

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

September 18, 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:** Linda Lorbach

October Vestry meeting? Will we have a quorum

- I. Opening Prayer—Rev. Stacy
- II. Appreciations

Sunday school: Thanks to Rowan, Oscar, Michael, and Francesca for helping with Sunday school. Music: Thanks to Lorraine, Hanna, and Kristin who added a lot for the music. Thrive Market: Thanks to beautiful day, and the help. Cleaning Up after the Ceiling Fell: Thanks to Rick, Lorraine, Ellie, and Bill. Crop Walk: Thanks to Henry Leonard for organizing it. Phenomenal Work As Warden: Thanks to Rick. Sermons: Thanks to Rev Stacy.

- III. Vestry Visioning Moment **(Items I.-III. 15 minutes)—Mutual Ministry Review goal setting for 2016/2017**

Goals for Vestry Wardens and Vestry

**RECTOR'S GOALS**

- 1- Stewardship Committee and formation and clarify the roles of this committee, ie, communication
- 2- Lead Vestry Major Gifts Campaign.
- 3- Make time for preaching and spiritual retreats 2-3x/year

**WARDENS GOALS**

- 1- Recruit Vestry Members and Junior Warden
- 2-Support a Successful Stewardship Campaign
- 3-Communicate w/parishioners
- 4-Formulate a workable budget

**VESTRY**

1-Define Roles and Responsibilities of the Vestry

2- Communicate w/parishioners

3-Review and Resolve Counting Policy & Procedures

Review and Approval August 28<sup>th</sup>, 2016 Vestry meeting minutes **(5 minutes)**—Clerk, Gretchen Schlabach

**MOTION PASSED TO APPROVE MINUTES**

IV. 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

NOTE: ChemDry. Make note that ChemDry should be under “Rectory Maintenance and Repair”. **MOTION TO APPROVE PASSED**

FINANCE COMMITTEE – work on budget and do some comparison years and look at the future.

b. Senior Warden’s Report —Rick Johns **ATTACHMENT B**

Need to have a bonfire to burn leaves and garden items.

c. Junior Warden’s report and Buildings and Grounds report—Bill Cummings

**ATTACHMENT C**

CHURCH CEILING REPAIRS (see Attachment C) – Ceiling is heavy. Dry wall was nailed fifty years ago. Nails are smooth; today dry wall would have been screwed to hold it up. Gravity working to pull it down. It’s the third collapse in the last 12-15 years. It is a concern. Insurance adjustor – you should have had this fixed yesterday. You are now aware of the hazard ..... you could be sued for millions of dollars, knowing the hazard. Greg Spears indicated that the area needs to

TOTAL \$16,000 **MOTION TO APPROVE CEILING REPAIR Passed**

Insured loss are generally being struck by lightening. Given it is gravity pulling on nails it’s likely that we will have to pay for it.

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

e. Music and SRC—Lorraine Langer, Director of Music Ministries **ATTACHMENT E**

**Hannah will be a great addition.**

- f. Christian Education—Gretchen Schlabach **ATTACHMENT F**
- g. Rector’s Report—Rev. Stacy **ATTACHMENT G**
  - 1. Pet Blessing October 2<sup>nd</sup>, 1PM.
  - 2. Stewardship Committee update
  - 3. Major Gifts Campaign Update

- 1. PET BLESSING – Joselyn will make dog treats. Need help with setting up chairs. Rick and Mabelle Goodenough signed up. Jamie take pictures?
- 2. STEWARDSHIP – making progress on it met with Chay Creg. Mary Dick Brad are on committee. Should have more to report next month
- 3. Major Gifts Campaign – fixing roof and ceiling. How do you fund it. Capitol campaign takes a long time. Major gifts campaign to kick it off. \$50,000.00 to cover roof and ceiling. Rev Stacy will initiate conversations. Creating a wish list.

Name the major gifts campaign. Inside –out  
 Specific fund for the building: sustaining fund  
 -need some hard numbers \$\$\$

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

- a. By-laws review
- b. Counting Committee **Take to the financial committee**
- c. Financial Review 2015 **Pay for an accountant to review books. Checklist for financial review. But they should not be vestry or treasurer.**

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

- a. Sanctuary Reconfiguration Committee Presentation **ATTACHMENT H**

**MOTION TO APPROVE THE SHORTENING TWO PEWS OR FOUR SPACES FOR HANDICAP ACCESSIBILITY PASSED. (Hopefully first Sunday of Oct.).**

**MOTION TO APPROVE MOVING THE LAST THREE PEWS ON BOTH SIDES (November 1<sup>st</sup>)**

- b. Online Giving **ATTACHMENT I**

VII. Closing Prayer and Adjournment—Pat Brown

**Next vestry meeting will be the *Third* Sunday, October 16<sup>th</sup>, 2016 at 12:15PM. Next Executive Committee Agenda Planning Meeting Monday, October 10<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

