

**MINUTES OF THE VESTRY
ST. MATTHEW'S EPISCOPAL CHURCH, HILLSBOROUGH, NC
November 17, 2020**

Present: The Rev. Robert Fruehwirth, Rector; The Rev. Lisa Frost-Phillips, Associate Rector; Kim Powell, Director of Christian Formation; Jehanne Gheith, Senior Warden; Jim Charton, Junior Warden; Maria Costello; Conrad Fulkerson; Elizabeth Hays; Steve Hutson; Vera Shanley; Blythe Thompson; Sonja Tilley; Susan Alden, Clerk of the Vestry

Absent: Dorothy Wood, Treasurer – excused

The Rev. Fruehwirth called the meeting to order at 6:00 pm. The meeting was held remotely by Zoom due to diocesan and governmental recommendations for social distancing to slow the spread of Covid-19. The Rev. Fruehwirth offered a devotional passage from the Rev. Pauli Murray and a prayer to open the meeting.

I. Approval of October Minutes – All

ACTION: Dr. Shanley motioned to approve the minutes and notes from the two October meetings.

Ms. Tilley seconded the motion, and the vestry voted unanimously to approve the minutes and notes as written.

II. Christian Formation Report – Kim Powell

In reflecting on the past several months, Ms. Powell notes:

- Sunday School classes will continue through December.
- Enrichment Faith at Home has been a popular program, and participation has grown each month during the fall. There is now a Faith at Home ministry group which is coordinating and assembling the boxes.
- Youth have been meeting bi-weekly for Youth Group, and recently they have been talking about community. Para Drake has been co-leading the group. They have held several outdoor movie nights, which the youth have enjoyed. Another one is scheduled for this coming Saturday.
- Confirmation classes have been meeting on alternate weeks from Youth Group, with three youth participating. David Nichols has been co-leading these classes, which generally last an hour. The participating youth are committed and enthusiastic.
- For Christmas Eve, there are plans to transform the pageant into a virtual experience this year. Invitations are being sent out asking families and children to participate by contributing a scene, song, or artwork. The contributions will be compiled via imovie.

III. Associate Rector Report – The Rev. Lisa Frost-Phillips

Recently, the Rev. Frost-Phillips has been considering how we can continue to build community during this time of pandemic. She notes:

- Ms. Powell continues to be a great asset to the staff, finding ways to channel people's creativity even while they are not physically together.
- FeST is in preparation stages with many different people involved. The surprise boxes are coming along and will hold a diverse array of goodies for the recipients.
- Pastorally, she and the Rev. Fruehwirth continue to be busy and challenged to minister to others with so many limitations due to Covid-19. They have been thankful to be able to hold several small outdoor services recently, which were meaningful for all involved. They are working to develop structure around lay pastoral care leadership, perhaps commissioning people to work in different focused areas of need.
- The liturgical year provides some structure and direction as we strive to continue building community at St. Matthew's during pandemic times, but the challenge nevertheless remains in front of us.

IV. Rector's Report – The Rev. Robert Fruehwirth

- The past month has had some sad occasions as the parish mourned the deaths of Bob Morgan and Bob Snyder. In addition, a funeral was held for Lucinda Munger's mother, who died several months ago.
- There continues to be some reflection of the national political tension within the parish.
- Covid-19 numbers are headed in the wrong direction. The diocese is still in stage 1-B, which allows for some outside worship, but restrictions could increase if numbers continue to worsen.
- Thankfully, our parish finances continue to be strong.
- The Inquirer's Class resulted in two families and two young adults expressing eagerness to become members of the parish, while a few other participants decided not to join at this time.
- The church has made a thorough effort to examine the Ruffin question, and it is now time to make some final resolutions and move forward. It will be nice to rebegin parish life with this decision behind us.
- The Rev. Fruehwirth is having surgery and will need a few days off, but hopes to be able to continue working soon. He expects to be on crutches initially, with some limited mobility.
- His vision for the immediate future is that the parish needs time for rest and fellowship. Our Mutual Ministry Review will be in January and will provide a time and space to refine our goals and priorities for the coming year.

