

Feeding God's People from the Abundance of God's Grace

**MINUTES OF THE VESTRY
ST. MATTHEW'S EPISCOPAL CHURCH, HILLSBOROUGH, NC
July 20, 2021**

Present:

In Person: The Rev. Robert Fruehwirth, Rector; Kim Powell, Director of Christian Formation; Elizabeth Hays, Senior Warden; Blythe Thompson, Junior Warden; Maria Costello; Lindsay Efland; Steve Hutson; Madeline Liddicoat; Vera Shanley; Sonja Tilley; Edward Wright; Dorothy Wood, Treasurer; Mary Ann Plambeck, Clerk of the Vestry

Absent: The Rev. Lisa Frost-Phillips, Associate Rector

The Rev. Fruehwirth called the meeting to order at 6:06 pm. The meeting was held in person adhering to diocesan and governmental recommendations for social distancing and wearing of face masks following Covid-19 precautions for meeting in person.

The Rev. Robert Fruehwirth opened the meeting with a prayer.

Dr. Vera Shanley shared how she believes God's present is in her life and how she believes people are here for one another.

The Rev. Fruehwirth led the group by reading a few quotes from [Urgency and Non-Anxious Presence in Healthy Tension](#). What is the degree of urgency a church should have when setting its vision or rolling out new initiatives? Church leadership has been in an urgent mode for the past year. Is now the time to pause and breathe? We continue to live with COVID, and this is now the new normal. Does the parish have the strength to re-engage and move forward? COVID can't be used as an excuse and a reason to become complacent. We need to have a plan even if we do not implement it or if we have to change it. What is our sense of urgency and what do we need to communicate to the parish? The Rev Fruehwirth was contemplating a bi-weekly email to the Vestry with pertinent information. The idea was well received since often parishioners approach Vestry members with questions.

I. Vestry Self Review- Ms. Elizabeth Hays

Ms. Hays reviewed the results of Vestry Self Review. The comments were submitted anonymously and revealed that the Vestry worked well as a team. As Vestry members, there is an opportunity to deepen our relationships with our committees. One Vestry member has 8 committees, and it is challenging to get involved with all of them. More discussion to follow on the role of the liaison and how to make it more meaningful. A dashboard for measuring progress on Vestry resolutions will be shared in Vestry packets going forward in an effort to prevent resolutions from inadvertently falling by the wayside. Future goals may be added as needed.

Robert shared his plans to offer spiritual formation forums on September 19, 26, and October 3. At the Vestry Retreat in 2021 the Vestry committed to attending these forums, or evening seminars on the same themes which are being planned as well.

II. Approval of June Minutes – All

Corrections made to the minutes regarding the Warren Hay quote and name correction of Mr. Hutson.

ACTION: Lindsay Efland motioned to approve the June vestry minutes Dr. Vera Shanley seconded the motion, and the Vestry voted unanimously to approve the June minutes.

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III. Financial Report- Dr. Dorothy Wood

The June Monthly Financial Summary is attached

A few highlights:

Total budget Income is at 61%.

Total budget Expenses is at 38%

This has been a very healthy month. Solidly in the black for June.

Included this month is a review of the Custodial Accounts.

The 2022 budget process began 7/20/2021. Dr. Woods explained the budget process to the Vestry.

At the next meeting the Vestry will get a preview of the 2022 goal.

There was a \$10,000 gift given in July that will be placed into a custodial account.

IV. Associate Rector Report – The Rev. Lisa Frost-Phillips

The Associate Rector's Report is attached

V. Rector Report with Updates – The Rev. Robert Fruehwirth

The Rector's Report is attached

A few highlights and updates:

- Grateful for time on vacation
- We are planning to have Amy Peterson, former intern, lead some evening seminars on her book on reclaiming the virtues in the fall.
- Kate Wisz will lead a series on women in the bible
- Robert has had conversations with the Bishop and clergy around a lack of people volunteering in parishes across the diocese. Robert will lead a Sunday Forum Aug 8 to share with the church the need for volunteers. Further, a ministry fair is planned as usual for Sept 13.

