

Vestry August Minutes 8/21/2022, 12:35 pm – Zoom Meeting

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

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

Opening Prayer – Mother Barbara

Minutes from July 2022 Meeting

The only correction requested was a change in the Treasurer's report comments (it had already been corrected). Rhys motioned to accept the minutes and Marilyn seconded the motion.

Treasurer's Report

Rick highlighted that there is presently \$60,000 in the checking account and the stock market has rebounded, favorably impacting the Endowment Fund. Spending to date is on budget. There is now a Garden Fund which will be helpful for allocating spending on the garden. Steve motioned to accept the report, seconded by Rhys.

Music Report

No comments.

Rector's Report

Mother Barbara reviewed her report, adding that she has enjoyed being on the Eldercare Board and that the new door signs for office hours and lawn signs for the Wednesday prayer meetings have been created.

Grace Place

Pastor Mack of Grace Place Campus Ministries has met with Mother Barbara and signed a Facility Usage Agreement. Peg Newby is planning on creating cupboard space for storage of materials and kitchen supplies. There will be an Open House at the first meeting on August 31st. Marilyn mentioned that Jo Plenger-Schultz and Kris Borre would like to be there and make participants feel welcome, and perhaps more St. Paul's members could come.

Lucinda pointed out that we will doubtless need extra cleaning after the meetings, even though they should leave the facility clean. Should they be charged a cleaning fee or perhaps the financial support that is usually given should be reduced? Jennie offered that she will be on the Grace Place Board in September and she can approach the subject with the Board.

Marilyn brought up that the service offered each week is Lutheran centered and perhaps an Episcopal service could be alternated with the Lutheran one. Mother Barbara will raise the topic with Pastor Mack. It might also be possible to get a list of Episcopal students from the Diocese.

2022 Audit Report

Bill Cummings reviewed the 2022 Audit Report that he and Roy Mason prepared. The Diocese has a checklist that they followed.

- The requirement for two signatures for manual checks over \$50.00 might be reviewed by the Vestry, as most checks are sent electronically.
- The financial reporting is in good shape, all documents are accounted for. Bill complimented Rick and Pat for their attentiveness.
- Disbursements from the Discretionary Fund are controlled by Mother Barbara, although the actual funds are in the checking account. No checks have been written to “cash”.
- Pledges are in good shape, although we do not have a separate line for bequests. We might also pursue an “Active Planned Giving Program” for people to make bequests in their wills.
- We do not have a listing of fixed assets. This would be helpful to have for insurance purposes. Mother Barbara proposed that a subcommittee of the Building and Grounds could take on the task.
- There are no liens or loans.
- Payroll is done by American Midwest Tax and Accounting.
- There are two Facility Usage Agreements, one with the Bread and Roses choir and one with Grace Place Campus Ministries. Bread and Roses have supplied liability coverage. Mother Barbara will check with Grace Place about liability coverage.
- Bill suggested that this type of audit be conducted every year.

Lucinda motioned to accept the Audit Report, seconded by Marilyn. Rhys thanked Bill and Rick for all their detailed work.

Canonical Requirement for Rector Retirement

On September 1, 2023, Mother Barbara will be required to retire as Rector. She could be hired as “Priest in Charge” on a yearly contract. The duties would be the same, but pension funds and medical insurance would not be part of remuneration. It was debated as to whether this decision would come under “strategic planning” or to have a separate committee evaluate. It was decided to have a special Vestry meeting on **October 15th** at 10:00 AM to continue the discussion about the parish leadership.

Church Path

Signs for the new school year have been set out on the Path. Marilyn suggested adding a way for students to request prayers. Rhys offered that you can get mailboxes at Menards, although the box would need to have a slot to maintain privacy. Prayers requested could be offered on the Wednesday noon prayers, at the Wednesday Grace Place meetings, and by individual members.

Corn Fest Booth

The application for the booth has been accepted and liability coverage supplied. We cannot give out water as there are vendors who will be selling water. Mother Barbara would like to get a banner for the booth, and Rhys suggested a sign maker near the Elder Services offices. Lucinda mentioned that Kelsey Crawford-Scott is a designer and could perhaps help.

Taize Plans

Taize evenings will resume in October.

Mother Barbara Vacation

Lynne and Mother Barbara will be away from September 9th to September 16th.

Bishop's Consecration "Watch Party"

St. Paul's is hoping to be one of the churches holding a streaming "Watch Party" for Bishop-Elect Paula Clark's Consecration on September 17th. Peg Newby is planning snacks.

September Vestry Timing & Kickoff Sunday

On September 18th, there will be one service at 9:30 AM, followed by a brunch. Jennie is organizing the event. The September Vestry meeting will be moved to Tuesday evening, September 20th at 7:00 PM.

Building and Grounds

Com Ed has not returned to pick up the brush they removed while digging just north of the parking lot. Steve offered to help get the brush cleared over to where it could be burned at a bonfire. A group will meet this Tuesday at 10:30 AM.

One painter has given a bid of \$5,000 to do repair and painting at the rectory. We are hoping to get another bid.

Care Report

Jennie and Mother Barbara have been drawn into caring for a parishioner that may eventually not be able to live on her own. Eldercare in DeKalb may become involved.

