

**MINUTES OF THE VESTRY
ST. MATTHEW'S EPISCOPAL CHURCH, HILLSBOROUGH, NC
December 13, 2020**

Present: The Rev. Robert Fruehwirth, 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

Absent: The Rev. Lisa Frost-Phillips – excused

Special Guest: Allison Bass, for stewardship portion of the meeting

The Rev. Fruehwirth called the meeting to order at 11:05 am. The meeting was held remotely by Zoom due to diocesan and governmental recommendations for social distancing to slow the spread of Covid-19. The Rev. Fruehwirth offered an Advent collect to open the meeting.

I. Approval of November Minutes – All

ACTION: Dr. Shanley motioned to approve the minutes from the November meeting as written. Ms. Hays seconded the motion, and the vestry voted unanimously to approve the minutes.

II. Senior Warden Business – Jehanne Gheith

- Vera and Jim Shanley have made application for two full body plots in the cemetery. They would prefer sites 57 and 58 if possible. **ACTION: Ms. Tilley motioned, Ms. Costello seconded, and the vestry voted to approve the Shanley requests as submitted.**
- Walter Heizenroth, the brother of Diane Zaccardi, would like to be buried near his sister and has submitted applications for full body plots for both he and his wife. Mr. Charton believes there are some available plots as long as the Heizenroths are flexible about location. After discussion, the vestry agreed that the request was acceptable as long as the plots chosen are in a location that will not endanger trees. **ACTION: Dr. Shanley made a motion to approve the request of the Heizenroths as long as their plots are not under the tree line. Ms. Thompson seconded the motion, and the vestry voted unanimously to approve it.**
- There is some uncertainty about the health of the trees in the cemetery, which leads to uncertainty about how many available burial plots remain. It is proposed that we enter into a study period to get more information about the trees and clarify availability of plots. **ACTION: Dr. Gheith motioned that we enter into a two-year period of study to begin immediately, during which we will not consider new non-member requests for full body burials. Dr. Shanley seconded the motion, and the vestry voted unanimously to approve it.** Requests to place cremains in the scatter garden and memorial garden will still be considered during this time; only applications from non-members for full burial plots will be impacted.
- Our Mutual Ministry Review will take place on January 23rd. It will last from approximately 9:30 am until 3:00 pm and will be facilitated by the Rev. David Sellery and the Rev. Kathy Walker.
- Formation of a slate of vestry nominees is in process. Dr. Gheith, Dr. Fulkerson, and Mr. Charton have been working to finalize the slate. A few candidates have already agreed to run for election, and several others are considering it.
- Ms. Thompson will present her liaison report in January and will do the cameo in February.
- Dr. Gheith will send her written liaison report to the vestry within the next two weeks.
- Ms. Alden is going to step down as clerk this spring. The Rev. Fruehwirth and Dr. Gheith are considering possible candidates for the role moving forward. If you have suggestions, send them to the Rev. Fruehwirth or Dr. Gheith.

III. Junior Warden Report – James Charton

- Our campus internet has been converted to Spectrum, with one more minor tweak to be addressed this week regarding the phone number.
- We have contracted with someone for snow removal again this winter.
- We are working to get stickers to place over the Ruffin signs on the parish building. We will also need to consider the bronze plaque on the outside of the building once the more predominant signage has been addressed.

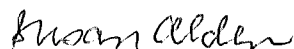
IV. Financial Update and Review of Stewardship Report – Dorothy Wood and Elizabeth Hays, Allison Bass

- We have exceeded our financial goal for the stewardship campaign. As of December 9th, \$436,300 has been pledged, easily surpassing the target of \$425,000. A few more pledges are still anticipated. We are thankful for this financial stability in a time of such great uncertainty.
- A second goal of the campaign was to increase our pledge units by 10%. To accomplish this goal, we would need to have 178 pledge units for the coming year. We are currently at 148 units, so we have not met this goal. There were, however, 20 new pledging units for the coming year, and there are still several units who are likely to pledge in the coming weeks.
- There was also a time and talent pledge this year, but it did not receive a wide response.
- Dr. Wood thanked Ms. Hayes and Ms. Bass for running a well-organized and effective campaign.
- Dr. Wood notes that we are 92% through the year, and 90% of the plate goal has been received, which is quite a feat when we have not had physical church services on campus since March. We have received 87% of pledges made for the present year, and reminders will be sent to those who have not completed their pledge payments. Overall, we have received 88% of expected income, and we have spent 85% of anticipated expenses. We are doing pretty well.
- The Finance Committee met recently and will meet once more in a few weeks to tweak the budget, based on latest numbers. They will need to get approval from the vestry in late December on the preliminary budget so that Sara Brewer will immediately be able to start paying salaries and bills in January, 2021. An email will be sent to the vestry during the last week of December with the final numbers, and vestry members will vote by email to approve that preliminary budget. The final budget will be approved in March once numbers are more solidified, as has traditionally happened.