V. Discussion of Ruffin House Letters and Resolutions – The Rev. Robert Fruehwirth and Dr. Jehanne Gheith

- In advance of the meeting this evening, three documents were sent to the vestry to read ahead of time: a letter from Dr. Gheith summarizing the process and resolutions of the vestry through the reconsideration, a letter from the Rev. Fruehwirth summarizing his own process and the theological and spiritual foundations which undergird his thoughts, and a document with some resolutions as we move into the future. Dr. Shanley and Mr. Charton have given initial feedback, and their input is appreciated.
- Each vestry member was given space to reflect on the documents, noting any potential items which need to be added as well as any aspects of the documents they find insupportable.
- After an extensive time of discussion and discernment, the Rev. Fruehwirth agreed to write an introduction letter to go with the packet which will summarize and frame the process. Several other minor edits were accepted for the documents. Dr. Shanley agreed to work on the formatting of the documents to make them easier to follow.
- Finally, there was discussion about the resolutions, which were also developed with the input of Dr. Shanley and Mr. Charton. As a result of the vestry discussion, there were some revisions to the resolutions, and vestry members wanted some time to reflect on the final version of resolutions before voting to approve them.
- The Rev. Fruehwirth will send his new cover letter and the revised documents to the members of the vestry tomorrow. Vestry members are asked to vote by email on approval no later than Thursday. Once the documents have been approved, the Rev. Fruehwirth will send out the final compiled communication to the parish.

VI. Senior Warden Report – Jehanne Gheith

- In recognition of recent lengthy and added meetings, Dr. Gheith and the Rev. Fruehwirth would like to cancel the December vestry meeting. However, vestry members are asked to reserve the date of December 13th after church services from 11:00 until 1:00 in case there is urgent business that needs to be handled before the end of the year.
- Our Mutual Ministry Review with the diocese must take place in January. The vestry considered possible dates and decided on January 23rd for the process.
- Due to the late hour, other business that was on the agenda for this evening will be moved to the December or January meeting.

VII. Junior Warden Report – Jim Charton

- There was a parish workday recently, and it went very well.
- A second zone for heating and ventilation has been installed in the Rectory.

VIII. Financial Report – Dorothy Wood

October Financial Reports are attached.

VII. Stewardship Drive Update – Elizabeth Hays

- We have received pledges totaling \$393,700 for the coming year, about \$60,000 over where we stood last year at this time. We expect to be in fine shape by the end of the year.
- Thanks again to Ms. Hays for her leadership around the stewardship drive.

VIII. Social Outreach Report – Steve Hutson

The Social Outreach Liaison Report is attached.

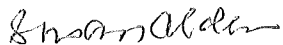
Thanks to everyone for their hard work, thoughtful discussion, and commitment to St. Matthew's. Dr. Gheith offered a quote from Brother David Steindl-Rast:

“Prayer is not sending in an order and expecting it to be fulfilled. Prayer is attuning yourself to the life of the world, to love, the force that moves the sun and the moon and the stars. We can close our hearts to that Tao of the universe, and because we so often do, alienation and lack of peace tear the world apart. But to the extent that we attune ourselves to the flow of life, to our life breath, our lives can become peaceful even in an alienated and torn world. To that extent, the world also becomes more peaceful. God works with us and in us. Also, as I noted before, it's not what our prayers do to God, but how we ourselves are changed by encountering God in prayer.”

