

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

**Present:** The Rev. Robert Fruehwirth, Rector; The Rev. Lisa Frost-Phillips, Associate Rector; Elizabeth Hays, Senior Warden; Blythe Thompson, Junior Warden; Lindsay Efland; Steve Hutson; Madeline Liddicoat; Vera Shanley; Sonja Tilley; Edward Wright; Dorothy Wood, Treasurer; Mary Ann Plambeck, Clerk of the Vestry

**Absent:** Marie Costello

The meeting was called to order at 6:01 pm. We met remotely by Zoom due to diocesan and governmental recommendations for social distancing to slow the spread of COVID-19. Rev. Lisa Frost-Phillips opened the meeting with a prayer.

Formation

God Present in Our Lives: Ms. Elizabeth Hays was baptized at The Cathedral of St. Andrews in Jackson, Mississippi five years after the Freedom Summer. A church with a proud history of courage and compassion by seating African Americans when it was not acceptable. As a child she would attend church alone and bond with an African American woman who taught her that the color of their blood was the same even if their skin colors were different. On a Diocese youth retreat she received a letter from her father. He wrote how much he loved her, but God's love for her was even greater. This message of God's love was impactful as a teenager moving forward with life. Recently while driving her horse trailer through the mountains, the brakes went out. She never felt alone. God was with her keeping her calm and giving her the tools and resources to come to a safe stop with no injuries.

Rev. Fruehwirth led the group through a reflection exercise by reading and having the Vestry listen and reflect on the words of St. Matthew's Mission Statement which was created in 2010.

Information

**I. Consent Agenda – All**

The following reports were submitted for this month's review.

*Reports are attached.*

- September Meeting Minutes
- Reports from the Clergy
- Vestry Liaison: Stewardship- Madeline Liddicoat
- Senior Warden
- Junior Warden

**ACTION: Dr. Vera Shanley motioned to approve the consent agenda and Mr. Lindsey Efland seconded the motion. The Vestry voted unanimously to approve the submitted reports.**

**II. Stewardship Campaign- Ms. Madeline Liddicoat**

*See attached Stewardship report*

- We have raised 73.5% of our goal after the 3rd week. We are seeking another \$117,600 in pledges.
- 13 new pledgers this year for a total of \$35,872
- 25 families increased their pledges for a total of \$12,310
- 10 families decreased their pledges for a total of \$12,340
- 55.4% number of pledges (Received 97 with a goal of 175)

### III. Personnel Update - Rev. Robert Fruehwirth

- Director Music: Jason Wright has an affable spirit and is proactive in growing the music program. In February conversations will occur as to whether to extend a full time offer. One concern is salary.
- Church Administrative Assistant: An offer has been extended to Sonja Tilley. Sonja has a B.S. in Mathematics with Secondary Education Certification, BS in Computer Science, and a Master of Divinity. She has also served as a church administrator in a Methodist Parish and an administrator at Duke Divinity school. If Sonja is appointed, she will have to resign from the Vestry in January.
- Sexton: This week Pelham has decided he would like to reduce his hours to 20 hours a week and not do inside janitorial work, starting Jan 1, 2022. Currently the indoor work of cleaning will be performed by an agency. A decision will be needed as to whether to continue with a cleaning agency or hire a sub-sexton.

### IV. Rectory Fundraising- Ms. Blythe Thompson

The Society of Junior Wardens has identified 7 tasks/repairs for the rectory. The estimate cost to complete these tasks will range from \$150,000-\$200,000.

Ms. Thompson outlined the following plan:

- November 2021 present a conceptual budget to determine the capital plan for the fundraiser.
- January 2022 identify a campaign chair and team.
- February 1- March 31, 2022, fundraise

It was agreed to proceed with raising funds for rectory repairs. Determination of when repairs will be made will be made on urgency and sourcing availability (contractors and supply chain shortage).

### V. Strategic Visioning: From Mission to Vision to Plan for 2022- Rev. Robert Fruehwirth

Rev. Fruehwirth led the Vestry in reflection on the process of making a strategic plan, showing how it relates to our core missional values but also identifies areas for particular focus in the years ahead. The Vestry was divided into three groups of three. Each group will take a section, create a vision, and identify 3 goals that can then be shared with the parish to help formulate a strategic plan. Here are the proposed groups:

- History (Retelling our history, creating memorials, in preparation of our 200th anniversary and including the task force on memorialization of enslaved persons that the Vestry resolved to create in 2020)
  - Sonja Tilly- lead
  - Madeline Liddicoat
  - Steve Hutson
- Parish Strength (Reweaving and deepening fellowship and friendships at St. Matthews as we come out of the pandemic and reaching out intentionally to families and newcomers)
  - Vera Shanley- lead
  - Maria Costello

- Blythe Thompson
- Community Engagement (Creative investment in relationship building in Orange County and beyond, seeking new opportunities for collaboration and celebration with other local groups)
  - Edward Wright- lead
  - Lindsay Efland
  - Elizabeth Hays

Rev Fruehwirth and Frost Phillips will work on parish communication strategy

**VI. Financial Reports- Dorothy Wood**

*September Financial Reports are attached.*

- During Sunday Form attendees had several good questions
- Third quarter we are at 82% income and 72% total expenses

Decision

**VII. Cemetery Map- Ms. Blythe Thompson**

*Proposal is attached.*

Current cemetery map was created in 2004. Mary Rocap and David Hecht have been handwriting names on the map.

Ms. Thompson is recommending updating the current map and feels this needs to be with some urgency with the pending retirement of both Mary Rocap and David Terry Swanson, of Swanson and Associates. The deliverables will be in three formats: printable, Excel and PDF. Funds are available to cover the cost.

**ACTION: Dr. Vera Shanley motioned to proceed with the new cemetery mapping and Ms. Elizabeth Hays seconded the motion. The Vestry voted unanimously to proceed with the new cemetery mapping.**

Formation

Ms. Elizabeth Hays closed the meeting with prayer. Meeting was adjourned at 8:01.

