

MINUTES OF THE VESTRY
ST. MATTHEW'S EPISCOPAL CHURCH, HILLSBOROUGH, NC
March 16, 2021

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; Blythe Thompson; Sonja Tilley; Dorothy Wood, Treasurer; Susan Alden, Clerk of the Vestry

Absent: Vera Shanley, excused

Guest: Mary Ann Plambeck, Incoming 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 a prayer to open the meeting.

I. Approval of February Minutes – All

February Junior Warden Report is attached.

Jim Charton submitted a Report from the Junior Warden for February, which reflects some corrections to the February minutes. **ACTION: Ms. Thompson motioned to approve the minutes from the February vestry meeting with the added Junior Warden report. Ms. Tilley seconded the motion, and the vestry voted unanimously to approve the February minutes with the added Report from the Junior Warden.**

II. Formation – The Rev. Robert Fruehwirth and All

The Rev. Fruehwirth spoke about his spiritual journey, especially focusing on his initial reluctance around ordination to the priesthood. Ultimately, he embraced ordination, realizing that it could actually be a spiritual calling to help forward his community. As vestry members, our calling is similar in some ways. We care for the physical and finite at St. Matthew's in a way that opens the door for God to be more involved in the community. There must be a balance of business and formation. We will focus further on these ideas at our yearly retreat in April.

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

- There continue to be a number of parishioners in situations requiring pastoral care. It is uplifting to witness the generosity and care that are demonstrated in our parish.
- The Rev. Frost-Phillips is co-leading a small Lenten Godspeed group. There has been open sharing and communication in the diverse group of participants, inspiring connection around our common faith.
- Social Ministries: Justice United has had two meetings recently and St. Matthew's had heavy presence and involvement in both. They hope to focus efforts on gardening and food security in our community.
- There has been lots of planning for Holy Week, which will be rich and varied in its many offerings.

IV. Rector Report with Updates – The Rev. Robert Fruehwirth

The Rector's Report is attached.

A few highlights and updates:

- The Rev. Fruehwirth is working with John Oxaal, a parishioner who would like to encourage reflection on faith and economic issues. He would like to put together a panel that might speak on topics such as health care and education from different perspectives. This may happen in the fall.
- Voting for the vestry slate has begun, and people are voting through the different methods available.

- Holy Week will have a mix of in-person and virtual events. The Rev. Fruehwirth would love for vestry members to be ushers at some of the events, welcoming people back to our campus. We are at a point where we can begin to have some indoor events, which will be added thoughtfully as we move forward.
- Kate Wisz will be with us beginning in April.
- The Rev. Fruehwirth would like to invite the minister from Hillsborough United Methodist Church, the Rev. Cameron Merrill, to preach at the Great Vigil service on the Saturday night before Easter. The vestry was in support of this idea.

IV. The Rev. Para Drake and Ministry at St. Matthew's – The Rev. Robert Fruehwirth

- The Rev. Drake would like to be recognized as a clergy associate in the parish, exercising some ministerial role. Although she is ordained in the Methodist church, there is precedence for this at the Church of the Holy Family in Chapel Hill. The Rev. Drake has substantial experience with bereavement care and dealing with Alzheimer's patients and their families. She has also been assisting with the youth group at St. Matthew's this year.
- After vestry discussion, it was decided that the Rev. Fruehwirth will move forward by asking the Rev. Drake to consider starting a care and bereavement group with a focus on Alzheimer's at St. Matthew's. There will be a co-chair of the group. He will also invite the Rev. Drake to attend a future vestry meeting.

V. Budget Request for Library from RJRC – The Rev. Robert Fruehwirth and Dr. Jehanne Gheith

- The Racial Justice & Reconciliation Committee would like to create a library of materials concerning issues of social justice, but their budget request was submitted late. The Rev. Fruehwirth would like to give them \$300 from the Rector's discretionary fund this year, while advising them to pursue money from the budget formally next year. The vestry agreed that this was a sensible plan.
- The Graebner Room will have a bookshelf for these items.