VI. Senior Warden Report – Ms. Elizabeth Hays

The Senior Warden Report is attached.

- Will be meeting with Bill Kudros to complete The Rector's s review
- Continues to review ways to improve meeting efficiency
- Checked in with Rev. Frost-Phillip while Rev Fruehwirth was on holiday

VII. Junior Warden Report/ Vestry Liaison Report- Ms. Blythe Thompson

The Junior Warden's Report is attached.

A few highlights:

- This report also stands for the Vestry cameo report
- WiFi has been installed in the church.

VIII. Fellowship Regathering Updates

Need two more events for August. Lindsay Efland volunteered to host in August.

IX. Worship Fellowship Updates

Will continue with two programs at 8 and 10:30 until the end of August.

Need "video masters" to help with operating the camera during the 10:30 service

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X. Vestry Cameo in Church- Ms. Elizabeth Hays

The question was brought up if there was a more efficient and meaningful way to execute the monthly Vestry Cameo. Current practice of offering a full report during the service is felt to be not family-friendly. Alternative options included recording a video that is distributed electronically or the Vestry member introduces themselves during the service, but directs them to the bulletin that highlights them committees they support and then stations themselves at the bottom of the steps or at a table to interact with congregation

It was agreed that the goal of the Vestry cameo was intended for the congregation to know their Vestry members, the committees they represent, and to inspire and coordinate parish members into action and commitment. Should last 2 minutes.

Action: Dr. Vera Shanley motioned to change the format for Vestry cameos.

XI. Consent Agenda- Ms. Elizabeth Hays

Allows the approval of routine items that do not need any discussion or debate because they are either routine procedure or already have unanimous consent. Consent agenda format was agreed to for the reports as submitted. Vestry members will contact the Rector or Senior Warden or the person who wrote the report the Sunday prior to the Vestry meeting with questions or clarifications. During the approval of the minutes the reports submitted will also be approved.

Action: Change in practice pending clarification if the by-laws will need to be revised. The Rev. Fruehwirth will investigate.

XII. Request of Internment- The Rev. Fruehwirth

Cheshire Cole and Beverly Wagner made a request to have the Vestry vote on the assurance of their ashes being interred in the St. Matthew's memorial garden..

Action: Mr. Steve Hutson moved that Cheshire Cole's and Beverly Wagner's ashes be interred in the St. Matthew's cemetery. Mr. Edward Wright seconded the motion, and the Vestry voted unanimously to approve

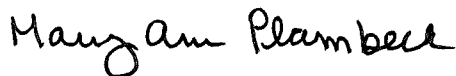
XIII. Delegates for Conventions- Ms. Elizabeth Hays

Ms. Hays presented the slate of delegates: Jill Hofler, Sonja Tilley and Jane Clunie. The alternates are Martha McCamy and David McDuffie

Action: Dr. Vera Shaley motioned to approve the slate of delegates and alternates for the 206th Episcopal Convention. Ms. Blythe Thompson seconded the motion. The Vestry voted unanimously to approve the motion.

Ms. Elizabeth Hays offered a closing prayer in closing. The meeting was adjourned at 7:48

Respectfully submitted,



Mary Ann Plambeck
Clerk of the Vestry

VESTRY REVIEW OF THE VESTRY'S LEADERSHIP MINISTRY

May 2021

Purpose: The purpose of this ministry review is to celebrate and strengthen our total ministry in St. Matthew's Parish. Its objectives are to strengthen effectiveness, to affirm what is going well, and to revise mutual expectations; it is never to resolve conflict. This process is best understood as an exercise in mutual ministry, not an adversarial event.

1. Looking back, I most want to celebrate with the Vestry:

Worked with love and commitment to keep congregation connected. Great work with all the uncertainties of the pandemic. Resolution of the "Ruffin" name issue. Worked hard with extra meetings etc. Great mutual respect. Healthy finances.