Respectfully submitted,



Mary Ann Plambeck  
Clerk of the Vestry

# RECTOR'S REPORT TO VESTRY

FOR VESTRY MEETING October 17, 2021

## REFLECTING ON THE MONTH PAST

- Worship attendance has been solid and gradually growing, especially with the addition of childrens' programs at 9:15. It has been fantastic to see old and new families engaging with Kim and her team of volunteers for regular outside programming.
- At the 10:30 service we have had significant problems with the online camera system, partly due to elements beyond our control (Spectrum internet inexplicably dropping below necessary upload speeds), and partly due to our commitment to run this through Zoom which imposes limits on audio AND makes a more complicated setup than a simple, non-interactive live stream. Given our record of several Sundays that were problem free, and the dropping of masks for speakers at church, and further modifications to our AV setup, I think we can expect to have these problems ironed out as soon as 10-17. This is consuming a large amount of my energy and time on Sundays.
- Sunday Forum attendance has been light and cannot be viewed as a way of gathering a significant group of Sunday church-goers until numbers return
- While we would need more thorough study of our records to get a detailed picture of Sunday attendance, I thought I'd share these numbers with you:

| 4th Sunday in September | 2018 | 2019 | 2020      | 2021  |
|-------------------------|------|------|-----------|---|
| 8am                     | 48   | 54   | --        | 38  |
| 10:30 in person         | 120  | 130  | --        | 77 (+13 children outside only)<br>(Brooks+/David) |
| 10:30 Zoom sign-ins     | --   | --   | 104 (156) | 50 (75 people?)                                   |

| 1st Sunday in October | 2018 | 2019 | 2020     | 2021                          |
|-----------------------|------|------|----------|-------------------------------|
| 8am                   | 49   | 54   | --       | 41                            |
| 10:30 in person       | 120  | 115  | --       | 52 (+5 children outside only) |
| 10:30 Zoom sign-ins   | --   | --   | 96 (139) | 34 (51 people?)               |

## Focuses for my ministry this past month

- Personnel — hiring Jason, advance preparations for Mary's departure, organizing and supporting Sam Bush

and Kate Wisz, talking with Pelham about his position and attending to personnel reviews for the staff.

- Strategic Visioning for the parish.
- IT preparations and support in the church and in the campus, including added preparations for hybrid meetings and forums.
- 4 Sunday Forums and 3 sermons over 5 weeks.
- Lisa, Kate, Jason, and Kim and I enjoyed a 4 hour workshop in early October to reflect on all-ages worship and thinking of possibilities for the parish.

A central regret has not having been able to give more time to Pastoral Care, although I have managed some home visits along with phone calls and other contacts.

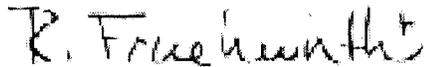
I'd like to have a few minutes in the Vestry meeting to share more about personnel.

#### **LOOKING TO THE MONTH AHEAD**

**As we move through the autumn, we are planning for Advent and Christmas. I expect Covid rates to continue to fall and, especially with the possible vaccination of children, for families to be attending more regularly. My main focus will be on moving our Strategic Vision planning process forward and returning to more pastoral care. The stewardship campaign is bringing some pastoral issues to my awareness, which is helpful.**

**PLEASE NOTE : ALL SOUL'S DAY EVENSONG:** The first major offering of our choir under Jason's leadership is going to be an Anglican Choral Evensong, 7pm, Nov. 2.

Faithfully,



The Rev. Robert Fruehwirth

Associate Rector Report  
October 2021

1. Worship: Coordinating and preaching at special service of Lament, Longing, Hope; preaching 10/10, 10/24; Wednesday (10/13);
2. Formation:  
GP "doorkeeper" (10/10); Weekly Bible Study- (Sept 17,24, Oct 1,8)
3. Social Ministries:
  - Met with Habitat Dvp officer with Charlie M and Ellen M- Habitat work days planned for Nov 6 and 20
  - JU-confer with Julia, organize for and attend Assembly Meeting and post follow up conversations with Ran H and Martha M; small "working" group sign ups; over 30 people from St. Matthews attending Assembly Meeting; Focus on Mental Health
  - Development of 2021 Social Ministries 2021 Budget Spread sheet
  - Meet with Ann B and Betty E plus numerous follow up email conversations re. proposed disbursement for remainder of Social Ministries Budget; To be submitted at the next Social Ministries for consideration and approval
  - Meeting with Chris R re. ReEntry House plus several follow up emails and conversation
  - Attend via Zoom the Durham Tech Scholarship recognition ceremony
  - Newsletter article re. Disbursement
  - Diocesan Anti Racism Program- attend zoom presentation by Waking Up White author
  - Meet with RAFI to talk about possible CSA initiative at St. Matthews
  - Calls to St. Paul's, WS and Chapel of the Cross, CH to understand how they do social ministries funds disbursements
4. Children and Youth:
  - Meet/ confer with Kim re. Programming/ Village Church
  - Godly Play doorkeeper
  - Filled out Personnel Evaluation for Kim
  - Personnel Review
  - Follow up from that- edit position description/ post follow up conversation with Kim;
  - Intergenerational Retreat- 1/2 day Staff Retreat
5. Pastoral:  
office visits (2); house visit (2); t/c and emails (numerous); Trello check in; pastoral care team monthly meetings
6. Admin  
Staff meeting (every other week); newsletter review; spreadsheet for social ministries; Associate Rector Report; various calls/ emails; communication with FEST

leaders/ Habitat/ Ju to raise greater awareness through newsletter and This Week for larger parish; phone calls/ emails for JU Assembly

#### 7. Diocese

- New Clergy Residency- Oct 6
- Anti Racism series

Highlights include Friday Bible Study preparation and discussion; JU turnout and participation at the Assembly meeting; leadership development in various social ministries areas; working with Betty and Ann to development disbursement proposal understanding and appreciating even more how generously St. Matthew's supports the local community and the world through FEST and social ministries funds; the retreat led by Sara Bentley Alred; welcoming Jason to St. Matthew's and having "company" in the Hayden building now with him and me and Kim which is nice

Senior Warden Report  
St Matthew's Hillsborough  
October 19, 2021

The enthusiasm and momentum of this year's Stewardship Campaign feed into the sense that St Matthew's is thriving this fall! It's wonderful to attend church in person OR on Zoom (love this option as often I'm out of town at horse shows), to see groups of children outside during our formation hour, and to experience the hum of small groups connecting. I am grateful that Bebe Hays, our boisterous 2 year old GSD, was blessed on the Old Courthouse lawn early October. She needs all the blessings she can get.

