

**MINUTES OF THE VESTRY
ST. MATTHEW'S EPISCOPAL CHURCH, HILLSBOROUGH, NC
January 21, 2020**

Present: The Rev. Robert Fruehwirth, Rector; The Rev. Lisa Frost-Phillips, Assistant to the Rector; Jehanne Gheith, Senior Warden; Jim Charton, Junior Warden; Maria Costello; Conrad Fulkerson; Dale Games; Vera Shanley; Sonja Tilley; Dorothy Wood, Treasurer; Susan Alden, Clerk of the Vestry

Absent: Jane Clunie, Beth Swain – both excused

The Rev. Fruehwirth called the meeting to order at 7:00 pm in the Graebner Room. The Rev. Frost-Phillips opened the meeting with prayers for our country and our gathering tonight.

I. Faith Formation – The Rev. Robert Fruehwirth

The Rev. Fruehwirth read from the fourth chapter of the Gospel of Matthew. We discussed its implications in pairs and as a group, considering how we experience the Kingdom of God as members of St. Matthew's.

III. Approval of Vestry Meeting Minutes from the December meeting – All

ACTION: Dr. Shanley motioned, Mr. Games seconded, and the Vestry voted to approve the December meeting minutes as written.

ACTION: Previously to tonight's meeting, the Vestry voted unanimously to approve the slate of candidates for election to the Vestry at the annual meeting on February 2nd. The candidates are Allison Bass, Elizabeth Hayes, Jill Hofler, Todd Holland, Steve Hutson and Blythe Thompson.

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

The Rev. Frost-Phillips reports:

- Kim Powell began as Director of Christian Formation on January 1st, and she is working hard, embracing her new position. Her enthusiasm and diligence are admirable, and the family faith formation program she developed for Epiphany was excellent.
- Regarding pastoral care, multiple needs continue. It would be helpful to develop a broader base of people involved in pastoral care, perhaps including a dedicated group of leaders.
- In the past month the Rev. Frost-Phillips led an Advent meditation with a Women in Ministry group called Rehobeth. She also helped in planning the Rev. Fruehwirth's Celebration of New Ministry. Along with Allan Parnell and the Rev. Fruehwirth, she took a driving tour of Orange County to broaden perspective on our community.
- Finally, she led a quarterly retreat for new clergy, which is one of her Diocesan responsibilities.

The Rev. Fruehwirth notes that:

- He is also meeting regularly with clergy in new posts in the diocese, as the Diocese requires for the first 18 months of a new position.
- Much has happened in the past month – FeST, the Celebration of New Ministry, Christmas, and a brief vacation. He is beginning to have a more settled feeling. He greatly appreciates the support and wisdom of Dr. Gheith and the Rev. Frost-Phillips in helping him with discernment. He continues to plan toward the future, hoping to begin initiatives to develop lay leadership early next fall.
- The new building is nearing completion, which will lead to some reorganization of spaces on campus.
- Regarding personnel, Mary Rocap will be stepping down from her paid support position with Faith and the Arts beginning June, so the group will need a new leader. The Rev. Fruehwirth is exploring the possibility of having an intern from Duke's seminary for the summer, as well as the possibility of adding a transitional deacon who might ultimately be interested in becoming a part-time Curate.
- Sunday attendance is averaging about 25 more people on Sundays since September, growth of 16%.

- The Diocese has begun an initiative inviting people to come in to talk about experiences of sexual misconduct and abuse in the Church, and the Rev. Fruehwirth is chairing that initiative. He has also agreed to chair the Pastoral Response Team next year for the Diocese.

V. Financial Report with Stewardship Update – Dorothy Wood and Vera Shanley

December financial reports are attached.

- Dr. Wood noted that we finished the year with 98% of budgeted income received and 95% of budgeted expenses dispersed. Some late pledges are still coming in for 2019, and one large outstanding pledge from 2018 was recently received. We ended the year with an overage of about \$23,000, which was moved into the 2020 budget so that we could start the year with money available.
- The finance committee will meet in early March and see if the budget needs any final adjustments. We were not able to prepay our commitments this year, but we did surpass our stewardship goal and should be able to fulfill our obligations.
- The Rev. Fruehwirth would like to have a clearer picture of total costs for the new building, as well as clarification about the sources of funding. Mr. Charton noted that he also would appreciate specifics on building costs before the annual meeting. The final cost of the fire hydrant is now projected at \$50,000, although some of this has already been paid.
- FeST will receive over \$11,000 from the budget this year to match the money raised at the event.
- We are going through a relatively lean time, primarily due to the costs of the new building. Some immediate wishes may have to be deferred or constrained. However, we are also growing as a parish and continuing to meet our pledge goals, so the outlook moving into the future is optimistic.
- Dr. Shanley noted that at the end of 2019 we had received pledges from 162 units totaling \$432,404.

