
MINUTES OF THE VESTRY
ST. MATTHEW'S EPISCOPAL CHURCH, HILLSBOROUGH, NC
June 16, 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; Susan Alden, Clerk of the Vestry

Absent: Dorothy Wood, Treasurer - excused

The Rev. Fruehwirth called the meeting to order at 6:05 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 a quote from Dr. Martin Luther King, Jr. and an opening prayer.

I. Approval of Minutes – All

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

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

The Rev. Frost-Phillips reports:

- Weekly, the Rev. Frost-Phillips leads the Tuesday Tea on zoom and the Wednesday night compline. She also checks in with Kim Powell, sends out card writing requests, and participates in Sunday worship.
- Monthly she checks in with Margaret Brill, participates in a local group of women clergy, and preaches in a Sunday service. She also usually proofreads the newsletter and vestry minutes.
- In addition, she has continual pastoral care calls and serves as the contact clergy person for Margaret Brill, who regularly checks on our members who live at the Brookshire Nursing Home. Margaret is St. Matthew's lay pastoral care leader.
- During May she helped plan for the Youth Service and helped Kim Powell wrap up the education year. She preached twice and met with the Reopening Committee several times. She also met with Justice United and with the new interns.
- The Rev. Frost-Phillips notes that there is a lot that is unstable in the world and church right now. We must keep paying attention to Jesus and the type of community that he created when he was on earth. As Dr. King said, we need to have "a tough mind and a tender heart." Balancing those is important. Struggle may come and that is okay, because often progress comes through the process of struggle.

The Rev. Fruehwirth reports:

- He appreciates that the Rev. Frost-Phillips currently coordinates and organizes the pastoral care requests and needs for St. Matthew's.
- The Rev. Fruehwirth has received several unsolicited communications expressing fear and worry. Stress is showing some cracks in our community. He wants to continue to focus on process, and also seeks to understand the emotions and existential fear that are behind resistance to change. He is concerned knowing that often in history, the church has not spoken out when it should have. There is a special concern in God for the outcast and rejected, for the underclass. While it can be challenging during these times for discussions not to be seen as political, our goal is to discern God's leading. In the process, we need to listen to those with whom we disagree, ultimately making the decision that is best.
- He will be sending the minutes from a recent meeting of the Racial Justice & Reconciliation committee to the vestry. The committee has recommended that we, as a first step, remove the name of Ruffin from the Ruffin House. The Racial Reconciliation vestry subcommittee, which will also include members from outside the vestry, will look at the request and determine what process we will follow as we move forward.

III. Junior Warden Report – Jim Charton

Several recent items to note:

- The hot water heater was replaced recently. It was a little more expensive than expected because the code has changed.
- He will have a property meeting tomorrow with Mary Rocap and Pelham Jacobs. Ms. Rocap is getting estimates for sanitary cleaning to prepare for our eventual reopening. We will need to contract for this.
- Mr. Charton continues to work on the reconfiguration of the Hayden Building. He has spoken with David Arcus, Kim Powell, and the Archives Committee and thinks there will be enough space for all of their needs. On Thursday he has a meeting scheduled with Jeff Hopper, who will be doing the construction for the reconfiguration.
- The churchyard committee received an estimate for trimming and fertilization of several trees. The proposal is \$2700, and we have money in the budget to meet this expense. Also, they are planning to move the wrought-iron benches, one of which is damaged, from the front of the church. They will eventually be moved to the new play area, and one will be replaced with a cedar bench.
- He hopes to have a junior warden's meeting in the next few weeks. He would like to discuss the rectory fund (a recent gift designated to be used for the maintenance of the rectory) so we can prioritize what actions to take there. He would also like to hear the junior wardens' ideas regarding sanitation.