Dr. Gheith then offered a closing prayer from the New Zealand Book of Common Prayer.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,



Susan Alden
Clerk of the Vestry

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Attachments: October financial reports, Social Outreach Liaison Report

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

GENERAL FUND BUDGET

BUDGET INCOME SUMMARY ITEMS:	2020 BUDGET	MONTH OF October	YR 2020 TOTAL	% of Budget	NOTES/COMMENTS
1 PLATE/GIFT OFFERINGS	50,000	13,461	40,238	80%	
2 LATE 2019 PLEDGES	7,227	0	7,227		
3 CURRENT YR PLEDGES	436,104	21,101	353,859	81%	
4 FEES & MISC INCOME	3,100	0	1,300	42%	
5 CARRYOVER CASH FROM 2019	20,000		20,000	100%	
6 Total Budget Income:	516,431	34,562	422,624	82%	
7					
8					
9 OUTREACH EXPENSES:					
10 DIOCESAN ASKING	55,681	4,640	46,401	83%	
11 FOOD FOR ALL	300	0	142	47%	
12 OUTREACH PLEDGES	13,200	0	5,100	39%	Vestry designates
13 DISCRETIONARY OUTREACH	11,500	0	456	0%	
14 INTERNATIONAL OUTREACH	3,430	0	0	0%	Social Ministries Committee designates
15 Total Outreach:	84,111	4,640	52,098	62%	
16					
17 MAINTENANCE & IMPROVEMENT:					
18 SEXTON & CUSTODIAN	34,280	2,773	28,075	82%	
19 REPAIRS/MAINT/SUPPLIES	9,500	982	7,165	75%	
20 CHURCH UTILITIES	16,460	925	9,433	57%	
21 RECTORY UTILITIES	3,900	223	3,239	83%	
22 PROPERTY INSURANCE	8,216	2,174	10,434	127%	
23 INSURANCE CLAIMS		0	0		
24 Total Maint & Improv:	72,356	7,076	58,345	81%	
25					
26 CLERGY SUPPORT EXPENSES:					
27 RECTOR	97,490	7,765	77,835	80%	Sal, Prof Exp, Trv, Pens, Med Ins, CE, Sab
28 ASST. RECTOR	52,633	4,165	41,809	79%	Salary, Prof Exp, Trvl, Pension, CE
29 SUPPLY PRIESTS	1,400	0	450	32%	
30 Total Clergy Support:	151,523	11,930	120,094	79%	
31					
32 ADMINISTRATIVE EXPENSES:					
33 WORKERS COMP	2,880	32	441	15%	
34 SECRETARY	28,406	2,367	23,672	83%	Salary + Pension
35 FINANCIAL SECRETARY	9,548	796	7,957	83%	
36 SUPPORT PERSONNEL	2,000	0	1,849	92%	
37 STAFF SS/TRAVEL/HEALTH IS SUPPORT	20,358	1,667	16,674	82%	
38 AUDITOR	2,500	0	2,700	108%	
39 COMMUNICATION	23,650	2,821	18,979	80%	Phone, Postage, Off Exp., Off Supl, Misc
40 Total Admin. Expenses:	89,342	7,684	72,271	81%	
41					
42 CHRISTIAN ED. PROGRAM EXPENSES:					
43 NURSERY PROGRAM	6,600	400	3,900	59%	
44 EDUCATION PROGRAMS	47,070	3,697	40,894	87%	
45 DIOCESAN CONVENTION	1,000	0	0	0%	
46 Total CE Program Expenses:	54,670	4,097	44,794	82%	
47					
48 WORSHIP EXPENSES:					
49 MUSIC PROGRAM	43,639	3,300	34,469	79%	Choir Dir, Orgnst, Spcl Musicons, Supl, misc
50 ALTAR GUILD'S EXPENSES	900	0	159	18%	
51 WORSHIP SUPPLIES	800	40	40	5%	
52 FELLOWSHIP & SPECIAL EVENTS:	2,500	24	577	23%	Fellowship, Spcl Events, Pstrl Receptions
53 Total Worship Expenses:	47,839	3,364	35,244	74%	
54					
55 Total Budget Expenses	499,841	38,791	382,848	77%	
56					
57 NON-BUDGETED DISCRETIONARY FUNDS					
58					
59 NET BUDGET INCOME (Income - Expense)	16,590	(4,229)	39,777		

