

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

Present: The Rev. Robert Fruehwirth, Rector; The Rev. Lisa Frost-Phillips, Associate Rector; Kim Powell, Director of Christian Formation (for parts of the meeting not closed); Jehanne Gheith, Senior Warden; Jim Charton, Junior Warden; Maria Costello; Conrad Fulkerson; Elizabeth Hays; Steve Hutson; Vera Shanley; Blythe Thompson; Sonja Tilley; Dorothy Wood, Treasurer (through Financial Reports section); Susan Alden, Clerk of the Vestry

The Rev. Fruehwirth called the meeting to order at 6:00 pm. We met remotely by Zoom due to diocesan and governmental recommendations for social distancing to slow the spread of Covid-19. The Rev. Frost-Phillips offered an opening prayer and the Collect for Mary Magdalene, whose Feast Day is tomorrow.

I. Approval of Minutes – All

- There were two sets of minutes from June meetings. **ACTION: Dr. Shanley motioned, Dr. Fulkerson seconded, and the vestry voted to approve the June 11th meeting minutes as written pending Mr. Charton's review and agreement. ACTION: Mr. Charton moved, Dr. Shanley seconded, and the vestry voted to approve the minutes from the June 16th meeting as written.**
- **In action previous to the meeting tonight, the vestry voted to have the sections of the meeting pertaining to the renaming of the Ruffin House closed to the public.**

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

The Rev. Frost-Phillips reports:

- Weekly, the Rev. Frost-Phillips continues to lead the Tuesday Tea on zoom and the Wednesday night compline. She also checks in with Kim Powell and the Rev. Fruehwirth. She has been meeting regularly with the interns as well.
- In terms of pastoral care, she confers with Margaret Brill, sends cards and organizes others to do so, and makes phone calls as needed.
- She has begun to prepare for the program year. She is working with Mary Ann Plambeck to develop a health care listening group.
- Regarding the Ruffin House renaming, while the Rev. Frost-Phillips sincerely honors the process, she wants to clearly state that she believes that Ruffin's name should be removed. Throughout the process, Jesus should be our focus. Reflecting on DaVinci's painting of the Last Supper, she sees this as a centering image for the discussion: in the midst of all the actions and distractions going on around the table, Christ is at the center pointing the way to God .

The Rev. Fruehwirth reports:

- He is committed to safeguarding the process for the parish as we discuss renaming, because that must be his priority as Rector.
- While he continues to be somewhat occupied with pandemic related work, things have settled a bit. The church will likely continue in Phase I for several more months. It is now permitted, however, for clergy to go to homes or the hospital to visit parishioners without offering Holy Communion. The Diocese is considering allowing some outdoor services by the end of summer, perhaps moving to a Phase 1B.
- Creative events at St. Matthew's continue to move forward. Sixteen parishioners are participants in the Rev. Fruehwirth's lay leader training, which is underway now. Other committees have also become reinvigorated through virtual means. Surprisingly, however, virtual happenings tend to require more time and energy rather than less, so there is a need for caution regarding over commitment.
- The Rev. Fruehwirth is working with Mary Rocap on overhauling the church website and exploring campus-wide technology upgrades. He is involved in planning for the stewardship campaign and mentoring the interns. He conducted a funeral for Ed Eastman this month, and regularly prepares for

Sunday worship and produces the weekly newsletter. He has a week of vacation scheduled, and is also taking Mondays as a weekly sabbath.

- He and the Rev. Frost-Phillips have both received lots of communication around the Ruffin House renaming. We must discern together how to move forward in a way that is neither too fast or too slow.
- The Rev. Fruehwirth expressed thanks to each member of the vestry for the increased demands on their time and energy over the past months.

III. Financial Reports – Dorothy Wood

June Financial Reports are attached.

