

Minutes Vestry Meeting St. Paul's Episcopal Church

March 20,2022

Present: Mother Barbara, Lucinda Brunner, Jennie Cummings, Steve DeGolier, Rhys Prall, Pat Brown, Marilyn Cleland, Lori Judkins

Guests: Lorraine Langer, Rick Johns, Susan King

Meeting called to order at 12:34 pm

Opening Prayer – Jennie Cummings

February Vestry Minutes

Susan presented the February Vestry Minutes. Steve motioned to approve as is, seconded by Pat. Motion approved.

Treasurer's Report

An overview of the report was presented by Rick

- With the war in Ukraine, the stock market has not been good. Matt Myre, our Edward Jones advisor, suggested taking some money out of the market for now. Rick has moved \$65,000 into checking.
- The Roberts family has sent a \$10,000 check, even though they did not pledge anything this year.
- Vince McMahon has given \$4,000 to the altar guild and \$1,180 to the Rector's Discretionary Fund as a memorial to his wife, Pat.
- We signed a contract with Helm Service of Rockford for the parish offices furnace. They have not asked for upfront money.
- Rick finished the financial portion of the Parochial Report and it is waiting for signatures
- We've spent more on salt for snow removal this year because of the icier snowfalls. We might check on various providers again.

There was a question about higher bookkeeping fees for February, but creating W2's and 1099's would have accounted for the higher fee. There also was a question about an expense for large garbage bags. While this purchase would have represented a long term supply of bags, a comment was also raised about how we might focus on being more conscious about recycling in the future to avoid using as much plastic. The Nicor bill is unusually high and Lucinda will see if anything could be done about budgeting with Nicor. Another larger bill is the Comcast bill, which will be explored.

The Treasurer's report was accepted, motioned by Jennie and seconded by Lori.

Music Report

- Lorraine noted that with the lightening of Covid requirements, the Choir can now have fellowship after rehearsals.
- We are hoping for a fundraiser to replace the 100 year old piano used for rehearsals in the Parish Hall. New pianos can be in the \$12,000 to \$ 75,000+ range (church, school, concert hall+). Our Sanctuary piano was purchased for \$3,000 appraised at 8,000. A new piano would be an appealing addition, supporting our greater interest in community outreach, with opportunities for musicians (teachers, music groups, etc.,) offering a new place to perform.

- Assisted Listening has been added to the sound in the Sanctuary. This is a program that can be used with a hearing aid, or one's own earbuds or microphones. A smart phone would be required of the listener to access the Bluetooth program, although ipads could be borrowed from the church.
- A new streaming proposal has been added (see attached) for a new processor, along with dedicated computers for the streaming operators. They have been using their own computers.

Rhys mentioned that perhaps the capabilities of streaming that we now have should be advertised in an appeal to creating virtual members and community outreach, although Marilyn reminded that the "embodied experience" shouldn't be forgotten. It was agreed to reach out to Maureen Gerrity at Barb City Manor to see if there would be interest.

Some discussion was had of the where to find the funds for the added equipment, and the Vestry will explore using the Leonard or George memorial funds. Lucinda made a motion to accept the streaming equipment proposal, seconded by Marilyn. Motion approved.

Building and Grounds

Jennie advised that we've asked for three bids for painting of the outside arches at each end of the church. Main Street proposed \$14,000, RRJ \$4300, and there was a verbal bid of \$5,000 from C&J. Rhys reminded there is a lot of deterioration as the church is 50 years old and this should be pursued. He would like to talk with the contractors suggested. It was agreed to authorize up to \$5000. Rhys, Steve and Jennie will pursue discussions with the contractors.

Rhys said there was nothing to add for the furnace replacement. The contract has been signed and we are waiting for parts and a schedule.

Parochial Report

One more item is to be added, then Mother Barbara will circulate the report for signature before sending.

Housekeeper

With the expectation that Ellen will retire from St. Paul's on April 1st, Lucinda has interviewed two possible housekeepers. While Ellen has expressed ambivalence, it seem prudent to pursue options.

- Kelly Fey has proposed 8 hours per week (minimum), at \$45 per hour. She would only be able to be here for three months before going back to school.
- Laurie Buckle (Hannah's mother) felt 15 hours per week (minimum) would be appropriate for \$35 per hour.

After some discussion, Lucinda motioned that we hire Kelly for 3 months and then review. Rhys seconded and the motion passed.

Celebration of Life for Jan Bach

Eva and Dawn, Jan's daughters, would like to have a Celebration of Life on April 30th at 1:00 PM. They are proposing using NIU musicians and playing a recording for the service. His NIU commemoration is the next day. They are not planning on zooming or streaming the event.

Sunday 8:00 AM Service

To ease the burden on the streaming ministry, the 8 AM service will no longer be zoomed or recorded. This means there cannot be remote reading via zoom, but the 10:30 service will still be available for that option.

Mother Barbara Retreat

Mother Barbara plans to be on retreat from April 18 through Sunday, April 24th. She has retained Father David Weaver to substitute for her on the 24th. The Choir and streaming team will take the week off also, and there will be no streaming or zooming on the 24th. While a supply priest has been found, the Vestry should also be prepared to lead a Morning Prayer service if needed at point, and training should be arranged. Marilyn offered that she would be willing to lead Morning Prayers if needed.

