

**MINUTES OF THE VESTRY  
ST. MATTHEW'S EPISCOPAL CHURCH, HILLSBOROUGH, NC  
January 19, 2021**

**Present:** The Rev. Robert Fruehwirth, Rector; The Rev. Lisa Frost-Phillips, Associate Rector; 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; Susan Alden, Clerk of the Vestry

The Rev. Fruehwirth called the meeting to order at 6:05 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. Frost-Phillips offered two prayers from the Book of Common Prayer to open the meeting, one for our country and one for guidance.

**I. Approval of December Minutes – All**

**ACTION:** Dr. Shanley motioned to approve the minutes from the December vestry meeting as written. Ms. Tilley seconded the motion, and the vestry voted unanimously to approve the minutes.

**II. Associate Rector Report – The Rev. Lisa Frost-Phillips**

- There are some exciting new developments around pastoral care at St. Matthew's. More information about these will be shared later in the meeting.
- While times continue to be challenging, it is amazing to see the creativity and hard work going on in our parish. Rather than being a stagnant time, it is vibrant.
- The Rev. Frost-Phillips met with Kim Powell today. Ms. Powell recently had her one-year anniversary as Director of Christian Formation. She is empowering parents and others to help with programs in a collaborative and creative way. She is working to keep our youth involved in spite of zoom overload, envisioning collaborative projects that provide different kinds of opportunities for engagement.

**III. Rector Report with Update on Task Forces – The Rev. Robert Fruehwirth**

*The Rector's Report is attached.*

- At the Adult Forum this past Sunday, it was clear that many people in the parish would like to move forward towards the resolutions we made as a result of our study in the fall.
- The Rev. Fruehwirth has already begun working with the northern Orange County clergy group, helping to reinvigorate a group that had become inactive in recent years. They are planning to sponsor Wednesday zoom meetings with 'pandemic stories' followed by an Agape meal.
- There was discussion about the two task forces which will be formed, one to work on community engagement and one to address memorials. There was recognition of the need to continue "getting our own house in order," allowing for more introspection and thoughtfulness about our past. Several vestry members suggested that we need to continue listening, both to one another and to those in the community. Ultimately, we want to collaborate with others in our community, focusing on how we can partner together to further causes that we both determine are worthy.
- After discussion, the Rev. Fruehwirth and the vestry agreed that initial action will be focused on the continued development and work of the clergy group. While we continue to grapple with our history, the Rev. Fruehwirth will also begin work on convening the task force on community engagement, with plans for this task force to become active in the coming months.
- The Rev. Fruehwirth noted that the Lenten forum will include education about ways that precious parts of the Gospel have been lost at times because of historical and social pressures.

**IV. The February Parish Celebration and New Vestry Constitution – The Rev. Robert Fruehwirth and Dr. Jehanne Gheith**

- The vestry resolved in November to hold a parish celebration during February in lieu of the annual meeting, since in person gatherings will not yet be allowed. Since that resolution, the diocese has decided to hold a drive-in convention in March, during which they plan to pass legislation permitting congregations to hold virtual annual meetings.
- After discussion, the vestry decided to go ahead and prepare the reports which are usually shared at the annual meeting. These will be shared with the parish on February 21<sup>st</sup>. If the diocese changes their canons in March, we will emend our bylaws for vestry approval. This will allow us to have our actual annual meeting online for election of vestry members in April or May. The Rev. Fruehwirth will be in touch with Ed Embree, Chancellor of the Diocese, about the needed changes for our bylaws to be sure we are prepared to get them approved quickly.
- Two of the candidates for our vestry slate are not confirmed Episcopalians, but both are willing to be confirmed. Bishop Anne Hodges-Copple said that we may allow these candidates to run, and they will be confirmed in a timely manner.
- We will discuss the virtual voting mechanisms at our next meeting. Ms. Hays, Ms. Tilley, and Bob Shelton will collaborate on a proposal with possible procedures before the next meeting.

