

EMMANUEL EPISCOPAL CHURCH  
 MINUTES OF THE VESTRY  
 February 19, 2013

<u>Vestry Member</u>	<u>In Attendance</u>	<u>Absent</u>
Rev. LaRae Rutenbar	X	
Marc O'Brien, Senior Warden	X	
Bill Hoekwater, Junior Warden	X	
Jim Beyer	X	
Mark Campbell	X	
Beth Jacobs	X	
Penny Longo	X	
Michael McCrohan	X	
Isabel Noth	X	
Michael Salisbury	X	
David Shallow	X	
Jamie Workman	X	
Linda Brongel, Treasurer	X	
Ann Hileman, Clerk	X	
Deacon Bill		X

The February meeting opened at 7:05 p.m. with Mother LaRae asking each member about the best and worst moments of their day followed by Bible study of Galatians 5:25 through 6:10 and a prayer. The proposed Vestry Covenant (attached) was then presented by Mother LaRae. Comments and discussion followed. Jamie Workman indicated the need for the Vestry to speak as a unified voice as part of the Covenant. Item 10 was discussed as to why a ¾ majority was required versus a simple majority and suggested this be changed to a simple majority. The concept in Item 5 of attending all special and regular programs was reviewed, and it was agreed that Vestry would attend programs as they were able. In regards to Item 10, if a Vestry member receives comments or questions from a parishioner, Mother LaRae indicated it would be best to contact individual Vestry Team leaders as appropriate and then get back to the parishioner. Changes to the Vestry Covenant are as follows: (1) add Senior Warden or Rector; (4) regularly attend; (10) Change to simple majority from ¾ majority. Add After the meeting, all Vestry will support the motion.; (11) Add chance to speak, but may respond to questions. Mark Campbell moved to accept the Covenant as amended. Mike Salisbury seconded. Motion passed. A final version will be prepared and provided at the Vestry retreat.

Mother LaRae indicated David Shallow has Vestry pins for distribution. Jamie Workman was appointed process person for the meeting after Mother LaRae described the process person's responsibilities to new Vestry members

**E-mail Committee Reports (see attached).** Reports received are as follows: Building and Grounds, Communications and Outreach.

**Treasurer's Report:** Prior to the Vestry meeting, the Vestry approved Linda Brongel as Treasurer by e-mail vote.

Linda Brongel reported she had received all financial reports yesterday and no Treasurer's Report for January was available. She is working to formalize procedures for approval of expenditures with new forms, and these expenditures will be entered in Church Windows by the Assistant Treasurer. The first form, Expense Reimbursement Form (attached) must be approved by the appropriate Team leader, and there is also the option to donate the sum submitted. The second form, Purchase Authorization Form (attached), will be used for bills coming in to Emmanuel for payment and again, must have Team leader approval. It is necessary, however, to receive Vestry approval for any expense over \$500. Jim Beyer suggested putting the forms on the web site and electronically submitting the forms. It was agreed that a description of each form needs to be added. Linda will provide these descriptions, and this information will be included in the Emmanuel E-news.

The need to separate pledges from donations in Church Windows was discussed. Isabel noted that a listing of donations at year-end would be helpful for the Vestry to plan the following year's budget. Mother LaRae indicated the Finance and Stewardship Committees can help to resolve how each category can be delineated for parishioners and the Vestry.

Mother LaRae announced that Beth Jacobs will not continue as Assistant Treasurer, and the Vestry thanked Beth for her service. Jackie Roth's resume was then read to the Vestry. Mark Campbell moved to approve Jackie Roth as Assistant Treasurer. Jim Beyer seconded. Motion passed.

At this point, Mark Campbell moved to accept the January Vestry minutes as presented. Jamie Workman seconded. Motion passed.

**Senior Warden's Report.** Susan Cox announced that the Emmanuel Directory is almost completed. There are 162 membership units counted for Emmanuel. Cliff Egel's drop box to publicize events was provided, [emmaneulnews2032gmail.com](mailto:emmaneulnews2032gmail.com). Susan also reported on the successful Confirmation class mission trip to Chicago and announced the Youth Group will meet every other week with Mary Borge volunteering to work on a special project.

Susan then discussed the Constant Contact site which needs to have increased space. Mike Salisbury moved to increase the Constant Contact fee by \$5 per month to add additional documents. Penny Longo seconded. Motion passed. The added fee will be taken from the \$4,300 amount budgeted for IT expenses.

Susan next discussed weddings. Susan moved that we allow any two consenting adults age 21 or older who wish to be married or have their union or marriage blessed be

permitted to do so at the rector's discretion. Mark Campbell seconded. Susan indicated that the Liturgy Team would need to research Diocesan wedding guidelines as well as price ranges to charge for weddings. The Vestry discussed whether this motion should be opened to the parish, and Mother LaRae indicated the Vestry was charged with making decisions between annual meetings. The Vestry also felt the motion should reflect Illinois law and amended the motion to eliminate "age 21 or older." Mike Salisbury moved to accept the amended motion. Mark Campbell seconded. Motion passed. Isabel then discussed summer weddings at Emmanuel without air conditioning, noting it decreases potential bookings. There was also discussion about procedure in discussing the above motion if parishioners had questions, and Mother LaRae said they should be directed to discuss this with her.

