

Vestry Meeting: St. Paul's Episcopal Church, DeKalb, Illinois

January 28, 2018

MEMBERS PRESENT: Rev. Ed Bird, Interim Rector; Freyja Rasmussen-Johns, Senior Warden; Pat Brown, Treasurer; Linda Lorbach; Brad Smith; Maureen Gerrity

MEMBERS ABSENT: Marv Kombrink, Junior Warden; Gretchen Schlabach

A motion was made to appoint Pat Brown as Treasurer for 2018. **MOTION PASSED UNANIMOUSLY.**

A motion was made to appoint Gretchen Schlabach as Clerk of the Vestry for 2018. **MOTION PASSED UNANIMOUSLY.**

Meeting adjourned

Minutes at the Annual Meeting

The Episcopal Church of St. Paul
DeKalb Illinois
Minutes of the 2017 Annual Parish Meeting
January 28, 2018

Senior Warden Peg Newby called the meeting to order at 9:30 am, offering an opening prayer.

Rick Johns moved to approve the agenda for the Annual Meeting; George Nenonen seconded and was approved.

George Nenonen moved to accept the presented minutes of the 2016 Annual Meeting. This was seconded by Pat McMahan and approved.

Peg Newby announced Jocelyn Prall was appointed as the clerk for the meeting.

A motion was put forth by Roy Mason and seconded by George Nenonen to receive and file for audit the 2017 Treasurer's report. Treasurer Pat Brown reported a needed correction to page 1 and 2 of the treasurer's report. The date should read January 28, 2018; not 2017. Pat gave a brief overview of the parish's financial state as well as the status of the Endowment Fund. She also explained the various financial reports included in the Annual Meeting packet. Pat thanked the finance committee for their work on the budget for 2018.

George Nenonen encouraged parish members to consider donating to the Endowment Fund to ensure the financial stability of St. Paul's in future years. Following Pat Brown's responses to additional questions, the motion was approved by acclamation.

Pat McMahan moved to receive and approve the 2018 budget. Roy Mason seconded and motion passed by acclamation.

Report of the Rector, Rev. Ed Bird: In addition to his written report, Father Ed gave a verbal presentation. He stressed the vibrancy of St. Paul's along with the many works of God happening within and outside the church walls. He stated that Jesus Christ is palpable here. He complimented the vestry and parish at large for its commitment during this transitional period. He called attention to a song playing along with the pictorial slide show displaying the many programs and parish activities. He read the lyrics stating how they so aptly describe St. Paul's.

Senior Warden Peg Newby referred to her written report. She also thanked Freyja Rasmussen-Johns for stepping up to fill the Junior Warden's spot this past year. She also thanked Rick Johns for securing Father Ed

for the position of Interim Rector during her absence. She encouraged the people of this parish to step up to help continue to do God's work at St. Paul's; to prayerfully considered serving when asked.

Peg Newby presented the Nominating Committee Report with the following nominations: Maureen Gerrity for new vestry member (term ending in 2021); Junior warden, Marv Kombrink; delegates to the Diocesan Convention November 16-17, 2018 (3 delegates and 1 alternate); Freyja Rasmussen-Johns, Marv Kombrink, Jennie Cummings, alternate delegate Bill Cummings. Nominations of Board Members to the Endowment Fund Committee were presented; Dick Downen and Jamie Stubblefield (term ending 2021). Pat Brown moved to approve the election of the above listed. The motion was seconded by George Nenonen. Motion was approved by acclamation.

Roy Mason moved and Henry Leonard seconded to approve the reception of the reports from the subcommittees of the Vestry and Ministries of St. Paul's. The motion was approved by acclamation. As the new Senior Warden, Freyja Rasmussen-Johns thanked Peg Newby for her superb job serving as Senior Warden over the past year. She also thanked retiring vestry member Julie Stubblefield and the 2017 Convention Delegates, Peg Newby, Pam Kombrink, Freyja Rasmussen-Johns and Jocelyn Prall. Father Ed lead the closing prayer. George Nenonen motioned for the adjournment of the meeting. Pat Brown seconded. Motion passed and the meeting was adjourned at 10:10 am.

Respectfully submitted,
Jocelyn Prall; Clerk

Vestry Meeting: St. Paul's Episcopal Church, DeKalb, Illinois

January 21, 2018

Meeting munchies – Peg

(Please submit any reports via email or hard copies)

MEMBERS PRESENT Senior Warden: Peg Newby, Brad Smith, Julie Stubblefield, Linda Lorbach, Clerk: Gretchen Schlabach, Interim Rector: Ed Bird, Treasurer: Pat Brown; Freyja Rasmussen, Junior Warden; Others in Attendance: Director of Music: Lorraine Langer

MEMBERS ABSENT:

1. Opening Prayer—Rev. Ed
2. Appreciations - Thanks and appreciations for: Peg for her role modeling as a senior warden; Julie for her three years; Lorraine slide show; Ed keeping things light; and those who helped with the breakfast; the choir, the vestry, Rev Ed & Beth; full slate of officers;

the Christmas tree and Rhys and Jocelyn; Finance committee; and all the people behind the scenes.

