

Vestry July Minutes 7/14/2022 12:34 pm

Present: Mother Barbara, Lucinda Brunner, Jennie Cummings, Marilyn Cleland, Lori Judkins, Pat Brown

Absent: Steve DeGolier, Rhys Prall

Guests: Rick Johns, Lorraine Langer, Susan King (Secretary)

Opening Prayer – Mother Barbara

Music and Streaming Report

Pat motioned and Jennie seconded a motion to accept the report submitted.

Mother Barbara asked Lorraine if she had anything to add to the report. While the revised Facilities Usage guidelines eliminates the concern about outsiders using the sound system without guidance, the proposed concert series needs more discussion before implementing: if there was to be a fundraising component, where would those funds be allocated? There was some discussion of replacing the 100 year old piano in the Parish Hall that the choir and the Bread and Roses people use to rehearse. It will not stay in tune. However, would this be a “need” vs. a “want” with the other needs of the building? The discussion will continue with the committees formed for planning, the Capital Campaign and the Strategic Planning.

Minutes from May 2022 Meeting

The only correction was that Pat has the safe combination in addition to Rick and Susan. Pat motioned to accept the minutes with that correction and Lucinda seconded the motion.

Treasurer’s Report

Rick reported that while we have taken 5% from the Endowment Fund, we will need at least 7%, and possibly more. While expenses are close to budget, with some minor exceptions, the stock market that provides the income from the Endowment Fund is down by 20%. We have only collected 30% of our income from pledges to date. Rick has cancelled part of our Realm software subscription, but feels the part of software that organizes the collections and statements is very helpful.

The Audit Committee is nearly finished with its task and should be able to present its findings at the August meeting, according to Rick. One suggestion that surfaced is creating a list of assets which would also be helpful for insurance purposes. A team assembled to take this inventory would be desirable.

Another concern Rick brought up is the care of the trees on the property. The ash tree on the rectory property needs yearly treatment for ash borers – a \$3-400 yearly expense. The other tree that is in trouble is the spruce tree near Door 8 outside the parish office. Rick questioned if this tree is worth the expense to keep it healthy?

With discussion finished, Lucinda motioned to accept the Treasurer’s Reports for May and June and Jennie seconded.

Facility Usage Policy

Mother Barbara has revised the Facility Usage Policy to include an addendum stating that the sound equipment can only be utilized under the supervision of one of the Stream Team techs (Lorraine, Peg, Gretchen, Katt, Hannah). While members are not required to make a donation to use the building, outside users would be asked for a donation for using the premises as there is expense of electricity, heat, cleaning service. Mother Barbara offered to check with other churches to see how they handle use from outsiders. The policy specifies that a member may sponsor a group, but it was questioned whether the member would need to be physically responsible – i.e. be sure the group left the premises in order. As we determine more uses, the policy may need to be “tweaked” but is probably adequate for current scheduled events.

Grace Place

Pastor Mack from Grace Place has contacted Mother Barbara about using St. Paul’s as a meeting place for NIU students. The current building at 401 Normal Road is falling apart and needs too much repair, so there are plans are to sell the property. Pastor Mack has asked to be able to use St. Paul’s for worship/dinner gatherings on Wednesday nights. Jennie offered that Bill has been asked to be a board member for Grace Place next year and perhaps his involvement and the move to St. Paul’s would create more participation for the Episcopal part of the campus ministry. Lorraine noted that the Diocese also has several grants available. Mother Barbara will continue discussions with Pastor Mack.

Basics Program

Lucinda has been in contact with the Regional Office of Education and there are now two dates set up to showcase progress: August 30th from 6-7PM and September 7th from Noon-1PM (virtual meetings). The Basics program purpose is to help single parents learn about how to help their children develop from birth to age five. This is the most crucial part of child development and a good start can make a great deal of difference. The program would use our facility for weekly meetings with parents and children. Pat mentioned that Altrusa, the service group she belongs to, will be involved in providing materials for the program.

