

**MINUTES OF THE VESTRY**  
**ST. MATTHEW'S EPISCOPAL CHURCH, HILLSBOROUGH, NC**  
**February 18, 2020**

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**Present:** The Rev. Robert Fruehwirth, Rector; The Rev. Lisa Frost-Phillips, Assistant to the Rector; Kim Powell, Director of Christian Education; Jehanne Gheith, Senior Warden; Jim Charton, Junior Warden; Jane Clunie; Maria Costello; Conrad Fulkerson; Dale Games; Vera Shanley; Beth Swain; Sonja Tilley; Dorothy Wood, Treasurer

**Guests – Newly-elected Vestry Members:** Elizabeth Hays, Steve Hutson, Blythe Thompson

**Absent:** Susan Alden, Clerk of the Vestry – excused

The Rev. Fruehwirth called the meeting to order at 7:00 pm in the Graebner Room. The Rev. Frost-Phillips offered an opening prayer.

**I. Spiritual Autobiography – The Rev. Lisa Frost-Phillips**

The Rev. Frost-Phillips shared her spiritual autobiography with the group.

**II. Review of Annual Meeting – Jehanne Gheith and All**

Dr. Wood observed that Rev. Fruehwirth kept track of time during the Annual Meeting, and she appreciated his adherence to the schedule. Dr. Gheith commented that the meeting did not feel either rigid or rushed. The Rev. Fruehwirth, the Rev. Frost-Phillips, Dr. Gheith, and Dr. Wood were seated at a table at the front of the church, and the Rev. Fruehwirth noted this was meant to convey collaborative leadership. Dr. Fulkerson was thanked for his role in the recognition of the search committee. It was suggested that each year a special person or team might be recognized at the annual meeting for their contributions to the church. The Rev. Fruehwirth appreciated Mary Rocap's song to end the meeting.

**III. The Vestry: Discerning the Elusive Good for the Parish – The Rev. Robert Fruehwirth**

Years ago, Rev. Fruehwirth heard a speaker who helped him realize that there is no "right way" to be a leader, what needs to be determined is what is right for this community in this context with this particular mission. One of the principle jobs of the vestry is to be a community that discerns God's will for the community. What is appropriate for God's life in the community right now? Since we are all different, God speaks to each of us differently, which need not cause anxiety. We can all speak of our individual experience. In their role as leaders, he believes that Vestry members also act as ambassadors to the congregation. Communication flows from the congregation to the Vestry and from the Vestry to the congregation.

Completion of the Vestry self-review was encouraged by those who have not done so, as it provides good feedback for the clergy. There was an opportunity for reflection on a passage by David White. The Rev. Fruehwirth noted that so much is currently flourishing in the parish, but discomfort is emerging as well in various ways. We are called to "discern the unknown will of God."

**IV. Approval of Vestry Meeting Minutes from the January meeting – All**

**ACTION:** Dr. Shanley motioned, Dr. Fulkerson seconded, and the Vestry voted to approve the January meeting minutes as written.

**V. Clergy Reports – The Rev. Lisa Frost-Phillips and the Rev. Robert Fruehwirth**

The Rev. Frost-Phillips reports that:

- She supervises Ms. Powell and provides direction concerning programs for children and youth, while Ms. Powell implements the programs. The youth have chosen to focus on Spirituality and the Arts. Harry Potter and music have been two of the themes to date. They plan to work on drawing icons during Lent.

- The recent Secret Pals breakfast went well. Ms. Powell will be leading a Family Faith Formation program about Harriet Tubman. The Rev. Fruehwirth was pleased that the Racial Justice & Reconciliation Committee's showing of the movie Harriet and the Family Faith Formation can build on one another.
- In the area of Pastoral Care there are ongoing needs. The Rev. Frost-Phillips, Dr. Hugh Tilson and others are taking the lead in this outreach ministry. The Sunday Forum on Feb. 23rd will be about pastoral care, hoping to recruit more to participate. The Shawl Ministry and some of their work will be blessed Feb. 23rd at the 10:30 service. Susan Steinberg, previously of UCC in Chapel Hill, and the Rev. Frost-Phillips will lead a Contemplative Lenten Journey.
- Kelly Hopper, Ms. Powell and others have developed a list of furnishings to be purchased for the new Education Building. Their budget is \$20K, but as of now their expenditures will be a little over \$7K, which was approved by the Vestry. Dr. Wood was very pleased to hear there would be funds remaining.