3. Approval of Vestry minutes from December 2017 meeting— Gretchen, Clerk

MOTION PASSED TO APPROVE THE DECEMBER MINUTES AS AMENDED.

4. Today's Business

a. Rev. Ed report/update

b. Treasurer's report

MOTION PASSED TO ACCEPT THE TREASURER'S REPORT AND FILE FOR AUDIT.

c. Annual Giving update / Budget

d. Search Committee update - Marv

e. Events

i. Annual Budget and Parish Meetings

JULIE STUBBLEFIELD MOTIONED TO PURCHASE A MAC COMPUTER. MOTION PASSED.

ii. Ash Wednesday

5. Closing Prayer – Peg

6. Adjournment

NEXT MEETING IS February 18, 2018 following the 10:30 worship service

Meeting Munchies & Closing Prayer –

Appendix A

Senior Warden's Report

Senior Warden's Report

Peg Newby

For January 21, 2108

I met with and had in-person and email discussions as needed with Rev. Ed, Freyja, and Pat. Nominating Committee – worked with Freyja to fill open slots.

Sanctuary Greening – I thoroughly enjoyed helping with this first-time project. The greens (and blue lights) were an appropriate addition to our Advent worship. And the beauty of our tree on Christmas Eve certainly added joy to our celebration. Thanks to all who helped, especially the Pralls, who made sure the tree stayed watered.

Meetings – I arranged for the catered breakfast for our Annual Meeting on the 28th.

Winding Up – as I end my term as Sr. Warden, I encourage everyone to stay positive, do what you can, invite others to help you, and enjoy the fellowship of this congregation. It is a gift. And thank you for all your work!

Peg

Junior Warden's Report

Junior Warden Report
Freyja Rasmussen-Johns
January 21, 2018

Since our last meeting, we have had beautiful Christmas Eve and Epiphany services and celebrations. Singing in the choir was a particularly joyous occasion on Christmas Eve. As an Altar Guild member, I assisted with setting up and taking down the sanctuary decorations.

Happily, Peg and I have been successful in finding individuals to fill all the positions we will be voting on at the Annual Meeting.

Rev. Ed, Peg, Pat and I meet, email and text often to discuss various matters including the budget, preparation for the Annual Meetings, the Ash Wednesday schedule.

Pat and I met at Sheila Appel's office for bill paying.

I have asked the Building and Grounds committee if they would be able to get together to make up a centralized "Who Does What When" list including contact information for all of our vendors. Such a list will be particularly helpful for a new rector.

I've had discussions with several people regarding the acquisition of a new computer for the parish office.

Finally, I want to give my most sincere thanks to Peg for all of her diligent work as Senior Warden this past year. I will do my very best, but she is most definitely a hard act to follow.

Appendix C Building & Grounds Report

Appendix D Treasurer's Report

St Paul's Episcopal Church, DeKalb, IL 60115

This report covers the month of December 2017. The checking account with Heartland Bank is our primary operating account. Accounting reports are compiled by American Midwest Tax and Accounting, Inc. whose office is at 901 North First Street in DeKalb. Sheila Appel is our primary contact. The firm also pays the bills and processes the payroll. The Edward Jones Firm on Sycamore Road managed by Matt Myre oversees our Building (Capital) and Endowment Funds. NOTE: Budget figures have been updated on the Worksheet to reflect changes to Pledges and Music Salaries made in July 2017.

Receipts through December 2017 (See attached worksheet for details)

We have received **\$109,634** from 2017 pledges through the end of December which is **106%** of the \$103,750 budgeted. The total of all receipts through December is **\$214,222** which is **101%** of the budgeted amount of **\$207,355**.

Disbursements through December 2017

Total operating disbursements through December were **\$181,957** which is **87%** of the budgeted amount of **\$210,215**. The difference between receipts and disbursements through December was **\$31,125** on the positive side. We took another \$20,000 from the Endowment Fund in December to assure a positive cash flow through the end of the year, and into the beginning of 2018.

Capital Fund

The balance in the Edward Jones Capital Fund at the end of December was **\$30,000** in CD's and **\$4,703.36** in the Money Market Fund totaling **\$34,703.36**. We received **\$110** in Capital Contributions during December. A \$25 donation was made to the Music Fund along with a regular \$35 donation. A disbursement of \$550 was made for an Adjustable Piano Bench. The regular Heartland Bank Checking account contains **\$4,488.93** in Capital Funds. Adding the **\$34,703.36** in the Edward Jones Account, the end of December Capital Fund equals **\$39,193.20**.

