

**St. John the Evangelist Episcopal Church
Lockport, Illinois**

**January 12, 2011
Vestry Minutes**

Present: Robert Meehan, *Sr. Warden*, Alan Luzbatek, *Jr. Warden*, Susie Meehan, *Clerk*, Greg Messer(3), *Treasurer*, Clark Davis(1), Jerry Jezuit(2), Beth Paulsen(1), Todd Sheetz(2), John Larson, *Diocesan Liaison*, Pastor Terri Heyduk

Regrets: David Kapitanek(1), Mark Secor(3), Pat Steiner(3),
Unexcused: Marc Worst(2)

I. Reflections:

A. Eucharist: 7:00 PM

II. Routine Business Items:

A. Additions to Agenda

B. The minutes of the December 15, 2010 meeting were approved as read.

C. Treasurer's Report – The report and operating balance sheet as well as all finance reports are attached. Also included is the quarterly profit and loss statement. Treasurer, Greg Messer pointed out that for December expenses were more than income due to some large one-time expenses like the window trim in the church and the web site contract. The cash flow is fine. He added that for the year donations of \$13,000 were given anonymously. In addition, there was \$16,000 in pledge money that did not come in during by the end of the year. Some funds may come in once the year-end statements are received by parishioners.

The proposed budget for 2011 is attached. Jerry Jezuit summarized the work of the finance committee going over all of the income and the expenses and assuming that we will have a full time rector at some time during the next year. The budget shows a deficit for the year, but the committee feels it reflects reality. It is the best the committee could come up with given the information available at this time. There is a contingency fund that will cover the shortfall for a couple of years but in the long run this and future shortfalls will be something we need to look at carefully. Another significant issue is that pledge income has gone down somewhat. Estimates for all figures were based on historical information. The biggest concern is that if pledges are down as they were last year and the non-pledge income is low, the shortfall may be larger. We have eighteen months of more or less worry free cash flow but after that, unless we have more revenues, we will face serious budgetary issues. There may be some additional income: i.e. people finding out that they need to fulfill last year's pledge. The Diocese of Chicago has awarded St. John's approximately \$9500 for the 2011 fiscal year. The point was made that the budget may be revised at any time during the year particularly since a full time clergy may be coming on at some time this year. A comment was made that the possibility of revising makes the proposed budget good. **Clark Davis made the motion to approve the budget presented by the finance committee, and it will be presented to the parish at the annual meeting.** The motion was seconded and adopted.

D. Rector's Report – Terri thanked everyone for their support during the holidays. Pastor

Terri has made a number of pastoral visits, particularly with those who are ill and reminded us to keep them in our thoughts and prayers. As we move into the final phases of this interim time, we will focus more on the roles of leadership and roles/responsibilities of those who serve in worship will be more clearly defined. We have asked Terri to lead the Leadership Retreat (Jan 21-22). The retreat will address spiritual leadership.

Leadership is especially important during a transition time. Terri raised a concern that because our recently adopted constitution limits wardens' roles to three years our two wardens' terms will end an estimated six months into a new pastor's arrival. She suggested that, due to our transitional status, these terms be extended for one year. A resolution was suggested to be approved by the vestry and presented to the parish for further approval at the annual meeting. This resolution provides for continuity at this time. **Greg Messer made the motion to approve the resolution.**

Whereas, St. John the Evangelist Episcopal Church, Lockport, IL during 2010 through 2011 is in a period of transition.

Whereas, the plan is to call a new pastor during 2011.

Whereas, the three year term of office of the Senior and Junior Wardens as stipulated in the church constitution ends in January, 2012,

Be it resolved that in this special situation, the terms of the Senior and Junior wardens will be extended one year,

And be it further resolved that if the new pastor chooses, he/she may select new persons to fill either of these positions for three year terms beginning in 2012 and this resolution becomes moot.

The resolution was seconded and adopted. It was suggested that the resolution be sent to the bishop.

