

St. Michael's Episcopal Church

Barrington, Illinois

Minutes of the Vestry Meeting of Monday, August 18, 2025

7:00 p.m. – Conference Room / In-Person with Virtual Attendance Option

Present -In Person: The Rev. Ralph Osborne (Priest in Charge), Liz Gabis (Senior Warden – 2026), Bob Hoyler (Junior Warden - 2026), Sam Adams-Lanham (2026), Wes Kimes (2026), Paul Carrubba (2027), Jeff Tolle (2027), Cathy Koehlinger (2028), Pat Okonek (2028), BJ Seagrist (2028), John Davis (Treasurer), Craig G. Anderson (Clerk)

Present – Virtual: Lynn Mayberry (2026), Craig W. Anderson (2027)

Absent: Paul Carrubba (2027)

1. Call to Order and Confirmation of Quorum

There being a quorum present, the meeting was called to order at 7:06 p.m. by Fr. Ralph Osborne.

2. Opening Prayer

Fr. Ralph Osborne and the Vestry offered the opening prayer in unison.

3. Approval of Agenda

Sam Adams-Lanham moved, and Pat Okonek seconded, that the agenda for this evening's meeting be approved as presented. Upon a voice vote: All Ayes; No Nays. Motion carried.

4. Approval of Minutes – July 21, 2025

Vestry Clerk Craig G. Anderson noted two typographical errors in the first sentence of the second paragraph in section '4. St. Michael's Church Legacy Fund', for which he offered correction. Upon a voice vote: All Ayes; No Nays. Motion carried.

Junior Warden Bob Hoyler moved, and Jeff Tolle seconded, that the minutes of the July 21, 2025, meeting of the Vestry be approved as corrected. Upon a voice vote: All Ayes; No Nays. Motion carried.

5. New Business

Finance Report

Treasurer John Davis presented a summary overview of St. Michael's revenue and expenditures for July 2025 and year-to-date. He noted that pledge revenue has not diminished, overall July was a quiet month, and some investment revisions have been made. The Finance Committee has had some discussions and will continue to do so.

Wes Kimes moved, and Senior Warden Liz Gabis seconded, that the July 2025 Financial Statements be accepted. Upon a voice vote: All Ayes; No Nays. Motion carried.

September 7, 2025 – Kickoff Sunday

Senior Warden Liz Gabis reviewed events planned for Kickoff Sunday, which is a celebration of St. Michael's return from summer to its regular schedule. Assistance is requested to help Sunday School Director Kim Curtis with preparations for Kickoff Sunday.

September 28, 2025 – Stewardship Sunday

Senior Warden Liz Gabis noted that this year's Stewardship Sunday is in honor of our parish namesake, St. Michael the Archangel, the protector and leader of the heavenly armies, and will include a picnic celebrating the feast day of St. Michael. Jeff Tolle reviewed some of the plans for this year's stewardship initiative, including parishioner stories at upcoming Sunday services.

Discussion regarding this year's stewardship efforts included opportunities to assist, budget needs, picnic planning, communications, and the overall theme and message to convey.

Fellowship Initiative

Senior Warden Liz Gabis advised that guidelines are being prepared to answer some frequently asked questions to assist participants and offer a consistent message.

Barrington Mid-Century Architect Community Tour – October 4, 2025

Senior Warden Liz Gabis is seeking persons to help with the St. Michael's component of the tour. It is an open house event and a great opportunity for public relations. Junior Warden Bob Hoyler noted it is an outstanding opportunity to encourage persons to consider St. Michael's for their church home. Sam Adams-Lanham advised that volunteers who assist with components of the tour will be provided with tickets to walk the entire tour if they would like to do so.

CROP Hunger Walk – October 12, 2025

Senior Warden Liz Gabis reviewed plans for this year's event in Barrington. A volunteer is needed to assist parishioner Lindsay Taylor with St. Michael's participation in this year's walk.

Building and Grounds

On behalf of Paul Carrubba, BJ Seagrist provided an update on the need to replace one of St. Michael's church building HVAC units.

Junior Warden Bob Hoyler moved, and BJ Seagrist seconded, that funding in an amount not to exceed \$40,000 be approved for replacement of the HVAC unit on the flat roof over the north part of the church building. Upon a voice vote: All Ayes; No Nays. Motion carried.

BJ Seagrist also noted that meetings are planned to move forward with painting arrangements, address Preschool closet needs, and address rectory punch list items.

BJ Seagrist reviewed the detailed written report he provided to members of the Vestry regarding St. Michael's audio system needs and recommendations to address those needs.

Following discussion of options and ideas, Sam Adams-Lanham moved, and Craig W. Anderson seconded, that Phase 1 of the approach to improving St. Michael's audio system at a cost of \$3,900 be approved. Upon a voice vote: All Ayes; No Nays. Motion carried.

It was noted that some trees and other exterior items at St. Michael's have sustained damage, most likely due to recent severe weather. BJ Seagrist moved, and Pat Okonek seconded, that funding in an amount not to exceed \$700 be approved for repairs. Upon a voice vote: All Ayes; No Nays. Motion carried.

6. Old Business

Tech and Communications Committee Update

Pat Okonek provided an update on the implementation and use of Realm, an online church management software program, including parish communications and outreach. St. Michael's will need to have a person who is responsible for the ongoing management of Realm's use at St. Michael's. Current and ongoing needs include updating parish records, including the parish directory, and prioritization and allocation of work.

Junior Warden Bob Hoyler noted that St. Micheal's website is changing on a regular basis with the addition and revision of pages and is a huge opportunity to attract persons seeking a church home.

Search Committee Update

Sam Adams-Lanham provided an update regarding activities and actions of the Search Committee. She noted that the committee has had two recent meetings, a committee team-building event is scheduled for later this month, and the committee members have assigned roles; Gwynne Johnston is the liaison for the upcoming CAT (Congregational Assessment Tool) survey. Also, Sam expressed thanks for the inclusion of the Search Committee in the Prayers of the People.

With respect to the CAT survey, Sam provided information regarding the survey modules and sections to be used by St. Michael's. The goal is to have the CAT survey during September.

During discussion, Wes Kimes recommended that at Sunday services there be regular, brief updates regarding the search process.

Outreach Fundraiser

Sam Adams-Lanham offered an update on activities and components for the August 23, 2025, event at St. Michael's. As of now, there are 120 registrants for the event.

Preschool Update

Junior Warden Bob Hoyler provided an update regarding Little Angels Christian Preschool operations and programs. He advised that preparations for the required DCFS audit are underway and noted the continued outstanding work of the Preschool management staff. Vestry liaisons Lynn Mayberry and Cathy Koehlinger also commented on operations.

The Sunday Brew

Junior Warden Bob Hoyler noted that Deacon Tim Murray hosted and facilitated The Sunday Brew on August 3, 2025, "Caregiving Care, Rhymes with Prayer." The importance of caregivers receiving care for themselves, including spiritual nourishment, was emphasized at this well-attended session.

Persons interested in assisting in the Pastoral Care Ministry and facilitating caregiver support groups are asked to contact Junior Warden Bob Hoyler.

Discretionary Fund

Fr. Ralph Osborne advised that some initial assistance has been provided to the Georgian family.

7. Closing Prayer

Fr. Osborne and the Vestry offered the closing prayer in unison.

8. Motion to Adjourn

Pat Okonek moved, and Wes Kimes seconded, that the meeting be adjourned. Upon a voice vote: All Ayes; No Nays. Motion carried.

The meeting adjourned at 9:09 p.m.

Respectfully submitted,

/s/ Craig G. Anderson

Craig G. Anderson, Clerk