Endowment Fund

The value of the Endowment Fund at the end of December was **\$2,123,680.10**, a change in value from January 1st of **\$300,448.64**. The net increase in value is **\$193,119.84**. The general upward movement of the Stock Market since the beginning of the year is still benefiting the Endowment Fund. **5%** of the Monthly Average Balance is **\$102,349** and **4%** is **\$81,879**. These numbers relate to the amount we can take from the Endowment Fund for Operating Expenses. The \$90,000 we took from the Fund this year is 4.885%.

That is \$10,000 less than was budgeted.

Apache Stock - The shares on deposit with the company are 6.263 The stock was valued at **\$264.42** on December 31, 2017. The value has decreased (**\$130.77**) since the beginning of the year.

On December 31, 2017 Fund balances in the Heartland Bank checking account were: Discretionary Fund \$518.36; Flower Fund \$1,257.82; Garden Fund (\$334.70); Columbarium Fund \$3,623.90; Operating Fund \$27,405.94; Capital Fund \$4,488.93 for a total of \$36,960.25.

Respectfully submitted Pat Brown, Treasurer, January 19, 2017.

7:53 AM

01/01/18

Cash Basis

St Pauls Episcopal Church
Transactions by Account
As of December 31, 2017

Type	Date	Num	Adj	Name	Memo	Class	Clr	Split	Debit	Credit	Original Amount	Balance
100-100 AMB Checking												
Deposit	12/03/2017				Deposit		X	-SPLIT-	6,085.00		6,085.00	15,036.90
Deposit	12/10/2017				Deposit		X	-SPLIT-	2,502.00		2,502.00	21,121.90
Deposit	12/17/2017				Deposit		X	-SPLIT-	2,976.00		2,976.00	23,623.90
Deposit	12/24/2017				Deposit		X	-SPLIT-	720.00		720.00	26,599.90
Deposit	12/24/2017				Deposit		X	-SPLIT-	2,258.00		2,258.00	27,319.90
Deposit	12/08/2017				Deposit		X	800-108 · End...	20,000.00		20,000.00	29,577.90
Deposit	12/31/2017				Deposit			-SPLIT-	4,582.00		4,582.00	49,577.90
Check	12/27/2017			American Midwest ...			X	-SPLIT-		9,617.16	-9,617.16	54,159.90
Check	12/19/2017			ComED			X	900-117 · Rec...		75.57	-75.57	44,542.74
Check	12/11/2017			ComED			X	900-908 · Chu...		330.84	-330.84	44,467.17
Check	12/29/2017			DNA Communicatio...				900-908 · Chu...		44.99	-44.99	44,136.33
Check	12/20/2017			Elan CC			X	-SPLIT-		891.45	-891.45	43,999.89
Check	12/29/2017			Forward Movement				900-190 · Wor...		54.00	-54.00	43,145.89
Check	12/13/2017	3691		Illinois Secretary of ...			X	900-175 · Ad...		8.00	-8.00	43,137.89
Check	12/29/2017			Integra				900-130 · Cop...		156.01	-156.01	42,981.88
Check	12/29/2017			Jane Nenonen				900-192 · Flo...		24.00	-24.00	42,957.88
Check	12/29/2017			Jocelyn Prall				900-192 · Flo...		144.81	-144.81	42,813.07
Check	12/29/2017			Kar-Free Flowers				900-192 · Flo...		9.25	-9.25	42,803.82
Check	12/13/2017			Leaf			X	900-170 · Equ...		101.90	-101.90	42,701.92
Check	12/29/2017			Lorraine Langer				-SPLIT-		827.46	-827.46	41,874.46
Check	12/29/2017			Love Inc				900-198 · Disc...		234.75	-234.75	41,639.71
Check	12/29/2017			Matthew Ponio				900123b · Pia...		260.00	-260.00	41,379.71
Check	12/29/2017			Maureen Gerrity				900195b · Chr...		87.99	-87.99	41,291.72
Check	12/11/2017			Nicor			X	900-117 · Rec...		76.67	-76.67	41,215.05
Check	12/05/2017			Nicor			X	900-908 · Chu...		113.38	-113.38	41,101.67
Check	12/29/2017			One License.Net				900-190 · Wor...		176.75	-176.75	40,924.92
Check	12/29/2017			One Write Company				900-150 · Offi...		134.88	-134.88	40,790.04
Check	12/29/2017			Pat McMahon				900-150 · Offi...		49.00	-49.00	40,741.04
Check	12/29/2017			Peggy Newby				900-192 · Flo...		56.92	-56.92	40,684.12
Check	12/24/2017	3693		Rev Edward T Bird				800-900 · Rec...		720.00	-720.00	39,964.12
Check	12/29/2017			Rev Edward T Bird				-SPLIT-		319.28	-319.28	39,644.84
Check	12/17/2017	3692		Safe Passage			X	800-990 · Hait...		500.00	-500.00	39,144.84
Check	12/29/2017			Salvation Army				800-993 · Foo...		365.00	-365.00	38,779.84
Check	12/13/2017	2560		US Postal			X	900-150 · Offi...		6.59	-6.59	38,773.25
Check	12/29/2017			Vic Reed Electric				900-902 · Chu...		292.00	-292.00	38,481.25
Check	12/29/2017			Waste Management			X	900-908 · Chu...		241.95	-241.95	38,239.30
Check	12/29/2017			Wheaton Religious ...				900-160 · Altar		279.05	-279.05	37,960.25
Total 100-100 AMB Checking									39,123.00	16,199.65		37,960.25
TOTAL									39,123.00	16,199.65		37,960.25

