

Vestry January Minutes 1/15/2023, 12:30 PM

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

Absent: Lori Judkins

Guests: Rick Johns, Susan King, Michael Wise, Freyja Rasmussen-Johns

Mother Barbara opened the meeting with a prayer.

December minutes

It was reported in the December minutes that the new salary for the Music Director was approved to be \$12,000 per year. Lucinda noted that in discussion with Hannah, the agreed upon salary was to be \$1,200 per month, not \$12,000 per year. After some discussion, it was agreed to accept the minutes as written, motioned by Rhys, and seconded by Pat. The minutes were approved.

A new motion was made to adjust the 2023 Music Director salary to \$1,200 per month, made by Lucinda, seconded by Pat, and this motion was approved. The increase would be retroactive to November and December of 2022 and included in upcoming payroll.

Treasurer's report comments

- Rick reported that there is currently enough money in the bank for expenses.
- Mr. Martinez of Martinez Roofing picked up his check this week as he had been out of town.
- Checks for donations to Safe Passage and the Salvation Army Food Pantry have been sent.
- Rick thanked Mother Barbara for mentioning at the service that pledge cards are still needed.
- The Diocesan Convention will be in person this year, and he has included \$750 in expenses for the three delegates in the budget.
- Mother Barbara proposed that we look at reaching out to NIU to see if we can hire some assistance for the Stream Team as we have lost some members, possibly reaching to Kurt McMahon who is on the faculty. Rick offered that he would rather reach for more volunteers rather than making this a “hired job”. Michael, Marilyn, and Jennie offered to train. The idea of hiring students was shelved.
- The Budget review meeting will take place next Sunday, January 22nd at 9:00 AM. The 2022 Treasurer’s Report and 2023 Budget will be presented. Coffee will be served.
- Rick offered his concern that without an increase in pledges we will be taking 9% more of the Endowment Fund and at that rate it could be depleted in ten or so years

Pat motioned to accept the Treasurer's Report, seconded by Steve, and the motion passed.

Rick also asked for the Vestry to approve the Budget that will be presented. Pat motioned, and Lucinda seconded, to approve as presented (with change to Music Director salary included).

Support for Youth in DeKalb

Lucinda reminded us that at the last meeting we had approved sending \$2000 to the Youth Services Bureau in DeKalb. She has written the letter to Mayor Barnes and would like to send the check with it. The YSB has moved to 325 Sycamore Road in DeKalb, and the letter and check should be sent there.

Rector's Report

The agenda covers Mother Barbara's activities for last month.

Added to Mother Barbara's activities for next month is the Clergy Retreat taking place February 6th-7th. She has accepted the part-time position of Chaplain at Kishwaukee Hospital and they are letting her build her own schedule. A bout of laryngitis prevented her from taking part in some scheduled activities last month.

Church Path

Marilyn has written a comprehensive review of the Church Path ministry (report attached). She reviewed that there is a sequence of 5 signs on frames installed by Banner Up Signs of Sycamore. The signs have at least one that welcomes students and all reference the season of the year. Printouts of the signs are posted on the bulletin board outside the Parish Office. She feels that the project needs some new eyes, and is proposing that we use the signs as a way for NIU students and faculty to offer art and poetry. The signs could also be used to promote the church activities. Pat felt an appeal for help could be made at the Annual Meeting.

Rhys noted that the path itself is only a gravel path and the gravel is disappearing. The path needs to be restored. Paving the path was explored at one point and would cost around \$7,000. Pat offered that funds to restore the gravel on the path could be taken from donated funds, not the budget. Rhys will check on the cost of replacing the gravel on the path.

Safe Church Requirement

The Diocese has adopted a new program for Safe Church training that is required of all paid staff and leadership. We need to have the Completion Certificates in our files. Susan will email the Quick Start guide to all who need to complete the training. The Diocese requires the training to be completed by 5/31/2023.

Grace Place

Grace Place will resume meeting on Wednesday, January 18th. The Ash Wednesday Service will be held during the Grace Place meeting on February 22nd.

By Laws

The changes to the By-Laws approved by the Vestry in February need to be presented to the congregation at the Annual Meeting. After some discussion of whether to include the change that says the Clerk of the Vestry does not need to be member of the Vestry, it was agreed to include the change.

Mother Barbara Schedule

Mother Barbara has 5 weeks of vacation in her contract and she would like to use them for preparing to move out of the Rectory.

While Mother Barbara is always available to meet by appointment, she will now be in the office with posted hours on Thursdays from 1:00 PM to 4:00 PM. She feels that with the new panic buttons available, she is more comfortable being in the building by herself. These office hours will be posted on the website.