VII. Junior Warden and Building Committee Report – Jim Charton

A Building Committee report from Jerry Workman is attached.

- Since Mr. Workman's report was received, the easement proposal has been submitted. It will be addressed by the School Board at their meeting next Monday. For now, the building will be called the Education Building, since per the fire marshal all campus buildings require names. A walkthrough of the building to check punch list items is scheduled for next Wednesday.
- Mr. Charton has contacted a business to take care of potential snow and ice removal, since that task has become increasingly difficult for Pelham Jacobs to manage alone.
- This year we hope to replace the air conditioning system. It would be preferable to do this proactively, and it is expected to cost about \$20,000.
- The Gordon family recently placed a monument on their burial plot and would like to add a low stone bench. The churchyard committee will make a recommendation about placement of the bench. As in the past, the Rector will give final approval, consulting the vestry if needed.
- The Rev. Fruehwirth noted that there is ongoing discernment about the names and spaces in the community, and that, as a sensitive issue, it needs to be approached with care and clarity.

VIII. Senior Warden Conversation – Jehanne Gheith

- Brief reports for the annual meeting packets should be submitted to Mary Rocap no later than Friday.
- Kim Powell will begin attending some vestry meetings as available.
- Our slate of candidates for the vestry election is strong. As outgoing vestry members, Dr. Clunie, Mr. Games and Ms. Swain will count the votes. Dickson Phillips will monitor the counting process.
- The Rev. Fruehwirth and Dr. Gheith are working together on the agenda for the annual meeting.
- Bill Kodros sent a form for all vestry members to complete for our annual review. This form should be returned to him by February 5th, so that he can summarize the comments for our discussion.
- A housing allowance resolution for the Rev. Frost-Phillips was considered. **ACTION: Mr. Games moved, Dr. Shanley seconded and the Vestry unanimously voted to approve the housing allowance resolution for the Rev. Frost-Phillips.**

IX. Liaison Report – Maria Costello

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

Ms. Costello met with the Rev. Frost-Phillips last summer about Pastoral Care, and she met with the whole committee in December. Some highlights from her report:

- Signup Genius is in use and working well to coordinate the efforts of our Serve One Another ministry, overseen by the Rev. Frost-Phillips.
- Margaret Brill is coordinating our Lay Eucharistic Visitors and leading a thriving monthly service at the Brookshire Nursing Home. She is a great asset in both of these programs.
- Nancy Harris took over the Shawl Ministry last winter, and it continues to be a very active ministry. There were 57 recipients of shawls, scarves and lap robes in 2019.
- Dr. Gheith, Betty Wolfe and Edward Wright led Care and Discernment groups in the past, but there was not enough interest last year. They would like to get this initiative back up and running in 2020.

X. Financial Controls and Oxaal Gift – The Rev. Robert Fruehwirth

John and Marjorie Oxaal intend to leave a substantial gift to St. Matthew's at the last of their deaths. The money will be a restrictive gift earmarked for maintenance and capital projects for the sanctuary. Their concern about financial controls at the parish led to a general exploration of our current controls, with an agreement between the Rev. Fruehwirth, Dr. Wood, and Mr. Oxaal to explore the possibility of an extra layer of controls. These include having monthly reconciliation of bank statements by an outside auditor, having an extra sign-off on checks over an unspecified amount in addition to the two signatures, and having checks from discretionary accounts signed by someone other than the clergy named on the account. Dr. Wood and the rest of the group agreed that these measures would be good safeguards, and Dr. Wood will note their implementation when she speaks at the annual meeting. **ACTION: Dr. Fulkerson moved, Dr. Shanley seconded, and the Vestry voted unanimously to authorize Dr. Gheith to sign the agreement letter from the Oxaals.**

XI. Closing Feedback and Prayer

- Ms. Costello will do the cameo at both services on February 9th, and Mr. Games will prepare his report for the next Vestry meeting, which is scheduled for February 18th.
- The Rev. Fruehwirth and Dr. Gheith will meet tomorrow about the upcoming annual meeting. If input is needed, they will seek feedback from the group.
- There will be a Vestry retreat in April. Dr. Gheith will send out a doodle poll with potential dates.