**Appendix E
Fellowship**

**Appendix F
Music Ministries**

Music Ministries Report
Vestry Meeting, Sunday, January 21, 2018
St. Paul's Episcopal Church DeKalb, GA

I. The St. Paul's Adult/Youth and Children's Choirs:

- ◆ **Were awesome for the Christmas Eve (12/24/2017) and Epiphany (01/07/2018) Services!** We are so blessed to have such wonderful, talented and dedicated volunteer choir members. In light of one of our bass singers (Jan) being out of town with family, I did hire an NU voice major (Alex Rattana, Bass) for 12/21 and 12/24. Paid singers are often called singers. Alex is an inspiring singer and he was well received. I heard many compliments about the music/musicians, especially having the children so involved.
- ◆ Returned from a much deserved holiday break (12/25/2017 to 1/06/2018) and resumed singing and assisting for worship services on Epiphany Sunday, January 7, 2018. The choirs are now working on music for the remainder of Epiphany as well as Lent, Easter and Pentecost.

II. Administrative Work:

- ◆ **Worship:**
 - I continue to research and program selections for the six seasons (Epiphany, Lent, Easter, Pentecost, Advent, Christmas) of the 2018 liturgical year. This includes Service Music (Ex. 280 Gloria) and Hymns (Ex. 200 Joy to the World), in addition to over 75 Adult/Youth/Children's Choral anthems.
 - Rev. Ed and I are scheduled to meet every other week to review, plan and enhance the liturgy.
- ◆ **Music Staff:**
 - I meet weekly with the music staff (Kathleen, Hannah) on Sunday mornings. We have productive meetings/rehearsals on current/upcoming repertoire, for the liturgical seasons.
 - I submitted hard copies of the completed six Music Job Positions Documents in December, to Rev. Ed and the Wardens (organist, pianist, adult/youth and children's choir directors, and director of music):
 - Music Job Descriptions
 - Music Job Responsibilities
 - Music Job Letters of Offering Position
 - Music Job Contractual Letters of Agreement
 - Music Job Review Templates and
 - A History of Music Salaries from 2005-2018
- ◆ **Maintenance:**
 - **The Organ had an ongoing issue with the blower in the basement.** It was in continuous consultation with Paul and Robin McNamara, as well as with Vic Reed Electrical in both November and December. After an unsuccessful replacement of burnt out oil in the starter, the new starter was successfully installed. The organ and tuba blower were working fine 12/20. Vic Reed was incredibly wonderful throughout this challenge. However, a second non-electrical issue rose. There was literally no sound coming from the organ, albeit some motor start up and air sound, when turning the organ on for our last instrumental rehearsal before Christmas Eve. Yet, we were amazingly fortunate, when I called Paul and Robin McNamara during the rehearsal (a practice session that did not happen because there was literally no organ sound), I left a message, and within 30 minutes, they stopped by as they were on their way home to Dixon, and fixed the issue, giving us a joyous organ sound for Christmas.
 - **The Sanctuary Baby Grand Piano** was tuned in December and now has an adjustable bench. The music staff, especially our pianist, is very grateful! Thank you, St. Paul's! **The Parish Hall Piano** is 100 years old and in very bad shape.

III. Administrative Church Staff:

- I continue to collaboratively work with Susan King and Rev. Ed Bird, and
- Attend weekly staff meetings and often communicate via phone, email, texting, and drop-box.
- Assist trouble shooting technical issues that arise on the church computer/website. I am researching our phone and internet providers as well as the office computer performance issues and looking into the practicality and cost of switching providers from DNA to Comcast. I am also researching the challenges of the office computer performance issues and cost of replacement.
- Track, submit music budget (payroll/expenses) monthly to the office, Treasurer, Rector.
- Draft, submit news relative to music (church/community) for emails/newsletter.

Lorraine Langer, Director of Music, Wednesday, January 17, 2017

**Appendix G
Adult Education**

**Appendix H
Recotr's Report**

Since our last vestry meeting, St Paul's experienced

1. Thanksgiving week