

EMMANUEL EPISCOPAL CHURCH
MINUTES OF THE VESTRY
July 16, 2013

	<u>In Attendance</u>	<u>Absent</u>
Rev. LaRae Rutenbar	X	
Susan Cox, Senior Warden	X	
Bill Hoekwater, Junior Warden	X	
Jim Beyer	X	
Susan Galletti	X	
Jennifer Holt Enriquez	X	
Penny Longo	X	
Michael McCrohan	X	
Cindy Mottl	X	
Susan Cox, Senior Warden	X	
Isabel Noth		X
David Shallow	X	
Jamie Workman	X	
Linda Brongel, Treasurer	X	
Ann Hileman, Clerk	X	
Rev. LaRae Rutenbar	X	
Deacon Bill		X
Rev. MJ Leewis-Kirk		X

The July meeting was called to order at 7:10 p.m. Mother LaRae read passages from 2 Corinthians and Matthew and led a discussion regarding money as a spiritual issue. Jim Beyer was appointed process person for the evening. Jim Beyer moved to accept the June minutes as presented. Susan Cox seconded. Motion passed.

E-mail Vote

Susan Cox moved to call Cindy Mottl to the Vestry. Jim Beyer seconded. Motion was passed by e-mail vote.

Treasurer's Report: Linda Brongel presented the Cash Statement from January 1- June 30, 2013. She noted the pledge income includes \$8,000 in pre-paid pledges. She explained the budget deficit at \$48,000 with repayment to the air conditioning fund at \$10,000. She noted the anticipated amount for pledges in January of \$223,000 was an estimate and at present the actual pledges anticipated are \$225,000. There is a decrease in pledges not fulfilled this year, and the budget includes new pledges. It does not included the challenge prize. Expense items do not include the phone system, an anticipated audit expense of \$10,000, or the ejector pump or roof repairs. However, Buildings and Grounds has saved on repairs to date, there has been a return of a deposit on the parking lot, and there was income from the ECW. The outstanding loan from the Endowment Fund of \$80,000 was also reviewed.

Susan Cox noted she will ask the Finance Committee to review and redo the budget given the above changes. She also will ask them to discuss available financing with First National Bank of La Grange, so the Vestry has a more complete picture of what financial options are available to Emmanuel moving forward. Bill Hoekwater moved to accept the January-June Treasurer's Report as presented. Jim Beyer seconded. Motion passed.

Jamie Workman then asked for details on the Endowment Fund as a source of funding for Emmanuel's operating budget. Linda gave details on the funds currently established at Emmanuel. Susan Cox indicated there are rental possibilities being explored and with a more realistic budget to be presented by the Finance Committee, the Vestry would be better able to evaluate Emmanuel's needs for 2013. Jamie and Susan

agreed the parish needs to be educated about the purpose of the Endowment Fund.

The Vestry asked Mother LaRae for an update on the search for a replacement for David Clark. There were initially five candidates, but they felt the salary did not meet the job description. Mother LaRae estimates we are currently \$10,000 below what salary is required, but there is still one possible candidate.

orE-mail Committee Reports (see attached). Reports received are as follows: Building and Grounds/Junior Warden, Senior Warden, IT/Communications, Membership/Parish Life, Interim Rector and Transitional Deacon.

Building & Grounds. Bill Hoekwater moved to renew our Emergency Shelter Site Agreement with BEDS, Plus for the 2013/2014 season. (See attached report for details of the agreement.) Jim Beyer seconded. Jamie asked about the cost of heating for the program and the use of a variable thermometer. Bill explained the cost saving items in place and that, with a boiler system, a variable thermometer would not be an option. There being no further questions, the vote was taken, and the motion passed.

Christian Education: Mike McCrohan indicated the Confirmation Class has started with good participation from the parents. Mother LaRae then spoke of her plans for an Adult Inquirer's Class which will be publicized to the community as well. Tentatively the class "Why Join the Episcopal Church" will meet on Wednesday nights. Her well received article of the same title was discussed as well.