The Rev. Fruehwirth notes that:

- The Rev. Frost-Phillips is not his assistant, but is independent. Senior or Associate Rector would be more appropriate titles for her.
- Renaming the Ruffin House is a topic of interest to many in the congregation. The entire St. Matthew's community, not just the Vestry, will be involved in reflection around Ruffin and our relationship with him, which will start next fall. The Rev. Fruehwirth finds the need to address Hillsborough's history compelling. Dr. Gheith believes it is appropriate for the Vestry to provide leadership, but also that the process requires discernment by the congregation and should not be rushed.
- A very generous gift of half a million dollars has been pledged to the church by John & Marjorie Oxaal. Financial controls are very important to the donors, so these will be examined and improved as needed. The gift will be restricted for maintenance of the church.
- Faith and the Arts is considering what skills and traits they will look for in Mary Rocab's successor. Ms. Rocab will be resigning the position in June.
- A special Lent program has been developed and publicized by Rev. Fruehwirth. Additional information will be emailed. Dr. Fulkerson commented that the design of the handout is compelling.
- The Racial Justice & Reconciliation Committee, Social Ministries Committee (SMC), and Prison Ministry are developing due to anticipated new leadership in the SMC and potential future joint projects.
- The Rev. Fruehwirth reported that more staff hours are needed, but funds will not be available until the new building is completely paid for. However, an intern from Duke will likely be here for the summer. The Rev. Fruehwirth would like to hire a curate in the future.

## **VI. Financial Reports – Dorothy Wood**

*January financial reports are attached.*

- Dr. Wood informed new Vestry members of their responsibility for counting donations after church. New members will be incorporated into the schedule, which will begin in June.
- Dr. Wood explained that there are three versions of the financial report: the shortest is included in the newsletter each month, a more complete one is provided to the Vestry and is attached to the agenda. A more expansive spreadsheet with greater detail is also available and Dr. Wood is happy to explain the details one-to-one or answer specific questions individuals may have. Our expenses are currently less than income due to \$20K rolled over from 2019. The Rev. Fruehwirth asked about prepaying outreach, but that was not possible this year. Outreach contributions will be paid out of the budget. St. Matthew's finances are still tight, due to the new building. The parochial report has been completed by Sara Brewer and Dr. Wood. Last year we had much more cash in our accounts than is typical, due to donations for the new building. 2020 should be a much leaner year after contractors are paid. The Rev. Fruehwirth commented that less outreach will be possible this year, but the situation should improve in the future. The finance committee will meet March 6th to finalize the budget.
- Dr. Shanley has set up ways to donate stocks online and other means of making charitable donations through the church webpage. She was thanked for improving and clarifying the system.

**VII. Junior Warden and Building Committee Report – Jim Charton**

*A Building Committee report from Jerry Workman is attached.*

- Mr. Charton reported there have been frequent frustrations in completing the building project. An agreement with the Orange County Board of Education will be finalized Feb. 24th and then the fire hydrant can be hooked up. The Certificate of Occupancy should follow. One of the bathrooms recently flooded due to a punctured water line, but is being repaired. The gutters will be cleaned, but covers will not be installed until funds are available. Punch list items will be addressed soon.
- The rectory heat had to be repaired recently. There was also a small flood in the fellowship hall due to missing weather stripping. Other maintenance has been postponed, such as a new AC system for the Hayden Building and removing a tree that fell during a storm.
- The Churchyard and Grounds Committee will soon have a new chair, as Mr. Charton is handing over that responsibility. A tree survey was completed, indicating most trees on the church property are in good shape. A stone bench for the Gordon family plot was approved without the family name engraved on it. A workday is being planned for May.