**V. Pastoral Care Teams – The Rev. Robert Fruehwirth and The Rev. Lisa Frost-Phillips**

- The Rev. Fruehwirth and the Rev. Frost-Phillips have been discussing a new vision for pastoral care ministry at St. Matthew's, which will incorporate a team of people including clergy and interested laypeople. Dr. Shanley, Regina Webster, Margaret Brill, David McDuffie and Ruth Wylie will be part of the group, as well as the Rev. Fruehwirth and the Rev. Frost-Phillips. Ruth Wylie has offered to serve as chaplain to the team.
- The Pastoral Care Group plans to begin meeting every other week, focusing during meetings on their own spiritual growth and care. Hopefully this expanded group will be able to have more direct and ongoing contact with parishioners who are ill or in need.
- The Shawl Ministry, letter writers, and Serve One Another are ancillary groups, also providing pastoral care, and working as usual at the direction of the clergy directly or through the pastoral care team.

**VI. Senior Warden Report – Dr. Jehanne Gheith**

*Housing Allowance for the Rev. Frost-Phillips is attached.*

- The slate of vestry candidates has been prepared. Helen Conrad is compiling their biographies. The candidates include Patrick Cummings, Madeleine Liddicoat, Edward Wright, Paul Enquist, Lindsay Efland, and Martha McCamy.
- For our February meeting, each vestry member will need to prepare an annual report. This should be a distillation of the annual report for their area and should be about a page. Please submit this to Mary Rocap, Dr. Gheith, and the Rev. Fruehwirth by February 10<sup>th</sup>.
- Each year the vestry approves a housing allowance for the Rev. Frost-Phillips, which is required for tax purposes. **ACTION: Dr. Shanley motioned, Dr. Fulkerson seconded, and the vestry voted unanimously to approve the housing allowance for the Rev. Lisa Frost-Phillips.**
- Our Mutual Ministry Review will be on Saturday on the Zoom meeting channel. It will begin at 9:30 am and will be over no later than 2:00 pm. Some questions for reflection will be sent to vestry members before the meeting, and members should also think about priorities for St. Matthew's in the year ahead.
- There has been discussion about the interns attending vestry meetings. Both are interested in attending. They would not necessarily attend every meeting, and they could be asked to step out if circumstances required it. The vestry agreed that it would be helpful for the interns to attend, and Dr. Gheith will invite them to the next meeting.

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**VII. Junior Warden Report – James Charton**

- Changed signs for our buildings have been ordered, and they will be installed on a suitable date when weather cooperates.
- A meeting of the Society for Junior Wardens is scheduled for February 1<sup>st</sup>.
- The Cemetery and Churchyard Committee met recently and will begin to look into the issue of available burial plots and how the trees might be impacted by them.

**VIII. Financial Update and Review of Stewardship Report – Dr. Dorothy Wood and Elizabeth Hays**

- Ms. Hays provided an update on the stewardship campaign. We ended the year \$444,340 in pledges for 2021 from 154 pledging units. This total is well beyond our goal. Ms. Hays offered thanks once more for the excellent templates provided by Dr. Shanley and Jeff Thompson, who led the campaign last year. Above all, she is grateful for such a generous parish. The Rev. Fruehwirth plans to follow up with anyone who did not renew a pledge for the coming year.
- Dr. Wood notes that we close out the month of December when it ends, but we wait to close out the year until mid-January. However, it appears that we will finish 2020 with a surplus of over \$31,000. This will allow us to prepay some donations for the coming year, in turn lowering the amount we will be expected to remit to the diocese in 2021. Prepaying donations as we are able is helpful for the organizations we are supporting, and it is also helpful for our own budget.
- We currently use an outdated system for paying bills in the church. Sara Brewer, our financial secretary, would like to move to a cloud-based service. This would ultimately keep our data safer and provide some automated services, leading to less manual input. It will cost about \$329 a month, \$120 more than the previous system, for a total overage of about \$1400 a year. The vestry agreed that we should move to a new system, and Dr. Wood will pass along their approval to Ms. Brewer.
- **ACTION: Prior to tonight's meeting, the vestry unanimously approved the preliminary budget for 2021.** We will approve the final budget in March.