IT/Communications: Jim Beyer moved to establish the following policy:

1. We do not under any circumstances release our mailing lists, either e-mail or postal, to any enterprise for use in their sales or solicitations. The single exception is the Diocese of Chicago which may for its purposes request and receive lists.
2. If a parishioner in the course of planning and delivering a program within our ministry seeks to use a system's features for publicity or recruitment:
 - A. Communications can be contacted to assist in considering existing tools. Often we do have something that can be used within the parish's tool-set.
 - B. Communications will be happy to evaluate tools and offer acceptable devices.
3. Members of the parish are not authorized to release mailing or e-mailing lists.

Susan Cox seconded the motion. The Vestry discussed the availability of addresses from Emmanuel's directory. Jim explained the need to limit sites which can gather this information and that there are sites currently used by Emmanuel available for projects. There is also the option to approach Communications or the Vestry for specific needs. After review of wording in the motion by the Vestry, Susan moved to table the motion until a simplified version can be presented. Jamie seconded. Motion passed. Jim then discussed the work on the phone system, and Susan Cox moved to send thank you notes to Tony Enriquez and Fidel Romero for their countless hours involved to complete this project. Jamie seconded, and motion passed.

Outreach: In Isabel's absence, Susan Cox reported that plans are moving forward for the 8/9 picnic at St. Eulalia's.

Interim Rector: Mother LaRae reported on her meeting with members of the parish and neighbors of Emmanuel. (See Report of the Meeting with BEDS for details.) Susan Cox commended LaRae on her role in this discussion, noting Mother LaRae had asked the neighbors to join with Emmanuel in finding a solution for the challenges facing BEDS in finding another facility. The Vestry agreed that having rules in place with consistent enforcement is necessary.

Membership/Parish Life: Penny and Jennifer reported on parish activities including the upcoming festivities at St. Eulalia's. There will be a meeting 7/23 to discuss fall activities, and there has been good response. There was a preliminary meeting to discuss an Oktoberfest in October and to gather information for this "outward reaching" fundraiser. Jennifer presented the following motion: The Parish Life committee asks Vestry approval (i) to promote and host an Oktoberfest event October 19 on church property and (ii) to spend up to \$4,000 for promotion and up-front costs of the Oktoberfest event. Mike

McCrohan seconded. Susan Cox discussed possible expenses as well as sponsors. Bill asked if this was premature since there will be a full meeting on 7/23. After discussion of the importance of having approval by the Vestry in place to act on committee recommendations, the motion was amended to read: The Parish Life committee asks Vestry approval (i) to promote and host an event in October on church property and (ii) to spend up to \$4,000 for promotion and up-front costs of the Oktoberfest event subject to approval of the committee. Jamie moved to accept the amended motion. Mike McCrohan seconded, and motion passed.

It was noted that David Shallow is responsible for coffee hours for August.

Stewardship: Susan Galletti, David Shallow, Susan Cox, Bill Hoekwater and Mother LaRae have been contacting parishioners and will have a meeting following Vestry. There are 14-16 new pledges, and personal contact has been very effective and informative. It was noted that several people reported making a pledge which was not recorded, and Chris Meyer has been diligent in recording pledges since taking over this responsibility.

Senior Warden: Please see the written report for details and information provided by Susan during other committee reports.

Ongoing Business: Mother LaRae noted that MJ is currently attending a course "Introduction To Interim Ministry." Plans are moving forward for David Clark's retirement party on 8/23. Education Sunday will be 8/25. This will be a day to thank educators, to ask children for the name of a teacher to thank, to bless backpacks and to award certificates to the Confirmation Class.

New Business:

Mother LaRae discussed the process to call a priest in charge. Jim Steen from the Diocese will meet with the Vestry on 8/27 at 7:00 p.m. He will then meet with the parish on 9/28 at 10:00 a.m. to discuss the process.

There being no further business, the Vestry moved into Executive Session at 8:50 p.m.

Respectfully submitted,

Ann Hileman
Clerk of the Vestry

Attachments:
Agenda
Vestry Bible Study
Treasurer's Report
Building and Grounds/Junior Warden Report
Senior Warden's Report
IT/Communications Report
Interim Rector's Report
Transitional Deacon's Report
Membership/Parish Life Report
Report of the Meeting with BEDS