2. My impression of the Vestry's understanding of its leadership role is ...

The Parish is our reason for being. Learned to lead by example and be a good liaison to our committees. Need to build good relationships with our committees to better serve the greater parish.

3. In assessing how well we as parish leaders have defined and "lived into" our mission at St. Matthew's, I believe ...

Understood our responsibilities to serve St Matthew's and move into our greater community. Good liaison to our committees.

4. In assessing how well we work together and make decisions; I want to say ...

We demonstrated respectful discussion with different opinions to reach agreements. We need to be more deliberate in our decision making.

5. In the future, I hope we will work together on the following areas in order to improve our shared ministry of parish leadership:

Follow through on resolutions made. Follow on our "history" here at St. Matthew's. Work more closely with our Committees to develop solutions for Vestry approval. Develop better policies and reports for the use of our committees. Continue hearing all Vestry voices during discussions. Better assimilation of our new members annually. Continue using Spiritual Formation as a goal.

6. Other comments:

A pleasure to serve. Continue to broaden our outreach into our community. Continue to let differences be heard during discussions. More focus on growth and engaging new families. More Vestry/Parish communication. Very difficult year to operate effectively. Congrats to us!

ST. MATTHEW'S EPISCOPAL CHURCH
MONTHLY FINANCIAL SUMMARY FOR JUNE 2021

GENERAL FUND BUDGET

BUDGET INCOME SUMMARY ITEMS:		2021 BUDGET	MONTH OF June	YR 2021 TOTAL	% of Budget	NOTES/COMMENTS
1	PLATE/GIFT OFFERINGS	40,000	4,612	27,810	70%	
2	LATE 2020 PLEDGES	0	0	4,510		
3	CURRENT YR PLEDGES	443,140	41,513	257,137	58%	
4	FEES & MISC INCOME	1,600	0	450	28%	
5	CARRYOVER CASH FROM 2020	20,000		20,000	100%	
6	Total Budget Income:	504,740	46,125	309,907	61%	
7						
8						
9	OUTREACH EXPENSES:					
10	DIOCESAN ASKING	56,450	4,704	28,225	50%	
11	FOOD FOR ALL	300	0	21	7%	
12	OUTREACH PLEDGES	5,500	0	0	0%	Vestry designates
13	DISCRETIONARY OUTREACH	0	0	(2,991)	0%	
14	INTERNATIONAL OUTREACH	3,500	0	0	0%	Social Ministries Committee designates
15	Total Outreach:	65,750	4,704	25,255	38%	
16						
17	MAINTENANCE & IMPROVEMENT:					
18	SEXTON & CUSTODIAN	34,946	3,433	17,577	50%	
19	REPAIRS/MAINT/SUPPLIES	10,150	1,190	5,399	53%	
20	CHURCH UTILITIES	14,750	826	6,468	44%	
21	RECTORY UTILITIES	4,500	126	2,411	54%	
22	PROPERTY INSURANCE	9,348	0	4,347	47%	
23	INSURANCE CLAIMS		0	0		
24	Total Maint & Improv:	73,694	5,575	36,202	49%	
25						
26	CLERGY SUPPORT EXPENSES:					
27	RECTOR	99,441	7,877	47,367	48%	Sal, Prof Exp, Trv, Pens, Med Ins, CE, Sab
28	ASST. RECTOR	54,136	4,567	26,540	49%	Salary, Prof Exp, Trvl, Pension, CE
29	SUPPLY PRIESTS	1,400	0	0	0%	
30	Total Clergy Support:	154,977	12,444	73,907	48%	
31						
32	ADMINISTRATIVE EXPENSES:					
33	WORKERS COMP	2,650	45	321	12%	
34	SECRETARY	28,974	2,505	15,010	52%	Salary + Pension
35	FINANCIAL SECRETARY	9,739	812	4,869	50%	
36	SUPPORT PERSONNEL	2,500	0	660	26%	
37	STAFF SS/TRAVEL/HEALTH IS SUPPORT	20,560	1,691	10,219	50%	
38	AUDITOR	2,800	0	0	0%	
39	COMMUNICATION	24,450	4,878	15,172	62%	Phone, Postage, Off Exp., Off Supl, Misc
40	Total Admin. Expenses:	91,673	9,931	46,252	50%	
41						
42	CHRISTIAN ED. PROGRAM EXPENSES:					
43	NURSERY PROGRAM	6,600	400	3,000	45%	
44	EDUCATION PROGRAMS	46,396	4,059	25,563	55%	
45	DIOCESAN CONVENTION	750	0	0	0%	
46	Total CE Program Expenses:	53,746	4,459	28,563	53%	
47						
48	WORSHIP EXPENSES:					
49	MUSIC PROGRAM	44,487	3,491	21,359	48%	Choir Dir, Orgnst, Spcl Musicians, Supl, misc
50	ALTAR GUILD'S EXPENSES	1,500	0	0	0%	
51	WORSHIP SUPPLIES	600	0	0	0%	
52	FELLOWSHIP & SPECIAL EVENTS:	2,500	113	236	9%	Fellowship, Spcl Events, Pstrl Receptions
53	Total Worship Expenses:	49,087	3,604	21,596	44%	
54						
55	Total Budget Expenses	488,927	40,717	231,775	47%	
56						
57	NON-BUDGETED DISCRETIONARY FUNDS					
58						
59	NET BUDGET INCOME (Income - Expense)	15,813	5,408	78,132		