**IX. Pastoral Care Report – Blythe Thompson**

*The Pastoral Care Liaison Report is attached.*

Ms. Thompson noted that, although her name was not listed in the membership of the pastoral care team in her report, Dr. Shanley is a valuable member of the group. Also, while some forms of pastoral care might be on hold right now, there is still a lot happening in this area at St. Matthew's.

**X. Additional Business - All**

- There was discussion about a letter received from Jim Weaver regarding the renaming of the Ruffin House. The Rev. Fruehwirth has followed up with him, and Dr. Gheith also agreed to write a note acknowledging the vestry's receipt of the document. His letter will be added to the google drive compilation of documents received from parishioners during the discussion process.
- The next vestry meeting will take place on February 16<sup>th</sup> at 6:00 pm.

The Rev. Fruehwirth and Dr. Gheith offered thanks for the substantial work done in this evening's meeting. Dr. Gheith offered two prayers in closing.

We give thanks for the wind of your Spirit.  
Lord Christ, you see us sometimes  
Like strangers on the earth  
Taken aback by the violence,  
By the harshness of opposition.

And you come to send out a gentle breeze  
On the dry ground of our doubts,

And to prepare us to be bearers  
Of peace and reconciliation.

-Brother Roger of Taizé

God rest us. Rest that part of us which is tired. Awaken that part of us which is asleep. God awaken us and awake with us.

-Michael Leunig, *The Prayer Tree*

The meeting was adjourned at 8:00 pm.

Respectfully submitted,



Susan Alden  
Clerk of the Vestry

*sra*

*Attachments: December financial reports, Rector's Report to Vestry, Housing Allowance for the Rev. Frost-Phillips, Pastoral Care Liaison Report*