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
100-100	AMB	Checking	27,772.69						
Check	08/28/2016	American National T...	X -SPLIT-	8,024.94	19,747.75				
Check	08/01/2016	Dioc. of Chicago	X 900-197	· Diocesan Pledge	1,000.00	18,747.75			
Check	08/24/2016	Elan CC	X -SPLIT-	929.90	17,817.85				
Check	08/24/2016	ChemDry	900-902	· Church Mainten & Repair	473.40	17,344.45			
Check	08/24/2016	Marc's Lawn	X 900-904	· Lawn Care	460.00	16,884.45			
Check	08/24/2016	Banner Up Signs	900-902	· Church Mainten & Repair	409.00	16,475.45			
Check	08/12/2016	ComED	X 900-908	· Church Utilities	359.07	16,116.38			
Check	08/09/2016	Nicor	X 900-908	· Church Utilities	296.66	15,819.72			
Check	08/01/2016	Rev Laura Gottardi	X 900-118	· Supply Clergy	215.50	15,604.22			
Check	08/20/2016	3548 Jumpy Jumpers	X 900-999	· Program Activities/Social	155.00	15,449.22			
Check	08/31/2016	DeKalb County Hou...	X 900-198	· Discretionary Expense	155.00	15,294.22			
Check	08/30/2016	Waste Management	X 900-908	· Church Utilities	142.11	15,152.11			
Check	08/19/2016	ComED	X 900-117	· Rectory Utility	136.36	15,015.75			
Check	08/30/2016	Integra	X 900-130	· Copying/Printer	117.85	14,897.90			
Check	08/24/2016	McNamara	900123a	· Organ Tuning & Maintenance	112.50	14,785.40			
Check	08/19/2016	Leaf	X 900-170	· Equipment Maintenance Exp	101.90	14,683.50			
Check	08/24/2016	Susan King	X 900-150	· Office/Cleaning Supplies	62.09	14,621.41			
Check	08/24/2016	Kar-Free Flowers	X 900-192	· Flower Expense	51.20	14,570.21			
Check	08/22/2016	DNA Communications	X 900-908	· Church Utilities	46.12	14,524.09			
Check	08/12/2016	Nicor	X 900-117	· Rectory Utility	21.47	14,502.62			
Check	08/24/2016	Jane Nenonen	900-192	· Flower Expense	19.00	14,483.62			
Check	08/24/2016	Ecowater	X 900-117	· Rectory Utility	14.89	14,468.73			
Deposit	08/28/2016	Deposit	X 800-115	· Building Fund Memorial Contr.	795.00	15,263.73			
Deposit	08/28/2016	Deposit	X -SPLIT-	1,014.00	16,277.73				
Deposit	08/21/2016	Deposit	X -SPLIT-	1,534.17	17,811.90				
Deposit	08/14/2016	Deposit	X -SPLIT-	2,974.16	20,786.06				
Deposit	08/07/2016	Deposit	X -SPLIT-	3,226.22	24,012.28				
Total	100-100	AMB	Checking	9,543.55	13,303.96	24,012.28			
TOTAL	9,543.55	13,303.96	24,012.28						

8:50 AM St Pauls Episcopal Church

09/06/16 Transactions by Account

Cash Basis As of August 31, 2016

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### St Paul's Episcopal Church, DeKalb, IL 60115

#### September 2016 Vestry Meeting Treasurer's Report with August 2016 figures:

This report covers the month of August 2016 with figures 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 has moved to North First Street in DeKalb in the Century 21 building. Sheila Appel is our primary contact.

#### Receipts through August, 2016 (See attached worksheet for details.)

We have received 77% of the pledged amount and 71% of the total budgeted receipts for the first eight months. Year to date receipts as of 8/31/16 were \$146,945. Pledge amount totals were \$80,224. We have taken \$60,000 of our budgeted \$100,000 Endowment allocation which increased the income.

#### Disbursements through August 31, 2016

Total operating disbursements for the first eight months were 65% of the budgeted amount. The total year to date disbursements were \$138,277. The difference between receipts and disbursements year to date is \$8,668 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 August was \$30,000 in CD's and \$4,276.32 in the Money Market Fund totaling \$34,276.32. The total August balance of Building funds including \$9,158.53 in the Heartland Bank account was \$43,826.33 This includes \$1,500 in the music Fund and \$854.38 in memorial Funds for Eva Leonard and \$830 in memorial funds for Doug George. Godly Play Resources in the amount of \$473.52 were purchased for the Sunday School with funds from Eva's Memorial.

## **Endowment Fund**

The value of the Endowment Fund at the end of August was \$1,948,481. The net increase in value for the year was \$27,036. 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 August 4% of that figure was \$76,110 and 5% was \$95,137.