Several items to note:

- Dr. Wood continues to be grateful. Pledges for the current year are at 60%. There has even been some contribution to the plate, reflecting unassigned money that has been received. This is an astonishing position given the circumstances. At the same time, some church expenses have decreased. We are at only 43% of expenses, even though Diocesan asking and salaries have not changed.
- We received our quarterly investment report, and totals did decrease significantly in the last quarter, reflecting unease in financial markets. For now, we are best served by remaining patient and hoping for a rebound. By year's end, the overall net loss might not end up being substantial.
- The third page of the financial report reconciles the construction project income and expenses. The two numbers are very close to balancing, and are probably off because of overlap in 3rd Century funds and sources for the new project. It is a relief to see these numbers, and thankfully we were not forced to deplete our checking account to finish the project.
- There is still a bit of retrofitting to be done in the Hayden Building, but this should amount to only about \$10,000, which can be covered easily, especially as there are still some pledges trickling in.

IV. 2020 Stewardship and Pledge Campaign – Elizabeth Hays

- Allison Bass has agreed to be the stewardship chair this year, and Ms. Hays looks forward to working with her and dividing the tasks involved. They already met with Dr. Shanley and the Rev. Fruehwirth to begin planning for this year's campaign. The theme is yet to be determined, and suggestions are welcome. The Rev. Fruehwirth mentioned "Truth and Love" as a possibility.
- Ms. Hays expressed her thanks for the great work Dr. Shanley and Jeff Thompson did last year when they led the campaign. They left a great foundation, which will make this year's planning more manageable.
- The stewardship campaign will be kicked off and last through October. Vestry members and others will need to serve as canvassers as they have in the past.
- Dorothy Wood is developing a budget already and will have tentative numbers soon.
- Given the pandemic, the HOW of our pledge campaign will necessarily be a little different this year, and Ms. Hays welcomes suggestions about ways to engage while we are physically distant.

V. Junior Warden Report – Jim Charton

The Property and Heritage Liaison Report is attached.

In addition to the information noted in the report:

- Mr. Charton has received an estimate for refitting the offices in the Hayden Building. The modifications will cost about \$10,000. Jeff Hopper has agreed to do the work at no cost, charging only for materials, and can begin at the end of July with vestry approval. **ACTION: Dr. Shanley moved, Ms. Hays seconded, and the vestry voted to approve the expenditures for the Hayden Building modifications.**
- The current phone in the Hayden Building is in David Arcus's office, so Kim Powell will not have one in her office without changes to the setup.

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- We continue to be significantly hampered by our outdated internet connections, which are about ten years old. **The vestry authorized the Rev. Fruehwirth and Mary Rocap to begin seeking estimates for a campus technology upgrade.**
 - An estimate of \$3600 has been received for tree and brush removal in the churchyard. This work includes removing brush from around the fence as well as taking out an overgrown boxwood which is encroaching on some monuments. Funds are already available for this work.
 - The Rev. Fruehwirth expressed his gratitude for the excellent work Mr. Charton has done while serving as Junior Warden.

VI. Senior Warden Report – Jehanne Gheith

St. Matthew's Certificate of Election and Vestry Liaison Assignments are attached.

- Jill Hofler has agreed to serve as a new delegate for the NC Diocese Annual Convention. The four delegates for St. Matthew's will be Patrick Cummings (final year), Jane Clunie and Sonja Tilley (second year) and Jill Hofler (first year). The four alternates will be Vera Shanley, Katie Efland, Robb Smylie, and Blythe Thompson. **The vestry voted to approve this slate of delegates and alternates.**
- The vestry schedule for liaison reports is attached. Liaison reports will continue to be due as scheduled. Beginning in August, virtual cameos can be done on a Sunday after morning prayer. A cameo report will also be included in the monthly newsletter.
- We will probably have an extra meeting in August to perform the rector review. Dr. Gheith will reach out to the vestry to determine a good date, possibly during the last week of the month. Prior to the review, she will send Bill Kodros's comments out for all to review. The Rev. Fruehwirth welcomes the feedback.
- Vestry members are encouraged to call anyone on their list if they feel it might be appreciated, but in general, we will make calls again when the program year begins.
- A monthly zoom call of area senior wardens has been a gift in these times. Dr. Gheith has enjoyed connecting with the other senior wardens, especially Althea Alton, who is a former member of St. Matthew's. The group has been sharing anti-racist liturgies, which she will share with our Racial Justice and Reconciliation committee.