IV. Review of Document about Parish Life in Pandemic and Timetable of Communication – Vera Shanley, Sonja Tilley, Conrad Fulkerson, and the Rev. Robert Fruehwirth

- The Bishop announced today that the diocese will not move to Stage Two on July 1. He has not announced a date that we will move forward at this time.
- Dr. Shanley and Ms. Tilley revised the draft document discussed at last week's meeting this weekend. Vestry members had opportunity to read the revised document prior to tonight's meeting.
- A few parishioners, predominantly young families, have asked for pre-recorded services at least occasionally so that they can watch at a time convenient for them. The upcoming survey might provide beneficial input about this idea. It was suggested that the document should include a reference to providing some livestream or recorded services, and also that we will liaise the worship committee with a digital arts committee to begin work on an online or livestream service, perhaps an evensong.
- FAQs: The Rev. Fruehwirth would like a question added asking whether individuals or small groups are able to visit the church. The vestry is working on a plan to make the church more accessible to people, and hopefully visits will be allowed soon after the diocese moves to stage two. The Stage Two Committee of the vestry will bring a tentative plan to our July meeting.
- Once the two additions noted above have been made, the final *St. Matthew's: The Journey Forward* report will be sent to the parish, potentially by the end of the week.

V. Senior Warden Discussion: Parish Matters – Jehanne Gheith

- The Annual Convention of the Episcopal Diocese of North Carolina will be held via zoom this year on November 20 and 21. It will be shortened in nature, probably about six hours each day. We need to elect one new delegate and four alternates. The form is due to the diocese by August 3rd.
- Our new interns will soon begin reaching out to parishioners who have not been participating on zoom. The Rev. Fruehwirth will note this in the weekly email and bulletin and the newsletter. It is also mentioned in the Journey Forward document.
- The Rev. Fruehwirth plans to continue to preach once or twice a month during the summer, and the Rev. Frost-Phillips once. With morning prayer, lay leaders are able to lead the service, and perhaps including more of them as well as our associate clergy would allow for different voices. The Rev. Fruehwirth was encouraged to maintain a somewhat normal summer schedule and to invite others to participate. He

will continue to be present and visible not only through morning prayer services but also through his weekly newsletter.

- Mr. Charton is working on an online survey and has sent some tentative questions to the Stage Two vestry committee. He needs some clarification about what type of information he is hoping to receive. Since we have already clarified that we will not hold regular in-person worship services until most people can attend, it was thought that getting input about smaller group meetings and ways to improve our online services would be helpful.
- Any vestry members who have not returned feedback forms for the Rector Review should get them to Bill Kodros this week. Most forms have been submitted.
- The Rev. Fruehwirth is planning to start his Lay Leadership training soon. Some leaders from The Church of the Holy Family in Chapel Hill and a church in Philadelphia are eager to participate along with parishioners from St. Matthew's. The first meeting will be an Open House, and those who commit to the training after that will participate in 90-minute sessions for about eight weeks. The Rev. Fruehwirth is eager to begin and hopes it will lead to additional groups in the future.
- Jon Luis and Nick Gallegly have volunteered to serve on a digital Altar Guild for the foreseeable future, and the Rev. Fruehwirth plans to ask Robb Smylie and one of our interns if they will also participate. Hopefully they can help facilitate our zoom Sunday services and other online offerings.
- Dr. Shanley, Ms. Hayes, Allison Roberts and the Rev. Fruehwirth will meet later this month about the stewardship campaign.
- The Rev. Fruehwirth plans to restart the Worship Committee and hopes to get more people involved.

VI. Financial Report – Dorothy Wood and the Rev. Fruehwirth

May financial reports are attached.

Dr. Wood is out of town and had difficulty connecting remotely.

- The Rev. Fruehwirth noted that at the end of May we are 42% through the year. Our income is at 54%, more than expected, but this is usual at St. Matthew's. Online donations not for pledges are continuing to offset the lack of income from the plate. Expenses are about where they are expected to be. Although financially we are stable, we must remain vigilant in these uncertain times.
- Dr. Wood and the Rev. Fruehwirth will meet about the remainder of the Education Building expenses before the July meeting.

