		-259.85	58,307.30
Check	06/30/2017			Waste Management			X	900-908 - Chu...	169.68		-169.68	58,137.62
Check	06/22/2017			Integra			X	900-130 - Cop...	145.02		-145.02	57,992.60
Check	06/22/2017			Rev Edward T Bird			X	-SPLIT-	134.13		-134.13	57,858.47
Check	06/21/2017			Elan CC			X	-SPLIT-	130.18		-130.18	57,728.29
Check	06/06/2017			Leaf			X	900-170 - Equ...	101.90		-101.90	57,626.39
Check	06/28/2017			Love Inc			X	900-198 - Disc...	88.50		-88.50	57,537.89
Check	06/22/2017			Crystal Dalaguet			X	900196a - Nur...	81.75		-81.75	57,456.14
Check	06/23/2017			ComED			X	900-117 - Rec...	68.55		-68.55	57,387.59
Check	06/13/2017			Nicor			X	900-117 - Rec...	54.84		-54.84	57,332.95
Check	06/24/2017			DNA Communicatio...			X	900-908 - Chu...	45.62		-45.62	57,287.33
Check	06/22/2017			Jane Nenonen			X	900-192 - Flo...	25.96		-25.96	57,261.37
Check	06/22/2017			Lowe's			X	900-902 - Chu...	21.84		-21.84	57,239.53
Check	06/22/2017			Jocelyn Prall			X	900-160 - Altar	4.25		-4.25	57,235.28
Deposit	06/25/2017				Deposit		X	-SPLIT-	523.30		523.30	57,758.58
Deposit	06/11/2017				Deposit		X	-SPLIT-	1,383.00		1,383.00	59,141.58
Deposit	06/18/2017				Deposit		X	-SPLIT-	1,914.00		1,914.00	61,055.58
Deposit	06/04/2017				Deposit		X	-SPLIT-	3,149.00		3,149.00	64,204.58
Total 100-100 AMB Checking									6,969.30	19,993.35		64,204.58
TOTAL									8,888.30	18,883.35		84,204.68

a. Music Program discussion regarding compensation and hours

12. Closing Prayer – Gretchen

13. Adjournment

**Appendix E
Fellowship**

**Appendix F
Music Ministries**

**Appendix G
Music Salaries Proposal**

St. Paul's Episcopal Church

900 Normal Road, DeKalb, Illinois 60115

Church Office: (815) 756-4888

<http://www.stpaulsdekalb.org>

Dear Rev. Ed Bird, Peg Newby, Sr. Warden and Vestry:

June 18, 2017

It is with great pleasure that I share with you that the Music Ministries at St. Paul's is strong and continues to thrive while showing great potential. We have a wonderfully talented congregation with so many gifted singers and instrumentalists from ages 2-70+.

In support of the paid musicians, and ultimately the volunteers who gain much musical, artistic and spiritual support from them, I am asking the vestry to review and offer raises to the paid musicians at St. Paul's.

There are several reasons for increasing the salaries and honorariums. I am attaching two documents: a history of music salaries at St. Paul's from 2000-2017, and a ledger showing the musical salaries and overall revised music budget for 2017. Here is what I would like to propose for salary increases and why:

Kathleen Johnson, Organist (2008-2017)		Monthly Pay	Annual Pay	Benefits
Current Status:	Annual (12) Month Contract	\$ 400.00	\$ 4,800.00	Vacation 1 Month
Proposal of Salary:	Increase Base \$50.	\$ 450.00	\$ 5,400.00	Increased Rehearsal/Practice
Rationale:	Merit Increase, Competitive Market, American Guild of Organists, Anglican Association of Musicians			
Other Considerations:	Dedicated Employee 9.5 Years, Pipe Organists are few and therefore highly sought after.			