VI. Senior Warden Report – Dr. Jehanne Gheith

- Dr. Gheith will be getting in touch with vestry members about serving as ushers for Holy Week activities.
- Discussion of Vestry Self-Review and Rector Review – In past years we did a vestry self-review and a rector's review. Dr. Gheith will send forms for this to the vestry tomorrow. They should be returned to Bill Kodros by April 16th. He will compile the feedback, and it will be discussed once the new vestry members have come on board. In the future, it might be efficient to combine this process with the Mutual Ministry Review, since they cover some of the same goals.
- Update on Vestry Retreat scheduled for April 24th – Please plan to meet from 9:30 until 3:00, with hopes for an earlier finish. There will be a business meeting at the beginning of the retreat, and new senior and junior wardens will be approved. Then members who are rotating off will leave, and there will be a time of formation and planning. There is hope that the retreat will take place in person in the fellowship hall. The vestry meeting on April 20th will be cancelled.
- Proposed change to Liaison Report schedule – Dr. Fulkerson has been the liaison for Faith and the Arts, and he will be cycling off the vestry. This report is usually done in May with the cameo in June. The vestry agreed to move the report to September this year, so the new liaison will have time to acclimate.
- Susan Alden was presented with a gift and thanks for her service as clerk for the past four years.

VII. Junior Warden Report – James Charton

- The company that repairs our stained glass recently inspected the windows in the sanctuary. The middle window on the right side needs repairs and restoration. The right side of the building takes the sun, which increases the susceptibility to window damage. The last window on the left side also has a small problem at the bottom, but it can likely be mended while the window remains in place. Hopefully, these repairs can happen later this year. We have \$7300 in our fund for window repair, but the total for this work will be substantially higher. It is likely that the final bills will not have to be paid until 2022.

- ~~Mr. Charton had hoped stickers with revised building names would be installed last week. It has not been completed yet, but it will hopefully happen soon.~~
- Four mice have been humanely trapped and released.
- The new junior warden will need to consider what to do to make air quality in the church safer.
- The Churchyard Committee has been active now that weather has improved. They would like to start an adopt-a-tree program, where adopters would work to keep their trees free from ivy. They would also like to train a few volunteers to clean gravestones. Both of these requests will be published in a forthcoming newsletter. Also, a new area is being prepped for planting between the new education building and the parish house. The Churchyard Committee would like to gain some additional members.
- Pat Merriman has asked about possible locations for a memorial coral maple tree previously promised. The Churchyard Committee is looking for an appropriate spot for this tree.
- The Cemetery Committee needs clarification on the statement regarding the availability of cemetery spots for nonmembers of the parish. The statement may need to be tweaked for clarity. Dr. Gheith offered to work on it. She will then send it to the vestry for approval.

VIII. Reflection on Last Year and Looking Ahead – The Rev. Robert Fruehwirth and Dr. Jehanne Gheith

There are several endeavors that will need our attention over the coming months. These include:

- vestry liaison role revision
- confluence of task forces and new initiatives from the MMR, and
- re-entering parish life in person as restrictions continue to relax.

We will need to make thoughtful decisions about how to best spend our time and resources. There may be some parish expectations around goals we have previously expressed. We will need to look at the calendar and set priorities and realistic expectations around what needs to happen and what we want to happen.

IX. Financial Update and Approval of Budget – Dr. Dorothy Wood

The February financial report and Budget for 2021 are attached.

- Next month Dr. Wood will show the custodial accounts as well, with a brief explanation around those.
- Our spending has been higher than our income over the past month. While this is not a worry at present, it is not something we want to have happen regularly. We might need to send a reminder to the parish about keeping pledges up to date.
- The final budget is ready for approval. Recent changes are shown in red on the document, and Dr. Wood explained each of the changes. **ACTION: Ms. Costello motioned to approve the final budget, and Ms. Tilley seconded the motion. The vestry voted to approve the budget.**

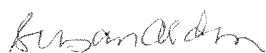
X. Liaison Report for Fellowship and Hospitality – Dr. Vera Shanley

The Liaison Report for Fellowship and Hospitality is attached.

Dr. Shanley will do her cameo on April 11th at the morning service.

Dr. Gheith offered a quote from Gail Godwin and two brief prayers in closing.
The meeting was adjourned at 8:00 pm.

Respectfully submitted,



Susan Alden
Clerk of the Vestry

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Attachments: February financial reports, Rector's Report to Vestry, Fellowship and Hospitality Liaison Report