**VIII. Senior Warden Conversation – Jehanne Gheith**

- Vestry members were asked to submit self-review forms if they haven't already. Bill Kodros will compile the results. Ms. Swain's cameo will be rescheduled to April 19th due to Palm Sunday and Easter.
- The annual Vestry retreat will be held on April 21st from 5 to 9, including going out to dinner. Dr. Clunie, Mr. Games and Ms. Swain will rotate off the Vestry and the new members will assume responsibility at that time. Liaisons to committees will be determined and Senior and Junior wardens will be chosen.
- Dr. Fulkerson moved that we accept the painting of the Last Supper as a gift. Dr. Shanley seconded. The Fine Arts and Furnishing Committee may need to approve this decision as well. It was suggested that the painting could be hung in the Graebner room.

**IX. Liaison Report – Dale Games**

*The Service to Others: Pastoral Care Liaison Report is attached.*

Mr. Games commended Jean Bartholomew on her excellent minutes for the Worship Committee. He also noted that although the church currently employs no deacons, the clergy and congregation cooperate effectively to make sure everything gets done. He believes the liturgy and music are meaningful aspects of worship at St. Matthew's and drew attention to the special choral services in Advent and at Candlemas. He believes the Lent program will be meaningful.

**X. New Business – The Rev. Robert Fruehwirth**

The Rev. Fruehwirth would like to get permission for Hugh Tilson to serve as deacon occasionally, even though he has reached the mandatory retirement age. The Vestry approved.

**XI. Closing Feedback and Prayer**

Mr. Games will do the cameo at both services on March 1st and Ms. Swain will prepare her report for the next Vestry meeting, which is scheduled for March 17<sup>th</sup> at 7:00.

Dr. Gheith offered a closing prayer. The meeting was adjourned at 8:40 p.m.

Respectfully submitted,



Susan Alden (with thanks to Jane Clunie for taking original minutes at this meeting)

Clerk of the Vestry

sra

*Attachments: January financial reports, Building Project Update, Liaison Report Worship and Spiritual Practice*

