

St. Michael's Episcopal Church

Barrington, Illinois

Minutes of the Vestry Meeting of Monday, October 20, 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), Sam Adams-Lanham (2026), Lynn Mayberry (2026), Jeff Tolle (2027), Cathy Koehlinger (2028), Pat Okonek (2028), BJ Seagrist (2028), John Davis (Treasurer), Craig G. Anderson (Clerk)

Present – Virtual: Bob Hoyler (Junior Warden-2026), Craig W. Anderson (2027)

Absent: Wes Kimes (2026), Paul Carrubba (2027)

1. Call to Order and Confirmation of Quorum

There being a quorum present, the meeting was called to order at 7:04 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

Fr. Osborne requested that Lighting be added to the agenda as part of Old Business.

Jeff Tolle moved, and Pat Okonek seconded, that the agenda for this evening's meeting be approved as amended to include Lighting as part of Old Business. Upon a voice vote: All Ayes; No Nays. Motion carried.

4. Approval of Minutes – September 15, 2025

Lynn Mayberry moved, and BJ Seagrist seconded, that the minutes of the September 15, 2025, meeting of the Vestry be approved as presented. Upon a voice vote: All Ayes; No Nays. Motion carried.

5. Old Business

Stewardship Pledge Update

Jeff Tolle provided an update on this year's stewardship/pledge effort. It was noted that 62 responses have been received thus far; for 2025 St. Michael's has 119 pledge units; and plans will be prepared for follow-up with persons who have not responded.

CROP Hunger Walk (October 12, 2025) and Mid-Century Modern Architectural Tour (October 4, 2025)

Senior Warden Liz Gabis reported that these two events went well and were good community involvement opportunities for St. Michael's.

Tech and Communications Committee Update

Pat Okonek reported that conversations are continuing with parish staff and other persons who most use St. Michael's technology and communications systems to ascertain current actual uses and what is needed to help determine uses going forward.

Junior Warden Bob Hoyler noted that St. Michael's website is continuing to evolve and improve, and that possible uses for and implementation of Instagram are being explored. Also, he advised that the Pastoral Care Team is working on a plan to determine parishioner needs and how to reach out to those persons.

Fr. Osborne expressed appreciation for all the work being done for our parish.

Pat Okonek commented on need for an overarching social media strategy, including its use and management, and various tools which might be of assistance. Junior Warden Bob Hoyler emphasized the importance of having a common purpose. Vestry members then discussed potential uses.

Preschool Update

Lynn Mayberry and Cathy Koehlinger reported on a recent strategy meeting focused on the recruitment process for a qualified, growth-focused Little Angels Christian Preschool Director. The results of that discussion indicated need for outside recruitment assistance with several steps in the process, including reference checks, background checks, etc. for applicants, and to define the process for initial and follow-up interviews.

Junior Warden Bob Hoyler, Lynn Mayberry, and Cathy Koehlinger will continue to shepherd and manage the recruitment process for a new Director. It was noted that the Little Angels Christian Preschool is a major component of our parish.

Junior Warden Bob Hoyler moved, and Sam Adams-Lanham seconded, that the potential salary for the Little Angels Christian Preschool Director be increased and a recruitment assistance fee of 20% to 30% of the potential annual salary for the new Director be authorized. Upon a voice vote: All Ayes; No Nays. Motion carried.

Sound System Upgrade

BJ Seagrist provided an update on improvement of the sound system in the St. Michael's nave and choir areas, including determination of actual needs. He advised that a trial period for the mixing board, etc. has been scheduled to begin on November 21, 2025.

Also, Fr. Osborne noted it has been expressed to him that there might be need for additional lighting in the choir area to better see the choir and provide improved lighting for choir members to see the hymnal and other documents. The Vestry discussed this item, and it was suggested that if there is a need, a viable plan should be forwarded to the Vestry for vote via email. The Church Interior Lighting Designated Fund was mentioned as a potential source of funding for this project.

Building and Grounds

Senior Warden Liz Gabis reviewed the Building and Grounds update information provided by Paul Carrubba:

With respect to old items, the sidewalk work is complete; a contract to upgrade Preschool security and address state fire marshal requirements has been awarded; painting for the Sturtz House and the rectory will be included as line items in St. Michael's 2026 budget; and the emergency exit stairwell in the church building has been cleared.