Other

- The key safe has been installed in the Treasurer's Office.
- We have ordered and received bird deflector screens for the breezeway doors to keep birds from crashing into them. Susan needs help to install them and Rick agreed to come over to help.
- Jennie requested that all job descriptions and reviews should be signed by both Mother Barbara and the staff member, and should be kept on file in the Rector's Office.
- Last year's Parochial Report is done (the problem was with the Diocese). The Parochial Report for 2022 is due on March 1st.

Endowment Committee

Pat explained that new members of the Endowment Committee need to be approved at the Annual Meeting. This is in the Trustee Agreement for the Committee, not the church By-Laws. Terry Dickow and Maureen Gerrity will be standing for approval for new terms at the Annual Meeting.

Building & Grounds reports-

- The exhaust piping in the Sanctuary basement will be replaced this Wednesday or Thursday.
- Bids on the maintenance agreement for next year have been received from DeKalb Mechanical for \$2600 and Helm for \$2400. Helm may charge travel as they are a national company not based in DeKalb. After some discussion of local vs. national, and Jennie's comments that her concern was mainly communication not the quality of work, it was agreed to stay with DeKalb Mechanical this year.
- Replacement of the kitchen cabinets at the Rectory will be on hold until Mother Barbara and Lynne have moved out.
- The ADS panic buttons are installed and available. We need to have signs posted to remind people where they are and how to use them.
- We have an AED defibrillator machine that Peg Newby checks regularly to be sure it is operable. With the recent publicity about the football player who needed such a machine, we should make sure people know it is there. Operating instructions are included in it, and Jennie found a 3 minute video that Peg Newby felt was helpful. Jennie forwarded it to vestry members, but we should remind parishioners that the machine is there.
- Jennie is still researching getting a video camera for Door 4 in the breezeway.

Lent

Ash Wednesday will be on February 22nd. There will be a service followed by a soup supper as part of the Grace Place meeting, and Mother Barbara will also offer Imposition of Ashes at Noon in the Sanctuary that day. There was no interest in the "Ashes to Go" concept.

Book Study

Between the services in February, Mother Barbara will offer a study titled "Episcopal 2.0" using the Book of Common Prayer and the Episcopal Handbook. During Sundays in Lent, she will lead a study of the book "Christ on Trial" by Rowan Williams.

Grace Place Altar

Rhys noted that the table near the west wall of the Parish Hall is the altar that Grace Place uses for services. It was made from the crosses set out on the NIU campus to commemorate the mass shooting at Cole Hall in 2008. We should do a write up on that history and remind people of this significance.

Next Meetings

The next Vestry Meeting will be on Sunday, February 19th. The time will go back to 12:15 PM.

Lucinda offered a closing prayer. After the prayer, Lucinda motioned to close the meeting, seconded by Steve, and meeting was closed at 2:10 P.M.

Respectfully submitted,
Susan King
Clerk

Attachments: Vestry Agenda, Treasurer's Report Narrative, Sign Path Ministry Report

St. Paul's, DeKalb Vestry Agenda

January 15, 2022

Opening Prayer—Mthr. Barbara
December minutes approval

Treasurer's report & 2023 Budget comments-Rick

Rector's Report

- Pastoral visits w/ “shut-ins”
- Pastoral ministry with members by phone re Music Director’s resignation
- Meeting with Hannah re music, hymns
- Transitional Ministry workshop-3 days
- Morning Prayer prep
- St. Nicolaus Party
- Prep & celebration Christmas Eve service
- Prep re Taize, January
- Prep for Episcopal 2.0: Using book titled, “The Episcopal Handbook”
- MLK, Jr. service @ New Hope 6 PM, Monday

Other business:

Safe Church, Safe Communities requirement of paid staff and leadership,
need proof of completion filed in the office, please.

Grace Place Installation of Pastor Denise Rode, 1/18 this coming Wednesday
(Ash Wednesday, combined service with Grace Place)

By-Laws updates for vote at Annual Meeting-review

Barbara vacation days (5 weeks?) reserved for moving this Spring/Summer

Barbara is always available by appointment, but office hours going forward will be
on Thursdays from 1 pm-4 pm

Key Safe, breezeway bird deflector, flyers-Susan

Double signing of job descriptions going forward

Sound & Vision support-hire someone to help?

Building & Grounds reports-

Rectory cupboards, on hold until Barbara and Lynne move out

ADS- discussion on panic buttons.

Breezeway camera

January 22, 2023 Budget Review-time? January 29, 2023 Annual Meeting-time?
Brunch?

Treasurer's Report for 2022

St. Paul's Episcopal Church, DeKalb, Illinois

January 22, 2023

This is my third full year as treasurer. I feel that this report is an accurate representation of the financial activity at St. Paul's during the past year. Sheila Appel at American Midwest Tax and Accounting keeps a Quickbooks record of our transactions, and I keep an independent record that I periodically reconcile with hers. Her help and advice is invaluable to me. I also want to thank your assistant treasurer Pat Brown for her advice and encouragement. This year's Vestry took an active and welcome role in preparing the 2023 budget.

