

**MINUTES OF THE VESTRY  
ST. MATTHEW'S EPISCOPAL CHURCH, HILLSBOROUGH, NC  
October 20, 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 6:00 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 prayer to open the meeting.

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

**ACTION:** Dr. Shanley motioned to approve the minutes and notes from the two September meetings. Ms. Hays seconded the motion, and the vestry voted unanimously to approve them as written.

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

In reflecting on the month, the Rev. Frost-Phillips notes:

- Over the past week, she and her family have been busy moving into their new home.
- Pastorally, two parishioners, Bob Morgan and Bob Snyder, have recently moved into hospice care. They and their families need our prayers. There are additional continuing needs for pastoral care as well. A parishioner recently attended training for Stephen Ministries and hopes to use their skills as a lay leader at St. Matthew's. Participants from the Rev. Fruehwirth's "Birds of the Air" are similarly poised. A strong subgroup of lay people trained in pastoral care will be a great asset as St. Matthew's continues to grow.
- Kim Powell has begun confirmation classes, which she is leading along with David Nichol. She has also been preparing monthly boxes for families to pick up and use for education and activities at home. She is working on a box appropriate for all ages to make available as we move into the season of Advent.
- The Rev. Frost-Phillips virtually sat in on Godly Play last weekend. She enjoyed the class, which focused on Abraham and his journey.
- We have hosted two Agape feasts now, one for St. Matthew's parishioners and another in conjunction with St. Titus Episcopal Church in Durham. They have been great, with a nice liturgy and service.
- Tomorrow the Rev. Frost-Phillips and the Rev. Liz Dowling-Sendor will lead Eucharist in the memorial garden, and she is looking forward to that. Lots of parishioners are involved with leading the different services we are offering, and it is nice to see the breadth of participation.
- FeST will take place in a new form in early December. We will be selling surprise boxes filled with diverse items, and Karen Ireland will be coordinating an Ordinary Café To Go. It is exciting to see how effectively we have adjusted during these challenging times.

The Rev. Fruehwirth notes:

- During the last two weeks of September, he was quite involved with his mother's last days, followed by her death and funeral. He appreciated the support of the parish and was pleased to see that things continued to move along well at St. Matthew's while he was dealing with these family matters.
- Most of his attention recently has focused on the process considering the renaming of the Ruffin House. The pandemic, the election, and other current issues are forcing us to face our history as a parish and to face issues where we have differing opinions among us. This brings us to a place where real renewal can happen. It is a great opportunity to learn about what the Gospel is, what it means for our lives, and how it connects us to our neighbors in Orange County.

- 
- Other activities continue as well. Birds of the Air has concluded and will provide some lay leaders who can be more involved in the parish. The Inquirer's Class has 20 participants, about half of whom are fairly new to St. Matthew's. David McDuffie has been helping with the class. Outdoor Eucharists are going very well, and participants have been eager to comply with the expectations. He looks forward to continuing those through the fall while weather permits.
  - Rooms on our campus continue to be refitted, and there is excitement about the new spaces. Financially we are stable. There is a sense of excitement and a positivity.
  - Unfortunately, Covid numbers are increasing again, and the Diocese might tighten restrictions on meeting in person. It is unlikely that there will be indoor services at St. Matthew's for Christmas, so planning for alternate events must begin soon.

### **III. Opening Discussion of the Ruffin House Reconsideration – The Rev. Robert Fruehwirth**

- We have three meetings set for discussion and discernment about the Ruffin House – tonight's meeting, the added meeting on October 27<sup>th</sup>, and the November vestry meeting. After those sessions, hopefully the vestry will be prepared to offer a statement to the parish about how we plan to move forward. In the meantime, vestry members were encouraged to maintain confidentiality about the discussions.
- The Rev. Fruehwirth shared a powerpoint laying out possible guidance for a document which might present the resolutions of the vestry. The document could include the theology behind our resolution, followed by a statement developed by the vestry to convey how we will move forward.
- There was discussion about how to proceed and how to ultimately communicate with the parish. It was recognized that we are on a journey to deal with our history, and the journey will continue even after decisions are made about the Ruffin House name and the memorials in our cemetery and church.
- There was discussion about the format for the special meeting next week. For the discernment process, each vestry member will have several minutes to share their thoughts about several questions which will be provided in advance. Before that meeting, all should look carefully at the feedback obtained from the parish in the small groups and on the google document.
- It was determined that further work on the document about vision and moving forward will need to wait until after the discernment activities at the meeting next week. There was recognition of the need to reach resolution in a timely fashion, but also of the need to let the process proceed thoughtfully.