Everyone shared a reason for thankfulness. The meeting was adjourned at 8:50 p.m.

Respectfully submitted,



Susan Alden
Clerk of the Vestry

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Attachments: December financial reports, Building Project Update, Liaison Report on Service to Others: Pastoral Care

ST. MATTHEW'S EPISCOPAL CHURCH
MONTHLY FINANCIAL SUMMARY FOR DECEMBER 2019

GENERAL FUND BUDGET

BUDGET INCOME SUMMARY ITEMS:		2019 BUDGET	MONTH OF December	YR 2019 TOTAL	% of Budget	NOTES/COMMENTS
1	PLATE/GIFT OFFERINGS	50,000	8,962	49,931	100%	
2	LATE 2018 PLEDGES	1,693	10,439	12,132		
3	CURRENT YR PLEDGES	425,924	47,565	404,279	95%	
4	FEES & MISC INCOME	3,100	375	2,971	96%	
5	CARRYOVER CASH FROM 2018	20,000		20,000	100%	
6	Total Budget Income:	500,717	67,341	489,314	98%	
7						
8						
9	OUTREACH EXPENSES:					
10	DIOCESAN ASKING	57,516	4,793	57,516	100%	
11	FOOD FOR ALL	300	167	446	149%	
12	OUTREACH PLEDGES	1,500	0	1,500	100%	Vestry designates
13	DISCRETIONARY OUTREACH	0	3,587	1,435	0%	
14	INTERNATIONAL OUTREACH	3,400	0	1,940	57%	Social Ministries Committee designates
15	Total Outreach:	62,716	8,547	62,836	100%	
16						
17	MAINTENANCE & IMPROVEMENT:					
18	SEXTON & CUSTODIAN	32,627	2,937	32,708	100%	
19	REPAIRS/MAINT/SUPPLIES	10,000	752	10,711	107%	
20	CHURCH UTILITIES	13,500	1,001	13,215	98%	
21	RECTORY UTILITIES	3,600	332	3,246	90%	
22	PROPERTY INSURANCE	7,877	0	7,397	94%	
23	INSURANCE CLAIMS		0	650		
24	Total Maint & Improv:	67,604	5,021	67,928	100%	
25						
26	CLERGY SUPPORT EXPENSES:					
27	RECTOR	106,230	14,723	76,339	72%	Sal, Prof Exp, Trv, Pens, Med Ins, CE, Sab
28	ASST. RECTOR	51,651	5,425	63,275	123%	Salary, Prof Exp, Trvl, Pension, CE
29	DEACONS	600	0	501	83%	Prof. Exp., CE, Sabbatical
30	RECTOR TRANSITION EXPENSES	20,000	194	11,153	56%	
31	SUPPLY PRIESTS	1,400	0	4,850	346%	
32	Total Clergy Support:	179,881	20,342	156,117	87%	
33	ADMINISTRATIVE EXPENSES:					
34	WORKERS COMP	2,880	32	2,271	79%	
35	SECRETARY	27,850	2,507	28,036	101%	Salary + Pension
36	FINANCIAL SECRETARY	9,361	780	9,361	100%	
37	SUPPORT PERSONNEL	2,500	543	2,755	110%	
38	STAFF SS/TRAVEL/HEALTH IS SUPPORT	23,351	2,708	25,101	107%	
39	AUDITOR	2,500	2,700	2,700	108%	
40	COMMUNICATION	19,500	3,181	21,254	109%	Phone, Postage, Off Exp., Off Supl, Misc
41	Total Admin. Expenses:	87,942	12,451	91,477	104%	
42						
43	CHRISTIAN ED. PROGRAM EXPENSES:					
44	NURSERY PROGRAM	5,300	1,000	5,563	105%	
45	EDUCATION PROGRAMS	39,315	5,354	36,800	94%	
46	DIOCESAN CONVENTION	750	0	320	43%	
47	Total CE Program Expenses:	45,365	6,354	42,683	94%	
48						
49	WORSHIP EXPENSES:					
50	MUSIC PROGRAM	42,936	3,740	41,878	98%	Choir Dir, Orgnst, Spcl Muscnrs, Supl, misc
51	ALTAR GUILD'S EXPENSES	500	150	714	143%	
52	WORSHIP SUPPLIES	600	(77)	87	14%	
53	FELLOWSHIP & SPECIAL EVENTS:	2,500	174	1,976	79%	Fellowship, Spcl Events, Pstrl Receptions
54	Total Worship Expenses:	46,536	3,987	44,655	96%	
55						
56	Total Budget Expenses	490,044	56,703	465,697	95%	
57						
58	NON-BUDGETED DISCRETIONARY FUNDS					
59						
60	NET BUDGET INCOME (Income - Expense)	10,673	10,639	23,617		