VII. Closing Reflection and Prayer – The Rev. Robert Fruehwirth

The Rev. Fruehwirth read from Galatians Chapter 5 about the works of the flesh and the fruits of the spirit. We must be mindful of the works of the flesh and know that they arise around areas of hurt, fear and insecurity. As we live and walk by the Spirit, we will experience the fruits of the spirit in our lives. The Rev. Fruehwirth closed with a prayer.

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

Respectfully submitted,



Susan Alden
Clerk of the Vestry

sra

May financial reports, Vestry Liaison Assignments for 2020-2021, Final letter regarding Oxaal gift

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

GENERAL FUND BUDGET

BUDGET INCOME SUMMARY ITEMS:	2020 BUDGET	MONTH OF May	YR 2020 TOTAL	% of Budget	NOTES/COMMENTS
1 PLATE/GIFT OFFERINGS	50,000	2,395	16,330	33%	
2 LATE 2019 PLEDGES	7,227	0	7,227		
3 CURRENT YR PLEDGES	436,104	24,245	235,413	54%	
4 FEES & MISC INCOME	3,100	0	1,075	35%	
5 CARRYOVER CASH FROM 2019	20,000		20,000	100%	
6 Total Budget Income:	516,431	26,640	280,045	54%	
7					
8					
9 OUTREACH EXPENSES:					
10 DIOCESAN ASKING	55,681	4,640	23,200	42%	
11 FOOD FOR ALL	300	0	30	10%	
12 OUTREACH PLEDGES	13,200	0	0	0%	Vestry designates
13 DISCRETIONARY OUTREACH	11,500	(200)	(9,194)	0%	
14 INTERNATIONAL OUTREACH	3,430	0	0	0%	Social Ministries Committee designates
15 Total Outreach:	84,111	4,440	14,036	17%	
16					
17 MAINTENANCE & IMPROVEMENT:					
18 SEXTON & CUSTODIAN	34,280	2,773	13,867	40%	
19 REPAIRS/MAINT/SUPPLIES	9,500	427	2,264	24%	
20 CHURCH UTILITIES	16,460	664	4,966	30%	
21 RECTORY UTILITIES	3,900	235	1,812	46%	
22 PROPERTY INSURANCE	8,216	0	4,108	50%	
23 INSURANCE CLAIMS		0	0		
24 Total Maint & Improv:	72,356	4,099	27,016	37%	
25					
26 CLERGY SUPPORT EXPENSES:					
27 RECTOR	97,490	7,765	38,973	40%	Sal, Prof Exp, Trv, Pens, Med Ins, CE, Sab
28 ASST. RECTOR	52,633	4,165	20,946	40%	Salary, Prof Exp, Trvl, Pension, CE
29 SUPPLY PRIESTS	1,400	0	150	11%	
30 Total Clergy Support:	151,523	11,930	60,070	40%	
31					
32 ADMINISTRATIVE EXPENSES:					
33 WORKERS COMP	2,880	0	248	9%	
34 SECRETARY	28,406	2,367	11,836	42%	Salary + Pension
35 FINANCIAL SECRETARY	9,548	796	3,978	42%	
36 SUPPORT PERSONNEL	2,000	0	1,559	78%	
37 STAFF SS/TRAVEL/HEALTH IS SUPPORT	20,358	1,667	8,337	41%	
38 AUDITOR	2,500	0	0	0%	
39 COMMUNICATION	23,650	499	8,047	34%	Phone, Postage, Off Exp., Off Supl, Misc
40 Total Admin. Expenses:	89,342	5,329	34,005	38%	
41					
42 CHRISTIAN ED. PROGRAM EXPENSES:					
43 NURSERY PROGRAM	6,600	400	1,700	26%	
44 EDUCATION PROGRAMS	47,070	3,015	19,977	42%	
45 DIOCESAN CONVENTION	1,000	0	0	0%	
46 Total CE Program Expenses:	54,670	3,415	21,677	40%	
47					
48 WORSHIP EXPENSES:					
49 MUSIC PROGRAM	43,639	3,178	17,962	41%	Choir Dir, Orgnst, Spcl Musicns, Supl, misc
50 ALTAR GUILD'S EXPENSES	900	0	159	18%	
51 WORSHIP SUPPLIES	800	0	0	0%	
52 FELLOWSHIP & SPECIAL EVENTS:	2,500	4	441	18%	Fellowship, Spcl Events, Pstrl Receptions
53 Total Worship Expenses:	47,839	3,182	18,561	39%	
54					
55 Total Budget Expenses	499,841	32,396	175,365	35%	
56					
57 NON-BUDGETED DISCRETIONARY FUNDS					
58					
59 NET BUDGET INCOME (Income - Expense)	16,590	(5,755)	104,681		

