

**Church of St. John the Evangelist
Flossmoor, Illinois**

**Minutes of the Vestry Meeting
July 17, 2019**

Evening Prayer and Attendance

The vestry met in the Resource Room for Evening Prayer at 6:45 pm. Immediately after, the meeting was called to order by Fr. Jeremy Froyen at 7:08 pm. Members present were Fr. Jeremy Froyen (rector), junior warden Donna Blackburn, Bryan Burke, Kyle Dailor, Mary VanSwol, Laura Brady, Tonya Eisenberg, Mike Madden, Jean Scott, Rob McManamy, Chris Pfeifer, Bill Moser, treasurer Debbi Huggett, senior warden Pat Smith Huntoon, and clerk Tracie Moxley. Deacon Mike Bond and Ethan Eisenberg were also present.

Minutes

A motion was made by Bill Moser to accept the minutes from the June 19, 2019 vestry meeting. Debbi Huggett noted that the Rev. Shawn Schreiner's name was misspelled in the minutes, and after a second by Mike Madden to accept the minutes with that change, the motion passed.

Treasurer's Report

Debbi Huggett noted that due to some timing issues with the mail, a couple utility bills were delayed and being paid now. Over \$1000 was collected to offset the costs associated with the Pride Party, and money left over after those expenses will be deposited into a special purpose fund for outreach. Fr. Jeremy asked about making the financial reports more transparent as far as money collected for a special purpose (like the Pride Party), so it's clear how much was collected and then how it was spent.

Mary VanSwol moved to accept the Treasurer's Report and Bill Moser seconded. The motion passed.

Senior Warden's Report

Pat Smith Huntoon reported that the Hospitality Committee has drafted a form for using space in the church. The vestry discussed the need for developing policies about space rental for outside groups, as well as guidelines for weddings and funerals. For instance, would someone using the facility be in charge of setting up and taking down? If so, we need to consider the insurance implications. Pat also reported that the Hospitality Committee purchased the cake for the Zigmund farewell coffee hour.

Junior Warden's Report

Donna Blackburn reported that Safe Environmental will be working on the asbestos abatement starting July 29. The abatement will take a week. After coffee hour on July 28 (which is also the reception for Michael Soto), the undercroft will need to be emptied in preparation for that work.

The Buildings & Grounds Committee approved a vinyl plank flooring for the undercroft – guaranteed for 25 years. Bill Moser moved to have Leon’s install the flooring for \$17,000 (including side rooms and entryways), and it was seconded by Chris Pfeifer. The motion passed. The flooring is scheduled to be installed on August 19. The undercroft cannot be used until the new floor is installed, but Donna suggested we could paint the undercroft in the interim.

US Waterproofing is sending a supervisor to look at the foundation once the asbestos is removed, and any needed repairs will be made before the flooring is installed.

The rectory air conditioning was not cooling, so the HVAC service came out and said the freon needed to be recharged. If it continues to go out, the unit might need to be replaced because it is 22 years old and new residential units are not cost prohibitive. Additionally, the blower (air handler) is not working on the east A/C unit above the organ. King Heating & Cooling are coming out next week. King will also look at the Guild room A/C as it does not appear to be working.

Rector’s Report

Fr. Jeremy had the chance to visit Camp Chicago for the day last week, and said it was amazing to interact with the kids and network with a few people there. He is excited about a volunteer opportunity with Cradle to Crayons on the west side – where books, backpacks and toiletries are collected for kids from birth to 12 years. Volunteers work 90 minute shifts checking in donations, sorting donations and then picking orders. More information will be coming this fall as it might be a potential service project for youth.

The Thursday evening Breathing Underwater class has been very well received. Seven or eight people that haven’t been connected to St John’s are attending that class as well as St. John’s Table on Sunday evenings. Fr. Jeremy feels like seeds are being sown that might lead to a recovery ministry someday.

Fr. Jeremy participated in Lights for Liberty event last week, the vigil to protest the detainment of immigrants and their children. From Homewood to Kankakee and beyond, 700 sites around the world participated. He encouraged us to keep our immigration system and those working in it and affected by it, in our prayers.

