

## Vestry July Minutes 7/23/2023, 11:15 AM

Present: Jennie Cummings, Steve DeGolier, Michael Wise, Marilyn Cleland, Pat Brown, Lori Judkins, Freyja Rasmussen-Johns  
Guests: Susan King (Clerk), Bill Cummings

The meeting was opened with a prayer from Lori Judkins.

### Appreciations and Concerns

Marilyn expressed appreciation for the gift of Father Pruitt, who expressed the sacredness of the service, and was an exemplar of the love and beauty of church. Lori asked for prayers for her daughter-in-law Roxie, that her pregnancy would continue to a safer point. Freyja appreciated the love and support of everyone at different times and the all the people who helped with Rick's service. Pat voiced appreciation for Susan, and happiness that Freyja will stay on the Vestry.

### Motion

Jennie made a motion to increase Susan's pay rate from \$16.86 per hour to \$20.00 per hour, effective for July, for her excellent and consistent work. Seconded by Lori, and motion approved.

### June Minutes

Pat made a motion to approve the June Minutes, seconded by Lori, and the Minutes were approved.

### Treasurer's Report

- Bill Cummings presented the Treasurer's report and budget that he and Pat had put together on Thursday from Sheila's reports from AMT&A. He also said, "Thank God for Sheila!"
- Cash is in good shape. \$100,000 was taken from the Endowment Fund earlier in the year and that may be enough without taking more.
- Spending is at 50% of budget, as expected at halfway through the year. The General Fund didn't take as much in for June but is also at 50% of budget.
- Mother Barbara's salary and benefit compensation is completed.
- The Endowment Fund is staying close to \$2MM, recovering from last year's dip of 20%.
- The Capital Fund stands at \$52,000, but the rectory will need work which will come from the Capital Fund.
- Do we need to give Sierra a salary proposal at next week's meeting? We could plan for a figure.

Steve made a motion to thank Bill for stepping in to help and made a motion to accept the Treasurer's report, seconded by Marilyn. Motions approved.

### Garden Report, Parish Partners Grant, Episcopal Charities

Michael pointed out that Tom Skuzinski had sent out a very comprehensive report which is attached to these Minutes.

- The new electric fence was intended to be a deterrent to animals such as rabbits and deer. It is not harmful and delivers more of a “zap”. It is solar powered.
- Odi, one of the interns, has been in the hospital but has recovered.
- Marilyn asked if the Green Team was still meeting. It now includes Steve and Jane DeGolier, Kris Borre, Rebecca and Brad Smith, Jocelyn Prall, and Jo Plenger-Schulz.
- There will be a camera installed that will also be monitoring air quality, angle of the sun, etc.
- While there are plans to expand the garden, it is currently at the footprint it will have for this year.
- Jennie pointed out that while Thomas, one of the interns, has a key to the building, he should not have to monitor the door or let any visitors in. The doors should stay locked while they are out in the garden.
- We can get background checks from Anna Stefaniak at the Diocese for \$10.
- The grant is restricted concerning expenses. The Townhall Meeting scheduled should mostly be informational.

### “New Life is Springing Up” article

Marilyn had shared an article in the Diocesan news that talks about a church in Wauconda that is planning on continuing to be lay led, going without a priest. The article didn’t address what they were doing about Sunday worship, but was an interesting discussion.

### Rector Search

With the meeting with Sierra from the Diocese happening on July 30<sup>th</sup>, some discussion was had about whether to look right away for a full time priest or an Interim. Some questions were posed about what a Priest-In-Charge and a Vicar would be.

St. Peter’s in Sycamore will also be looking for a priest as Fr. Georges has left this July. Both St. Peter’s and St. Paul’s have rectory buildings. St. Paul’s is an older church congregation, and St. Peter’s has an older building. Some discussion was made about whether sharing a priest might be feasible. Michael posited that creating a compensation package for an “imaginary person” might not be useful.

It was agreed to wait until Sierra is here to learn more about options, and that search efforts should go through her.