ST. MATTHEW'S EPISCOPAL CHURCH
NON-BUDGET FINANCIAL INFORMATION FOR OCTOBER 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)	\$272,802	
2	OPERATING ACCOUNT BALANCE	\$104,596	
3	CUSTODIAL ACCOUNT BALANCE (Pass-through funds and Reserve funds)	\$168,206	
6	CD'S:	\$8,075	
	CD (Outreach endowment) \$8,075		
7	DIOCESE-MANAGED ENDOWMENT VALUE:	\$791,233	(Churchyard + Murphy + Undesignated)
8	VALUE CHANGE SINCE LAST MONTH	\$0	
9	VALUE CHANGE SINCE START OF YR	-\$4,631	

Service to Others/Social Outreach

Submitted by Steve Hutson: November 10, 2020

We serve others through outreach programs that extend throughout Hillsborough, Orange County and beyond to people who need help. We seek to carry the gifts of our Sunday morning worship with us, sharing them through our fellowship, service to others, and stewardship of God's creation.

Social Ministry Committee

Chair: Eileen Camp

The Committee has concentrated on feeding the people of our beloved community this year, inclusive of children, families and the elderly. Remaining support has gone to fellow churches, farm workers and those in prison or experiencing domestic abuse during these challenging times.

- 11 members currently comprise the Committee that resumed monthly meetings via Zoom in June of this year, after a hiatus caused by the pandemic.
- \$11,350.00 is recorded in disbursements to date this year for nine charities, with the largest amount provided to Meals on Wheels (\$3K). A Durham Technical Community College scholarship represented the next smallest reimbursement (\$1,850). \$929 is the average for the other seven.
- \$11,844.45 in remaining funds are available to be spent this year. Funds for the 2021 year anticipated to come from the Vestry. The rector is also considering a provision from some of the Rector's Discretionary Funds.
- Potential disbursements to 7 charities for the remainder of this year are being discussed, representing \$8,700 remaining funds in the budget. Meals on Wheels, OCIM and the Orange County Schools feeding program are equally the largest funds anticipated to be disbursed for these.
- \$2,400 of the final \$3,144 is now equally designated among three charities, leaving \$744 in residual funds for use as needed.

Alamance-Orange Prison Ministry

Chair: Robb Smylie

- This non profit hires and pays a full-time chaplain to minister to the needs of inmates in the local prison. Robb is a member of their board, which provides us with a good parishioner match to serve as St. Matthew's representative. The board maintains a building for use on the grounds of the facility.
- Services provided by the minister conform to the individual faiths of inmates in order to serve the spiritual needs of each individual inmate.

- Among the programs provided by the chaplain are family days, movies, re-entry preparation and assistance and a Christmas gift exchange in which inmates can give gifts directly to their children. A Yokefellows program combines community volunteers with inmates in a meeting group to provide listening ears for the personal perspectives of inmates.
- COVID has limited all interpersonal programs, though the chaplain is able to continue safely ministering to individual inmates. A Christmas gift exchange is planned to safely secure and indirectly provide gifts off-site to children who are missing their incarcerated loved ones.

FeST

Chair: Phyllis Wright

- 6 committee members are preparing and conducting this event, with voluntary participation available to all parishioners. Proceeds will be applied to needs within the Hillsborough community.
- There are 3 main sections:
 1. **baked goods and café operation**
(orders by phone Nov. 8 from 12 Noon-3 PM)
 2. **wreaths and roping**
(orders due by Nov. 18 & paid by check)
 3. **Surprise Boxes**
(Ongoing orders and payment)

All can be ordered by referencing "Heritage" option on the St. Matthew's website. Online payments are by Paypal, credit card or by checks left at the office. However, baked goods are paid by check on the day of pickup. A brief description of the item(s) should be included in the check's "memo" blank. Purchased items can be picked up on Dec. 5 from 12 Noon - 2PM in the parking lot behind Fellowship Hall. Distancing will be observed by the driver popping open their trunk for a FeST representative to deposit the items.

- **Website address:** <https://stmatthewshillsborough.org/fest/>
(The FeST option is located under "Heritage" on the website.)