VII. Christian Education & Formation Report with Updates on Faith & the Arts – Kim Powell, the Rev. Lisa Frost-Phillips, and the Rev. Robert Fruehwirth

Bullet points on Education and Faith & the Arts are attached.

- Ms. Powell is trying to determine the best ways to virtually work with the children and youth of St. Matthew's. Godly Play has taken place via zoom, and the youth group has also had weekly zoom meetings. She is trying now to recalibrate how to move forward into the education year with so many families facing zoom fatigue.
- Ms. Powell and a colleague at The Church of the Holy Family developed a virtual Vacation Bible School. It includes some video content, but many of the activities do not involve screens, focusing instead on outside activities. Some arts and crafts are also included, and parents are able to participate along with their children. Many families have expressed appreciation for these activities. The VBS can be found at gods-goodcreation.wordpress.com. Ms. Powell plans to continue with ideas developed through the VBS during the fall, using the momentum she has gained.
- Faith and the Arts just held their first event since the pandemic began, a viewing and discussion of the documentary *New Men*, and they have received positive feedback. They raised more than enough money to cover expenses.
- These virtual events do take a lot of effort, and Ms. Powell is up to the challenge as we move into fall.

VIII. Ruffin House Renaming and Parish Process – Vestry Subgroup Working on Race (CLOSED TO PUBLIC)

- Prior to tonight's meeting the vestry received two documents, a report from the Racial Justice & Reconciliation committee and another from our vestry sub-committee on race.

- There was reflection and discussion about the process for exploring the renaming of the Ruffin House.
- There will be one or two adult forums in August to provide background information. Then there will opportunity for parishioners to attend smaller sessions where they will be able to voice their thoughts. These will take place over several weeks, depending how many people are interested in participating. Participants will receive materials to read in advance of the sessions so that everyone has been provided the same background information. These "cottage conversations" will give everyone the opportunity to be heard, although they will not necessarily end in consensus.
- Ultimately, feedback will be brought to the vestry, and the vestry will make the final decision about re-naming the building.
- There was discussion about the timing of the process. All wanted to ensure that there is sufficient time to listen and have a fair process, but not so much time that the process drags on for too long.
- The ultimate goal is to come to a resolution that is seen as fair, even though it will not be the resolution that each individual hoped to reach.
- September 30th was proposed as a target date for ending the process around potentially removing the Ruffin name.
- This Sunday the Rev. Fruehwirth will announce the process and share some basic historical information.

IX. Matters Specific to Pandemic and Reopening

Worship Committee report is attached.

- A. Off-line Parishioners: The Rev. Frost-Phillips shared data on off-line parishioners, and the Rev. Fruehwirth named it as a priority to continue following up with those who are not participating by zoom. Some have indicated that Sunday zoom just does not feel like worship to them. There are a number of reasons that some do not participate. People do seem to appreciate calls they have received.
- B. Worship Committee Report: Anyone who would be willing to be a zoom master or lead a compline should email Sonja Tilley.
- C. Newcomer and Fellowship Committees: Dr. Shanley noted that we will continue to revisit how to approach newcomers and integrate young families in these changed times. We will have summits to address some of these issues.
- D. Parish Survey: Mr. Charton has been tweaking the survey and it is nearly ready. He will send it to the Rev. Fruehwirth and Mary Rocap so it can be converted into a google doc and shared with the parish.
- E. Stage II Reopening: Ms. Thompson noted that the reopening committee will meet on Thursday. There has been no great urgency as we will continue in Stage I for some time yet.

The meeting was adjourned at 8:45 p.m. The Rev. Robert Fruehwirth closed the meeting with a prayer.