Fr. Jeremy encouraged all vestry members to be vigilant when leaving the building as we continue to have a problem with doors being left open (or unlocked after the building has been locked) and/or lights being left on.

Long Range Planning Committee (LRPC)

Mark Moxley, (LRPC chair), submitted a report from their meeting last night. Vestry discussed the upcoming cottage meetings that will begin in mid-August.

Communications Committee

Ethan Eisenberg presented a proposal asking St. John’s to sponsor the Viking Broadcast Company. Sponsorship will allow us to reach out to the youth in community. Ethan has been collecting funds from the congregation with the goal of raising \$500, a platinum sponsorship. With that comes a 15-second commercial produced by the broadcasting students that will air

on during radio broadcasts. Laura Brady moved to approve Ethan to go forward, continue collecting through July, and then any remaining funds needed will be paid from the general fund. Bill Moser seconded. The motion passed. Ethan will get back to us with deadlines to make that commercial.

Fr. Jeremy reported that website is being revised often as is it much easier to edit on the new platform. The online giving option is active now and he requested vestry to set up their On Realm account (the interface that allows online giving), so when it is rolled out to the congregation we can help answer questions. On Realm also allows users to text a donation. Sarra will get a weekly report from that site and a system will need to be determined for providing that information to the counters.

The Capital Campaign pastoral letter was sent today to the congregation. The letter will also be found on the website under the Capital Campaign tab, and there is also a link to the Capital Campaign page from the homepage.

Old Business

Capital Campaign Update

A tentative schedule has been set for the cottage meetings, Sarra just needs to contact hosts to confirm the times. Facilitators are in the process of being lined up as well. The consultant will be at St. John's on Saturday, August 3 to train facilitators and then sign ups for the cottage meetings will begin August 4. Following the cottage meetings, a survey will be sent to all members to supplement those meetings.

Results of Financial Review

Fr. Jeremy distributed a report by Thomas Smith, a CPA who conducted a financial review of St. John's books. The report indicates our records are transparent and follow GAAP, but did recommend changes to our cash handling. Currently we do not follow the standard policy of two different people counting money. It is suggested we move to two teams of counters, with the money staying locked from Sunday to Tuesday. Maybe count right after church on Sunday? Diocesan guidelines suggest an audit every year (can be internal), and external audit every 5 years.

Update on Director of Music Search

The search for a new music director continues. The next candidate might join us on August 11 to lead music, beyond that we need to consider an interim organist. Lisa Kristina's name was offered as a possibility.

New Business

Certification of Lay Delegates to Diocesan Convention

Our lay delegates to Diocesan convention were elected at the Annual Meeting in January and are Gale Michael, Susan O'Brien and Don Rubins. Laura Brady and Pat Smith Huntoon offered to be the alternates. A motion to appoint them as alternate delegates was made by Bill Moser and seconded by Rob McManamy. The motion passed.

Addition of Brave Fung to Clergy & Family Health Coverage

Currently, Fr. Jeremy is the only one covered on his health insurance policy because Brave was covered through his employer. That is no longer the case, and Fr. Jeremy's contract does allow for family coverage, so Brave will be added to the policy. Fr. Jeremy will email vestry once he knows the cost.

Jubilation Sunday

Jubilation Sunday is on the calendar for Sunday, September 8. Pat Huntoon will ask Cynthia Turnquest to spearhead decorations as she's done in the past. Pat will also remind leaders of ministries to get ready.

Other New Business

Bill Moser suggested sending a thank you note to Gale Michael for her leadership with the Ice Cream Social. Laura Brady offered to draft the notes if vestry members let her know. Going forward, when vestry members have someone they would like to thank, they should send Laura an email.

Rob McManamy reported that the SWIFT billboard will be on I-80/294 facing Indiana starting August 1.

Adjournment

A motion to adjourn by made by Bryan Burke and seconded by Bill Moser. The motion passed. The next vestry meeting is scheduled for Wednesday, August 21, 2019.

Respectfully submitted,
Tracie Moxley
Clerk of the Vestry