ST. MATTHEW'S EPISCOPAL CHURCH
NON-BUDGET FINANCIAL INFORMATION FOR JUNE 2021

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 Created 7/10/21

NON-BUDGET FINANCIAL STATUS INFORMATION AT MONTH-END

		NOTES/COMMENTS
1	FIRST HORIZON CHECKING ACCOUNT BALANCE (Operating + Custodial account balance)	\$268,454
2	OPERATING ACCOUNT BALANCE	\$93,823
3	CUSTODIAL ACCOUNT BALANCE (Pass-through funds and Reserve funds)	\$174,632
6	CD'S: CD (Outreach endowment) \$8,169	\$8,169
7	DIOCESE-MANAGED ENDOWMENT VALUE:	\$935,610 (Churchyard + Murphy + Undesignated)
8	VALUE CHANGE SINCE LAST MONTH	\$0
9	VALUE CHANGE SINCE START OF YR	\$107,364

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

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

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
Temporary Restricted				
800001 - cust. MEMORIALS	\$10,264.25	\$200.00	\$157.19	\$10,307.06
800006 - cust.BROOKS' RETIREMENT EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
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
800100 - cust.CHOIR/MUSIC FUND	\$1,500.00	\$0.00	\$0.00	\$1,500.00
800112 - cust.FESTIVAL SOCIETY TREE	\$9,096.17	\$150.00	\$8,146.17	\$1,100.00
800113 - cust.GROWING IN CHRIST	\$235.31	\$0.00	\$0.00	\$235.31
800120 - cust. CEMETERY FUND	\$31,086.16	\$2,593.01	\$1,150.00	\$32,529.17
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	\$12,959.23	\$5,436.86	\$23,447.12
800210 - cust.FLOWERS	\$1,659.24	\$310.00	\$268.62	\$1,700.62
800223 - cust.PRISON MINISTRIES	\$0.00	\$0.00	\$0.00	\$0.00
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	\$200.00	\$200.00	\$0.00
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	\$13,500.00	\$5,631.30	\$13,194.62
800258 - cust.SEXTON EQUIP. MAINTENANCE	\$250.00	\$0.00	\$0.00	\$250.00
800260 - 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.MISC	\$0.00	\$0.00	\$0.00	\$0.00
800283 - cust. YOUTH TRAVEL/SCHOLARSHIP	\$3,292.39	\$0.00	\$280.54	\$3,011.85
800285 - Honduras/St. Stephen's trip	\$0.00	\$25.00	\$0.00	\$25.00
800299 - PARISH BUILDING FUND	\$368.00	\$0.00	\$0.00	\$368.00
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	\$14,641.23	\$28,234.77
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
Total Temporary Restricted	\$171,392.80	\$53,110.24	\$49,871.21	\$174,631.83

