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St. Matthew's Episcopal Church

Minutes of Vestry Meeting

January 29, 2005

(February Vestry Meeting held at All Saints Center during Vestry Retreat)

Lucinda Laird opened the meeting with prayer at 1:30 pm CST. We all read the Capital Campaign Prayer together. Present were Rector Lucinda Laird, Assistant Rector Ben Robertson, Pastoral Associate Helen Jones, and vestry members Bob Clark, Jay Crocker, Lee Fletcher, Gaylee Gillim, Karen Hill, Jenny Krantz, Jay Lambert, Rick Lotz, Jim Moyer, Jane O'Roark, Laura Rhea, Linda Wardell, and Bev Weis. Absent were Bruce Dillman, Shannon Frey, and Joan Shepler. Staff members present were Ann Davis, Lynn Miller, and Debbi Rodahaffer.

Handouts included Vestry Agenda, Vestry/Staff Prayer List, December Minutes – Approved Copy, January Minutes – Draft Copy, Building the Spirit Chairs, Committees at St. Matthew's, and Facilities/ Grounds 2005 Project List.

Mission Statement. Rick Lotz read the Mission Statement.

Laura Rhea will do the Mission Statement reflection at the March meeting.

Minutes. The minutes of the January 13, 2005, vestry meeting were reviewed. Approval of the minutes was briefly delayed until after new vestry officers were elected.

Addition to Agenda. There were no changes or additions to the agenda.

Elections for Vestry Officers. Lucinda handed out a list of the nominations for vestry officers which was a single slate. There were no nominations from the floor. Unanimously elected to serve for the next year were Rick Lotz as Senior Warden, Gaylee Gillim as Junior Warden, Bev Weis as Secretary, and Bruce Dillman as Treasurer.

Lucinda stated that to facilitate check signing she would like to have two additional vestry members besides the vestry officers to be signers on the church's operating bank accounts. After Lee Fletcher and Bob Clark agreed to serve in that role, a motion was passed to include their names on the resolution and signature cards for Stock Yards Bank along with the four officers' names. Rick will have forms for signing after the meeting.

Minutes. Several small additions/corrections were made to the January 13 meeting minutes. A motion to approve the minutes with changes was passed.

Building the Spirit (Capital Campaign)

A list of chairs for the campaign was handed out. They will be commissioned on Sunday, March 6, 2005, at the 10:00 am service. Lucinda outlined the campaign for new vestry members and gave an update. She told us that capital campaign pledges will be requested from the rector and vestry members in February, prior to the Kickoff Dinner on March 11. The goal is to have 100% participation by rector and vestry by then. Other campaign pledges are expected to be received in February as the silent portion of the campaign is conducted. Plans are to announce at the kickoff dinner that a substantial portion of the goal has been reached at that time. Training for campaign volunteers will be held at St. Matthew's during the weekend of February 5 – 6.

Lee Fletcher, Campaign Coordinator, reported on the brochure for Building the Spirit which is being printed and will be ready for use soon. Karen Hill, Chair of Communications, spoke about the new website, www.buildingthespirit/stmatt-ky.org, which has been set up by Ed Hill. It will feature a wealth of information, historic photos & video clips as well as continuing progress on the building campaign. All are encouraged to visit the website often to stay informed. Karen told about the Kickoff Dinner on Friday, March 11, 2005 at Christ Church Cathedral, for which invitations to all parishioners and others will be mailed out in early February. Adults and children in middle school (6th grade) and older will be

invited to the dinner, while younger children will be cared for at St. Matthew's. Middle school and high school youth are encouraged to help with a few tasks at the event, such as greeting, directing and coat checking. Transportation will be provided for any parishioners desiring it that evening. There will be no charge to guests for the dinner and Dr. Clifford Kuhn, the Laugh Doctor will provide entertainment. Ann Miller is serving as chair of the dinner and has involved many more in the planning and tasks involved. Karen emphasized that success of the campaign depends upon involving as many people as possible. Lucinda stated that at the dinner, guests will not be asked to pledge.

Facilities and Grounds

Bob Clark handed out a 2005 Project List from the Facilities and Grounds Committee, then reported that the alarm system has been installed, its final cost under \$1,000. He stated that there have been about \$4,000 of unbudgeted expenses in the facilities/grounds area. Referring to item #4 on the handout, Bob expressed concern about the high cost of projected grounds cleanup and trimming. He said he may solicit more bids for the work and ask for some volunteer help in order to keep costs down. By March 15, 2005, the rental tenants will vacate the Westport Drive property. A motion was made by Rick Lotz to authorize the committee to proceed with certain grounds cleanup and trimming work as outlined on the 2005 project list totaling \$5,910, utilizing funds from the current budget. In March we can look at current use endowment funds and the budget status. Motion was seconded by Gaylee and then passed.

Financial Update. No financial report was given. We can look for January, 2005 financial statements in our mailboxes prior to mid-February. There is not another vestry meeting scheduled in February.

New Business

Lenten Dinners. Ann Davis spoke about the soup dinners to be provided on Wednesday evenings during Lent prior to the programs. Dates are February 16 and 23, March 2, 9, and 16; volunteer groups are needed to heat up soup, set tables, and clean up. It was decided that the vestry would volunteer on the evenings of February 16 and March 2, so a signup sheet was passed around. We will have 8 vestry members volunteer to serve on each of those dates. The suppers will begin at 5:45 or 6:00 pm. Ann Davis will purchase the soup, cheese and crackers for each supper.

Committee Assignments.

Lucinda provided a handout of Committees at St. Matthew's and briefly reviewed the list and explained what's needed. A vestry liaison is desired for each of the committees and some slots need to be filled.

Jim Moyer agreed to be chair of the Finance Committee, and Linda Wardell agreed to serve on that committee. Among the committees still needing chairs are Liturgy, Hospitality, Stewardship, and Social Concerns. Sharon Nesmith and Diane Clark are retiring as co-chairs of the Social Concerns Committee. Lucinda urged us to give consideration to where we might serve and to contact her by phone or e-mail as soon as possible.

Rector's report. Lucinda reminded us that vestry officers and new members will be installed at the 10 am service tomorrow, January 30, 2005. Ongoing vestry members will be asked to come up and stand inside the communion rail. Vestry pins were distributed, but a couple of additional ones will need to be ordered. We were encouraged to wear them as identification for all church functions.

The meeting was adjourned at 2:40 pm CST after the Eucharist was celebrated by Tom Ehrich, our retreat leader.

Respectfully submitted,

Bev Weis, Secretary

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St. Matthew's Episcopal Church
Minutes of Vestry Meeting
April 19, 2005

Lucinda Laird opened the meeting with prayer at 7:20 p.m. We all read the Capital Campaign Prayer together. Present were Rector Lucinda Laird, Asst. Rector Ben Robertson, Pastoral Associate Helen Jones, vestry members Bob Clark, Jay Crocker, Lee Fletcher, Shannon Frey, Gaylee Gillim, Karen Hill, Jay Lambert, Rick Lotz, Jim Moyer, Jane O'Roark, and Bev Weis. Absent were Bruce Dillman, Jenny Krantz, Laura Rhea, Joan Shepler, and Linda Wardell. Special guest was Anne Vouga.

Handouts included Vestry Meeting Agenda, March Minutes – Draft Copy, Capital Campaign Budget Report & Building the Spirit Update, Facilities/Grounds 2005 Project List, Westport Drive Property Project List, and Financial Statements.

Mission Statement/Reflection. Our mission statement was read, followed by Jane O'Roark's reflections. Jay Crocker will offer his reflections and lead Compline at the May meeting.

Lucinda welcomed Anne Vouga, Intern to the meeting.

Minutes. The minutes of the March meeting were approved. Motion was made by Gaylee Gillim, seconded by Bob Clark. It was decided that an addendum to the March minutes would record the vestry approval by e-mail on 3/24/05 for the chapel windows project.

Agenda. There were no additions or changes to the meeting agenda.

Approval of Anne Vouga for Postulancy. Lucinda read a letter from Anne's Discernment Committee at St. Thomas, which expressed their unanimous opinion that she should be supported as a Postulant and that she would be a true asset to the Diocese of Kentucky in any church. Then we heard remarks from Anne about her experiences during her internship. She plans to begin attending the Presbyterian Seminary in Louisville in the Fall, to spend two years there followed by one year at an Episcopal seminary elsewhere. A document from the Commission on Ministry was passed around for us to sign in support of Anne for Postulancy. Also listed were ways in which we can support Anne and her family during her time at seminary.

Building the Spirit (Capital Campaign).

Lee Fletcher, Campaign Coordinator, gave a progress report on the Capital Campaign. The written report states that as of this meeting date the grand total is \$2,706,422,

including the Augustus bequest of \$1,000,000. This represents 81% of our goal and 61% of our challenge goal. So far, 131 gifts have been made. Campaign ends May 22. Another mailing is planned before then to some prospects who have not been reached. Karen Hill mentioned that a phonathon has been discussed in order to get the remaining pledge cards returned.

In Linda Wardell's absence, Lee called attention to her report on campaign finances, including actual expenses through March 31, 2005. Rick Lotz stated that plans are to reinvest monies now in CD's as they mature to maximize earnings in the campaign account.

Lucinda stated that intentions are to keep building campaign pledges coming in from newcomers; how to best do that will be discussed with the campaign committee. After May 22, plans are to put pledge cards out in the narthex, available to all. Additional gifts can come through memorials dedicated to the building fund; an article about planned giving in the newsletter would also be helpful.

Rick gave an update from Planning and Design Committee which is meeting every other week. They met recently about the mechanical systems. A problem with going to a central system is lack of space for ductwork. A geothermal system was deemed too expensive. They also began talking about finishes for the sanctuary. Rick Lotz and Ruth Weibel, Accountant, recently removed all church property deeds from the bank lockbox and prepared an inventory which was sent to Gibbs Reese. There are benefits to consolidating all of the deeds, which number eight or ten, into one document. Bob Clark has agreed to serve as a liaison for the building project, working between church staff and committees and the architectural and engineering firms. Rick further stated that a physical inventory of church property needs to be taken before major construction begins. Much help will be needed to accomplish this task. Jane O'Roark was asked to contact Mike Wright about a record of the last inventory that was taken before Lucinda's arrival.

(Helen Jones arrived during Rick's report.)

Financial Report. Lucinda reviewed the March financial statements and read notes from Treasurer Bruce Dillman who was absent. To recap, the bottom line is almost right on budget for the first three months of the year, with pledge income behind slightly. A list of special collections has again been included with the statements. The Easter offering totaled \$8,230, and was split evenly between Wellspring and the Kenya Mission.

Jim Moyer inquired about when and by what firm the last financial audit was done at St. Matthew's. He was directed to Ruth Weibel for that information.

The vestry then went into **executive session** to discuss Accountant Ruth Weibel's actual working hours this year and the time she has spent performing tasks for the Building Campaign.

Facilities and Grounds. Bob Clark reported that this committee will meet the next day, with Jack Devitt chairing the meeting. There are small tasks to be done, except for the Westport Drive property which is now vacant. St. Matthew's habitat volunteers looked over the house recently, and Bob hired someone to do cleanup labor. The shed will have to be torn down. A project list for the house was reviewed with the vestry by Bob, who said replacing the roof could possibly wait until next year.

Wardens' Report. Jr. Warden Gaylee Gillim spoke about two documents for the building project that need vestry approval and signatures by Lucinda and Rick. These are AIA standard forms which pertain to the scope of work; one is Architectural Services, the other is Owner/Architect Agreement. One provision included is the hiring of an environmental engineer to check for possible problems which, if found, we would need to remediate. There was discussion about our financial liability to the architects and engineers in the event that sufficient funds were not raised in the building campaign. Rick Lotz suggested that we could request to have a priced option provision inserted in the contracts to alleviate that concern. The vestry gave its consent for signatures on the two documents.

Rector's Report. Lucinda reported that there is \$2,000 budgeted this year for Seminary Support. She proposed this allocation of part of those funds: \$1,200 to General Theological Seminary for their Annual Fund, and \$500 to Anne Vouga for books and other expenses at seminary. Motion was made by Lucinda, seconded by Jay Lambert, and then approved.

She reminded us that both Bill Brosend and Jim Trimble will be ordained as Deacons at Christ Church Cathedral on Saturday, June 4, 2005, at 1:00 pm. Our church and St. Andrews will help with the reception to follow. A decision about gifts for each of them was planned for the May 10 vestry meeting.

In recognition of the outstanding job Ann Miller did as chairman of the Kickoff Dinner, Lucinda asked Bev Weis to write a note of thanks to her from the vestry.

Assistant Rector's Report. Ben Robertson reported that the new leased computers have been installed, except for the server. He is working with Mark Lewis to work out all of the areas of the operating system. Ben recently polled the staff about their desire for additional computer training on various applications. Two staff members would like basic desktop publishing, available at New Horizons for \$225 per person. Ruth Weibel would like training on Excel spreadsheet program. Current budget has \$500 available.

The older computer equipment that was replaced is still here, and plans are to set up one or two freestanding units for use by teller volunteers and others.

Meeting was adjourned at about 9:30 p.m. and we moved to the Chapel for Compline.

Respectfully submitted,
Bev Weis, Secretary

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St. Matthew's Episcopal Church
Minutes of Vestry Meeting
May 10, 2005

Lucinda Laird opened the meeting with prayer at 7:25 p.m. We all read the Capital Campaign Prayer together. Present were Rector Lucinda Laird, Pastoral Associate Helen Jones, vestry members Bob Clark, Jay Crocker, Lee Fletcher, Shannon Frey, Gaylee Gillim, Karen Hill, Jenny Krantz, Jay Lambert, Rick Lotz, Jim Moyer, Jane O'Roark, Joan Shepler, Linda Wardell and Bev Weis.

Absent were Asst. Rector Ben Robertson, Bruce Dillman, and Laura Rhea.

Handouts included Vestry Meeting Agenda, April Minutes – Revision 1 Copy, Capital Campaign Budget Report & Building the Spirit Update, Facilities/Grounds 2005 Project List, Building the Spirit Project Rep Liaison Report, Employee Salary Planning sheet, Financial Statements, and Endowment Fund quarterly report.

Mission Statement/Reflection. Our mission statement was read, followed by Jay Crocker's reflections. Shannon Frey will offer her reflections and lead Compline at the June meeting.

Minutes. The minutes of the April meeting were approved with a motion made by Jane O'Roark and seconded by Jay Crocker.

Agenda. There were no additions or changes to the meeting agenda.

Building the Spirit (Capital Campaign).

Linda Wardell commented on her building campaign budget report which shows actual expenses through April 30, 2005. Total expenses for the capital campaign, budgeted at \$45,000, will actually be close to that and likely a little more. An additional certificate of deposit in the amount of \$375,000 was recently purchased with checking account funds.

Lee Fletcher, Campaign Coordinator, gave a progress report on the Capital Campaign. The written report states that as of this meeting date the grand total is \$2,923,638, including the Augustus bequest of \$1,000,000. This represents 92% of our goal and 69% of our challenge goal. So far, 193 gifts have been made. There are two weeks left before the campaign ends on May 22. A phonathon is planned for this Thursday and the following Thursday if needed, as there currently are 180 people to call. It will be held at the Stock Yards Bank on Lexington Road in St. Matthews from 7:00 to 8:30 p.m. Several more volunteers are needed to do the calling.

Rick gave an update from Planning and Design Committee which is progressing with much enthusiasm and excitement. They are working through a number of issues. At today's committee meeting the narthex area was discussed and the design for it was improved. There are numerous subcommittees meeting to discuss various areas with lots of good progress being made. The end of the capital campaign will also be the end of the developmental design phase. Over the next two evenings interviews will be held with six contracting firms identified by our architectural and engineering firm. After one of those firms is chosen Gibbs and Alvin will begin working with that contractor.

Rick Lotz made a motion to authorize payment of \$48,990 for the design development phase as well as \$146,970 for construction document preparation. Joan Shepler seconded the motion and it was approved.

Karen Hill brought up the question of the extent to which a possible mortgage debt will affect the church's budget in the future. That cannot be answered now since it is undetermined how much, if any, borrowing will be necessary. Pledges to the building fund are expected to continue for some time after the campaign officially ends.

Lucinda stated that on June 5, 2005, there will be a celebration marking the end of the capital campaign in conjunction with the commissioning of two groups going on mission trips from St. Matthews in June.

Financial Report. Lucinda reviewed the April financial statements and read notes from Treasurer Bruce Dillman who was absent. To recap, pledge income through April is below budget by \$18,000, while total income is below budget by only \$11,000. Overall, there is a slight deficit (expenses over income) for the year to date, compared to a deficit of nearly \$16,000 for the same period last year. Under the 2005 Outreach section of the report, Lucinda noted that through the Butterfly Project for Kenya, \$3,500 has been collected besides all of the clothes and other items donated.

Endowment Report. Lucinda presented the Endowment Fund quarterly report prepared by Edie Nixon, Endowment Treasurer.

Facilities and Grounds. Bob Clark reported that some work has been done recently on the Westport Drive house by David Mattingly. When the issue of the rental house was raised with the Design Committee, Gibbs Reese expressed his opinion that during the building project there would be no need to use the former rental property for anything, not even storage. It will be up to the vestry to determine the best use for the house, so at the June meeting approximately forty-five minutes will be set aside for brainstorming.

Building Report. Bob Clark will give us a brief update at each vestry meeting about the building project as he is serving as liaison. He commented on recent progress and passed

out a sheet listing areas discussed including the Narthex interior and Fellowship Hall entrance as well as interior finishes. Contractor interviews will be held the next two days. We were reminded of the importance of all of us showing a positive attitude about the building project.

New Business. Three forms from the diocesan office were passed around for signatures in order to officially approve Jim Trimble and Bill Brosend for ordination. Lucinda proposed giving gifts of a communion set to Jim and a silverplated oil stock container to Bill, costing \$355 and \$99 respectively. Edie Nixon has okayed using \$500 from the Endowment general use fund for this purpose. A motion to this effect made by Rick Lotz and seconded by Shannon Frey was approved.

Lucinda noted that in summer planning we should keep in mind the June 14 vestry meeting and the July 12 meeting which is no longer considered optional due to the building project.

Old Business. Bob Clark clarified his comments during the Executive Session at our last meeting. He then went over several topics listed on a handout sheet relative to employee administration. Lucinda commented on her procedures for staff reviews and related areas. Brief discussion followed.

Rick Lotz spoke about the allocation of housing allowance for clergy. In 2004 the allocation for Helen Jones was done incorrectly, resulting in her having to refile her income tax returns. Her housing allowance was being paid at \$15,000, and it should have been \$18,000 annually. Rick made a motion to correct this administrative error, Shannon Frey seconded, and it was approved.

Wardens' Report. Rick Lotz read a thank you note received from Anne Vouga thanking the vestry for the \$500 support given for books at seminary.

Rector's Report. Lucinda read a letter of thanks from General Seminary for support recently given there. She also reported that Don and Joy Bell recently had a fire at their home caused by a gas grill which damaged about one-third of the house. We want to offer our prayers and support for them in the coming months, besides casseroles and invitations to dinner. Parishioner Nicholas Eastman had several hours of back surgery today at Norton Hospital. Linda Wardell said she would check on him at the hospital this week.

Lucinda announced that we will have Muslim visitors to our church on Sunday, May 29, in connection with the University of Louisville Islamic Studies. She needs someone to provide transportation for them from Audubon Park to church and back afterwards. Jay Lambert said he would be willing to do this. Others please welcome them that day.

Meeting was adjourned at 9:25 p.m. and we moved to the Chapel for Compline.

Respectfully submitted,
Bev Weis, Secretary

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St. Matthew's Episcopal Church Minutes of Vestry Meeting June 14, 2005

Lucinda Laird opened the meeting with prayer at 7:20 p.m. We all read the Capital Campaign Prayer together. Present were Rector Lucinda Laird, Asst. Rector Ben Robertson, Pastoral Associate Helen Jones, vestry members Bruce Dillman, Lee Fletcher, Shannon Frey, Gaylee Gillim, Karen Hill, Jenny Krantz, Rick Lotz, Jim Moyer, Jane O'Roark, Joan Shepler, and Bev Weis. Absent were Bob Clark, Jay Crocker, Jay Lambert, Laura Rhea, and Linda Wardell.

Handouts included Vestry Meeting Agenda, May Minutes – Revision 1 Copy, Capital Campaign Budget Report & Building the Spirit Update, Facilities/Grounds 2005 Project List, and Financial Statements.

Mission Statement/Reflection. Our mission statement was read, followed by Shannon Frey's reflections which focused on patience. Jim Moyer will offer his reflections and lead Compline at the next meeting. (It may not be necessary for the vestry to meet in July, but Rick Lotz will advise us about that in about two weeks.)

Minutes. The minutes of the May meeting were approved with a motion made by Joan Shepler and seconded by Rick Lotz.

Agenda. There were no additions or changes to the meeting agenda.

Building the Spirit (Capital Campaign).

Lee Fletcher commented on the building campaign budget report which shows actual expenses through May 31, 2005. The report, prepared by Linda Wardell and modified by Lee, is mostly unchanged from last month's report in the area of campaign expenses, though there were changes in the Account Balances section. The first two certificates of deposit listed represent funds from the Augustus gift, while the third CD listed is from building campaign contributions received. Construction expenses listed on the report refer to projected expenses, not necessarily actual expenses. Since the campaign has officially ended, future budget reports will show summarized rather than detailed campaign expenses.

Lee Fletcher, Campaign Coordinator, gave a progress report on the Capital Campaign. As of this meeting date, 285 gifts have been received totaling \$2,240,763 besides the Augustus bequest of \$1,000,000. This represents 106% of our \$2.1 million campaign goal and 80% of our \$2.8 million challenge goal.

Lucinda read a letter from Linda Wardell who is willing to continue as Treasurer of the Building Project.

Rick gave an update from Planning and Design Committee. Much work is going on during these summer months, including the production of final plans & specifications. The finishes committee is meeting every other week, working by focus areas. There are many different factors to be considered when choosing finishes. It has been determined that there will be several air systems in the renovated facility. On Sunday, June 26, at 11:15 a.m., following the 10:00 a.m. service, there will be an update given for the parish by the architects. F.W. Owens contracting firm was chosen for our building project. Groundbreaking is still planned for St. Matthew's Day, Sunday, September 25.

Assistant Rector's Report. Ben Robertson reported on a successful Youth Mission Trip in early June, when ten parish youth and three adults ventured to Hendersonville, NC, where they stayed at Kanuga Camp and Conference Center. The group, led by Ben, Lynn Miller, and third chaperone Bev Weis, participated in several different mission projects in the Asheville area, including working at a food bank, preparing and serving meals to the homeless, delivering meals to elderly homebound people, stocking a food pantry, and working in a vegetable garden at a family resource center. Other highlights of the trip were garden cleanup and maintenance at Kanuga, swimming in the lake, and whitewater rafting, a first experience for most of them.

Financial Report. Treasurer Bruce Dillman reviewed the May financial statements. Current year pledges for the year to date through May are below budget by \$30,714. Three large pledge payments are expected to be received in late June or early July which will more than offset the variance. Total expenses are below budget by \$12 thousand. The bottom line deficit of \$8,600 compares favorably to last year's \$16,000 deficit for the same period.

Facilities and Grounds. In Bob Clark's absence Rick Lotz provided some information besides Bob's printed report. Concerning the house on Westport Drive, the shed will be torn down very soon, alleviating the remaining safety problem there. We were encouraged to tour the house by obtaining a key from Mardi Galvin. In the chapel the protective storm window will be installed shortly. There is a Habitat for Humanity planning meeting going on this evening to discuss building another house. Groups meeting are St. Matthew's Episcopal, Ascension Lutheran Church, Holy Trinity Catholic Church, and several other churches in the Lutheran Synod.

Building Report. Rick passed on from Bob Clark that recently the contractor decision was made, a small consulting contract with Miller Pipe Organ was signed, and a general building review was completed.

Old Business. Lucinda related to us that the church staff feels strongly that the Westport Drive house will be needed for storage during construction, and Rick Lotz concurs. Because it is more prudent to keep that space available during the building project, brainstorming by the vestry on possible uses for it is being delayed. Lucinda feels strongly about using it for Outreach purposes. She will convey to Bob Clark that the sense of the vestry is to keep the house available for at least the next year. Jane O'Roark said she heard from Mack Mathews that his assessment of the current market value of the subject property is approximately \$120,000, with some repair anticipated.

New Business. Lucinda asked that we change the date of the September vestry meeting from 9/13/2005 to 9/20/2005 since she has a meeting at General Seminary that she would like very much to attend. Jim Moyer spoke about advance planning for a special speaker at an event following our building construction. Rick suggested we may want to set a date for this in either December, 2006 or January, 2007.

Wardens' Report. No wardens' report.

Rector's Report. Notes of thanks from Bill Brosend and Jim Trimble for gifts they received from St. Matthew's were read by Lucinda. St. Matthew's continues to have a steady trickle of newcomers. At a recent working staff retreat activities were planned for the next program year. Phenomenal adult education programs are planned for the Fall. Gaylee reported on planned curriculum for the senior high class about world religions. Lucinda also mentioned plans for another Via Media in the Fall. She told us she is considering taking a sabbatical next Spring that would be four months in length. The vestry enthusiastically supports Lucinda taking this sabbatical.

Meeting was adjourned at 8:45 p.m. and we moved to the Memorial Garden for Compline.

Respectfully submitted,
Bev Weis, Secretary

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St. Matthew's Episcopal Church **Minutes of Vestry Meeting** **August 9, 2005**

Lucinda Laird opened the meeting with prayer at 7:15 p.m. We all read the Capital Campaign Prayer together. Present were Rector Lucinda Laird, Asst. Rector Ben Robertson, Pastoral Associate Helen Jones, vestry members Bob Clark, Jay Crocker, Bruce Dillman, Lee Fletcher, Shannon Frey, Gaylee Gillim, Karen Hill, Jenny Krantz, Jay Lambert, Rick Lotz, Jim Moyer, Jane O'Roark, Linda Wardell, and Bev Weis. Absent were Laura Rhea and Joan Shepler.

Handouts included Vestry Meeting Agenda, June Minutes – Revision 2 Copy, Capital Project Financial Report & Project Cost Summary, Facilities/Grounds 2005 Project List, Project Representative Liaison Report, and Financial Statements.

Mission Statement/Reflection. Our mission statement was read, followed by Jim Moyer's reflections which focused on prayer and humility. Next month Bob Clark will share his reflections and lead Compline.

Minutes. The minutes of the June meeting were approved with a motion made by Rick Lotz and seconded by Gaylee Gillim.

Agenda. There were no additions or changes to the meeting agenda.

Staff reports. Ann Davis reported on Habitat for Humanity. A group from St. Matthew's recently attended a celebration where our church, along with other churches who have sponsored Habitat houses, was presented with a framed print of a Habitat house in appreciation. Plans are to hold a Raise the Roof event on yet another house during September 22 – 24, 2005, involving several Episcopal churches, Lutheran churches and Holy Trinity Catholic Church. We need to raise \$2,000 from St. Matthew's for this project. Ann has requested \$1,000 from the Outreach budget and plans are to raise the remainder from parishioners on St. Matthew's Day by "selling" symbolic parts of a house in exchange for donations. Bob Clark stated that hands-on help is needed for the Raise the Roof work days in 4-hour shifts from Thursday through Saturday.

John Willingham reported on the Kenya Mission, referring to the article and photos in our recent *Spirit* newsletter. The most important projects completed in June were the water purification system, the well that was dug, and progress made in installing a larger solar panel in the Wire medical clinic. An agricultural program was begun to help improve the soil and the yield from the fields, besides many other smaller projects. Several animals were bought with donations from our parishioners. A goal now is to raise \$6,500 for further agricultural development. Ann Northup will be contacted in an effort to secure government funding to build a hospital to treat and prevent the spread of AIDS there. John's company is called Hearts for Kenya; the website is www.hearts4Kenya.com.

Financial Report. Treasurer Bruce Dillman reviewed the July financial statements. While pledge payments lower than budget at the end of June caused a little concern, the July results are much better. Pledge income is budgeted to be received evenly throughout the year, but in actuality that's not the case. Overall for the seven months ended July 31, 2005, actual total income was \$38 thousand below budget, partially offset by lower total expenses than anticipated by \$18 thousand, resulting in a bottom line deficit of approximately \$20 thousand.

Rick Lotz brought up the matter of a \$2,500 invoice received recently, billed as replacement of air conditioning equipment in the Assistant Rector's home which the church owns. (It was determined subsequent to this meeting that the vendor had listed an incorrect address where the work was performed. In fact a replacement unit was installed in the overflow room off of Clingman Hall in March and was billed late.)

Building the Spirit (Capital Campaign).

Appreciation was expressed by Rick Lotz and the vestry to Linda Wardell for her willingness to continue serving as Campaign Treasurer. Linda presented a report on Capital Project finances, including bank balances as well as income and expenses thus far in 2005. Building fund contributions received total \$671 thousand; expenses paid out so far total \$159 thousand. Bank account balances now total \$1.5 million, the majority of which is invested in certificates of deposit. Linda also provided a memo from Gibbs Reese summarizing estimated project costs of \$3,832,100. A motion was made by Linda Wardell to approve payment of two sections of professional services fees, specifically \$16,330 for construction procurement and \$81,650 for contract administration. Motion was seconded by Rick Lotz and passed unanimously.

Lee Fletcher, Campaign Coordinator, spoke about campaign pledges that now total approximately \$2.2 million, some of which are over a period of five years. Since construction costs will have to be paid by December, 2006, some interim financing is needed. Lee Fletcher and Linda Wardell recently met with David Brooks and Bo Nixon, Campaign Co-chairs to discuss strategy in borrowing. A recommendation was made by Linda that St. Matthew's secure a line of credit for the maximum amount that could be needed, secured by property. This would be contingent upon diocesan approval. At the end of the construction period, that interim financing would be converted to a mortgage loan. The proposal was seconded by Rick Lotz, then was approved unanimously by the vestry.

Lee further stated that Campaign Chairs are still involved, though their focus has shifted since the campaign officially ended. At an upcoming meeting of the committee, a phone conference is planned with Suzanne McGill to get continuing advice in areas such as adding to pledges already received and planned giving.