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

**GENERAL FUND BUDGET**

<b>BUDGET INCOME SUMMARY ITEMS:</b>		<b>2020</b>	<b>MONTH OF</b>	<b>YR 2020</b>	<b>% of Budget</b>	<b>NOTES/COMMENTS</b>
		<b>BUDGET</b>	<b>December</b>	<b>TOTAL</b>		
1	PLATE/GIFT OFFERINGS	50,000	17,137	62,112	124%	
2	LATE 2019 PLEDGES	7,227	0	7,227		
3	CURRENT YR PLEDGES	436,104	36,970	415,671	95%	
4	FEES & MISC INCOME	3,100	0	1,300	42%	
5	CARRYOVER CASH FROM 2019	20,000		20,000	100%	
6	<b>Total Budget Income:</b>	<b>516,431</b>	<b>54,107</b>	<b>506,310</b>	<b>98%</b>	
7						
8						
9	<b>OUTREACH EXPENSES:</b>					
10	DIOCESAN ASKING	55,681	4,640	55,681	100%	
11	FOOD FOR ALL	300	29	171	57%	
12	OUTREACH PLEDGES	13,200	5,100	10,200	77%	Vestry designates
13	DISCRETIONARY OUTREACH	11,500	11,044	11,500	0%	
14	INTERNATIONAL OUTREACH	3,430	0	3,430	100%	Social Ministries Committee designates
15	<b>Total Outreach:</b>	<b>84,111</b>	<b>20,814</b>	<b>80,982</b>	<b>96%</b>	
16						
17	<b>MAINTENANCE &amp; IMPROVEMENT:</b>					
18	SEXTON & CUSTODIAN	34,280	3,168	34,017	99%	
19	REPAIRS/MAINT/SUPPLIES	9,500	639	10,063	106%	
20	CHURCH UTILITIES	16,460	855	10,888	66%	
21	RECTORY UTILITIES	3,900	339	3,796	97%	
22	PROPERTY INSURANCE	8,216	0	10,434	127%	
23	INSURANCE CLAIMS		0	0		
24	<b>Total Maint &amp; Improv:</b>	<b>72,356</b>	<b>5,002</b>	<b>69,198</b>	<b>96%</b>	
25						
26	<b>CLERGY SUPPORT EXPENSES:</b>					
27	RECTOR	97,490	7,980	93,580	96%	Sal, Prof Exp, Trv, Pens, Med Ins, CE, Sab
28	ASST. RECTOR	52,633	4,685	50,777	96%	Salary, Prof Exp, Trvl, Pension, CE
29	SUPPLY PRIESTS	1,400	0	450	32%	
30	<b>Total Clergy Support:</b>	<b>151,523</b>	<b>12,665</b>	<b>144,808</b>	<b>96%</b>	
31						
32	<b>ADMINISTRATIVE EXPENSES:</b>					
33	WORKERS COMP	2,880	0	489	17%	
34	SECRETARY	28,406	2,367	28,407	100%	Salary + Pension
35	FINANCIAL SECRETARY	9,548	796	9,548	100%	
36	SUPPORT PERSONNEL	2,000	0	1,849	92%	
37	STAFF SS/TRAVEL/HEALTH IS SUPPORT	20,358	1,763	20,104	99%	
38	AUDITOR	2,500	0	2,700	108%	
39	COMMUNICATION	23,650	2,409	22,539	95%	Phone, Postage, Off Exp., Off Supl, Misc
40	<b>Total Admin. Expenses:</b>	<b>89,342</b>	<b>7,335</b>	<b>85,635</b>	<b>96%</b>	
41						
42	<b>CHRISTIAN ED. PROGRAM EXPENSES:</b>					
43	NURSERY PROGRAM	6,600	500	4,800	73%	
44	EDUCATION PROGRAMS	47,070	2,758	48,164	102%	
45	DIOCESAN CONVENTION	1,000	0	0	0%	
46	<b>Total CE Program Expenses:</b>	<b>54,670</b>	<b>3,258</b>	<b>52,964</b>	<b>97%</b>	
47						
48	<b>WORSHIP EXPENSES:</b>					
49	MUSIC PROGRAM	43,639	4,346	42,336	97%	Choir Dir, Orgnst, Spcl Musicians, Supl, misc
50	ALTAR GUILD'S EXPENSES	900	0	159	18%	
51	WORSHIP SUPPLIES	800	261	435	54%	
52	FELLOWSHIP & SPECIAL EVENTS:	2,500	69	671	27%	Fellowship, Spcl Events, Pstrl Receptions
53	<b>Total Worship Expenses:</b>	<b>47,839</b>	<b>4,676</b>	<b>43,600</b>	<b>91%</b>	
54						
55	<b>Total Budget Expenses</b>	<b>499,841</b>	<b>53,749</b>	<b>477,187</b>	<b>95%</b>	
56						
57	<b>NON-BUDGETED DISCRETIONARY FUNDS</b>					
58						
59	<b>NET BUDGET INCOME (Income - Expense)</b>	<b>16,590</b>	<b>358</b>	<b>29,123</b>		



# RECTOR'S REPORT TO VESTRY

JANUARY 19, 2021

Dear Vestry,

As I write this report, less than a week before our meeting on January 19, I am unsure of what our parish will need from us in the weeks ahead. It could be that the threat of further violent assaults on State Capitols and government buildings, following the January 6th invasion of Congress, come to nothing. It could be that Covid-19 has reached its winter peak and with the vaccine now making inroads into the population, we are now on the downward slope back to normality. On the other hand, the parish might need immediate pastoral care if inauguration week brings more anti-government violence. The Bishops have asked me to prepare for this possibility. Covid might also become more challenging over the next one to two months and the Bishops have asked clergy to pull back their parishes in-person engagements due to pressure on hospitals.

At the same time, it's important to step back and to give thanks for the health that St. Matthew's has as we enter 2021.