**Apache Stock** - The 6.104 shares on deposit with the company were valued at \$303. on August 31, 2016. The value has increased \$32 since the beginning of the year.

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

**Discretionary Fund \$1,342.47    Flower Fund \$405.13    Garden Fund (60.53)**

**Columbarium Fund \$3,636.80    Operating Fund \$9,138.45**

**Building Fund \$10,023.53                      Total \$24,485.85**

**Respectfully submitted Pat Brown, Treasurer, September 18, 2016.**

## **ATTACHMENT B Senior Warden Report**

--I picked up our new signs for inside the church. I'll install them next week.

--I arranged for the maple tree by the parking lot to be trimmed by Joe Rohloff.

--I spoke with Shay Craig on the phone, and subsequently met with her concerning our building fund, which is in serious need of replenishment.

--I helped clean up the mess from the fallen ceiling. We are trying to get it fixed as fast as we can. It has been stabilized by screwing it to the joists, but there is an area which is not well attached to the ceiling. I will write a Proclaimer article about this during the coming week.

--The Finance committee had a meeting last Tuesday, and will meet again this coming Tuesday. We have quite a few items to deal with, the most important of which is next year's budget.


--I attempted to repair one of the toilets in the rectory, but it needed more than I could give it, so we hired a plumber to do it.

--I have done nothing with the bylaws, which is starting to weigh on my conscience.

--We need to have a bonfire soon to burn all the yard waste that has accumulated.

--I spent entirely too much time and energy on a personnel matter.

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



2759 Wagner Court, Suite D | DeKalb, Illinois 60115 | PHONE: (815) 756-9779 | FAX: (815) 758-3181

September 14, 2016 815-751-4781 (Bill C)

St. Paul's Episcopal Church  
910 Normal Road  
DeKalb, IL 60115

PROPOSAL

Project: Church ceiling repair

A. Damaged Ceiling:  
Replace damaged area of ceiling with new drywall and texture to blend with the existing. Includes painting of the repaired area. Due to age of the existing ceiling there may be slight difference in appearance as with the previous repairs.

Investment Total    \$ 3,188

B. Remaining Ceiling:  
Screw the remaining ceiling to prevent further pieces from falling. Screws will be countersunk and textured finish applied over the screws.

Investment Total    \$ 8,348

C. Painting:  
If option B is selected to repaint the entire textured ceiling. This would eliminate the difference in texture / paint color and sheens throughout. Repair of existing cracks in the ceiling mainly on south and east sections would be taken care of at this time.

Investment Total    \$ 4,421

All construction debris to be removed from the job site and the area left clean at completion of project.

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over the proposal. Should any concealed conditions be encountered in the performance of the work, the homeowner will be notified and additional charges may be required to address the conditions.

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

No report

**ATTACHMENT E**  
**Music Ministries Report**  
**Music Ministries Report**  
**Vestry Meeting, Sunday September 18, 2016**  
**St. Paul's Episcopal Church - DeKalb, IL**

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

▪ **The Choirs:**

- Sang with great spirit and sound, while leading the music for Rally Sunday on September 11! We were also blessed to have a few more singers several instrumentalists [Kristen Murrell-Steel Pan, Ya-Chen Lee-Cellist, Hannah Buckle-Pianist], to further enhance the service music.
- Have changed our Sunday morning choral anthem rehearsal from 10:00 to 10:15 AM, so that choir members may attend adult Sunday school.
- Have a revised Thursday evening choir schedule.
  - 6:00-6:30 PM Children's Choir I (Ages 5-8 or Grades K-3)
  - 6:30-7:00 PM Children's Choir II (Ages 9-12 or Grades 4-6)
  - 7:00-9:00 PM Adult/Youth Choir (Ages 13+ or No Grade Required)

**2. Administrative Work**

▪ **The Music for Worship**

- The Worship Music for September - December 2016, which includes hymns, service music, preludes and postludes is completed and submitted to the Rector, Administrative Assistant, Altar Guild, Organist and Pianist (Choirs pending anthem selections).
- The Worship Music for January – December 2017 hymns, service music, anthems, preludes and postludes, are a work in progress, and I hope to finish edits before December 2016.
- 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 and all of 2017.
- I will be meeting with Rev. Stacy in October to review Advent, Christmas and Epiphany Liturgy and Music.

▪ **Music Maintenance**

- The St. Paul's pianos were tuned on Thursday, September 1<sup>st</sup>, 1:00 PM. Matt Ponio tuned all three pianos: 1. the Sanctuary's Yamaha Grand, 2. the Parish Hall's Mason Hamlin Grand and 3. the St. Timothy Centers Upright.
- Additionally, Matt was kind enough to return (9/9) and tune the Yamaha Grand, after the ceiling in the Sanctuary collapsed, hitting part of the closed lid of the piano. He also vacuumed out the remaining dust and gave me a referral to have the cosmetic damages assessed for repair through insurance or otherwise. I will continue to apprise all.