Update from Planning and Design. Bob Clark commented on his written report on building project progress. With groundbreaking in just over a month, things are moving at a fast pace. There is a meeting soon with contractors to establish a purchase order procedure. Much planning is going on. An example is the front parking lot proposal

where efforts are being made to retain all of the trees on the front street line. Many discussions are going on about finishes and decisions are being made.

Lucinda spoke about phases of the building project, with phase 1 being the new building, phase 2 Clingman Hall, and phase 3 the offices. Within the first phase, the new building is expected to take ten months while the sanctuary will be worked on concurrently during months one through three. The impact on the parish is that the church itself will be out of commission, so worship will be held in Clingman Hall beginning on the Sunday following St. Matthew's Day. There will be no Via Media program held this Fall, and some groups will need to find other meeting places. Lucinda expects that on St. Matthew's Day after church services, we will march out into Clingman Hall, each person taking books with them. The symbolism is returning to our roots, the first church on this property. Since there will not be ample room for the Christmas Pageant, tentative plans now are for it to be held at Christ Church Cathedral.

New Business. Lucinda asked for help in planning the groundbreaking outdoors on September 25; Rick Lotz, Shannon Frey, and Bob Clark volunteered to help. A contest to name the new building will be announced in the September newsletter. With all the changes coming with construction, much support is needed for the staff. Ann Davis reported that due to a gas leak detected in the large kitchen, the gas has been turned off, so no cooking can be done. Repairs will not be done since a new kitchen is planned with construction.

Lucinda shared with us a letter of resignation from vestry member Laura Rhea who is in the third year of her term. The wardens along with Lucinda have proposed some guidelines to be followed when a vestry member resigns. The written guidelines handed out detail what is to be done about filling a vacancy when it occurs in each of the three years of a term. Motion to accept these guidelines for future use was made by Rick Lotz, seconded by Gaylee Gillim and approved. The vacancy created by Laura's resignation will not be filled. Bev Weis was asked to write a letter of thanks to Laura from the vestry, and the traditional St. Matthew's mug will be presented to Laura at the next annual meeting.

Facilities and Grounds. Bob Clark spoke about tree limbs that need to be removed as they are in danger of falling. There is a need to take down a cherry tree and remove sycamore tree limbs at a cost of about \$1,200 from the grounds budget. Bob was given the go-ahead to have the work done as it is a safety issue. Bob also stated that if the Westport Drive house is to be used during construction, the interior needs to be cleaned and painted due to smokers' residue. Additionally, the exterior needs to be power washed and painted and some wood replaced. Professional plumbing work needs to be done in the bathrooms. There is about \$2 thousand available in the budget; if more is needed, it can be requested from Endowment. Consensus from the vestry was to do the inside work mentioned but to hold off for now on the exterior until later. Jay Crocker will ask the Young Adults group about doing some volunteer cleaning and painting. Bob reported that the storm windows have been installed in the chapel; in his opinion the contractor did a beautiful, high quality job.

Assistant Rector's Report. Ben Robertson spoke about the National Youth Event held this summer in Berea, Ky, for which he served on the planning committee and was chair of the worship committee. The event is held every three years; this year about 1,500 youth attended, some from out of the diocese. Ben expressed appreciation for the time away from St. Matthew's that was necessary while he helped to plan & put on this special event.

Wardens' Report. No wardens' report.

Rector's Report. Lucinda reminded us of the Parish & Newcomers Breakfast scheduled for Sunday, August 14, where twelve newcomers and many parishioners are expected. She encouraged all of the vestry members to come and wear pins. Lucinda needs someone to arrange oblation bearers for the 10:00 a.m. service each Sunday, and Jim Moyer agreed to do this. She also spoke about the recent event in Elizabethtown where a retired Episcopal priest split and formed a new church. Lucinda asked that we keep Joan Shepler in our prayers following the loss of her husband Bill.

Meeting was adjourned at 9:30 p.m. and we moved to the Chapel for Compline.

Respectfully submitted,
Bev Weis, Secretary

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St. Matthew's Episcopal Church **Minutes of Vestry Meeting** **September 20, 2005**

Lucinda Laird opened the meeting with prayer at 7:20 p.m. We all read the Capital Campaign Prayer together. Present were Rector Lucinda Laird, Asst. Rector Ben Robertson, Pastoral Associate Helen Jones, vestry members Bob Clark, Jay Crocker, Bruce Dillman, Lee Fletcher, Shannon Frey, Gaylee Gillim, Karen Hill, Jenny Krantz, Jay Lambert, Rick Lotz, Jim Moyer, Jane O'Roark, Joan Shepler, Linda Wardell, and Bev Weis.

Handouts included Vestry Meeting Agenda, August Minutes – Revision 1 Copy, Capital Project Financial Report, Facilities/Grounds 2005 Project List, Project Representative Liaison Report, Financial Statements, and Church School and Children's Program Statistics.

Mission Statement/Reflection. Our mission statement was read, followed by Bob Clark's reflections which focused on caring and volunteerism. Next month Lee Fletcher will share his reflections and lead Compline.

Minutes. The minutes of the August meeting were approved with a motion made by Gayle Gillim and seconded by Jane O'Roark.

Agenda. Bob Clark requested that his report as Building Project Liaison be added to tonight's agenda.

Staff reports. Debbi Rodahaffer gave her report on Christian Education at St. Matthew's. There are ten new teachers this year in church school and twelve returning teachers. We now have 179 children in the program from nursery through twelfth grade. The Children's Committee is very active, numbering 25 strong. Curriculum is new this year, including middle and high school curriculum written by Debbi over the summer. High school sophomores through seniors will study world religions "From Baptists to Buddhists". The eighth and ninth graders program is "What Price Justice" that involves movies and discussions. Bridge worship service is going well. The program year will end early this year on the first Sunday in April. Debbi Rodahaffer, Ben Robertson, and Lynn Miller are serving on a diocesan committee to help create educational resources for the diocese.

Facilities and Grounds. Bob Clark presented a written price quote from ServPro to professionally clean the Westport Drive house interior and carpets and install new mini blinds. Lucinda and the staff feel that the space is definitely needed for storage, so it is important that the space be thoroughly cleaned. The basement could be used for youth groups on Sunday mornings and evenings. Bob Clark proposed that we accept ServPro's quote without the blinds and have the work done immediately. Motion was seconded by Bev Weis and passed unanimously.

Bob further reported that tree limbs in the parking lot have been removed. The contract with G & M Maintenance for lawn mowing and cleanup has been cancelled by us. A new contract will be awarded to Shipp Enterprises beginning in November, 2005.

Special Report on Hurricane Relief: Lucinda shared with the vestry that the total dollar amount of \$34,603 was given by parishioners of St. Matthew's for hurricane relief via both Episcopal Relief and Development and the caravan to Mississippi. This does not include all of the items that were given & taken in five truck loads to the distribution point in Jackson, Mississippi recently. Donations continue to be received. Lucinda spoke about our parish's giving as three concentric circles: locally through Habitat for Humanity and St. George's Community Center, nationally for storm victims in the Gulf Coast area and St. Anna's Church, New Orleans, and internationally in Kenya. Our rector proposed to the vestry that we establish a long-term partnership with St. Anna's Episcopal Church in New Orleans. This involves a commitment of energy now, financial support later, and asking the Outreach and Social Concerns committees to help carry it out. A motion to this effect was made by Shannon Frey, seconded by Jay Crocker and passed.

The rector of St. Anna's, Bill Terry, has sent an e-mail message to Lucinda providing information about their parish and a complete, detailed list of their needs at this time and in the future. There are several other parishes that want to help St. Anna's also. Lucinda will share Bill Terry's message with the vestry via email.

Financial Report. Treasurer Bruce Dillman reviewed the August financial statements. August was a good month, with income and expenses resulting in a net surplus of \$5 thousand. For the eight months ended then, pledge income is below what was budgeted by \$46 thousand, with total income lower than budget by \$36 thousand. For the year to date, the bottom line shows a deficit of \$14,600, very close to the results a year ago.

The Every Member Canvass will take place in October with Mitch Shirrell serving as Chair. Vestry members are asked to make their 2006 pledges early.

Building the Spirit (Capital Campaign).

Lee Fletcher reported that two more pledges were received, bringing the total number of gifts to 295. Ed Hill is working on a book of names of donors and memorial gifts. Of the total pledges to the building project of approximately \$2,263,000, about one-third has come in.

Linda Wardell commented on her written Capital Project Financial Report. She has talked to four banks in town about interim construction financing up to \$2.0 million. Of the four banks contacted, all seem interested. Linda has received three proposals so far. If we were to use a financing method involving tax-free municipal bonds through the city of St. Matthews, the loan rate is expected to be 4 – 5 % rather than 6 – 7%. A committee has been formed to evaluate the financing proposals; committee members are Linda Wardell, Lee Fletcher, Bo Nixon, Bruce Dillman, Jim Moyer and either John or Alice Tiano. David Brooks asked not to serve on it because of his relationship with Stock Yards Bank. The vestry supports this committee. Linda reminded us that we need to think about plans for the end of the construction period, as there could be a shortfall of pledges versus construction costs. Options include making mortgage payments or having another campaign to retire the remaining debt.

Gaylee Gillim spoke about a document drafted by the bond attorney for the city of St. Matthews whereby we agree to comply with regulations in order to obtain tax-free financing. Gaylee moved that we approve this document with the understanding that

it does not commit us to financing with a particular bank. Bruce Dillman seconded and the motion passed unanimously.

Rick Lotz spoke to Gibbs Reese recently about a letter of intent for a contractual agreement from Gibbs to Bill Scott of F.W. Owens Construction. The letter spells out costs and dates of construction and commits us to the contract. Specifically, estimated cost is \$3,266,000 with construction to begin October 3, 2005 for a period of thirteen months. Motion to approve was made by Rick Lotz, seconded by Bob Clark, and passed unanimously.

Update from Planning and Design. Bob Clark commented on his written report on building project progress. The planned front parking lot will now hold twenty-four spaces and will not encroach on the residential property occupied by Ben and Ellen Robertson. Construction documents have been let. In several weeks excavation will take place. The reredos (brick screen) will be removed and put into the new chapel, with glass blocks added to make it a solid wall.

New Business. The contest to name the new building has been completed after about thirty ideas were submitted. *Saints' Hall*, submitted by Mardi Galvin, was chosen as the best suggestion by the staff, wardens and rector. Lucinda asked that \$1,000 of funding for Thomas Merton classes held here in September be taken from the Dimensions of Faith sub fund of the Endowment fund, since it has \$8,500 available. Motion to approve the request was made by Joan Shepler, seconded by Jim Moyer, then passed unanimously. Since Bev Weis will not be able to attend the October vestry meeting, Jim Moyer volunteered to take minutes of the meeting in her place.

Wardens' Report. No wardens' report.

Rector's Report. Lucinda reminded us about the first Sunday in October events of blessing of new green vestments and blessing of the animals. On St. Matthew's Day there will be three baptisms during a festive service with brass music. Following the 10:00 service, the congregation will process to Clingman Hall carrying prayer books and hymnals. After children sing about building on a rock, bell ringers will lead us outdoors to the groundbreaking site. Everyone will be given a yellow plastic "hard hat" with a sticker on it commemorating the occasion. Those with shovels will be Lucinda Laird, Rick Lotz, Gibbs Reese, Ernestine Schaaf, a child parishioner and a contractor's representative. A large facsimile check will be presented to Bob Nesmith, chair of Outreach, representing giving to Episcopal Relief and Development and the Mississippi caravan for storm relief. Lucinda thanked Rick Lotz, Shannon Frey, and Bob Clark for their help in planning the groundbreaking ceremony. A jazz quartet composed of New Orleans musicians, now homeless and jobless after Hurricane Katrina, will provide music for the occasion.

It has been verified with Christ Church Cathedral that the St. Matthew's Christmas Pageant will be held there at the 5:00 p.m. service on Christmas Eve.

Meeting was adjourned at 9:30 p.m. and we moved to the Chapel for Compline.

Respectfully submitted,
Bev Weis, Secretary

ADDENDUM

St. Matthew's Episcopal Church
Minutes of Vestry Meeting
September 20, 2005

The following is an addendum to the minutes of the vestry meeting of St. Matthew's Episcopal Church held on September 20, 2005.

Senior Warden Rick Lotz made a motion that St. Matthews open a new account at Hilliard & Lyons for the purpose of receiving contributions from parishioners for capital campaign gifts. He also moved that this account remain in effect for the foreseeable future as we work through the Building the Spirit Campaign and construction. Finally, he moved that this motion, and subsequent vote results, be made part of the minutes, by addendum, of the Vestry meeting held on September 20, 2005.

Motion was seconded by Gaylee Gillim, Junior Warden, and passed unanimously by a vote of vestry members.

**Respectfully submitted,
Bev Weis, Secretary**

REVISION 1

St. Matthew's Episcopal Church Minutes of Vestry Meeting October 11, 2005

Lucinda Laird opened the meeting with prayer at 7:20 p.m. We all read the Capital Campaign Prayer together. Present were Rector Lucinda Laird, Asst. Rector Ben Robertson, Pastoral Associate Helen Jones, vestry members Bob Clark, Bruce Dillman, Lee Fletcher, Shannon Frey, Karen Hill, Jenny Krantz, Jay Lambert, Rick Lotz, Jane O'Roark, and Joan Shepler, Absent were: Jay Crocker, Gaylee Gillim, Jim Moyer, Linda Wardell and Bev Weis.

Handouts included Vestry Meeting Agenda, September 20 Minutes with addendum, October 2 Minutes, Capital Project Financial Report, Facilities/Grounds Vestry Representative Liaison Report, *Building the Spirit* Project Representative Report, Financial Statements, and Parish Life Coordinator's semi-annual report to the Vestry

Mission Statement/Reflection. Lee Fletcher gave his reflection of the affirming principle of our mission statement that focused on stewardship of the earth's resources. Next month, Jenny Krantz will share her reflections and lead Compline.

Minutes. The minutes, with addendum, of the September 20 meeting were approved as corrected with a motion made by Rick Lotz and seconded by Joan Shepler. The minutes of the October 2 Special Vestry meeting were approved following the motion by Bruce Dillman and second by Shannon Frey.

Agenda. There were no additions or changes to the meeting agenda.

Staff reports. Ann Davis gave her semi-annual report on Parish Life at St. Matthew's. Her written report covered the various committees under the Parish Nurture Umbrella Committee. There was discussion on various questions asked by the vestry.

September was especially hard as it is the opening of the school year and included the parish picnic, a senior potluck, and arrangements for the pictorial directory.

Recruitment of committee heads is vital. Ann will publicize our need for these and will let people know that the term would be either one or two years rather than being open-ended.

Thought was given to meeting expressed needs, which are not currently being met as well as discontinuing committees, and programs that are no longer needed. The bereavement, calling and incorporation procedures are working especially well.

This fall there will be a wine and cheese event for the newcomers since it is not possible to have a parish breakfast during the construction. The vestry is encouraged to attend. Specific individuals will be asked to attend rather than invite the entire congregation. It will be held on Wednesday, November 16 from 7:30 until 8:30 p.m.

Committee Report: Facilities and Grounds Vestry Liaison Bob Clark reported that all inside cleaning is complete on the rental house and it is now available for use by the parish. There is still some work needed which was listed on a previous handout. Rotten wood needs replacement along with a power wash and painting outside, using pavers for a pathway and repair of a leak of the chimney flashing. A dehumidifier was installed and is working well at 40% humidity.

Considerations for the vestry for 2006 are replacement of the roof of Clingman Hall that may cost \$35,000 to \$40,000 and resurfacing the parking lot for \$80,000 to \$100,000.

There was some discussion about possible property tax due on this house. Bruce Dillman was assigned to look into our property tax liability.

Financial Report. Treasurer Bruce Dillman reviewed the September financial statements. September was not a good month. Expenditures exceeded income by \$20,000. Year to date, \$451,480 has been received in comparison with \$471,733 in 2005. However, the figure for the same time period in 2003 was approximately \$373,000.

Plate offerings and current year pledges were down from last year. Lucinda noted that for the first two weeks of services in Clingman Hall attendance has been about normal for the 8 a.m. and 5 p.m. services but that attendance was down at the 10 a.m. service. September had shown an increase in comparison with 2004.

There was discussion about the possible reasons for the drop. During September over \$35,000 was given for Katrina Relief. When the parish gave money earlier in the year for Tsunami Relief, the income had similarly dropped but pledges were caught up later.

It was recommended that Lucinda communicate to the parish on the need for people to continue paying their pledges, realizing that there have been several natural disasters this year, in addition contributing to the capital campaign. The parish has been generous in their giving. It was also noted that the pledge statements would be mailed out soon.

Building the Spirit updates

Project Representative Liaison Bob Clark gave a written summary of the project. The organ was removed from the Sanctuary following St. Matthew's Day but excavation has not yet begun. The "Site Disturbance Permit" has not been received from MSD but it is anticipated very soon. The general contractor is using drawings in progress, referred to as "Progress Set", for some of his initial pricing. Firm contractor pricing is awaiting the completion of the drawings. Rick Lotz commented that there are often delays in beginning a project due to the need for efficiency once work begins. Often the time is quickly made up.

Lee Fletcher read Linda Wardell's narrative of the Capital Project Financial Report in her absence. Her financial report was distributed. The miscellaneous expense of \$375 was for the groundbreaking expenses of the sound system and the "hard hats". Bill Skees of Frost, Brown and Todd has communicated with the mayor of St. Matthew's and provided a draft of a letter to the city along with a copy of the draft resolution that must be approved in order for Stockyards Bank to receive the tax-free financing. Our maximum loan amount was increased to \$2.3 million. We are not obligated to borrow the additional amount if it is not needed for our project.

Rick Lotz reported that he and Anne Hampton have discussed downgrading the Planning and Design Committee to a select group of members of that committee. Rick Lotz has agreed to be the Chairperson. Bob Clark would come to their committee when questions arise during construction.

Lucinda stressed the importance of regular communication during the construction. Communication would be through the bulletin board, web site, newsletter and the Sunday bulletins each week. Joan Shepler and Jane O’Roark volunteered to do this. It was suggested that once every quarter at 9 a.m., Gibbs Reese, and others as appropriate, meet with the congregation.

Outreach

St. Anna’s, New Orleans:

Ben Robertson reported that there is a new Social Concerns subcommittee regarding our relationship with St. Anna’s of New Orleans. Nan Lang is co-chair with Ben. The other members are: Mo Wakefield, Sarah Clements, Greg Petrites along with Tim and Saxony Eicholtz. They will be having a conference call on October 12 with Bill Terry, rector of St. Anna’s. Bill told Ben that the St. Anna’s building would be opening again on the 12th.

Ben also reported that the Young Adults of St. Matthew’s have put together 48 toiletry kits that will be sent down this week. A mission trip is being planned for June to St. Anna’s to focus on the realities of urban poverty.

There was some discussion about approving funds for outreach. Concern was expressed that we were not allowing committees to initiate and make their own recommendations for expenditures. The Vestry should endeavor not to micromanage the committees.

Jay Lambert made the following resolution that was seconded by Joan Shepler: “Due to the devastation from Hurricane Katrina and the need for immediate relief, the Vestry has voted to allow the Outreach Committee to distribute such funds as they deem appropriate, up to \$1000, for St. Anna’s Episcopal Church, New Orleans. This is to be taken from the “Work Outside of the Parish” line of the budget. The motion was passed.

Katrina

A letter has been received from the Episcopal Diocese of Mississippi acknowledging the donations that were made by St. Matthew’s parishioners.

The old Parr’s Rest has been renovated to accommodate people left homeless by Katrina. Mo Wakefield volunteered to coordinate the effort to help cook meals for two nights. \$150.00 was donated by a parishioner to help defray the cost of the food.

Every Member Canvass 2006

Mitch Shirrell, Chairperson of the Every Member Canvass, will meet with the Vestry at the November meeting. Letters have been sent to the congregation. On October 23rd, Mitch will be “preaching” to the congregation. Pledges will be presented at the altar on October 30th.

All of the Vestry will pledge. On November 1 and 3rd, the vestry will place encouraging calls to parishioners who have not responded by those dates. This will probably be held at Stock Yards Bank in St. Matthew's.

New Business

Bruce Dillman reviewed the budget process that will begin in November. Last year's process worked well. Committee chairs met with the vestry and presented their requests for the coming year. Two weeks later, they returned when priorities were needed to complete the budget within anticipated revenue amounts. Thursday, November 17 will be the first meeting this year. The second meeting will be on Tuesday, December 6. Both meetings will be from 6:30 until 7:45. The regular vestry meeting will be on December 13.

The Vestry nominating process was reviewed by Rick Lotz. Typically, the chairperson is the outgoing Senior Warden. Since there is no Senior or Junior Warden ending his/her term this year and no other ex-Senior warden in this group, Karen Hill will chair this committee. It will include the other Vestry members completing their terms: Bruce Dillman, Joan Shepler, Jenny Krantz and Jay Crocker.

The Diocesan Convention will be held the last weekend in February. The Bishop will ordain deacons at the convention. Five delegates plus one youth delegate will be elected. Criteria will be developed. It is extremely rare that an alternate is needed. Therefore, instead of the normal five alternates, there will be three selected this year.

The Vestry Retreat will be held February 3 and 4, two weeks after the annual meeting. It will be at All Saints. The Vestry discussed the focus and character of this retreat. Possibilities included reflecting on changing how the Vestry does business, discussion of major decisions such as retiring the debt, the use of Saints Hall, having a retreat, and having an outside facilitator.

The Retreat also helps incorporate new vestry members. We should frame our business upon who we are as spiritual leaders.

Old Business: none.

Wardens' Report: none.

Rector's Report

Lucinda said that a parishioner, who wanted to remain anonymous, had donated a winning exacta Derby Day ticket to the building campaign. It is estimated at being worth \$4,900.

St. MAM's annual dinner/auction will be held on Tuesday, November 15. The \$15.00 cost includes dinner. Parishioners are encouraged to go together to purchase tables at the event.

A group from Harvey Browne Presbyterian Church will be here on October 13 to look at our Sanctuary for ideas for remodeling theirs. Shannon Frey will meet with them.

Meeting was adjourned at 9:30 p.m. and we moved to the Chapel for Compline.

Respectfully submitted,
Lee Fletcher

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St. Matthew's Episcopal Church
Minutes of Special Vestry Meeting
October 2, 2005

A special vestry meeting was called by Senior Warden Rick Lotz to address the recommendation of the committee that looked into financing our construction loan. Present were Rector Lucinda Laird, vestry members Bob Clark, Jay Crocker, Bruce Dillman, Shannon Frey, Gaylee Gillim, Karen Hill, Jay Lambert, Rick Lotz, Jim Moyer, Jane O'Roark, Joan Shepler, Linda Wardell, and Bev Weis. Absent were Lee Fletcher and Jenny Krantz.

Lucinda Laird called the meeting to order at 9:05 a.m. before turning it over to Rick Lotz. He repeated the motion that Linda Wardell had made in an email message prior to the meeting. It states:

Based on the committee recommendations, I propose that the Vestry approve the selection of Stock Yards Bank to provide financing for the St. Matthew's Capital Project, and also propose that the Vestry approve increasing the loan request to a maximum of \$2,300,000 if further analysis indicates the higher amount may be required.

Rick seconded the motion. Discussion and questions and answers followed. Motion was approved with a vote of all those present voting yes.

Meeting was adjourned at 9:30 a.m.

Respectfully submitted,
Bev Weis, Secretary

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St. Matthew's Episcopal Church
Minutes of Vestry Meeting
November 8, 2005

Lucinda Laird opened the meeting with prayer at 7:20 p.m. We all read the Capital Campaign Prayer together. Present were Rector Lucinda Laird, Asst. Rector Ben Robertson, Pastoral Associate Helen Jones, vestry members Bob Clark, Jay Crocker, Bruce Dillman, Lee Fletcher, Shannon Frey, Karen Hill, Jenny Krantz, Jay Lambert, Rick Lotz, Jim Moyer, Jane O'Roark, Joan Shepler, Linda Wardell, and Bev Weis. Absent was Gaylee Gillim. Guests were Ed Hill and Mitch Shirrell.

Handouts included Vestry Meeting Agenda, October 11 Minutes, Capital Project Financial Report, Facilities/Grounds Report, *Building the Spirit* Project Representative Report, *Building the Spirit* Campaign Report, October Financial Statements, and Every Member Canvass 2006 Report.

Mission Statement/Reflection. Jenny Krantz gave her reflection that focused on hands reaching out and sharing. Next month Joan Shepler will share her reflections and lead Compline.

Minutes. The minutes of the October 11 meeting were approved with a motion made by Joan Shepler and seconded by Jane O'Roark.

Agenda. There were no changes or additions to the agenda.

Every Member Canvass 2006 Report. Mitch Shirrell gave a status report on this year's canvass. Currently, 254 pledges have been received for a total of \$614,407. About 60 additional pledges are anticipated. Phone calls will be made on Thursday, November 10 to those who have not yet responded. Lee Fletcher, Karen Hill, Jane O'Roark, and Jay Crocker volunteered to help with phone calls. Mitch expressed his willingness to co-chair this effort next year.

Committee Report: Facilities and Grounds. Bob Clark reported that in Clingman Hall a recirculation pump for the boiler was replaced and, due to a gas leak at a meter, a valve was replaced. In the sanctuary, roof spotlights need to be replaced at an estimated cost of six to eight thousand dollars. There are still several areas that need repair in the rental house that could be included in next year's budget. Bob's written report also listed several larger repair and maintenance items that will need to be addressed, such as a new roof for Clingman Hall, parking lot resurfacing, and audio/visual installations.

***Building the Spirit* Updates.** Ed Hill, who represented our church at the St. Matthews City Council meeting, stated that questions from the council were procedural in nature. Ed was able to tell them the various ways in which our building is used by the public. A vote on the bond issue for our construction financing will take place on November 22. The loan must be closed by the end of 2005, or the process will have to be restarted.

Lee Fletcher commented on his written report on the campaign, which states that as of November 8, building fund pledges have been received from 305 donors, totaling \$2,367, 367. Including the Augustus gift, this represents 109% of the goal and 89% of the challenge goal.

Linda Wardell gave a financial report on the capital project as of 10/31/05. Cash and investments now total approximately \$1.5 million. An appraisal per Stock Yards Bank of our church and grounds states "as-is value" of \$2.445 million and a value of \$5.85 million as proposed (after construction). Linda is working with the banker to get all documentation correct and in order for loan approval. Linda asked for vestry approval so that the four authorized signers on building campaign bank accounts can also authorize phone transfers between those accounts. Signers are Linda Wardell, Lee Fletcher, Bo Nixon, and David Brooks. A motion to that effect was made by Bruce Dillman, seconded by Jim Moyer, and approved.

Bob Clark gave an update on construction as well as a written status report. There is no signed contract yet, as final construction quotes have not yet been received, though progress is being made on drawings being completed. Sanctuary demolition is continuing. It was necessary to add \$10 thousand to the organ contract. Work is being done with the lighting designer, and there is an audio/visual and lighting meeting scheduled for tomorrow. Ben Robertson will attend, and two parishioners with related experience are advising us in this area.

Lucinda spoke about the approximately 100 bricks that were saved from the former screen in the sanctuary. These bricks could perhaps be sold. In the new chapel there will be a smaller screen reminiscent of the one that was in the sanctuary.

Financial Report. Lucinda announced that Jim Moyer has agreed to serve as Treasurer of the vestry after Bruce Dillman's vestry term ends in January. There is now a need for someone to serve as chair of the finance committee in Jim's place.

Bruce presented the financial reports as of October 31. October was a good month for pledge income, though it is still down for the year to date. The bottom line at this point is that we have a deficit of \$8,306 versus a budgeted amount of zero.

Budget Process. Bruce spoke about two budget meetings coming up. On November 17 the first meeting will be to hear requests; no decisions will be made then. At the second budget meeting on December 6, vestry, staff, and finance committee members will be present with the purpose of formulating a balanced budget.

Rick Lotz told us that St. Matthew's has been one of only a few parishes to keep our diocesan pledge at 20%. Based on our 2004 income of \$645,622, pledging at the 20% level would mean \$129,000 for the calendar year 2006. Rick made a motion that we maintain the 20% leadership pledge if possible in next year's budget. Bev Weis seconded and the motion was approved unanimously. Lucinda spoke about how diocesan pledges are down, affecting many churches and missions in our diocese. She referred to the letter written by Angela Koshewa which was printed in the Episcopal News and passed it around.

Outreach Committee Report. The outreach committee, chaired by Bob Nesmith, met recently and recommended to the vestry that the 2005 Christmas offering be given to St. Anna's parish in New Orleans, with the specific use of the money to be decided by the St. Anna's committee here in consultation with the Rector. Additionally, they requested approval for a gift of \$1,000 to the Episcopal Church Home for the St. Luke's Chapel Capital Campaign. Remaining funds of approximately \$1,200 are requested to be used to help defray travel expense for St. Matthew's parishioners going to New Orleans for the St. Anna's "summit" on December 3 – 4. Rick Lotz moved that these recommendations be approved by the vestry. Bob Clark seconded and the motion passed unanimously.

St. Anna's, New Orleans. Ben Robertson spoke about this outreach effort. The area around St. Anna's church has lots of damage from Hurricane Katrina, so the parish needs to be a mission to the people around it. The Rev. Bill Terry has a vision and we have gotten involved along with several other parishes throughout the country. Now there is no medical care in that area of the ninth ward and no public transportation for residents to get to any. A goal is to establish a basic medical clinic. A "summit" meeting will be held in New Orleans in early December with the five churches involved in helping. Next summer there is hope of having a joint youth mission trip to St. Anna's. The St. Anna's committee here has met recently and came up with several ways that we can aid in the effort. An appeal for gift cards and small appliances will be part of St. Matthew's Thanksgiving offering. Prayer services will be held for St. Anna's, the first one in January, to be conducted Taize style. Also, a Mardi Gras gala is being planned in place of our usual pancake supper, with proceeds to benefit St. Anna's.

Hearts4Kenya. Lucinda reported that hearts4Kenya is a non-profit corporation formed by John Willingham, who works with other churches besides St. Matthew's in outreach to Kenya. Two of the major goals of hearts4Kenya are an agricultural project and a hospital. Tinsley Stewart and Greg Uligian, St. Matthew's parishioners, both serve on the board of the corporation. St. Matthew's supports particular areas and projects; for example, we have sole responsibility for 36 orphans as well as helping to fund other projects there.