**ST. MATTHEW'S EPISCOPAL CHURCH**  
**MONTHLY FINANCIAL SUMMARY FOR JANUARY 2020**

**GENERAL FUND BUDGET**

<b>BUDGET INCOME SUMMARY ITEMS:</b>		<b>2020 BUDGET</b>	<b>MONTH OF January</b>	<b>YR 2020 TOTAL</b>	<b>% of Budget</b>	<b>NOTES/COMMENTS</b>
1	PLATE/GIFT OFFERINGS	50,000	5,086	5,086	10%	
2	LATE 2019 PLEDGES	0	2,005	2,005		
3	CURRENT YR PLEDGES	432,404	89,014	89,014	21%	
4	FEES & MISC INCOME	3,100	0	0	0%	
5	CARRYOVER CASH FROM 2019	20,000		20,000	100%	
6	<b>Total Budget Income:</b>	<b>505,504</b>	<b>96,105</b>	<b>116,105</b>	<b>23%</b>	
7						
8						
9	<b>OUTREACH EXPENSES:</b>					
10	DIOCESAN ASKING	55,681	4,640	4,640	8%	
11	FOOD FOR ALL	300	0	0	0%	
12	OUTREACH PLEDGES	13,200	0	0	0%	Vestry designates
13	DISCRETIONARY OUTREACH	0	0	0	0%	
14	INTERNATIONAL OUTREACH	3,430	0	0	0%	Social Ministries Committee designates
15	<b>Total Outreach:</b>	<b>72,611</b>	<b>4,640</b>	<b>4,640</b>	<b>6%</b>	
16						
17	<b>MAINTENANCE &amp; IMPROVEMENT:</b>					
18	SEXTON & CUSTODIAN	34,280	2,773	2,773	8%	
19	REPAIRS/MAINT/SUPPLIES	11,000	120	120	1%	
20	CHURCH UTILITIES	16,460	1,401	1,401	9%	
21	RECTORY UTILITIES	3,900	437	437	11%	
22	PROPERTY INSURANCE	8,216	2,054	2,054	25%	
23	INSURANCE CLAIMS		0	0		
24	<b>Total Maint &amp; Improv:</b>	<b>73,856</b>	<b>6,785</b>	<b>6,785</b>	<b>9%</b>	
25						
26	<b>CLERGY SUPPORT EXPENSES:</b>					
27	RECTOR	97,490	8,590	8,590	9%	Sal, Prof Exp, Trv, Pens, Med Ins, CE, Sab
28	ASST. RECTOR	52,633	4,195	4,195	8%	Salary, Prof Exp, Trvl, Pension, CE
###	SUPPLY PRIESTS	1,400	0	0	0%	
###	<b>Total Clergy Support:</b>	<b>151,523</b>	<b>12,785</b>	<b>12,785</b>	<b>8%</b>	
###						
###	<b>ADMINISTRATIVE EXPENSES:</b>					
###	WORKERS COMP	2,880	0	0	0%	
###	SECRETARY	28,406	2,367	2,367	8%	Salary + Pension
###	FINANCIAL SECRETARY	9,548	796	796	8%	
###	SUPPORT PERSONNEL	2,000	0	0	0%	
###	STAFF SS/TRAVEL/HEALTH IS SUPPORT	20,358	843	843	4%	
###	AUDITOR	2,500	0	0	0%	
###	COMMUNICATION	23,650	1,016	1,016	4%	Phone, Postage, Off Exp., Off Supl, Misc
###	<b>Total Admin. Expenses:</b>	<b>89,342</b>	<b>5,022</b>	<b>5,022</b>	<b>6%</b>	
###						
###	<b>CHRISTIAN ED. PROGRAM EXPENSES:</b>					
###	NURSERY PROGRAM	6,600	400	400	6%	
###	EDUCATION PROGRAMS	45,570	2,705	2,705	6%	
###	DIOCESAN CONVENTION	750	0	0	0%	
###	<b>Total CE Program Expenses:</b>	<b>52,920</b>	<b>3,105</b>	<b>3,105</b>	<b>6%</b>	
###						
###	<b>WORSHIP EXPENSES:</b>					
###	MUSIC PROGRAM	43,639	3,650	3,650	8%	Choir Dir, Orgnst, Spcl Musicians, Supl, misc
###	ALTAR GUILD'S EXPENSES	450	0	0	0%	
###	WORSHIP SUPPLIES	600	0	0	0%	
###	FELLOWSHIP & SPECIAL EVENTS:	2,500	130	130	5%	Fellowship, Spcl Events, Pstrl Receptions
###	<b>Total Worship Expenses:</b>	<b>47,189</b>	<b>3,780</b>	<b>3,780</b>	<b>8%</b>	
###						
###	<b>Total Budget Expenses</b>	<b>487,441</b>	<b>36,117</b>	<b>36,117</b>	<b>7%</b>	
###						
###	<b>NON-BUDGETED DISCRETIONARY FUNDS</b>					
###	<b>NET BUDGET INCOME (Income - Expense)</b>	<b>18,063</b>	<b>59,988</b>	<b>79,988</b>		

**ST. MATTHEW'S EPISCOPAL CHURCH**  
**NON-BUDGET FINANCIAL INFORMATION FOR JANUARY 2020**

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**NON-BUDGET FINANCIAL STATUS INFORMATION AT MONTH-END**

NOTES/COMMENTS

1	<b>FIRST HORIZON CHECKING ACCOUNT BALANCE</b> <small>(Operating + Custodial account balance)</small>	<b>\$344,430</b>	
2	<b>OPERATING ACCOUNT BALANCE</b>	<b>\$141,919</b>	
3	<b>CUSTODIAL ACCOUNT BALANCE</b> <small>(Pass-through funds and Reserve funds)</small>	<b>\$202,512</b>	
6	<b>CD'S:</b> CD (Outreach endowment) <span style="margin-left: 100px;">\$7,453</span>	<b>\$7,453</b>	
7	<b>DIOCESE-MANAGED ENDOWMENT VALUE:</b>	<b>\$795,864</b>	<small>(Churchyard + Murphy + Undesignated)</small>
8	<b>VALUE CHANGE SINCE LAST MONTH</b>	<b>\$0</b>	
9	<b>VALUE CHANGE SINCE START OF YR</b>	<b>\$0</b>	

