

**MINUTES OF THE VESTRY**  
**ST. MATTHEW'S EPISCOPAL CHURCH, HILLSBOROUGH, NC**  
**May 19, 2020**

**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 6:10 pm. We met remotely by Zoom due to diocesan and governmental recommendations for social distancing to slow the spread of Covid-19. The Rev. Frost-Phillips offered an opening prayer. The Rev. Fruehwirth added a prayer for Blythe Thompson's new granddaughter.

**I. Approval of Vestry Meeting Minutes from the April meeting – All**

Mr. Charton noted that the organ repair mentioned in the second bullet of Section VII in the drafted April minutes was actually a repair for the AAON unit, which protects the air surrounding the organ. **ACTION: Dr. Shanley motioned, Dr. Fulkerson seconded, and the Vestry voted to approve the April meeting minutes as corrected.**

**II. Financial Report – Dorothy Wood and the Rev. Robert Fruehwirth**

*April financial reports are attached.*

We are one-third of the way through the year at the end of April.

- Pledges are at 48%, which is usual for this time in the year. Sometimes the summer months can be a bit slow, so it is helpful that we are ahead of budgeted income. Even though the plate income has been lower than expected, some people who had not pledged have contributed over the past few months.
- In the next newsletter, Dr. Wood intends to include a note of thanks for the dedication and support of the parish over the past few months.
- None of the expense categories are over 33% at this point in the year.
- The investment portfolio has taken a large hit during the first quarter, but we will ride out this uncertain period for the time being and hope for improvement over the remainder of the year.
- We are about to remit the final check to Kennedy Building for the Education Building. The Building account is \$81,000 in the red, so some money will need to be transferred from other places such as the church's checking account and perhaps other areas with surplus to bring the balance to \$0. Dr. Wood and the Rev. Fruehwirth will discuss possible options before the end of June.
- Some churches have been doing online collections during their online services through a QR code. This is something St. Matthew's could explore. After some discussion, the group decided to put this option on hold for the present, since income has remained stable so far in spite of the pandemic.

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

The Rev. Frost-Phillips reports:

- Kim Powell has been prerecording stories and sending them out to families to watch together. The Rev. Frost-Phillips and Dr. Wood have also participated by making recordings. This has been a nice way of connecting with our young families and children.
- The Shawl Ministry, led by Nancy Harris, is alive and well and actively dispersing shawls and scarves.
- The Task Force for Reopening has met several times and had thoughtful discussions.
- This Sunday's service will be Easter Lessons & Carols, and on June 7<sup>th</sup> we will have our annual Youth Service. Both will take place via Zoom. There are some positives in the new ways we are learning to open up and share time together. It's good to remember those even as we also face the restrictions.

The Rev. Fruehwirth reports:

- Much of what he would include in his monthly report will be included in the next section.
- For the most part, he and his family are doing well during these challenging times
- His sister-in-law's parents both passed away recently from Covid-19, and he will be leading services for them via Zoom. He will also be officiating a small wedding soon. Pastoral work continues even in these times of pandemic.

#### **IV. Conversation about Reopening, Information sharing and Discernment – All**

- The Parish Re-Opening Committee consists of the Rev. Fruehwirth, the Rev. Frost-Phillips, Maryann Plambeck, Mary Rocap, and Dr. Gheith. They have had three meetings already with in-depth discussions. The Rev. Fruehwirth will be sharing some of their reflections. In return, he asks for feedback from the Vestry to take back to the committee. They will continue to tweak areas of concern and develop areas that might need more attention. The committee plans to send a draft of the St. Matthew's plan for re-opening to the Vestry on June 8<sup>th</sup>. There will be a special called Vestry meeting on June 11<sup>th</sup> to modify and approve the plan, which the Diocese has asked churches to submit by June 15<sup>th</sup>.
- The Rev. Fruehwirth shared a powerpoint about the "Why of Church" and our guiding values. As an Episcopalian Rector, he serves at the pleasure of the Bishop, and St. Matthew's makes decisions under the direction of our diocese. We need to make choices that will protect the most vulnerable in our society, doing this by being conservative about how we begin to meet again and knowing that God is with us wherever we are and however we meet together.
- The diocese has extended the Stage One restrictions for the church until at least July 1<sup>st</sup>. No in-person meetings are allowed during this stage. Stage Two will tentatively begin on July 1<sup>st</sup>, and we have been asked by the Diocese to prepare by June 15<sup>th</sup> a St. Matthew's plan for Stage Two. Stage Two will continue to have very strict restrictions for worship, with a maximum of 25 people in the sanctuary, no singing, no books, and very stringent cleaning practices. Stage Two will continue until there are close to zero new cases of Covid-19, so our choices need to be ones that can be sustained for some time. As our plan for re-opening is considered, we must consider that protecting the health of our clergy is important, and they will also need some protected breaks moving forward. Also, hybrid options would be the most difficult to sustain over time, as they take at least twice the energy to implement.
- Tentatively, there was agreed discernment that online worship must remain our main Sunday gathering for the foreseeable future. Perhaps it could be enriched in some ways. We can explore the possibility of adding small groups, which would initially meet virtually. We can also encourage committees to start adding some online offerings. The Rev. Fruehwirth would like to begin some deep training of lay leaders. Perhaps during July, which is generally a slower time at St. Matthew's, periods of vacation and rest could be provided for the Rev. Fruehwirth and the Rev. Frost-Phillips. Generally, but without a formal resolution, it was agreed that St. Matthew's should continue in Stage One at least through the month of August.
- Several priorities for the Re-Opening Committee moving forward: online formation seminars, enriched on-line worship, online small group work, trial in-person meetings when allowed, sabbatical and rest periods for clergy, and campus reordering.
- Vestry input included the following:
  - Rest for the clergy is a necessity. We need a plan that will be sustainable for a long period.
  - Even small groups should be added in a way that is measured and sustainable.
  - Trying to re-open and meet together physically would leave out so many people and be so difficult that it might result in adding to isolation, rather than pulling us together. Perhaps burial services could be one exception, once they are permitted.
  - Training for lay people so that more can be involved in leadership is a high priority.
  - We must recognize that some parishioners will be disappointed in the delay of in-person worship. Hopefully we can focus on what we have gained during the pandemic, not just what we have lost.