- Financially, we are strong, having exceeded our pledge campaign goal by over \$18,000 and the amount pledged in 2020 by \$8,000. Best of all, I believe we have over a dozen new pledging units this year.
- Our Christmas celebrations, while on Zoom, were marked by intimacy, creativity, joy, and warmth. David Arcus organized a moving Lessons and Carols service for Christmas Eve, while Kim Powell with Lisa Frost-Phillips+ made an online nativity play that communicated great joy, involving many of our families.
- The staff, while tested over the past year, is holding strong, and has inner resources to be creative. Our interns continue to bless us with their ministry and talent.
- The completion of the Ruffin House process in November, renaming the administrative building The Parish House, gave the parish a sense of closure and accomplishment. While an estimated 1-5 families might be leaving the parish as a result, or withholding their pledges in 2021, the opposite decision would likely have caused an even greater fallout. Further, we as the vestry created a very strong slate of resolutions which direct the parish now to a more balanced and integrated presentation of our parish history, and direct us to the work of being a part of the Beloved Community that God is making in northern Orange County. Gradually a vision has begun to dawn in me of St. Matthews, rich with liturgical and sacramental worship, strong in spiritual formation, and celebrating the arts, also becoming more of an enthusiastic and outside-the-box collaborator with other local churches, services, and initiatives aimed at honoring the dignity of every human being, and celebrating God among us.
- I am making it a personal priority in 2021 to create a new Northern Orange County clergy group, with an emphasis on building supportive relationships, praying together, and discovering how God is calling us to act together.
- Lisa and I will be sharing at this Vestry meeting developments about a new Pastoral Care Team for St. Matthew's as well as slight shifts in our responsibilities, me moving over to do more pastoral care, and Lisa more directly engaged with outreach, mission, and social justice.

On Saturday, January 23 we will gather with The Rev. David Sellery and the Rev. Kathy Walker from the Diocesan Staff for our annual Mutual Ministry Review. This will be a time to craft priorities for the coming year, leading to further vestry discussion around the means of achieving those goals.

Further, I would like to note that Bishop Anne is going to be with us, virtually, on February 7, and likely for the Vestry Meeting happening later that month. As February 16 is Shrove Tuesday — we may wish to re-schedule our Vestry Meeting.

Finally, while we were making plans to appoint three vestry members following a straw-poll process with the parish which would culminate at a parish celebration slated for February 21, it now appears likely that we will

be able to change our parish by-laws to hold an actual Parish Annual Meeting on-line, following legislative action that the Diocese is set to take in March of 2021. As a result of these new developments, we might choose to hold an online Parish Annual Meeting in April, and elect the new vestry slate then, with full provision to allow for votes for people not on-line at that time.

With thanks for your service,

The Rev Robert Fruehwirth



*The following resolution was duly adopted by the vestry of St. Matthew's Episcopal Church at a regularly scheduled meeting held on January 19, 2021, a quorum being present:*

**Whereas**, the Reverend Lisa Frost-Phillips is compensated by St. Matthew's exclusively for services as a minister of the gospel;

and

**Whereas**, St. Matthew's does not provide the Reverend Lisa Frost-Phillips with a rectory;

Therefore, it is hereby

**Resolved**, that the total compensation paid to The Rev. Lisa Frost-Phillips on an annual basis commencing effective January 2021, shall be \$43,336, of which \$36,000 is hereby designated to be a housing allowance; and it is further

**Resolved**, that the designation of \$36,000 on an annual basis as a housing allowance shall apply to the calendar year 2021 and to all future years unless otherwise provided.

  
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(Signature of Sr. Warden)

## **Vestry Liaison Report: Service to Others/Pastoral Care**

January 13, 2021

Pastoral care is a central core value of our life at St Matthew's. We practice pastoral care by working together to serve and support the emotional, social and spiritual needs of our parish. Although some of our programs in 2020 have been hampered because of COVID 19, others have flourished and there has been significant new formation and growth. There are also transitions occurring as Lisa Frost-Phillips moves more toward a greater role in Social Ministries and Robert Fruehwirth takes on Pastoral Care missions.

**The Brookshire Service** is currently on hold, but in the beginning of 2020 met weekly at Brookshire in the activity room. It is led by Margaret Brill with the help of Susan Alden as Lay Eucharistic Minister and Randy Tobias (guitarist). Two or three familiar hymns are enjoyed along with prayers, readings, a brief message and communion. Each week, an average of 10 residents attended. Since mid-March, Margaret has made phone calls to some of the regular attendees and was able to deliver poinsettias in December. Margaret and the Brookshire residents look forward to a time when this service can resume.

