

St. Michael's Episcopal Church

Barrington, Illinois

Minutes of the Vestry Meeting of Monday, March 16, 2026

7:00 p.m. – Parish Library

Present – In Person: The Rev. Ralph Osborne (Priest in Charge), Liz Gabis (Senior Warden – 2027), Bob Hoyler (Junior Warden - 2027), Lynn Mayberry (2027), Craig W. Anderson (2028), Jeff Tolle (2028), Bob Wonder (2028), Cathy Koehlinger (2029), Pat Okonek (2029), Craig G. Anderson (Clerk)

Present – Virtual: Sam Adams-Lanham (2027), BJ Seagrist (2029)

Absent: Wes Kimes (2027), John Davis (Treasurer)

1. Call to Order and Confirmation of Quorum

There being a quorum present, Fr. Ralph Osborne called the meeting to order at 7:04 p.m.

2. Opening Prayer

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

3. Commissioning of Vestry and Wardens

The Vestry and Wardens will be commissioned at the Easter Vigil on Saturday, April 4, 2026, 8:00 p.m.

4. Approval of Agenda

Cathy Koehlinger moved, and Craig W. Anderson seconded, that the agenda for this evening's meeting be approved as presented. Upon a voice vote: All Ayes; No Nays. Motion carried.

5. Approval of Minutes

Vestry Meeting of February 16, 2026

Sam Adams-Lanham moved, and Junior Warden Bob Hoyler seconded, that the minutes of the February 16, 2026, meeting of the Vestry be approved as presented. Upon a voice vote: All Ayes; No Nays. Motion carried.

6. Appointment of Treasurer and Clerk

Craig W. Anderson moved, and Lynn Mayberry seconded, that John Davis be reappointed as Treasurer for one year and Craig G. Anderson be reappointed as Clerk for one year. Upon a voice vote: All Ayes; No Nays. Motion carried.

7. Old Business

Election Results

Junior Warden Bob Hoyler requested that the results of the March 15, 2026, Special Meeting of the Parish to Elect Wardens, Vestry and Diocesan Delegates be included on the St. Michael's website. Clerk Craig G. Anderson will follow up with this request.

Building and Grounds Activity Updates: Rectory Improvements

Craig W. Anderson and BJ Seagrist provided an update regarding the rectory improvement project and responded to various questions and suggestions from the Vestry. The update and discussion focused on the extent of needed improvements; priority projects, such as the main bathroom and interior painting; and potential costs for labor and materials. There is concurrence that the rectory should reflect welcome, care, and concern for its occupants and visitors.

Next steps include finalizing cost estimates for punch list items and for improvements. Also, the Village of Barrington will be contacted regarding permit requirements.

Status of Flood Insurance for St. Michael's Properties

Cathy Koehlinger reported that flood insurance proposals to cover St. Michael's church building, the rectory, and the Sturtz House have been obtained and reviewed. The total annual premium cost for the three properties would be \$2,300. Discussion included risks, qualifying events, coverage, and deductible per occurrence.

Junior Warden Bob Hoyler moved, and Lynn Mayberry seconded, that the proposals presented be accepted. Upon a voice vote: All Ayes; No Nays. Motion carried.

Search Committee Update

Sam Adams-Lanham advised that there is no update at this time.

8. New Business

Financial Report

Junior Warden Bob Hoyler noted that St. Michael's revenues and expenditures are generally as anticipated at this point in the fiscal year.

Security Update

Senior Warden Liz Gabis provided a summary overview of the draft 'Building Security Policy' document distributed to the Vestry, including use of and access to St. Michael's church building in general and the Chapel in particular.

Vestry discussion focused on reasons and needs for building access and options for security, including use of key codes and timed open-door periods. Senior Warden Gabis will follow up on comments and ideas offered during discussion.

Vestry members also discussed the 'Safe Church, Safe Communities Training Requirements' adopted by the Episcopal Diocese of Chicago. Junior Warden Bob Hoyler noted that the Vestry needs to develop rules and policies for St. Michael's, which then need to be sent to the Diocese for review and approval. Also, background check needs and requirements were discussed.

Young Adults & Young Families ("YA & YF") Ministry

Senior Warden Liz Gabis and Pat Okonek led Vestry discussion of options for an 'Ice Cream Social Open House' event at St. Michael's for nearby residents and other persons to visit and learn more about our parish.

Easter Review

Fr. Ralph Osborne noted the schedule for upcoming Easter services and events.

Parish & Communications Administrator Search Status

Junior Warden Bob Hoyler provided an update on the search process for the Parish & Communications Administrator, including steps for reviewing applicant qualifications, vetting, and selection for interviews. Development of a new St. Michael's parish directory is anticipated to be among the first tasks for the Administrator.

Follow-Up on Vestry Retreat

In response to a request from Fr. Ralph Osborne, Vestry members noted that the March 7, 2026, retreat included a thoughtful agenda; offered the opportunity for good reflection and conversation; was a true retreat; was very complete; started with an excellent discussion of spiritual gifts, which set the tone for the remainder of the day; and provided quality time for contemplation during this period of transition. It was suggested that perhaps the first Saturday in March should be designated for an annual Vestry retreat.

9. Closing Prayer

Fr. Ralph Osborne, the Vestry, Wardens, and Clerk offered the closing prayer in unison.

10. Motion to Adjourn

Lynn Mayberry moved, and Craig W. Anderson seconded, that the meeting be adjourned. Upon a voice vote: All Ayes; No Nays. Motion carried.

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

/s/ Craig G. Anderson

Craig G. Anderson, Clerk