Lucinda motioned to adjourn the meeting, seconded by Marilyn. A closing prayer was offered by Lucinda. The meeting adjourned around 2:15 PM.

Respectfully submitted,

Susan King
Clerk

DRAFT Agenda Vestry Meeting, **DRAFT**

St. Paul's Episcopal Church

August 21, 2022, 12 PM

Opening Prayer – Mthr. Barbara

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

Rector's Report

Meeting, discussions with Capital Campaign and Strategic Planning Workgroups
Eldercare Multidisciplinary Board mtg.
Meetings/conversations with Music Director pertinent issues regarding music, worship and tech
Ordered new door signs re office hours and lawn signs for Wednesday prayer
July 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

New and Carried Over Business

2022 Audit Report

Canonical Requirement for Rector retirement, 9/1/2023
Church Path welcome to students (Marilyn)
Corn Fest booth, 8/27
Taize plans
Barbara vacation: 9/9-9/16
Bishop's Consecration "Watch Party," 9/17
Sept Vestry timing & Kickoff Sunday, 9/18
Grace Place, new signage, location of their storage.
Bldg. and Grounds: (Jennie and Rhys)
Strategic Planning Group report
Care report re parishioner LL (Jennie, Barbara)

Anything Else?

Prayer and Adjourn (Lucinda)

Treasurer's Report August 21, 2022

As of August 17, our Heartland Bank checking account balance stood at \$61,271.54. We are definitely solvent for the coming month.

We spent \$19,709 from our General fund in June, and we took in \$4822 from pledges and regular contributions. We also took in \$400 from the revolving and pass-through funds, and spent \$759. We have spent 59.4% of our budgeted figures so far this year; we are 58.3% of the way through the year.

As of July 29, the Endowment fund is valued at \$2,023,782.48 and the Capital Fund at Edward Jones is \$31,465.14. Our Apache stock was worth \$212.50 on February 22.

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

Bill, Roy, Pat and I have completed the internal audit. Bill is scheduled to report on it at the August vestry meeting. As far as I can tell, all is well.

We are going to have a booth at CornFest this year (August 27). We need to get some written material about our church. Any thoughts or contributions would be most welcome.

Short report this month: it's summer and other things are occupying my attention.

Respectfully submitted,

Rick Johns, Treasurer

Music Ministries Report [August]

The St. Paul's Multi-Generational Choir:

- Successfully led our Summer, volunteer, monthly Pop-Up Choir with joyful singing! This choir led the music in worship for four summer Sunday worship services that included June 19th, July 17th, August 7th and August 21st;
- Will begin the Fall program year with rehearsals Thursday, September 15th at 7:00 PM and worship services beginning Sunday, September 18, for the 10:30 AM service.

Music Liturgy and Worship:

- Much appreciation and many thanks to our volunteer pop-up choir singers for their beautiful singing of the anthems on *Sunday, July 17th and *Sunday, August 7th and their shared gifts of time;
- I continue to work on a draft of the September-December 2022 music schedule [anthems, service music, etc.,];

** Sunday, July 17th : Roy Mason, George Taylor, Tom Skuzinski, Rick John, Freyja Rasmussen-Johns, Robin Taylor, Kris Borre, Donna DeOliveria, and Elizabeth (Lizzie), our newest member. Sunday, August 7th: Roy Mason, Rick John, Freyja Rasmussen-Johns, Donna DeOliveria, Lucinda Brunner*

Administrative:

Relative to administrative work, I:

- met with Hannah Buckle, Assistant Director of Music and Pianist, to review programming and scheduling;
- met with Mthr. Barbara and Susan for several staff meetings over the last month;
- finished with drafts for Taizé advertising (NIU, Midweek) a poster/flyer, have a program template ready;
- arranged for the musicians for Rosemarie's COL service and also rehearsed with the Kathleen;
- checked-in weekly with Susan King about music for the bulletin, weekly EBlasts, streaming updates, etc.

Streaming Ministries Report [August]

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

Streaming Ministries is thriving! Thanks to members (Peg, Katt, Gretchen, Hannah) who continue to do an awesome job!

- Our Sunday morning services continue to virtually (via Zoom and YouTube) bring in members of our congregation who are not able to attend in person. Furthermore, we are one of the few churches that is able to engage off-site parishioners in worship by having them read lessons and Psalms while being heard in the Sanctuary;
- A Huge thanks again to Peg and Katt for covering the streaming for Rosemarie Ostberg's COL August 18th.
- Relative to administrative work, I have:
 - completed a streaming ministries schedule (rota) Sunday worship services and Friday Taizé Gatherings through December of 2022;
 - confirmed streaming ministries volunteers and will work in tandem with the church staff and leadership to host a Bishops watch party for Bishop-Elect Paula Clark, on Saturday, September 17.

The Sanctuary system:

- I am in contact with Integrity Systems (Audio/Video vendor) and will be scheduling a maintenance meeting;
- Ongoing awareness and training is needed on the Lectern microphone. People are not close enough to mic, needs to be "navigated" per reader, directly in front at nose level, effects people in the pews and streaming).

The Parish Hall system:

- Though on pause, I continue to look into a more functional work area that is esthetically appealing;
- Is essentially available for any meeting (book group, gatherings, vestry, staff, etc).

Lorraine Langer, Director of Music 08/20/2022