**Pastoral Care, Visitation & Eucharistic Visitors** has also been put on hold for the time being as we follow the diocesan guidelines during this time of pandemic. Again, Margaret Brill has made phone calls when she is able.

**Serve One Another** is administered by Lisa Frost-Phillips and is an updated email list of St. Matthew's members who are able to help with meals for ill or house bound parishioners. Sometimes transportation needs are met also. Serve One Another has been discontinued during this time for the well being of all parishioners. It will resume in the future!

**The Letter Writing Group** is a sister program to Serve One Another. Lisa Frost-Phillips has an updated email list of 20+ people who enjoy sending letters, cards and notes of encouragement to fellow parishioners when needed or requested.

**Care & Discernment Groups** are small groups of 5-8 members who meet weekly. Each session is led by 2 facilitators who carefully structure the time together. Participants take turns narrating a joy or difficulty which is held in meditative, prayerful attention followed by reflection rather than advice. Edward Wright and Betty Wolfe recently facilitated a group of 5 people through the discernment process from November 12-December 17. They were able to meet over Zoom and felt this platform aided in the participants process. In order to engage more participants in the future, there is discussion of clarifying the group's mission, training more facilitators and offering these groups more regularly throughout the year. There are tentative plans to hold a session in the spring of 2021.

**Shawl Ministry** is led by Nancy Harris and continues to meet over Zoom on the first Saturday of every month. There are currently 24 members. Most members are from St.

Matthews, but a few join from the greater Orange/Durham County community. The group has been given 40% of the closet space in the Graebner Room. In 2020, the shawl ministry provided 60 shawls and lap robes. The greater number of shawls were given to St. Matthew's parishioners, but the group also reached out into the community by giving shawls to residents of Croasdale and Brookshire assisted living communities. A shawl was given to Ms. Sconobi Taylor who donated the land for the Anatoth Community Gardens. Shawls were also received by Emily, the Meals on Wheels coordinator and Kay, the OCIM Food Pantry coordinator. 5 graduating seniors received scarves, 3 babies received blankets and 3 brides received wedding shawls. Membership in the shawl ministry continues to increase and the knitting continues on.

**For Those Who Live Alone** is a group which formed as a direct result of the isolation parishioners felt and continue to feel due to the COVID restrictions. It is hosted by Margaret Brill and meets over Zoom weekly, every Wednesday at 5:00 pm for an hour. Generally there are 6-8 participants. Members are welcome to email Margaret with discussion topics. Each meeting begins with a round robin check in of members to see how everyone is faring and continues with a discussion of the weekly topic. Meetings end with a prayer. Margaret intends to continue this group for the foreseeable future.

**Birds of the Air** spearheaded by Robert Fruehwirth for lay leadership development and discernment, had an initial meeting in June. A group of 15 attendees gathered weekly 3 times a month from July through October. Several people from the program have transitioned to be part of the parish pastoral care team. 3 or 4 others will assist with this year's Lent Program. Robert's guiding principle is that anyone engaged in lay leadership in pastoral care or facilitation of small groups for spiritual deepening need themselves to be in a support and deepening group. The Birds of the Air group will be that support for those not on the pastoral care team. It will continue to train and raise up spiritual lay leaders by cultivating spirituality and teaching facilitation skills. Part of the program is also discerning if and how people are called to be lay leaders in the parish. The group will reconvene in the first quarter of 2021 and be open to others in the parish who were not part of the original group.

**Parish Pastoral Care Team** is a new structure for pastoral care which will expand and deepen care for one another using the gifts and talents of lay leaders. This team will have an initial meeting in mid January and begin to put some structures for the team in place. The current group is comprised of the following parishioners and their area of interest:

Regina Webster-Grief Ministry after a loss

David McDuffie-Pastoral Care to Young Families

Margaret Brill-Pastoral Care to people living at Brookshire and to those unable to come to church AND also for Those Who Live Alone

Ruth Wiley- Chaplain to the Pastoral Care Team

The idea of increasing lay leadership at St. Matthew's has been ongoing and the need has become more acute in 2020.

Respectfully submitted,  
Blythe Thompson  
Vestry Liaison for Service to Others/Pastoral Care