ST. MATTHEW'S EPISCOPAL CHURCH
MONTHLY FINANCIAL SUMMARY FOR FEBRUARY 2021

GENERAL FUND BUDGET

BUDGET INCOME SUMMARY ITEMS:		2021 BUDGET	MONTH OF February	YR 2021 TOTAL	% of Budget	NOTES/COMMENTS
1	PLATE/GIFT OFFERINGS	40,000	1,912	7,604	19%	
2	LATE 2020 PLEDGES	0	450	1,010		
3	CURRENT YR PLEDGES	443,140	15,946	131,698	30%	
4	FEES & MISC INCOME	1,600	0	225	14%	
5	CARRYOVER CASH FROM 2020	20,000		20,000	100%	
6	Total Budget Income:	504,740	18,308	160,537	32%	
7						
8						
9	OUTREACH EXPENSES:					
10	DIOCESAN ASKING	56,450	4,704	9,408	17%	
11	FOOD FOR ALL	300	0	0	0%	
12	OUTREACH PLEDGES	5,500	0	7,750	141%	Vestry designates
13	DISCRETIONARY OUTREACH	0	(8,096)	(8,641)	0%	
14	INTERNATIONAL OUTREACH	3,500	0	0	0%	Social Ministries Committee designates
15	Total Outreach:	65,750	(3,392)	8,518	13%	
16						
17	MAINTENANCE & IMPROVEMENT:					
18	SEXTON & CUSTODIAN	34,946	2,829	5,658	16%	
19	REPAIRS/MAINT/SUPPLIES	10,150	416	963	9%	
20	CHURCH UTILITIES	14,750	1,488	2,778	19%	
21	RECTORY UTILITIES	4,500	(756)	984	22%	
22	PROPERTY INSURANCE	9,348	0	2,174	23%	
23	INSURANCE CLAIMS		0	0		
24	Total Maint & Improv:	73,694	3,977	12,556	17%	
25						
26	CLERGY SUPPORT EXPENSES:					
27	RECTOR	99,441	9,253	15,753	16%	Sal, Prof Exp, Trv, Pens, Med Ins, CE, Sab
28	ASST. RECTOR	54,136	4,901	8,512	16%	Salary, Prof Exp, Trvl, Pension, CE
29	SUPPLY PRIESTS	1,400	0	0	0%	
30	Total Clergy Support:	154,977	14,154	24,266	16%	
31						
32	ADMINISTRATIVE EXPENSES:					
33	WORKERS COMP	2,650	40	143	5%	
34	SECRETARY	28,974	2,415	4,829	17%	Salary + Pension
35	FINANCIAL SECRETARY	9,739	812	1,623	17%	
36	SUPPORT PERSONNEL	2,500	0	508	20%	
37	STAFF SS/TRAVEL/HEALTH IS SUPPORT	20,560	1,684	3,351	16%	
38	AUDITOR	2,800	0	0	0%	
39	COMMUNICATION	24,450	35	4,589	19%	Phone, Postage, Off Exp., Off Supl, Misc
40	Total Admin. Expenses:	91,673	4,985	15,043	16%	
41						
42	CHRISTIAN ED. PROGRAM EXPENSES:					
43	NURSERY PROGRAM	6,600	900	900	14%	
44	EDUCATION PROGRAMS	46,396	4,126	9,094	20%	
45	DIOCESAN CONVENTION	750	0	0	0%	
46	Total CE Program Expenses:	53,746	5,026	9,994	19%	
47						
48	WORSHIP EXPENSES:					
49	MUSIC PROGRAM	44,487	3,595	6,959	16%	Choir Dir, Orgnst, Spcl Muscn, Supl, misc
50	ALTAR GUILD'S EXPENSES	1,500	0	0	0%	
51	WORSHIP SUPPLIES	600	0	0	0%	
52	FELLOWSHIP & SPECIAL EVENTS:	2,500	24	49	2%	Fellowship, Spcl Events, Pstrl Receptions
53	Total Worship Expenses:	49,087	3,619	7,008	14%	
54						
55	Total Budget Expenses	488,927	28,370	77,384	16%	
56						
57	NON-BUDGETED DISCRETIONARY FUNDS					
58						
59	NET BUDGET INCOME (Income - Expense)	15,813	(10,061)	83,152		

**ST. MATTHEW'S EPISCOPAL CHURCH
NON-BUDGET FINANCIAL INFORMATION FOR FEBRUARY 2021**

NON-BUDGET FINANCIAL STATUS INFORMATION AT MONTH-END

		NOTES/COMMENTS
1	FIRST HORIZON CHECKING ACCOUNT BALANCE (Operating + Custodial account balance)	\$286,568
2	OPERATING ACCOUNT BALANCE	\$106,661
3	CUSTODIAL ACCOUNT BALANCE (Pass-through funds and Reserve funds)	\$179,907
6	CD'S: CD (Outreach endowment) \$8,111	\$8,111
7	DIOCESE-MANAGED ENDOWMENT VALUE:	\$828,247 (Churchyard + Murphy + Undesignated)
8	VALUE CHANGE SINCE LAST MONTH	\$0
9	VALUE CHANGE SINCE START OF YR	\$0