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

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 Created 6/8/20

NON-BUDGET FINANCIAL STATUS INFORMATION AT MONTH-END

NOTES/COMMENTS

1	FIRST HORIZON CHECKING ACCOUNT BALANCE <small>(Operating + Custodial account balance)</small>	\$279,656	
2	OPERATING ACCOUNT BALANCE	\$167,493	
3	CUSTODIAL ACCOUNT BALANCE <small>(Pass-through funds and Reserve funds)</small>	\$112,164	
6	CD'S: CD (Outreach endowment) \$8,040	\$8,040	
7	DIOCESE-MANAGED ENDOWMENT VALUE:	\$838,298	<small>(Churchyard + Murphy + Undesignated)</small>
8	VALUE CHANGE SINCE LAST MONTH	\$0	
9	VALUE CHANGE SINCE START OF YR	\$42,435	

St. Matthew's Vestry Liaison Assignments & Reporting Schedule: June 2020 -May 2021

Vestry Member	Area of our Ministry (core value)	Liaison Report due to Vestry	Worship Service Cameo 8 & 10:30am (First Sunday)
Jim Charton <i>Junior Warden</i>	Heritage & Property	July	August
Maria Costello	Education	August	September
Elizabeth Hays	Holistic Stewardship	September	October
Steve Hutson	Service to Others: Social Outreach	November	December
Jehanne Gheith <i>Senior Warden</i>	Administration	December	January
Blythe Thompson	Service to Others: Pastoral Care	January	February
Sonja Tilley	Worship & Spiritual Practice	February	March
Vera Shanley	Fellowship & Hospitality	March	April
Conrad Fulkerson	Faith & The Arts	May	June

- Dorothy to do cameo budget report in November
- Vestry meets on third Tuesday of each month starting in June or July at 7:00 pm; first Vestry meeting is May 2 at 5:30 pm.

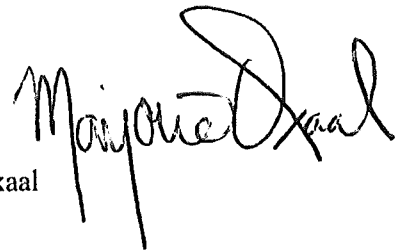
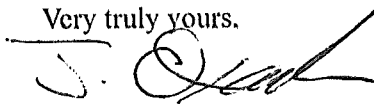
January 13, 2020

Vestry of St. Matthew's Episcopal Church
210 St. Marys Road
Hillsborough, North Carolina 27278

Dear Senior Warden Jehanne Gheith:

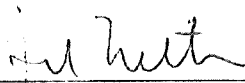
It is our intention that at the last of our deaths, that we will give the sum of \$500,000 to St. Matthew's Episcopal Church to be used for the sole purpose for maintaining the historic church. This is a permanently restrictive gift. The funds are to be used to provide for maintenance and capital projects regarding the church. These include but are not limited to items such as implementation of music, maintenance of the windows, roofing, painting, HVAC, flooring, seating and repair and maintenance of all fixtures within the sanctuary. It is our great pleasure to provide this to a church that has meant so much to the both of us.

Very truly yours,



John T. Oxaal and Marjorie R. Oxaal

Agreed to by:



Senior Warden of the Vestry