Orange Congregations in Mission (OCIM)

Chair: Carolyn Parsley

- Our goal is to provide 175 cans of stew each month, with the church serving as our collection point. For several months St. Matthew's has been exceeding this goal. Some parishioners have also been providing additional funds directly to OCIM. Carolyn reports that the pantry shelves at OCIM are full, with dedicated volunteers regularly on-site in PPE to unpack and stock newly received items.
- Meals on wheels remains active. See Food for All.

Habitat for Humanity

Chair: Ellen McRae

- The committee defined build involvement plans last January before COVID, so they continue working per those plans. They are currently not meeting.
- Though 7 parishioners were committed to work last Spring, those build plans were cancelled due to COVID. Typically, 5 help build while 2-3 help prepare and provide lunch to those building.
- 8 parishioners did help on one build date in October, with 5 building and 3 providing lunch. However, on another weekend the 5 builders and 2 lunch providers designated to work were unable to help due to rain.
- There are currently 4 builders and 2 lunch providers committed to help with a build on 11/21 from our parish. This current build is located on Odie Street in Hillsborough, where only 5 volunteers are allowed on-site during a single shift (8AM-3PM).

Food for All: Prepare individual meals distributed to homeless and others

Chair: Hugh Tilson

- Approximately 12 groups prepare and deliver meals to those in need within Orange County. They consist of volunteers from congregations, neighborhoods and the general community.
- St. Matthew's is represented by 3 teams, each with a leader from within the parish who prepare, bag and deliver 50 meals with approximately 25 delivered to the Fairview Baptist Church parking lot and 25 to the Cedar Grove Community Center.
- COVID precautions are observed by the teams during meal assembly through a signup process to control the attendance numbers, distancing at 6 ft. apart and wearing masks. Recipients of the meals maintain a distance of 6 ft. while waiting in line wearing masks and are directly handed their meal bag(s).
- Orange County – Chapel Hill Meals on Wheels
Formerly OKRA, the Orange County effort merged with the Chapel Hill effort for a greater capacity of service. Hugh reports that they are highly professional. Previously, 60 meals were provided to seniors in the county, but due to the merger 260 meals are now prepared and delivered to those in need. The community pantry provides ingredients for the meals while our Social Committee designated \$3,000 in funds from its budget in support of the effort, with an additional \$2,000 under consideration. There is a designated facility where the hot meals are prepared.

Dickerson Chapel AME Partnership in Mission

Chair: Hugh Tilson

- COVID restrictions have prevented Hugh's continued attendance of services. Our past practice of joint worship, of course, is not currently possible.
- The Social Committee is considering a donation of \$1,000 in support of the Dickerson Chapel fellowship hall fundraising effort.
- The RJR Committee may reschedule a discussion with a legal professional who is a member of the Dickerson congregation regarding racial bias in the criminal justice system.

RJR Committee (Previously the Task Force on Racial Justice and Reconciliation until renamed in 2019 by the Vestry)

Chair: Jane Clunie

- 8 members currently comprise the Committee that resumed monthly meetings via Zoom in June of this year after a hiatus caused by the pandemic.
- A viewing of *Harriet*, a movie about Harriet Tubman and the underground railway, was attended by a number of parishioners, including the Youth Group, in January 2020.
- In June, parishioners viewed and discussed the movie Just Mercy. Similar virtual showings and discussions were held in August, September and October, based on the movies Hamilton, Selma and Glory.
- Upcoming events include a December book discussion based on To Free a Family and a similar event in January based on Caste.
- Further plans include a Spring, 2021 showing of the movie 42.
- Events that were postponed due to the pandemic, but may be rescheduled, include a one-man play by Mike Wylie of Blood Done Sign My Name based on Tim Tyson's book, and a meeting with Roger Echols, a prosecutor and former Durham District Attorney from Dickerson Chapel who will discuss racial bias in the criminal justice system.

Notes

- One trend within Social Ministries seems to be a solid commitment to support others through the provision of food, including both funds and materials donations as well as volunteer effort.
- Another trend is the commitment to safely continue all operations within the context of COVID restrictions.