Respectfully submitted,



Susan Alden
Clerk of the Vestry

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June financial reports, Property and Heritage Liaison Report, St. Matthew's Certificate of Election, Vestry Liaison Assignments, Bullet Points on Education and Faith & the Arts, Worship Committee report

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

GENERAL FUND BUDGET

BUDGET INCOME SUMMARY ITEMS:		2020 BUDGET	MONTH OF June	YR 2020 TOTAL	% of Budget	NOTES/COMMENTS
1	PLATE/GIFT OFFERINGS	50,000	3,109	19,439	39%	
2	LATE 2019 PLEDGES	7,227	0	7,227		
3	CURRENT YR PLEDGES	436,104	27,165	261,429	60%	
4	FEES & MISC INCOME	3,100	0	1,075	35%	
5	CARRYOVER CASH FROM 2019	20,000		20,000	100%	
6	Total Budget Income:	516,431	30,274	309,170	60%	
7						
8						
9	OUTREACH EXPENSES:					
10	DIOCESAN ASKING	55,681	4,640	27,841	50%	
11	FOOD FOR ALL	300	0	30	10%	
12	OUTREACH PLEDGES	13,200	5,100	5,100	39%	Vestry designates
13	DISCRETIONARY OUTREACH	11,500	0	(9,194)	0%	
14	INTERNATIONAL OUTREACH	3,430	0	0	0%	Social Ministries Committee designates
15	Total Outreach:	84,111	9,740	23,776	28%	
16						
17	MAINTENANCE & IMPROVEMENT:					
18	SEXTON & CUSTODIAN	34,280	2,773	16,640	49%	
19	REPAIRS/MAINT/SUPPLIES	9,500	245	2,510	26%	
20	CHURCH UTILITIES	16,460	516	5,482	33%	
21	RECTORY UTILITIES	3,900	490	2,302	59%	
22	PROPERTY INSURANCE	8,216	226	4,334	53%	
23	INSURANCE CLAIMS		0	0		
24	Total Maint & Improv:	72,356	4,251	31,267	43%	
25						
26	CLERGY SUPPORT EXPENSES:					
27	RECTOR	97,490	7,802	46,775	48%	Sal, Prof Exp, Trv, Pens, Med Ins, CE, Sab
28	ASST. RECTOR	52,633	4,201	25,148	48%	Salary, Prof Exp, Trvl, Pension, CE
29	SUPPLY PRIESTS	1,400	0	150	11%	
30	Total Clergy Support:	151,523	12,003	72,073	48%	
31						
32	ADMINISTRATIVE EXPENSES:					
33	WORKERS COMP	2,880	64	312	11%	
34	SECRETARY	28,406	2,367	14,203	50%	Salary + Pension
35	FINANCIAL SECRETARY	9,548	796	4,774	50%	
36	SUPPORT PERSONNEL	2,000	0	1,559	78%	
37	STAFF SS/TRAVEL/HEALTH IS SUPPORT	20,358	1,667	10,005	49%	
38	AUDITOR	2,500	0	0	0%	
39	COMMUNICATION	23,650	2,402	10,406	44%	Phone, Postage, Off Exp., Off Supl, Misc
40	Total Admn. Expenses:	89,342	7,297	41,259	46%	
41						
42	CHRISTIAN ED. PROGRAM EXPENSES:					
43	NURSERY PROGRAM	6,600	500	2,200	33%	
44	EDUCATION PROGRAMS	47,070	4,572	24,549	52%	
45	DIOCESAN CONVENTION	1,000	0	0	0%	
46	Total CE Program Expenses:	54,670	5,072	26,749	49%	
47						
48	WORSHIP EXPENSES:					
49	MUSIC PROGRAM	43,639	3,178	21,139	48%	Choir Dir, Orgnst, Spcl Musicns, Supl, misc
50	ALTAR GUILD'S EXPENSES	900	0	159	18%	
51	WORSHIP SUPPLIES	800	0	0	0%	
52	FELLOWSHIP & SPECIAL EVENTS:	2,500	49	489	20%	Fellowship, Spcl Events, Pstrl Receptions
53	Total Worship Expenses:	47,839	3,227	21,788	46%	
54						
55	Total Budget Expenses	499,841	41,589	216,912	43%	
56						
57	NON-BUDGETED DISCRETIONARY FUNDS					
58						
59	NET BUDGET INCOME (Income - Expense)	16,590	(11,316)	92,258		

