

Vestry October Minutes 10/23/2022, 12:35 PM

Present: Mother Barbara, Lucinda Brunner, Jennie Cummings, Marilyn Cleland, Lori Judkins, Rhys Prall, Steve DeGolier, Pat Brown
Guests: Susan King (Clerk)

Opening Prayer was given by Lori Judkins

Minutes from September 2022 Meeting

Motion made by Lucinda and seconded by Jennie to approved minutes. All agreed.

Treasurer's Report

While the previous housekeeper was scheduled for 20 hours for a fixed salary, the new housekeeper is paid hourly without a set amount of hours, as needs vary depending on what activities are scheduled. The \$45/hr rate seems to be average at this time, especially for a housekeeper with 30 years experience.

The housekeeper also noted that there have been plastic water bottles in the recycling bin with water in them – a note should be on the bin to remind people to empty the bottle before discarding it.

A motion was made by Pat, seconded by Rhys to approve the Treasurer's report.

Endowment Committee

Dick Downen is finishing his term and would like to end his commitment to the committee, so a new head needs to be found. Pat is planning on setting up a meeting with the committee and Matt Myer, the Edward Jones advisor, and will pursue asking for a new chair from continuing members.

Capital Campaign Committee

Jennie advised that we have 98% of the requested \$50,000 pledged, and are still expecting more. She will send thank you letters to pledgers, and Rick's quarterly reports will confirm actual donations as they are made. Jennie noted that the response indicates that members have committed to the future of St. Paul's.

Rector's Report

- Pastoral Ministry with several members
- Traveled to Chicago for meeting with the new bishop
- Attended zoom meeting with local clergy colleagues
- Meeting with parent and two kids required to do community service
- Meeting with wardens
- Meetings with paid staff
- Vacation time – 8 days to South Carolina with families.

Personnel Discussion (Executive distribution only)

Special Vestry Meetings and Executive Meetings

Jennie advised that there have been basic minutes created and approved for two special Vestry Meetings that were held on October 15th and 18th with all vestry members and October 20th with the junior warden and the rector.

Special Service

Pastor Mack has asked St. Paul's to allow Grace Place to use the Sanctuary to host a "Transgender Memorial Service" on Sunday, November 20th at 7:00 PM in the Sanctuary. Bread and Roses meets in the Parish Hall until 8:00 PM, but they have been advised of the plans, and Mother Barbara gave approval for the service to be held at St. Paul's.

Concert

Bread and Roses has asked to give a concert at St. Paul's. They would collect donations to be donated to a charity of St. Paul's choice, such as Safe Passage.

Taize

The next Taize gatherings will be held on November 4th and December 2nd. The November gathering will have an All Saints theme and the December gathering will focus on Advent. Bill, Jennie and Marilyn offered to assist for coming year.

By Laws

The latest changes to the By Laws were not approved at the last Annual Meeting, but Pat thought that the changes can be approved by 2/3's of the Vestry, which was given at the February 2022 meeting. Further checking with the By Laws indicate that changes could be approved by calling a special meeting with the congregation.

Calendar of Events

Peg and Jocelyn are creating a calendar of social events for discussion with Mother Barbara.

Stewardship Campaign

The pledge drive will start November 2nd, and announcements will be made at church and in the bulletins. Jennie will work on Video testimonials and organize a committee. Mother Barbara has been working with a program and has been thinking of offering it to the parish as part of the stewardship campaign.

Nominating Committee

So far we do not have any candidates. Lucinda will have to step off the vestry at the end of the year, and we will need a new Junior Warden as Jennie takes on the Senior Warden role.

Building and Grounds

Rhys reported that he has found a vendor, Martinez Roofing and Home Improvements, who would put up the new gutters. These are aluminum, instead of the steel offered by another vendor, so need no painting. Their total price is under \$6000 as opposed to the \$30,000 we were quoted before. They asked for half up front and the rest at completion of the job. They should be finished by the 28th of October.

The puddle of water in the basement apparently is due to pipes in the ventilating system rusting, not the exterior fan as first thought. Rhys will explore getting the piping replaced. He will also check for carbon dioxide detectors as that could be an issue.

We are pursuing getting the doors to the basement locked to prevent visitors from entering this unused area. Rhys is having the locks keyed to match the Door 4 entry, so anyone who has a key to the building can get into the basement. The west door needs some repair before the task can be completed.

Jennie has explored security system upgrades, and feels the best solution is to have “panic buttons” that could be stored in the kitchen, but carried by those who would be here alone, or by an usher on Sundays. We would have to install a control box, and the cost could be less than \$1000. They would also require an annual fee. Trip doors did not seem practical, cameras would need to be monitored, and the Ring doorbells are not always reliable. We still need a formal price submitted, but the Vestry voted to pursue the panic button installation.