### **IV. Senior Warden Report – Jehanne Gheith**

- Dr. Gheith is grateful for this good discussion and hopes we can keep to the schedule we have set.
- She recently met with the Rev. Canon David Sellery and the Rev. Walker?? regarding the Mutual Ministry Review for St. Matthew's. They have asked us to determine our top three priorities. Our next MMR meeting should take place in December, but we are hoping instead to have it in January to provide sufficient time for preparation. The MMR process is mandated by the Diocese.
- The small group discussions about the Ruffin House were wonderful, and Dr. Gheith looks forward to talking about them next week. She encouraged vestry members to feel permitted to share their personal feelings, so that they can ultimately be freed through that process to focus on what the parish needs.
- Diane Zaccardi's brother Walter has requested a burial plot in the churchyard for him and his wife. Ed Zaccardi, Diane's widower, is a member of St. Matthew's, but Walter and wife are not. We have about 270 sites remaining in the churchyard, but 122 of them are under tree canopy so should potentially not be used. This brings the number of remaining sites down significantly. There is some precedence, however, for relatives of members being granted sites. After discussion, this decision was postponed, and vestry members were advised to go online and read the burial guidelines for St. Matthew's ahead of future discussion. We will plan to revisit this request at the November meeting.
- There was consensus that the members of the vestry will aim to finish this round of phone calls to parishioners by the end of November.

---

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

- A workday is planned for November 7th for fall mulching and cleaning. The rain date will be November 14th.
- Spectrum has placed new inground cable on campus with two spots for making connection, one just outside the church and the other between the Ruffin and Hayden Buildings. Next, we will need an aerial line and an underground line. These improvements should provide the sanctuary with the ability to do live broadcasts.
- There has been a request for window treatments in the Hayden Building consisting of shades and blinds. No money was budgeted for these treatments, and the first estimate was over \$4000. A decision about this request was postponed for the present.

**VI. Financial Report – Dorothy Wood**

*September Financial Reports are attached.*

- At the end of September, we were 75% through the year. Income is right at 75%, with current year pledges at 76%. Expenses are at 69%, continuing to hold a little below their expected amount. The plate is at 54%, which is not surprising because of the pandemic. Even the plate percentage has crept up, though, since unexpected income has been credited to that category. We just received a substantial unpaid pledge from last year, which was an unexpected boost to income.
- We continue to be stable financially, and thankfully the stewardship campaign is also going very well.
- There was a finance meeting on October 7<sup>th</sup>, and minor tweaks were made to the budget. The committee will meet again once the annual campaign is complete.

**VII. Stewardship Update – Elizabeth Hays**

- The annual campaign is going well. As of today, 85 pledge units have pledged \$247,620 towards our goal of \$425,000. This includes 12 units which are new this year. We are currently 18.5% ahead of last year's numbers. Hopefully we will reach our goal by the end of the campaign.
- Besides our financial goal, we have a goal of 161 pledging units, which would be a 10% increase over last year.
- Many thanks to Ms. Hays and Ms. Bass for their leadership and organization of the campaign this year.

**VIII. Upcoming Meetings Dates**

- There will be an extra meeting on October 27<sup>th</sup> at 6:00 for discussion and discernment around the Ruffin House. Some directions for preparation will be sent out tomorrow. The next regular vestry meeting will be on November 17th at 6:00 pm.
- Mr. Hutson is scheduled for his liaison report in November and his cameo in December.

The meeting was adjourned at 8:15 p.m. Dr. Gheith offered encouragement from Hildegard of Bingen: "May you be drenched with the longing for peace, and make justice blossom on earth." She then offered a prayer to conclude the meeting.