- Met with Robert for monthly meeting
- Met with Blythe to monthly meeting
- Continue on Morning Prayer rota
- Continue in Scripture Study group
- Attended Personnel Committee meeting
- Consulted regarding hiring of Jason Wright
- Attended Canvasser training
- Canvassing
- Attended Justice United meeting
- Met with Sally Addison
- Ushered at Al Addison's funeral
- Consulted post fall down steps

Respectfully submitted,

Elizabeth Hays

## **Junior Warden's Report October 19, 2021**

### **Recently Completed:**

- Met with Churchyard Guild and Pat Merriman to determine placement for donated Coral Maple tree by the memorial garden.
- New donated memorial bench installed by the memorial garden.
- Met with Churchyard Guild and Kate Wisz to discuss her proposal for enhancing outdoor meeting spaces.
- Met with David and Terri Swanson (Swanson and Assoc.) and Mary Rocap to discuss updating the cemetery map.
- Property management meeting with Pelham and Mary.
- Scheduled Parish Fall Workday for Saturday, October 30th.
- Leak repaired in Parish House roof.
- Conducted the quarterly Jr. Warden's Society meeting.
- Met with Elizabeth to refine goals.
- Monthly meeting with Robert.
- Phone conversation with Logan Poe of Excel Engineering re: Rectory crawl space.

### **Currently In Progress:**

- Discussion about fundraising for the rectory renovation/repairs: timeline and when is the right time to have a campaign?
- Epiphany Studios arrives to re-install stained-glass window and complete repair on 2nd window the week of November 15th.
  
- Received proposal from Swanson & Assoc to update cemetery map.
- Repair to rectory back door.
- Meet with Logan Poe (Excel Engineering) to inspect areas in rectory crawl space he was unable to view before the ventilation ductwork was downsized. He can then create a more accurate plan of the space for subsequent repair work.
- Form Jr. Warden sub-committee to prioritize rectory repair/renovation tasks and develop conceptual budget estimates.
- Schedule inside roof/attic inspection of Hayden Building and Parish Hall to avoid any surprises.
- Considering repair/replacement of ceiling tiles in the Fellowship Hall.
- Conversation with fire marshall re: fire hydrant.
- Reached out to Jason Hawkins for snow removal this winter.
- Received proposal for ceiling fans over the church balcony.

Dear Fellow Vestry Members,

First off, I should share that I personally love the sense of guidance a good strategic vision can give an organization! Like the scaffolding that informs the direction of a bricklayer, a strategic plan can help inspire and unify tactical decisions, as well as help clarify which ideas are best not to pursue at a particular time. This exploration of a strategic vision for St Matthew's is born of the resolutions put forth by the Vestry after the Parish House renaming discussions in November of 2020 and the work that the Vestry did in the Mutual Ministry Review (MMR) with the Diocese in January of 2021. Alone, the resolutions and our MMR priorities may easily get lost in the rhythm of the liturgical year and land far from the opportunity of spiritual renewal or growth that is possible within a strategic vision focused on formation. They could become boxes that we check, "done that," rather than components of spiritual growth.

At our September Vestry meeting, Robert introduced us to his thoughts. That presentation is here: <https://youtu.be/HWo7GxySYCg> Most of us filled out a GoogleDocs (here:<https://tinyurl.com/326cryuu>) for reflection and in order to clarify our questions which we discussed further October 5th. At the October 5th meeting, we coalesced around three priorities: Our History, Community, and Inreach, which includes care for our deepening relationships in our internal community, active integration of newcomers and reaching out to young families. It's no coincidence that these three priorities were also elevated in our MMR work.

I've talked with a few of you and can appreciate that this exploration of a *strategic vision* to encompass our priorities is a little confusing. It is not a new mission for St Matthew's but an opportunity for a period of several years to focus our spiritual growth by linking that spiritual growth to specific strategic priorities, annual planning, and actions.

At this stage, we do not have specific actions in mind (beyond convening taskforces as charged by the Resolutions). That work is to be done by Vestries on an annual basis beginning with this Vestry in January. Once a strategic vision is in place, the annual work of prioritizing actions becomes more straightforward. But for now, in our October meeting, Robert+ and I have thought that, before we can agree on the Strategic Vision, we need to spend e as a Vestry will spend more time talking about the process of having and implementing this Vision so that everyone understands and is able to clearly articulate it with the parish. My hope is that we will leave the October meeting with every vestry member assigned to one working group to craft the language around one of the 3 priorities of the Strategic Vision and to begin brainstorming possibilities for 2022.

Finally, I have to share that a part of me trembles with the hopes and fears that come with uncertainty and preempts change. Boxes of tasks are somewhat easy to organize and fulfill. We can make lists, assign duties, check them off, and pat ourselves on the back. Spiritual growth risks becoming different, new, possibly improved. And allowing our annual planning to be shaped by our experiences, year by year, means we cannot know in advance the concrete form through which our priorities will be fulfilled. A spiritual journey could be electrifying! And what is the cost of not embarking on a spiritual journey together? As a Vestry we are leading the parish out of a historically unprecedented time into a future where the specifics are at some level unknown. This is also electrifying!

In closing I leave you with Bishop Curry's characterization of the Jesus Movement which captures what I think what we are about:

*The Jesus Movement is the ongoing community of people who center their lives on Jesus and following him into loving, liberating and life-giving relationship with God, each other and creation.*

Together, we follow Jesus as we love God with our whole heart, soul and mind and love our neighbors as ourselves (Matthew 22:36-40), and restore each other and all of creation to unity with God in Christ, the most basic, formally stated mission of the Episcopal Church(BCP, p. 855).