Easter Sunday

There will be one service on Easter Sunday, April 17th, at 9:30 AM. Jennie will be organizing a potluck brunch to follow.

Parish Clean Up Day

April 9th has been selected as the Parish Clean Up Day from 8AM to Noon. April 23rd will be the rain day alternate. We will need to ask people to bring rakes and wheelbarrows and such. Rick has purchased mulch from Askeland Tree Service in previous years. Rhys offered that DeKalb offers free mulch on Dresser Road, although you must find a truck and haul it yourselves. Mother Barbara suggested using the "Adopt a Bush" plan we had at one point.

Poetry Reading

Lorraine mentioned that she needs some more help with the Poetry Reading on April 1st. It hasn't been decided yet if it will be in the Sanctuary or the Parish Hall. There will be a reception following. If the reading is in the Sanctuary the reception part could be set up in the PrayGround. It would be helpful to have two people host.

ByLaws

Voting on the ByLaws was tabled for the next meeting.

The next Vestry Meeting will be tentatively scheduled for April 24th, the week after Easter.

A motion to adjourn was made by Lucinda, seconded by Steve. Meeting adjourned at 2:15 PM.

Respectfully submitted,
Susan King
Clerk of the Vestry

Agenda
Vestry Meeting,
12:30 PM, March 20, 2022

Opening Prayer (Jenny)

- Minutes of last meeting
- Treasurer's Report (Rick)
- Music Report & Streaming Ministry Report

Carried Over Business

- Buildings & Grounds Updates: Care of front arch (Jennie)
Furnace replacement (Rhys)
- Signatures for Parochial Report
- Need for a housekeeper/ and revised pay: Discussion (Lucinda)

New Business

- Celebration of Life: Jan Bach, April 30th, 1 PM
- 8 AM service no longer Zoomed effective today, 3/20.
- All of Stream Team off duty when Barbara is on retreat (April 18th through Sunday, the 24th)
- Training for Morning Prayer, II: Date?
- Routine scheduling time off for Streaming Ministries group? (Discuss)
- Change of time for Easter service: 9:30 AM and Brunch
- Parish "Clean Up Day:" Date?

Rector's Report

- Ad hoc and scheduled meetings with Streaming Ministry team, Director of Music Ministries, Administrative Assistant, and Wardens on a weekly/monthly basis
- Pastoral visits/lunches & phone calls, spiritual direction
- Monthly diocesan Zoom meeting
- Weekly prep for book studies, book study meetings
- Ministry on behalf of St. Paul's to formerly homeless couple, Paul Macdonald and Christy McGinness

Treasurer's Report March 20, 2022

As of February 16, our Heartland Bank checking account balance stood at \$124,802.14. This should see us through the next several months.

At the beginning of the Russian invasion of Ukraine, I contacted Matt Myre, our financial advisor at Edward Jones. He suggested that although no one could predict how the stock market would behave, it might be wise to take some funds out now. Therefore, I withdrew \$65,000 (March 1), which will be spent for operating expenses over the next few months.

We spent \$21,412.76 in February, and we took in \$19,347.34 from pledges and regular contributions. Part of this was an unexpected gift from that family that had been a major supporter of our church until this year. Thank you Doug and Lynn! We also spent \$930 from the revolving and pass-through funds, and took in \$888. As of February 28, the Discretionary Fund had \$1548 in it. In honor of his late wife, Vince McMahon has donated \$4000 to the Pat McMahon Memorial fund, to be used by the Altar Guild, plus \$1180 to the Rector's Discretionary Fund. Thank you Vince!

The Endowment fund is valued at \$2,287,424.68 and the Capital Fund at Edward Jones is \$31,438.82. Our Apache stock was worth \$212.50 on February 22.

The Lakeshore Recycling bill (garbage and recycling) is now paid automatically every month. I note that Waste Management, our former garbage company, seems to have left 2 bins behind.

We have signed a contract with Helm Service of Rockford for a new furnace for the parish hall, at a cost of \$15,259. Surprisingly, they don't want any money until it is installed: usually contractors want half of the money up front before they start work. The contract specifies a 3-4 week lead time for acquiring the furnace unit, so I would expect installation before summer.

I think the vestry should take a look at the snow removal bills we are getting from Marc's Lawn Service. The cost of salt for the sidewalks is quite large and apparently not covered by our contract.

I have completed my portion of the Diocesan Parochial Report, and I think it just needs some signatures from the Vestry before it can be submitted.

A few other outstanding business items:

- We need to set up an audit.

- Setting up a meeting with Matt Myre, our Edward Jones advisor, would be useful.

Respectfully submitted,
Rick Johns, Treasurer

Music Ministries Report [March 2022]

The St. Paul's Multi-Generational Choir continues to:

- Enhance and add a strong presence to our worship services,
- Meet weekly for Thursday night rehearsals and continues to flourish with a dedicated core group of singers,
- Prepare music for the remainder of Lent and the upcoming seasons of Easter and Pentecost,
- Celebrate birthdays with sharing in fellowship after rehearsal [first time since the pandemic].

