

St. Peter's Episcopal Church
Vestry Meeting Minutes
October 19, 2017

At 7:00 P.M., the meeting was called to order by Interim Rector, Fr. Jim Clement. He led **opening prayers**. Those **present** were Fr. Jim Clement, Interim Rector, Barb Weaver, Judy Dettloff, Jack Frost, Lynne Roberts, John Vain, Bill Nicklas, and Donna Hill, Vestry Clerk.

Those **absent** were Anita Biletzky and Bronwyn Burgweger.

There were four **guests** in the audience.

Bill Nicklas moved and Barb Weaver seconded that the **agenda** be accepted after Barb requested that "Additional Committee" be added to the Agenda. The motion carried.

Barb Weaver moved and Bill Nicklas seconded that the **Minutes** be accepted after a question was addressed. The motion carried.

There was nothing presented in **Open Forum**.

Committee Reports

Treasurer's Report – John Vain clarified operating expenses, carry-overs, pledge income, and various other budget line items. Plate giving is currently up from what was anticipated. John asked that in the near future, Vestry members review the budget and make suggestions if they feel there are line items no longer needing to budget for when drawing up the 2018 budget.

Buildings and Grounds – Bill Nicklas handed out a bid from Theisen Roofing and Siding for installing two chimney caps and resealing the flashing on the back of the chimney at the Nolan House (\$365). The Vestry approved the repair. Another repair needed in the Nolan House is the replacement of the shower surround (\$1,950). The Wetzel House is in need of window work (\$1,250). Bill moved to go forward with the shower and window projects. Barb Weaver seconded the motion. No vote was taken at this time due to discussion. The question was asked as to how best to pay for these projects. John Vain referred to the budget and made a recommendation that money be taken out of the Carry-Over. He also mentioned that an overdue bill had been paid out of the Carry-Over. Bill Nicklas added that there was one more repair needed on the canopy over the west entry door at the Wetzel House (\$1,000). Bill amended his previous motion by moving that the Vestry approve the repairs for the shower, window and canopy projects. Barb Weaver seconded the motion and it carried.

Caregivers – Report attached

Christian Outreach – Report attached. Lynne Roberts referred to a poster showing several programs of which the Church has become involved. She reported that five parishioners had walked in the Crop Walk. Donations came in very well.

Search Committee – Phil Montgomery, who represented the Committee, reported that the job is posted and work on interview questions will begin.

St. Nicholas Committee – Barb Weaver shared that the festivities are taking place on Friday, December 1st. The Committee asked that the Vestry consider restoring Waterman Hall to its original state the following day, Saturday, December 2nd. She was assured that the job would be done.

Interim Rector's Report – Fr. Jim reported that he had attended the Rockford Deanery Meeting at Grace Church in Sterling. St. Peter's will host the deanery gathering on Thursday, February 22nd, 2018. He recently attended the Diocesan Clergy Dinner at St. James the Less in Northfield. He also joined diocesan clergy at the annual clergy Conference in Northbrook, Illinois. He shared that the Adult Christian Education classes were doing well. There were two children at the Children's Education gathering. There will be one service at 9:00 A.M. this Sunday due to the Pumpkin Festival. All Saints will be celebrated at both services on November 5th.

OLD BUSINESS

Cleaning Service – Additional bids (since the last Vestry Meeting) were received and are attached. All bids were rejected at this time. John Vain suggested running a "Cleaning Help Wanted" type of ad. Bill Nicklas and John Vain volunteered to conduct interviews. The Vestry agreed.

Office Manager – Fr. Jim distributed copies of the job description for an office manager. There was discussion. Bill Nicklas moved to approve the Job Profile as presented with an \$11.00 per hour salary specified. John Vain seconded the motion. Bill moved to amend the motion by adding that the job post be made immediately. The motion was seconded and it passed.

NEW BUSINESS

Fr. Jim announced the resignation of Pat Klein's Chair position for the Buildings and Grounds Committee, effective in January.

Vestry Opening – An opening for a Vestry member-at-large was created due to the resignation of Steve Guziec, who is moving. Bill Nicklas shared that Phil Montgomery had agreed to fill that position through the remainder of 2017. A process is in order so that there will not be a conflict with Phil's role on the Search Committee vs being a Vestry member. Bill moved and it was seconded that Phil Montgomery fill the vacancy. The motion passed.

Stewardship Campaign – There was discussion on the best approach for conducting the campaign. The first step is to send out a letter, and it was agreed to get it out within the next two weeks. Bill Nicklas will be working on a draft. November 3rd will be the deadline for pledges to be made.

There was discussion for recognizing Deacon Dee Goodale's due to her transfer to another parish.

At 9:00 P.M. it was moved and seconded to adjourn. The motion passed.

Closing Prayers were offered by Fr. Jim Clement.

Respectfully submitted by,

Donna Hill, Vestry Clerk