There will be an effort to get a key box with a combination lock installed in the Parish Office to lock up extra keys.

The First United Methodist Church which is building a new facility on Annie Glidden Road has inquired about any security experiences we’ve had.

Next Meetings

On October 24th there will be a special 7:30 PM Zoom meeting with the Sierra from the Diocese. The next regular Vestry Meeting will be November 20th.

Miscellaneous

A request has been made to resume the birthday, anniversary, thank you and condolence cards that Pat McMahon supervised. Possibly ask Jackie Mounts to continue it.

Marilyn pointed out that there are new pathway signs – she is willing to do one more round of signs through this semester and perhaps someone else could take it over.

Perhaps we could also install a new electronic sign that could be programmed with announcements – if there was money available.

Mother Barbara asked for a motion to adjourn, which Rhys made, and was seconded by Lucinda. After a closing prayer from Steve, the meeting was adjourned at 2:35 PM

Respectfully submitted,

Susan King
Clerk

10/23 Vestry Agenda

Opening Prayer- **Lori Judkins**

September Minutes Approval

Treasurer's Report Approval (Rick is on vacation)

Endowment Committee & meeting with Financial Advisor Matt Myre where Vestry is invited (**Pat Brown**)

Capital Campaign update (Jennie). Pledges at 98%.

Budget Template 2023- set executive meeting to review and bring to vestry in November. (Rick, Pat, Barb, Lucinda, Jennie)

Rector's Report with Music Ministry Report

Episcopal Diocese of Chicago Convention via Zoom 11/19- Mother Barbara, Lucinda, Jennie. As resolutions become available, anything relating to St. Paul's will be shared for discussion. Candidates up for election and resolutions will be studied.

Campus Ministry hosting 11/20/22 Transgender Community Service in sanctuary. Bread and Roses will be in the parish hall and have been updated.

Taize on Nov 4, Dec 2. - suggest a committee be formed to support momentum & set 2023 dates.

*Bylaw Change Procedure per the bylaws. **Susan** is keeping a list of bylaw changes that have been discussed to bring to the Annual Meeting in January.*

(Peg & Jocelyn) Creating a potential 2023 Calendar of Events for discussion with Mother Barbara.

Stewardship Regular Annual Pledge Drive starts 11/2/22. Barbara is working on a letter. Announcements at church and in bulletins (Susan) to start 11/2/22. Jennie will work on Video testimonials & organize a committee.

Nominating Committee, 2023 Slate of Vestry members- plan, updates.

Building & Grounds Report- Rhys (Martinez Roofing & Home Improvements- Gutter work; Furnace Exhaust work) (**Rhys**)

Procedure for locking interior doors, basement doors, the management of key distribution, combination Key Cabinet. (**Jennie**)

ADS- discussion on panic buttons. (**Jennie**) Note a correspondence received from First United Methodist Church requesting security experiences. (**Barbara**)

Future vestry dates- Discuss November, December, and January now. Discuss Budget and Annual Meeting dates now.

October 24 Zoom meeting 7:30 p.m. with Sierra from the diocese. All vestry members welcome.

November 20 Vestry Meeting

December 18 Vestry Meeting

January 15, Vestry Meeting

January 22, 2023 Budget Review

January 29, 2023 Annual Meeting

Closing Prayer- **Steve DeGolier**

Plan to start in January: Per Audit: "We do not have a listing of fixed assets. This would be helpful to have for insurance purposes."

Treasurer's Report October 13, 2022

I am going to be out of town for most of the next 2 weeks. I expect to be travelling during the scheduled October 23 vestry meeting. I will try to attend by Zoom, but I think it is unlikely to happen. I am happy to answer any questions about this report or the budget process by email, or in person when I get back.

As of October 13, our Heartland Bank checking account balance stood at \$92,590.39. Earlier this month I took \$47,000 from the Endowment Fund to be sure we can pay our bills for the rest of the year. This brings us to \$157,000 taken out in 2022, which is just under the 7% authorized when we created the 2022 budget last January. I do not expect to need any more from the Endowment Fund this year.

We spent \$19,502 from our General fund in September, and we took in \$4,637 from pledges and regular contributions. We also took in \$300 from the revolving and pass-through funds, and spent \$231. We have spent 73.5% of our budgeted figures so far this year; we are 75% of the way through the year. The Rector's Discretionary Fund has \$430 in it.

As of September 30, the Endowment fund is valued at \$1,828,061.57; this is painful to see. The Capital Fund at Edward Jones is \$31,539.96. Our Apache stock was worth \$253.52 on August 22.