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

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NON-BUDGET FINANCIAL STATUS INFORMATION AT MONTH-END

NOTES/COMMENTS

1	FIRST HORIZON CHECKING ACCOUNT BALANCE (Operating + Custodial account balance)	\$265,758	
2	OPERATING ACCOUNT BALANCE	\$154,744	
3	CUSTODIAL ACCOUNT BALANCE (Pass-through funds and Reserve funds)	\$111,014	
6	CD'S: CD (Outreach endowment) \$8,040	\$8,040	
7	DIOCESE-MANAGED ENDOWMENT VALUE:	\$698,412	(Churchyard + Murphy + Undesignated)
8	VALUE CHANGE SINCE LAST MONTH	-\$139,886	
9	VALUE CHANGE SINCE START OF YR	-\$97,452	

Core Value: Property and Heritage

James Charton, Junior Warden

Well its been a very active year for most of the committees that comprise the Property and Heritage Core value. The Building Committee led by Jerry Workman oversaw the completion and occupancy approval for the new Education building and the Property Committee oversaw the preparation of the Rectory for our new Rector Robert and his family while responding to and keeping ahead of the general maintenance needs of St Matthews. We are now working on refitting the 2nd floor offices of the Hayden Building; the final phase of St Matthews expansion.

The Churchyard Committee oversees the maintenance of the churchyard grounds and evaluates memorial requests. It was revitalized with new energy by the addition of 6 new members and is currently cochaired by Susan Shelton and Sharon Billings. The committee has taken an active role in preserving the abundant flora of St Matthews and solicited an evaluation of our grounds by the N.C. Forestry Service. The recommendations detailed in the Forestry Service report established the basis for an ongoing maintenance program that will begin this summer and funded by a restricted churchyard fund. The committee also evaluates proposals for monuments, memorial plantings and benches to be installed in the churchyard. They are currently finalizing the process for approval.

The Cemetery Committee maintains the burial plot list and assists parishioners who seek to reserve a final resting place. David Hecht was the sole member of this "committee" before being joined by Vera and Jim Shanley. The process for identifying and awarding plots has been documented. David also sits on the Churchyard Committee and there is a concern that there are several available plots that may jeopardize the health of some of our oldest trees.

The Parish Archives Committee meets every Monday (prior to COVID-19) and is chaired by Elaine Druesedow. The committee has about 10 members and maintains and adds to the St Matthews collection. The group has been nomadic these past two years with the advent of the new Education Building and the rearrangement of parish offices. They will finally have a home in the Hayden Building as part of the 2nd floor office refitting with a locked closet to house St Matthews' archives.

The Fine Arts and Furnishings Committee that oversees the furnishing of St Matthews has been relatively dormant waiting for the completion of the Education Building and the Hayden Building office refitting. The committee has several members and is led by Suzanne Powers. Once the Hayden Building refit is completed the committee will work on restoring the Cooke-Lawrence Room and completing the furnishing of the Graebner Room.

The Junior Warden Society, comprised of current and former Junior Wardens helps plan larger projects and has been helpful in planning for major maintenance items such as A/C and roof replacement. The society usually meets once per quarter; however, we were only able to meet once this year and are planning to meet via Zoom this this summer.

DUE DATE: MONDAY, AUGUST 3, 2020

Name of your Church: St. Matthew's Episcopal Church

City of your Church: Hillsborough, NC

I certify that the Vestry of this church has elected these lay persons Delegates and Alternate Delegates to the 205th Annual Convention of the Diocese of North Carolina to be held at the Benton Convention Center, Winston-Salem, North Carolina, November 20-21, 2020 and that all of them are confirmed adult (16 yrs. or older) communicants in good standing, enrolled at this church.