Hannah Buckle, Pianist (2016-2017)		Monthly Pay	Annual Pay	Benefits
Current Status:	Nine (9) Month Contract	\$ 500.00	\$ 4,500.00	Building Access to Teach
Proposal of Salary:	Increase Base \$25. Add Month.	\$ 525.00	\$ 5,250.00	1 Month Music Preparation
Rationale:	Merit Increase, Score Study/Preparation, Competitive Market, Increased rehearsal hours			
Other Considerations:	Increased and better support for the choirs, overall music program, and church			

Lorraine Langer, Director of Music (2005-2017)		Monthly Pay	Annual Pay	Benefits
Current Status:	Ten (10) Month Contract	\$ 1,260.00	\$ 12,600.00	1 Month Choral Preparation
Proposal of Salary:	No Base Increase. Add Month.	\$ 1,260.00	\$ 13,860.00	1 Month Admin/Management
Rationale:	Administrative and Management, Competitive Market, AAM			Building Access to Teach
Other Considerations:	Employee 12 Years, Hired as Choir Director, Promoted to Director of Music with No Compensation			

I appreciate your consideration in exploring and discussing our music program and budget.

Please let me know if you have any questions.

Sincerely, Lorraine Langer, M.A.,

Director of Music Ministries

Email: lorrainelanger@stpaulsdekalb.org

Cell Phone: (847) 328-4104

St. Paul's Episcopal Church Music Salary History 2000-2017

	2000	2001	2002	2003	2004	2005	2006	2007 *	2008 *
Director of Music	NA	NA	NA	NA	NA	NA	0.00	0.00	0.00
Choir Director	4,200.00	4,200.00	4,325.00	4,325.00	4,818.00	10,000.00	10,300.00	10,609.00	10,774.76
Organist	5,240.00	5,240.00	5,400.00	5,400.00	5,800.00	7,101.19	7,314.53	4,578.00	2,102.15
Sub Organist	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,027.97	1255.00
Pianist (1-2 Years)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,160.00	5,310.00
Total Salaries	9,440.00	9,440.00	9,725.00	9,725.00	10,618.00	17,101.19	17,614.53	24,374.97	19,441.91

	2009	2010	2011	2012	2013	2014	2015	2016	2017
Director of Music	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Choir Director	11,255.08	10,431.00	11,255.08	12,275.04	12,525.00	12,525.00	12,600.00	12,600.00	12,600.00
Organist	3,600.00	3,900.00	3,900.00	4,200.00	4,200.00	4,500.00	4,800.00	4,800.00	4,800.00
Sub Organist	0.00	0.00	0.00	350.00	400.00	400.00	400.00	400.00	400.00
Pianist (1-2 Years)	4,500.00	5,000.00	5,000.00	4,150.00	4,100.00	4,160.00	4,500.00	4,500.00	4,500.00
Total Salaries	19,355.08	19,331.00	20,155.08	20,975.04	21,225.00	21,585.00	22,300.00	22,300.00	22,300.00

**Personnel
Change***

Lorraine Langer, Director of Music Ministries, June 2017

St. Paul's Episcopal Church, Vestry Meeting, June 18, 2017
Music Salaries Proposal for Raises, Music Program Revised Budget 2017

Music Salaries Proposal for Raises Itemized 2017				
900-121	Music Salaries	2016 Budget	2017 Budget	Difference
900-121a	Director of Music - Lorraine Langer	(12,600.00)	13,860.00	1,260.00
900-121b	Pianist - Hannah Buckle	(4,500.00)	5,250.00	750.00
900-121c	Organist - Kathleen Johnson	(4,800.00)	5,400.00	600.00
900-121d	Substitute Organist	(400.00)	400.00	-
Line Item	Totals	(22,300.00)	24,910.00	2,610.00

Complete Revised Music Budget for 2017				
900-121	Music Salaries	Budget 2016	Budget 2017	Difference
900-121a	Director of Music - Lorraine Langer	(12,600.00)	13,860.00	1,260.00
900-121b	Pianist - Hannah Buckle	(4,500.00)	5,250.00	750.00
900-121c	Organist - Kathleen Johnson	(4,800.00)	5,400.00	600.00
900-121d	Substitute Organist (Pianist)	(400.00)	400.00	-
900-122	Music Library Sheet Music	(150.00)	140.00	(10.00)
900-123	Music Instrument Maintenance	-	-	-
900-123a	Organ Tuning - Paul McNamara	(1,000.00)	1,000.00	-
900-123b	Piano Tuning - Matt Ponio	(720.00)	500.00	(220.00)
900-123c	Bell Cleaning - Peg Newby	-	-	-
900-123d	Choir Robes - VIP Cleaners	-	230.00	230.00
900-129	Total Music Program Expenditures	(24,170.00)	26,780.00	2,610.00

Appendix H
Rector's Report