

**Vestry Meeting Minutes,
St. Paul's Episcopal Church
May 15, 2022, 1230 PM**

Present: Barbara, Lucinda, Jennie, Steve, Pat, Marilyn, Rhys, Rick, Lorraine. Absent: Lori.

Opening Prayer – Lucinda

Review & Approval of April minutes. Lucinda, Steve, All approved.

Review, discussion & approval Treasurer's Report.

(Report inserted at the bottom of minutes.)

Discussion- Sunday Collection Process- Count and record cash. Barbara will verify procedure with Rebecca Roberts. Rick discussed audit checklist. Pat shared that another church had designated counters. Lucinda offered to come in on Tuesday with Susan. She will ask other people when she is unavailable. Zipper pouch suggested by Lorraine. Altar guild puts offering on a chair in the treasurer room. Rick wants it scanned and put in a zipper pouch and then into the safe.

Who has safe combination? Rick and Susan and Pat.

Lucinda questioned cleaning costs on treasurer's report. Kelly was overpaid but stated she had loss of work and expenses. Lori Buckle was overpaid. Discussed ads in Orange Peel Gazette \$24 for small.

Rick requested electronic minutes. Hard copies of the minutes are in binders in the treasurer's room. Lucinda couldn't reach Nicor to discuss the church bill. Rick will provide Nicor's number or contact person set at that time. Computer budget will go over expectation. Internal audit will be done with Roy and Bill. Diocese guidelines provided. 2018 was the last internal audit. Engraving company overcharges us and Rick has contacted them. Sheila caught that Marc's Lawn Service might be double charging for gas. Rick will contact them. Approved by Pat, Rhys. All approved.

Rector's Report

5/27-30 Retreat for Mother Barb. Father Weaver will be supply.

Barb will be joining the Eldercare Services board and leaving the Habitat of Humanity Board.

Rector's Report

- Meetings, discussion with Bread & Roses Women's Chorus re using our Parish Hall weekly for rehearsals
- Discussion via email and Facetime with Jan Bach's daughters for Jan's Celebration of Life on Saturday, 4/30, planning and sermon prep for the service
- Celebration of Life for Jan Bach
- Meetings with Music Director re resuming the Taize service, now set for July 8th, and other pertinent issues regarding music, worship and tech

- Meetings with Vince McMahon re plans for Celebration of Life for Pat; time spent in prep for homily, etc.
- Celebration of Life for Pat McMahon
- Monthly meeting with diocesan clergy and bishops
- Pastoral care calls to members of the parish
- Prep for Holy Week services, including sermons
- **Seven vacation days taken (4/18 through 4/24)**

Music Ministries Report- (Report insert at the bottom of minutes.)

Plan is to start an Arts & Events Series including Taizé. Ex. Advent Book Club, Student Recitals, Trumpet Teachers, Community Recitals, Poetry. Need a work group for to setup program, ushers, advertising. Good will offering. Question: insurance, streaming procedure. Needs to be in writing. Does at least one parishioner need to be at each event? Clear guidelines for teaching lessons, etc.

Fundraising concerts for new baby grand piano. No money from church budget asked. Free will offering. Community is the main driver on the fundraising. Vestry has given their blessing to go forward with fundraising for piano with concerts and free will offering. Vestry approved the start of an Arts & Event Series Work Group.

Streaming Booklet- laminated book prepared for the streaming team with step-by-step instructions. Thank you to Lorraine. By end of June, everyone should be trained. (Peg, Katt, Gretchen, Lorraine)

Integrity System- one issue with one of the speaker boxes.

Zoom closed at this point and vestry entered executive session.

Building & use policy. Church members will have no charge. Outside groups will have a fee. 501C3 Charity Groups will not be charged. Polling place does pay a fee. We are not aware that St. Paul's will be a polling place. Request copies of Bldg. & Use Policy; Streaming Policy.

Musician payment for funerals. **Tabled for 6/19/2022.**

New and Carried Over Business

- Motions to amend Parish By-Laws: (Barbara)- **Tabled to 6/19/2022 Vestry.**

New and Carried Over Business

- Bread and Roses (Barbara)- No charge because they are not for profit. DeKalb Festival Chorus is not for profit and Rick is a member.
- Bldg. and Grounds: (Jennie C) Rhys is collecting ideas and bids for sanctuary gutters. A Capital Campaign is needed for sanctuary gutters, rectory needs, (8)

sanctuary furnaces. Green Sky got the photocells working on the bldg. exterior. They will come back to fix the missing parking lot LED light.

- Mutual ministry (Lucinda) 5/26 meeting at 10:00 a.m. to complete the rector portion.
- Parish Housekeeper (Lucinda)- Lori Buckle has started. Lucinda will do a background check on Lori and her husband. For the housekeeper, "Keeping God's People Safe" training on hold at this time.

Prayer and Adjourn (Jennie). Next vestry meeting 6/19/2022.

Respectfully submitted by assistant clerk, Jennie Cummings. 5/27/2022

Treasurer's Report May 15, 2022

As of May 13, our Heartland Bank checking account balance stood at \$68,162.89. This is plenty for our current needs.