Respectfully and In Peace,

Elizabeth Hays

| ST. MATTHEW'S EPISCOPAL CHURCH               |                |                    |                |             |   |
|--|----------------|--------------------|----------------|-------------|---|
| MONTHLY FINANCIAL SUMMARY FOR SEPTEMBER 2021 |                |                    |                |             |   |
| GENERAL FUND BUDGET                          |                |                    |                |             |   |
| Page 1 of 2<br>Created 10/16/21              |                |                    |                |             |   |
| BUDGET INCOME SUMMARY ITEMS:                 | 2021 BUDGET    | MONTH OF September | YR 2021 TOTAL  | % of Budget | NOTES/COMMENTS                                |
| 1 PLATE/GIFT OFFERINGS                       | 40,000         | 3,981              | 53,671         | 134%        |   |
| 2 LATE 2020 PLEDGES                          | 0              | 0                  | 6,710          |             |   |
| 3 CURRENT YR PLEDGES                         | 444,340        | 19,647             | 334,337        | 75%         |   |
| 4 FEES & MISC INCOME                         | 1,600          | 450                | 1,200          | 75%         |   |
| 5 CARRYOVER CASH FROM 2020                   | 20,000         |                    | 20,000         | 100%        |   |
| <b>Total Budget Income:</b>                  | <b>505,940</b> | <b>24,078</b>      | <b>416,918</b> | <b>82%</b>  |   |
| <b>OUTREACH EXPENSES:</b>                    |                |                    |                |             |   |
| 10 DIOCESAN ASKING                           | 56,450         | 4,704              | 42,338         | 75%         |   |
| 11 FOOD FOR ALL                              | 300            | 0                  | 21             | 7%          |   |
| 12 OUTREACH PLEDGES                          | 4,000          | 0                  | 437            | 11%         | Vestry designates                             |
| 13 DISCRETIONARY OUTREACH                    | 4,000          | (309)              | (3,300)        | 0%          |   |
| 14 INTERNATIONAL OUTREACH                    | 3,500          | 0                  | 0              | 0%          | Social Ministries Committee designates        |
| <b>Total Outreach:</b>                       | <b>68,250</b>  | <b>4,395</b>       | <b>39,496</b>  | <b>58%</b>  |   |
| <b>MAINTENANCE &amp; IMPROVEMENT:</b>        |                |                    |                |             |   |
| 17 SEXTON & CUSTODIAN                        | 34,946         | 2,579              | 27,136         | 78%         |   |
| 18 REPAIRS/MAINT/SUPPLIES                    | 10,150         | 1,206              | 10,589         | 104%        |   |
| 19 CHURCH UTILITIES                          | 14,750         | 1,129              | 8,866          | 60%         |   |
| 21 RECTORY UTILITIES                         | 4,500          | 207                | 2,963          | 66%         |   |
| 22 PROPERTY INSURANCE                        | 9,348          | 0                  | 6,559          | 70%         |   |
| 23 INSURANCE CLAIMS                          |                | 0                  | 0              |             |   |
| <b>Total Maint &amp; Improv:</b>             | <b>73,694</b>  | <b>5,121</b>       | <b>57,213</b>  | <b>78%</b>  |   |
| <b>CLERGY SUPPORT EXPENSES:</b>              |                |                    |                |             |   |
| 27 RECTOR                                    | 97,941         | 7,956              | 71,243         | 73%         | Sal, Prof Exp Trv, Pens, Med Ins CE, Sab      |
| 28 ASST. RECTOR                              | 54,616         | 4,360              | 39,965         | 73%         | Salary, Prof Exp, Trv, Pension, CE            |
| 29 SUPPLY PRIESTS                            | 1,400          | 0                  | 0              | 0%          |   |
| <b>Total Clergy Support:</b>                 | <b>163,957</b> | <b>12,316</b>      | <b>111,208</b> | <b>72%</b>  |   |
| <b>ADMINISTRATIVE EXPENSES:</b>              |                |                    |                |             |   |
| 33 WORKERS COMP                              | 2,650          | 1,608              | 2,210          | 83%         |   |
| 34 SECRETARY                                 | 30,064         | 2,505              | 22,526         | 75%         | Salary + Pension                              |
| 35 FINANCIAL SECRETARY                       | 9,739          | 812                | 7,304          | 75%         |   |
| 36 SUPPORT PERSONNEL                         | 2,500          | 248                | 1,524          | 61%         |   |
| 37 STAFF SS/TRAVEL/HEALTH IS SUPPORT         | 20,560         | 1,708              | 15,344         | 75%         |   |
| 38 AUDITOR                                   | 2,800          | 2,700              | 2,700          | 96%         |   |
| 39 COMMUNICATION                             | 26,450         | 4,369              | 22,402         | 85%         | Phone, Postage, Off Exp, Off Supl, Misc       |
| <b>Total Admin. Expenses:</b>                | <b>94,763</b>  | <b>14,149</b>      | <b>74,010</b>  | <b>78%</b>  |   |
| <b>CHRISTIAN ED. PROGRAM EXPENSES:</b>       |                |                    |                |             |   |
| 43 NURSERY PROGRAM                           | 6,600          | 500                | 3,900          | 59%         |   |
| 44 EDUCATION PROGRAMS                        | 51,997         | 4,185              | 38,536         | 74%         |   |
| 45 DIOCESAN CONVENTION                       | 750            | 0                  | 0              | 0%          |   |
| <b>Total CE Program Expenses:</b>            | <b>69,347</b>  | <b>4,685</b>       | <b>42,436</b>  | <b>72%</b>  |   |
| <b>WORSHIP EXPENSES:</b>                     |                |                    |                |             |   |
| 49 MUSIC PROGRAM                             | 44,487         | 3,941              | 32,252         | 72%         | Choir Dir, Orgnst, Spcl Musicians, Supl, misc |
| 50 ALTAR GUILD'S EXPENSES                    | 1,500          | 0                  | 48             | 3%          |   |
| 61 WORSHIP SUPPLIES                          | 600            | 0                  | 35             | 6%          |   |
| 52 FELLOWSHIP & SPECIAL EVENTS:              | 2,500          | 125                | 540            | 22%         | Fellowship, Spcl Events, Pstrl Receptions     |
| <b>Total Worship Expenses:</b>               | <b>49,087</b>  | <b>4,066</b>       | <b>32,876</b>  | <b>67%</b>  |   |
| <b>Total Budget Expenses</b>                 | <b>499,098</b> | <b>44,731</b>      | <b>367,239</b> | <b>72%</b>  |   |
| <b>NON-BUDGETED DISCRETIONARY FUNDS</b>      |                |                    |                |             |   |
| 59 NET BUDGET INCOME (Income - Expense)      | 6,842          | (20,653)           | 68,678         |             |   |

| ST. MATTHEW'S EPISCOPAL CHURCH<br>NON-BUDGET FINANCIAL INFORMATION FOR SEPTEMBER 2021 |   |  |
|---|---|--|
| <u>NON-BUDGET FINANCIAL STATUS INFORMATION AT MONTH-END</u>                           |   |  |
|   |   | NOTES/COMMENTS                                 |
| 1   | <b>FIRST HORIZON CHECKING ACCOUNT BALANCE</b><br><small>(Operating + Custodial account balance)</small> | \$235,391                                      |
| 2   | <b>OPERATING ACCOUNT BALANCE</b>  | \$73,654                                       |
| 3   | <b>CUSTODIAL ACCOUNT BALANCE</b><br><small>(Pass-through funds and Reserve funds)</small>               | \$161,737                                      |
| 6   | <b>CD'S:</b>  | \$8,177  |
|   | CD (Outreach endowment)                      \$8,177  |  |
| 7   | <b>DIocese-MANAGED ENDOWMENT VALUE:</b>   | \$975,232 (Churchyard + Murphy + Undesignated) |
| 8   | VALUE CHANGE SINCE LAST MONTH   | \$0  |
| 9   | VALUE CHANGE SINCE START OF YR  | \$146,985                                      |