Respectfully submitted,



Susan Alden  
Clerk of the Vestry

*sra*  
*September financial reports*

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

**GENERAL FUND BUDGET**

<b>BUDGET INCOME SUMMARY ITEMS:</b>		<b>2020</b>	<b>MONTH OF</b>	<b>YR 2020</b>		
		<b>BUDGET</b>	<b>September</b>	<b>TOTAL</b>	<b>% of Budget</b>	<b>NOTES/COMMENTS</b>
1	PLATE/GIFT OFFERINGS	50,000	2,322	26,777	54%	
2	LATE 2019 PLEDGES	7,227	0	7,227		
3	CURRENT YR PLEDGES	436,104	22,711	332,758	76%	
4	FEES & MISC INCOME	3,100	0	1,300	42%	
5	CARRYOVER CASH FROM 2019	20,000		20,000	100%	
6	<b>Total Budget Income:</b>	<b>516,431</b>	<b>25,033</b>	<b>388,062</b>	<b>75%</b>	
7						
8						
9	<b>OUTREACH EXPENSES:</b>					
10	DIOCESAN ASKING	55,681	4,640	41,761	75%	
11	FOOD FOR ALL	300	18	142	47%	
12	OUTREACH PLEDGES	13,200	0	5,100	39%	Vestry designates
13	DISCRETIONARY OUTREACH	11,500	(200)	456	0%	
14	INTERNATIONAL OUTREACH	3,430	0	0	0%	Social Ministries Committee designates
15	<b>Total Outreach:</b>	<b>84,111</b>	<b>4,458</b>	<b>47,458</b>	<b>56%</b>	
16						
17	<b>MAINTENANCE &amp; IMPROVEMENT:</b>					
18	SEXTON & CUSTODIAN	34,280	2,773	25,301	74%	
19	REPAIRS/MAINT/SUPPLIES	9,500	2,270	6,183	65%	
20	CHURCH UTILITIES	16,460	1,037	8,509	52%	
21	RECTORY UTILITIES	3,900	278	3,015	77%	
22	PROPERTY INSURANCE	8,216	1,753	8,261	101%	
23	INSURANCE CLAIMS		0	0		
24	<b>Total Maint &amp; Improv:</b>	<b>72,356</b>	<b>8,110</b>	<b>51,269</b>	<b>71%</b>	
25						
26	<b>CLERGY SUPPORT EXPENSES:</b>					
27	RECTOR	97,490	7,765	70,070	72%	Sal, Prof Exp, Trv, Pens, Med Ins, CE, Sab
28	ASST. RECTOR	52,633	4,165	37,644	72%	Salary, Prof Exp, Trvl, Pension, CE
29	SUPPLY PRIESTS	1,400	0	450	32%	
30	<b>Total Clergy Support:</b>	<b>151,523</b>	<b>11,930</b>	<b>108,164</b>	<b>71%</b>	
31						
32	<b>ADMINISTRATIVE EXPENSES:</b>					
33	WORKERS COMP	2,880	32	409	14%	
34	SECRETARY	28,406	2,367	21,305	75%	Salary + Pension
35	FINANCIAL SECRETARY	9,548	796	7,161	75%	
36	SUPPORT PERSONNEL	2,000	36	1,849	92%	
37	STAFF SS/TRAVEL/HEALTH IS SUPPORT	20,358	1,667	15,006	74%	
38	AUDITOR	2,500	2,700	2,700	108%	
39	COMMUNICATION	23,650	2,458	16,158	68%	Phone, Postage, Off Exp., Off Supl, Misc
40	<b>Total Admin. Expenses:</b>	<b>89,342</b>	<b>10,057</b>	<b>64,588</b>	<b>72%</b>	
41						
42	<b>CHRISTIAN ED. PROGRAM EXPENSES:</b>					
43	NURSERY PROGRAM	6,600	500	3,500	53%	
44	EDUCATION PROGRAMS	47,070	4,641	37,198	79%	
45	DIOCESAN CONVENTION	1,000	0	0	0%	
46	<b>Total CE Program Expenses:</b>	<b>54,670</b>	<b>5,141</b>	<b>40,698</b>	<b>74%</b>	
47						
48	<b>WORSHIP EXPENSES:</b>					
49	MUSIC PROGRAM	43,639	3,178	31,168	71%	Choir Dir, Orgnst, Spcl Musicians, 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	553	22%	Fellowship, Spcl Events, Pstrl Receptions
53	<b>Total Worship Expenses:</b>	<b>47,839</b>	<b>3,202</b>	<b>31,880</b>	<b>67%</b>	
54						
55	<b>Total Budget Expenses</b>	<b>499,841</b>	<b>42,899</b>	<b>344,057</b>	<b>69%</b>	
56						
57	<b>NON-BUDGETED DISCRETIONARY FUNDS</b>					
58						
59	<b>NET BUDGET INCOME (Income - Expense)</b>	<b>16,590</b>	<b>(17,866)</b>	<b>44,006</b>		

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

Page 2 of 2  
 Created 10/13/20

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

		NOTES/COMMENTS
1	<b>FIRST HORIZON CHECKING ACCOUNT BALANCE</b> (Operating + Custodial account balance)	<b>\$218,300</b>
2	<b>OPERATING ACCOUNT BALANCE</b>	<b>\$59,176</b>
3	<b>CUSTODIAL ACCOUNT BALANCE</b> (Pass-through funds and Reserve funds)	<b>\$159,125</b>
6	<b>CD'S:</b>	<b>\$8,075</b>
	CD (Outreach endowment)                      \$8,075	
7	<b>DIOCESE-MANAGED ENDOWMENT VALUE:</b>	<b>\$791,233</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>-\$4,631</b>