Old Business:

Vestry nominating committee. Karen Hill is chair of the vestry nominating committee, which consists of outgoing vestry members as well as parishioners Sue Bridge and Randy Strause. The committee still needs input of names for prospective vestry members. The committee expects to have names of vestry candidates by our December meeting.

Delegates to Diocesan Convention. Anyone who is interested in serving as a delegate to the Diocesan Convention to be held in February, 2006, in Bowling Green should speak to Lucinda or Rick. Lucinda has only one name so far.

Vestry Retreat. Dates for this year's retreat are February 3 – 4, 2006. Rick Lotz reported that, after discussion by Lucinda and the wardens, Bishop Ted Gulick was asked and has agreed to be our facilitator for this retreat at All Saints' Camp. Gaylee Gillim is in charge of arrangements for the retreat. She requested some assistance from vestry members, so Shannon Frey and Bev Weis volunteered to help.

Wardens' Report. Sincere thanks was expressed by Rick for commitment, dedication, and insight from vestry members in many areas. He appreciates all of the positive responses.

Rector's Report. Lucinda mentioned that there are tickets still available to the St. MAM's dinner and auction on November 15. This is a major fundraiser for the ministry.

Ordinations of Jim Trimble, Bill Brosend, and three others will take place on December 10 at Christ Church Cathedral. Lucinda needs ideas for gifts for Jim and Bill.

There remains \$300 in seminary support available this year, and Lucinda would like for it to be given to the Leaders for the Church Campaign. Shannon Frey made a motion to that effect, Jay Crocker seconded, and it was approved unanimously.

Lucinda told us that she has changed the dates of her sabbatical. It will now be taken for one month in February/March with a return here for Easter and then three months taken after Easter.

Meeting was adjourned at 9:45 p.m. and we moved to the Chapel for Compline.

Respectfully submitted,
Bev Weis

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St. Matthew's Episcopal Church Minutes of Vestry Meeting December 13, 2005

Lucinda Laird opened the meeting with prayer at 7:20 p.m. We all read the Capital Campaign Prayer together. Present were Rector Lucinda Laird, Asst. Rector Ben Robertson, Pastoral Associate Helen Jones, vestry members Bob Clark, Bruce Dillman, Lee Fletcher, Shannon Frey, Gaylee Gillim, Karen Hill, Jenny Krantz, Rick Lotz, Jim Moyer, Jane O'Roark, Joan Shepler, Linda Wardell, and Bev Weis. Expected late was Jay Lambert. Absent was Jay Crocker. Guests were Gibbs Reese, Bob Nesmith, John Willingham, Alice Tiano, and Greg Uligian.

Handouts included Vestry Meeting Agenda, November 8 Minutes, Capital Project Financial Report, Facilities/Grounds Report, *Building the Spirit* Project Representative Report, *Building the Spirit* Campaign Report, November Financial Statements, 2006 Budget Worksheet, 2005 Outreach Funds Recommendations, and Diocesan Convention 2006 Delegates list.

Mission Statement/Reflection. Joan Shepler gave her reflections that focused on ways in which St. Matthew's is a caring and inclusive community. Next month Helen Jones will share her reflections and lead Compline.

Minutes. One correction was made to the minutes of the November 8 meeting after which they were approved with a motion made by Rick Lotz .

Agenda. The financial report and budget discussion led by Bruce Dillman was moved to earlier in the meeting, and two items were added under New Business as requested by Lucinda and Jim.

Financial Report. Bruce presented the financial reports as of November 30. November was a good month for pledge income, bringing it near budget for the year to date. Total income was only \$3,600 less than planned, while total expenses were below budget by \$27,600, resulting in an excess of \$24,000 for the year through November 30, 2005.

2006 Budget. Bruce reviewed the proposed budget for 2006. He handed out an Endowment Fund Report as of October 31, 2005 prepared by Edie Nixon and commented on the four main sub-funds. When it was realized that the Outreach sub-fund would have less available for the 2006 budget due to disbursements near the end of 2005, a motion was made by Rick Lotz to replace those funds with \$10,015 available in Endowment under "unallocated management fee." After a second by Bruce, the motion was approved. A motion was then made by Bruce to accept the proposed budget as presented subject to adjustment of the surplus according to actual results at the end of 2005. The reserve is to be shown as a separate line item. Karen seconded and motion was approved. After guests left the room, the vestry went into executive session to consider a request made by Lucinda.

Outreach Committee Report. Bob Nesmith explained that the focus of this committee next year will be on advocacy and stewardship besides giving away money. He reviewed

the list of outreach gifts from endowment funds that the committee is requesting, and provided explanations of each one. Linda Wardell asked about and requested that we consider aid to Pakistan next year. She moved that the total gifts of \$12,670.44 be allocated as recommended by the Outreach Committee. It was approved unanimously.

Building the Spirit Updates.

Construction. Bob Clark gave a brief update on the building project. A pre-bid meeting is scheduled for December 20, 2005, and construction bids are due by January 5, 2006. Gibbs Reese reviewed a list of items prepared by Bob and answered questions and clarified certain allowances that were included in the original construction proposal. There were some items which Bob asked Gibbs to include as add-ons to the final construction proposal. Gibbs will ask for a separate price on a new roof for Clingman Hall. He advised that securing the building is an important area to be considered. Lucinda indicated that this will be discussed by the staff.

Committee Report: Facilities and Grounds. Bob Clark reported on a roof leak in the sanctuary that must be assessed. Since work must continue in the sanctuary, Bob Clark asked Gibbs to call a roofing professional to investigate. Regarding a gas leak detected in Clingman Hall, it was found that the line to the water heater had a leak, so a second vent was installed.

Report on Hearts4Kenya. John Willingham gave a presentation about outreach efforts in Kenya over the last nine years. He listed accomplishments and spoke about both short-term and long-term goals. Also on hand to share information and answer questions were Alice Tiano and Greg Uligian, board members of Hearts4Kenya, a 501(c)3 non-profit corporation. John explained why he suggested that the \$3,000 outreach gift from St. Matthew's be allocated as \$2,500 for the agricultural project and \$500 for support of the orphans. After John, Alice and Greg left the meeting, there was some discussion about the allocation. A motion was made by Jane O'Roark to follow John's recommendation, Lee Fletcher seconded, and it was approved unanimously.

Building the Spirit Updates. (continued)

Financing. Linda Wardell commented on the Capital Project Financial Report which shows a total of \$1,502,190 in cash and investments as of November 30, 2005. For the eleven months then ended, income was \$815,337, while expenses paid out were \$351,858. Lee Fletcher spoke about the current status of the campaign. As of this meeting date, 308 donors have pledged a total of \$2,372,875, leaving \$427,235 remaining to meet the challenge goal. Projected to be received in 2006 is \$614,286. Linda mentioned that the loan closing on construction financing through Stock Yards Bank is scheduled for tomorrow. Linda, Bob Clark, Ruth Weibel, and Lee Fletcher met recently with personnel at Stock Yards Bank to discuss procedures for loan draws and documentation needed. Periodically there will be an architect inspecting the project for both the bank's protection and ours. Our cost will be \$500 per inspection. Bob Clark made a motion that we use an inspector that the bank has recommended. Rick Lotz seconded and the motion was approved.

New Business. Lucinda requested that the January vestry meeting be changed from January 10 to January 17. Jim Moyer asked for someone to serve as oblation bearer at the 10 a.m. service on Christmas Day; Jane O'Roark agreed to do so.

Ben Robertson spoke about a work trip being organized by the St. Anna's committee that will be February 15 through February 19, 2006, Wednesday through Sunday. The main purpose will be helping with clean up in the community around St. Anna's. It would also be helpful to have volunteers on the trip who are doctors, nurses, or social workers. Ben will be in contact with a team from another church who will be going there between Christmas and New Year's Day. For more information, contact either Ben or Tim Eicholtz.

Old Business:

Delegates to Diocesan Convention. Adult volunteers to serve as delegates to the Diocesan Convention 2006 have come through. Those interested in being delegates are: Ann Miller, Sue Bridge, Bob Nesmith, Angela Koshewa, and Debbi Rodahaffer. Three parishioners willing to be alternate delegates are Ann Lovejoy, Barbara Ellis, and John Krantz. Motion to approve these five delegates and the alternates to serve in the order listed above was made by Rick Lotz, seconded by Jane O'Roark, and approved unanimously. Ben and Lynn will take care of obtaining one youth delegate.

Vestry nominating committee. Karen Hill, chair of the vestry nominating committee, reported that the committee is still working on contacting parishioners to be nominees for vestry elections in January. A total of 42 people were suggested, and most of those phone calls have been made. The slate now numbers 8 or 9, and Karen will e-mail a final slate to all of us when it is completed.

Vestry Retreat. Gaylee Gillim told us that Bishop Ted Gulick has agreed to facilitate our next vestry retreat to be held February 3 – 4, 2006, at All Saints Center. His focus will be, "What it means to be a spiritual leader."

Wardens' Report. No report.

Rector's Report. Lucinda mentioned that St. Matthew's will be featured in the Courier-Journal newspaper's Faith in Action section this Saturday. On Christmas Eve at the 5:00 p.m. service and pageant to be held at Christ Church Cathedral, all offerings for St. Anna's must be in the envelopes provided; all loose offerings will go to the Cathedral. Attendance at Sunday services now held in Clingman Hall is down somewhat, and it may be partly from under-counting. Since contributions income and participation in other areas has continued strong, it is not a concern now. Attendance will likely be higher once we return to the main sanctuary following construction.

Meeting was adjourned at approximately 10:15 p.m. and we moved to the Chapel for Compline.

Respectfully submitted,
Bev Weis

FINAL COPY

St. Matthew's Episcopal Church Minutes of Vestry Meeting November 7, 2006

Lucinda Laird opened the meeting at 6:20 p.m. with a prayer for elections and a prayer for vestry; then we all read the capital campaign prayer together. Present were Rector Lucinda Laird, Pastoral Associate Helen Jones, vestry members Peter Bell, Steve Cherry, Bob Clark, Lee Fletcher, Shannon Frey, Gaylee Gillim, Matt Goldberg, Jay Lambert, Rick Lotz, Jim Moyer, Jane O'Roark, Linda Wardell, and Bev Weis. Absent were Anne Farra, Edie Nixon, and Dwayne Watson. Guest was Gibbs Reese.

Reflection. Linda Wardell shared her reflection with us. Next on the rotation is Anne Farra.

Minutes. Gaylee Gillim moved that the October minutes be approved. After Jane O'Roark seconded the motion, the minutes were approved.

Agenda. There were no changes made to the agenda. Lee Fletcher recommended that handouts from vestry meetings be placed in absent members' mail slots.

Building the Spirit Updates.

Construction Liaison Report. Bob Clark distributed his written report of construction updates and reviewed some of the items. The only asbestos abatement left is on the flat roof of Clingman Hall. Circular stairs are in place. Cornerstone dedication has been changed from November 5 to November 26, the Sunday following Thanksgiving. Peter Bell gave an update from the Fixtures and Furnishings Committee. He has met with nearly all involved about offices; trim carpentry for offices is being changed. Kitchen choices have been made. Lucinda reminded us that the Annual Dinner will be on Friday, January 19, 2007, in Saints Hall.

Bob Clark reported that about fifteen St. Matthew's parishioners went to Holy Trinity Catholic Church last Saturday, were introduced as members of the Covenant Committee and welcomed by Fr. Chuck Thompson. The priest also spoke about the planned joint project between the two churches of building a Habitat for Humanity house.

Construction Report. Gibbs Reese was present to answer any questions. He said that in spite of the rain, work can continue on Saints Hall. In reply to a question from Matt Goldberg about gym possibilities in Saints Hall, Gibbs said much discussion has taken place on this subject. There will be lines for a volleyball court and one-half of a basketball court. Plans are to have portable, not permanent, basketball goals. There will be a stage. The annual dinner on January 19, 2007, will be catered since it will take more time to get familiar with the new kitchen equipment. Rick Lotz asked if there are any major concerns that need decisions, such as landscaping, lighting, etc. Gibbs replied that there is \$15,000 allowed for landscaping, and a committee will need to make choices. He stated that the Memorial Garden area will be graded again. Gibbs has spoken to parishioner Chris Hermanson about sound for Saints Hall and Clingman Chapel and has received a price quote from him. Lucinda asked about audio-

visual screens. Gibbs further stated that the supplier of kitchen equipment is to bring a final quote to church tomorrow. Also, the professional services contract needs to be signed.

Financial Reports.

October Financials. It is too early in the month yet for completed October financial reports, but Jim Moyer reported that income results for the month were splendid. Actual income was \$84,500, which is \$24,000 above the October budgeted amount of \$60,500. For the nine months ended September 30, 2006, we were down \$80,000 in income, so following October we are only below budget by \$56,000. Sunday attendance is up, too. October financials will be distributed as soon as they are completed.

Building the Spirit.

Financing Update. Linda Wardell reviewed her building project financial reports as of October 31, 2006. We have received funding of \$500,000 on the line of credit at Stock Yards Bank and \$100,000 from the Marmion Fund loan. Hence, we now have construction loans outstanding of \$650,000. The projected balance to be raised remains at \$1.6 million and does not include future interest expense.

Campaign Update. Lee Fletcher reviewed his written report of *Building the Spirit* statistics. As of this meeting date 342 donors have contributed \$2,610,971. Additional campaign data is included on the report. Lee commented on the minutes of a recent Raising the Spirit committee meeting. Three main ideas from that meeting are that a second campaign should be at least one or two years off, that new parishioners should be contacted about the building campaign, and that the emphasis for 2007 will be on Planned Giving. The minutes also state that an anonymous pledge has been made to cover principal and interest payments on the Marmion Loan during 2007.

Every Member Canvass 2007. Lucinda reported that so far, 283 pledge cards have been returned totaling \$696,000. The goal was 330 pledges for \$747,000. The current amount is ahead of where it stood at this time last year. Only a few pledges decreased due to moving plans or employment reasons.

Budget Concerns.

The “dream budget” meeting is tomorrow night from 6:15 to 7:45. Linda Wardell estimated that we will need \$110,000 to pay interest expense next year. In our budget, \$102,485 comes from Endowment. This practice began in 2005 and has had the effect of increasing the diocesan ask. A question to be decided is where to put interest expense, if not in the annual operating budget. Per Edie Nixon, funding for the 2006 interest expense can come from the Stevens and Glass accounts and the unallocated management fees. For 2007, current funds available are expected to be \$111,201. Balancing the budget for 2007 will indeed be a challenge.

Concerning staff, Lucinda stated that Moray Peoples will work half-time through May, 2007. She would like to hire two people. One would be for youth ministry, ordained or lay, with 60% of the cost to be paid by the diocese. Matt Goldberg expressed some interest, so he and Lucinda will talk. Lucinda has someone in mind for Associate Rector; he would begin about June 1, 2007. She spoke about the importance of the youth program here, and emphasized that we definitely cannot cut staff.

Lucinda mentioned again the estimated \$110,000 in interest expense for next year. How do we pay it and keep the parish aware of it? There are two vestry meetings in December . . . December 5 is to finalize the 2007 budget, and December 12 is the regular vestry meeting.

Old business.

Audit. No report tonight.

New Business.

Vestry Retreat. Lucinda spoke about the 2007 retreat planned for February 2 – 3 at All Saints Camp and Conference Center. She proposed a working retreat in order to plan for the next five years. “What can we expect after construction stops?” is important to explore. Lucinda needs help in planning the retreat. Steve Cherry expressed willingness to contact Jay Magness in the diocesan office for someone to help lead us at retreat. Jay Lambert requested that someone write out the issues to be addressed and a summary of pertinent numbers. Lucinda extended an invitation to outgoing vestry members to attend the 2007 retreat, with the backing of continuing members. Lucinda, Steve, Jay, and Bev will work together on planning. Shannon is willing to help, too. Her husband, Andy Frey, will undergo knee surgery this Thursday.

Outreach Committee Report. A written request was submitted by Bob Nesmith, chair of the Outreach Committee with a recommendation for vestry consideration that the Christmas Offering be divided equally between Habitat for Humanity to help fund our share of the home to be built in 2007, and St. George’s Community Center for its Freedom School program, planned to begin in 2007. After Jane O’Roark moved that we approve this recommendation, the motion passed. Concerning outreach funding in next year’s budget, Bob wrote that the committee is not requesting a specific amount, but feels that those organizations that receive designated gifts, such as Seminaries and St. MAM’s should continue to be funded at the current rate and increased if possible. The committee requests that undesignated funds be increased at least in proportion with the increase in pledges, and more if possible in order to grow the percentage of income that we give away.

Addendum to the minutes. Subsequent to the vestry meeting, Bob Nesmith conveyed to Lucinda the Outreach Committee’s request for a change in the Christmas Offering recipients because of recent occurrences. Due to Bill Terry’s visit, there is some momentum around St. Anna’s, especially the mobile medical unit. Also, the folks at St. George’s hope to make a presentation here after Christmas about the Freedom School, and so are more interested in being considered for the Easter Offering. Therefore, the Outreach Committee is now recommending that the Christmas Offering be divided between Habitat for Humanity and St. Anna’s Mobile Medical Unit. A vestry vote was taken by e-mail. Of the thirteen who responded, all votes were affirmative, so the change was approved.

Fund-raising in the Narthex. Bev Weis spoke about various groups conducting fund-raising in the Narthex prior to Sunday services, especially the 10:00 service. She feels that these worthwhile activities can be distracting before worship services, and are better left until after services. Other members expressed their views and some discussion followed. Lucinda will inform everyone concerned what the timing needs to be on Sunday fund-raising.

Vestry Nominating Committee. Gaylee Gillim reported that Jay Crocker and Cleve Parkins will be at-large members on the nominating committee, which will need to come up with nominees' names for the December 12 vestry meeting.

Wardens' Report. No report tonight.

Rector's Report. Reminders from Lucinda included the St. MAM's dinner and auction fundraiser next Tuesday, November 14. Tickets are still available; all are invited. This Friday evening there will be a reception at the Episcopal Church Home from 5:30 to 7:00 for the Rev. Bill Terry and his wife Vicky from St. Anna's Episcopal Church, New Orleans, Louisiana. They are here for rest and respite, but Bill will preach and speak at Adult Education on Sunday. All parishioners are invited to the reception. There will be a Thanksgiving service here on Tuesday, November 21, at 7:30 p.m. In looking forward, we need to be thinking about uses for the white house next door which will again be empty after construction is completed. Evening prayer has started very nicely and is a peaceful time. It begins at 5:30 p.m. every Monday through Saturday in the Chapel.

At 8:45 p.m. the meeting was adjourned and we moved to the chapel for Compline.

Respectfully submitted,
Bev Weis
Vestry Secretary

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St. Matthew's Episcopal Church

Minutes of Vestry Meeting

January 13, 2005

Lucinda Laird opened the meeting with prayer at 7:15. We all read the Capital Campaign Prayer together. Present were Rector Lucinda Laird, vestry members Jay Crocker, Bruce Dillman, Gaylee Gillim, Anne Hampton, Karen Hill, Rick Lotz, Bob Nesmith, Jane O'Roark, Laura Rhea and Joan Shepler, David Garver, Stephen Hill, and Cleve Parkins. Bob Clark and Barbara Beury were absent.

Mission Statement. Bob Nesmith shared his reflections on the affirming principles. He spoke about St. Martin in the Fields church in London, England and how it inspired him to create the principles. He compared this church with St. Matthew's and hoped we would focus on ministry and mission like the people of St. Martin's do.

Laura Rhea will do the Mission Statement reflection at the March meeting.

Minutes. The minutes of the December 14 vestry meeting were reviewed. Rick Lotz moved and Joan Shepler seconded the motion that the minutes be approved as written. Motion passed.

Addition to Agenda Anne Hampton wanted to give a report from the Planning and Design Committee.

Building the Spirit (Capital Campaign)

Lucinda discussed aspects of the campaign. .

Karen Hill is the communication chair. She will have a bulletin board put up before the Parish Meeting.

Ann Miller chairs the Kick-Off event. It will be an exciting event and the Vestry is urged to come.

The Kick-off will be March 11 and will be a candlelight dinner at the Cathedral. There will be transportation from Church and special entertainment.

Lee Fletcher is doing a wonderful job of including many people in the campaign. Lee has given an extraordinary amount of time to the campaign and his organizational skills have been a blessing.

We need 100% participation from Vestry ... our leaders.

Bob Nesmith and Margaret Krantz are the Co-chairs of the Spiritual Emphasis Committee. We need to accentuate beyond "we need space". Margaret has written a wonderful prayer to take us beyond the concrete. The children and youth will be involved in the campaign thanks to Debbi Rodahaffer and Lynn Miller. Starting the first Sunday in March, there will be a reflection of why we are doing the campaign.

Everyone will be involved. We will all be praying for each other,

Anne Hampton made a report that the fee for the Architects is in the 3.8 million. Since we already approved raising that money, we in essence approved their fee. Bob Nesmith made a motion that we approve the fees for the services of Reese Design Collaborative and Cox Allen to complete the project. Monies will come from advanced gifts. Rick Lotz seconded. The motion passed.

Facilities and Grounds

Lucinda gave Bob Clark's report in his absence. Cleve is on committee but wasn't at the last meeting so he didn't feel comfortable commenting on the report. Jay Redmon has cleaned up the grounds. He wants to work in the memorial garden. Lucinda gave him the go ahead but asked him to work with the memorial gardens committee.

Security has been at the top of everyone's list. They talked to Jack Devitt about a Security System. The staff looked at 3 different bids and have recommended Complete Security Systems. The cost is \$991.89. There will be 4 sensors and they will be engaged at a certain time of night and the first staff person to come in the morning will disarm it.

Bob Nesmith made a motion to accept the proposal from Complete Security Systems. Bruce seconded. Motion passed unanimously.

Financial Update

Lucinda reported that we collected over \$6,000 for St. George's Community Center at Christmas. Bruce said that we also collected \$16,800 for the ERF, which is giving it to the Tsunami Victims. Bruce was pleased to announce that we ended the year with a surplus - \$8,719.00. For some reason, there is \$2,000 unspent in "Work Outside the Parish". Bob Nesmith made a motion that we would like to give Jim Trimble a \$500.00 gift to help him during his last semester in Seminary. This will come from the \$2000.00 from the 2004 "Work outside the Parish". The remaining \$1,500.00 will go into Outreach for 2005. The remainder of the 2004 surplus, \$6,719.00, will remain on the books as prior year surplus. Gaylee Gillim seconded. Motion passed unanimously.

EMC update: In 2004, we raised \$611,000 ... in 2005, we have raised \$647,000. Great job!

New Business

Plans for the Vestry retreat Rick reminded everyone that the Vestry retreat is January 28th and 29th. Everyone remaining on the Vestry said they planned to attend. We will leave church about 4:30 (Louisville time). That will give us one hour before dinner to settle in. The dinner will be at 6:00, central time. Tom Erich will lead the Vestry in team building. The weekend will wrap up with a short Vestry meeting. Carpooling and other matters will be arranged via email. Rick will check with Larry about the snacks. Rick said the Vestry retreat is a line item in the budget, but feel free to donate money. \$40 dollars was the suggested amount. Bob said that Tom Erich liked baseball & wanted to get him a Louisville Slugger Bat with Tom's name on it. Bob will use the Senior Warden's fund. Everyone agreed.

Annual Dinner This will be a goodbye to the outgoing Vestry members. Sign up for desserts if you haven't. There will be an unsung hero / heroine. The Annual report and budget will be handed out at the parish dinner on Friday and the annual meeting on Sunday. The annual report has been shortened and is more concise.

The annual parish meeting is Sunday, Jan.23. The retiring Vestry members will serve as tellers. After the annual meeting, Bob will meet with the newly elected Vestry members and those remaining on the Vestry. Don't forget the election of officers. Lucinda will email the Vestry, letting you know the status of the positions. Outgoing Vestry, please give the pins to Lucinda.

On Sunday, January 30, the Capital Campaign leaders will be commissioned.

Bob Nesmith said the trip to the Underground Railroad Museum in Cincinnati was a success. There were 2 buses and a total of 100 people from St. Matthew's & Our Merciful Savior.

Rector's report

Lucinda said the **Via Media**, a program to discuss the basics, has 25 people signed up. It is a requirement for the adults being confirmed. We are encouraged to sign up.

Lent is early this year - Feb 9th. We are going to have a festive dinner on Feb. 8th. In addition to pancakes, there is going to be red beans and rice.

Jim Warnke is coming on Feb 18 and 19th for a retreat.

We adjourned at 9:10 pm. Bob Nesmith led us in Compline.

Respectfully submitted,

Anne Hampton

APPROVED COPY

St. Matthew's Episcopal Church Minutes of Vestry Meeting January 17, 2006

Lucinda Laird opened the meeting with prayer at 7:15 p.m. We all read the Capital Campaign Prayer together. Present were Rector Lucinda Laird, Asst. Rector Ben Robertson, Pastoral Associate Helen Jones, vestry members Bob Clark, Jay Crocker, Bruce Dillman, Lee Fletcher, Shannon Frey, Karen Hill, Jenny Krantz, Rick Lotz, Jim Moyer, Jane O'Roark, Joan Shepler, Linda Wardell, and Bev Weis. Expected late was Jay Lambert. Absent was Gaylee Gillim. Guests were Gibbs Reese, Ann Davis, Barbara Ellis, and Debbi Rodahaffer.

Handouts included Vestry Meeting Agenda, December 13 Minutes, Capital Project Financial Report, *Building the Spirit* Campaign Report, 2006 Budget.

Mission Statement/Reflection. Helen Jones gave her reflections that focused on being an inclusive community.

Minutes. The minutes from the December 13 meeting were approved after a motion by Joan Shepler and second by Jim Moyer.

Agenda. No changes were made to the agenda.

Financial Report. Bruce presented the financial reports as of December 31, 2005. Total income for the year was \$702,792, compared to \$600,506 for the previous year. Not yet finalized year end reports show a surplus of \$44,307. The surplus for 2004 was \$8,769. Financial results for the year are so positive due to strong income combined with well controlled expenses. Final printed financial reports will be available in a few days.

Rick Lotz spoke about the part of Lucinda's contract that calls for \$1,000 per year to be put into a sabbatical fund, but has been overlooked. Now there is \$3,250 in the Rector's Sabbatical fund, so an additional \$4,750 is needed to bring it up to \$8,000 since Lucinda has completed eight years here. After some discussion on ways to handle this, it was proposed that \$4,750 be taken from the 2005 surplus and added to the Rector's Sabbatical Fund. From that fund, \$2,000 will be used to pay Ben Robertson an extra stipend for the four months he will be priest-in-charge while Lucinda is away. The remaining \$6,000 will be available to Lucinda for sabbatical expenses as needed. A motion to that effect was made by Bev Weis, seconded by Joan Shepler, then approved unanimously. Lucinda applied for and received a grant from the Louisville Institute to use towards her expenses. Beginning with the 2006 budget, \$1,000 will be set aside each year for this purpose.

Rick then spoke about clergy housing allowances which are a part of total compensation but must be approved by the vestry each year. Each clergy person can designate what portion of his/her total salary is to be considered housing allowance. A motion was made by Rick to approve \$20,000 for Lucinda, \$7,800 for Ben, and 100% of her salary for Helen. Jay Crocker seconded the motion and it was approved.

2006 Budget. Bruce reviewed the proposed budget for 2006 as recommended by the Finance Committee. Lucinda informed us that the vestry can consider allowing the Outreach Endowment funds to be fully spent each year without keeping a 25% cushion. Rick requested that the vestry members receive copies of the final budget. After a motion by Bob Clark, the budget as presented was approved unanimously.

Building the Spirit Updates.

Financing. Linda Wardell presented the *Building the Spirit* Financial Report which shows a total of \$1,660,298 in cash and investments as of December 31, 2005. For the twelve months then ended, income was \$1,987,427, including the Augustus bequest, while expenses paid out were \$374,628. This report will be included in the church annual report.

Lee Fletcher spoke about the capital campaign's progress in 2005 and projections for 2006. As of this meeting date, 312 donors have pledged a total of \$2,376,425 leaving \$423,575 remaining to meet the challenge goal. Projected to be received in 2006 is \$661,923.

Construction Costs and Priorities. Rick Lotz briefed us on where the building project now stands relative to our estimated construction cost versus actual bids recently received. Of the total project cost of \$3.8 million, \$3.266 million was expected to be the estimated cost of construction. Bids have come in at just under \$4.5 million, approximately \$1.25 million more than anticipated. Two major reasons for the higher costs are that the job is quite complicated, mostly in terms of the renovations, and the past year has seen an unprecedented increase in construction costs. Subcontractors have been asked to go back and do value engineering to reduce costs wherever possible. Much work is yet to be done in order to reduce costs and minimize the impact on the planned project. Gibbs and Alvin are both committed to working with us to get back to the cost of \$3.266 million. The vestry will need to say what can and can not be cut, consider incurring more debt, and consider using some endowment funds. We need to decide these matters and act now before prices increase even more. We must commit to the future now. Planning and Design committee will meet this Thursday, January 19, 2006.

Gibbs Reese then addressed the group, wearing two hats as both parishioner and project architect. He told us that value engineering has begun in earnest with the contractor, from which we hope to realize possible savings of \$300 thousand to \$400 thousand. Also, there are parts of the program that we can consider for change. Rick added that if we delay adding the front parking lot, that will mean savings of about \$100 thousand. Good news is that bids on the sanctuary portion came in at about \$30 thousand less than estimated, and more work will be done in that area in about two weeks.

Discussion followed about various ways to solve this problem. It was expressed that it will be helpful for us to be advised on how much debt is prudent for us to handle, and what amount of endowment funds are available. Bankers and campaign consultants will be contacted for their advice. Lucinda suggested that we need to get all options out on the table so we can study and consider all possibilities. Rick expressed thanks to all present for ideas and support. He said that our input tonight has been extremely constructive. Our consensus is to go ahead with the project mostly as planned. Two main areas that are likely to be modified are the staircase design and elevator location, both to reduce costs and improve function. Another special vestry meeting will be scheduled in February to make decisions on best ways to proceed. It is important that we continue to convey a sense of confidence in solutions, while maintaining momentum and practicing good stewardship. (At this point, Gibbs Reese left the meeting.)