### **Supply Clergy**

Jennie has confirmed supply celebrants through the end of September, and has explored possibilities through the end of year. With Christmas on a Monday this year, it would be good to confirm a priest for Christmas Eve and plan for Morning Prayer for the 9:30 Sunday service.

The Diocese prefers that Morning Prayer be utilized if there is no celebrant available, although Fr. Brian Prall uses Liturgy of the Word in that event. Pastor Ron Larson, who was approved by the Diocese, has offered his availability generously.

Marilyn expressed that she would prefer Morning Prayer to engaging a Lutheran celebrant. After September, there might be two Sundays a month with Morning Prayer. Michael felt he could put together Morning Prayer with a day's notice, although a bulletin could only be created if that plan was in place by Friday. After some discussion the Vestry agreed that the order of preference for services would be 1) Episcopal Priest; (2) Morning Prayer; (3) Lutheran celebrant.

### **Catechism Class**

There has been another request for an adult Baptism. This would be scheduled for a Sunday when an Episcopal priest would be available. We will see when another Catechism class might be scheduled.

### **Rectory**

Currently, the thought is that rectory repairs will plan on a \$10,000 budget to start. Some plumbing and electrical work has been completed. Jennie will be meeting with a handyman tomorrow to discuss what could be done, and has assembled an advisory committee to help decide what to proceed with. The appliances are relatively new, but decisions about new cabinets would determine how much of a renovation would be needed.

### **Pastoral Emergencies**

Only Father Dwyer is available right now. Parishioners who are at Kishwaukee Hospital could use Mother Barbara at the hospital if they desired, according to the Diocese. Request could go through Jennie. At the moment, the idea of compensation was shelved.

### Other

- Jennie is working on getting all employee files up to date.
- Susan will put instructions in the bulletin using the Book of Common Prayer as to whether to kneel or stand or sit.
- The Garden Grant Town Hall is scheduled for 10:30 AM on July 30<sup>th</sup> and the meeting with Sierra from the Diocese is scheduled for 2:00 PM. Vestry should prepare lists of concerns and ideas.
- Marilyn reported that the Poets group is thinking of an event titled “Wonderment and Awe” for September or October.
- Still hoping for Taize, but that would be take more planning
- Movies are still being planned.
- Kathleen cannot take on any more time at St. Paul’s. Jennie is meeting with Hannah next week.

### Next Meeting

The next Vestry Meeting will be on Sunday, August 20<sup>th</sup>.

Marilyn offered a Closing Prayer.

Lori motioned to end the meeting, seconded by Michael. Meeting adjourned at 1:15 PM.

Respectfully submitted,

Susan King  
Clerk

### **Attachments:**

*Agenda*  
*Senior Warden Report*  
*Treasurer’s Report*  
*Website and Technology Report*  
*Garden Grant Report*

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*\*Vestry asked to sign eight blank greeting cards for upcoming supply clergy.*

- **July Vestry Agenda**

- Prayer –Lori

Prayer requests and appreciations

Approval of June Vestry Minutes

Approval of temporary treasurer, Bill Cummings

Treasurer’s Report- **Assistant Treasurer Pat Brown, Temporary treasurer Bill C.**

American Midwest Tax & Accounting/Sheila Appel Alexander processes billing, payroll. This month, Sheila created spreadsheets, initial narrative.

A thank you to Peg Newby who stepped up to cover contribution reports via Realm access.

A thank you to Pat Brown, Bill Cummings, and Sheila A. for their treasurer work.

Garden Report (**would Michael lead discussion**)

Episcopal Charities \$15,000 Grant received. Add pass-through budget line item

Town hall planned for 7/30/23 at 10:30 a.m. to discuss grant plans.

New high fence and camera.

Security Plan- Church/parish hall building access to be managed by office via doorbell. Bldg accessible during office hours Tu-Fri 9-2:30. Intern Thomas also has a key. For consistency, all interns should have a background check completed. Church cost \$10 per diocese/Anna Stefaniac.

- Search Process (**would Steve lead discussion**)

Diocese meeting 7/30/23 at 2pm in conference room with Sierra Reyes

What are our questions? What are our options?