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Created 10/18/21

Date : 10/13/2021  
Time : 4:58:52 PM

St. Matthew's Episcopal Church  
Summary of Restricted Accounts - Custodial  
January to September 2021

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Note: The Report Option to include Open Transactions is selected.

| Accounts                                     | Beginning Balance   | Restricted Revenue | Restricted Expenses | Ending Balance      |
|--|---------------------|--------------------|---------------------|---------------------|
| <b>Temporary Restricted</b>                  |                     |                    |                     |                     |
| 800001 - cust. MEMORIALS                     | \$10,264.25         | \$500.00           | \$157.19            | \$10,607.06         |
| 800006 - cust. BROOKS' RETIREMENT EXPENSES   | \$0.00              | \$0.00             | \$576.00            | (\$576.00)          |
| 800013 - cust. FURNISHINGS NEW CONSTRUCT.    | \$6,850.45          | \$0.00             | \$42.71             | \$6,807.74          |
| 800050 - cust. Bishops Discretionary Fund    | (\$408.00)          | \$408.00           | \$0.00              | \$0.00              |
| 800051 - cust. ARCUS GIFT                    | \$0.00              | \$620.00           | \$600.00            | \$20.00             |
| 800100 - cust. CHOIR/MUSIC FUND              | \$1,500.00          | \$0.00             | \$0.00              | \$1,500.00          |
| 800112 - cust. FESTIVAL SOCIETY TREE         | \$9,096.17          | \$250.00           | \$8,146.17          | \$1,200.00          |
| 800113 - cust. GROWING IN CHRIST             | \$235.31            | \$0.00             | \$0.00              | \$235.31            |
| 800120 - cust. CEMETERY FUND                 | \$31,086.16         | \$4,232.48         | \$1,150.00          | \$34,168.64         |
| 800200 - cust. EPISCOPAL RELIEF              | \$0.00              | \$2,955.00         | \$0.00              | \$2,955.00          |
| 800203 - cust. DICKERSON CHAPEL              | \$0.00              | \$100.00           | \$100.00            | \$0.00              |
| 800206 - cust. FAITH & THE ARTS              | \$13,820.10         | \$2,000.00         | \$2,501.00          | \$13,319.10         |
| 800208 - cust. ENDOWMENT INCOME -PROPERTY    | \$15,924.75         | \$19,534.53        | \$21,110.92         | \$14,348.36         |
| 800210 - cust. FLOWERS                       | \$1,659.24          | \$880.00           | \$1,172.62          | \$1,366.62          |
| 800223 - cust. PRISON MINISTRIES             | \$0.00              | \$25.00            | \$0.00              | \$25.00             |
| 800226 - cust. HABITAT FOR HUMANITY          | \$0.00              | \$0.00             | \$0.00              | \$0.00              |
| 800227 - cust. HOLY LAND/GOOD FRIDAY         | \$0.00              | \$0.00             | \$0.00              | \$0.00              |
| 800233 - CUST. GIFT FOR Pastor               | (\$50.00)           | \$50.00            | \$0.00              | \$0.00              |
| 800235 - cust. MENS FELLOWSHIP               | \$872.67            | \$0.00             | \$0.00              | \$872.67            |
| 800242 - cust. OCIM DONATION                 | \$0.00              | \$239.73           | \$200.00            | \$39.73             |
| 800250 - cust. SABBATICAL-RECTOR             | \$2,000.90          | \$0.00             | \$0.00              | \$2,000.90          |
| 800256 - cust. SOCIAL MINISTRIES             | \$544.45            | \$0.00             | \$544.45            | \$0.00              |
| 800257 - cust. STAINED GLASS REPAIR FUND     | \$5,325.92          | \$14,000.00        | \$15,016.79         | \$4,309.13          |
| 800258 - cust. SEXTON EQUIP. MAINTENANCE     | \$250.00            | \$0.00             | \$250.00            | \$0.00              |
| 800280 - cust. THOMPSON CHILDREN'S HOME      | \$0.00              | \$0.00             | \$0.00              | \$0.00              |
| 800263 - cust. Verger Discretionary          | \$1,000.00          | \$0.00             | \$0.00              | \$1,000.00          |
| 800267 - cust. RJR                           | \$2,500.00          | \$300.00           | \$172.73            | \$2,627.27          |
| 800270 - cust. UNITED THANK OFFERING         | \$0.00              | \$0.00             | \$0.00              | \$0.00              |
| 800272 - cust. SCHOLARSHIP                   | \$3,350.00          | \$0.00             | \$0.00              | \$3,350.00          |
| 800273 - cust. IT                            | \$1,917.50          | \$0.00             | \$1,917.50          | \$0.00              |
| 800275 - cust. COVID RELIEF                  | \$0.00              | \$13,320.00        | \$6,500.00          | \$6,820.00          |
| 800277 - cust. WOMEN'S SINGING CIRCLE        | \$247.12            | \$80.00            | \$118.61            | \$208.51            |
| 800280 - cust. YOUNG ADULT MINISTRIES        | \$500.00            | \$0.00             | \$0.00              | \$500.00            |
| 800281 - cust. BE LOUD SOPHIE                | (\$10.00)           | \$10.00            | \$0.00              | \$0.00              |
| 800282 - cust. PORCH DONATION                | \$0.00              | \$25.00            | \$25.00             | \$0.00              |
| 800283 - cust. YOUTH TRAVEL/SCHOLARSHIP      | \$3,282.39          | \$0.00             | \$320.54            | \$2,971.85          |
| 800285 - Honduras/St. Stephen's trip         | \$0.00              | \$25.00            | \$25.00             | \$0.00              |
| 800288 - jane clunie donation playground     | \$0.00              | \$4,969.20         | \$0.00              | \$4,969.20          |
| 800299 - PARISH BUILDING FUND                | \$368.00            | \$0.00             | \$368.00            | \$0.00              |
| 800300 - cust. HISTORIC CHURCH FUND          | \$2,000.00          | \$0.00             | \$0.00              | \$2,000.00          |
| 800301 - cust. Rectory renovations/maintenan | \$39,926.00         | \$2,950.00         | \$15,052.22         | \$27,823.78         |
| 800302 - cust. Boada Gift                    | \$15,267.12         | \$0.00             | \$0.00              | \$15,267.12         |
| 800303 - cust. Re-Entry House Fundraiser     | \$2,062.30          | \$1,000.00         | \$2,062.30          | \$1,000.00          |
| <b>Total Temporary Restricted</b>            | <b>\$171,392.80</b> | <b>\$68,473.94</b> | <b>\$78,129.75</b>  | <b>\$161,736.99</b> |