Committee Report: Facilities and Grounds. Bob Clark reported again on a roof leak in the sanctuary. There is also a leak in the roof outside the office, so tar has been put on as a temporary fix. Bob suggested that the outgoing vestry members consider joining the Planning and Design Committee which meets again this Thursday at 5:30 p.m. Lucinda said that LG&E needs to be contacted about some outside lights not working.

New Business. Lucinda spoke about the annual meeting and vestry elections coming up on Sunday, January 22, 2006. Outgoing vestry members were asked to serve as tellers for counting votes. Jenny Krantz, Jay Crocker, Joan Shepler, and Karen Hill are able to serve.

(Jay Lambert arrived at this point and was briefed on earlier meeting discussions.)

Lucinda scheduled a special vestry meeting for Thursday, February 16, 2006, to begin at 6:30 p.m. (without dinner) for the express purpose of discussing the building project and solutions to the higher cost situation.

Old Business: Ben Robertson announced that seven people have signed up for the work trip to St. Anna's Episcopal Church and community in New Orleans, Louisiana, from February 15 – 19, 2006. Continental Airlines has agreed to hold open three more slots until 24 hours before the trip.

Shannon Frey and Bev Weis shared a little additional information about the vestry/staff retreat to be held February 3 – 4, 2006. We will meet at church at 4:00 p.m. on Friday, carpool to All Saints' Center together, and return about 6:00 p.m. Saturday.

Lucinda mentioned an orientation meeting for new vestry members on Tuesday, January 24, 2006, from 7:00 to 8:15 p.m., and asked Karen Hill to please inform the vestry nominees.

Rick Lotz spoke about a letter that was sent from the vestry, signed by Rick and Bev, to Hearts4Kenya expressing our support as well as our need for more specific information and periodic financial and progress reports. Copies of the letter were shared with vestry members.

Wardens' Report. No report.

Rector's Report. Lucinda reminded us of the Taize (pronounced Tay-zay) service this Thursday night at 7 p.m. here at church for prayer and support of outreach to the St. Anna's community in New Orleans. Election of vestry officers will be held during a brief meeting at the upcoming retreat. Goodbye and sincere thanks were expressed to Jenny Krantz, Jay Crocker, Joan Shepler, Karen Hill, and Bruce Dillman, outgoing vestry members.

Meeting was adjourned at approximately 10:30 p.m. and we moved to the Chapel for Compline led by Helen Jones.

Respectfully submitted,
Bev Weis,
Vestry Secretary

ST. MATTHEW'S EPISCOPAL CHURCH
MINUTES OF ANNUAL MEETING
JANUARY 22, 2006

The annual meeting was begun at 11:00 a.m. in Clingman Hall with opening prayer led by Rector Lucinda Laird.

Karen Hill, Chair of the Nominating Committee, introduced the vestry nominees and gave voting instructions after which ballots were distributed.

Bruce Dillman, Vestry Treasurer, presented financial statements for the year 2005 which show a surplus. These statements are included in the annual report available today. Bruce commented on the generous giving for outreach by St. Matthew's parishioners and others in the past year in response to national and world disasters. He explained the current budget process and spoke about \$150,000 in capital expenditures needed that are not in the operating budget. After thanking all for supporting him as Treasurer the past two years, Bruce introduced Jim Moyer who will now be serving as Vestry Treasurer. Also recognized and thanked were Ruth Kempf, Accountant, and Mitch Shirrell, Every Member Canvass Chair.

Fred Siegfriedt made a motion to dispense with reading the minutes of last year's annual meeting, and it was approved.

Rick Lotz gave the Senior Warden's Report in which he spoke complimentary words about the vestry members and the congregation, stating, "We are unbelievably healthy." Rick asked retiring and ongoing vestry members to stand. He then gave an update on the building project, informing the group that costs have come in higher than expected, but work is already underway to reach solutions. Much has been committed by many in time, money, and love of our parish to this vital project. Communication has been a key to success in this campaign, and that will continue as all those involved will remain open and honest with the congregation throughout the process. Architect Gibbs Reese and all of the vestry members will gladly make themselves available during lunch today for questions and discussion.

Lucinda Laird gave the Rector's Report, first thanking all for the commitment, participation and faith in the *Building the Spirit* project which has made it so very successful. She spoke about her planned sabbatical leave to be taken this spring and the timing of it. During her absence of a total of four months, Ben

Robertson will be Priest-in-Charge; Ben is now Associate Rector rather than Assistant. Besides the building construction, we're also constructing a caring parish in which to educate our children. Lucinda recognized Debbi Rodahaffer, Director of Christian Education, and called ours the best christian education program in the city. The Youth Group has been growing and thriving, with many youth bringing friends to activities and service projects, thanks to the wonderful leadership and ministry of Ben Robertson and Lynn Miller. Though growth is quite evident at St. Matthew's in fellowship, evangelism, and outreach, Lucinda warned of the danger of us becoming complacent. She listed several important things for us to think about. We're not a very diverse parish in economic class or education. We need to be able to reach out more fully, to speak up; we are called to proclaim good news, and we need to do it more. Since we're not very biblically literate, we're intimidated too often by those who quote the bible. We need to learn scripture for the wonderful story that it is. We need to attack problems of social justice and poverty . . . what are the root causes that we can do something about? She strongly encouraged us to study, pray, and work for change. This is a time to rejoice. The Spirit of St. Matthew's is that anything is possible with God's help.

It was announced that vestry members elected today were: Peter Bell, Steve Cherry, Anne Farra, Edie Nixon, Linda Wardell, and Matt Goldberg, Youth Rep.

There was a brief break for picking up box lunches, then the program continued.

Lucinda recognized and expressed sincere thanks to the outgoing vestry members: Bruce Dillman, Karen Hill, Joan Shepler, Jay Crocker, Laura Rhea, and youth representative Jenny Krantz. They each came forward to receive a coveted gift of a St. Matthew's mug.

Lucinda then recognized each clergy and staff member at St. Matthew's, offering accolades to them for all of the fine work they continue to do.

The traditional "Unsung Heroes" this year are Richard Rodahaffer and John Thomas who faithfully serve as greeters and ushers at the 8:00 Sunday service, showing up each week quite early to tend to whatever is needed. They, too, were presented with St. Matthew's mugs and much applause.

Meeting was adjourned at about 12:30 p.m.

**Respectfully submitted,
Bev Weis,
Vestry Secretary**

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St. Matthew's Episcopal Church Minutes of Vestry Meeting February 4, 2006

Present were Bishop Ted Gulick, Rector Lucinda Laird, Associate Rector Ben Robertson, Priest Associate Moray Peoples, Pastoral Associate Helen Jones, vestry members Peter Bell, Steve Cherry, Anne Farra, Lee Fletcher, Shannon Frey, Gaylee Gillim, Matt Goldberg, Jay Lambert, Rick Lotz, Jim Moyer, Jane O'Roark, Linda Wardell, Dwayne Watson, and Bev Weis. Absent were Bob Clark and Edie Nixon. Staff present were Ann Davis, Debbi Rodahaffer, and Ruth Kempf.

At Lucinda's request, Bishop Gulick opened the meeting at 3:00 p.m. with only vestry members in the room for the purpose of electing vestry officers. After a brief discussion, officers elected for the coming year were: Rick Lotz, Sr. Warden, Gaylee Gillim, Jr. Warden, Jim Moyer, Treasurer, and Bev Weis, Secretary. Jim is succeeding outgoing treasurer Bruce Dillman. The other three officers are willing to continue for a second year in their positions to provide continuity while Lucinda is on sabbatical and construction is taking place. Appreciation was expressed for our wardens' excellent leadership. Bishop Gulick then expressed that our wardens are welcome to call upon him at any time, especially during Lucinda's absence.

At about 3:20 p.m., clergy and staff returned to the meeting room and Lucinda began to preside. She reminded us of a special vestry meeting on Thursday, February 16, 2006 at 6:30 p.m. for an update on construction and costs.

Agenda. No changes were made to the agenda.

Minutes. None today.

Financial Report. None today.

Tomorrow at the 10:00 a.m. service newly elected vestry members and officers will be commissioned. All vestry members will be asked to come up at that time. Lucinda asked that if possible we attend the 8:00 a.m. service also and stay for coffee hour to visit with parishioners. Linda Wardell suggested that we may want to rotate Sundays for vestry members to greet parishioners after services.

Building the Spirit Updates.

Construction Update. Rick told us that he and Gaylee have reviewed the contracts for the sanctuary work and passed them on to Gibbs Reese. Those costs came in at \$318,176 less than budgeted, and there could be \$20 thousand to \$30 thousand more in value engineering savings. At a recent Planning and Design meeting, the architects reported on looking at the office wing addition and the narthex as possible areas to change for better utilization of space and cost savings. Tomorrow at 9:15 a.m. there will be a brief Planning and Design meeting.

Financing Update. Linda Wardell reported that she met recently with bankers who were encouraging and stated their willingness for flexibility with financing options should we need to borrow more. They were not in favor of the construction being divided into two phases. Since a \$2.3 million line of credit was approved for the project, perhaps more will not be needed.

Campaign Update. Lee Fletcher reported that the Campaign Executive and Steering committee met recently; they discussed various ways to have more funds coming in for the building project. Coming up is the first anniversary of the campaign kickoff dinner held last March.

New Business. Lucinda mentioned that an honorarium will be paid to the Bishop's Discretionary Fund in appreciation of Bishop Gulick's facilitating our retreat. Those funds will come from the 2006 vestry expense budget of \$1,500. Cost of meals and housing at All Saints is about \$50 per person; we are free to contribute to that cost by writing a check to church and noting it as such.

Outreach Recommendation. The Outreach Committee has recommended that \$1,000 be given to the diocese for mission work. These funds would come from the Outreach line item of \$5,672 in the 2006 general fund budget. Motion was made by Bev Weis, seconded by Shannon Frey and approved.

Executive Session. The staff left the meeting briefly so the vestry could discuss a salary budget matter.

Staff Retirement. Lucinda informed us that Betty Jobson, Office Assistant on Saturdays, is retiring from her job at St. Matthew's. Next Saturday, February 11, 2006, will be her last day in the office, after which Martha (Mo) Wakefield will fill the part-time position. A parishioner since 1950, Betty has given much of her time and effort to St. Matthew's, and we all need to convey our appreciation to her. There will be a reception for Betty in early April, and Rick will send out a letter to the parish informing them of Betty's retirement and of the opportunity to contribute to a monetary gift as a surprise to her.

Sabbatical Update. Lucinda will be at church on Sunday, February 26, 2006, for the morning services, but not for the 5:00 p.m. service since she will be leaving for Jerusalem. She plans to be back in church on Sunday, March 26, being away for only three Sundays. Then she will be here through Easter Sunday, April 16, and the following Sunday, April 23, after which she will be away on sabbatical from April 24 through July 24. In her absence Rick Lotz, Sr. Warden will preside at vestry meetings and Ben Robertson, Assoc. Rector will vote in case of a tie, besides being priest-in-charge.

Committee Assignments. We reviewed the handout of Committees at St. Matthew's 2006 and a number of open positions for vestry liaisons on committees were filled.

After a fun and informative verbal exercise around the circle, the meeting was adjourned at approximately 4:30 p.m.

Respectfully submitted,
Bev Weis
Vestry Secretary

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St. Matthew's Episcopal Church Minutes of Special Vestry Meeting February 16, 2006

Present were Rector Lucinda Laird, vestry members Peter Bell, Steve Cherry, Bob Clark, Anne Farra, Lee Fletcher, Shannon Frey, Gaylee Gillim, Matt Goldberg, Jay Lambert, Rick Lotz, Jim Moyer, Edie Nixon, Jane O'Roark, Linda Wardell, Dwayne Watson and Bev Weis as well as former vestry member Karen Hill. Staff members present were Barb Ellis, Mardi Galvin, Lynn Miller, and Debbi Rodahaffer. Also present were Gibbs Reese and Planning and Design Committee members Anne Hampton, John Smith and Mike Wright.

At 6:35 p.m. Lucinda opened the meeting with prayer and we all said the Capital Campaign prayer together. The reflection she shared with us focused on the Eucharist which is at the core of our community.

Minutes. Minutes of the January meeting were approved after a motion by Rick and second by Jim. Minutes of the February meeting were approved following a motion by Jane and second by Shannon.

Agenda. Added to the agenda was that Lucinda and the wardens would have announcements near the end of the meeting.

Building the Spirit Construction Update. Rick spoke about a recent Planning and Design meeting when ideas were received from architects after which Gibbs refined drawings and requested prices from contractor Bill Scott. No decisions about how to proceed with the building project will be made tonight. The Planning and Design committee will meet again this Sunday in Lucinda's office following the 10:00 a.m. service. Lucinda told us that the staff has heard from Gibbs some of the ideas that are options. Gibbs then distributed a handout listing various cost reduction considerations. At Lucinda's request he reviewed the list item by item, explaining what changes would result if those options were taken. Questions and discussion followed among vestry members with some input from staff. Some of the questions raised were:

- How important is it to cut programs to save money if the impact is too great?
- How much debt can we afford?
- Do we have adequate cash flow to support borrowing?
- How do we keep our vision and be fiscally responsible?
- To what extent is funding available from our endowment fund and the diocesan Marmion fund?

Lucinda and the wardens have set another special vestry meeting for Monday, February 20, 2006, at 7:15 p.m. in the senior high room, for the purpose of decision making.

Gibbs reported that the sanctuary work is going well, with good progress being made.

At approximately 8:00 p.m. all non-vestry members left the meeting.

Financial Report. Treasurer Jim Moyer handed out financial reports for the month of January, 2006 and shared his comments. Total income was about \$9,000 below budget, largely due to pledge income, while total expenses were nearly \$6,000 under budget, resulting in an excess of \$3,168 for the month.

Announcements. Shannon Frey distributed a compilation of notes from Vestry Retreat 2006 and welcomed any additions or comments. Gaylee Gillim, retreat organizer, thanked Ben Robertson for suggesting the retreat topic, Lucinda for asking Bishop Gulick to serve as facilitator, and Shannon and Bev for helping with other arrangements. Our next retreat will be February 2 – 3, 2007. Rick mentioned that voluntary contributions from vestry members towards retreat expenses are still being taken. He prefers that this be completed within the week.

Lucinda announced that a reception for Betty Jobson will be held on Sunday, April 2, 2006.

Linda Wardell handed out a financial report for *Building the Spirit*.

Rick expressed his appreciation for our honest discussion tonight and encouraged us to think, pray, and come to the meeting on Monday evening with open minds.

Lucinda led us in prayer at the close of the meeting.

Respectfully submitted,
Bev Weis
Vestry Secretary

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St. Matthew's Episcopal Church Minutes of Special Vestry Meeting February 20, 2006

Present were Rector Lucinda Laird, vestry members Steve Cherry, Bob Clark, Anne Farra, Lee Fletcher, Shannon Frey, Gaylee Gillim, Matt Goldberg, Jay Lambert, Rick Lotz, Jim Moyer, Jane O'Roark, Linda Wardell, Dwayne Watson and Bev Weis. Guest was Gibbs Reese. Absent were Peter Bell and Edie Nixon.

At 7:20 p.m. Lucinda opened the meeting with prayer.

Stewardship and Mission Committee Recommendation. At a committee meeting earlier today this group decided to request vestry approval for \$1,000 from the outreach budget to be sent immediately to the Healing Place to help with expenses of providing shelter and hospitality during this winter. Bob Nesmith, committee chair, submitted the request. Motion to approve was made by Jim Moyer, seconded by Steve Cherry, then passed.

Building the Spirit Construction Update. Rick Lotz spoke briefly about the Planning and Design Committee meeting held on Sunday, February 18. Besides committee members, Linda, Lee and Shannon attended. After ideas were discussed, the general sense was to proceed full bore with the building project, postponing the front parking lot and covered drop-off, perhaps doing them at the end. Estimated savings did not seem to justify changing the project, but the group did favor using value engineering to reduce costs where feasible.

Handouts included a message from David Brooks on financing, an Endowment Fund report from Edie Nixon, *Building the Spirit* Financial Projections from Linda Wardell, a list of value engineering options and scope/program options from Gibbs Reese, and a breakdown of the estimated \$4.5 million costs from F.W. Owens Co., Inc.

Rick told us that plans are to keep the elevator in the corner and retain the circular staircase. Prices have been obtained for a portable sound system that could be used in the sanctuary as well as in Saints Hall. All four components of the system would cost about \$20,000, and there would be additional costs to cover needs of sound in Saints Hall. The sanctuary work contract was about \$20,000 below expected; savings of \$20,000 more is possible by changing the millwork.

Rick shared his thoughts with us that we need to move forward with the project. Two previous vestry groups have voted that way, and he feels it's still the right thing to do. More than a leap of faith, this is a test of our faith, which is more challenging. He urged us to discuss our thoughts and feelings and encouraged everyone to speak.

Linda Wardell, campaign treasurer, reviewed her financial projections handout for us. Campaign chair Lee Fletcher briefed us on plans formulated by the campaign committee in order to keep the congregation informed, celebrate the anniversary date of last March's kickoff dinner, and to obtain more pledges. There are now 314 pledges to the building project. Lucinda suggested a sub-committee of 3 – 4 people to come up with specific plans for additional money and for financing.

After much discussion during which all had spoken, Rick made a motion to proceed with the project as planned with these provisions:

- initially postpone and delete the front parking lot and drop-off area
- look further into value engineering proposals with the intent to take as many as possible
- ask Gibbs to initiate a contract with the contractor to begin immediately
- refer to the campaign committee to form a sub-committee as suggested by Lucinda

Motion was seconded by Steve Cherry and followed by discussion. Rick's motion was amended by Lee Fletcher to keep the covered drop-off and only postpone the front parking lot. Shannon Frey seconded the amendment and it was approved. The motion as amended was approved unanimously.

Since additional funds are needed for the project, Rick encouraged us to consider increasing our pledges as we are able. On March 12, when he will share with the parish our unanimous decision to move ahead with the building project as planned, Rick would like to say that the vestry has increased our pledges, as we are encouraging others to do. Karen Hill, campaign communications chair, is in charge of the March 12 update event, while Ann Miller is handling the celebration portion.

Meeting was adjourned at 9:10 p.m.

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St. Matthew's Episcopal Church
Minutes of Vestry Meeting
March 8, 2005

Lucinda Laird opened the meeting with prayer at 7:15 p.m. We all read the Capital Campaign Prayer together. Present were Rector Lucinda Laird, vestry members Bob Clark, Jay Crocker, Lee Fletcher, Shannon Frey, Gaylee Gillim, Jenny Krantz, Jay Lambert, Rick Lotz, Jim Moyer, Jane O'Roark, Laura Rhea, Joan Shepler, Linda Wardell, and Bev Weis. Expected to arrive later were Asst. Rector Ben Robertson and Bruce Dillman. Absent was Karen Hill. Special guest was Mary Lee Bishop, Intern.

Handouts included Vestry Meeting Agenda, February Minutes – Revision 1, Committees at St. Matthew's, Capital Campaign Budget, Facilities/Grounds 2005 Project List, and Financial Statements.

Mission Statement/Reflection. Our mission statement was read, followed by Laura Rhea's reflections which focused on the word inclusive. Jane O'Roark volunteered to give the reflection at the April meeting.

Lucinda welcomed our Parish Intern, Mary Lee Bishop, who will preach at the 5:00 p.m. service on Sunday, March 13, 2005.

Minutes. Following a motion by Bob Clark which was seconded by Joan Shepler, minutes of the February meeting held on January 29, 2005, were approved.

Agenda. There were no additions or changes to the meeting agenda.

Building the Spirit (Capital Campaign).

Lee Fletcher, Campaign Coordinator, reported that many positive things are happening and that there is strong leadership in all of the campaign committees. Congregational gifts training will be held this weekend with sessions at three different times. Articles about the campaign will be in the church bulletin each Sunday until May 22, 2005. Communication is going well via both the website and the bulletin board. Approximately 300 guests are expected for the Candlelight Dinner at the Cathedral on March 11, 2005. That evening current dollar amounts already committed to the campaign will be announced, and Lucinda hopes to have 100% participation from vestry, clergy and staff at that point. Rick Lotz has given several building tours with information on planned renovations and construction; another tour is scheduled for Saturday, March 19. Gifts to the campaign fund may be given in various ways, including money or stock up front or over several years with payments being made monthly, quarterly or otherwise. Pre-printed envelopes will be available for donors' use in submitting payments. Automatic bank withdrawals are another option.

Lucinda encouraged us to wear our vestry pins at the Kickoff Dinner and to look out for newcomers and single guests so that we may welcome them and share seating at tables.

Linda Wardell, Campaign Treasurer, commented on her written report which detailed the Capital Campaign Budget and actual expenses through February 25, 2005, and is intended for informational purposes for the vestry. Campaign expenses are estimated to total about \$45,000, but the actual could be less due to 300 guests at the dinner rather than the budgeted number of 350. Lee Fletcher added that Ruth Weibel has opened a special bank account for the Capital Campaign which will be used during construction also. She requests that checks be made payable to the St. Matthew's Episcopal Church Capital Campaign.

Facilities and Grounds. Bob Clark reported that grounds cleanup and trim work in several large areas was recently completed at a cost of \$5,200, below the estimated \$5,900. In the process, however, a fallen tree and stump were encountered and removal is necessary. Bob has asked Ruth Weibel to seek insurance reimbursement along with the expense of removing other trees that had fallen.

He further reported that the Chapel stained glass window is not leaking, but the wetness is likely caused by condensation. It is proposed to protect it with a glass storm window and provide holes for the condensation to escape. This would cost approximately \$1,400. Lexan material was considered as a lower cost method. Jay Lambert suggested contracting for the storm window work with the company that originally installed the stained glass. Source of funds is to be determined, as this expense was budgeted in 2004 at \$1,200, but not done then. Before a decision is made, we will need financial information from Bruce Dillman after he arrives later in this meeting.

Bob commented on the outside sanctuary spotlights and the boiler condition. He stressed that there are many items in the building that will not be touched in the renovation and construction, so there is a great need for a reserve fund to cover various repair and maintenance items, including a new roof for Clingman Hall and windows that need to be replaced.

Tenants in the Westport Drive rental house are unable to vacate by March 15, 2005, but have asked for our approval to stay until April 1, 2005. This house could be used as temporary offices for clergy and staff during construction. Lucinda asked vestry members to think creatively about future uses for this house and property.

Parish Intern Report. Mary Lee Bishop read from her written report, which told about her recent roles and projects as Intern, her plans to preach, a report she is writing after a pastoral visit, and her feelings about parish life here at St. Matthew's. A discernment committee of five members will give her feedback on various projects at upcoming meetings and send a report to St. Luke's Church at the end of April.

(Asst. Rector Ben Robertson arrived at the vestry meeting during Mary Lee's report.)

Wardens' Report. Sr. Warden Rick Lotz briefed us on the status of leasing computers and a server, which the vestry approved last year. Equipment has been ordered and is expected to arrive shortly. This will free up some computers for other in-house use by volunteers.

Since he was asked by vestry retreat leader Tom Ehrich for feedback, Rick asked vestry members for their views and thoughts before responding.

(Bruce Dillman arrived at this time.)

Jr. Warden Gaylee Gillim announced that the vestry retreat in 2006 is scheduled for the first weekend in February, on February 3 – 4, 2006, at All Saints Center. This will allow for more time between the annual meeting and the retreat. Rick asked for ideas on the content of our next retreat as well as for suggested leaders.

Rick conveyed information received from Steve Ellis concerning a capital campaign at the Episcopal Church Home to increase the space in St. Luke's Chapel there, with the project to be completed next spring.

Rick then told about a letter received recently from St. Thomas Church concerning Anne Vouga who is serving as an Intern there. Reports from her discernment committee contain glowing comments, and she will probably be going to Presbyterian Seminary here in the Fall. She will likely attend here for two years and then spend one year at an Anglican seminary. We need to think about some financial support for her.

Lucinda passed around for signatures a letter that says we support Bill Brosend. It's officially a "Certificate of Rector and Vestry for Postulancy", and will be sent to Bishop Gulick and the Commission on Ministry of the Diocese of Kentucky. On June 4, 2005, there will be five deacons ordained at Christ Church Cathedral.

Financial Report. Treasurer Bruce Dillman passed out corrected financial statements for January, 2005. What has changed is that there are now entries in the transfer section, and those entries should be the same amounts every month. The bottom line is that for January there is a surplus of \$5,064. For January the pledge income was right on budget, with total income being ahead by \$2,500 and expenses being under budget by nearly \$2,600.

After distributing February financial statements, Bruce gave a few comments on the results. Total income for the year-to-date is close to the same period last year, as is pledge income. Actual expenses for the month were close to budget. Lucinda asked Bruce if Ruth could add the list of special collections to the monthly report.

Bruce was asked about funds available for the Chapel storm window which will cost about \$1,400, possibly from Endowment. Since Bruce will need to review various endowment funds, it was decided that this matter will be voted upon via e-mail by vestry members after more information is available. (See Addendum below for results of voting.)

Assistant Rector's Report. Ben Robertson had positive comments about the recent Youth Confirmation Retreat. Eight youth were in attendance for the overnight stay at Cathedral Domain along with Lucinda, Ben and Lynn Miller. He shared some of the youths' comments about their feelings about St. Matthew's. They included: "fun, safe place", "traditional, but not that boring", "the best church program", "people are friendly", "people accept you for who you are".

Rector's Report. Lucinda reported that Via Media which runs eight weeks is going well and may be offered again in the Fall. She then reviewed the list of Committees at St. Matthew's, asking for volunteers to fill spots where vestry liaisons are still needed. Lucinda mentioned that the April vestry meeting will be held on April 19, which is the third Tuesday. Since our Accountant Ruth Weibel needs more time some months to provide complete, accurate financial statements, we discussed the possibility of moving the vestry meeting dates to later each month. The consensus was to leave the meeting dates as they are, realizing that financial reports may not be available in time for our meetings on occasion, but would be put into mailboxes when completed. The treasurer could give an abbreviated summary and report any exceptions at the monthly meeting.

Lucinda told us that her discretionary fund is low and she is hoping to have funds available to help someone with scholarship aid for the Kenya Mission Trip in June. The vestry needs to pass a resolution that the Easter Offering this year will be split evenly between the Kenya Mission (for supplies, not travel expense) and Wellspring, a local mental health agency. This was resolved by voice vote.

Information was handed out concerning a Leadership Conference on April 9 at All Saints.

Meeting was adjourned at 9:40 p.m. and we moved to the Chapel for Compline.

Respectfully submitted,
Bev Weis, Secretary

Addendum. On March 24, 2005, the proposal to install a storm window to cover the Chapel's stained glass window was approved by e-mail vote. The cost of \$1,400 is to be paid from the Assets current account of the Endowment Fund, which has \$10,657 per Bruce.

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St. Matthew's Episcopal Church Minutes of Vestry Meeting March 14, 2006

Rick Lotz called the meeting to order at 7:20 p.m. Ben Robertson shared two prayers, one for vestries and one for construction. We all said the capital campaign prayer together. Present were Associate Rector Ben Robertson, vestry members Peter Bell, Steve Cherry, Bob Clark, Lee Fletcher, Shannon Frey, Gaylee Gillim, Matt Goldberg, Jay Lambert, Rick Lotz, Jim Moyer, Edie Nixon, Jane O'Roark, and Bev Weis. Absent were Rector Lucinda Laird (on sabbatical), Anne Farra, Linda Wardell, and Dwayne Watson. Rick Lotz welcomed guests present, Sue Bridge and Debbi Rodahaffer.

Reflection. Jane O'Roark shared her personal story about "Who is Jesus now to you?" Next month Peter Bell will share his reflection.

Minutes. A motion was made by Bob Clark to approve minutes of the special meetings held on February 16 and February 20, 2006. After a second by Peter Bell they were approved.

Agenda. No changes were made to the agenda.

Diocesan Convention Report. Sue Bridge reported on the convention recently held in Bowling Green, Kentucky. She mentioned those elected to various positions and topics discussed. There was some discussion about the national convention to be held June 12 through June 22, 2006, in Columbus, Ohio at which a new presiding bishop will be elected.

Building the Spirit Updates.

Construction Update. Bob Clark distributed a written report and spoke about what's now taking place in all construction areas and other considerations. Vestry approval is needed for a cornerstone for Saints Hall. Steve Cherry moved that a cornerstone similar to others we now have be placed in the new building. Shannon Frey seconded, and Rick Lotz amended the motion that it not exceed \$500, subject to revision. The motion was approved as amended. Next a motion was made by Peter Bell to okay removing and reinstalling several parking lot lights to cost \$750 plus underground wiring costs at about \$1.10 per foot. After a second by Shannon Frey, the motion was approved. At Bob Clark's request, Steve Cherry and Peter Bell agreed to serve as back-up for Bob as construction project liaison. Asbestos was discovered by F. W. Owen's Co. construction crews. An asbestos survey is required to determine the extent of the problem. Bob Clark will have a survey performed to determine what is needed to mitigate the issue. Professional asbestos removal and mitigation must be performed by a certified contractor and a city permit of removal secured before construction may begin in affected areas.

Financing Update. Lee Fletcher commented briefly on the written *Building the Spirit* financial report prepared by Linda Wardell. Bank accounts now total \$1.8 million.

Campaign Update. Lee's report on the campaign shows 318 donors and approximately \$2,430,000 in pledges and gifts. Since the annual report, fourteen people have increased their pledges by a total of \$51,850. The ad hoc committee that Lucinda requested met

recently; it is called *Raising the Spirit*. Their purpose “is to develop strategy for St. Matthew’s to make up the difference between the amount we now need for completing the project and the projected amount we will raise. This is thought to be an additional \$1,000,000 beyond the \$700,000 shortfall originally anticipated.” Handed out was a written summary from the meeting, listing sources of additional funding, overall strategy and other ideas discussed.

Discussion/Reaction from March 12th. Rick Lotz spoke about the very positive responses he got from parishioners following the building project update held on Sunday, March 12. He heard some logistics questions and much excitement. Jane O’Roark commented that all of the presentations by vestry members at the 10:00 a.m. service were excellent.

Financial Report. Jim Moyer presented the financial report as of February 28, 2006, which showed nothing unusual. Total income for the month was \$4,000 less than expected and for the year to date, \$13,000 below budget. Total expenses showed \$2,000 over budget for February, but \$5,000 lower than anticipated for the year to date.