St. Peter’s Sycamore is starting a search- Steve, Marilyn

Sierra requesting a St. Paul’s narrative and compensation package.

Senior Warden Report Combined with Buildings/Grounds

“New Life is Springing Up” in Lay-Led Congregations:

News from the Episcopal Diocese of Chicago June 14, 2023- Marilyn

Tech Report via Mack Patrick- Susan (please insert report into minutes)

118 Youtube hits on church channel in one month.

Constant Comment report.

Additional memory purchased to increase computer speed.

Acknowledge that the vestry is searching for a treasurer

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## **Senior Warden Report**

### 1. Rectory Preparation

Advisory Committee- Jennie, Steve, Bill, Terry, Cliff.

**Request \$10,000 budget to start, to be reviewed monthly.**

Completed: Pillar to Post Home Inspection; Delts Electric.

Bid Accepted: DeKalb Mechanical to correct bathroom venting to roof.

To do: Interviewing Handyman, Bob Lewis, 7/24 at 10am.

Plan: Mold remediation, Painting, Cupboards, Garage Door weatherstripping, Basic Landscaping/regrading; Ecowater/water softener.

ADS Alarm Set- Code & key access reviewed. ADS would charge \$10/month to know when & who the alarm was set on/off. This charge was not accepted.

### 2. Supply Clergy-

scheduled through Oct 1 and partially through December 31. Sunday, December 24 a 9:30 Morning Prayer Service & "subject to change in time" Christmas EVE Eucharistic Service. Discuss opportunity of almost full coverage this fall. [Inclement Winter weather plan discussed: No Supply Clergy "Zoom expectation"; No lodging voucher or rectory set up wanted.]

### 3. Treasurer coverage-

made deposits; handwrote checks for supply clergy.

Requested & received overpayment to The Pension Group.

Investigated bill for Medical Pension- confirmed their error and didn't pay.

Safe Access & Bank Signatories reviewed. Plan in place.

Canceled church credit card with Rick's name. Will be ordering new credit card.

Will be canceling church Walmart credit card. Lowes credit card seems to be okay.

Reviewing all church account accessibility. Will be addressing Realm Admin Rights with Peg.

Verified there was no need to pull from Endowment Fund at this time.

Bill Cummings agreed to temporarily assist with reviewing treasurer reports.

### 4. B&G

Quinlan- parish hall and hallways carpets cleaned.

Addressed: exterior doors, light bulbs, thermostats, dehumidifiers.

5. Pastoral Emergency Plan for surgery or serious illness. Dean Fr Mike Dwyer is main contact, one hr away. St Peters Syc is without rector now too. Investigating options: St. Peters has a deacon. Fr. Brian Prall is in Freeport, 1.5 hrs away. NW Kish Hospital has Chaplain B. Wilson, approved by diocese within hospital setting. Each person with pastoral need may have a different request. Do you know who you'd want to be called? DeKalb has many ELCA pastor options. A relationship should be broached now & compensation discussed prior to emotional event.

6. Bulletin Changes- received feedback and tried changes with clergy assistance. Feedback received from: Freyja, Marilyn, Michael, Donna, Jennie.

Pastor Dan Shutters brought to our attention that online, our parish may be more positively viewed if people sat more together than spread out. Implementing such a change has not been discussed.

7. Building Use Policy

Bread & Roses Choral Group is returning to St. Paul's. They provide proof of liability insurance. Yoga Classes are being investigated. Jennie, Jane D.

Forms: Space Use Agreement; Facility Usage Policy; Hold Harmless Release.

Do we want to approach the choral group for an annual donation to cover expenses? Do we want to get a policy in place?

8. Employees- getting files up to date

Job Description; Payrate; Vacation/Sick days— Jennie, Freyja, Peg working together on this.

Reviews planned. Susan, Kathleen, Hannah.

9. Independent Contractors- Housekeeping Lori Buckle. Does Lori need to stay within set hours/budget? To review with Sheila.

Clay Lancaste- Pat, Sheila developed plan to change Clay to employee. Clay may prefer to be a contractor. Is there a necessity to change this?