V. Process for Moving Forward post Ruffin House Decision – The Rev. Robert Fruehwirth

- Prior to today's meeting, the Rev. Fruehwirth sent an email to the vestry with some brief plans for fulfilling the resolutions we committed to during the Ruffin House process. He plans to establish new task forces which will develop their own timelines and procedures.
- Dr. Gheith noted that she is grateful to have had the opportunity to work with each person here through this long year. She wishes happy holidays to all. She offered two prayers to close the meeting, one from Saint Augustine and one from the New Zealand Book of Common Prayer. The meeting was adjourned at 12:15 pm. The next vestry meeting will take place on January 19, 2021.

Respectfully submitted,



Susan Alden

Clerk of the Vestry

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Attachments: November financial reports, Rector's Report to Vestry

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

GENERAL FUND BUDGET

BUDGET INCOME SUMMARY ITEMS:		2020 BUDGET	MONTH OF November	YR 2020 TOTAL	% of Budget	NOTES/COMMENTS
1	PLATE/GIFT OFFERINGS	50,000	4,737	44,975	90%	
2	LATE 2019 PLEDGES	7,227	0	7,227		
3	CURRENT YR PLEDGES	436,104	24,841	378,701	87%	
4	FEES & MISC INCOME	3,100	0	1,300	42%	
5	CARRYOVER CASH FROM 2019	20,000		20,000	100%	
6	Total Budget Income:	516,431	29,578	452,203	88%	
7						
8						
9	OUTREACH EXPENSES:					
10	DIOCESAN ASKING	55,681	4,640	51,041	92%	
11	FOOD FOR ALL	300	0	142	47%	
12	OUTREACH PLEDGES	13,200	0	5,100	39%	Vestry designates
13	DISCRETIONARY OUTREACH	11,500	0	456	0%	
14	INTERNATIONAL OUTREACH	3,430	3,430	3,430	100%	Social Ministries Committee designates
15	Total Outreach:	84,111	8,070	60,168	72%	
16						
17	MAINTENANCE & IMPROVEMENT:					
18	SEXTON & CUSTODIAN	34,280	2,773	30,848	90%	
19	REPAIRS/MAINT/SUPPLIES	9,500	2,259	9,424	99%	
20	CHURCH UTILITIES	16,460	600	10,033	61%	
21	RECTORY UTILITIES	3,900	218	3,457	89%	
22	PROPERTY INSURANCE	8,216	0	10,434	127%	
23	INSURANCE CLAIMS		0	0		
24	Total Maint & Improv:	72,356	5,851	64,196	89%	
25						
26	CLERGY SUPPORT EXPENSES:					
27	RECTOR	97,490	7,765	85,600	88%	Sal, Prof Exp, Trv, Pens, Med Ins, CE, Sab
28	ASST. RECTOR	52,633	4,283	46,092	88%	Salary, Prof Exp, Trvl, Pension, CE
29	SUPPLY PRIESTS	1,400	0	450	32%	
30	Total Clergy Support:	151,523	12,048	132,142	87%	
31						
32	ADMINISTRATIVE EXPENSES:					
33	WORKERS COMP	2,880	48	489	17%	
34	SECRETARY	28,406	2,367	26,039	92%	Salary + Pension
35	FINANCIAL SECRETARY	9,548	796	8,752	92%	
36	SUPPORT PERSONNEL	2,000	0	1,849	92%	
37	STAFF SS/TRAVEL/HEALTH IS SUPPORT	20,358	1,667	18,341	90%	
38	AUDITOR	2,500	0	2,700	108%	
39	COMMUNICATION	23,650	1,151	20,130	85%	Phone, Postage, Off Exp., Off Supl, Misc
40	Total Admin. Expenses:	89,342	6,029	78,300	88%	
41						
42	CHRISTIAN ED. PROGRAM EXPENSES:					
43	NURSERY PROGRAM	6,600	400	4,300	65%	
44	EDUCATION PROGRAMS	47,070	4,512	45,407	96%	
45	DIOCESAN CONVENTION	1,000	0	0	0%	
46	Total CE Program Expenses:	54,670	4,912	49,707	91%	
47						
48	WORSHIP EXPENSES:					
49	MUSIC PROGRAM	43,639	3,522	37,990	87%	Choir Dir, Orgnst, Spcl Musicians, Supl, misc
50	ALTAR GUILD'S EXPENSES	900	0	159	18%	
51	WORSHIP SUPPLIES	800	134	174	22%	
52	FELLOWSHIP & SPECIAL EVENTS:	2,500	24	601	24%	Fellowship, Spcl Events, Pstrl Receptions
53	Total Worship Expenses:	47,839	3,680	38,925	81%	
54						
55	Total Budget Expenses	499,841	40,590	423,438	85%	
56						
57	NON-BUDGETED DISCRETIONARY FUNDS					
58						
59	NET BUDGET INCOME (Income - Expense)	16,590	(11,012)	28,765		