Associate Rector Report July 2021

1. Preaching- Sunday am (6/13, 6/20, 7/4)/ Wednesday (6/9, 6/23, 7/7, 7/14),
Officiate/ Celebrate- Wednesday (6/9, 6/23, 7/7, 7/14); Sunday (7/11)
2. Teach/ Learn
 - Cont Ed- Bowen Family Systems Theory- 6/24
 - Heaven and Hell book group (7/16)
 - sermon prep
 - Meeting with interns and talking about the creation of the Palm Sunday pilgrimage that remembered lives of African Americans connected to St. Matthew's
3. Social Ministries
 - Meet with Eileen to talk about structure of SM (7/)
 - JU-meet with Julia (6/16)
 - Convo with H Tilson re feeding ministries in O County- (7/13)
Fairview Refrigerator Ministry?
 - Durham Cares- meet with Elizabeth Hayes and Reynolds Chapman (7/12)
 - Conversation about possible trip- E Hayes and M Wiley (7/15)
 - Email/ phone correspondence with Ellen, Eileen, Elizabeth, Jan
 - Hillsborough Methodist- holding small group discussion re. Prison ministry
 - Habitat- no workdays in July; Ellen sharing coordination with Charles McCamy
3. Children and Youth
 - Nursery open for both services
 - Need for adult volunteers in nursery
 - Kim beginning planning for fall programs
 - Support for youth programs from Kate Wisz
4. Pastoral
 - Visits, calls, emails for various
 - Lunch meeting
 - email re. Safe Harbor Caregiver support with Para
 - Trello check in
5. Admin
 - Staff meeting (7/13); Associate Rector Report; various calls/ emails; big need for volunteers in various areas, especially on Sunday mornings

Highlights include services in person and serving with associate clergy of St. Matthew's; the gathering time before zoom; Meeting with Reynolds Chapman at Durham Cares and other potential initiatives and planning for 2022; being serenaded in church for my birthday! I'll be away the first two weeks of August on vacation.

RECTOR'S REPORT TO VESTRY

FOR VESTRY MEETING JULY 20, 2021

REFLECTING ON THE MONTH PAST

I left for a family vacation on July 2, returning July 17. Thank you for supporting me in taking this time for rest and connection with my family. I am especially grateful to the generous, capable, and creative staff and interns who filled in during my absence, as well as the continued ministry of the Vestry, Clergy Associates and key lay volunteers.

The two weeks before I left were marked by intense pastoral work. Over the course of 2 days, we grieved the loss of Al Addison, much loved and well known parishioner, and Frank Sheffield, former mayor of Hillsborough and former Senior Warden of St. Matthews. Brooks Graebner+ and Bruce Lawrence+ have assisted me in supporting and consoling these families. Brooks+ is close to the Sheffields, Bruce+ to the Addisons. We also hosted a funeral for Thelma Cheek, a much involved parishioner from a previous generation. The Diocese also asked me to develop and lead a Pastoral Response Team intervention at a local parish with little advance warning.

A great joy of these weeks at St. Matthews was preparing to preach, and preaching, and launching our new worship schedule and manner of online Zoom worship. The latter has considerable room for improvement, including multiple camera angles and improved audio.

Another joy has been two private meetings with newcomers to St. Matthew's, with phone calls to others newcomers to set up plans for future meetings. I have a feeling of lively ferment in Hillsborough, with people seeking church as they come out of pandemic.

Although Lisa+ is leading all parish efforts with Justice United, I attended my first meeting with the Executive Council for JU, on which I sit.

I meet with our Duke Interns once a week and with Kate+ once every two weeks. I also met with the Personnel and Finance Committees and was glad to see they are functioning very well.