RECTOR'S REPORT TO VESTRY

MARCH 16 2021

Items to note

- I am happy with the progress of the Lent Agape Pandemic program with Hillsborough churches, but also reminded of the limits of Zoom. *The value of events like these seem to lie more in being symbols of our intention to stay connected than in the actual experience itself. They create an energy to continue post-covid and that is perhaps their meaning. We could think about other St. Matthew's Zoom efforts in the same way.*
- The Holy Week Schedule is now being prepared, you can find a draft schedule for Holy Week [here](#): We are planning a mix of in-person outside services and zoom services. I have asked Jehanne to rally the Vestry members to serve as ushers, readers, greeters at these outdoor events.
- Pastoral care has heated up across the parish with a number of people falling in and/or undergoing procedures. Lisa and I are working tightly with the care team to address these needs. We've had two funerals since our last meeting, Max Islay and Jackie Fredericks. Nancy Harris, Karen Ireland, Jim von Saint Paul, Robert Locke, Rich Harris, Marion Horn, Laura Middlebrooks, and John Druessedow have all suffered setbacks or new challenges – and these situations are public. Some other parishioners are keeping matters private but are also in need. We are looking for a lay person to take over Lisa's administration of the card-writing and meal-delivery teams, and are now periodically delivering pre-made meals to some homes in special need.

Church personnel matters

- The Diocese has assigned us Kate Wisz, a postulant for ordination to the diaconate, to serve with us from April 15 through January 2022. Kate expects to spend 6-10 hours a week with the parish with a special focus on issues facing women. Hugh Tilson+ has agreed to be on the mentorship team.
- I have been approached by The Rev. Para Drake, an ordained Methodist minister, to explore how she might exercise ministry in the parish, not just as a volunteer, but in some publicly recognized way, however informal, and in conversation with the Diocese. See attached materials. Para has special experience in organizing support groups for those caring for partners with long-term health needs and/or dementia.
- I have applied for a Duke summer intern to start May 30. They would commit to roughly 25 hours a week at St. Matthews.

Vestry Retreat and the next step of the Mutual Ministry Review 2021 and Task Forces following from Ruffin House Reconsideration

We will use our time on our Vestry Retreat to develop more descriptive definitions for our four MMR priorities. This will involve asking Vestry members to team up to prepare draft descriptions *before* the Vestry Retreat We then have the task of seeing how these might fit in our calendar this year and understanding how they relate to the Task Forces.

Coming out of Covid-restrictions and beginning to re-gather

As the expanded schedule for Holy Week indicates, St. Matthew's, with the Diocese of North Carolina, is going to begin to regather in person over the coming months. For worship, this will mean expanding opportunities for small group in-person worship in the church, while retaining zoom worship as our principal means of gathering on Sunday, until a large majority of the parish wants to worship in person AND we can safely gather in a large group in our small church building. Unlike larger churches who might have been at half capacity on Sundays, St. Matthews sometimes had standing-room only. This will slow down our coming back for the main service on Sundays. My plan is to take the in-person worship in the church slowly, graduating opening opportunities and training people up to protocol and expectations.

Further, we are also gradually going to begin having meetings in person again. I believe that a great many of these meetings will be hybrid meetings, with some people in-persona and some people in the meeting via a large video screen and zoom technology.

Last of all, we are going to be exploring how to live-stream a church service by fall of 2021.

Personal Note

I am grateful for the prayers and concerns for the healing of my ankle following surgery last November. I am pleased to say that, while full recovery for this surgery is 6-12 months, I am currently able to walk without great pain and am strengthening daily.

I also would like you to know that, in my role as Chair of the Pastoral Care Team, I have been involved in a diocesan effort to work with a parish whose young rector has been diagnosed with cancer. This has been a traumatic time for them and I will continue to put time in weekly to this situation. More happily, I have been involved as well as in the planning and leading of a Quiet Day for lay leaders and clergy in the Diocese to work with their experience of the pandemic. Parishioners Jehanne Gheith and Ruth Wiley assisted me in this work, with others from the diocese.

And...by the time you read this, I will have been vaccinated!

With thanks again for your service!