Endowment Information. Edie Nixon handed out a detailed report on the allocation of funds from the Eleanor Augustus bequest, as decided by the vestry in September, 2002. Recently parishioner Fred Siegfriedt inquired about what portion of that bequest was put into endowment; the amount was \$350,000. The next quarterly endowment fund report will be as of March 31, 2006.

New Business.

Easter Offering. Rick has received a request from the Stewardship and Mission Committee through its Chair Bob Nesmith that the vestry approve their recommendation of sharing the Easter offering this year equally with St. George’s Community Center and Hearts4Kenya. After a motion by Gaylee Gillim, it was approved.

April Vestry Meeting. There was a brief discussion about possibly changing the date of our April vestry meeting, as it falls on Tuesday of Holy Week this year. Bob Clark moved that it be changed to Tuesday, April 18; Bev Weis seconded and it was approved. Bob Clark further proposed that we try beginning our vestry meetings a little earlier. It was agreed that we would still begin with supper at 6:30 p.m., but begin the actual meeting at 6:45 p.m.

Vestry Members at All Services. Rick said he thinks it’s a good idea for us as vestry members to occasionally vary the services we attend on Sunday, in order to be available to parishioners, especially as construction progresses. It was agreed that we would make the effort to attend a service other than our usual one over the next year.

Wardens’ Report. None.

Priest-in-Charge’s Report.

Trip to St. Anna’s. Ben Robertson reviewed the activities of the ten participants on the recent work trip to New Orleans, Louisiana, to help with cleanup after Hurricane Katrina. Ben feels that our commitment to St. Anna’s and its surrounding community should continue to be renewed. He will ask the Adult Education committee to publish in our newsletters a series of reflections from those who went on the trip. At the Shrove Tuesday Pancake Supper held at St. Andrew’s Episcopal Church about \$1,500 was raised for St. Anna’s. Another work trip may be scheduled for sometime this summer. The next St. Anna’s Committee meeting will be Wednesday, April 5, 2006 at St. Matthew’s.

Youth Mission Trip. Ben reported that there were four options presented for the Youth Mission Trip this summer. Because of the safety and health risks there, it was decided not to take the youth to New Orleans now. Most likely the group will travel to Deland, Florida, for Passport Camp to be held on the Stetson University campus.

Lent Services/Plans. About 120 people attended the pancake supper recently, and there was a good turnout at all three Ash Wednesday services. On Tuesday, March 21, there will be a Taize service with healing, to include a sermon by Helen Jones on healing. No Agape supper this year, but there will be Maundy Thursday service at 7:30 p.m. with foot washing and stripping of the altar. A vigil will be held until midnight as a time for prayer and reflection. On Good Friday there will be a noon service and way of the cross. On Saturday the Vigil will begin at 9:00 p.m. Easter Sunday services will be at 9:00 a.m., 11:00 a.m., and 5:00 p.m.

Diocese of Kentucky Christian Formation Conference. Ben praised and recognized Debbi Rodahaffer for her efforts in planning the upcoming Christian Formation Conference, in which twenty-eight parishes in the diocese will be participating. It will include workshops for youth and adults.

Vacation Bible School. Debbi spoke about VBS that will be done in conjunction with St. Andrew's and Calvary churches at St. Andrew's this summer. Because of a lack of space, we are prompted to share resources and do things with other parishes, something that benefits all involved.

Youth Update. Matt Goldberg informed us that the St. Matthew's youth basketball team went into the playoffs tonight and is expected to play at least two more playoff games. The team is 4 and 5 for the season; games are played at Westport Baptist Church.

At 9:40 p.m. Rick Lotz adjourned the meeting and we moved to the chapel for Compline led by Jane O'Roark.

Respectfully submitted,
Bev Weis
Vestry Secretary

St. Matthew's Episcopal Church

"Building The Spirit"

Project Representative Liaison Report

March 14, 2006

- **Sanctuary**
 - Operational April 2nd - Easter Services in new Sanctuary.
 - Organ needs minimum of 30 days after installation before use.
 - Exterior stairs in place – not painted.
 - Lighting being installed – all new fixtures received.
 - Wood floor installed in three seating areas.
 - Exterior doors cut – mill work in progress.
 - Installing pews.
 - Modifications to pulpit and baptismal font complete – not stained.
 - Sanctuary entrance will change daily.

- **Clingman Hall / New Narthex**
 - March 26th move furniture to rental house.
 - Last service in Clingman Hall – Palm Sunday - April 9th.
 - April 10th entrance to Clingman Hall closed.
 - Back entrance to Clingman Hall will not be available.
 - Narthex will be constructed from outside foundation inward.
 - Removed bricks will be saved – plan to use only 50%.
 - Possible new brick walkway to rental house.
 - Area under Sanctuary – 4 rooms available April 2nd.
 - Three rooms childcare – one storage – exchangeable.
 - No meeting rooms in Clingman Hall will be available.

- **Utilities / Trees**
 - Already removed trees and bushes in construction site.
 - Relocated between Saints Hall & rear parking lot.
 - Gas meter will be moved – solves gas line leak.
 - Electrical Service will be moved.
 - AC units will be moved.

- **Detailed Work Schedule / Purchase Order Routine Discussion**
 - March 16th 4:00 PM - tighten up routine / procedures.
 - Work schedule provided by Bill Scott – F.W. Owens.
 - Purchase orders required for all construction projects.
 - Included in budget or ex-budget Change Requests.
 - Accountability – tax exemptions – audit – loan requirement.
 - All invited to attend meeting.

- **Administration / Staff Considerations**
 - Debbie / Ann will share Lucinda’s current office.
 - Lounge will be only area available for meetings.
 - Ben / Helen will remain in current offices.
 - Mardi will remain in current office.
 - Move copy equipment into her office.
 - Store all supplies in supply room.
 - Alter Guild will use current kitchen and supply room.
 - Ruth remains in current office.
 - Lynn / Barbara work out of their homes / Lucinda’s office.

- **Completion Dates Excluding Saints Hall**
 - Clingman Hall area finished Sept. 1st.
 - Lower Clingman Hall area finished Sept. 1st.
 - Sunday School starts Sept. 17th.
 - Saints Hall will require additional construction time.

- **Notes / Decisions Required**
 - Ex-budget cost for all Change Orders and moving expenses.
 - Change Order decision required:
 - Cornerstone – inscription / time capsule.
 - Security / fire alarms – ex-budget items.
 - Gibbs Reese will determine when systems are to be moved.
 - Quote to move should be obtained now.
 - New security system may be required.
 - Remove three LG&E parking lot lights / reinstall two after construction.
 - Ex-budget cost \$750.00 plus underground wiring cost.
 - Computers / phones / wiring changes will be on demand basis.
 - Moved as required / ex-budget item.

I need the assistance of one person from the Vestry to act as a “back up” when I am not available. This would require keeping up with the construction schedule.

R. J. Clark

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St. Matthew's Episcopal Church Minutes of Vestry Meeting April 18, 2006

Lucinda Laird opened the meeting with prayer at 6:50 p.m. We all read the capital campaign prayer together. Present were Rector Lucinda Laird, Pastoral Associate Helen Jones, vestry members Bob Clark, Anne Farra, Lee Fletcher, Shannon Frey, Gaylee Gillim, Jay Lambert, Rick Lotz, Jim Moyer, Edie Nixon, Jane O'Roark, Dwayne Watson and Bev Weis. Absent were Associate Rector Ben Robertson, Peter Bell, Steve Cherry, Matt Goldberg, and Linda Wardell.

Reflection. In Peter Bell's absence Shannon Frey shared a reading with us and handed out a revised schedule for monthly reflections. Gaylee will share her reflection in May.

Minutes. A motion was made by Gaylee Gillim to approve the minutes of the March 14, 2006 meeting. After a second by Dwayne Watson they were approved.

Agenda. No changes were made to the agenda.

Financial Report. Jim Moyer presented the financial report as of March 31, 2006. Total income for the month was \$17,460 less than expected and for the year to date, \$30,785 below budget. Total expenses showed \$1,914 under budget for March and \$5,564 lower than anticipated for the year to date. Jim will write an article for the *Spirit* to remind parishioners to keep their pledges current.

There was discussion about the new sanctuary space and the new routine for communion as well as Easter services and attendance numbers.

Lucinda reported that the Easter Offering totaled approximately \$8,000, while about \$800 was collected on Good Friday for the Church of Jerusalem.

Building the Spirit Updates.

Construction Update. Bob Clark distributed a written report and spoke about progress meetings that are being held every other week. Vestry members are invited to attend; the next one scheduled is on May 2, 2006 at 9:00 a.m. Not included in the main contract is structural testing which has been contracted at \$13,500. The asbestos survey cost \$5,000, and the low bid for abatement/mitigation came in at \$48,000. Gas service is to be turned off on April 19 and will remain off until September. Bob also distributed a construction update written by Gibbs Reese, architect.

Financing Update. Bob Clark commented on the written *Building the Spirit* financial report prepared by Linda Wardell. Her detailed report of construction project expenses outlines original estimates, current estimates, amounts paid out as of March 31, 2006 as well as construction add-ons totaling \$155,552. Bob Clark proposed that the vestry approve adding these expenses to the project cost. Anne Farra seconded his motion, and discussion followed before it was approved unanimously. The vestry then went into executive session for a related discussion.

Campaign Update. Lee Fletcher pointed out that net assets of *Building the Spirit* stand at \$1,751,473, and total construction expenses paid out so far total \$524,725, as listed on Linda's financial report. His latest figures on the campaign show pledges and gifts of \$2.486 million from 329 donors. Since the annual report, thirty-five people have increased their pledges by a total of \$103,704. The *Raising the Spirit* committee met recently and will meet again on Thursday, April 20 at 8:00 a.m. They have discussed the Marmion loan and heard a presentation from parishioner David Birch for a proposed fundraiser at the Comedy Club. Any of us are welcome to join this new fundraiser committee. Sunday, May 21, 2006 will mark one year since the end of the capital campaign. Several people will give testimonials at church services that day.

Committee Report: Social Concerns. On behalf of his wife Jody Fletcher, Chair of the Social Concerns committee, Lee distributed an information sheet listing many opportunities for service outside the parish.

New Business.

Seminary Support. Rick Lotz assumed chair of the meeting briefly while Lucinda Laird proposed that \$2,000 available in the current budget be given to General Theological Seminary and to Anne Vouga, seminarian, \$1,000 to each. Edie Nixon seconded, and the motion was approved unanimously. Lucinda resumed chairing the meeting.

Wardens' Report. Gaylee Gillim reported that Helen Jones is being honored as a distinguished alumna of Collegiate School.

Rector's Report.

Sabbatical. Since construction activities and the need to share temporary office space makes extra demands on the staff here, Lucinda urged us to give them much support while she is away. There may be some regular duties or tasks that will not be possible at certain times during construction, and we will improvise. Lucinda's sabbatical leave begins Tuesday, April 25, and she will return on Tuesday, July 25. During that time she will not return for any funerals, but Rick Lotz will be able to reach her. She then spoke about the national convention to be held in June, 2006, and encouraged us to provide avenues for open discussion here at St. Matthew's if needed.

Jay Lambert brought up the topic of bird flu and spoke of the need for us to face the possibility of a public health crisis. He feels we will need to rely on ourselves rather than the government. As a church and vestry we need to address this issue and have a contingency plan.

At 9:15 p.m. the meeting was adjourned and we moved to the chapel for Compline.

Respectfully submitted,
Bev Weis
Vestry Secretary

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St. Matthew's Episcopal Church Minutes of Vestry Meeting May 9, 2006

Ben Robertson opened the meeting with prayer at 6:50 p.m. We all read the capital campaign prayer together. Present were Associate Rector Ben Robertson, Pastoral Associate Helen Jones, vestry members Peter Bell, Steve Cherry, Bob Clark, Anne Farra, Lee Fletcher, Shannon Frey, Gaylee Gillim, Jay Lambert, Jim Moyer, Jane O'Roark, Linda Wardell, Dwayne Watson, Bev Weis, and Matt Goldberg. Absent were Rector Lucinda Laird, Rick Lotz and Edie Nixon. Guest was Gibbs Reese, Architect.

Reflection. Gaylee shared her reflection with us. Next on the rotation is Rick Lotz.

Minutes. After a correction was made to the April minutes to show Matt Goldberg absent, Shannon Frey moved that they be approved as corrected. Anne Farra seconded the motion and the minutes were approved.

Agenda. No changes were made to the agenda.

Financial Reports.

April Financials. Jim Moyer presented the financial report as of April 30, 2006. Total income for the month was \$11,506 less than expected, while total income for the year to date was \$42,291 below budget. Total expenses are also lower than anticipated for the year to date. Since the April financial reports were not yet final, Jim will send the reports to us electronically when they are finalized.

Endowment Report. No report this month due to Edie Nixon's absence, but it should be available at the June meeting. Bob Clark raised a question about the current yield on the Endowment Fund.

Ruth's Computer and Copy Machine. Ben Robertson told us that Ruth Kempf has requested a small copy machine, estimated to cost \$75 to \$100, for use in her office. Especially during construction this would help her and volunteers work more efficiently. Jim Moyer made a motion to approve the purchase of a copy machine for use in Ruth's office, and Lee Fletcher seconded. After brief discussion, Shannon Frey amended the motion to approve the purchase of a multi-purpose copy machine costing up to \$300. Motion was approved. Ben also reported that, as a result of strong thunderstorms, there was damage to Ruth's computer and replacement was required. Cost to the church was \$500 for the insurance deductible.

Building the Spirit Updates.

Construction Update. Bob Clark distributed and reviewed a written report on construction project status. Interior renovation in the classrooms and most of Clingman Hall is expected to be completed by September 1, excluding the wing and floor that holds the Lounge. Saints Hall and the addition to the Narthex (new construction) are expected to be finished by December 31, 2006, with the office wing to be completed during January through March, 2007. Gibbs Reese handed out a letter addressed to vestry members in reference to a new contract amount and a formal Owner-Contractor Agreement for construction. The letter summarized the original F.W. Owens bid amount, less cost savings recognized, for a proposed F.W. Owens contract amount of \$4,158,423. In addition there are add-ons of

approximately \$150,000 previously approved by the vestry. Attachments to Gibbs' letter provided detail for cost savings as well as a list of items that will become changes to the Owner-Contractor Agreement. The contractor prefers and Gibbs recommends one contract only for the entire project. Gibbs has received the first invoice from the contractor for \$312,000 which is now being reviewed.

Financing Update. Linda Wardell presented her written *Building the Spirit* financial report which includes detailed project estimated costs as well as April 30, 2006, account balances, income and expenses for the current year, and for the total project thus far. Gaylee Gillim made a motion to approve the formal owner-contractor contract as proposed by Gibbs Reese. Dwayne seconded the motion and it was approved unanimously.

Campaign Update. Lee Fletcher's latest figures on the campaign show pledges and gifts of \$2.5 million from 330 donors. Since the annual report, forty-two people have increased their pledges by a total of \$149,765. The *Raising the Spirit* committee now has Bob Huffman serving as chair; more committee members are welcomed.

Pentecost Sunday, June 4, will mark the anniversary of the official end of the capital campaign last year. Bob Nesmith will write a reflection, and plans are for people to speak at each service about how far we've come. Lee spoke about a proposal for a special offering that day for the building fund. It was recommended not to have the plate offering go to the building fund but to develop a form card to be used with the yellow envelopes for pledging additional amounts or years or making one-time gifts. Consensus of the vestry present was positive.

New Business. None.

Wardens' Report. None.

Priest-in-Charge's Report.

While Ben Robertson was away from the meeting for a while to be with Phil Prater's family, it was reported that Bishop Gulick will be here at St. Matthew's this Sunday to preach and celebrate at all three services. At the 10:00 a.m. service he will confirm, receive or reaffirm five people. Lee Fletcher reported that there is a Social Concerns meeting tomorrow. Kentucky Refugee Ministries has asked if St. Matthew's is able and willing to sponsor a family. Suggested financial commitment for support is \$2,500 to \$3,000, and much time is involved in assisting the family.

After Ben returned, he updated us on the St. Anna's Committee and a proposed second work trip to New Orleans. Recently a small interested group met to discuss such a trip and what specific jobs (mostly indoors) are presently needed by St. Anna's. The work trip could take place in early August. The St. Anna's Committee has asked the Daughters of the King for assistance in raising funds for equipment for the St. Anna's mobile medical unit.

Ben also spoke about the ECUSA happenings, specifically two high profile bishop elections held in Tennessee and California. Special thanks were expressed to Mardi Galvin, Dwayne Watson, and Ann Davis for moving most of the copy room contents into the main office. Via Media creators have produced a youth confirmation program titled, *Confirm, Not Conform*, which St. Matthew's plans to use next Fall.

At 9:20 p.m. the meeting was adjourned and we moved to the chapel for Compline.

Respectfully submitted,
Bev Weis, Vestry Secretary

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St. Matthew's Episcopal Church Minutes of Vestry Meeting June 13, 2006

Rick Lotz opened the meeting at 6:55 p.m. Gaylee Gillim read an opening prayer, and then we all read the capital campaign prayer together. Present were Pastoral Associate Helen Jones, vestry members Peter Bell, Steve Cherry, Bob Clark, Anne Farra, Lee Fletcher, Shannon Frey, Gaylee Gillim, Rick Lotz, Jim Moyer, Edie Nixon, Jane O'Roark, Linda Wardell, Dwayne Watson, and Bev Weis. Absent were Rector Lucinda Laird, Associate Rector Ben Robertson, Jay Lambert, and Matt Goldberg. Guest was Gibbs Reese, Architect.

Reflection. Rick shared his reflection with us. Next on the rotation is Matt Goldberg.

Minutes. Peter Bell moved that the May minutes be approved. Gaylee seconded the motion and the minutes were approved.

Agenda. A minor change was made to the agenda to show Pentecost Appeal rather than Pentecost Offering.

Financial Reports.

April Financials. Jim Moyer presented the financial report as of May 31, 2006, and expressed his concern about the income shortfall through May. Total income through May 31 is lower than budgeted by \$54,225, offset by savings in total expenses of \$14,792, resulting in a bottom line unfavorable variance of \$39,436. There was some discussion about various factors causing the shortfall, including lower attendance due to the construction project, rector on sabbatical, and summer season. Ben will voice a reminder on Sunday to parishioners to keep their pledge payments current, and the quarterly contributions statements as of June 30 will include a similar note from Jim Moyer as well as a reminder of the automatic withdrawal option available.

Endowment Report. Edie Nixon reported that the year to date return on \$1.2 million of endowment funds in the Dodge Cox Fund is 4.05%. The quarterly report of the endowment fund is not available tonight, but Edie will send it to us electronically. So far this year memorial gifts to endowment have been added to the Building Fund as requested by families.

Building the Spirit Updates.

Construction Update. Bob Clark distributed and reviewed a written report on construction project status. He raised the issue of adding a hand railing to the pulpit steps; after discussion the matter was referred to Gibbs Reese. Bob handed out a list of furniture estimates prepared by Gibbs in June, 2004, which shows a total estimated furniture budget of \$217,700. Peter Bell, serving as Vestry Advisor, will work with committees on furniture selection. Bob reported that there have been two minor accidents on the work site recently.

Gibbs spoke about the time line estimate from F.W. Owens. In order for Saints Hall and the narthex to be completed by the end of 2006, very good weather conditions are needed. The classroom areas could take longer than September 1; church school classes were scheduled to resume about September 15. Lower level restrooms also need to be ready for use at the same time. The senior high classroom definitely can not be completed in September, so they will need to use other space temporarily. In early 2007 when the office wing is being renovated, clergy and staff can possibly use office space in Saints Hall. Brick has been selected and is within budget. A small sample, about 4' by 4', will be made for viewing.

Financing Update. Bob Clark presented Linda Wardell's written *Building the Spirit* financial report and praised her for her diligent work on building project finances, purchase orders, and the like. On the financial report, amounts in the estimate columns will fluctuate. Currently the balance to be raised is \$1,602,235, with no interest expense included.

Campaign Update. Lee Fletcher reported on the latest campaign figures which show pledges and gifts of \$2.547 million from 334 donors. Since the annual report, 49 people have increased their pledges by a total of \$157,601. Several parishioners spoke at Pentecost Sunday services about the campaign and building project. Yellow cards have been printed to be inserted into the yellow campaign payment envelopes. On the cards, individuals may indicate an increase to their pledge amount or length, or enclose an additional gift. Lee reported that since June 4, eight such cards have been turned in, with increases totaling \$8,363.

An idea was proposed to have designed and send out a quarterly e-mail message focused on marketing the building project to help bring in more dollars. Reference was made to the hearts4Kenya website and related messages. Peter Bell will check with a web designer about this proposal.

There is a need to share with the parish an updated status report on project finances and plans to pay off the debt. Lee Fletcher suggested an article be written for the August newsletter providing reasons why the costs went up and what's left to be raised. Jane O'Roark mentioned the need for a consistent approach and suggested that a letter go out from Rick Lotz in the next several weeks about where we stand money-wise, expected completion dates, and our mission, using an informative tone. Edie suggested that the letter reiterate what we have to look forward to when the building project is completed. It was suggested that Rick's letter be sent out prior to the quarterly contributions statements mailing.

New Business. Rick brought up the issue of traffic flow at communion that has been confusing to some. There was discussion about why the routine was changed and various ways to do it efficiently without gaps at the altar rail, which have caused clergy to pause and wait when serving communion. Anne Farra made a motion that the vestry express to Ben Robertson our wishes to return to the pre-September, 2005 communion routine and to request that Ben make announcements in church to instruct parishioners of the revision. Bob Clark seconded Anne's motion and it was approved.

Jim Moyer expressed thanks for the support given to his mother Katherine Moyer and her family during her recent illness and surgery.

Wardens' Report. Rick passed around a note of thanks received from Anne Vouga for the vestry support given to her. Rick then spoke about being approached by Dan Lane, Executive Director of St. Matthews Area Ministries, about possible office space for that organization here at St. Matthew's Church in the future. Ben, Rick, and Gaylee met recently with Dan and his assistant Terry for discussion. They're now occupying a small space at Beechwood Baptist Church where they hold monthly meetings for about 35 people. St. MAM's had invited us to hold our August vestry meeting at their space. Consensus of those present was to accept the invitation. Bob Clark raised the question about that group possibly utilizing the former rental house. More discussion to follow. Next Rick opened discussion about the need for a July vestry meeting, which is usually optional. It was decided that we do need to hold a meeting on July 11 to cover usual business and discuss convention and construction matters.

Priest-in-Charge's Report. Since Ben is away on the Youth Mission Trip, Rick read his report. Two large funerals were held here recently for Lillian Yeager and Phil Prater. National convention has begun with many issues facing them. On Sunday, June 25, Ben and Debbi Rodahaffer will hold a special adult education class following convention. Trustees and Council recently gave \$5,000 to the Kenya mission. The St. Anna's committee is moving forward and is planning to raise money for small medical equipment for the mobile medical unit. A work trip is tentatively planned for August 2 – 6, 2006, with Moray Peoples as leader.

Lee Fletcher announced that this Thursday at 6:30 p.m. at the Cathedral, Gray Henry and Neville Blakemore will have a program about their trip to Iran.

At 9:25 p.m. the meeting was adjourned and we moved to the chapel for Compline.

Respectfully submitted,
Bev Weis
Vestry Secretary

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St. Matthew's Episcopal Church Minutes of Vestry Meeting July 11, 2006

Rick Lotz opened the meeting at 6:50 p.m. Ben Robertson read an opening prayer, and then we all read the capital campaign prayer together. Present were Associate Rector Ben Robertson, vestry members Steve Cherry, Bob Clark, Anne Farra, Lee Fletcher, Shannon Frey, Gaylee Gillim, Matt Goldberg, Rick Lotz, Jane O'Roark, Linda Wardell, Dwayne Watson, and Bev Weis. Absent were Rector Lucinda Laird, Pastoral Associate Helen Jones, Peter Bell, Jay Lambert, Jim Moyer, and Edie Nixon. Guests were Ann Davis, Debbi Rodahaffer, Bryan McCrery, and Alvin Cox.

Reflection. Matt Goldberg shared his reflection with us. Next on the rotation is Jay Lambert.

Minutes. Jane O'Roark moved that the June minutes be approved. After Gaylee seconded the motion, the minutes were approved.

Agenda. No changes.

Financial Reports.

June Financials. In Jim Moyer's absence, Rick presented the financial report as of June 30, 2006. Pledge income for June lagged behind budget by \$14,810, while year-to-date pledge payments are \$61,153 lower than expected. Total income for the first six months of this year is \$63,745 lower than budget. On a positive note, expenses for June were \$14,000 lower than planned, with year-to-date expenses showing savings of \$34,530.

Endowment Report. There was no endowment report due to Edie's absence.

Building the Spirit Updates.

Construction Update. Bob Clark distributed and reviewed his written report on construction project status. Asbestos abatement is 80% completed, with only the roof and one room remaining. Organ installation is now completed. Site work continues, and footings are being poured for Saints Hall. Issues to be resolved are the playground location, memorial garden site plan, and key and alarm systems. Discussion was then opened to questions from vestry members, with architects Alvin Cox and Bryan McCrery present to provide information. The altar kneeling rail adjustment is being worked on by Martin Henderson. Debbi reported that plans are to open church school on September 10, utilizing classrooms available at that time. On Sunday, July 22, child care during the 10:00 a.m. service will resume. Help is needed on July 21 to move furniture and other items from storage into two child care rooms. Linda Wardell asked if vestry members could have a tour of construction at the September meeting; Alvin indicated we could. Rick expressed concern about the staff being asked to do too much, such as physical moving, during construction. There was discussion about ways we can help. Communicating needs is the key. To provide a little more temporary staff office space, beginning Monday, July 17, the lounge area will be used by only staff, altar guild, and flower guild. Meetings of various groups will need to be held elsewhere in the building.

Financing Update. Linda Wardell reported that our \$100,000 Marmion loan from the diocese has been approved, secured by a second mortgage. It will likely be needed in September for cash flow. Linda then reviewed her building project financial reports.

Campaign Update. Lee Fletcher reported that as of June 30, 2006, campaign gifts from 336 donors totaled \$2.563 million. The Raising the Spirit fundraising committee has co-chairs Bob Huffman and Ken Mertz. That committee's first meeting will be tomorrow night. Lee has sent out campaign contributions statements for the first half of 2006.

General Convention 2006/Anglican Communion. Rick Lotz provided this opportunity for us to talk about convention, share ideas, and ask questions. Ben gave some explanation in response to a question by Gaylee. More discussion followed, after which Debbi related some stories about the recent convention which was about reconciliation.

Wardens' Report. Gaylee announced that the August 8 vestry meeting will be held at St. Matthews Area Ministries at Beechwood Baptist Church off Shelbyville Road. She will provide directions. The meeting that night will begin at 6:45 p.m. with no dinner.

Priest-in-Charge's Report. Ben raised the issue of accessibility. Two parishioners recently expressed that they couldn't hear in church and did not know that hearing devices were available. We once had eight such devices, but we're now down to only three. They were purchased for \$90 each and now cost over \$100. An article will be placed in the newsletter to let parishioners know about large print prayer books available in the narthex as well as the listening aids. There may be a new version of the large print Book of Common Prayer available.

Shannon Frey commended Ben on the job he has done as Priest-in-Charge during Lucinda's sabbatical leave.

Ben brought us up to date on the St. Anna's Committee, which is planning to raise funds for small medical equipment for St. Anna's medical mission. There was not a huge response to a proposed work trip to New Orleans in August. Committee members discussed the need to spell out in advance what work is planned. Ben communicated by e-mail to St. Anna's to let them know what we'd like to do on a mission and asked for dates in the fall. He has not yet received a full response.

Jane made a request for help this Saturday for Frank Warden who is moving from Jefferson Place to the Episcopal Church Home. Frank's two sons are coming to help him, but Jane thought he could use a little additional assistance from fellow parishioners. Volunteers were Steve, Ben, and Shannon or Andy Frey.

Matt reported on the baseball season in his athletic report.

At 9:00 p.m. the meeting was adjourned and we moved to the chapel for Compline.

Respectfully submitted,
Bev Weis
Vestry Secretary

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St. Matthew's Episcopal Church Minutes of Vestry Meeting August 8, 2006 (held at St. MAM's)

Lucinda Laird opened the meeting at 6:50 p.m. with a prayer; then we all read the capital campaign prayer together. Present were Rector Lucinda Laird, Associate Rector Ben Robertson, Pastoral Associate Helen Jones, Priest Associate Moray Peoples, vestry members Peter Bell, Steve Cherry, Anne Farra, Lee Fletcher, Shannon Frey, Gaylee Gillim, Matt Goldberg, Jay Lambert, Rick Lotz, Jim Moyer, Edie Nixon, Jane O'Roark, Linda Wardell, Dwayne Watson, and Bev Weis. Absent was Bob Clark. Host for the meeting was Dan Lane, Executive Director of St. Matthew's Area Ministries. Guest was Gibbs Reese.

Reflection. Jay Lambert shared his reflection with us. Next on the rotation is Bev Weis.

Introduction to St. MAM's. Dan Lane welcomed us and spoke about the St. MAM's organization and their anticipating need in the future for a different location. He handed out information and brochures and explained what St. MAM's does and how their space is used to carry out their mission. We viewed a brief video.

Welcome and appreciation. In honor of her return after sabbatical leave, a personalized St. Matthew's mug was presented to Lucinda from the vestry. She expressed much appreciation to Ben, Helen, Moray and the wardens for all of their efforts during her absence.

Minutes. Gaylee Gillim moved that the July minutes be approved. After Shannon seconded the motion, the minutes were approved.

Agenda. An addition was made for Anne Farra to mention something under New Business.

Financial Reports.

July Financials. Due to the early meeting date, there was not ample time for a full financial report to be completed for this evening, but Jim Moyer informed us that July was a good month income-wise. Total income for the month was \$58,855, only \$1,700 short of the budgeted amount of \$60,542. The financial report will be distributed via e-mail as soon as it is finalized.

Endowment Report. Edie distributed the endowment report as of June 30, 2006, and reviewed it for us. A resolution is needed to update the endowment checking account at Wachovia Bank and authorized signers. Edie made that motion, Bev seconded, and it was approved.

Special Gifts. Lucinda announced recent special gifts that have been received, including nearly \$50,000 to the Building Fund, over \$40,000 to the Music Department, and a gift to St. George's.