**Interim Rector's Report:** Mother LaRae announced that Bishop Lee would be at Emmanuel on March 19<sup>th</sup> for a holy conversation with the entire parish. He will discuss Emmanuel's joys and sorrows in this time of transition and discuss what the Diocese should have done during this period, indicating he felt Emmanuel had not been well served by the Bishop's office. She asked that all Vestry members attend. There will be a clergy member not attached to Emmanuel as well as a Vestry member at each break-out round table after the initial presentation by Bishop Lee. It will be the responsibility of each Vestry member to be a recorder of the discussion at each table and then report findings to the Vestry. Mark discussed concerns about rehashing what had happened and hopes for a positive approach, and Mother LaRae indicated this would be a structured meeting.

**Ongoing/New Business.**

Susan Cox next announced that Marc O'Brien has added Rob Eckroth, Sue Jasiak and Chris Meyer to the Finance Committee. The Vestry discussed whether having two Endowment Committee members on the Finance Committee presented a conflict of interest. Susan clarified that the Finance Committee is charged with helping the Vestry create its budget and to help monitor income and expenses at the church. The Committee has no oversight over the Endowment Committee which remains the responsibility of the entire Vestry.

Mother LaRae said she had been approached by parishioners who were unable to hear her during Sunday worship and asked for approval of purchase of a new microphone up to \$100. The Vestry agreed this did not need a vote, but would be purchased with available funds.

**Junior Warden's Report:** Bill Hoekwater indicated, as Junior Warden, he is chair of the David E. Weaver IV Fund committee, and hopes to recruit new people to serve on the committee. He also explained how donations are received and the restrictions of the fund.

Bill next discussed the fact that the flower line item is under funded and is supposed to be a self-funding item. He moved to raise the cost of flowers to \$50 from \$45. Mark Campbell seconded. Motion passed. The Vestry discussed the use of silk flowers, and

Mother LaRae noted it is traditional to only use live plants or flowers for the altar. It was also agreed that this item would be forwarded to the Liturgy Committee to implement the changes and discuss if this fee qualified as a donation. It was also discussed what to do if a parishioner requesting flowers was unable to afford the \$50 fee. Mother LaRae suggested the options of requesting prayers or accepting the amount offered. The idea of taking the flowers to a facility such as Plymouth Place after the service was discussed, and it was agreed means of delivery and facilities who would accept flowers need to be researched.

**New Business:** Bill discussed the need to purchase a new circulating pump for the parish house since the current one needs replacement. Mark Campbell moved to allow \$2,400 to purchase a circulating pump for the parish house. Isabel Noth seconded. Motion passed.

Mark Campbell moved to support the idea of a soft space, child friendly area in the church. Penny Longo seconded. The Vestry discussed where the space should be, possibly taking out the first two rows closest to the altar in the chapel. Having this space at the back of the church or near the altar were also discussed. It was agreed Christian Formation should investigate and take field trips to different churches to see their spaces. Options will be presented to the Vestry at the next Vestry meeting.

Mother LaRae then gave each Vestry member the Bishop's Staff Directory indicating different staff members could provide support when researching different issues including the above soft space.

Mother LaRae then asked last year's Vestry members to provide \$20 each for Jeff Millikin's gift and asked all Vestry to contribute to the Rector's Discretionary Fund. The Discretionary Fund will be used to send flowers to the Anderson Family from the Vestry. She announced details of the Anderson funeral.

Mother LaRae next announced the Vestry Retreat to be held at St. James' Cathedral on March 2<sup>nd</sup>. She then passed out a draft of the Vestry Teams (see attached) which she wants completed by next week. Changes were made as follows: Susan Cox will serve with Jim Beyer on Communication; Penny Longo will serve on both Membership and Outreach.

Jim Beyer then asked if Vestry members knew of a company who could provide a new server for Emmanuel as well as a phone system. He indicated he is working with Vicki Roe on a staged IT plan. An option of using a cell phone system was discussed, but calls would need to be transferred and cell reception in Emmanuel has been problematic. A computer land line or other phone options were suggested, and Jim will use the Bishop's Resource List to gather suggestions.

After dismissing the Clerk and Treasurer, Mother LaRae and the Vestry moved into Executive Session at 9:00 p.m.

Respectfully submitted,

Ann Hileman  
Clerk of the Vestry

Addendum: On March 7, 2013 Bill Hoekwater sent an e-mail to Vestry members detailing the flooding which occurred in the South Building. Bill moved to approve expenditures up to \$1,000.00 to deal with the flooding situation in the South Building. By e-mail vote, the above motion was passed by the Vestry.

Attachments:

Vestry Covenant

Vestry Teams

Expense Reimbursement Form

Purchase Authorization Form

Bishop's Staff Directory

Buildings and Grounds Committee Report

Communications Committee Report

Outreach Committee Report