ST. MATTHEW'S EPISCOPAL CHURCH
NON-BUDGET FINANCIAL INFORMATION FOR DECEMBER 2019

NON-BUDGET FINANCIAL STATUS INFORMATION AT MONTH-END

NOTES/COMMENTS |

1	FIRST HORIZON CHECKING ACCOUNT BALANCE (Operating + Custodial account balance)	\$294,343	
2	OPERATING ACCOUNT BALANCE	\$146,570	
3	CUSTODIAL ACCOUNT BALANCE (Pass-through funds and Reserve funds)	\$147,773	
6	CD'S:	\$58,176	
	CD (Outreach endowment) \$7,453		
	CD FIRST HORIZON BANK (Undesignated) \$50,822		
	CD SHCU (Undesignated) (\$98)		
7	DIOCESE-MANAGED ENDOWMENT VALUE:	\$795,864	(Churchyard + Murphy + Undesignated)
8	VALUE CHANGE SINCE LAST MONTH	\$0	
9	VALUE CHANGE SINCE START OF YR	-\$6,459	

Building Project Update

January 12, 2019

Kennedy Building Co.'s role in the project is starting to wrap up. Interiors were held up in December waiting for a hardware order to be shipped, but that delivery has been made and door hardware has been installed. Sidewalks and rails have also been installed, and landscaping in front of the building is complete. The building will be ready to occupy in just a week or two, pending completion of final punch list items, inspection, and issuance of a Certificate of Occupancy (CO). Unfortunately, it appears we will have to wait a little longer for the CO. The Town Fire Marshall denied our request for a temporary occupancy permit pending installation of the new fire hydrant. Hydrant installation was begun in December, but the contractor was unable to make the planned connection in front of the rectory because of the unusual depth of the water main at that point. It was approximately 8 feet below grade level, which would have required extensive excavation and shoring to expose and connect our hydrant line. Instead, the engineers determined that the upstream end of the line should be rerouted and connected to the main next to the Board of Education driveway. The connection point is on Orange County property, and the construction work requires a legal easement from them. Our respective attorneys are working out the details of that agreement, with Sam Coleman again working for us pro bono. A survey and drawings are required, so assuming these are completed in time to get on the agenda, the agreement is expected to be presented for approval at the Orange County School Board at on January 27. If the agreement is approved as expected, completion of the hydrant and issuance of the CO should occur by mid February. The committee is meeting again at the site on January 15 to review the schedule and progress toward completion.

Jerry Workman
Committee Chair

Vestry Liaison Report
Service to Others: Pastoral Care
Maria Costello, January 12, 2020

I met with the members of the Pastoral Care Ministry on December 15th, 2019. Lisa Frost-Phillips, Margaret Brill, Betty Wolfe, Edward Wright and Nancy Harris were present.

We reviewed five pastoral care intentional activities and discussed needs and interests for the future.