Story Time Outreach

Kelsey Crawford Scott brought an idea to Lucinda that originated from a member of Stage Coach Players. There is a group that would like to present stories from people of color – rather like the poetry reading that was given last fall. They would be interested in using St. Paul’s to present this. More needs to be learned about their needs. Marilyn offered that it would be good for someone from St. Paul’s to be involved.

Lucinda noted that there are now three groups that would like to come to St. Paul’s for community projects – “We’ve opened our heart to outreach, and things are coming to us.”

After some more discussion of these opportunities, it was also brought up that we should continue to work on the requirements for facility usage.

Building and Grounds

Jennie reported that we are in the process of getting bids to fix the gutters on the Sanctuary building. Bartlett Tree Experts gave us an estimate for treating the tall spruce near Door 8. It would require around \$300-400 to treat for “needlecast”, and the tree will continue to need treatment. Mother Barbara suggested getting another estimate – maybe from Davey Tree.

The damage to the boxwood bushes is apparently weather related and the browned sections merely need to be trimmed off. The roses will need to be taken care of – they need trimming regularly and Jennie has started an “adoption” program so people can volunteer to take care of small areas. The chart on the bulletin board has already garnered some signups. Mary Short is happy to advise, but she no longer can take care of all of the flower gardens.

The rectory also needs some painting and attention needs to be paid to the downspouts– hopefully projects that are not too expensive. We will know more next month.

Mutual Ministry Review

The meeting is set for Monday, July 25th at 6:00PM. Lori will be out of town and will not be able to attend.

Next Vestry Meeting

The next meeting will be the third Sunday in August, the 21st.

Other

Dick Downen will be having back surgery at Kishwaukee Hospital on Monday, July 18. Mother Barbara will be seeing him before the surgery. We should offer help to Peggy if meals or such are needed when he comes home.

Lucinda motioned to adjourn the meeting, seconded by Lori. A closing prayer was offered by Lucinda. The meeting adjourned at 1:35 PM.

Respectfully submitted,

Susan King
Clerk

DRAFT Agenda Vestry Meeting, DRAFT

St. Paul's Episcopal Church
July 19, 2022, 1230 PM

Opening Prayer – Mthr. Barbara

Review & Approval of last meeting minutes (May)
Review, discussion & approval Treasurer's Report

Rector's Report

Assembled and met with Capital Campaign and Strategic Planning Workgroups, along with Tim O'Brien, S.Planning mentor

Met with Administrative Assistant Susan for her Annual Review

Updated, revised "Building Use Contract," including sound/camera system added with an addendum

Meetings/conversations with Music Director re resuming the Taize service, now set for October, and other pertinent issues regarding music, worship and tech

Ordered new door signs re office hours and lawn signs for Wednesday prayer

June meeting with diocesan clergy and bishops

Conversation with Pastor Mack Patrick re sharing space with Grace Place

Pastoral care calls and meetings to /with members of the parish

Pastoral care and financial help to community members

Three vacation days taken (7/3 through 7/5)

Music Ministries Report (Lorraine)

New and Carried Over Business

"Basics" Program: (Lucinda)

Discussion re sharing space with Grace Place

Building Use Policy: (Barbara)

- Bldg. and Grounds: (Jennie C)

Mutual Ministry Review: (Lucinda)

Prayer and Adjourn (Lucinda)

Treasurer's Report July 17, 2022

I thought I would start this report with a small anecdote. Yesterday afternoon I came over to the church to do some weeding in the front garden beds. But, as I pulled up there was a guy sitting on the front steps, enjoying the shade on a fine summer day. He was experiencing God's peace, which I think is one of the important things our church does for the neighborhood. So, not wanting to interrupt his calm, I drove off. The weeds can wait for later.

As of July 12, our Heartland Bank checking account balance stood at \$73,227.68. In June I took \$45,000 from the Endowment Fund. So far in 2022 we have taken \$110,000 from the Endowment Fund, which is approximately 5% of the fund's value. We are only in July, and there is no doubt we will need to take more before the end of the year.