Are we committed to Streaming Services ? Last week, we had one person on Zoom. There were many Youtube views throughout week.

10. Review Duties: Coffee Hour and Ushering. Lights, Lock and Check Doors.

# Treasurer's Report for May & June 2023

As of June 30<sup>th</sup>, our Heartland Bank checking account balance stood at \$61,827.88.

We spent \$21,415 and 22,624 respectively from our General fund in May and June, and we took in \$5,483 and 5,238 respectively in May and June from pledges and regular contributions. So far in 2023 we have spent 50.7% of our annual budget, and we have taken in 58.2% of our expected revenue. Most accounts are at or near 50%, which is expected by the end of June.

The Rector's Discretionary Fund has \$880 in it.

We have \$300 in the Garden Fund, plus \$130 is remaining for rose care as mulch was paid for in May in the amount of \$370 and \$425 for care of the spire spruce.

May was the last month to pay full benefits for Mother Barbara, ending payments for her medical insurance and pension. You will see that total Clergy expenses decreased drastically in June, as June was the last month that we paid a full salary for Mother Barbara. Once again you will see a drastic decrease in clergy expenses in July as the average for Guest Clergy is \$325 a week. Monthly Clergy expense was roughly \$10,000 and now will be under \$2,000 a month until an interim is assigned. Total saving will be \$48,000 until the end of year.

As of June 30, the Endowment fund was valued at \$1,937,321.98. The Capital Fund at Edward Jones was \$52,698.57. Our Apache stock was sold May 16<sup>th</sup> in the amount of 241.54 which was deposited into the Heartland Bank checking account.

Respectfully submitted,  
 Pat Brown, Assistant Treasurer  
 Bill Cummings, Treasurer Advisor

## 2023 Budget for St. Paul's Church

approved by Vestry January 15, 2023  
 approved at annual meeting January 29, 2023

General Fund Summary	2023 Budget	January	February	March	April	May	June	July	August	September	October	November	December	Year to date	under/(over) budget	pct of budget
Total General Fund Receipts	\$271,901.00	\$17,810.00	\$109,570.97	\$11,823.00	\$7,072.63	\$5,590.04	\$5,414.47							\$158,181.11	\$113,719.89	58.2%
Total General Fund Disbursements	\$271,901.00	\$28,219.71	\$19,868.76	\$19,874.03	\$25,717.36	\$21,414.90	\$22,623.78							\$137,718.54	\$134,182.46	50.7%

All Funds Summary	2023 Budget	January	February	March	April	May	June	July	August	September	October	November	December	Year to date
All funds Receipts		\$18,080.00	\$118,492.97	\$13,643.00	\$9,448.63	\$5,590.04	\$5,414.47							\$170,665.11
All Funds Disbursements		\$28,319.71	\$19,868.76	\$21,919.03	\$26,453.26	\$21,414.90	\$22,623.78							\$140,599.44

Expenses/Disbursements Summary	2023 Budget	January	February	March	April	May	June	July	August	September	October	November	December	Year to date	under/(over) budget	pct of budget
Total Clergy Expenses	\$113,778.00	\$10,322.63	\$9,117.80	\$9,230.41	\$9,017.71	\$10,241.00	\$6,776.66							\$54,706.21	\$59,071.79	48.1%
Total Worship and Fellowship	\$9,600.00	\$637.27	\$997.30	\$727.05	\$788.04	\$1,081.15	\$25.00							\$4,255.81	\$5,344.19	44.3%
Total Music	\$23,559.00	\$2,141.67	\$1,791.67	\$1,766.67	\$1,766.67	\$2,109.17	\$2,069.17							\$11,645.02	\$11,913.98	49.4%
Total Administrative	\$37,298.00	\$2,833.61	\$3,207.18	\$3,286.82	\$4,244.02	\$3,100.32	\$3,054.66							\$19,726.61	\$17,571.39	52.9%
Total Building and Grounds	\$72,616.00	\$9,051.20	\$3,771.48	\$3,879.75	\$8,917.59	\$3,899.93	\$9,714.96							\$39,234.91	\$33,381.09	54.0%
Total Church Giving	\$15,050.00	\$3,233.33	\$983.33	\$983.33	\$983.33	\$983.33	\$983.33							\$8,149.98	\$6,900.02	54.2%
Total General Fund Expenses	\$271,901.00	\$28,219.71	\$19,868.76	\$19,874.03	\$25,717.36	\$21,414.90	\$22,623.78							\$137,718.54	\$134,182.46	50.7%