Music Liturgy and Worship

- I've completed a draft of the music list and schedule of anthems, hymn's, service music, prelude & postludes for January-June 2022 and am working on July-December 2022.
- I've met or checked in weekly with Mthr. Barbara for music liturgy, worship, etc.

Administrative

- The Parish Hall, Mason & Hamlin grand piano is in very poor condition. I have been looking into the cost and benefits of a new Kawai grand piano for the Sanctuary and I'm exploring the idea of having a fund raiser (s) concert (s) to generate funds (moving the current Yamaha piano to the Parish Hall).
- I meet weekly with Hannah Buckle and Kathleen Johnson to review music, worship, programming.
- I check in weekly with Susan King about music for the bulletin, mail blasts, streaming updates, etc.

Streaming Ministries Report [March 2022]

Enhancing the Quality of In-Person and On-Line Worship Services

Our new Streaming Ministries sound and video system continues to enhance our:

- Intelligibility of spoken and sung worship in-person and on-line;
- Ability to stream live and archive YouTube in tandem with Zoom to our Parishioners and community; and Ability to offer an Assisted Listening System (ALS) We are now offering the option for anyone to use "[Listen EVERYWHERE](#)" to enhance their ability to hear the service more clearly. This is an Application to download from Apple and Google Play onto your smart phone, iPad, device, etc.) You can listen via BlueTooth, using Earbuds as well as Hearing Aids (info available to share upon request).

Specific to the system, I continue to:

- Work with Steve Ginensky and the rest of his crew from Integrity Systems (IS) towards completing the sound systems installation, updates to hardware and software, and on site to troubleshooting issues that arise,
- Learn more about the systems (manuals, on line support, IS conversations and hands on practice). Specific to

Streaming Ministries, I continue to:

- Train:
 - Before, during and after worship services, as well as one-on-one and group training,
 - Thru reviewing check lists of step-by-step instructions re: setting up, operate the systems, Etc.,
- Schedule: A rotation is in place and I am drafting a monthly/seasonal schedule for worship;
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Share in Outreach: I am collaborating with Marilyn Cleland and her Poetry Group Event Friday, April 1st,

Lorraine Langer, Director of Music 03/19/2022

Vestry Meeting, Sunday, March 20, 2022

Streaming Ministries
Enhancing the Quality of In-Person and On-Line Worship Services

Proposal: Request for Additional Equipment:

Processor (\$1,600.00), Computer (\$1,400.00), Workstation (\$500 +) = \$3,500.00

Prepared for: The Rev. Barbara A. T. Wilson and The Vestry [St. Paul's Episcopal Church of DeKalb] Date: Sunday, March 20, 2022

In February, 2022, the Vestry reviewed and approved several upgrades to the Parish Hall sound/video system. We did not factor in the need to :

- Upgrade our Parish Hall processor from 8 to 12 inputs
- Equip the ministries with a second church computer to stream
- Create and equip a functional and esthetically appealing workstation

Below is a breakdown of our original, updated and current processor needs to make and bring the system current. With the exception of the church MacBook Pro (Sept 2021), the streaming ministers have been using their personal computers for the last several years (see breakdown with names at closing). It would be supportive of current and future lay volunteers to be able to use the church equipment (computers) to share in this ministry.

Vendor	Descriptions/Items	Cost
Integrity Systems	Parish Hall Equipment: Upgrade the processor for the sound system in the Parish Hall. We have 8 inputs in our current processor and we need to add 4 more inputs. <ul style="list-style-type: none"> ■ Original Processor was Blue 50 New for \$1,000. <ul style="list-style-type: none"> ï 4 Inputs and 4 Outputs ■ Second/Current Processor Blue 103 trade/swap (New \$2,000. Save \$1,000.) <ul style="list-style-type: none"> ï 8 Inputs and 8 Outputs ■ Third Processor upgrade to Blue 160 (New \$5,000 Refurbished \$2,000.) <i>Includes 1yr warranty, IS never had one fail, available now</i> <ul style="list-style-type: none"> ï 12 Inputs and 6 Outputs Inputs: We have 8 and need 12 (Apple TV, Zoom, YouTube, 2 Wireless Mics, 2 Ceiling Ambient Mics, 4 Wired Mics). Sanctuary: Adapter to possible play music through the new speakers Product \$1000.00 Tax 0.00 Shipping 0.00 Labor \$600.00	\$1,600.00
Apple	MacBook Air computer, mouse, extended warranty	\$1,400.00
TBD	Workstation Desk/Table	\$500.00
Total	Processor, Computer, Workstation	\$3,500.00

Respectfully Submitted, Lorraine Langer

Streaming Ministries

- Hannah Buckle Personal Computer MacBook Air (2020-2022)*
- Peg Newby Personal Computer (2021-2022)*
- Gretchen Schlabach Personal Computer MacBook Air (2021-2022)*
- Katt Scott Personal Computer Lorraine's MacBook Pro (2022)*
- Lorraine Langer Personal Computer MacBook Pro (2020-2022)*