Building the Spirit Updates.

Construction Update. In Bob Clark's absence, Gibbs Reese distributed and reviewed his written report on construction project status. Masonry on the Narthex and Canopy is nearing completion. Only small portions of the asbestos abatement remain to be finished. The education section and the majority of the main floor of Clingman Hall are to be ready for use by September 10, the opening day of church school. Steel is being erected to support the main floors of Saints' Hall. One issue to be resolved is securing storage space for our present kitchen equipment until Saints' Hall is completed. Gibbs readily answered questions from those present about the project.

It was mentioned that there will be another moving opportunity this Saturday from 10 a.m. to 12:00 noon to return furniture to a couple of completed children's classrooms downstairs.

Financing Update. Linda Wardell reported that there is still about \$1 million in the bank, though \$200,000 is to be paid out in the next two weeks. Linda then reviewed her building project financial reports.

Campaign Update. Lee Fletcher reported that as of August 8, 2006, campaign gifts from 338 donors totaled \$2,565,515.

Fundraising support committee. Bev Weis spoke about plans for a "St. Matthew's Night of Comedy" fundraiser to be held on Sunday, October 15, 2006, at the Comedy Caravan on Bardstown Road. It will include a live and silent auction, so vestry members were asked for help in gathering items to be auctioned that evening.

New Business.

Vestry Dates 2007. Lucinda proposed setting vestry meeting dates on the third Tuesday of each month, beginning in February, 2007, in order to provide more time for financial statement preparation. Jim Moyer indicated that he may have a conflict, but would check on that and report to Lucinda. (Subsequent to the meeting, he reported no conflict, so the change will be effective beginning with next February's meeting.)

Budget process. Lucinda gave a heads up that the budget process will begin soon; some assistance along the way may be needed from the vestry.

Every Member Canvass. Lucinda announced that Mitch Shirrell and Tom Kolb are serving as co-chairs of this year's canvass; they have met and plans have begun. On the first Sunday in October the kickoff will be held. Pledges will be due prior to the end of October. Vestry members will be asked to sign notes at the October meeting to be mailed to parishioners.

Diocesan Pledge 2007. St. Matthew's diocesan pledge for the coming year will be based on our 2005 net disposable income. A decision will have to be made whether to keep the percentage of our pledge at 20%. If kept at that level, it will mean an increase of \$30,000 in our assessment.

Audit. Rick Lotz spoke about church audits, which have been done here periodically, but not on a regular basis. The diocese has begun a program to train individuals to perform audits in the diocese to help keep costs down. Additional training sessions can be held in the Louisville area if there is enough interest. Some discussion followed, with the idea being expressed that we should have a professional audit performed here at St. Matthew's, especially due to the building campaign and project. Both Shannon and Linda said they would ask qualified auditors to give us an estimate on an audit.

Anne Farra mentioned that she has enrolled in an evening class toward a graduate degree, but does not yet know which week night the class will be held. She hopes there will not be a conflict with monthly vestry meetings.

Wardens' Report. Rick Lotz asked if vestry members felt that a letter to the parish was still needed to provide an update on the building project and financing. Consensus was that the recent article in *The Spirit* newsletter was quite thorough and served that purpose; hence, a letter from Rick is not needed.

Rector's Report. Lucinda asked Ben to show a copy of the new large print prayer books that Ben was instrumental in preparing. Those books are now available in the Narthex. She asked that we make a serious effort to have reports available by the Sunday prior to vestry meetings. This will give time for review prior to meeting and help us to be more efficient.

September 10 will be the opening of church school. A festive coffee hour will be held outdoors.

Before the next Diocesan Convention, information will be put out to the parish in order to encourage more participation in selecting deputies.

Lucinda spoke about her sabbatical leave, the most dramatic having been her time spent in the Middle East. She returned feeling very grounded and with her prayer life improved. In the Fall, she plans two or three sessions on Celtic Christianity. Lucinda shared with us prayer cards from the small island of Iona.

At 9:00 p.m. the meeting was adjourned and we then had Compline.

Respectfully submitted,
Bev Weis
Vestry Secretary

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St. Matthew's Episcopal Church Minutes of Vestry Meeting September 12, 2006

Lucinda Laird opened the meeting at 6:50 p.m. with a prayer; then we all read the capital campaign prayer together. Present were Rector Lucinda Laird, Associate Rector Ben Robertson, vestry members Steve Cherry, Shannon Frey, Gaylee Gillim, Matt Goldberg, Jay Lambert, Rick Lotz, Jim Moyer, Edie Nixon, Jane O'Roark, Linda Wardell, Dwayne Watson, and Bev Weis. Absent were Peter Bell, Bob Clark, Anne Farra, Lee Fletcher, Pastoral Associate Helen Jones, and Priest Associate Moray Peoples. Guests were Emily Schwartz, Barbara Beury, John Willingham, and Gibbs Reese.

Reflection. Bev Weis shared her reflection with us. Next on the rotation is Peter Bell.

Minutes. Gaylee Gillim moved that the August minutes be approved. After Linda Wardell seconded the motion, the minutes were approved.

Agenda. Two additions were made to the agenda under new business as requested by Matt Goldberg and Lucinda.

Report from Kenya. John Willingham presented his report on the July, 2006, trip to Kenya. Much progress has been made in the agricultural program; farmers are enjoying greatly increased production. Bunk beds were built, and the children were given mattresses and mosquito nets. The sewing students have made school uniforms for the younger children. A new program has begun to teach farming in schools. Plans are to start a program for feeding students during the school day. John distributed color flyers with photos from Kenya and brought an album with photos of the agricultural program. Lucinda mentioned that part of Adult Education next Sunday is about Kenya. Maren Vouga wrote a letter about her Kenya experience that will be in the next parish newsletter.

Report from Parish Life Coordinator. Ann Davis distributed a summary of parish life activities over the past six months and spoke about some of them. She announced that the next Newcomers' Wine and Cheese gathering will be on Wednesday, October 18, at 7:00 p.m. Vestry members and spouses are invited and encouraged to attend. She expressed thanks to Edie Nixon and the D.D. Williamson company for providing storage space during construction for our large kitchen appliances. Lucinda noted that the inaugural event for Saints Hall will be the parish annual dinner on Friday, January 19, 2007, followed by the annual meeting on Sunday, January 21, 2007.

Update: Audit. Linda Wardell informed us that many questions arose when she and Shannon Frey were seeking estimates on audit services for St. Matthew's. To be decided are these: what period it should cover, what is to be audited, what the scope will be, whether we need an audit or a review, and when it will be performed. After some discussion it was decided to refer the matter to the Finance Committee with the request that they try to report back to us next month.

Report from the Library Committee. In Lee Fletcher's absence, Barbara Beury reported from the Library Committee that a mission statement and purposes for the planned library at St. Matthew's have been determined and are being submitted for vestry approval. The new library is to be located on the lower level approximately where the high school youth room was located. Gaylee made a motion to approve the library mission statement and purposes. Shannon Frey seconded, then there was some discussion. Barbara added that they hope to store audiovisual equipment there and have a couple of computers and a desk and chair for use while cataloging. Motion was approved.

Financial Reports.

August Financials. Jim Moyer commented on the financial reports through August. Total income for August was ahead of budget by \$3,300, while total income for the year to date is below budget by \$70,375. On the expense side, savings continue to be realized in areas of health insurance and operating expenses, \$17,223 and \$20,398 respectively for this year so far. At this point in the year the big picture shows income about \$70,000 lower than planned, offset by approximately \$50,000 in expense savings, resulting in a net \$20,000 off from budget. Dates for budget meetings were set for:

Wednesday, November 8, 2006 - Dream budget - 6:15 to 7:45 p.m.

Wednesday, November 29, 2006 – Reality budget – 6:15 to 7:45 p.m.

Lucinda mentioned that she received a gracious thank you note from Dan Lane for our cash contribution last month to St. MAM's.

Building the Spirit Updates.

Construction Update. In Bob Clark's absence, Gibbs Reese distributed and reviewed his written report on construction project status. The kneeler around the communion rail has been completed. Children's classrooms are 90% complete, and work continues on the Youth Suite. Progress meetings continue every other Tuesday in the choir loft; next one is on Tuesday, September 19 at 9:00 a.m. Gibbs spoke about the need to create a fire-watch system, as this is required to obtain a temporary certificate of occupancy. A person would be designated to take a daily walk through the building and document same in a log book. Gibbs readily answered questions about the project.

Fundraising support committee. Bev gave a brief update on the "St. Matthew's Night of Comedy" fundraiser to be held on Sunday, October 15, 2006, at the Comedy Caravan. Tickets will go on sale this Sunday for \$25 and dinner is included. The silent auction portion has been postponed due to lack of space at the facility.

Financing Update. Linda Wardell reviewed her building project financial reports as of August 31, 2006. There was some discussion about building project expenses and costs of change orders. It is imperative that we minimize change orders as much as possible. The *Raising the Spirit* committee met recently to discuss the use of various funding sources for the project, and Linda provided us with a summary of the discussion and conclusions. Vestry approval is needed to utilize Endowment funds as needed to pay interest on the bank loan or other project expenses as needed to maintain a \$200,000 minimum balance in the building fund account. The Endowment Fund will not be drawn down below \$1,000,000. It was decided to wait until the October meeting to discuss further and to vote upon.

Campaign Update. Prior to the meeting, Lee Fletcher provided a written report that showed campaign gifts from 338 donors totaling \$2,604,780 as of this meeting date. Further campaign data is included on the report.

New Business.

Parking situation. Lucinda brought up the parking problem last Sunday of many cars parked in fire lanes due to a shortage of parking lot spaces. She asked Gibbs for help in asking the construction folks to do their best to free up some spaces. To ensure parking space for all, Lucinda requested that choir, staff, and vestry members all park on the grass on the back lot, except when the ground is extremely wet.

Basketball team. Matt Goldberg announced that the St. Matthew's basketball team needs a new coach since Ben is leaving. Tryouts will be held for one or two more spots on the team. Since the team wants to keep their association with St. Matthew's, Matt made a motion for a resolution to approve such an official connection. Edie seconded and the motion was approved.

Special gifts. Gaylee described for us the beautiful combination prayer book/hymnals with ribbon markers that the choir members now have, provided by a gift from Lillian Yeager.

Wardens' Report. None.

Associate Rector's Report. Ben spoke about the recent Road Rally, kickoff event to Fall youth group activities. It was enthusiastically attended by about 25 youth. Ben anticipates a great year ahead for the youth program.

Rector's Report.

Consortium of Endowed Episcopal Parishes. This topic was postponed until a later meeting.

Interim help for Youth Program. Due to Ben's departure, having served as Youth Minister, Lynn Miller's hours have been increased to twenty per week, and Beth Shirrell has been added to staff to assist Lynn. Several young adults have been added as Youth Advisors.

Emily Schwarz. Parishioner Emily Schwarz will begin working here as Seminarian Intern fifteen hours per week this school year. Emily recently finished her work for a Master's degree in Family Therapy and has begun the process of discernment for Holy Orders. Welcome, Emily!

At 9:35 p.m. the meeting was adjourned and we moved to the chapel for Compline.

Respectfully submitted,
Bev Weis
Vestry Secretary

APPROVED COPY

St. Matthew's Episcopal Church APPROVED Minutes of Vestry Meeting October 10, 2006

Lucinda Laird opened the meeting at 6:50 p.m. with a prayer; then we all read the capital campaign prayer together. Present were Rector Lucinda Laird, Pastoral Associate Helen Jones, Parish Associate Moray Peoples and staff members Debbi Rodahaffer and Emily Schwartz. Vestry members present were Steve Cherry, Bob Clark, Anne Farra, Shannon Frey, Gaylee Gillim, Matt Goldberg, Jay Lambert, Jim Moyer, Edie Nixon, Jane O'Roark, Linda Wardell, Dwayne Watson, and Bev Weis. Absent were Peter Bell, Lee Fletcher, and Rick Lotz. Guests were Bishop David Reed, Gibbs Reese, Tom Kolb, and Mitch Shirrell.

Reflection. Peter Bell's reflection was read by Jay Lambert. Next on the rotation is Linda Wardell.

Minutes. Gaylee Gillim moved that the September minutes be approved. After Linda Wardell seconded the motion, the minutes were approved.

Agenda. Additions were made to the agenda to add the Endowment Report and Bishop David Reed's name as present. A change in the order was made so Lucinda could give her report on personnel next.

Rector's Report.

Personnel. Lucinda announced that Moray Peoples has been added to the staff as Parish Associate on a part-time basis (20 hours per week) on a flexible schedule. She shared their written covenant with us which lists duties and states that the agreement will be in effect from October 1, 2006, through May 31, 2007.

Building the Spirit Updates.

Construction Liaison Report. Bob Clark distributed his written report of construction updates and reviewed some of the items. He then read a report from Peter Bell who is working with the Kitchen and Library committees on selections of equipment and furniture.

Construction Report. Gibbs Reese spoke about the circular staircase which is to be put in place next week. He has asked the contractor for an updated construction schedule. Priorities are to have Saints Hall completed by January 19, 2007, for the annual dinner, while continuing work on other areas. Focus is on trying to get the Clingman Hall area finished in a month from now. Completing the new lounge in that area will be on the back burner for now, as that space is needed for indoor construction storage.

Report from Director of Christian Education. Debbi Rodahaffer began by thanking everyone who has helped in moving furniture and supplies and inviting all to come and tour the downstairs children's area. She announced that on Sunday, October 29, there will be Children's Sabbath, a child-friendly service with all children four years and older in church at 10:00 a.m. On other Sundays there are two other services at that time, Bridge Worship and Children's Chapel. Debbi distributed her written report that includes highlights

of the Children's Program and lists the many committee members, volunteers, and caregivers.

Financial Reports.

Endowment. Edie Nixon distributed the endowment report as of September 30, 2006, and answered questions concerning it. The Dodge and Cox Fund is currently yielding about 8%.

September Financials. Jim Moyer commented on the financial reports through September. The trend continues as in previous months with income and expenses both under budget. At this point in the year the big picture shows total income about \$80,000 lower than planned, offset by approximately \$53,000 in expense savings, resulting in a net deficit of nearly \$27,000. September attendance was very good. The gap in pledge income should close by year-end. Two large pledge payments were received in October, so they are not reflected in this report.

Building the Spirit.

Financing Update. Linda Wardell reviewed her building project financial reports as of September 30, 2006. There have been no additional expenses or add-ons since last month. Linda has requested a draw of the first \$500,000 from Stock Yards Bank on our line of credit to cover construction bills coming due. The Marmion loan of \$100,000 is being funded, to be received in October with the first monthly payment of \$978.59 due in November. Interest rate on that loan is 3.28%. The projected balance to be raised remains at \$1.6 million and does not include future interest expense.

Interest Payments. Lucinda and Jim spoke about the approximately \$13,000 in interest payments on construction financing that will be incurred in 2006. There was some discussion about where this expense will be paid from. Jim moved that the vestry authorize the payment of this unbudgeted interest expense associated with the building project from the Endowment Fund, specifically the Clyde Glass and Stevens' bequests first, then the Unallocated Management Fee sub-fund, and if needed, the Assets, Memorials and Aesthetics sub-fund. Shannon Frey seconded, and the motion was approved. There was more discussion and the consensus was that another newsletter article is needed to bring the congregation up-to-date on the building project and its finances. Rick Lotz will be asked to write this letter to be published.

Campaign Update. Prior to the meeting, Lee Fletcher provided a written report that showed campaign gifts from 339 donors totaling \$2,604,830 as of this meeting date. Further campaign data is included on the report.

Fundraising support committee. Bev gave a brief update on the "St. Matthew's Night of Comedy" fundraiser to be held on Sunday, October 15, 2006, at the Comedy Caravan. A good crowd is expected. Tickets are still available for attending without dinner.

Every Member Canvass 2007. Mitch Shirrell and Tom Kolb, EMC co-chairs, reported that as of Sunday, 80 pledge cards have been received. This year's goal is 330 pledges with a targeted amount of \$747,168, a 10% increase over last year's total. Total amount pledged so far is \$293,663. Vestry members are helping tonight by writing personal notes on the second letters being mailed out to those who have not yet turned in their pledge cards.

Mitch and Tom will give canvass progress reports during announcements at services on the next two Sundays. It is hoped that all pledge cards will be submitted by October 29, 2006. On Wednesday and Thursday, November 1 and 2, phone calls will be made to those with pledge cards still outstanding; vestry members are asked to help on either of those evenings from 7:00 to 9:00 p.m. at the Stock Yards Bank in St. Matthews.

Outreach Committee Report. A written request was submitted by Bob Nesmith, chair of the Outreach Committee with two recommendations for vestry consideration and approval. One request was to give \$1,500 from the Outreach budget for partial payment of St. Matthew's share of the down payment to Habitat for Humanity on the Habitat home to be built in 2007 jointly by our church and Holy Trinity Church. Our share of the project is 40% of the total cost. Bob Clark made a motion to approve the request. After a second by Steve Cherry it was approved. The vestry understands that this is also a commitment for the remainder of the project. Next item considered was a recommendation to co-sponsor with Christ Church Cathedral the application of Urban Spirit Ministries as a Jubilee Ministry Center of the Episcopal Church. There is no cost to us for co-sponsoring this application. Gaylee Gillim made a motion to approve, Jane O'Roark seconded, and it was passed.

Old Business.

Audit. Jim Moyer has done lots of research and has talked to others about various accounting firms in town who would be best suited to perform an audit or other financial examination of St. Matthew's finances. He made a motion asking the vestry to authorize him and Lucinda to pick three or four firms and to interview them. There was some discussion about our possibly having an audit of internal controls at an estimated cost of \$3,000 to \$5,000, rather than a full audit. Bev Weis seconded the motion and it was approved. Jim will report back following the interviews.

New Business.

Vestry terms. Lucinda presented the matter that Rick had informed us of via e-mail prior to the meeting. Anne Farra has suggested that she be allowed to swap vestry terms with Peter Bell since her Master's program studies require all Tuesday evening classes, a time conflict that is much longer than she first anticipated. Peter drew the short straw and is serving the one-year position, while Anne's is for three years. Gaylee moved that we accept Anne and Peter swapping vestry terms so that Anne's will end in January, 2007, and Peter's will run until January, 2009. Jane O'Roark seconded and the motion was approved.

Vestry Nominating Committee. Lucinda reminded the outgoing vestry members that they need to begin working soon along with a couple of at-large committee members on gathering nominees for vestry elections in January, 2007. The vestry committee will consult with Lucinda on choosing those at-large members.

Delegates to Diocesan Convention 2007. There will be an article in the November *Spirit* newsletter asking for those interested in serving in this capacity to speak with Lucinda who will bring those names to the vestry.

Wardens' Report. Gaylee informed us that Rick is absent from tonight's meeting due to a work-related trip to Fort Campbell. Lucinda reviewed plans for the letter that Rick is being asked to write.

Rector's Report. Continuing vestry members need to be thinking about officer positions for next year, as all positions will be open due to both Rick and Gaylee finishing their terms. Any current vestry members who are interested in various officer positions should make that known to Lucinda beforehand. Lucinda reminded us of the next vestry meeting on November 7, and the St. MAM's dinner and auction on November 14. Tickets can be purchased from either Bill McKinney or Ellen O. Robertson.

At 9:40 p.m. the meeting was adjourned and we moved to the chapel for Compline.

Respectfully submitted,
Bev Weis
Vestry Secretary

St Matthew's Episcopal Church
Building the Spirit Financial Report
September 30, 2006

Account Balances 9/30/06

ASSETS

Bank Accounts

Stock Yards Cash Management	451,310.29
Stock Yards Checking	10,456.07
TOTAL Bank Accounts	461,766.36

Account Receivable-Operating	0.00
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TOTAL ASSETS	461,766.36
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LIABILITIES

Construction Loan	(50,000.00)
TOTAL LIABILITIES	(50,000.00)

TOTAL NET ASSETS	411,766.36
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Income and Expenses

	1/1/06-9/30/06	Total Project
INCOME		
Transfer--Augustus Bequest		1,031,802.60
Memorial Gifts	9,560.00	9,560.00
Miscellaneous Income	35.00	35.00
Pledge Payments	649,566.25	1,651,455.75
Interest Income	33,235.39	56,838.85
TOTAL INCOME	692,396.64	2,749,692.20
EXPENSES		
Discernment		61,793.33
Capital Campaign		40,499.46
Construction		
Audio System	12,768.28	12,768.28
Construction Labor	1,331,211.20	1,331,905.70
Construction Materials	367,652.34	367,652.34
Construction Testing	19,547.95	19,547.95
Contract Administration	23,538.05	24,538.05
Design Consultation		1,000.00
Design Development		48,990.00
Construction Documents	17,667.42	151,916.63
Fees and Permits		2,308.15
Furnishings and Equipment	20,320.00	20,320.00
Organ Construction	76,069.00	161,269.00
Construction Procurement	14,206.50	16,329.40
Reproduction/Prints	7,846.56	9,401.33
Schematic Design		32,660.56
TOTAL Construction	1,890,827.30	2,200,607.39
Bank Fees		53.43
Stock Transaction Fees		6,450.83
Interest Expense	2,028.03	2,028.03
Loan Closing Costs		25,278.70
Miscellaneous Expense	198.87	574.67
Moving Expense	375.00	640.00
TOTAL EXPENSES	1,893,429.20	2,337,925.84
NET INCOME (EXPENSE)	(1,201,032.56)	411,766.36

St. Matthew's Episcopal Church
Building the Spirit Total Project Estimate 9/30/06

	Original Estimate	Current Estimate	Change	Paid as of 9/30/06
PRE-CONSTRUCTION PHASE				
Discernment	61,793.33	61,793.33	0.00	61,793.33
Capital Campaign	45,000.00	40,499.46	(4,500.54)	40,499.46
TOTAL PRE-CONSTRUCTION PHASE	106,793.33	102,292.79	(4,500.54)	102,292.79

CONSTRUCTION PHASE				
Construction Estimate	3,046,300.00	4,158,423.00	1,112,123.00	1,651,918.04
Kitchen Equipment Allowance	50,000.00	50,000.00	0.00	0.00
Phone and Computer Systems Allowance	20,000.00	20,000.00	0.00	0.00
Organ	150,000.00	161,269.00	11,269.00	161,269.00
Professional Services Fee (Reese Design)				
Schematic Design	32,660.00	32,660.00	0.00	32,660.56
Design Development	48,990.00	48,990.00	0.00	48,990.00
Construction Documents	146,970.00	151,920.00	4,950.00	151,916.63
Construction Procurements	16,330.00	16,330.00	0.00	16,329.40
Contract Administration	81,650.00	81,650.00	0.00	24,538.05
Furniture and Furnishings	217,700.00	217,700.00	0.00	20,320.00
Professional Services Fee (Reese Design)	21,500.00	21,700.00	200.00	0.00
Construction Estimate Subtotal	3,832,100.00	4,960,642.00	1,128,542.00	2,107,941.68

Additional Expenses and Construction Add On

Sanctuary Flooring (additional) (Change Orders #0 & 1)		5,398.50	5,398.50	0.00
Lower Level Classroom Changes (reduction) (Change Order #2)		(5,730.00)	(5,730.00)	0.00
Cornerstone (Change Order #3)		475.00	475.00	475.00
Gas Line - main reconnect (Change Order #4)		2,425.20	2,425.20	0.00
One Additional Trane Zoneline (Change Order #6)		770.00	770.00	0.00
Brick Credit (Change Order #7)		(2,800.00)	(2,800.00)	0.00
Columns & lintels--lower bathroom area (Change Order #9)		1,650.00	1,650.00	0.00
Electrical Switch Gear (Change Order #10)		1,320.00	1,320.00	0.00
Gypsum goard enclosure around lower level beam (Change Order #11)		800.00	800.00	0.00
Rock Removal (Change Order #12)		9,708.00	9,708.00	0.00
Fire Separation Wall (Change Order #13)		64,455.00	64,455.00	0.00
Pulpit Handrail (Change Order #14)		1,283.00	1,283.00	0.00
Handicap Ramp Under Canopy (Change Order #15)		2,618.00	2,618.00	0.00
Canopy Lighting (Change Order #16)		1,244.00	1,244.00	0.00
Water Line Pipe Insulation (Change Order #17) <i>Estimate</i>		4,991.00	4,991.00	0.00
Glue-Lam Column Repair (Change Order #18) <i>Estimate</i>		10,011.00	10,011.00	0.00
Classroom Door Modification (Change Order #19) <i>Estimate</i>	N/A			0.00
Asbestos Survey		4,120.00	4,120.00	4,120.00
Asbestos Mitigation--Abatement / Removal		47,165.00	47,165.00	47,165.00
Particulate Monitoring		4,357.50	4,357.50	4,357.50
Structural Testing		13,500.00	13,500.00	10,620.45
Fees and Permits		2,500.00	2,500.00	2,308.15
Reproduction/Prints		10,000.00	10,000.00	9,401.33
Design Consultation (organ)		1,000.00	1,000.00	1,000.00
Sound system		12,768.28	12,768.28	12,768.28
Miscellaneous/Moving/Groundbreaking Expense		1,000.00	1,000.00	1,214.67
Fire / Security Computer / Phone Line relocation		4,000.00	4,000.00	0.00
Additional Wood Trim for Organ Pipes		300.00	300.00	0.00
Additional Outlets for Display Lighting, A/V Outlets		200.00	200.00	0.00
Financing and Bank Related Expenses				
Stock Transactions/Bank Fees		10,000.00	10,000.00	6,504.26
Loan Closing Costs		25,278.70	25,278.70	25,278.70
Inspecting Architect		2,000.00	2,000.00	450.00
* * Bank Loan Interest Expense		1,805.64	1,805.64	2,028.03
Sub Total - Additional Expenses		238,613.82	238,613.82	127,691.37

TOTAL CONSTRUCTION PHASE	3,832,100.00	5,199,255.82	1,367,155.82	2,235,633.05
GRAND TOTAL	3,938,893.33	5,301,548.61	1,362,655.28	2,337,925.84

Projection Summary

Expenditures to date	2,337,925.84
Projected Balance to Pay	2,963,622.77
Bank Account Balance - cash on hand August 31 (net of loan)	411,766.36
Balance	2,551,856.41
Pledges Projected to receive	944,102.90

**** Projected balance to raise** **1,607,753.51**

**** does not include future interest expense**

From: Linda Wardell [linda.WARDELL@INSIGHTBB.COM]
Sent: Monday, September 11, 2006 5:56 PM
To: vestry@stmatt-ky.org; 'Lucinda Laird'; 'Ben Robertson'; 'Helen Jones'; 'Ruth Kempf'; 'Mardi Galvin'
Subject: Building the Spirit--Financials and Funding Issues

Attachments: Total Project Estimate8-31-06.xls

Dear Vestry:

Over the weekend, I placed the August Building the Spirit financial report and Total Project Estimate in all vestry boxes. Because the project is always a moving target, I have revised the Total Project Estimate with new information that has recently come to light. The revised report is attached to this email. The Financial Report remains unchanged.

Also, on September 3, the Raising the Spirit committee met to discuss the use of various funding sources for the project. The following is a summary of the discussion/conclusions:

- In discussions with the bank, we have learned that St. Matthew's must self-fund the cost of any change orders and additional items (such as asbestos removal) because they were not within the original scope of the project approved by their loan committee.
- Rather than amending the contract and going back to the bank loan committee, we plan to reserve a portion of funds received from parishioners to pay for these additional items.
- There are currently \$239K in change orders and additional items, of which \$122K have been paid. In order to be conservative, it is recommended that we keep a minimum balance of \$200K in the campaign account at all times to cover these items.
- We need to get the Marmion Loan (\$100K) funded as soon as possible. Linda will follow up with Becky Meyer (CFO of the Diocese) to get the proper paper work completed.
- We will request Vestry permission to utilize funds from the Endowment as needed to pay interest on the bank loan, or other project-related expenses as needed to maintain the \$200K minimum balance. By seeking approval in advance, we would avoid needing to call a special vestry meeting. The Endowment will not be drawn below \$1M.
- While many of the change orders have resulted from unexpected items encountered during the remodeling of the existing building, it is anticipated that as we move into construction of the new building, there will not be as many changes required. It is imperative that we minimize change orders as much as possible.

APPROVED COPY

St. Matthew's Episcopal Church Minutes of Vestry Meeting December 12, 2006

Lucinda Laird opened the meeting at 6:50 p.m. with a prayer; then we all read the capital campaign prayer together. Present were Rector Lucinda Laird, Pastoral Associate Helen Jones, vestry members Steve Cherry, Bob Clark, Lee Fletcher, Shannon Frey, Gaylee Gillim, Rick Lotz, Edie Nixon, Jane O'Roark, Linda Wardell, Dwayne Watson and Bev Weis. Absent were Peter Bell, Anne Farra, Matt Goldberg, Jay Lambert, and Jim Moyer. Guests were Gibbs Reese and Mitch Shirrell.

Reflection. Anne Farra's reflection was read aloud by Lucinda. Next on the rotation is Dwayne Watson.

Minutes. Gaylee Gillim moved that the November minutes be approved. After Linda Wardell seconded the motion, the minutes were approved.

Agenda. There were no changes made to the agenda.

Building the Spirit Updates.

Construction Report. Gibbs Reese was present to answer any questions. Dwayne asked whether there will be one or two fire alarm systems; Gibbs will check but said there should be one. There was a little discussion about the playground where grading and drainage is important. Jane O'Roark asked about possible encroachment of construction on the Memorial Garden, as some parishioners have inquired. Lucinda expressed the need to know timing of completion of various areas in order to plan classes and other activities. Gibbs expressed that every effort is on Saints Hall now to have it ready for the Annual Parish Dinner on January 26, 2007. Other areas are worked on as fill-in. He will ask the contractor if any additional workers can be added. Wet weather this past year has definitely caused delays. Lucinda reviewed attendance records.

Construction Liaison Report. Bob Clark distributed his written report of construction updates and reviewed some of the items. Progress meeting #19 was held this morning; the next one will be on December 26, 2006, when Lee Fletcher will attend in Bob's place.

Financial Reports.

October Financials. In Jim's absence, Lucinda commented on the November financial reports. The past month showed healthy plate collections and pledge payments just below budget, with expenses coming in about twelve thousand below plan. So far in December there are lots of funds coming in. Lucinda mentioned that Jim is doing well following his recent surgery.