| St. Matthews Annual Budgets/Actuals |  |             |                  |                           |   |
|-------------------------------------|--|-------------|------------------|---------------------------|---|
| Line #                              |  | 2021 Budget | 2022 Budget Core | 2022 Budget Discretionary | NOTES/COMMENTS                                |
| 1                                   | Diocesan Asking                                | 510100      | 56,450           | 56,329                    | Verity approval in 5/20/21                    |
| 2                                   | Seminarian Support                             | 510310      | 1,500            | 1,500                     | 500   |
| 3                                   | OCM Pledge                                     | 510400      | 2,500            | 2,500                     | 0.5% of 2021 operating budget                 |
| 4                                   | Alamarcey/Orange Prison Ministry               | 510401      | 0                | 1,250                     |   |
|                                     | Re-Entry House                                 | 510425      |                  | 500                       | 1,000   |
| 5                                   | Food for All                                   | 510450      | 300              |                           |   |
| 6                                   | Habitat for Humanity                           | 510470      | 0                | 2,500                     |   |
| 7                                   | Justice United                                 | 510524      | 0                | 2,000                     | 500   |
| 8                                   | El Buen Pastor                                 | 510525      | 0                | 2,000                     |   |
| 9                                   | International Outreach                         | 510527      | 3,500            | 3,500                     | 0.7% of 2021 operating budget                 |
| 10                                  | Discretionary Outreach                         | 700100      | 4,000            | 0                         | 15,000 Per SMC recommendation                 |
| 11                                  | <b>Subtotal: Outside Parish</b>                |             | <b>68,250</b>    | <b>72,079</b>             | <b>17,000</b>                                 |
| 12                                  |  |             |                  |                           |   |
| 13                                  | Sexton   | 520100      | 31,143           | 21,904                    | 5.5% COLA Pay Per current recommendation      |
| 14                                  | Sexton Pension                                 | 520101      | 2,803            | 1,971                     | 8% of salary                                  |
| 15                                  | Sexton's Equipment & Maintenance               | 520120      | 1,000            | 1,500                     | For new equipment and maintenance of existing |
| 16                                  | Utilities Church Bldgs                         | 520300      | 14,750           | 14,750                    |   |
| 17                                  | Utilities - Rectory                            | 520400      | 4,500            | 4,500                     |   |
| 18                                  | Grounds Upkeep                                 | 520500      | 2,500            | 3,225                     |   |
|                                     | Cleaning                                       |             |                  | 8,400                     |   |
| 19                                  | Repairs & Maint: Church & Buildings            | 520501      | 5,400            | 5,400                     | R&M for jobs under \$500                      |
| 20                                  | Repairs & Maint: Rectory                       | 520550      | 0                | 0                         | R&M for jobs under \$500                      |
| 21                                  | New Appliances and Equipment                   | 520600      | 1,000            | 1,000                     |   |
| 22                                  | Property Insurance                             | 520700      | 9,348            | 9,000                     |   |
| 23                                  | Insurance Claim Expenses                       | 520750      |                  |                           | in R. Out account (not budgeted)              |
| 24                                  | Caretaker Supplies                             | 520800      | 1,250            | 1,000                     |   |
| 25                                  | <b>Subtotal: Maintenance &amp; Improvement</b> |             | <b>73,694</b>    | <b>72,650</b>             | <b>0</b>                                      |

| St. Matthews Annual Budgets/Actuals |                                    |        |             |                  |                           |  |
|-------------------------------------|------------------------------------|--------|-------------|------------------|---------------------------|--|
| Line #                              |                                    |        | 2021 Budget | 2022 Budget Core | 2022 Budget Discretionary | NOTES/COMMENTS                         |
| 26                                  |                                    |        |             |                  |                           |  |
| 27                                  | Supply Clergy                      | 530100 | 1,400       | 1,200            | 300                       |  |
| 28                                  | Associate Rector Salary            | 530130 | 44,336      | 46,774           |                           | 1/2 time                               |
| 29                                  | Associate Rector's Pension         | 530134 | 7,980       | 8,418            |                           | 18% of salary + house hold             |
| 31                                  | Associate Rector's Travel          | 530136 | 1,000       | 1,000            |                           |  |
| 32                                  | Associate Rector's Cont. Ed.       | 530137 | 500         | 500              |                           |  |
| 33                                  | Associate Rector's Prof. Expenses  | 530138 | 800         | 1,000            |                           |  |
| 34                                  | Rector's Salary                    | 530150 | 68,340      | 72,099           |                           |  |
| 35                                  | Rector's Prof. Expenses            | 530200 | 800         | 800              | 200                       |  |
| 36                                  | Rector's Pension                   | 530300 | 16,801      | 17,681           |                           | Salary + 30% salary + utilities + 15%  |
| 35                                  | Rector's Auto/Travel               | 530350 | 1,000       | 1,600            |                           |  |
| 33                                  | Rector's Life & Medical Insurance  | 530400 | 10,000      | 10,000           |                           | Statement approved by vestry           |
| 40                                  | Rector's Cont. Educ.               | 530450 | 1,000       | 1,000            |                           |  |
| 41                                  | Subtotal: Clergy                   |        | 153,957     | 162,072          | 500                       |  |
| 42                                  |                                    |        |             |                  |                           |  |
| 44                                  | Workmans Comp. Ins                 | 320150 | 2,200       | 2,200            |                           |  |
| 45                                  | Life Insurance                     | 520390 | 450         | 500              |                           |  |
| 46                                  | Secretary Salary                   | 530500 | 27,582      | 29,099           |                           | 5.5% COLA Per Personnel recommendation |
| 47                                  | Secretary Pension                  | 530550 | 2,482       | 2,619            |                           | 9% of salary                           |
| 48                                  | Financial Secretary's Salary       | 530570 | 9,739       | 10,274           |                           | 5.5% COLA Per Personnel recommendation |
| 49                                  | Telephone (Parish & Rectory)       | 530600 | 6,300       | 5,400            |                           |  |
| 50                                  | Office Supplies                    | 530650 | 5,500       | 6,000            |                           |  |
| 51                                  | Postage                            | 530655 | 1,600       | 1,800            |                           |  |
| 52                                  | Employer's SS/Medicare             | 530700 | 10,310      | 10,685           |                           | 7.65% of non-clergy salaries           |
| 53                                  | Health Insurance Support           | 530710 | 9,900       | 9,900            |                           |  |
| 54                                  | Office Systems & Equipment         | 530720 | 12,500      | 10,500           |                           | Support for computer/parish/HCS etc.   |
| 55                                  | Annual Audit                       | 530800 | 2,800       | 2,800            |                           |  |
| 56                                  | Office Personnel Support           | 530900 | 2,500       | 2,000            |                           |  |
| 57                                  | Bank Fees                          | 530940 |             | 200              |                           |  |
| 58                                  | Staff Travel                       | 530950 | 350         | 250              |                           |  |
| 59                                  | Vestry Retreat/ Auxiliary Meetings | 530955 | 450         | 0                | 450                       |  |
| 60                                  | Miscellaneous (nonspecific)        | 530960 | 100         | 100              |                           |  |
| 61                                  | Subtotal: Administration           |        | 94,763      | 94,327           | 450                       |  |