Date: July 24, 2020

Name of Vestry Clerk: Susan Alden

Telephone Number of Vestry Clerk: 919-732-2133

If someone, such as a parish administrator, is submitting this form on behalf of the clerk of the vestry, please provide the following information:

Name of Submitter: N/A

Title of Submitter: N/A

Telephone Number of Submitter: N/A

Delegate(s) to serve for one year—through 2020:

Patrick Cummings
Name _____

329 Huddle Street
Street Address _____

Hillsborough, NC. 27278
City, Zip Code _____

patrick@pmcpe.us
Email Address _____

863-797-5680
Telephone Number _____

Name _____

Street Address _____

City, Zip Code _____

Email Address _____

Telephone Number _____

Delegate(s) to serve for two years—through 2021:

Jane Clunie

Name _____

Street Address **315 Bridge Street** _____

City, Zip Code **Hillsborough, NC 27278** _____

Email Address **jclunie73@gmail.com** _____

Telephone Number **919-824-0251** _____

Sonja Tilley

Name _____

Street Address **2700 Little River Church Road** _____

City, Zip Code **Hurdle Mills, NC. 27541** _____

Email Address **sonja.tilley@gmail.com** _____

Telephone Number **919-451-4629** _____

Delegate(s) to serve for three years—through 2022:

Jill Hofer
Name _____

7 Sagamore Place
Street Address _____

Hillsborough, NC 27278
City, Zip Code _____

jillhofer@hoferlaw.com
Email Address _____

919-906-1815
Telephone Number _____

Name _____

Street Address _____

City, Zip Code _____

Email Address _____

Telephone Number _____

Alternate Delegate(s) to serve for one year only, if needed—through 2020:

Vera Shanley

Name _____

Street Address **308 Southwind Lane** _____

City, Zip Code **Hillsborough, NC 27278** _____

Email Address **verashanley@mac.com** _____

Telephone Number **919-245-1014** _____

Katie Efland

Name _____

Street Address **PO Box 298** _____

City, Zip Code **Efland, NC 27243** _____

Email Address **katieefland@gmail.com** _____

Telephone Number **919-644-6197** _____

Robb Smylie

Name _____

Street Address **130 E. Queen Street** _____

City, Zip Code **Hillsborough, NC 27278** _____

Email Address **robb.smylie@gmail.com** _____

Telephone Number **917-582-0176** _____

Blythe Thompson

Name _____

Street Address **1820 Dimmocks Mill Road** _____

City, Zip Code **Hillsborough, NC 27278** _____

Email Address **blythemthompson@gmail.com** _____

Telephone Number **704-747-2911** _____

Name _____

Street Address _____

City, Zip Code _____

Email Address _____

Telephone Number _____

Name _____

Street Address _____

City, Zip Code _____

Email Address _____

Telephone Number _____

St. Matthew's Vestry Liaison Assignments & Reporting Schedule: June 2020 -May 2021

Vestry Member	Area of our Ministry (core value)	Liaison Report due to Vestry	Worship Service Cameo 8 & 10:30am (First Sunday)
Jim Charton <i>Junior Warden</i>	Heritage & Property	July	August
Maria Costello	Education	August	September
Elizabeth Hays	Holistic Stewardship	September	October
Steve Hutson	Service to Others: Social Outreach	November	December
Jehanne Gheith <i>Senior Warden</i>	Administration	December	January
Blythe Thompson	Service to Others: Pastoral Care	January	February
Sonja Tilley	Worship & Spiritual Practice	February	March
Vera Shanley	Fellowship & Hospitality	March	April
Conrad Fulkerson	Faith & The Arts	May	June

- Dorothy to do cameo budget report in November
- Vestry meets on third Tuesday of each month starting in June or July at 7:00 pm; first Vestry meeting is May 2 at 5:30 pm.