Building the Spirit.

Financing Update. Linda Wardell reviewed her building project financial reports as of November 30, 2006. Good news is that due to construction delays, we're not having to borrow additional funds as soon as expected, resulting in some savings on interest cost.

The projected balance to be raised now stands at \$1.5 million (reduced from \$1.6 million) and does not include future interest expense.

Campaign Update. Lee Fletcher reviewed his written report of *Building the Spirit* statistics. As of this meeting date 342 donors have contributed \$2,683,549. Additional campaign data is included on the report. Lee reported that the Raising the Spirit committee met a week ago and again discussed emphasis on Planned Giving in the coming year. David Brooks and Steve Ellis will work together on this. Gaylee proposed a resolution that Planned Giving be emphasized in 2007. Lee Fletcher seconded, and the motion was approved.

Every Member Canvass 2007. Mitch Shirrell reported that so far, \$708,434 has been pledged by 298 pledging units, compared to the goal of 330 pledges. Seventeen new pledges have been received, with more expected. Mitch has served as EMC co-chair the past two years, this year with Tom Kolb. Tom will continue next year and will need someone to work with him.

2007 Budget.

Bev commented on the written report "Worksheet for 2007 Budget" which shows the 2007 Dream Budget, changes discussed at the recent budget meeting, and the resulting 2007 Reality Budget. She mentioned that some adjustments to the budget may be in order after financial results are known following the end of December. Edie told us that the current amount available from the Endowment Fund could be less than previously estimated. Lucinda recommended changing the January vestry meeting date from January 9 to January 16, to allow additional time for preparation of year-end financial reports. At that meeting, we can make any necessary adjustments to the proposed 2007 budget before final approval. We will give the budget a first reading tonight.

Mitch Shirrell, Finance Committee Chair, advised us about several things pertaining to finances. In 2008 there will be increased expenses, for both the Associate Rector's compensation and building maintenance and utilities, since we will have the Associate Rector for the full year and our larger completed facility for the year. He reminded us of the funds needed for debt service, an obligation that will continue until construction debt is retired. It is our goal to move away from supplementing the operating budget with funds from Endowment.

Thanks were expressed to Mitch and Bev for their work in preparing the proposed 2007 budget in the absence of Treasurer Jim Moyer who had to undergo surgery.

A motion to accept the proposed budget to be confirmed in January was made by Jane O'Roark. After Linda Wardell seconded, the motion was approved.

Rick Lotz proposed a resolution that the Diocesan Pledge amount not go below 17.5%, and that we strive to raise it back to 20% as soon as possible. Steve Cherry seconded the motion and it was approved unanimously.

Edie Nixon distributed copies of the Endowment Task Force Executive Summary prepared in 2002. She reviewed for us the section titled "Policy on the Expenditure of Principal Funds" and recommended that we review the rest of the report on our own. Edie then distributed a forecast of endowment fund balances through December 31, 2009.

There was a first reading of a motion by Edie to use funds from the principal portion of the Endowment Fund to pay interest on construction loans in 2007, 2008, and 2009, with no more than \$110,000 per year being used. In accordance with policy, this motion will be on the January meeting agenda for approval. A written copy of the full motion was handed out.

Vestry Nominating Committee. Gaylee distributed a written report listing the nominees for 2007 vestry election as well as nominating committee members. She thanked those who served on the committee. They received fifty-four nominations; in coming up with a list of ten adults and one youth nominee, they strived to develop a diverse slate. Following approval of the slate by the vestry, nominees' names were pulled at random to determine order of listing on the ballot.

Old business.

Anne Vouga – Candidacy. Anne Vouga is now doing field work at St. Mark's Episcopal Church. We need to approve her for candidacy before the Commission on Ministry does. A document titled, "Certificate of Rector and Vestry for Candidacy" was passed around for signatures and will be sent to the Bishop and Commission on Ministry.

Audit. This topic was tabled until our next meeting. Copies of our last audit done in 2002 were handed out.

New Business.

2010 Diocesan Convention. St. Matthew's has been asked to host the Diocesan Convention in 2010. A motion to approve such hosting was made by Linda Wardell and seconded by Steve Cherry before being approved. Lucinda reported that she received little response to a call for convention deputies.

Wardens' Report. No report tonight.

Rector's Report. Lucinda reminded us of the different times of services for Christmas Eve and Christmas Day.

At 9:00 p.m. the meeting was adjourned and we moved to the chapel for Compline.

Respectfully submitted,
Bev Weis
Vestry Secretary

St. Matthews Episcopal Church											
Income and Expense Statement		Worksheet for 2007 Budget									
General Fund											
						2006		2007		2007	
						ANNUAL		DREAM		REALITY	
		YTD OCT	YTD OCT			BUDGET		BUDGET	CHANGES	BUDGET	
		ACTUAL	BUDGET	DIFFERENCE							
INCOME											
Plate Offerings		\$33,066	\$52,500	(\$19,434)		\$63,000		\$39,600	\$8,400	\$48,000	Est. @ 3,300/month, then increased to \$4,000/month
Current Year Pledges		503,572	544,167	(40,595)		653,000		678,269	8,131	686,400	715,000 less 4% discount of 28,600
Previous Year Pledges		1,760	5,000	(3,240)		6,000		3,000	1,000	4,000	May be higher; to be determined @ year-end
Reimbursement and Misc Inc		879	3,750	(2,871)		4,500		3,000		3,000	Bldg use fees frm elections, AA grps, other grps
Bank Interest		335	0	335		0		0		0	
Other Investment Income		(355)	0	(355)		0		0		0	
Total Income		539,257	605,417	(66,160)		726,500		723,869	17,531	741,400	
TRANSFER FROM ENDOWMENT											
Income from current endowment		34,280	34,283	(3)		41,139		111,201		111,201	Estimate per Edie
Unendowed funds		11,490	11,491	(1)		13,789		0		0	
Prior year surplus		36,920	36,923	(3)		44,307		0		0	
Transfer from sabbatical fund		2,710	2,708	2		3,250		0		0	
Total Endowment		85,400	85,405	(5)		102,485		111,201	0	111,201	
										0	
TOTAL INCOME AND TRANSFERS		624,657	690,822	(66,165)		828,985		835,070	17,531	852,601	
EXPENSES											
<i>Work Outside the Parish</i>											
Diocesan Pledge		107,600	107,603	(3)		129,124		153,047	(19,131)	133,916	20% (17.5% = 133,916) (15% = 114,786)
Work Outside the Parish		3,547	4,727	(1,180)		5,672		\$6,242	158	6,400	Increase same as pledges incr.; + Cornerstone \$400
St. MAM's		6,000	5,000	1,000		6,000		6,500		6,500	Increase of 500 over 2006
Seminary Support		2,000	1,667	333		2,000		3,000	(500)	2,500	Increase of 1,000 over 2006, reduced to 500 incr.
Total Work Outside		119,147	118,997	150		142,796		168,789	(19,473)	149,316	
<i>Salaries</i>											
Staff Salaries		233,398	230,852	2,546		277,022		296,991	(1,427)	295,564	clergy/staff incr. 5.5%, not 6%; less dioc. reimb \$686
Sitters		11,226	14,153	(2,927)		16,983		16,805	(1,000)	15,805	decr. per Debbi
Music Assistants + Organ Supply		6,705	7,708	(1,003)		9,250		10,650		10,650	
Total Salaries		251,329	252,713	(1,384)		303,255		324,446	(2,427)	322,019	
<i>Benefits</i>											
Housing Allowances		46,641	47,298	(657)		56,758		56,758		56,758	Per salary/benefits worksheet
Pensions		32,729	32,813	(84)		39,376		37,684	(154)	37,530	Per salary/benefits worksheet
Social Security		21,374	21,132	242		25,358		26,931	(109)	26,822	Per salary/benefits worksheet
Ins-Health,Life,Inc. Rp		18,860	41,120	(22,260)		49,344		24,900		24,900	Humana '06 + 10%
Staff Education		0	417	(417)		500		500		500	
Auto Expenses		487	2,000	(1,513)		2,400		2,850		2,850	
Asst Rector's Continuing Educ.		0	625	(625)		750		500		500	
Rector's Continuing Educ.		846	1,250	(404)		1,500		1,500		1,500	
Total Benefits		120,937	146,655	(25,718)		175,986		151,623	(263)	151,360	
										0	
Discretionary Funds		3,925	3,000	925		3,600		3,750		3,750	Per Lucinda request
Sabbatical Fund		7,500	7,500	0		9,000		1,000		1,000	Per contract

APPROVED
St. Matthew's Episcopal Church
Minutes of Vestry Meeting
January 15, 2008

Opening Prayer. Lucinda opened the meeting at 6:50 p.m. with prayer followed by the Building the Spirit Prayer. Those in attendance were Rector Lucinda Laird, Associate Rector Jim Trimble, and Pastoral Associate Helen Jones. Vestry members present were Steve Cherry, Shannon Frey, Jan Garver, Jim Moyer, Peter Bell, Jay Lambert, Matrid Ndife, Sharon Nesmith, Edie Nixon, Greg Petrites, Bill Stodghill, Linda Wardell, Bev Weis, and Dwayne Watson . Lee Fletcher and Youth Member Michael Lambert were absent.

Reflection. Bill Stodghil explained that his study in the Monday Morning Bible Class at church, of the behavior of the Israelites who were former slaves in Egypt, had interested him. The Israelites, when wandering in the desert, turned to Moses to help them. Why had they not turned to God directly? Bill remembered when he had suffered from an addiction in the past, his life was so chaotic, he had not turned to God. Instead, he approached another human for help – a priest. He recognized that his life was not working for him. Following the 12 Step Process, he has learned to turn his life over to a higher power. He has been able to accept Jesus, the human, as his higher power and through him, has been able to know God as more personal and approachable. Through Jesus he can be filled with the Holy Spirit.

Minutes. Peter moved and Linda seconded a motion to approve the December 18 Minutes with corrections. The motion passed unanimously.

Financial Report (December – End of Year). Jim Moyer reported that Our Total Expenses produced a \$29, 243 surplus for 2007. Expected income from Plate Offerings was \$4,000. However we received \$9,366, making a difference of \$5,366. Current Year Pledges were estimated to be \$57,200 when in fact we received \$127,824. This difference of \$70,624 also was responsible for the surplus. In 2006 we ended the year with a budget surplus of \$45,000; however, our expenses were less in 2006 due to the construction which lowered expenses. Until the books are formally closed for December 2007, we do not know exactly what our financial health will be. Encouraging more parishioners to pay their pledges early or to select automatic withdrawal would lessen our financial angst at the end of each year. We will also need to grow our pledge base. This year \$714,000 was pledged. We received \$720,000 from pledge income. Jim is not sure how the difference occurred. Our average December attendance in 2007 was 402. This could be most appropriately compared to attendance in 2004 of 372. Attendance at Christmas Services was 790 in 2007. This is greater than in any year since before 2000. The next highest year was 770 in 2002.

Endowment Fund. The total of Cash and Securities in the fund is \$1,148,822.76 as of 12/31/07. At the same time in 2006, the total was \$1,327,835.08. Currently the fund is making 7% interest. Its five-year average interest is 10%. Total Disbursements as of

12/31/07 are \$188,504.52. Doris Dulin, a long time parishioner, left a bequest gift for the endowment.

2008 Budget. This includes both the Dream and the Reality Budgets. Dream Budget requests came from parish committees, staff and clergy. Jim M. thanked the hard-working Budget Committee of Greg, Bev, Mitch Shirrell and Lucinda. The Dream Budget produced a deficit of \$161,785. The Reality Budget produced a deficit of \$17,048. This year Current Year Pledges were listed at their face amount without a discount at \$748,600. Since we have outrun our pledge goals for the last two years, the Finance Committee felt we should budget the pledges at the 100% level without the previously used 3% discount. In 2007 we withdrew \$101,000 from the endowment income. In 2008 we shall withdraw \$85,500 from the endowment. In the future, every year, we need to wean ourselves from relying on the endowment for operating support.

Jim mentioned that the finance committee will be enlarged in 2008. Representatives will be from those who work with the endowment, the building campaign and the operating budget. David Brooks has agreed to chair this enlarged committee. Bev commented on the excellent work of the Finance Committee this past year. Having a larger finance committee which meets more frequently will help to lessen the Vestry's work somewhat. She hopes that capable parishioners will agree to serve on this committee. Bev said that Jim M. has done an excellent job as treasurer this past year with all of its difficulties. Jim as treasurer and the finance committee presented the budget for vestry approval. The deficit budget was passed unanimously.

Building the Spirit Report. Linda reported that through her work the interest rate on our construction loan from Stock Yards Bank will be lower than expected in 2008 and beyond. The rate will be 4.02% for five years. A total of \$67,500 will be owed in interest. Our current Total Assets as of December 31, 2007, are \$298,232.15. The Marmion Loan liabilities are \$89,949.05. Our net deficit is (\$1,610,567.41). The Estimated Total Project cost at this time is \$5,463,554. The Raising the Spirit Committee met to plan how St. Matthew's would raise the additional \$1.5 million to retire the debt. There is an exploratory committee forming with Bo Nixon and David Brooks to help plan for a campaign in 2009 to 2011 after all parishioners have completed their current pledges. Since we have over \$300,000 in the bank, Linda thinks that we could get a CD and earn more than we are currently earning in a money market fund. Linda moved that if there are no legal impediments from the cash management account, that we would purchase a \$100,000 CD from Stock Yards Bank. Shannon seconded the motion, which was approved unanimously by the vestry.

A small committee will be formed with Gibbs Reese, Lucinda, Steve, Peter, Linda, Dwayne and Chris Hermanson to determine how to improve the acoustics in Saints Hall.

Building the Spirit Statistics. Linda reported that as of the end of December 373 Pledges/Gifts for a total of \$2,866,554.84 had been received.

New Business.

Vestry Statement. After a year of vestry study, a Vestry Statement – January 2008, was presented as a snap shot of where the vestry is by Jim M., the wardens and Lucinda. Bill moved and Shannon seconded a motion to affirm the statement. The statement will be included in the minutes, shared with new vestry members and put in the parish’s Annual Report for dispersal at the Annual Meeting. Jay Lambert asked Lucinda where this whole topic is headed on a church-wide level. Lucinda believes that General Convention will one day rescind BO33, which stated that the church would not elect any more gay bishops. She predicts a liberalizing of the convention as a number of the more conservative elements in the church have withdrawn themselves from the convention.

Lenten Suppers. Lenten Suppers will be held on Tuesdays in February and early March. The vestry will assist with set up at 4 p.m. on the March 4th evening.

Old Business.

Vestry/Staff Retreat. The retreat will be held on Friday, February 1 and Saturday, February 2 at the newly completed Inn at All Saints Center. Each vestry member is asked to contribute \$70 for a double room and \$73 for a single room to cover our room and board for the two days. The members will meet at 4 p.m at the church and leave in carpools at 4:30 p.m. on Friday. First year vestry members are to provide drinks and second year vestry members are to provide snacks for the retreat.

Board of Trustees of General Seminary in New York City. Lucinda has been elected to serve on the seminary board and will be coming to the retreat directly from her first board meeting.

Warden’ Report. Steve reported that Shannon had successfully completed a 26-mile run in the Phoenix Marathon in January.

Ministry Offices. Matrid moved and Bill seconded a motion to accept Kentucky Habitat for Humanity as occupiers of our second mission office. The motion was accepted unanimously. The executive director is Mary Shearer. This organization services 52 Habitat affiliates throughout Kentucky.

Rector’s Report. Lucinda reported that a restructuring of the parish committees was underway. This is to help incorporate new members into the parish and to meet the needs of parishioners within the parish. Ann Davis will be working with a new group of internal volunteers who will help meet the various needs of church members. Lucinda requested prayers for George Beury and Lee Fletcher. The Annual Dinner is scheduled for January 25th and the Annual Meeting for January 27th. Shannon reiterated her concern, as chair of the nominating committee for new vestry candidates, that vestry members especially thank those persons, who are not nominated for their willingness to serve, at the annual meeting.

Lucinda announced that ceiling tiles had fallen in the hallway outside of the kitchen service area. They have been repaired and the contractor will survey all other tiles to see that they are properly installed. The general contractor, F.W. Owens, is working with the

carpet supplier of the sanctuary carpet to replace the damaged carpet satisfactorily. Linda is withholding \$25,000 from the construction money until this problem is solved. Some other items remain on the punch list. Lucinda gave a hearty “Thank you!” to the retiring vestry members who have completed three years of service. They are Shannon Frey, Jim Moyer, Lee Fletcher, Jay and Michael Lambert, and Bev Weis. Retiring members expressed their thanks for the positive experience of serving on the vestry.

Compline. Bill Stodghill led compline. The meeting ended at 9:15 p.m.

Respectfully submitted,

Jan Garver, Secretary

APPROVED
ST. MATTHEW'S EPISCOPAL CHURCH
ANNUAL MEETING – JANUARY 27, 2008

Opening Prayer. Rector Lucinda Laird opened the meeting at 11:15 a.m. with prayer followed by all repeating the Prayer for Building the Spirit.

Nominating Committee Report. Junior Warden Shannon Frey, nominating committee chair, thanked the committee for their hard work and introduced the vestry nominees who are Lauren Becker, Sue Bridge, Linda Collins, Becky Donovan, Marty Lawfer, Nancy Loucks, Ken Mertz, Pat Mulloy, Clay Smith and Rhody Streeter. Julie Weis is the Youth Representative. Shannon described qualifications for the candidates and gave instructions for voting. Five candidates will be selected and the parish will vote to affirm Julia Weis, the selected youth vestry member. The five elected vestry nominees will serve three years. Those candidates who are not elected will serve the parish in other capacities in the coming three years. Pages handed out ballots and collected completed ballots with the signed bottom portion of the ballot separated from the marked ballot. Retiring vestry members and others appointed served as tellers and reported their findings at the end of the meeting.

Treasurer's Report. Treasurer Jim Moyer reported that the Finance Committee will be enlarged to help integrate the work of those individuals who serve the parish and the rector on the Endowment Fund, the Operating Budget, and the Building the Spirit Committee. Jim thanked the 2007 finance committee of Bev Weis, Greg Petrites, Mitch Shirrell, Edie Nixon and Linda Wardell for their outstanding service. He stated that the 2006 and 2007 budget expenses were depressed due to the construction. 2008 will be the first complete year in the expanded facility with a full staff and clergy to make use of the new building. The 2007 budget surplus of \$29,239 will be brought forward. \$85,000 will be taken from the endowment to support the operating budget. This will be less than taken in past years. The goal is to wean the congregation from depending on the endowment to provide operating expenses. The endowment funds would be better spent on outreach projects. Projected Income and Transfers for 2008 Budget are \$924,739. The Total Expenses projected are \$942,687; and therefore, the treasurer presented a deficit budget of (\$17,948). He explained that this was due to the hiring of increased clergy, a sexton and a larger facility, which is more expensive to operate. The treasurer emphasized that encouraging more level payment of pledges throughout the entire year would be helpful, so that we do not reach the fall wondering if we will meet our budget. He suggested that more pledging units would be needed to continue to fund the new facility and growing program areas. Jim suggested that continuing the "Conversations with the Vestry" would be healthy for the parish so that the work of the vestry continues in its transparency.

Minutes of 2007 Annual Meeting. Lucinda accepted Fred Seigfriedt's motion to dispense with the reading of the 2007 minutes. A number of seconds to the motion were heard. The attendees overwhelmingly approved the motion and the minutes were not read. Lucinda announced that the parish had acquired an Automated External

Defibrillator (AED). She requested a show of hands for those parishioners who are trained to operate an AED and have CPR training. Cards were given to and collected from those persons with the training so the parish would be aware of them. The ushers will be trained in AED and CPR techniques.

Senior Warden's Report. Senior Warden Steve Cherry reported on the joys of 2007 including the 25th anniversary of Lucinda's ordination. He suggested that the "Conversations with the Vestry," begun this year have been successful and should be continued to help keep the congregation "in the loop" of ongoing discussions and decisions. He congratulated the parish on its healthy support of outreach work, including the support of the Rongo Orphanage and the Oyugis, Kenya, medical and agricultural projects. Steve reported that the completion of Saint's Hall and the ministry offices above it would encourage the parish to broaden its outreach and mission work in the community. In particular, he was pleased to announce that The Housing Foundation and Kentucky Habitat for Humanity will be the first renters of two of the three mission offices. Steve encouraged all parishioners to formally accept the responsibility for our new expanded facility by pledging their financial support, whatever the level. Steve thanked the retiring vestry members for their devoted service to the parish. They are Shannon Frey, Lee Fletcher, Jay Lambert, Jim Moyer, Bev Weis and Michael Lambert. The senior warden thanked the members of the congregation for their active involvement in the life of the parish. He explained how impressed he was with the members' ability to hold very differing views and to respect each parishioner's opinion even when it differed from his/her own. Steve said it had been a privilege and honor to serve as senior warden in 2007.

Rector's Report. Lucinda opened her comments by reading the Mission Statement of St. Matthew's Church. She said that each year we are coming closer to fulfilling the goals of the statement. The rector celebrated that fact that CONSTRUCTION IS FINISHED. She mentioned the excitement of the year with examples such as the summer Vacation Bible School hosting of 150 children and adults from five Episcopal churches. Lucinda described how our church is changing, and what programs are being put into place to make all, new and old members, feel welcome. Lucinda stated that connectedness to God and each other is a goal she would like us to work towards in 2008. Although the vestry has spent much of its time on its sexuality study and finances, she feels their work has really been about relationships within the parish and beyond. She said that we strive for justice and peace and trust in God's providence as we do our best to meet the challenges of our life together. As we give, so we receive. We are thankful to God who has given us the vision and resources to build in this place. The rector gave a special "thank you" to the "best staff ever" with whom she serves this parish.

The rector announced the results of the vestry election. The following persons were elected to serve a three-year term. They are Lauren Becker, Sue Bridge, Becky Donovan, Clay Smith and Rhody Streeter. Julie Weis was affirmed as youth representative.

Dismissal. Lucinda gave a final blessing and dismissal when the meeting was ended at 12:15 p.m.

More specific details about this meeting can be found in the 2007 Annual Report distributed at the meeting.

Respectfully submitted

Jan Garver, Secretary

APPROVED
St. Matthew's Episcopal Church
Minutes of Vestry Meeting
February 19, 2008

Opening Prayer. Lucinda opened the meeting at 8:10 p.m. with prayer followed by the Building the Spirit Prayer. Those in attendance were Rector Lucinda Laird, and Pastoral Associate Helen Jones. Vestry members present were Edie Nixon, Jan Garver, Greg Petrites, Lauren Becker, Sue Bridge, Steve Cherry, Becky Donovan, Matrid Ndife, Sharon Nesmith, Rhody Streeter, Dwayne Watson, and Julia Weis. Absent vestry members were Linda Wardell, Peter Bell, Clay Smith and Bill Stodghill. The special guest was Lee Fletcher.

Approval of Minutes. Jan offered an amendment to the January 15, 2008, Vestry Minutes. Steve moved and Dwayne seconded a motion to approve the minutes as amended. The vote was unanimous. Rhody moved and Edie seconded a motion to approve the January 27, 2008, Annual Meeting Minutes. The vote was unanimous.

Building the Spirit Statistics. Lee came to review the statistics with both new and old vestry members. The top section of the report offers a summary of specific dates, pledges/gifts and goals and attainment of goals to clarify the totals given. As of January 31, 2007, 373 Pledges/Gifts have been received for a total of \$2,871,808.84. An adjustment of \$7,745.03 has been made in consideration of the real value of stocks given to the church by parishioners. Currently we have exceeded our Original Challenge Goal of \$2,800,000 with pledges and one-time gifts now equal to \$2,864,063.81. The adjusted balance expected to be paid by pledges after a 3% discount (for pledges which we may not receive) is \$246,006.98. It is projected that some pledges will not be completed until 2011. Lucinda reminded the vestry members that all undesignated memorial gifts, which the parish receives, are put directly into the Building the Spirit Fund.

Building the Spirit Financial Report. Although Linda could not attend the meeting, she sent in the following comments to accompany her report, which Lucinda relayed to the vestry. "In the 'Total Project Estimate' report the remaining budget for AV equipment, phone and computers, and kitchen except for \$790. has been eliminated (after conversation with Ann Davis). In addition the furnishing and equipment budget has been reduced by \$16,000 for sound absorptive materials in Saints Hall because that is now listed as a separate line item. With everything included, our 'Additional Funds Required' number is now \$1,465,789, a reduction from December of about \$30,000.

On January 31, bank balances totaled \$280,000 and reimbursement pending from the Endowment was approximately \$30,000. The majority of the construction related expenses have been paid.

- We have retention balances of \$25,000 for F.W. Owens and \$1,800 for Reece Design, which will be paid once all punch list items are resolved.

- There are a few items outside of the contract to be completed and paid for. The majority of these items will be paid in February, with the possible exception of the acoustical modification in Saints Hall, estimated at \$16,000.
- We currently have approximately \$30,000 remaining in the construction budget for furnishings and equipment. Any amount not used will reduce the additional funds we must raise to pay off the construction loan.

Currently, Linda estimates the additional funds required to be \$1,466,000.”

Rhody asked whether or not the Endowment would be repaid? Lucinda said it would not be repaid.

Financial Report for January. Greg reminded the vestry that the 2008 budget is a deficit budget of (\$17,948). All category totals in the budget are divided by twelve to estimate each month’s income and expenses. Current Year Pledges are \$62,489, which give a positive difference of \$406. Currently our expense budget is \$34,165 above the actual of \$32,340. This is caused by the diocese payment of Ben Linder and our not reimbursing the diocese for this expense yet. The prior year surplus from 2007 pledges/gifts will be included each month. Greg stated that he will be keeping his eye on the “big ticket items” of Fuel, Light & Water, Building Maintenance, and Grounds in hopes of lowering these costs through the year. The sexton is helping to lower our overall costs by his doing tasks which previously were done with extra, contracted work. Expenses are over budget for the Diocesan Convention because it is happening early in the year.

Rhody asked if we have funds in reserve for major building repairs such as roof replacement. No, we do not. We would use funds from the endowment for such an expense. We would use funds from the endowment for such an expense. Currently, however, all of the endowment is designated for operations, outreach and Dimensions of Faith. Greg cautioned that the parish needs to wean itself from using endowment funds for the Operating Budget.

Youth Representative Julia announced that she had approached the senior high youth about their making pledges to the Operating Budget, and their response has been positive. A number have decided to make pledges. She plans to bring up this subject in the future with the middle school youth. Vestry members congratulated Julia on her efforts. Lucinda would like to make these pledges known to the parish.

Outreach Committee Report. The Outreach Committee further recommends that the Easter Special Offering in 2008 be allocated equally between St. George’s Community center for the Freedom School and the St. Matthew’s Rongo Orphans Ministry. The vestry approved the committee’s recommendation.

New Business.

- **Resolution on Check Signers.** Edie moved that the officers of the vestry, Edie Nixon, Linda Wardell, Jan Garver, Greg Petrites, and Sharon Nesmith, as a member of the Vestry, have the authority to sign checks written on the Operating

Account at Stock Yards Bank. She also moved that the Wardens, Edie Nixon and Linda Wardell and the Endowment Chair, David Brooks, have the authority to sign checks written on the Endowment Account at Wachovia Bank. Rhody seconded the motion, and the vestry voted unanimously in favor of the motion.

- **Presiding Bishop's Visit.** Lucinda announced that Katharine Jefferts Schori would be in Louisville May 16-18. St Matthew's may be entertaining her either Friday or Saturday evening. A diocese-wide celebration will be held at All Saints Conference Center including baptisms, confirmations, etc on Saturday. Morning worship will be held at the cathedral on Sunday. Lucinda would appreciate volunteers to work on logistics and public relations assistance for the event at St. Matthew's.

Old Business.

- **Meditation Schedule.** Lucinda requested that new vestry members and then old vestry members sign the schedule.
- **Spirit Article Schedule.** Lucinda requested that new vestry members and then old vestry members sign the schedule.
- **Committees.** Lucinda went over the parish committee list requesting changes or additions to the list, which the vestry had worked on during the February retreat. She will email completed lists to the vestry.

Rector's Report. Lucinda announced that the staff was currently discussing the idea of holding a Wednesday night supper and program on a fairly regular basis. This would encourage groups now functioning and special study groups to plan their meetings for Wednesday evening to encourage many opportunities for small group events and fellowship. The next vestry meeting will occur during Holy Week on Tuesday, March 16.

Compline. Helen led Compline in the Chapel. The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Jan Garver
Vestry Secretary

APPROVED
St. Matthew's Episcopal Church
Minutes of Vestry Meeting
March 18, 2008

Opening Prayer. Lucinda opened the meeting at 6:30 p.m. with prayer and the reciting of the Building the Spirit Prayer. Those in attendance were Rector Lucinda Laird, Pastoral Associate Helen Jones and Parish Life Coordinator Ann Davis. Vestry members present were Edie Nixon, Linda Wardell, Jan Garver, Greg Petrites, Lauren Becker, Peter Bell, Sue Bridge, Steve Cherry, Becky Donovan, Matrid Ndife, Sharon Nesmith, Clay Smith, Bill Stodghill and Julia Weis.

Reflection. Linda spoke about her ideas of “community” and how it is at the heart of St. Matthew's Parish. She reflected on how she has perceived community or its absence in the 6-7 parishes that she and her husband, Kevin, have been involved with as they have lived in eight different states. She expressed envy for those who have resided in the same place for a long time and have been able to bury deep roots in one community. She has learned that the more intent she is on participating in the parish, the more fully she feels a part of the community. She encouraged those who have not participated in EFM to consider doing so. The more open one can be to opportunities of ministry, the more fulfilled one will feel. “Real community doesn't happen automatically, it requires a lot of people making the effort to be in relationship with each other.”

Approval of Minutes. Sharon moved that the February 19, 2008 minutes be approved and Becky seconded the motion. The approval was unanimous.

Staff Report: Parish Life Coordinator. Ann reported on the various chairpersons who head her area committees. She thinks that the parish is enjoying the bigger space of Saints Hall for meals. Five Lenten suppers have been held and a number of parish members have learned to operate kitchen appliances. Social Concerns and Daughters of the King are beginning to use the kitchen for their meal preparation. Two successful Newcomer Wine and Cheese receptions have been held. Lauren offered to help in the planning of future trips to offer the currently defunct Ladies and Gentlemen of Experience group.