| St. Matthews Annual Budgets/Actuals |   |             |                  |                           |                                   |
|-------------------------------------|---|-------------|------------------|---------------------------|-----------------------------------|
| Line #                              |   | 2021 Budget | 2022 Budget Core | 2022 Budget Discretionary | NOTES/COMMENTS                    |
| 62                                  |   |             |                  |                           |                                   |
| 63                                  | Nursery Staff                               | 540100      | 6,500            | 6,500                     |                                   |
| 64                                  | Nursery / YF Supplies                       | 540150      | 100              | 100                       |                                   |
| 65                                  | Director Christian Formation Salary         | 540420      | 35,520           | 37,474                    | Per Personnel recommendation      |
| 66                                  | Director Christian Formation Pension        | 540425      | 3,197            | 3,373                     | 5% of salary                      |
| 67                                  | Director Christian Formation Health Ins     | 540428      | 8,280            | 11,135                    | Under budgeted for 2021 (10,443)  |
| 68                                  | Director Christian Formation Con.Ed.        | 540430      | 500              | 500                       |                                   |
| 69                                  | Director Christian Formation Travel/Exp     | 540435      | 500              | 500                       | 300                               |
| 70                                  | Education Program Fund                      | 540440      | 4,000            | 2,650                     | 1,850                             |
| 71                                  | Doc.Convention.Expenses                     | 540700      | 750              | 800                       |                                   |
| 72                                  | <b>Subtotal: Christian Education</b>        |             | <b>59,347</b>    | <b>63,032</b>             | <b>2,150</b>                      |
| 73                                  |   |             |                  |                           |                                   |
| 74                                  | Music Dir/Org Salary                        | 560101      | 35,685           | 37,648                    | Per Personnel recommendation      |
| 75                                  | Music Dir/Org Pension                       | 560103      | 3,212            | 3,388                     | 5% of salary                      |
| 76                                  | Music Dir Con Ed                            | 560300      | 500              | 500                       |                                   |
| 77                                  | Music Support & Supplies                    | 560400      | 4,040            | 4,040                     | 1,175                             |
| 78                                  | Piano & Organ Maintenance                   | 560450      | 1,050            | 1,050                     | Per music director                |
| 79                                  | Altar Guild Supplies                        | 560500      | 1,500            | 1,500                     |                                   |
| 80                                  | Worship Supplies                            | 560550      | 300              | 300                       | Per M Director request            |
| 81                                  | Spirituality and Health Programs            | 560560      | 300              | 300                       | Per LEP request                   |
| 82                                  | <b>Subtotal: Worship</b>                    |             | <b>46,587</b>    | <b>48,726</b>             | <b>1,175</b>                      |
| 83                                  |   |             |                  |                           |                                   |
| 82                                  | Newcomers Supplies                          | 560580      | 500              | 500                       |                                   |
| 83                                  | Faiths & the Arts                           | 560590      |                  |                           |                                   |
| 84                                  | Fellowship/Parish Life Supplies             | 560800      | 2,000            | 2,000                     |                                   |
| 85                                  | <b>Subtotal: Parish Life</b>                |             | <b>2,500</b>     | <b>2,500</b>              | <b>0</b>                          |
| 86                                  |   |             |                  |                           |                                   |
| 87                                  | <b>Total Core Budgeted Expenses</b>         |             | <b>499,098</b>   | <b>515,386</b>            | <b>21,275</b>                     |
| 88                                  |   |             |                  |                           | Reference Figure for 2022 Billing |
| 89                                  | Discretionary funds                         |             |                  |                           |                                   |
| 90                                  |   |             |                  |                           |                                   |
| 91                                  | <b>Total Expenses: Core + Discretionary</b> |             |                  |                           |                                   |

| St. Matthews Annual Budgets/Actuals |  |             |                  |                           |   |
|-------------------------------------|--|-------------|------------------|---------------------------|---|
| Line #                              |  | 2021 Budget | 2022 Budget Core | 2022 Budget Discretionary | NOTES/COMMENTS                                  |
| 92                                  |  |             |                  |                           |   |
| 93                                  | <b>INCOME</b>                            |             |                  |                           |   |
| 94                                  | Plate                                    | 401100      | 50,000           | 50,000                    |   |
| 95                                  | Current Pledges                          | 401300      | 425,924          | 445,000                   | Asking figure for annual giving campaign = 445k |
| 96                                  | Prior yr pledges pd in current year      | 401200      | 1,693            | 0                         |   |
| 97                                  | Fees                                     | 401400      | 1,500            | 1,500                     |   |
| 98                                  | Miscellaneous Income                     | 401500      | 100              | 100                       |   |
| 99                                  | Funds Prev Yr Op Budget Surplus          |             | 20,000           | 20,000                    |   |
| 100                                 | <b>Total Budget Income</b>               |             | <b>499,217</b>   | <b>516,600</b>            |   |
| 101                                 |  |             |                  |                           |   |
| 102                                 | <b>Total Net income (after Expenses)</b> |             |                  | <b>1,214</b>              | Deficit with 445k in pledges                    |
| 114                                 |  |             |                  |                           |   |
| 115                                 | <b>TOTAL SALARIES:</b>                   |             |                  |                           |   |
| 116                                 | Non-Clergy salaries                      |             | 139,669          | 136,399                   |   |
| 117                                 | <b>MONTHLY SALARIES TOTAL:</b>           |             | <b>67,634</b>    | <b>60,402</b>             |   |