▪ **Musicians Updates**

- Our New Church Pianist/Accompanist is Hannah Buckle. I am very excited to work with Hannah and you can read her bio on our church website. I will include a welcome in the October Newsletter to further introduce Hannah to the St. Paul's Community.

### 3. Collaborative Staff Administrative Work

- I continue to collaborate Weekly with Administrative Assistant, Susan King, on music edits in our bulletins via Drop Box. 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 as well as the church website.

*Lorraine Langer, Director of Music Ministries (Friday, September 16, 2016)*

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

From Rev. Stacy Walker's Rector Report (Thank you):

### **Christian Education**

Adult Christian Education had a great kick off this past Sunday, September 11<sup>th</sup>. We began a five week series titled: Just as I Am: the Church and LGBTQ+ Integration. 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. We also welcomed four guests to this study, and may receive more as word about the course gets out in the neighborhood.

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.

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

Dear Vestry Members,



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 continue to be in touch with parishioners who are home bound, grieving, and asking for spiritual guidance.

### Administration

Since our last meeting the finance committee has met once and will meet again next Tuesday, September 20<sup>th</sup> at 7:30P.M.

The stewardship committee also had a great first meeting with Shay Craig, associate for development in the diocese of Chicago. This meeting was on Wednesday, September 14<sup>th</sup>. We are scheduled to meet again on Monday, September 19<sup>th</sup>, at 10:30A.M.

Rick Johns and I also met with Shay Craig on Wednesday the 14<sup>th</sup> to discuss planning a major gifts campaign to cover cost of roof, sanctuary ceiling repairs, and other possible sanctuary improvements. We will discuss this in more detail at the Vestry meeting.

### Liturgy

It was such a blessing to have the full complement of ministers leading worship on Sunday, September 11<sup>th</sup>—our rally day for the first day of choir, children's Sunday School, and kick off to the Adult Sunday School program year. I give thanks to God for everyone who was present at worship. When we have a good critical mass in the congregation, it feels particularly inspiring to praise God together. I encourage you to attend mass, and fully participate as often as possible. Let God nurture you and give you strength and hope to go out and serve Christ in the world the rest of the week.

Our 8<sup>th</sup> Annual Pet Blessing is just a few weeks away: Sunday, October 2, 2016 at 1PM. This is a great event to invite your friends and neighbors to attend with you. Please pick up some flyers today and spread the word. **Also I'm looking for someone or perhaps a couple or a family to host this event, which involves setting up a few chairs, refreshments, dog and cat treat bags, handing out bulletins, assisting with a reading, etc.**

### Hospitality

Just a reminder that this is one of the times of year that we receive a high number of guests. Let's not take this for granted. Greet our guests with the same enthusiasm that you greet your oldest friends. Make sure to hand them a welcome bag, introduce yourself, and most importantly listen to them.

Listen to why they are at St. Paul's for worship, where they are in their life, and let them know we are honored to have them as our guests and pray they will keep coming back.

### **Mission and Outreach**

We will have our final Thrive Market of the year this Saturday, September 17<sup>th</sup>. I encourage you to show up for the market to show your support for those who have dedicated many hours of service to this ministry. Also take a moment to visit with our neighbors who come out for this affordable, local, organic produce offered up with joy and respect for the dignity of every human being.

### **Christian Education**

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

The Beloved Community Dinner this month will be Sunday afternoon, September 18, 2016 at Hopkins Park at 5PM. Prior to the dinner will be an event involving some of the participating churches at the Hopkins Park band shell: Praise in the Park. This starts at 4PM. Both are open to the public. FYI.

I continue to be involved with the NIU Presidential Commission on Interfaith Initiatives. A series of topical discussions from a variety of Interfaith perspectives will be held on Tuesday evenings in the fall and spring semester at the Founders Library at NIU. A flyer has been posted in the parish hall, and more information will be available as dates approach in our parish email communications. The first event is on Tuesday, September 20<sup>th</sup>. I will not be able to attend as we have a finance committee meeting at the same date and time. I will be organizing the April event which focuses on Faith and Sexual Orientation and Gender Expression.

Wednesday, September 14, 2016 (Feast of the Holy Cross) I participated in the Unity March at NIU. More than a hundred NIU students and DeKalb Community members were in attendance. I served as a facilitator at the diversity dialogue round table discussion after the march. These diversity dialogues are an excellent way to be in conversation with the university and others in the community, and I believe are really going a long way to form positive relationships across borders of difference: race, age, gender, sexual orientation, socio-economic class, etc. I will continue to make known opportunities for participating in diversity dialogue events known through our parish communications and bulletin boards at St. Paul's. I encourage you to hold these conversations in prayer, and participate when the Spirit moves you to do so.