1. **Serve One Another:** Lisa Frost-Phillips continues to coordinate and oversee this ministry that responds to time-limited needs and requests. Lisa uses Sign Up Genius to communicate and organize, and it is going well. Members receive an email when parishioners need an extra hand. Most frequently, requests to the serve one another list ask for help with meals for sick or house bound parishioners. Occasionally, a member needs transportation to appointments, grocery shopping, yard or household help. Recipients of the email schedule online when they are able to help with whatever service is being requested. There are 73 people in the Serve One Another group with 40 active participants. In 2019, there were 13 total sign ups created. 53 meals were made for six families, one sign up for yard help, two funeral receptions and Robert's Celebration of New Ministry. There were also three requests for cards to be sent out to 12 parishioners that did not require signing up.
2. **Lay Eucharistic Visitors:** Lay Eucharistic Visitors offer consecrated elements as an extension of the Sunday Holy Eucharist to parishioners unable to attend services. Margaret Brill took over the Lay Eucharistic Visitors from Katherine when she left in April of last year. Currently we have eight licensed LEVs, and they are regularly visiting five shut-ins. They take them communion once or twice a month - their choice - usually from the 8 am service (going from the 10:30 service runs into lunchtime). The LEVs also take communion to parishioners in the hospital at the request of the clergy. New idea for 2020 is to coordinate with the Shawl Ministry to take shawls when making visits.
3. **Lay Pastoral Care:** Margaret Brill leads a monthly Brookshire service, usually on the first Wednesday of the month. The service is modeled after Eucharistic Visits, and it is thriving. They have a core group of Episcopalians. Often the attendees are there temporarily for rehab, so they appreciate the chance to receive Communion. The service is on the Activity Schedule, and is held in the Activities Room, and there are always a number of drop-ins. The new Activities Director has actively promoted the service, and they had 16 people there in January! Susan Alden, Eileen Camp and Sandra Poffenbarger from St. Matthew's assistant along with a local Lutheran Minister with his guitar. In December, David Arcus and several choir members came for a carol singalong after the service, and they raised the roof at Brookshire! Margaret also visits parishioners who are temporarily unable to come to church, and gives or organize rides for people who cannot drive themselves. Sometimes a "visit" might be a phone call to check in on someone and see how they are doing.

4. **Shawl Ministry:** Nancy Harris took over leading this ministry in February 2019. This group meets on the first Saturday of each month to knit shawls, blankets, and scarves to share with people as a sign of God's love. There are over 25 knitters including men and women and members from outside our parish. Some members are not able to come to the meetings but diligently work at home and send in their items to be blessed. With so many people providing shawls, scarves and lap robes we have been able to give items for comfort, in celebration, to support and welcome. The Shawl Ministry has been able to extend the ministry into the greater community. If someone knows of someone that has a need (not just for St. Matthew's members), let Nancy or the clergy know. In 2019, the Shawl Ministry gave 57 recipients shawls, scarves and lap robes. Most of these have been to comfort in times of illness and death. Three items were given to recognize vocational achievements. Three items welcomed Robert, Jane and Bishop Sam. 6 shawls were given to the Red Cross. Four Weddings Shawls and four baby blankets were given in celebration. Five scarves were given to our graduates and two scarves were given to people at the Freedom House in Chapel Hill who are struggling with addiction. The Shawl Ministry needs yarn and storage containers and welcomes donations. Nancy wrote a small article about Shawl Ministry for the January 2020 newsletter, and she plans to contribute more throughout the year. Robert setup a Google Doc, so that Nancy can track shawl donations.
5. **Care and Discernment Groups:** These small groups of five to eight members gather and every member of the group has an opportunity to share with the group a brief story drawn from personal experience and to receive the prayerful response from group members to that story. Care and Discernment Groups nurture a deeper sense of God's guiding and comforting presence in our personal lives and in our companionship with others, each 75-minute session, led by two experienced facilitators, is carefully structured to allow time for prayer, silent reflection, storytelling, and response. The timing was not right for Care and Discernment Groups in 2019. Only one person signed up for a summer group, so it was canceled. Betty Wolfe and Jehanne Gheith were focused on the search process in 2019 also. C&D would like to work with the clergy to identify parishioners including parents that would benefit. They hope to have a Lent and/or Summer Program in 2020, and it needs to be well advertised.

Carolyn Parsley visits about three St. Matthew's parishioners weekly in area nursing homes. She uses the altar flowers to make small arrangements in bud vases to take the nursing homes. She considers her ministry to be personal visits and not part of St. Matthew's Pastoral Care. She would like the parish to know that the altar flowers are used beyond the Sunday Service.

Lisa and Robert are working on an Adult Forum on February 23rd highlighting Pastoral Care.

Lisa and Robert are using a Google Doc to keep up who they are visiting and when. Margaret and Hugh and can use the form also.