Faithfully,

The Rev. Robert Fruehwirth

Liaison Report 2021 St. Matthew's Episcopal Church
Core Value: Fellowship and Hospitality
Submitted 3/5/2021 by Vera Shanley, Vestry Liaison

Fellowship and Hospitality serves St. Matthew's with the structure and the variety of ways in which we gather with one another as a parish to bond us as a parish. This year has been a challenging one for this core value while Covid restrictions preclude in-person gatherings, but the committees within this core value have striven to find ways to connect despite the external restraints and look forward to the year ahead when more mingling with others can be done safely.

Parish Life Committee
Chair: Karen Ireland

While the some of the normal annual offerings have been restrained, Parish Life has nevertheless found ways in which to engage parishioners throughout the year. All activities of Parish Life will renew when conditions allow and are eagerly anticipated.

- Prior to the onset of Covid restrictions, the **Chili Cookoff** was held on January 5, 2020. The even was its usual success, characterized by and intense but congenial competition, a roaring bonfire and the usual offering of Kings Cakes, which were devoured by appreciative parishioners.
- **Game Night** was held on February 23, 2020, offering a variety of board games to be enjoyed by board game fans within the parish.
- The **Shrove Tuesday Pancake Supper** was held on February 23, 2020 to usher in the season of Lent and the attendance produced a packed house for the celebration.
- **Dinner Groups** were formed for the year and most groups participated in one lone dinner before Covid restrictions were instituted on March 15, 2020. These groups remain on hiatus until gatherings in private homes and restaurants can be safely accomplished for all attendees.
- **Ladies Night Out, the Cookie swap and Lenten lunches** with outside parishes were suspended and have not yet resumed. The decision was made to return to meetings once restrictions are lifted and participants can gather safely.
- **FEST:** This year Fest was reimagined to enable its success despite the challenges of social distancing. Mystery boxes were created with crafts and baked goods, Specialty Order baked goods were sold and distributed along with the usual wreaths and greenery. It was both a financial success and provided an opportunity for a renewed spirit of FEST overall. Phyllis Wright, Lisa† Frost-Phillips and Kim Powell were integral to this new approach to the usual Fest celebration and its success, and contributions from parishioners were generous and delightful.
- **Epiphany:** A tiny but enthusiastic contingent gathered for a bonfire; pictures exist!

Greeters
Chair: Carolyn Carlson

Due to the lack of in-house services, Greeters have been on hiatus. However, Robert† and Lisa† have both continued to enthusiastically welcome visitors who have attended Sunday Morning Prayer services.

Ladies' Night Out:

Chair: Karen Ireland

All Ladies' Night Out gatherings have been suspended and are planned to resume when in-person gatherings are possible.

Morning Fellowship:

Chair: Jim Parsley

- Meetings were suspended from March 15, 2020 until September.
- Since September, meetings have resumed via Zoom on 3rd Thursday mornings virtually for general fellowship. Attendance has been averaging from 6-12 parishioners with a nice balance between genders.
- Meetings have included lively discussions on general topics pertaining to life and interests of attendees, including an exchange of information on a vast variety of topics.
- One informative program was offered by Bruce Lawrence following the publication of his latest book, The Bruce Lawrence Reader, a compilation of pearls from many of his previous works which was created by one of his former students and mentees.

Receptions: Chair Phyllis Wright

Coffee Hour: Chair Sarah Tiani

- Both the receptions committee and Coffee Hour committees have been mostly quiet during this time of restricted gathering. Receptions did hold one event: a "take out" reception following the death of parishioner Bob Schneider in the fall. Both plan to resume their gifts when restrictions are lifted.

Newcomers Committee

Chairs: Jeff and Blythe Thompson

- St. Matthew's has been very fortunate to continue to attract new members despite utilizing virtual church services and honoring diocesan guidelines for Covid management.
- Newcomers were on hiatus between the February meeting through the August 2020 restart of committee meetings.
- In August 2020, a Newcomer Summit was held to review the current process of welcoming and integrating newcomers into the parish and to explore & consider new ideas and methods to assure the full integration of new parishioners. Discussed was the concept of providing newcomers with a "Shepherd" to help facilitate their full integration by assuring that they have all the information needed to ensure full membership and social opportunities that would enhance the integration process. No action was taken.
- Following the August summit, meetings were resumed and have continued. The following changes have been adopted to accommodate for Covid restrictions and still have an active welcoming process:
 - Socials and Newcomer Coffees have been replaced by Small Group Gatherings outdoors as weather permits. The annual Spring Social was also cancelled.
 - Newcomer worksheets continue to be updated.

- Ministry Fairs are currently suspended.
- Newsletter entries continue to be provided monthly to keep the parish abreast of new developments.