Finally, I enjoyed meeting the several Orange County residents who oversee St. Mary's Chapel

LOOKING TO THE MONTH(S) AHEAD

For the remainder of the summer I would like, with your consent, to give priority to:

- gathering a small team of video and tech volunteers to improve our online worship,
- organizing a fall calendar of formation events and classes, which, while having an ad hoc character, will include evening seminars by Kate Wisz and former intern Amy Peterson, a short Sunday Forum series on the peculiar spirituality we see embodied in Jesus. This will dovetail with newcomers classes. We will also have various Sunday forums addressing local concerns and opportunities as well as our stewardship forums in October.
- Working with Kim and Lisa to create and launch a program for parents and children

Even with slightly rising infection rates and concern about the delta variant of COVID-19, I believe we will continue a gradual resumption of church activities and growing attendance, always with an eye to uniting as a community to provide as many people as possible a fair sense of safety at church.

It is time, further, for Parish Life and the Vestry to begin planning the Parish Picnic for late September.

ITEMS TO NOTE

- **Parish Life is hosting a parish-wide event** ice cream social, tentatively for August 15. Please plan on attending if possible.
- **The Vestry Offerings** for regathering are filling up quickly. Thank you all! I am hosting two parish events in late July — the Walk to Whits and Bocce and Beer and Lemonade.
- **The new Women's Spirituality Group** and Safe Harbor for Caregivers continue to develop. .
- **The initial leadership of our new Men's Group** is going to meet July 22 for a Whiskey Tasting at Leland Little. Rick Brewer is leading this group. PR should be out shortly.
- **Christian Yoga:** Kate Wisz is also working with Anne Kenyon to organize a Christian yoga class in our new education building.
- **Hybrid Meeting space.** Our hybrid meeting cart with 50" display, and OWL camera will be functional and available by late July.
- **Cappadocians and Carpaccio**, led by Austin Stapella, Duke Intern, is going to be held July 27 and August 10, 6:30-8:00, time TBC. I have asked the interns to develop a PR strategy to launch this in the parish.
- **The St. Mary's Chapel Homecoming** is set for August 29, 4-6pm. Brooks's Graebner+ is preaching.
- Finally, I look forward to the leadership of Madeline Liddicoat and Allison Bass in organizing our **Annual Pledge Drive** and working with them to create a theme for 2021.

Faithfully,



The Rev. Robert Fruehwirth

Senior Warden Report
St Matthew's Hillsborough
July 20, 2021

- Met with Bill Kodros to learn about reviews, Rector's and Vestry Self Review
- Scheduled Robert's review in July
- Reached out to individuals regarding Convention delegation
 - Confirmed returning delegates, Jill Hoffler, Sonja Tilley, and Jane Clunie
 - Confirmed alternate delegate Martha McCamy
- Made Vestry calls to parishoners on my list
- Met with Robert to discuss meeting and the administration of parish during his absence
- Met with Robert Chapman of Durham Cares, along with Lisa, to discuss their work at the intersection of Faith communities and City of Durham
- Meeting with Mike Wiley scheduled for 7/15 to discuss potential guided pilgrimage to Montgomery
- Continue on rota to guide Morning Prayer on Zoom
- Continue book group reading Heaven and Hell

Respectfully Submitted,

Elizabeth Hays

Q: What is a "Consent Agenda" and how will it make our meetings go faster?

At every board meeting, at least a few items come to the agenda that do not need any discussion or debate either because they are routine procedures or are already unanimous consent. A consent agenda (Roberts Rules of Order calls it a consent calendar) allows the board to approve all these items together without discussion or individual motions. Depending upon the organization, this can free up anywhere from a few minutes to a half hour for more substantial discussion..

What belongs on the consent agenda?

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

- Approval of the minutes;
- Final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications;
- Routine matters such as appointments to committees;
- Staff appointments requiring board confirmation;
- Reports provided for information only;
- Correspondence requiring no action.

How are items on a consent agenda handled?