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- We must stay aware of those who do not participate in Zoom worship. Some people do not have internet capability to participate.
  - We ultimately might need to make decisions even further out to make good planning possible. It will be difficult to revisit our decision monthly, and we will need time to figure out how to re-envision events such as FeST.
  - It is a strength that we are trying to remember and take care of our weakest members during these challenging times.
  - Enhancing the Sunday service and incorporating more adjunct members to lead could be a positive.

**V. Concluding Conversation: Summary and emerging priorities**

- The Parish Committee for Re-Opening is being directed to think about parish life without in-person worship for the foreseeable future.
- There will be a need for increased lay leadership due to these changed circumstances.
- There is also a need to build in some structured periods of rest for the Rev. Fruehwirth and the Rev. Frost-Phillips.
- The Vestry hopes to help parish manage expectations as we communicate about the future.
- The Vestry should expect to receive a draft of reopening plans by June 8<sup>th</sup>. We will meet again on June 11<sup>th</sup> to discuss the draft.

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

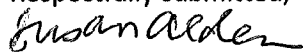
- In addition to the special called meeting on June 11<sup>th</sup>, we plan to have our regularly scheduled Vestry meeting on June 16<sup>th</sup>. Both meetings will be held via Zoom and will begin at 6:00 pm.
- Dr. Gheith will send out liaison assignments for the 2020-21 year tomorrow.
- Any Vestry members who have not completed the Vestry Review of the Rector should complete the form as soon as possible and send it to Bill Kodros.
- Since we were not able to celebrate in person with the outgoing Vestry members, those who served with them are encouraged to send cards of thanksgiving to Dale Games, Jane Clunie and Beth Swain.
- There was some discussion about vestry phone calls to parishioners. Most vestry members have gradually put more space between their calls. The calls have been helpful to the clergy, providing information that might not otherwise be known. There was consensus to continue calls, focusing on those who do not participate in Zoom meetings or seem to appreciate the calls. The Newcomer Committee will also consider a way to reach out specifically to newcomers to St. Matthew's.

**IX. Closing Prayer**

- The Rev. Fruehwirth thanked the vestry for their ongoing support, which he greatly appreciates.
- Dr. Gheith offered a closing thought from John Muir and another from Julian of Norwich.

*"If there is anywhere on earth a lover of God who is always kept safe, I know nothing of it, for it was not shown to me. But this was shown; that in falling and rising again we are always kept in that love."* - Julian of Norwich

