

## EMMANUEL EPISCOPAL CHURCH VESTRY MEETING MINUTES

June 11, 2013

Present:	Rev. Larae Rutenbar	Absent:	Ann Hileman (secretary)
	Susan Cox		Linda Brongiel (treasurer)
	Bill Hoekwater		David Shallow
	Susan Galletti		Isabel Noth
	Mike McCrohan		
	Penny Longo		
	Jim Beyer		
	Jamie Workman		
	Jen Enriquez		
	Jackie Roth (assistant treasurer)		
	MJ Leewis-Kirk (deacon)		
	Jim Barr (guest)		
	Tony Enriquez (guest)		
	Kathy Lambert (guest)		

The meeting was called to order promptly at 7pm by Rev. Larae Rutenbar with a prayer and subsequent scripture reading (Matthew 10:7-16); subsequently a short discussion was had about the Feast of Saint Barnabas and the purpose of Emmanuel Episcopal Church. The vestry reviewed how we are attempting to live up to our mission as a parish community and Episcopal Church in the Chicago Diocese.

The minutes from the May 2013 meeting were reviewed. There were no official online votes to discuss and motions to approve the minutes was made by Susan Cox / Jamie Workman. Subsequently the minutes were unanimously approved.

The treasurer's report was presented by our assistant treasurer Jackie Roth. Our cash accounts as of 05/31/13 are \$154,470. Currently our general giving income is approximately \$6000 above our anticipated income however our expenses are \$12,000 over budget. Factoring in anticipated expenses, it is predicted that our pledged income will be completely spent by September 2013. Plans are in the works for a coordinated campaign to obtain at least 20 additional pledges to help sustain our income throughout the year. A motion to accept the treasurer's report was made by Susan Cox, seconded by Jim Beyer, and approved by all.

Tony Enriquez then presented his extensive work on updating our Churches phone and communication infrastructure. The current phone system is a donated proprietary system which is antiquated and not supported by ATT. Equipment is no longer available new and would have to be purchased used over eBay. Recommendations were made to switch to an internet system which would allow us to drop 2 of our 3 existing phone lines, thus saving an estimated \$100-\$150 / month off our existing phone bill. Several vendors submitted bids and recommendations were to go with Novatech. Total cost would be approximately \$7800 total and would include running cat5 cable throughout the church, installing 15 new phones, and wifi support. A motion to approve this recommendation was made by Mike McCrohan and seconded by Susan Cox. Subsequent discussion was had on how to pay for this. It was concluded that this is a mandatory building upgrade both for the functions of serving our parish community and for

renting our space to various tenants. The motion was amended to approve this expenditure from the major maintenance and IT budgets. This motion was made by Jamie Workman and Jen Enriquez. Subsequently the motion passed unanimously. Tony will be instructed to initiate the project with Novatech.

Our current wedding and funeral fees were then presented to the vestry by Kathy Lambert. After much discovery it was recommended that we significantly increase our wedding fees. The fee structure and worksheet was reviewed by the vestry and multiple suggestions were made to both increase our fees and simplify the worksheet. Also it was decided that members of Emmanuel serving on the wedding committee (such as the wedding consultant and acolytes) should not be paid directly for their services from Emmanuel as this may constitute a form of employment. Tipping directly to the volunteers from the wedding party will still be allowed. A new simplified wedding brochure and fee disclosure form will be made and presented for vestry review in the coming months.

Committee reports were submitted by email and subsequently approved. Discussed highlights include:

Christian Formation - the vestry approved plans to move forward with creating the soft space in church by a vote of 8-1. After much investigation and several parish discussions it was felt that the best space for this will be in the front of the church on the Epistle Side, removing the first few rows of pews. The goal is to pilot this project over the summer. In addition, the Keeping Gods People Safe training is going well. Currently 30 parishioners have completed the program and over 66% of our volunteers are now trained. Additional classes will be offered in the fall.

Communications – Jim Beyer discussed problems with negative posts on the Emmanuel facebook page. Policy rules were presented and reviewed stressing simple language, clarity, and use of common courtesy. The vestry approved these rules and Jim will publish them on the facebook page

Outreach – A meeting for planning the 2013 Sudan race was held and was sparsely attended. It was decided by the race committee NOT to offer the race this year due to the feeling that the volunteer support base is not large enough to successfully run this event.

Social Committee – the spring events were felt to be successful but attendance was low. The committee is planning on offering fewer events with the goals of these being larger and better in the long run. The social calendar was reviewed with the upcoming July events of a Kane County cougars game and Shakespeare program at Mays Lake.

Stewardship – our current pledging situation was reviewed in detail by the committee over the last week. Emmanuel has a potential 160 pledging units and currently 59 of those do not pledge (over 1/3 of the parish). More disconcerting is that just 10 pledging units account for over 50% of our budget income. These problems need to be addressed both immediately and with our 2014 pledge drive. A challenge drive for new pledges has been offered by parishioner Cindy Mottl – Cindy has promised to increase her pledge by \$1000 if we can obtain 20 new pledges in the coming months. The stewardship committee feels this is a reasonable goal and has will be contacting non-pledging families in the coming weeks. A charge was issued to vestry members to contribute to Cindy Mottls' challenge pledge in the hopes that we can have over \$5000 of challenge pledge money to present to the parish. Additional plans are in place to follow this pledge challenge drive with a fall fundraiser and then the 2014 pledge drive itself.

Junior / Senior Warden Reports were reviewed and presented in parts though out the meeting. Please see attached reports for details.

The Interim Rectors report was also discussed in detail. Specific highlights...

-Larae stressed that everyone needs to try and involve more parishioners in our missions. Some people in this parish will not volunteer unless personally contacted and recruited. Announcements, bulletins, and email contacts are not that effective

-the parochial report was reviewed and accepted pending signature of the vestry clerk

-money was approved to be spent on a formal independent audit of our financial books. This is required as a parish goes through the process of a new rector search. This motion was made by Bill Hoekwater and seconded by Jamie Workman. Passed with all approved.

-A suggestion was made to consider delaying the search process by several years and asking the Diocese to appoint a Priest in Charge. This process was reviewed and the pros/cons of this approach discussed in detail. No decisions were reached but the vestry agreed to have Rev. Jim Steen meet with us for a more formal discussion of the process

-Lastly it was reviewed that no one has volunteered to serve on the vestry in place of Mark Campbell who recently resigned for personal reasons. Several parishioners have been asked and declined. Other potential candidates were discussed and recommendations were made to contact Cindy Mottl to see if she would be willing to join the vestry again.

A brief closed session to discuss Church personnel was had and then the meeting was adjourned at 9:30pm

Respectfully submitted by the guy who always seems to bring extra pens and paper to every meeting  
Ann Hileman has to miss....

Mike McCrohan