We spent \$27,857 from our General fund in April, and we took in \$12,041 from pledges and regular contributions. We also took in \$431 from the revolving and pass-through funds, and spent \$1,043. We also spent \$15,259 from the Building fund for the new furnace on the roof of the parish hall. This leaves a balance of only \$4,206 in the Building fund. However, we have \$36,145 in the Leonard and George memorial funds. We have spent \$62,789 on the new sound system.

The higher than usual spending in April was primarily due to a \$6083 bill for property and workers' compensation insurance. Also, the high price of natural gas and a cold month led to a large (\$1397) Nicor bill.

As of April 30, the Discretionary Fund had \$1133 in it, the Music fund had \$850, and the Flower fund had \$1488. The Endowment fund is valued at \$2,092,349.86 and the Capital Fund at Edward Jones is \$31,439.38. Our Apache stock was worth \$212.50 on February 22.

Jennie and I have had some discussion about how the collection is counted. I would like some vestry input on this. One thing I am concerned about is that we really should count the loose cash and record it each Sunday after the 10:30 service. Other than this, I think we currently have a well worked out system that seems relatively secure.

Last month the vestry asked Bill Cummings and Roy Mason to do an audit. I have spoken with both of them, but we haven't actually met yet. I am sending them the diocesan audit guidelines, which I downloaded from the diocesan website. My role in this audit is to supply

them with whatever information they need, but otherwise leave them to do their job independently of me.

In preparation for the audit, I have just finished reviewing the Quickbooks file that Sheila uses for our bookkeeping. We made a few minor changes, and I feel that it is an accurate reflection of our receipts and disbursements.

Last month the vestry asked me to look into the website and how it is paid for. I am sorry to say that I just haven't had the time to work on this. I would really like to involve the vestry in this. I am distressed that we do not seem to have any copies of vestry meeting minutes from any time before 2022.

I have recently become aware that the small font size on the spreadsheets I send the vestry is hard to read if you look at the PDF document and not the actual Excel file. I will try to fix this for next month.

Respectfully submitted,
Rick Johns, Treasurer

Music Ministries Report



The St. Paul's Multi-Generational Choir:

- Ends the program year Sunday, May 15th with their beautiful singing of "Jubilate Deo!" W. A. Mozart, Ed., J. Kirkby;
- Will have an opportunity to sing and lead music in worship over the summer. We will have a once a month, volunteer, pop up choir singing an anthem on the third Sunday of the month (vestry Sunday). More information forthcoming.



Music Liturgy and Worship, I:

- Continue to work on a draft of the June-December 2022 music schedule of anthems, hymns, service music, prelude & postludes and I am adding special music for the summer. I will be reviewing/editing this with Mthr. Barbara (5/21);
- Met or checked in weekly with Mthr. Barbara for music liturgy, worship, streaming, Taizé Gatherings, etc.



Administrative

- A new Kawai piano in the Sanctuary would better enhance our musical gifts in worship, and also offer a great incentive for community outreach. Hannah and I have begun to intentionally plan (including initial conversations with choir members) for a fundraising concert to replace the Sanctuary piano. More information forthcoming;
- I meet weekly with Hannah Buckle and Kathleen Johnson to review music, worship and programming;
- I check in weekly with Susan King about music for the bulletin, weekly EBlasts, streaming updates, etc.;
- The paid music staff [Hannah, Kathleen, Lorraine] have completed the KGPS training modules.

Streaming Ministries Report

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

 A huge thanks to our Streaming Ministries members (Peg, Katt, Gretchen, Hannah) who continue to do an awesome job!

- Peg and Hannah for leading and covering worship streaming on May 1st;
- Katt for stepping in and up to learn more about our streaming system with lots of talent and grace;
- Gretchen for streaming/recording Pat McMahon's Celebration of Life service.

 The Sanctuary system has:

- A new upgrade and is now essentially complete. We recently added the capability to play music from a computer (CD, Sound track, YouTube, etc.) and have it heard in the Sanctuary (through our new speakers) and via Streaming. This was used recently for the Jan Bach Celebration of Life service;
- The addition of two handheld wireless microphones, making it easier/optional for parishioners to read the Lessons, Psalms, as well as share an announcement from the pews;
- Training is needed on the microphones, especially at the Lectern (people are not close enough, mic needs to be navigated per reader, directly in front at chin/mouth level (effects people in the pews as well as via streaming));
- A working Assisted Listening System (ALS). I'm happy to help anyone interested, to setup, test and use;
- A step-by-step Manual on "How To Operate" the system (s) that includes camera labels for adding to bulletins making it easier to artistically navigate cameras (*shared manual not attached*);
- A streaming schedule: a rotation is in place and I continue to draft a monthly/seasonal schedule for worship;

 The Parish Hall system:

- Has an abbreviated version of the afore-mentioned new upgrade noted in the Sanctuary system, to play music from a computer live into the room and streaming. While we are looking into a more functional work area that is esthetically appealing, the Parish hall is essentially complete;
- The choir has been using the parish hall system for rehearsals via Zoom. And yep, the Parish Hall system is available for coffee hour, for the parishioners zooming in from home after the service on Sundays to join in fellowship and essentially any meeting (book group, gatherings, vestry, staff, etc).

Lorraine Langer, Director of Music 05/14/2022