One exciting opportunity to participate in a diversity event at NIU is the upcoming lecture by Bryan Stevenson, author of *Just Mercy* and found of the Equal Justice Initiative. [www.eji.org](http://www.eji.org) This is a free lecture at the Carl Sandburg auditorium in the Holmes Student Center. The lecture begins at 6:30P.M. **Prior to the lecture at 4:45P.M. to 6:00P.M. Grace Place Campus Ministries will be hosting a festive reception with special guest, Bishop Jeff Lee. I strongly encourage you to attend to lend your voice and support to our Episcopal/Lutheran campus ministry at NIU. Invite your friends. This is a free event as well. All parking at NIU is free starting at 5PM. This is a change, and a welcome one!**

In mid-October prior to Bryan Stevenson's lecture, the Adult Sunday School class will view his TED talk and engage in a Bible study written to compliment this video and topic of equal justice in America. Date tba. This bible study was provided by the Seminary of the Southwest, which is where we send a seminary donation every year in support of the work they do in forming clergy to serve the Church.

### **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:**

Saturday, September 17—Thrive Market, 11AM -2PM

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

Sunday, October 16<sup>th</sup>—Vestry

Monday, October 24<sup>th</sup>—4:45-6:00P.M. Festive reception at Grace Place Campus Ministry prior to 6:30P.M. lecture by Bryan Stevenson (*Just Mercy*) at NIU.

I look forward to seeing you all this Sunday.

In Christ,

Rev. Stacy+

## ATTACHMENT H

### Sanctuary Reconfiguration Committee Presentation

# St. Paul's Episcopal Church DeKalb, IL Sanctuary Reconfiguration Committee [SRC] Report Objectives, Goals And Areas of Interest Drafts of Projects and Proposals - Works In Progress

Prepared For: Vestry and Congregation of St. Paul's

Prepared By: Lorraine Langer, Julie Stubblefield, Linda Lorbach, Jocelyn Prall, Terry and Jackie Dickow.  
Sunday, September 18, 2016

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## Sanctuary Reconfiguration Committee (SRC) Summary

### SRC Objectives:

The SR is a new committee, whose charge, desire and overall objectives are to explore our current worship space, specifically looking at ways to improve the functionality relative to our worship services, as well as, considering the possibility of sharing and using the space for the greater community of DeKalb.

### SRC Goals:

We are exploring challenges that people from all areas of the worship may experience, and this includes; the priest, Eucharistic ministers, acolytes, musicians, altar and flower guild, ushers, consulting with the diocese, and especially the congregation, etc.

Additionally, we are mindfully appreciating and acknowledging our many beautiful and functioning attributes of our worship space.

Our intent and goals are that after collecting input from people in all of these areas of worship, and after discussion and research, we will be drafting proposals to share with the Vestry for approval.

We began meeting in April of 2016. We currently meet about once a month and have had five meetings. We began meeting with parishioners to discuss and request their input during coffee hour for the month of September. This is a good start in gaining feedback, more questions, ideas and solutions. As we move forward, we will continue to add new and revised information to the bulletins and newsletters, and share conversation in fellowship.

We have initially come up with seven major areas to explore. We are working at addressing these seven areas in a more manageable time frame by placing them into Six Phases, with some projected review and completion dates. We have several first draft projects, schedules and

proposals. See Below.

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## Six Phases with Seven Major Areas of Interest: Target Completion Date

Phase I October/November 2016

1. Welcoming Entrance [Aesthetically Appealing]

A. Columbarium Space [As Is or Upgrades] - Jocelyn Prall

B. Children's Area [As Is or Relocate to Pray Ground] - Julie Stubblefield

C. Music Area [Leave As Is or Change, See #3] - Lorraine Langer

2. Accessibility

A. Wheel Chairs & Walkers [Remove Pews] - Jackie Dickow

B. Cushions for Pews - Terry Dickow

C. Kneeler Pads - Terry Dickow

Phase II November/December 2016

3. Music and Acoustics - Central Location of Instruments

A. Leave Music Instrument's "As Is" - Lorraine Langer

B. Move Piano Closer Congregation/Choirs. "Remove Pews"

C. Move Organ Closer to Choirs/Piano "Remove Pews"

Phase III January or February 2017

4. Worship Area

A. Altar - Terry Dickow

B. Baptismal Font - Julie Stubblefield

C. Overall Space, Miscellaneous – All SRC

Phase IV March or April 2017

5. Lighting for All Areas

A. Above Altar -

B. Overhang/Congregation

C. Nave/Congregation/Musicians

Phase V May or June 2017

6. Sound

A. Microphones

B. Speakers

C. Overall Space - Linda and Lorraine

Phase VI August or September 2017

7. Greater Community [Communiversity, DeKalb, Sycamore] All SRC

A. Concerts

B. Lectures

C. Worship

4

Proposals and Projects [Phase 1] October/November 2016

I. Welcoming Entrance (Aesthetically Appealing)

A. Columbarium Space [Leave As Is or Upgrade]

Proposal Lead, Jocelyn Prall

Possible enhancements:

- Maintain present space with table and flowers only

- Sitting or kneeling bench

- Votive candles available to light on Sundays (on wall or the large beam)

- Other ideas from family of current occupants and/or from future occupants are forthcoming

Future expansion possibilities:

- Additional wall area columbarium

- Check into concern of how many can existing columbarium hold/availability

- A possible outside memorial garden site (see below)

Helpful Definitions:

- A columbarium is brick or stone structure (indoors or outside) with niches in which the urn containing ashes from a deceased person are inurned. Columbaria can take various forms. They

can be in an interior wall of a church building (usually in the worship space). They can be constructed in the churchyard, in various shapes and sizes. In some the niche is permanently sealed; in others the face front panel is unlocked. The name of the deceased is usually inscribed into the face.

- A memorial garden is usually a church garden with a set-apart section in which the cremated ashes are poured directly into the ground, and covered by grass or a ground-cover vine; these ashes are commingled with other ashes and with soil, in a tangible symbol of the communion of saints. In memorial gardens, there is usually a plaque somewhere nearby on which the names and dates can be inscribed. It is common to install a fountain in the memorial garden, which symbolizes our Baptism in living water and is often comforting to the bereaved. It is also common to have some benches, so people can sit and meditate.

**Budget Projections:**

Columbarium Budget Projections (Jocelyn Prall)	Quantity	Price	Cost
Flowers (check with flower guild)	1	0.00	0.00
Sitting kneeling bench (one in storage, pew against wall?)	1	0.00	0.00
Votive candles (check with altar guild)	1	0.00	0.00
Memorial Garden	1	0.00	0.00
Projected Total Columbarium Expenses	4	0.00	0.00

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**Proposals and Projects [Phase 1] October/November 2016**

**I. Welcoming Entrance (Aesthetically Appealing)**

**B. Children's Area-PrayGround [Leave As Is, Update, or Relocate to front]**

Proposal Lead, Julie Stubblefield

Based on my research that included searching and reviewing articles from the Internet, Rev. Stacy's feedback from her input at the SRC meeting in June, and consulting with other parents and friends, I have come up with the idea for children ages 5-12. A St. Paul's Pray Ground  
Many churches do the children's area up front in the sanctuary and as Rev. Stacy mentioned, she wants the kids to be able to see what is going on. We would move the current Children's Area from the back to front of the Sanctuary. Removal of pews behind the altar on either side would be where I am envisioning our "Pray Ground".

If having the Pray Ground in the front of the sanctuary is too distracting for our congregation, perhaps we can create a larger space in the current location in the back of the church, and still make these suggested changes and updates.

Because of the age of kids visiting the "Pray Ground", not a lot of "stuff" needs to be included. I know many people (myself included) really like the "word" of the day and poster of illustrations done by the kids and would like to continue that all year long. Perhaps an easel with paper will be included to do this activity, as the children are currently doing this sitting on the ground. Comfort is a big thing with kids, so a new rug and beanbag chairs could be included. Color sheets and buckets of crayons would continue to be available and will also align with the gospel/readings for the week.

Hopefully, Susan would be willing to work with Rev. Stacy and create a "kid-friendly" bulletin for these kids to follow along with during the service. This can be done in numerous ways and we can explore and discuss this further at a later time.

Another possible activity to support engaging the children and youth of our church, would be a kid inspired and created mural, to be painted on the wall behind "Pray Ground" and this can also be discussed in the future.

The Pray Ground is a mature place where kids can relax but still listen, watch, learn and follow along with the worship service. The Pray Ground is Not a Nursery and Play will NOT be encouraged.

**Budget Projections:**

Pray Ground Proposed Budget (Julie Stubblefield)	Quantity	Item	Price	Cost
Rug 9X12 (esalerugs.com/lowes.com)	1	250.00	250.00	
Black Bean Bag Chairs (hayneedle.com)	3	56.00	168.00	
Wooden Easel (target.com)	1	100.00	100.00	
Artistic Supplies (Various Stores)	1	25.00	25.00	
Remove Pews (In-kind Labor, Parishioners)	0	0.00	0.00	
Projected Pray Ground Total Expenses			\$ 543.00	

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I. Welcoming Entrance (Aesthetically Appealing)

C. Music Area [Leave As Is or Change, See #3]

Proposal Lead, Lorraine Langer

Proposals and Projects [Phase I] October/November 2016

2. Accessibility

A. Pews reconfigured for the handicap (A few rows from the front)

Proposal Lead, Jackie Dickow

In the spirit of bringing St. Paul's Sanctuary more accessible, it would be great to create 2-4 new pew access points for our current wheel chair and walker parishioners.