Kim Powell, Bullet Points on Education and Faith and the Arts Initiatives

Education Initiatives:

- Amidst COVID-19 I focused my attention on providing short, simple, and supportive email updates each week to families. These included prayers for times of turmoil, encouragement to families, downloadable liturgical coloring sheets, videos of myself and others in the parish telling faith-based children's stories, a google doc of quarantine resources that parents might find beneficial in trying to balance caring for children, education, and working from home.
- Youth Group met online every Sunday where we had an open sharing time of what is challenging during Quarantine, where we are able to find slivers of hope and joy in the midst of global trauma, and time for prayer. In April-May we did a series of eco-awareness, climate change, and faith.
- Youth Service happened! We spent the last 3 weeks of youth group planning the youth service. Two of our seniors did a fantastic job preaching, and several other core youth group members put together the liturgy, prayers, and music.
- Identifying youth who are particularly vulnerable during this time and attending to them specifically through phone calls and/or zoom pastoral care.
- Moving Godly Play classroom into the education building and emptying out of the old classroom, sorting through storage items, to make way for Hayden building conversations.
- VBS 2020: God's Good Creation has been in the works since January and launches on July 13th. This has been a big project in collaboration with Church of the Holy Family in Chapel Hill and we are thrilled that so many families have signed up.

Faith/Arts:

- I transitioned into the Faith/Arts Coordinator role June 1st. We had a committee meeting at which we outlined several potential events over the next few months, including the New Men Event on July 18-19th; the Carrboro poet laureates; Blood Done Signed My Name which is still re-scheduled for November 22 (God-willing)

Worship Committee Report

Sonja Tilley, Vestry liaison

St. Matthew's Worship Committee met via Zoom on Thursday, July 9, at 4 pm. Given that online worship will continue to be the norm, the meeting focused on ways to enhance online services and how best to support the clergy in making these services happen. The committee welcomed some new members, namely Jon Luis and Nick Gallegly, who have offered their technical expertise.

The following ideas were discussed. Specific plans made are noted.

Sending a weekly link containing a brief, family-friendly liturgy out each week – Families would be encouraged to take a few moments at the beginning of a meal or another time convenient to them and perform the liturgy together. We discussed how children who have been doing their schooling online may experience "screen fatigue." This would provide a "non-screen" worship opportunity for them.

- *Action item:* Angela Jones will design a family liturgy based on the liturgy used during Children's Chapel. She will work with Kim Powell to get this out to parents by the end of August. The goal is to send something weekly though it may start out bi-weekly.

Using more recordings to enhance worship aesthetics – The committee discussed the possibility of pre-recording video clips to be used during the online service. Ideas for clips included videos of acolytes lighting the candles, close-ups of the altar appropriately prepared for the church season, musical offerings by David Arcus and others, and a time-lapse video of the light coming through the stained glass windows.

- *Action item:* Bob Shelton, Jon Luis, and Kathy von St. Paul will explore the possibilities and work on making this happen according to the Diocesan guidelines for building use. They will decide what clips to record and start developing a library of video clips for use in the service. The goal is to be able to start making recordings by mid-August.

Recording the Sunday morning Zoom service and making it available online for viewing at a later time – Whether by choice or circumstance, not everyone is able to participate "live" in the Sunday morning Zoom service. The committee discussed making a recording of the service available for parishioners to watch at their convenience. We would need to get permission from anyone visible in the video to do so. We also need volunteers to do the actual recording and handle other technical aspects of Zoom so that Robert+ (or anyone else leading the service) isn't distracted but is free to focus on worship.

- *Action item:* Mary Ann Plambeck, Mary Rocap, Bob Shelton, and Kim Powell will serve as "Zoom masters" to assist with the service and will recruit others to do so as well. "Zoom masters" will handle the recording and making sure the previously-mentioned video clips are played at the appropriate times. Recordings will be done in such a way that only the active participants in the service (presider, responder, readers, musicians) will appear on the recording to limit the number of permissions needed. The goal is to have a rota of 10-15 Zoom masters in place by mid-August and start recording services then.

Involve more parishioners as officiants for Morning Prayer and Compline With Robert+ and Lisa+ spread thin with other responsibilities, there's a need for more lay volunteers to lead the daily office. This is also a way to involve more parishioners each week.

- *Action item:* David Arcus and Sonja Tilley will recruit additional officiants. The plan is to have a list of 15-20 volunteers by August 2.

With these plans in place, the meeting adjourned (early!) at about 5:15 pm.