- E. Search Committee – A question was brought up as to when the process would be completed. John Larson, from the committee, reported that the committee is behind their schedule. Pastor Terri pointed out that it is likely that the interview time will be less than what the committee has planned. The next step is, once the profile is finalized, it needs to go to the diocese for approval. The vestry had copies of the draft profile, and the meeting was opened for feedback. Immediate comments included “impressed” and “excellent.” Suggestions: 1. On page 3 (history) “he built a thriving, vigorous church...” This might focus too much on the priest's accomplishments and its important to indicate the we know that one person is not our church; stating rather that the parish grew may be more to the point. 2. On page 11 avoid a picture of the new parish hall; just show a picture of the current church. The profile needs to show who we are now and not focus are what we haven't yet accomplished. The project has been a part of who we have been for the last 12 years and that should be mentioned. 3. There was mention of the importance of having an accurate picture of the church finances included in the profile (i.e. \$120,000 pledge income is inflated). 4. On page 12 there was some question on the how much of the information about Lockport was relevant to the profile. (i.e. reference to golf course) 5. The point was raised that maybe more information about our congregation be included (i.e. demographics) 6. Pastor Terri asked vestry permission to contact Doug Tierney and ask to meet with the committee to share her sense of the profile. The current draft is good yet may want to speak more to all the energy that she has seen and experienced here at St John's. We shouldn't under (or over) sell ourselves.

The vestry appreciates the search committee's extensive work and the commitment that

has gone into the development of the profile and would like to take advantage of the resources that we have available. The vestry enthusiastically supported Pastor Terri and her willingness to support the work of the Search Committee as it finalizes the profile.

- F. Junior Warden's Report – Allan Luzbatek has done more research on the water problem (odor) in the annex and the rectory. He suggested an electric anode in the hot water heater instead of the standard anode to correct the odor problem. He will research the cost, and then follow through on a solution. The other issue is the heat in the parish hall; a space heater was placed in Pastor Terri's office. To correct the musty smell in the basement of the Annex, he will get a dehumidifier set to drain directly.

- G. Standing Committee/Ministry Reports

- 1. Finance Committee

- Capital Campaign – Clark Davis' report is attached. We are looking at an estimated \$700,000 shortfall to finish the building project as outlined in the revised plans.

- Information from the diocese indicates that a first step is to solicit large capital donors. First get the large donors, followed by a traditional capital campaign with the parish. We have a significant amount of money accumulated. If we cannot get those initial funds, we will have to explore other options. There will be a meeting of the building committee and the capital campaign committee on January 26, 2011. The vestry is invited to attend.

- H. **Todd Sheetz moved to accept the Committee Reports with any additions made as they were reviewed.** The motion was seconded and adopted.

- III. Unfinished Business

- A. Web Page – Bob Meehan reported that quite a bit of progress has been made. Pam Sheetz met with Bob and Susie Meehan to complete a survey about design. Bob has been developing the text updating what was on the current website mostly streamlining that information. He looked at other websites within the diocese. We will have 20 pages available. Currently he has 14 pages so six more will be available for future development. Many pictures can be added and changed any time. It has been a lot of work but it will be an important tool that we can use effectively.
- B. Leadership retreat – Thirteen people are staying overnight and some will come for one or both of the days. There will be twenty altogether. Bob Meehan will coordinate who is bringing what food. The schedule will be gathering time, dinner, social, 1-1/2 hour program and then free time for social. Saturday will start with breakfast at 7:30 it is hoped to be finished by 3:30 pm.
- C. Annual Meeting – Bob reminded all to submit their reports for the Annual meeting scheduled for January 30.
- D. Vestry nominations for 2011 – There is still one three-year term and one one-year term to fill.

- IV. New Business

- A. Report on diocesan assistance for 2011 – Mentioned in the budget at \$9,000 the actual number will actually be \$9468 or \$789 per month. The finance committee expected a decrease; the actual decrease from last year's assistance is less than what the committee expected.

- V. Next Meeting

- A. The next meeting, a reorganization meeting, will be January 30 following the annual meeting.
- B. The next regular meeting is scheduled for February 16 at 7:00 pm

- VI. Adjournment

The meeting was adjourned at 9:30 with the Lord's Prayer.

Susan F. Meehan, clerk

Dates to remember:

January 21-22, 2011 Leadership Retreat

January 26, 2011 6:00 pm Special Meeting, Finance and Capital Campaign Committees,
Vestry invited

January 30, 2011 Annual Meeting followed by Vestry organizational meeting

February 16, 2011 7:00 pm Vestry Meeting