This will primarily entail the removal of 2-4 pews or half pews on both sides of the church and aisles. There are two options that we are exploring.

1. Remove one long pew, on both sides of the aisles. Creates even more space.

2. Possibly replace existing pews with shorter pews found behind the altar area.

Several parishioners are willing to help with the removal and storage of the pews. [Brad Smith, Jamie Stubblefield, Rhys Prall, Rick Johns, Jacob Maas]

Brad Smith (carpenter extraordinaire) is exploring the process of installing the shorter pews with minimal cosmetic changes. Hoping to use existing pew ends. We will know more by the end of the month. Otherwise, we will explore the cost of having the pews removed and installed professionally.

Income possibility: The current pews stored (which have been their well over 13 years) in the St. Timothy Center, is that we could possibly sell them on EBay or Craig's List to generate some income?

With this new change in accessibility seating, handicapped people don't have to feel they are not part of the service. This is not an expensive fix but doable in the short term to last through the long term. See budget below.

B. Cushions for some pews (Research cost of cushions and upgrade knee pad)

Some parishioners have expressed the discomfort of both sitting and kneeling in the pews.

We are looking into up dating the kneeler padding. Additionally, we are researching the cost of pew seat cushions. Perhaps a few, not for all the existing pews.

Some people feel that the pews are important because it helps people with all the stuff they carry into church. Having the pews makes it easier to put the stuff next to them. Chairs would be awkward for that. We could do a fund-raiser to help with the cost.

Accessibility Proposed Budget (Jackie Dickow) Quantity Unit Price Cost

Cushions for pews (Need to explore cost) 12 TBD TBD

Pew removal materials (Need to explore cost) In Kind 0.00 0.00

Pew removal labor (In-kind Donation Parishioners) In Kind 0.00 0.00

Pew removal storage in St. Timothy Center In Kind 0.00 0.00

Pews may be sold on Craig's List, EBay-generate income TBD 0.00 TBD

Kneeler pads 12 TBD TBD

Projected Total Expenses 24 TBD TBD

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Proposals and Projects [Phase II] November/December 2016

3. Central Location of Instruments and Musicians (Music and Acoustics Challenges)

A. Leave music instrument's "As Is"

B. Move the piano closer to the choirs and congregation. "Remove back 3 pews"

Proposal Lead, Lorraine Langer

The organ, piano, choir and congregational sounds are not in sync. The syncing challenge of the sound of the piano and choir as well as the organ is primarily due to the overhang. It would be ideal for all the musicians (instrumentalists and choirs) to be located in the same place. This would offer a better chance to sync the music up with each other and the congregation. The music would better enhance the flow of the worship service.

The piano is too far away from the choirs and congregation. If we move the piano closer to the congregation and choirs, the support and balance of musical artistry will be greatly improved, and this would also enhance the flow of the service music. Removing the back three pews in the sanctuary, and then moving the piano forward can solve this issue. It is also possible to move the choirs seating area next to the piano. This would keep the aisle open for the offertory, and the flow of the service may be much more fluid.

C. Move the organ console closer to the congregation, choirs and piano “Remove Pews”  
The organ, choir and congregational sounds are not in sync. If we moved the organ console to the back of the church, away from the aisle, inside the overhang, the organist would then hear the actual sound of the organ and congregation.

This problem is primarily due to the overhang. The organist does not hear what the congregation hears relative to sound. The sound that the pipes are producing does not reach the organist. The differential in sound may be loud to the congregation, however for the organist, that same level of sound dynamic is softer under the overhang, by the organ console. This also affects the syncing of the music for the service. A few people have expressed frustration with the lack of sync in the service and yet most people do not realize the challenge this is for the organist, pianist, director of music and choir.

Paul McNamara, the organ maintenance, tuner and builder, believes the best place for the console is in the back of the sanctuary, near the current location of the piano.

Relocation of Piano Proposed Budget Quantity Unit Price Cost

Piano 1 0.00 0.00

Remove the last 3 rows of pews 3 0.00 0.00

Labor of pew removal (In-kind Labor from parishioners) 0 0.00 0.00

Projected Total of Piano Move Expenses 4 0.00 0.00

Relocation of Organ Console Proposed Budget Quantity Unit Price Cost

Additional organ cable 1 1,150.00 1,150.00

Labor McNamara Organ Services 1 1,150.00 1,150.00

Electrical outlet materials (back of sanctuary estimate) 1 500.00 500.00

Labor installation Vic Reed Electric (need new quotes) 1 1,500.00 1,500.00

Pew removal In-kind Labor from parishioners 5 0.00 0.00

Projected Total Organ Move Expenses 9 4,300.00 4,300.00

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Phase III January or February 2017