We spent \$24,690 from our General fund in June, and we took in \$4270 from pledges and regular contributions. We also took in \$392 from the revolving and pass-through funds, and spent \$661. We have spent 52% of our budgeted figures so far this year; we are 50% of the way through the year.

As of June 27, the Endowment fund is valued at \$2,000,023.51 and the Capital Fund at Edward Jones is \$31,445.91. Our Apache stock was worth \$212.50 on February 22. The Endowment Fund has been significantly affected by recent negative events in the stock market.

I have verified that the Quickbooks file kept by Sheila at AMWTA, the Heartland Bank statement for June, and my records are all in harmony with each other.

Pat Brown and I met with Bill Cummings and Roy Mason concerning our audit. We were able to answer most of the required questions without difficulty. Some audit work remains; we have another meeting scheduled for July 14.

I have called Realm, the company that keeps our deposit records, and removed the unused Accounting module from our account. This should save us \$30-40 every month. It's a small thing, but we do need to save money when we can.

I have verified that we are no longer having an automatic renewal of our contracts with Network Solutions, the company that hosts our email and used to host our website.

There are a couple of sick trees on our grounds that need to be discussed. Specifically, the ash tree in the rectory backyard has been treated for emerald ash borer for several years. It is a beautiful tree and a significant asset for the rectory. Mthr Barbara and Lynne have volunteered to pay for treatment after this year (about \$200/year). I think the church should pay for this instead of them: the rectory is church property and we should pay to maintain it.

Respectfully submitted,
Rick Johns, Treasurer

Music Ministries Report [June July]

The St. Paul's Multi-Generational Choir:

- Our first Summer, volunteer monthly Pop-Up Choir was a success! This choir led the music in worship for the first time on Sunday, June 19th, and sang beautifully on an awesome choral anthem "Thanks Be to God" Andreas Hammerschmidt, Arr., Hal Hopson. We had 11 of 12-regularly active members from our overall 14-member choir.
- I will continue to add choral anthems, ensembles and solos over the summer for worship services.

Music Liturgy and Worship:

- Much appreciation and thanks to:
 - George Taylor, Robin Taylor and Tom Skuzinski for their improvised, shared collaboration and their beautiful singing of "Be Thou My Vision" during the Offertory, on Sunday, June 26th;
 - John Novak, Pianist, doing a wonderful job leading the congregation in music for Sunday, July 3rd worship service, while Hannah and Kathleen were not available!
- I continue to work on a draft of the July-December 2022 music schedule [anthems, hymns, service music, prelude & postludes] and add special music for summer worship services, and will be reviewing this with Mthr. Barbara;
- I met or checked in weekly with Mthr. Barbara for music liturgy, worship, streaming, etc.

Administrative

- The Pipe Organ was tuned May 25th [Paul and Robin McNamara Organ Services].
- I meet weekly with Hannah Buckle and Kathleen Johnson to review music, worship, programming and scheduling;
- I check in weekly with Susan King about music for the bulletin, weekly EBlasts, streaming updates, etc.;

Streaming Ministries Report [June/July]

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 Katt for covering streaming for worship on July 3rd and 10th, while I was on vacation;
- Gretchen for streaming and recording Betsy Pool's Celebration of Life service on June 18th.

The Sanctuary system:

- There are a few issues that I will be reviewing this month with Integrity Systems (vendor) and this includes: 1) Camera1 has some focusing issues, 2) Zoom being heard over YouTube, Etc;
- Going forward, we will make sure a handheld wireless microphone is placed midway in the Sanctuary (accessible pew area) making it easier/optional access for parishioners to share an announcement from the pews, etc.;
- Training is needed on the microphones, especially the Lectern (people are not close enough, mic needs to be "navigated" per reader, directly in front at nose level (effects people in the pews as well as via streaming);

The Parish Hall system:

- Though on pause, I am looking into a more functional work area that is esthetically appealing;
- Will be adding more intentional Zoom feeds to be available for coffee hour on Sundays to join in fellowship;
- Is essentially available for any meeting (book group, gatherings, vestry, staff, etc).

Lorraine Langer, Director of Music 07/16/2022