## October 2021 Vestry Report

### Stewardship Liaison

As of Friday 10/15, here is our progress vs. our goal:

| Goal      | Progress to Date | %     |
|-----------|------------------|-------|
| \$445,000 | \$238,362        | 53.6% |
| 175       | 76               | 43.4% |

#### Activity:

- 9/1-9/21 - Pledge packets written - - Thank you Allison, Robert, and Mary
- 9/21-25 - Packet mailings were completed, compiled by Mary Rocap, Sam, Kate, and the Liddicoats
- 9/27 - 29 Canvassers were trained
- 10/1 – 10/15 Canvassers began to reach out through handwritten notes, emails and calls.
- 10/3 – The campaign was presented at 8:00 and 10:30 services
- 10/10 - first forum on stewardship - great work Robert!
- Weekly updates provided to the canvassers and church staff- Thank you Mary and Sara

#### Looking ahead:

- 10/17 – Dorothy Wood to conduct the second forum on finances
- 10/24 – Alan Kronenberg of the Archives committee has prepared a talk about how St. Matthews has evolved in the past 75 years. Wonderful to see!

**swanson + associates, p.a.**

LANDSCAPE ARCHITECTURE

238 Seminole Drive  
Chapel Hill, North Carolina 27514Phone (919) 929-9000  
Cell (919) 260-0163

david@swansonlandscapearchitecture.com

October 1, 2021

Ms. Blythe Thompson, Junior Warden  
St. Matthews Episcopal Church  
210 St. Mary's Road  
Hillsborough, NC 27278RE: **St. Matthews Churchyard Map**

Dear Blythe:

Thank you for asking us to submit this proposal for landscape architectural services to update the map of the churchyard.

**SCOPE OF WORK**

We will provide St. Matthews with an accurate map and database of the latest interments and reservations, markers, plots, and other man-made features since the previous map that we prepared in 2004. We anticipate our services as follows:

- Review the marked-up map and database documented by Mary Rocap.
- Inventory and map additional interments, using the database to verify and record details of each interment; verify plots marked as reserved.
- Update the map with new interments, plots, markers, reserved plots, open spaces, tree locations, and other physical features such as pathways to create a new digital map of the churchyard.
- Include all family and/or owner names on the updated map. As discussed, the names must be legible, showing last name only; first names and/or initials will be shown on a separate layer or on a larger scale map. For interments in the Memorial Garden, the names will be shown in a pull-out next to the Memorial Garden area. We will generate a draft map of one section as an example of this methodology for review and feedback by St. Matthews before proceeding with updating the entire map.

**DELIVERABLES**

- An AutoCAD generated map that can be layer managed to provide the desired level of information and level of detail at different scales. This will be provided in three formats: large prints, CAD (.dwg) files, and PDFs for viewing (i.e., on a website), for future updates by others.
- Updated and verified database of interments in three formats: printout, Excel, and PDF, for future updates by others.

Landscape Architecture • Planning • Design

St. Matthews Churchyard  
October 1, 2021  
Page 2

Work not in this scope includes site surveying beyond our own field mapping services to locate updated grave markers and physical features. Also, if the following tasks are requested by St. Matthews, these will be provided as an extra service: meetings beyond an initial review/feedback meeting for the draft section map, and a meeting to present the finished product; verification and updating the database beyond field auditing for map updating purposes; and assistance in preparing any interpretive maps or graphics for public display.

**SCHEDULE**

We anticipate completion of this work in February 2022.

**FEE**

This is presented as a range of fees, depending on the amount of time actually needed to complete the tasks once work is underway.

|  |                         |
|--|-------------------------|
| Field verification and inventory (2 persons) | \$ 800 - 1,250          |
| Update map and database                      | <u>\$ 1,700 - 2,250</u> |
| Total:                                       | \$ 2,500 - 3,500        |

Our standard hourly rates are:

- \$125 Principal Landscape Architect
- \$100 Project Landscape Architect
- \$85 Drafting and Production

Reimbursable expenses, including printing and reproduction, will be billed at cost.

Please do not hesitate to contact us if you have any questions or need further information. Thank you, and we look forward to working with you and Mary Rocap.

Sincerely,

*David T Swanson*

David Swanson, RLA

St Matthew's Episcopal Church | Vestry Meeting Agenda | September, 2021

*Our work shall reflect God's spirit*

**Formation**

|      |                                |           |    |
|------|--------------------------------|-----------|----|
| 6:00 | Opening Prayer                 | Elizabeth | 5  |
| 6:05 | God Present in Our Lives       | Lindsay   | 5  |
| 6:10 | Formation: Biblical Reflection | Robert    | 20 |

**Information**

|      |   |           |    |
|------|---|-----------|----|
| 6:30 | Consent Agenda: June Minutes, Reports from Clergy, Senior Warden, Junior Warden, <u>Kim Powell, Director of Formation, Liaison Reports</u>                    | Elizabeth | 10 |
| 6:40 | Financial Reports   | Dorothy   | 10 |
| 6:50 | Stewardship Campaign  | Madeline  | 10 |
| 7:00 | Personnel Update: Director Music, Administrator, Sexton   | Robert    | 10 |
| 7:10 | Engaging our Past to Discover our Future; <u>Further Discussion about Vestry Resolutions on Parish Memorials and Relationship Fostering in Orange County.</u> | Robert    | 40 |

**Decision**

|      |  |           |   |
|------|--|-----------|---|
| 7:50 | Memorial Garden Applications: Pearson's, Janice Stratton | Elizabeth | 5 |
|------|--|-----------|---|

**Formation**

|      |                |           |   |
|------|----------------|-----------|---|
| 7:55 | Closing Prayer | Elizabeth | 2 |
|------|----------------|-----------|---|

*St. Matthew's Vestry Covenant*

**We Will Work Together As The Body of Christ**

We will keep Christ at the center of all we do. We will be respectful of all as children of God, even those with whom we disagree. When we disagree, we will do so with honesty, respect and civility. We will speak only for ourselves, using "I" language. We will focus on issues, not personalities. We will refrain from side-bar conversations or cross-talking. When the meeting is over, we will present a unified team—even if we disagree within the meeting. We will not engage in triangulation, but talk to the appropriate persons with whom we need to clarify issues.