4. Worship Area

A. Altar - Terry Dickow

B. Baptismal Font - Julie Stubblefield

C. Overall Space, Miscellaneous – All SRC

Phase IV March or April 2017

5. Lighting for All Areas

A. Above Altar -

B. Overhang/Congregation

C. Nave/Congregation/Musicians

Phase V May or June 2017

6. Sound

A. Microphones

B. Speakers

C. Overall Space - Linda and Lorraine

Phase VI August or September 2017

7. Greater Community [Communiversality, DeKalb, Sycamore] All SRC

A. Concerts

B. Lectures

C. Worship

NOTES:

**ATTACHMENT i**  
**ELECTRONIC ON-LINE GIVING**

**Making Giving Easier**  
**Electronic and On-Line Report**  
**Vestry Meeting, Sunday September 18, 2016**



## St. Paul's Episcopal Church - DeKalb, IL

**Committee Members:** Rev. Stacy Walker, Rick Johns, Pat Brown, Lorraine Langer-Chair

**Meetings To Date:** TBA [Individual research and phone calls, in preparation for committee action]

**Charge/Goal: Making giving easier for parishioners and the community at large**

1. Explore and research the possibilities of Electronic On-Line Giving. [Pledges, Gifts, Donations]
2. Committee will meet with Sheila Appel and bank representatives as needed.
3. Devise a plan of action to implement on line giving at St. Paul's, present to Vestry.
4. Upon Vestry approval, implement Electronic and On-Line Giving.

**Lorraine's Actions To Date:**

- I talked with Sheila Appel from American Midwest Tax and Accounting (AMTA)
  - Fees for adding help with Electronic On-Line transactions will be negotiable. Based on work weekly, monthly, yearly. Fee for set up, may be per transaction, flat hourly rate, etc.
  - St. Paul's currently pays AMTA \$300.00 monthly for accounting services.
    - Payroll Electronic Transfers
    - Accounts Payable
    - Accounts Receivable
    - General Ledger
    - Profit and Loss
    - Balance Statements
    - Payroll is direct deposit and a lot of the payables are now ACH. (see below)
    - Contribution reports for parishioners, church AdminAssist mails them out.
    - Heartland Bank has the checking accounts and sends the statements to Church/Pat.
- I talked with Rev. Stacy, she shared thoughts from a conversation with Shay Craig
  - Giving usually increases pledges
  - Current bookkeeping (AMTA) may have existing system (they do not, this will be new)
  - Possible to use existing PayPal application
  - Explore other data base applications
- I am researching our church websites web hosting company *Network Solutions*
  - **Network Solutions** (SSL Certificate \$55-\$110.00 for three years)
  - **Network Solutions** "Take A Payment" \$9.95 a month Also checking into "Jump Start" & Add Store
  - **PayPal** offers discounted transaction rates for 501(c) for most products, and consistently low rates for all other nonprofits. No extra fees for setup, statements, withdrawals or cancellation. 2.2% + \$0.30 per transaction and no monthly fee.
  - **Intuit** (Rates starting at 50¢ per ACH or 1.6% per swipe)
- I am researching **other churches in our Diocese** and around the country to see what is out there. This information is forthcoming

**Making Electronic and On-Line Giving easier for parishioners and the community at large, may include:**

- ✓ Setting up **direct deposit** of annual pledges (monthly, quarterly, yearly) **forms** [Bank to Bank]
- ✓ **Donate buttons** on our church website using a Secure Socket Link (SSL) [Website]

1. **Annual pledge** buttons where you can set up monthly, quarterly, yearly payments
2. **Gifts/Donations “Examples”** of **buttons** to place on our church website **identifying specific areas**

- **Worship:**
  - Altar Guild
  - Flower Guild
  - Flowers for Specific Services
  - Acolytes
- **Adult Sunday School**
- **Children’s Sunday School**
- **Building and Grounds**
  - Sanctuary Roof
  - Sanctuary Ceiling
  - Sanctuary Sound/Lights
  - Rectory
  - Special Projects, etc. (Furnace)
- **Rectors Discretionary Fund**
- **Music**
  - Adult/Youth/Children’s Choirs
  - Instruments (Organ, Piano, Bells)
- **Outreach**
  - Prayers to Pass
  - Thrive Market
  - Grace Place
  - Lobster Boil

**Important Financial Definitions:**

**Automated Clearing House (ACH)** is an **electronic network** for financial transactions in the United States. AMTA uses this for paying bills, etc.

**Secure Sockets Layer (SSL)** An Internet standard for encrypting data. SSL allows a secure connection between your shopper's browser and your online store's server. SSL encrypts incoming and outgoing data transfers so that hackers can't steal sensitive data (like credit card information) from you or your customers. SSL is supported in most Web browsers.

*Lorraine Langer, Director of Music Ministries (Saturday 09-17-2016)*