## Building Project Update

February 11, 2019

The committee and architects had a walk-through on January 29 and created a punch list for final touch-ups. The list is attached, and includes some final painting, plantings, minor repairs, and clean-up.

Two additional change orders were presented, one to change the lock hardware on the rear door to allow keyed entry from the outside (\$554), and one to install edging along the stepping stones in front of the building to better retain the soil around the stones. The latter CO also included some additional plantings, but these are going to be handled by the church so the CO is being modified and re-issued accordingly.

Orange County Schools administration has agreed in principle to an easement for the fire hydrant water line in return for \$750 cash paid by St. Matthews. The agreement has been written, along with the required survey drawings, and we think it will be on the agenda for approval at the school board meeting on February 17.

Jerry Workman  
Committee Chair

## **Core Value: Worship & Spiritual Practice**

### **Dale Games, Vestry Liaison**

Worship & Spiritual Practice are at the core of our life as a church, centering us on praising God and preparing us for the work of ministry. It's how we experience God and prepare for ministry. As Episcopalians, we have a unique and treasured inheritance of liturgy and music, which we celebrate in many ways, most notably through the Sacraments, especially the Holy Eucharist. All is under the direction of the Rector and Assistant to the Rector.

There are numerous ministries within Worship & Spiritual Practice: Music, Altar Guild, Ushers, LEMs, LEVs and Greeters. St Matthew's is blessed in so many ways by these ministries and continues to serve God in this community with God's love. The Worship Planning Committee meets on the 2nd Tuesdays in February, May, August and November, and is very thorough in the careful planning and coordination of all things Worship at St Matthew's. I refer you to the reports from our Clergy and Director of Music, which are both eloquent and comprehensive.

I would like to highlight a few events from the past year:

- A Service of Remembrance was held in observance of Black History Month in February.
- The Lenten Wednesday Noon Ecumenical Services at the various churches in Hillsborough were once again well-attended and have become a fixture in Hillsborough during Lent.
- A very meaningful Quiet Day was held one Saturday during Lent. Thanks to the Rev. Lisa Frost-Phillips for this event.
- Our Easter Sunday worship services were indeed glorious.
- A service of Easter Lessons and Music was held during Eastertide.
- Our longtime Deacon, the Rev Katherine Johnson, had her last Sunday with us on April 7.
- The Holy Eucharist is celebrated almost every Wednesday at noon.
- The annual Youth Sunday occurred on May 19.
- Our children made regular musical offerings at the 10.30 am Eucharist.
- Summer Choir was a success, allowing those who are unable to participate in the regular Choir program a chance to 'make a joyful noise unto the Lord' on Sunday mornings.
- Children's Chapel is now held every Sunday between the processional hymn and the passing of the peace and has grown substantially.
- We have begun a Silent Prayer service on Tuesday mornings at 7.30am, and it has become very important to the participants.
- Advent Lessons & Carols was again an excellent entree to the Season. Hopefully, attendance will be better this year.
- A Celebration of New Ministry for Robert's installation as our new Rector was held on December 17, with both bishops participating.
- Christmas Eve was lovely and well attended.
- On Monday, January 6, we observed The Feast of the Epiphany with an evening celebration of the Eucharist, including an interactive sermon.

This year promises to be an exciting one for Worship & Spiritual Practice at St Matthew's Church. Lent will be a little different and more active, beginning with Ash Wednesday and running through Lent to Maundy Thursday, Good Friday, Holy Saturday and Easter.