We have received \$13,711 for the Capital Campaign so far, with well over \$45,000 pledged. This should keep the building running smoothly. Thank you everyone!

The vestry has allocated \$5,980 to install new gutters on the sanctuary. I recommend that we not do any ceiling repairs until after the winter, to be sure that this work actually stops the leaks we have been experiencing.

We received a very nice \$1000 gift for the Music Fund from a couple of former choir members who recently moved away. Thank you very much! And as a choir member I want to say thank you for singing with us. It was a real pleasure.

I am including a template for the 2023 budget with this report. It lists the amount budgeted for 2022, the amount we have spent so far (3/4 through the year), and the amount we spent in 2021. I also have some notes concerning various items. Many budget categories are self-explanatory, but others are a bit vague: to get an idea of what falls into given budget lines, please take a look at the "Detailed Expenses for 2022" list I send as part of the monthly budget sheet. The vestry, either as individuals or as a group, needs to fill in some figures on each line for next year. Please keep in mind that Mthr Barbara is retiring September 1 of next year, and this will have a big impact on the budget. Also, inflation is impacting us. I will answer any questions concerning the budget, and I will be going over the numbers carefully once the vestry starts working on this.

I want to inquire whether we have a snow removal contract in place for the coming winter. It's beautiful fall weather now, but it won't last.

Respectfully submitted, Rick Johns, Treasurer

Music Ministries Report [October 2022]

The St. Paul's Multi-Generational Choir

- Much appreciation for our volunteer choir members, as they continue to share their talent, time and spirit in assisting with leading the music for our Sunday Worship Services and Friday Taizé Gatherings;
- The choir has a revised rehearsal schedule for the rest of the year to better serve the family, work and school schedules of our choir members and parishioners. Sunday morning choir anthem rehearsals begins SunOct30 and the choir will meet every Sunday from 9:45-10:15 AM for a short rehearsal. Adding a little time on Sunday will give us an opportunity to rehearse several anthems, and potentially have more singers present.

Music Liturgy and Worship

Relative to music liturgy and worship, I:

- Continue to work on updates to the Nov-Dec 2022 music schedule [anthems, service music, etc.];
- Continue to explore new service music, Taizé music, and choral music for our worship services and gatherings;
- Have started a draft of the Jan-Dec 2023 music and streaming ministries repertoire and schedules.

Administrative

Relative to administrative work, I:

- Met with Mthr. Barbara and Susan for a staff meeting over the last month;
- Updated Taizé advertising, added streaming and a QR code, drafted the November Taizé Pamphlet;
- Connected with the NIU Northern Star, established contact person (Maria Krull) for future ads;
- Met with Lynn Hanson FriSept23 about Taizé and the potential for community and student recitals;
- Met via Zoom with Mthr. Barbara Wilson and Lynne Jacobson on TueOct11 for a debriefing of the October Taizé;
- Checked-in weekly with Susan King about music for the bulletin, weekly E-Blasts, streaming updates, etc.;
- Am drafting a much appreciated, thank you note to George and Robin Taylor for their donation to the music fund.

Streaming Ministries Report [October]

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

 **Streaming Ministries is thriving!** Thanks to Hannah, Katt, Peg and Gretchen who continue to do an awesome job!

- The Sanctuary and Parish Hall systems are working and available for use (Worship, Gatherings, Activities, Etc.);
- 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. These parishioners often stay on online to chat and are very appreciative;
- Additional thanks to Gretchen and Katt for streaming our first Taizé Gathering via Zoom/YouTube on October 7th.

 I updated all the systems and applications on the church Streaming Ministries (SM) devices [MacBook Pro, MacBook Air, iPad for Sanctuary, iPad for Parish Hall on Saturday, October 15th.

 We have an extended warranty on both of our systems that covers St. Paul's audio/video equipment up through 2023. A new service is now offered to add additional coverage for off-site remote-assistance that will also include hardware and software updates from a computer placed in the rack system. There is an added fee of \$500.00 to continue using this service. See attached contract and invoice for review.

 I am currently working with Integrity Systems (Steve Ginensky) on the following issues:

- Sanctuary System
 - Cam #1 occasionally wobbles and loses focus. Looking to reinforce base or move the camera;
 - Looking into the programming for the Lectern microphone (occasionally loses sound);
 - Sound from readers on Zoom feed to be heard on YouTube feed.
- Parish Hall System
 - Currently looking into rack systems for the Parish Hall to make the area more functional and esthetically appealing. \$500.00 was set aside for completion of this area.

Lorraine Langer, Director of Music 10/21/2022