### Details

Receipts	2023 Budget	January	February	March	April	May	June	July	August	September	October	November	December	Year to date	under/(over) budget	pct of budget
800-101 - Pledges	\$85,000.00	\$7,765.00	\$9,353.00	\$11,313.00	\$7,715.00	\$4,938.00	\$5,113.00							\$46,197.00	\$38,803.00	54.3%
800-102 - Regularly/ID Offerings	\$10,000.00	\$10,045.00	\$100.00		\$150.00	\$48.30	\$125.00							\$10,966.30	(\$965.30)	109.7%
800-103 - Visitors/Open plate	\$500.00				\$116.00	\$18.74								\$134.74	\$365.26	26.9%
800-108 - Endowment Fund Allocation	\$175,451.00			\$100,000.00										\$100,000.00	\$75,451.00	57.0%
800-104 - ECW Parish Support	\$0.00			\$500.00										\$500.00	(\$500.00)	-
800-109 - Bishop's Fund	\$400.00		\$111.85				\$98.47							\$210.32	\$189.68	52.6%
800-901 - Parking Pass	\$300.00													\$0.00	\$300.00	0.0%
800-907 - Parish Hall Rental	\$300.00					\$75.00								\$75.00	\$225.00	25.0%
800-994 - Coffee Hour Fund	\$0.00													\$0.00	\$0.00	-
800-104a - Payroll Fees taken before dep	-\$50.00		-\$3.88		-\$8.37									-\$12.25	(\$37.75)	24.5%
800-995 - Other Misc	\$0.00			\$10.00			\$78.00							\$88.00	(\$88.00)	-
Memorial Funds	\$0.00													\$0.00	\$0.00	-
Total General Fund Receipts	\$271,901.00	\$17,810.00	\$109,570.97	\$11,823.00	\$7,072.63	\$5,590.04	\$5,414.47							\$158,181.11	\$113,719.89	58.2%

June 2023.

Page 1



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# Website and Technology

## St. Paul's Episcopal Church

### July 2023 Update

#### Proposed updates

- Increase the memory in the Office iMac
  - Currently has 8GB, propose 16GB or 24GB
    - Additional 8GB of ram from Amazon for \$20.99 (on sale for \$16.99):  
[https://www.amazon.com/OWC-2400MHZ-SO-DIMM-PC4-19200-OWC2400DDR4S08P/dp/B071G9CD32?ref=ast\\_sto\\_dp&th=1&psc=1](https://www.amazon.com/OWC-2400MHZ-SO-DIMM-PC4-19200-OWC2400DDR4S08P/dp/B071G9CD32?ref=ast_sto_dp&th=1&psc=1)
    - Additional 16 GB of ram from Amazon for \$34.99:  
[https://www.amazon.com/OWC-2400MHZ-SO-DIMM-PC4-19200-OWC2400DDR4S16G/dp/B071K8K8LZ?ref=ast\\_sto\\_dp&th=1](https://www.amazon.com/OWC-2400MHZ-SO-DIMM-PC4-19200-OWC2400DDR4S16G/dp/B071K8K8LZ?ref=ast_sto_dp&th=1)
- Transfer Domain name to Google Domains for \$12/year
  - Transferring the domain will be the last step in getting out of Network Solutions. During the transfer of the domain, there might be an outage of email to any address with @stpaulsdekalb.org but will not affect any other thing.

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## Parish Partners Grant information

Greetings all,

I'm writing in advance of the Vestry Meeting tomorrow to share with everyone some details about the Parish Partners grant. I'm hoping the information will be helpful in advance of the coffee hour planning session on June 30th involving the Green Team and other interested members of the church. Please let me know tomorrow if you have any questions or concerns!