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,  
  
Susan Alden  
Clerk of the Vestry

sra  
Attachments: April financial reports

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

**GENERAL FUND BUDGET**

<b>BUDGET INCOME SUMMARY ITEMS:</b>		<b>2020 BUDGET</b>	<b>MONTH OF April</b>	<b>YR 2020 TOTAL</b>	<b>% of Budget</b>	<b>NOTES/COMMENTS</b>
1	PLATE/GIFT OFFERINGS	50,000	3,731	13,935	28%	
2	LATE 2019 PLEDGES	7,227	0	7,227		
3	CURRENT YR PLEDGES	436,104	39,919	211,168	48%	
4	FEES & MISC INCOME	3,100	450	1,075	35%	
5	CARRYOVER CASH FROM 2019	20,000		20,000	100%	
6	<b>Total Budget Income:</b>	<b>516,431</b>	<b>44,100</b>	<b>253,405</b>	<b>49%</b>	
7						
8						
9	<b>OUTREACH EXPENSES:</b>					
10	DIOCESAN ASKING	55,681	4,640	18,560	33%	
11	FOOD FOR ALL	300	0	30	10%	
12	OUTREACH PLEDGES	13,200	0	0	0%	Vestry designates
13	DISCRETIONARY OUTREACH	11,500	0	(8,994)	0%	
14	INTERNATIONAL OUTREACH	3,430	0	0	0%	Social Ministries Committee designates
15	<b>Total Outreach:</b>	<b>84,111</b>	<b>4,640</b>	<b>9,596</b>	<b>11%</b>	
16						
17	<b>MAINTENANCE &amp; IMPROVEMENT:</b>					
18	SEXTON & CUSTODIAN	34,280	2,773	11,093	32%	
19	REPAIRS/MAINT/SUPPLIES	9,500	238	1,838	19%	
20	CHURCH UTILITIES	16,460	784	4,302	26%	
21	RECTORY UTILITIES	3,900	389	1,576	40%	
22	PROPERTY INSURANCE	8,216	2,054	4,108	50%	
23	INSURANCE CLAIMS		0	0		
24	<b>Total Maint &amp; Improv:</b>	<b>72,356</b>	<b>6,239</b>	<b>22,917</b>	<b>32%</b>	
25						
26	<b>CLERGY SUPPORT EXPENSES:</b>					
27	RECTOR	97,490	7,816	31,208	32%	Sal, Prof Exp, Trv, Pens, Med Ins, CE, Sab
28	ASST. RECTOR	52,633	4,191	16,781	32%	Salary, Prof Exp, Trvl, Pension, CE
29	SUPPLY PRIESTS	1,400	0	150	11%	
30	<b>Total Clergy Support:</b>	<b>151,523</b>	<b>12,007</b>	<b>48,139</b>	<b>32%</b>	
31						
32	<b>ADMINISTRATIVE EXPENSES:</b>					
33	WORKERS COMP	2,880	31	248	9%	
34	SECRETARY	28,406	2,367	9,469	33%	Salary + Pension
35	FINANCIAL SECRETARY	9,548	796	3,183	33%	
36	SUPPORT PERSONNEL	2,000	145	1,559	78%	
37	STAFF SS/TRAVEL/HEALTH IS SUPPORT	20,358	1,667	6,670	33%	
38	AUDITOR	2,500	0	0	0%	
39	COMMUNICATION	23,650	1,019	7,548	32%	Phone, Postage, Off Exp., Off Supl, Misc
40	<b>Total Admin. Expenses:</b>	<b>89,342</b>	<b>6,025</b>	<b>28,676</b>	<b>32%</b>	
41						
42	<b>CHRISTIAN ED. PROGRAM EXPENSES:</b>					
43	NURSERY PROGRAM	6,600	0	1,300	20%	
44	EDUCATION PROGRAMS	47,070	8,540	16,962	36%	
45	DIOCESAN CONVENTION	1,000	0	0	0%	
46	<b>Total CE Program Expenses:</b>	<b>54,670</b>	<b>8,540</b>	<b>18,262</b>	<b>33%</b>	
47						
48	<b>WORSHIP EXPENSES:</b>					
49	MUSIC PROGRAM	43,639	3,178	14,784	34%	Choir Dir, Orgnst, Spcl Muscnrs, Supl, misc
50	ALTAR GUILD'S EXPENSES	900	0	159	18%	
51	WORSHIP SUPPLIES	800	0	0	0%	
52	FELLOWSHIP & SPECIAL EVENTS:	2,500	24	436	17%	Fellowship, Spcl Events, Pstrl Receptions
53	<b>Total Worship Expenses:</b>	<b>47,839</b>	<b>3,202</b>	<b>15,379</b>	<b>32%</b>	
54						
55	<b>Total Budget Expenses</b>	<b>499,841</b>	<b>40,654</b>	<b>142,969</b>	<b>29%</b>	
56						
57	<b>NON-BUDGETED DISCRETIONARY FUNDS</b>					
58						
59	<b>NET BUDGET INCOME (Income - Expense)</b>	<b>16,590</b>	<b>3,446</b>	<b>110,436</b>		

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

**NON-BUDGET FINANCIAL STATUS INFORMATION AT MONTH-END**

			NOTES/COMMENTS
1	<b>FIRST HORIZON CHECKING ACCOUNT BALANCE</b> (Operating + Custodial account balance)	<b>\$303,969</b>	
2	<b>OPERATING ACCOUNT BALANCE</b>	<b>\$173,270</b>	
3	<b>CUSTODIAL ACCOUNT BALANCE</b> (Pass-through funds and Reserve funds)	<b>\$130,700</b>	
6	<b>CD'S:</b>	<b>\$7,453</b>	
	CD (Outreach endowment)                      \$7,453		
7	<b>DIOCESE-MANAGED ENDOWMENT VALUE:</b>	<b>\$838,298</b>	(Churchyard + Murphy + Undesignated)
8	<b>VALUE CHANGE SINCE LAST MONTH</b>	<b>\$0</b>	
9	<b>VALUE CHANGE SINCE START OF YR</b>	<b>\$42,435</b>	