Regarding new items, Kay Lewis has requested that the cedar siding at the Sturtz House, which consists of a 19-foot by 7-foot section and a 6-foot by 7-foot section, be painted. Both sections need to be power

washed and caulked prior to painting. If weather permits, this project might be accomplished prior to the new year.

Also, plumbing for the piscina needs to be addressed, along with some warping windows in the sacristy. More information will be provided after an inspection with Altar Guild representatives.

6. New Business

Finance Report

Treasurer John Davis provided a summary overview of St. Michael's revenue and expenditures for September 2025 and year-to-date. He noted that there was nothing unexpected during September and minimal change in the parish fiscal picture.

John advised that the Finance Committee has been reviewing St. Michael's assets, investment performance, and options. He provided a summary of related comments from parishioner Dave Waring and reviewed information from the Episcopal Church Foundation included in the Vestry meeting packet.

Following discussion of the information and the investment approach presented, Senior Warden Liz Gabis moved, and Sam Adams-Lanham seconded, that St. Michael's move ahead with the service offered by the Episcopal Church Foundation. Upon a voice vote: All Ayes; No Nays. Motion carried.

Lynn Mayberry moved, and Pat Okonek seconded, that the September 2025 Financial Statements be accepted as presented. Upon a voice vote: All Ayes; No Nays. Motion carried.

2026 Housing Resolutions

Senior Warden Liz Gabis reviewed the purpose of the housing allowance resolutions.

BJ Seagrist moved, and Lynn Mayberry seconded, that the 2026 Housing Allowance Resolution for The Reverend Jim Swarouth be approved. Upon a voice vote: All Ayes; No Nays. Motion carried.

Sam Adams-Lanham moved, and Senior Warden Liz Gabis seconded, that the 2026 Housing Allowance Resolution for The Reverend Ralph E. Osborne be approved. Upon a voice vote: All Ayes; No Nays. Motion carried.

Liability Insurance for Church Properties

Cathy Koehlinger reported that Junior Warden Bob Hoyler and she have had discussion with insurers regarding liability coverage for St. Michael's. Based on those discussions, it appears that a better price from another carrier is not likely. However, there might be further review of potential cost reduction options.

Announcements

Senior Warden Liz Gabis noted several upcoming events at St. Michael's: Sunday, October 26, 2025, 11:00 a.m., Fire Safety; Wednesday, October 29, 2025, 7:00 p.m. to 8:00 p.m., Letting Go of Grief; Sunday, November 2, 2025, 4:00 p.m., All Souls Requiem; Sunday, November 2, 2025, 11:15 a.m., Mental Health – What's your mood?

Liz noted that assistance is needed to provide refreshments at parish events.

Welcome Ministry

On behalf of Mary Ann Seagrist, Senior Warden Liz Gabis reviewed the Welcome Ministry nametag board proposal. The consensus of the Vestry is to proceed with the project.

Also, a new welcome brochure has been prepared for St. Michael's parishioners and visitors.

Search Committee CAT Survey Thoughts

Sam Adams-Lanham provided an update on the work of the Search Committee. Sam reported that there has been great response to the invitation to participate in a small group listening session; commented on the October 19, 2025, meeting with The Rev. Andrea Mysen to review the results of the CAT survey; and noted that the Search Committee has been meeting regularly, usually Tuesday of each week.

Outreach Disbursements

Sam Adams-Lanham reviewed the Outreach Committee grant allocation recommendations for this fall, which were provided to the Vestry. The recommended allocations meet or exceed requested amounts for 2025. Also, a one-time donation to Episcopal Relief and Development for work being done by the Episcopal diocese in Jerusalem is recommended.

BJ Seagrist moved, and Cathy Koehlinger seconded, that the Outreach Committee grant allocations for fall 2025 be approved as recommended. Upon a voice vote: All Ayes; No Nays. Motion carried.

2026 Wardens and Vestry Members – Preparations

Fr. Osborne and Vestry members discussed preparations for the upcoming year.

7. Closing Prayer

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

8. Motion to Adjourn

Jeff Tolle moved, and Sam Adams-Lanham seconded, that the meeting be adjourned. Upon a voice vote: All Ayes; No Nays. Motion carried.

The meeting adjourned at 9:10 p.m.

Respectfully submitted,

/s/ Craig G. Anderson

Craig G. Anderson, Clerk