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

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NON-BUDGET FINANCIAL STATUS INFORMATION AT MONTH-END

			NOTES/COMMENTS
1	FIRST HORIZON CHECKING ACCOUNT BALANCE (Operating + Custodial account balance)	\$251,663	
2	OPERATING ACCOUNT BALANCE	\$99,954	
3	CUSTODIAL ACCOUNT BALANCE (Pass-through funds and Reserve funds)	\$151,708	
6	CD'S:	\$8,075	
	CD (Outreach endowment) \$8,075		
7	DIOCESE-MANAGED ENDOWMENT VALUE:	\$791,233	(Churchyard + Murphy + Undesignated)
8	VALUE CHANGE SINCE LAST MONTH	\$0	
9	VALUE CHANGE SINCE START OF YR	-\$4,631	

RECTOR'S REPORT TO VESTRY

December 13, 2020

Dear Vestry,

The month since our last meeting was marked by the publication of our resolutions concerning the name of the administrative building and other long-term task forces concerning our relationship to our past and engagement in issues of race in the present. For me, this time was also marked by surgery on my right ankle on November 20th and the period of recovery following. The parish also enjoyed a period of ease over Thanksgiving weekend. We then celebrated FeST — with great success— on December 5.

Recovery from my ankle surgery is going very well. I have very little pain and the physical limitations of being in a cast are the only lasting complication. On Dec 31 I will transfer to an orthopedic boot. Sometime in February or March I should be driving again and walking freely.

The parish reception of our resolutions on the renaming of the Ruffin House seems to be going well. A very limited number of dissenting voices remain and Jehanne and I are thinking how to approach the handful of persons who might feel themselves alienated from the parish. Among those who wanted the name kept, most are present in worship on Sundays and are engaging normally in the parish.

When I think broadly of my time in the parish, I remember that I've been here for only 16+ months. Only 7 of those were in person. 9+ months have been through Zoom. We tackled the creation of a new campus plan. We also chose to engage the reconsideration of the Ruffin House name. These were major initiatives — the latter being especially complicated because happening through Zoom. My original intention to spend a year settling in and getting to know the parish without significant change was disrupted by the practical need to address the campus plan, the pandemic, and the unexpected developments around race relationships.

Given the likelihood of a vaccine becoming generally available in 2021 and the currently climbing pandemic metrics, I expect we will be in online worship and gatherings through, perhaps, May. And given all that has happened since my arrival at St. Matthews, I believe the best service we can provide the parish now is a steady focus on our faith and providing opportunities for fellowship, placing controversial issues on the back-burner. I want us to settle into a season of doing less, being nourished by our faith, and laying groundwork for our ministry on coming out of the pandemic in 2021. The only significant initiative I foresee in the first quarter of 2021 is the initiation of our new Pastoral Care Team, and an attendant re-definition of clergy responsibilities which I and Lisa+ have been working on for some time. Lisa+ and I will bring proposals regarding this to the Vestry in January.

In January we will also have our mutual ministry review with the Diocese. This will set priorities for the coming year. Already I see the emergence of new programming around families, Faith and Arts, and new interest in spiritual fellowship groups in the parish. Further, we have already committed ourselves to starting two Task Forces in 2021, one on memorials and one on local relationship building. We will have the chance to articulate, compare, and prioritize these and other callings, at the ministry review.

With great thanks for your service,

The Rev. Robert Fruehwirth, Rector