A consent agenda can only work if the reports and other matters for the meeting agenda are known in advance and distributed with agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

1. When preparing the meeting agenda, the president or chairperson determines whether an item belongs on the consent agenda.
2. The president prepares a numbered list of the consent items as part of, or as an attachment to the meeting agenda.
3. The list and supporting documents are included in the board's agenda package in sufficient time to be read by all members prior to the meeting.
4. At the beginning of the meeting, the chair asks members what items they wish to be removed from the consent agenda and discussed individually.
5. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to query the item, or to register a vote against the item.
6. Once it has been removed, the chair can decide whether to take up the matter immediately or place it on the regular meeting agenda.
7. When there are no more items to be removed, the chair or secretary reads out the numbers of the remaining consent items. Then the chair states: "If there is no objection, these items will be adopted." After pausing for any objections, the chair states "As there are no objections, these items are adopted." It is not necessary to ask for a show of hands.
8. When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

How to start using a consent agenda

In order to start using a consent agenda, the board should first adopt a rule of order allowing for the consent agenda process. A sample rule is:

"A consent agenda may be presented by the president at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

It is important to make sure that all directors know what items belong on the agenda and how to move items to and from the consent agenda. For this reason, instruction on using the consent agenda should be part of the board orientation program.

Property and Heritage

July 20, 2021

During a year of separation and isolation, the committees that comprise St. Matthew's core value of Property and Heritage found ways to stay active and move forward. The building committee completed the final phase of St. Matthew's expansion when the 2nd floor offices of the Hayden building were retrofitted. In accordance with Diocesan recommendations, St. Matthew's has reviewed its current air filtration system and is updating it by installing Bi-polar Ionization air purifiers in each building on campus.

The Archives and History Committee, chaired by Elaine Druedow and comprised of 5 other members, continued meeting by Zoom and is now meeting again every Monday. The committee is happy to have a home in the Hayden Building. June of 2021 marked the 10th anniversary of this group. It was established in June of 2011 to begin working "on the organization, preservation and interpretation of our rich parish history". The group faithfully continues to perform this important work. The committee is beginning to think ahead to St. Matthew's bicentennial in 2024 and how their work will aid in celebrating, educating and honoring that date. The committee is also creating a list of monuments recommended for historical contextualization to aid They are in possession of a great deal of material relating to this topic. The members of the Archives committee are in the process of deciding how best to focus their initial efforts as they strive to be of service in the most useful and appropriate way.

The Cemetery Committee, constituted by David Hecht, Vera Shanley and Jim Shanley assists parishioners in their application for a final resting place and also maintains the burial plot list. There has recently been discussion with the vestry about several plots that may jeopardize the health of our oldest trees. The vestry is holding a vote on a two year moratorium on non-member burial plots while a tree study is underway. The committee is also working on an updated site map.

The Churchyard Committee, chaired by Sharon Billings and Susan Shelton, seeks to add to their numbers as they have taken a very active role in maintaining and preserving the historic grounds of St. Matthew's. Not only have they begun the process of having an arborist give an initial assessment of our champion trees, they have met regularly on Tuesday mornings to safely remove the English Ivy which is so prolific throughout the churchyard. The group has recently had 2 gravestones repaired and is holding a training day on July 31st about proper cleaning and preservation methods for gravestones. The committee continues to work on prioritizing the gravestones that need the most attention as well as landscaping around the columbarium. This group

also accepts and assesses proposals for donated memorials and are working on finalizing the approval process.

St. Matthew's Fine Arts and Furnishings, led by Suzanne Powers has been quite active lately. Furnishing of the Graebner Room is nearing completion. With some generous donations, well researched selections and their personal expertise in reupholstering 8 chairs, the room has come together nicely. Of great importance is their work on updating the Parish House book which documents gifts given by parishioners to the church. The committee is currently working on updating the book with photographs and descriptions of gifts given in the last 2-3 years.

The Society of Junior Wardens, a group made up of present and past Junior Wardens, usually meets quarterly. They were able to meet over Zoom this last year and most recently met in person in May. The society aids in planning for large maintenance items and projects such as roof replacement, foundation and other structural issues around the buildings of St. Matthew's.

Respectfully submitted,
Blythe Thompson
Junior Warden