### Grant key details

**How much funding will we receive?** The Parish Partners grant from Episcopal Charities provides \$15,000.

**How long do we have to use the funds?** All funds must be spent by June 30th, 2024.

**How can the funds be used?** Funding can be used for any needs consistent with the grant proposal. This is a grant that emphasizes external outreach into the community. Some key language that might be helpful:

The funds must support growth of the existing gardens to combat food injustice, precarity, and insecurity and serve as a nexus of learning, outreach, and community-building for all ages, abilities, and needs.

The gardens are meant to serve individuals—especially those at NIU and in the neighborhoods near St. Paul's—who are food insecure. This means both those who are hungry and those who have chronic nutritional deficits in their diets. The proposal mentions the gardens as a place to grow food, nurture well-being (physical, emotional, mental), and provide education.

The grant can be used for equipment and supplies. This could be, for example, equipment that increases garden productivity (e.g., a drip irrigation system, solarfencing, sensors) but it can also be basic supplies such as seed, mulch, hand tools, and the like.

The grant can be used for labor costs. For example, it could be used to fund a paid internship for a student worker. A student typically works a maximum of 20 hours a week for \$15 per hour (about \$1,500 for five weeks of work as a useful rule of thumb).

Monthly maximum for supplies. Because gardening often requires quick action during the height of growing and harvesting seasons, it's common to have a standard monthly amount (for example, \$500) that doesn't require permission for each item.

**What is the process for spending funds?** The \$15,000 has already been deposited in a church account. Usually the grant will have a project manager (Kris Borre would make the most sense) and then the organization will appoint one person as a liaison to provide permission for significant use of funds. This should be a Vestry member. For equipment and supplies, we should use St. Paul's standard reimbursement processes—i.e., an approved individual manages the project (for example, Kris Borre) and provides receipts and any form to Susan on a periodic basis (usually monthly) to receive reimbursement.

For a student intern the easiest approach is hiring the individual through NIU and then having a donation to the Institute from the grant account.

**Is there a lot of paperwork involved?** Episcopal Charities will require at least a final report showing how the funding was spent and how that spending furthered the grant purposes. I'm happy to work with Kris on preparing this and any other interim reports.

**Will the grant funding continue?** It could if the funder believes we've made good progress toward the goals.

## **The collaboration with NIU**

**Which unit at NIU is connected to the project?** I direct the Institute for the Study of Environment, Sustainability, and Energy at NIU. We run an Environmental Studies major with about 100 students, and many are passionate about food justice. Gardens are a big part of classroom learning, extracurricular experiences, and faculty research at the Institute. Kris and Thomas (the student intern) are employed by the Institute, and Kris also supervises Odi.

**Does the Institute support the gardens beyond the grant?** Yes. All of Thomas' work so far has been paid by the Institute, as have most of the supplies purchased over the past couple months. We plan to continue supporting the garden.

### **Student presence in the gardens**

**Are the students vetted in any way?** Any students working regularly in the gardens are paid interns who must meet all the employment and enrollment requirements of NIU. I only hire students with strong academic records and evidence of good classroom/lab behavior. Most hold other jobs, too, and are often working to support their families. If the Vestry has an interest in additional background checks, liability waiver forms, and the like, I'm open to that.

**What about other student presence?** Beyond paid interns, any students visiting the gardens as part of a class session would be supervised by a faculty member and likely one or two other supervising graduate student(s) and/or staff. I often come along to these events, too. The Vestry would know about any planned visits.

**Will the students be involved in the parish beyond the gardens?** Only if it's completely voluntary. Our students regularly work with other community organizations. While part of this work means exposure to the mission of those organizations, it's essential that students do not perceive participation in the episcopal faith as a requirement of their work and that regular proselytization, evangelization, and the like do not create an uncomfortable work environment.

**Will the students use church facilities?** Yes. Students are required to be provided access on site to restrooms and water and a sheltered break area during any work. They can be required to follow basic protocols for cleanliness and security in use of these facilities.

I know this is a **lot** of information, and I appreciate as always your thoughtfulness and kindness.

Best,  
Tom