Canon law requires that we operate on a cash basis (and not on an accrual basis). This means that money is received when it is deposited in our bank account, and disbursed when we write a check or have funds removed by electronic means. Also, canon law requires that our fiscal year matches the calendar year, January 1 to December 31.

This report consists of 4 sections:

1. Statement of Financial Position: where our money is kept as of December 31, 2022, and how it is divided up.
2. A summary of Receipts and Disbursements for major categories.
3. A summary of financial activity in various pass-through, revolving, and special use funds.
4. A detailed list of receipts and expenditures in 2022, including a balanced budget for 2023.

Respectfully submitted,
Rick Johns, Treasurer

The Sign Path Ministry to Students

St. Paul's Episcopal Church

DeKalb, Illinois

Report to the Vestry of St. Paul's

January 12, 2023

History of the Program. The program of the sign path was conceived during the summer of 2021 in conversation with the program committee (Rev. Barbara Wilson, Lynne Jacobson, Sandra Lee, and Marilyn Cleland). Thinking about uses for St Paul's Church path, a thoroughfare for NIU students between Normal Rd and Garden St, major campus streets, we imagined the path as a communication from St. Paul's to the students, a ministry to them. A parallel in the Anglican Communion is the devotional path along the way to Canterbury Cathedral, as dramatized in Chaucer's Canterbury Tales.

Goal and Messages. It was decided to have five signs across the path, each sign containing an image along with a text, all signs connected by a theme. Five frames for the signs and posts for the sign were purchased, after bids, from _____ for between \$250.00 --\$300.00. Cliff and Marilyn Cleland put the signs in place. Our message overall has been, *we at St Paul's are thinking of you, students, and praying for you.* We welcome students when they come each fall and spring semester and celebrate their graduations in May with them; we recognize their concerns and anxieties, using light humor in at least one sign each sequence as well as poetry and relevant passages. A sequence consists of five signs connected by a theme. We acknowledge the seasons, especially the seasons of the church, using one sign each sequence (except for the Advent season, when more were devoted to Advent) that explicitly speaks to matters of the faith, being careful to show only that St Paul's Episcopal Church is thinking about them rather than overtly seeking them as members of the church..

Materials Development. We have tried, especially since the fall of 2022, to use only open source material, while also using some poetry and texts by local poets and artists. So far we have developed twelve sequences (we do not post during the summer), with 60 signs. The last sequence, in place January 11, 2023, was posted in time for the opening of the spring semester. The development of the signs, by parishioner Marilyn Cleland with assistance by Church Administrator Susan King, consists of identifying a theme (welcome to the students, examination anxieties, winter, graduation, etc); finding relevant images on line, especially ones with artistic value; and choosing text — and writing texts — that match the image. The signs themselves are developed in MS word by Susan King, and then the signs placed in the frames (cleaned before and during the process) by parishioner Cliff Cleland. This process with all working takes about 25 – 35 hours p/ sign period.

Special Ministries. One sequence, March 2022, was devoted to the war in Ukraine, coinciding with St. Paul's fund-raising program of public readings of Ukrainian war poetry. Another sequence, welcoming students back for the spring semester, acknowledges the birthday of Martin Luther King, Jr. with an image of Dr. King's life and acknowledgment of his gifts through appropriate words. This was posted in time for the students' return to campus.

Currently, the plan is to go for the path ministry forward to the end of the spring semester, 2023. If the Rector approves and the Vestry of the Church, we can create signs for this semester identifying regular

worship times as well as special programs along with more explicit invitations to the church. These would be placed within and be relevant to the themed sequence.

Assessment. The goal of the ministry as conceived in the summer of 2021 was to communicate to the students our acknowledgement of them and their concerns within the context of academic and church time. We spoke of hopes that the presence of the sign path might bring students to St . Paul's. We hope we have succeeded in our goal to communicate to students. Our hope of bringing students to St Paul's has been disappointed.

The Future of the Path Ministry. The church needs to consider whether if it wishes this ministry to continue and, if so, how. The ministry has required a substantial and routine time commitment, especially in developing the signs themselves.

Alternatives. There might be other ways to continue, ways to involve the students and the community at large. St. Paul's might consider making the path available for contributions from the university and the larger community. St. Paul's could extend invitations to university and community artists and writers to develop work in responsive to themes identified. Perhaps there could be paths only for special themes or special occasions. Since St Paul's wishes to reach out to NIU as well as to the larger community, the path ministry might be one way to do so.

Report by Marilyn Cleland
(Remaining) Member
Sign Path