Bill wishes for St. Matthew's to share the bounty of its new facility and kitchen with those less fortunate. Lucinda requested that Bill might take this concern to the Social Concerns Committee for their consideration. Another suggestion was made to check with Ellen Robertson because she had taken suggestions for using our space to St. Matthews' Area Ministry Board Retreat. Holding the Cornerstone Summer program at our church was another suggestion. Lauren Becker wondered if Senior Citizens' East might want to coordinate Meals on Wheels out of our facility. Sharon volunteered to follow up with Ellen and Meals on Wheels.

February Financial Report. Greg reported that this year to date the actual receipts are \$2,086 ahead of the budget. In current year pledges, we are behind by \$5,418. With

respect to this, we are in a better position than we were this time last year. We are behind \$1,071 on Reimbursements which includes Saints Hall and mission offices rental. We are above budget for St. MAMs because we make two payments/year, and one payment was made in February. In Operating Expenses, we are a bit over budget in Fuel, Light and Water, in Annual meeting expenses, and the Diocesan Convention, which has been held. Currently we are ahead in income at \$130,000. Last year at this time the comparable amount was \$88,000.

Building the Spirit Financial Statistics. Linda reported that the Total Pledges/Gifts received are \$2,872,151.84 shows small change from last month's report. Stock Adjustments of \$7,745.03 represents the difference between the stock gift and fees associated with selling the stock, as well as the value of the stock, which can go up or down once the donor transfers the stock to the church. The current available cash is \$2,864,406.81. Under Total Receipts to date, the total projected to receive by 12/31/2011 has been lowered from \$319,743.94 to \$219,743.94 by posting a \$100,000 discount due to 3.5% of pledges which now are in arrears. Linda commented that things happen to multiple year pledges such that the person(s) are not able to fulfill the pledge.

Building the Spirit Financial Report. Linda reported on Account Balances as of 2/29/08. Total Assets are \$301,013.39. Total Liabilities are (\$1,916,610.06). Our Total Net Assets are (\$1,615,596.67). The bulk of our expenses are now in loan payments. We continue to retain \$24,347 from F.W. Owen, and \$1,800 from Reese Design until all work is completed. In the total project cost, \$80,125 remains to be paid. We still owe \$1,479,260 to complete the building project.

Committee Reports.

Adult Education. Kit Kincade's email to the vestry was explained by Lucinda and Sue Bridge. The committee has evaluated the offerings of 2007 and sought response and guidance from the vestry in their planning of sessions for the remainder of 2008 and 2009. An extensive discussion followed. A variety of opinions were shared by vestry members. One person said s/he preferred not having volunteer activities and service projects presented because many in the parish are already very involved with parish ministries. Other members requested more classes in spiritual development, Bible study and end of life issues. Another wishes not to have topics of politics, war, going green because s/he hears enough of that during the week on the radio. One requested classes which help one apply gospel truths to daily life. Could Bible study be offered on Sundays rather than only during the week when many are at work and unable to attend? Could an evening Bible study be offered in the summer? A request for a once a month "block buster" speaker was made. Another member suggested intentional small groups focused around a topic of common interest to a particular age group.

Building and Grounds. Greg and Steve have agreed to join this committee to supplement Dwayne Watson's work. Currently Dwayne is taking bids from two grounds contractors, including snow removal. He has a list of seven items waiting attention when the weather improves.

New Business. Emily Schwartz will be at St. Matthew's for Easter weekend. The vestry recommended that she should be considered for "candidacy for Holy Orders." Emily is on schedule for an August or September ordination. The bishop has placed her at Calvary Church when she finishes seminary training.

Alleluia Fund. It was agreed that money offered during the Presiding Bishop's visit would be directed to this fund at the request of Bishop Gulick to assist the Ruwanda church with a clinic. Lucinda will respond to the bishop that we will participate in this fund more in the coming year since our Easter offerings had already been designated to other causes.

Old Business.

Presiding Bishop's Visit. Bishop Schori will be in Louisville May 16-18. On Friday she will be at a reception at the Episcopal Church Home with ecumenical leaders. Later in the day, she will be at St. Georges, and at 6 p.m. there is a dinner at St. Matthew's for a clergy, staff and spouses, At 7:30 p.m. she will hold a Community Forum. Saturday there will be events at All Saints Camp in Litchfield including youth, confirmations and baptisms. Later in the day a Community Forum and Evensong will take place in Paducah. On Sunday she will be at a 10 a.m. service at the Cathedral. At noon she will be at Resurrection with the Sudanese Community which worships there. The diocese will provide a system of free tickets, which will help to monitor the space issues of different venues.

Those at St. Matthew's who are involved with these occasions are Marty Lawfer, Edie Nixon, Debbi Rodahaffer, Sue Ellen Brill, Ed & Karen Hill, Rhody Streeter, Linda Collins and others. There are both Forum and Supper committees at St. Matthew's.

Lucinda's goals for the events are to get more people in Kentucky excited about the church and its mission. And secondly, Lucinda wishes to raise our profile as Episcopalians in this community. Funding will come from the bishop and diocese funds, donations in kind from individuals and businesses. The remaining costs will be shared among the churches in the diocese.

Warden's Report.

Contracts. Edie reported that Linda and Mardi Galvin will be reviewing all warranties and existing service contracts. The plan is to create a document that includes all of the items along with expiration/renewal dates.

Other. Edie reminded the vestry that when we make a commitment, we are to live up to the commitment. She was disappointed at the poor showing of vestry members to help with the March Lenten Dinner set up and clean up.

Rector's Report.

Newcomers Wine and Cheese Reception. Lucinda complimented the vestry on its good support of these two occasions.

White House. Clay and Steve are to call a meeting and begin consideration of options for the future of the house.

Vestry Elections Committee. Lucinda requested that Becky call this committee together to evaluate the elections.

Holy Week Services. Lucinda encouraged vestry members to attend these services, especially Maundy Thursday and the Agape Meal.

Diocesan Convention. St. Matthew's will host this convention in 2010.

Respectfully submitted,

Jan Garver
Vestry Secretary

APPROVED
St. Matthew's Episcopal Church
Minutes of Vestry Meeting
April 15, 2008

Opening Prayer. Lucinda opened the meeting at 6:45 p.m. with prayer followed by the joint praying of the Building the Spirit Prayer. Those in attendance were Rector Lucinda Laird, Pastoral Associate Helen Jones and Associate Rector Jim Trimble. All vestry members were present.

Reflection. Peter Bell reflected on why he is in church, and why he is in the Episcopal Church in particular. He credits his spiritual development to the presence of male Christian models in his life. His father died when he was four years old. Since then he has been guided by his grandfather, whose spiritual education and reasoning powers were developed during his service in World War II. He could not justify *not* believing in God. This growing faith was transferred to Peter. Another spiritual mentor was his friend's father when Peter was growing up. This man was a very active Christian in his church and in the wider community. He was familiar with scripture and helped Peter experience and appreciate the natural world with intellect and spirituality. Currently a class with Jim Trimble is helping him to consider answers to these two questions.

Approval of Minutes. Peter moved and Rhody seconded a motion to approve the March 18, 2008, minutes as presented. The vote was unanimous.

March Financial Report. Greg Petrites reported that our Year to Date Income was (\$24,647) behind budget. He said this could be expected at this time of year because pledges are often paid later in the year. However in 2007 the comparable number was (\$32,700). The Plate Offerings are \$2,300 above the budget which is very good. Reimbursements are getting closer to budget. We have spent more than is budgeted in Expenses due to St. MAM's, additional sitters for the Lenten Dinners and Pensions. In Operating, Fuel, Light and Water the parish is over budget. We have spent 28% of what was budgeted for the first three months of 2008. A number of Building Maintenance needs have been paid earlier in the year and Grounds expenses are high due to snow removal costs in March. Total Operating expenses are at \$48,815 when only \$45,812 has been budgeted for the first quarter. Ruth Kempf is sending out quarterly statements to parishioners now.

Building the Spirit Statistics. Linda Wardell reported on these for Lee Fletcher who keeps the statistics. As of February 29, 2008, the total Pledges/Gifts were \$2,872,151.84. This figure as of March 31, 2008 is \$2,879,401.84. There are still 375 Pledges/Gifts. The difference comes from receipt of an anonymous gift to fund the Marmion Loan payment for the second year in a row. The adjusted balance to be paid by pledges is \$179,956.60.

Building the Spirit Financial Report. Many of the bills have been paid at this point. The main use of the funds is for monthly loan payments. By mid 2010, the last of funds coming in will occur and we will still have approximately \$1,500,000 left to pay. The

report has three sections: Current Estimate/Budget, Paid as of 3/31/08 and Balance. St. Matthew's has finally received an insurance payment from the company, which damaged the carpeting in the sanctuary. It will be totally replaced since it is not possible to satisfactorily patch the damaged sections. \$9,000 has been paid to F.W. Owens, General Contractor, because they credited us with materials, which they had actually already paid for. We still have an outstanding payment to Reese Designs. Some funds remain yet to be paid in the categories of Door Closers, Sound Absorptive Materials for Saints Hall and Furniture and Furnishings. Additional Funds Required currently are \$1,474,748.

Committee Reports.

Green Team. Jan Garver reported on the five areas planned for April 20th in honor of Earth Day. They include an Adult Education class focused on Mountain-top Removal Mining, sale of reusable bags with a logo designed by Austin Strausse, cell phone collection, display of earth-friendly products and a table of informative handouts.

Endowment. Edie Nixon explained that no distribution had been executed from the endowment during the first quarter of this year. Operating funds may be taken from the Sub-Fund Account. It is the rector's wish that this withdrawal can finally be ended, because a parish of this size and activity should be able to support itself for all operating expenses. Up to \$100,000/year for three years will be taken from the principal to pay the Building the Spirit interest. Due to the current national financial situation, our Endowment Fund totals have decreased from \$1,148,871.38 at 12/31/07 to \$1,136,033.53 as of 03/31/08.

Building and Grounds. Steve Cherry reported on a variety of roof leaks which have occurred in both the old and new sections of the building. Estimates are being sought to replace the flat roof over the old Clingman Hall. In a second area, a warranty issue is raised by a leak in Saints Hall. An unclear warranty issue is where ponding of water occurs where the two roofs meet between the existing administration wing and the north end of the Narthex. This may be a design or construction issue. There are plumbing vents, which are either holding water or possibly leaking. Whether these are abandoned vents is not clear. The contractor has been asked to report on this.

Dwayne Watson and Jim Trimble reported that there is leakage in Jim's basement and ponding of water in his back yard. An estimate of \$9,000-11,500 has been received. A bid of \$6,800 for trenching and filling of foundation cracks for both homes has been received. The white house also had water in the basement.

Dwayne has received three bids for grounds maintenance for the year. He and a committee of others including Mary Louise Gorman will consider these bids in detail. Lucinda suggests that the Building and Grounds Committee should be split into two separate committees. In addition, a new snow removal company is being sought.

Lucinda announced the good news that the church had received a legacy and gift totaling \$26,000. This sum has been deposited in the Endowment. Peter Bell moved and Julia seconded the following motion: "Given the current emergency flooding and leaking situations, I move to use this \$26,000 from the endowment to fund the repairs necessary to the building roofs and house repairs. After the completion of a responsible bid process, any remaining balance would be retained in the endowment. Or any additional

funds necessary to complete the repairs would be taken from the Building the Spirit funds, pending final approval by the vestry.” The motion was approved unanimously.

New Business.

Vestry Resignation. Jan Garver is moving to Asheville, North Carolina, and has submitted her resignation effective at the end of May. The vestry accepted her coming resignation and expressed their appreciation for her one and a half years of vestry service. Lauren Becker agreed to serve as Secretary and will begin her term at the May meeting. Rhody Streeter moved that Lucinda offer the open year and one half term to the person who was nominated and received the next most votes, but was not originally elected, to fill the vacant term. She will proceed down the list of nominees until one agrees to serve out the remainder of Jan’s term. Steve Cherry seconded the motion. The motion was agreed upon unanimously.

Old Business. Marty Lawfer is chairing the St. Matthew’s committee, which is preparing for the Friday, May 16th, visit of the Presiding Bishop, The Most Rev. Katharine Jefferts Schori, to St. Matthew’s. Peter Bell reported that he, Chris Hermanson, Tim Rhea and Rhody Streeter were working to enable the proceedings in Saints Hall on Friday evening to be broadcast in Clingman Chapel, the Choir Room and the Sanctuary to accommodate the many attendees for the Presiding Bishop’s forum. Much of this audio-visual structure was envisioned for the Building the Spirit plans, but was engineered out due to financial constraints. This capital investment will include distributive wiring, acoustical treatments and interface boxes which are estimated to cost approximately \$4,700. Much of the professional help, labor and equipment is being loaned to the parish to accomplish this task. If all of this were to be rented, it would cost approximately \$12,000 and it would need to be returned.

Rhody Streeter proposed and Sharon Nesmith seconded a motion to move forward on this investment for the Presiding Bishop’s visit with funding coming from the Building the Spirit funds and a Sub-Fund of the Endowment for Dimensions of Faith, which has not been held for two years due to construction. The cost of the audio-visual treatment is not to exceed \$5,000 and specific funding decisions will be made once the roof repairs to the church and Trimble home and the white house are determined.

The vestry expressed its thanks to BSG Systems, Chris Hermanson, Peter Bell, Tim Ray, and Rhody Streeter for their in kind gift to the church of their time and expertise to accomplish this project at a minimum cost to the parish.

Rector’s Report. Lucinda thanked Becky Donovan for finding and providing a source of real breads to replace the communion wafers for both the 8 and 10 o’clock services. On April 20th three graduating seniors will give a farewell message during the 10 o’clock service. Six seniors will receive walking sticks. The opening and dedication of the library held last week was fantastic. Many have worked very hard to bring this to fruition. Lucinda announced that Joe Paul Pruett is cancer free and one half way through his treatment. A memorial service for Fritz Drybrough, long-time parishioner will be held Saturday, April 26 in Saints Hall. A White House Committee has been established and is beginning to meet. It consists of Clay Smith, Steve Cherry, Jim Trimble and Peter

Bell. Becky Donovan heads the Vestry Elections Committee, which is meeting. Adult Confirmation will be held on April 27th. May 11th is Pentecost and Mother's Day.

Compline. Peter Bell led Compline in the chapel.

The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Jan Garver
Vestry Secretary

St Matthew's Episcopal Church
Building the Spirit Financial Report
March 31, 2008

Account Balances 3/31/08

ASSETS

Bank Accounts

Stock Yards Cash Management	\$160,991.50
Stock Yards Checking	\$65,024.99
Stock Yards Certificate of Deposit	\$100,000.00
TOTAL Bank Accounts	\$326,016.49

Account Receivable-Endowment	\$36,690.56
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TOTAL ASSETS **\$362,707.05**

LIABILITIES

Construction Loan	(\$1,828,128.47)
Marmion Loan	(\$87,744.85)
TOTAL LIABILITIES	(\$1,915,873.32)

TOTAL NET ASSETS **(\$1,553,166.27)**

Income and Expenses

	1/1/08-3/31/08	Total Project
INCOME		
Transfer--Augustus Bequest		\$1,031,802.60
Fundraising Activities		\$4,901.00
Pledges/One-time Gifts/Memorials	\$71,103.96	\$2,594,503.83
Miscellaneous Income		\$340.00
Interest Income	\$1,043.37	\$72,630.80
Interest Reimbursement-Endowment	\$12,328.26	\$120,039.62
TOTAL INCOME	\$84,475.59	\$3,824,217.85
EXPENSES		
Discernment		\$61,793.33
Capital Campaign		\$40,499.46
Construction		
Audio System	\$3,909.00	\$64,543.05
Construction Labor	\$2,411.10	\$3,077,389.68
Construction Materials	(\$17,063.93)	\$1,174,148.05
Construction Testing		\$25,020.04
Contract Administration	\$18,163.55	\$90,063.41
Design Consultation		\$1,000.00
Design Development		\$48,990.00
Construction Documents		\$151,916.63
Fees and Permits		\$2,308.15
Furnishings and Equipment	\$4,508.89	\$231,476.05
Organ Construction		\$161,269.00
Construction Procurement		\$16,329.40
Professional Services Fee		\$21,700.00
Reproduction/Prints		\$9,593.28
Schematic Design		\$32,660.56
TOTAL Construction	\$11,928.61	\$5,108,407.30
Bank Fees	\$147.20	\$377.23
Stock Transaction Fees		\$7,932.21
Interest Expense	\$13,059.83	\$123,569.59
Loan Closing Costs		\$25,278.70
Fundraising Expense		\$1,545.00
Insurance Expense		\$4,025.00
Miscellaneous Expense		\$1,259.32
Moving Expense		\$2,696.98
TOTAL EXPENSES	\$25,135.64	\$5,377,384.12
NET INCOME (EXPENSE)	\$59,339.95	(\$1,553,166.27)

APPROVED
St. Matthew's Episcopal Church
Minutes of Vestry Meeting
May 20, 2008

Opening Prayer. Lucinda opened the meeting at 6:40 p.m. with prayer followed by the joint praying of the Building the Spirit Prayer. Those in attendance were Rector Lucinda Laird, Pastoral Associate Helen Jones and Organist/Choirmaster Barbara Ellis. Vestry members present were Edie Nixon, Linda Wardell, Jan Garver, Greg Petrites, Sue Bridge, Steve Cherry, Becky Donovan, Marty Lawfer, Matrid Ndife, Sharon Nesmith, Rhody Streeter, Bill Stodghill, and Julia Weis.

Reflection. Julia shared her reflection about her life at St. Matthew's and her spiritual journey as a youth in the church. She remembers as a child, wishing to attend "Big Church" rather than being taken to the nursery. Then when she could finally attend "Big Church" she found it rather boring. Her sister, Natalie, was little help when Julia wanted to know if Bible Stories actually happened. Later Julia decided that maybe they are not factual, but to her they are definitely "true." Julie spent a time when she didn't attend church or school. She is glad that her parents insisted that she return to both. She found assisting Lauren Becker with the three-year old class has been especially helpful in bringing her back to church. Jim Trimble has been a good guide for Julia and she described her growing faith and frequent conversations with God.

Approval of Minutes. The April 15th minutes were approved with corrections following a motion by Sharon and second by Becky. The approval was unanimous.

Approval of Agenda. The agenda was accepted and Sharon mentioned the topic of the most recent Vestry Papers as excellent publication on Planned Giving.

Rector's Report. Lucinda announced personnel changes affecting the vestry. Jan is moving to Asheville, NC, and ends her vestry term tonight. Marty Lawfer joins the vestry in Jan's place. In addition Anne Davis will begin part time work at St. Matthew's so that she can complete her Master's in Marriage and Family Counseling requirements at the Presbyterian Seminary. As a result, a vestry member will need to be responsible for picking up the vestry dinner each month and overseeing the meal set up and clean up at the end of the meeting. The following schedule was agreed to:

June – Becky Donovan	August – Sue Bridge
September – Greg Petrites	October – Linda Wardell
November – Marty Lawfer	December – Julia Weis
January – Matrid Ndife	February – Rhody Streeter
March - Bill Stodghill	April – not assigned
May – not assigned	

Lucinda and the staff are creating a job description for a Coordinator of Volunteers for the parish. Lucinda complimented Marty and her committee for the magnificent job they did organizing the Presiding Bishop's evening visit at St. Matthew's Friday, May 16th.

Lucinda also shared letters from Lynn Miller and Ed Hill extolling the talents and dedication of our sexton, Matthew Averback. He is to be married in three weeks.

Financial Report (April). Greg was enthusiastic that the Plate Offerings at the end of April had reached 40.90% of the budgeted amount for the entire year. In 2007 they were at 29% at this time of year. Current pledges are even with those of the last two years – 28.5%. However the parish began 2008 with an \$18,000 budget deficit. Fuel, light and water are at 37%, which is acceptable. However, at \$1,421, the Grounds category is over budget. Vestry expenses of \$1,257 are also over budget because a three-year supply of St. Matthew's mugs has been purchased. Total expenses are comparable to last year at this time at 33.8% spent. Linda called the vestry's attention to the fact that St. Matthew's is operating in deficit (\$45,364) compared to \$1,052 under budget in 2007.

Committee Report: Grounds. Helen reported that a newly formed Grounds Committee separate from the Building Committee has the following members: Doug Parker, Edie Bingham, ML Gorman, Mary Stites, Ellen Robinson, and Paul Disney. Doug Parker went over the estimates and suggested that the bid to accept came from a company called TLS. Doug will do snow removal. Mowing and leaf removal are under contract with TLS and include the two white houses' lawns as well. Greg Petrites will be the vestry liaison to the Grounds Committee. Since more complete stewardship of the grounds is needed, it was suggested that the committee organize the grounds into plots and ask for volunteers to register for a plot and keep it tended and weeded.

Staff Report: Music. Barbara reported the joy of having a completed music library where weekly anthems may be filed in an orderly manner, rather than having a huge organizational job to do at the end of the year. She bemoaned losing nine choir members this year. She encouraged vestry members to help personally recruit choir members. Both handbell choirs are full. A new Treble Choir will begin in August. An American Guild of Organists area Organ Crawl event will take place this fall including a showcase of St. Matthew's and other area organs. Rhody Streeter will visit the choir one Sunday morning and express the vestry's appreciation for the musicians' ministry and significance in worship. Julia reported the children's enthusiasm for Charlie Patton's music. Julia will organize a donut treat for the choir and handbells for their fall return. Lucinda reported on how Barbara's ministry to St. Matthew's extends far beyond her music ministry. She readily accepts other tasks and does them with grace and enthusiasm.

Building the Spirit Statistics. Linda shared Lee Fletcher's report with the vestry. As of April 30th, we have received 378 pledges/gifts totaling \$2,879,705.84. Our total receipts to date are \$2,603,303.25. The total projected to receive by 12/31/2011 is \$276,402.60. Less a discount of \$100,000, our adjusted balance to be paid by pledges is \$176,402.60. Sharon stated that all those who have completed their pledges should receive a thank-you note from the parish. She will organize this with Lee and a group of volunteers including vestry members, Julia, Matrid and Sue.

Building the Spirit Financial Report. Linda reported that our Total Net Assets currently are (\$1,556,668.27). An insurance pay out of \$23,801 from the company who damaged the sanctuary carpet will allow for a relaying of the entire carpet. \$34,223 remains to be paid to TW Owens when the roof repairs are completed. \$5,366 remains for sound absorptive materials for Stains Hall, which will help to cover the additional wiring costs of (\$4,900) which allowed for the broadcast of the Presiding Bishop's event to other areas of the church. \$31,684 remains in Furniture and Furnishings at this time. Any funds not spent will lessen our debt. Currently additional funds needed are \$1,475,212.

Committee Reports. Green Team. Jan reported that the Green Team would like to purchase a second set of 100 eco-bags to sell in the parish. Her motion seconded by Bill that St. Matthew's loan the Green Team \$300 for the purchase of 100 eco-bags passed unopposed. New Green Team co-chairs are Louise Shawkat and Rhody Streeter. The Green Team would recommend that the church consider sending the *Spirit* Newsletter by email rather than mail. A discussion followed with a conclusion that Lucinda, Mardi Galvin, Parish Administrator, Sue, Sarah Trimble, and Sharon would consider ways of using more email and less paper and postage. The parish members should be given a choice of format. In addition the idea of having a seasonal bulletin that did not have to be reprinted weekly might be considered as a way to save some paper as well. Also, the vestry agreed that when vestry members have printed material for the meeting, they will send it by email in a timely manner so that other members will be able to read and print the material and bring it to meetings, if they like. A few extra printed copies should be brought to the meeting.

New Business: Resolution on Seminary Support. Lucinda is on the Board of Trustees of General Seminary in NYC. Edie moved and Jan seconded a motion to direct \$1500 to the seminary's annual fund drive. An additional \$500 is to be set aside for Mary Ann Mertz who will be attending General Seminary beginning in August. Edie moved and Steve seconded a motion to this effect. It was unanimously approved. Emily Schwartz graduated from General Seminary in May and Lucinda was able to attend the ceremony.

Lucinda recommends that the vestry members read Garret Keizer's article entitled, "Turning away from Jesus." An additional article, "Real Sharing, Real Leadership" was also given to the vestry.

Old Business:

Buildings – Update on Roof Repair. Steve reported that various roof repair projects will begin soon. The cost of the repairs and who pays will depend on agreements with Archway Roofers, the architects and contractors. The gift of \$29,000 should cover roofing repair on the church as well as repair expenses on the Trimble home and the white house.

Update on Presiding Bishop's visit. Marty Lawfer organized the entire St. Matthew's event including flowers, clergy dinner and a volunteer team of 70, including greeters, ushers, parkers, and dinner servers. The newly installed and borrowed audio-visual system worked quite well in all rooms. The bishop covered the \$1200 dinner cost for 80 people. Cathy Cary catered the delicious dinner. Additional expenses were \$5000

on wiring which are permanent for Saint's Hall. \$2,000 was spent for buses and police. These will be presented to the diocese, but it is thought that only the transportation expenses may be covered. Both the diocese and St. Matthew's websites have fabulous video and audio coverage of the diocese-wide events.

Alleluia Fund. Bishop Gulick has established this fund and is requesting contributions to support a medical clinic in Rwanda in association with the diocese of Glasgow, Scotland.

Rector's 2nd Report. Jim Trimble has been ill. He will not be joining the Kenya mission trip, Hearts for Kenya. Additional personnel changes were mentioned. Ben Linder, Youth Director, is leaving. In his place, the rector has hired Brandon, a senior at the University of Louisville who has been active with youth in the diocese at All Saints Camp in the summers. He will be employed for 12 hours/week as an apprentice.

White House. Clay Smith is the vestry liason for this committee. Chris Bartholomew has joined the committee, which is in beginning stages of its work.

Same Sex Blessings. There may be a meeting of the St. Matthew's vestry with Bishop Gulick, the Dean of the Cathedral, their chapter, and St. Mark's rector where a blessing and eucharist has occurred. The vestry may again take up the topic of same sex blessings.

June Reflection. Sue is responsible.

Compline (in the chapel) was led by Julia who announced the work of Ballard high school students in bringing the documentary film "Invisible Children" regarding Kenya and Uganda youth. Lucinda asked that Julia look into bringing the film to St. Matthew's for viewing sometime this summer.

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Lauren Becker
Vestry Secretary

APPROVED
St. Matthew's Episcopal Church
Minutes of Vestry Meeting
June 17, 2008

Opening Prayer. Lucinda opened the meeting at 6:45 p.m. with prayer followed by the joint praying of the Building the Spirit Prayer. Those in attendance were Rector Lucinda Laird, Associate Rector Jim Trimble, Pastoral Associate Helen Jones, Director of Christian Education Debbi Rodahaffer, David Brooks and Bob Nesmith. Vestry members present were Edie Nixon, Linda Wardell, Lauren Becker, Greg Petrites, Sue Bridge, Steve Cherry, Becky Donovan, Peter Bell, Sharon Nesmith, Rhody Streeter, Bill Stodghill, and Julia Weis.

Reflection. Sue shared her Christian upbringing with us. She was born in Cuero, Texas to a devout Baptist/Methodist family. The early years of Sue's life were spent in the Baptist church, but she became more open/receptive during her years at Baylor University. After an interlude of 17 years, Sue and her husband adopted a son and decided they wished to find a church to fit their family. In 1984, they became active members of St. Francis after coming to love the liturgy of the Episcopal Church. Disillusioned in 2003 due to the confirmation of Gene Robinson, Sue and her husband decided to search for a parish that was less conservative. On New Year's Eve, 2003, the Bridges found themselves at St. Matthew's and experienced a wonderful, welcoming church home. Sue says she believes that homosexuality is a characteristic an individual is born with – much like eye or hair color. She was especially touched by the Presiding Bishop's thoughts on homosexuality: "When you see someone who doesn't look like you or believe like you – that is the face of God".

Approval of Minutes. The May 20th minutes were approved with a motion by Edie and second by Rhody. The approval was unanimous.

Approval of Agenda. The agenda was accepted with the revision of the month (May) being inserted in place of (April).

Staff Report. Debbi Rodahaffer presented a report on St. Matthew's Children's Program. This church school year will kick off on Sunday, August 24th with an Enrollment Fair in Saints Hall. This will include booths for all programs the Children's Program offers so that parents may meet teachers, sign up their children, and pick up handouts listing curricula and other pertinent information. The Parents in Conversation and other Adult Education programs will hand out a syllabus of upcoming classes during the Enrollment Fair. On August 17th, Lucinda will commission our church school teachers at a brunch being held for all teachers.

The senior high class will try a different approach this year. With the addition of Brandon Brones, Lynn Miller and Brandon will focus on faith-based "hot topics" to discuss how the Bible relates to our teens' daily lives.

In addition, Parents' Night Out will make a return under the leadership of Renee Thompson.

Debbi and Lynn Miller will offer "Parents of Youth Dinner and Discussion" the first Sunday of each month during Youth Group. The reality is that parents need to be more invested if St. Matthew's youth program is going to grow. These Dinner/Discussion classes

will be much like the Parents in Conversation classes; focusing on topics that affect both parents and teens in daily life.

Finally, the Thursday morning Bible Study has been a huge success and Debbi will be renewing it in the fall.

Financial Report (Audit). Linda reported that although we paid for the 2006 audit last year, it has never been completed and thus we have a credit of \$1500. She offered the following options:

- a. Finish the audit of 2006 with no additional charge.
- b. Perform a more relevant 2007 audit at a cost of \$5100, using the \$1500 credit and bringing the total charge to \$3600.
- c. Finish 2006 and perform a 2007 audit for comparison purposes at a cost of \$5100.
- d. Wait and perform a 2008 audit after April 15, 2009. (Linda and David Brooks will check to see if the \$1500 credit can be applied to this final option.)

David Brooks suggested the Vestry opt for the 2008 audit, but perform an internal audit July 12-19 on a volunteer only/no charge basis so that figures can be sent to the diocese on time (September 1, 2008).

A motion was made and unanimously approved to do as David Brooks suggested.

Financial Report (May). Greg told us he could sum up the financial status in three words:

- a. **Good:** plate offerings for May were approximately \$22,000 and some very kind parishioner paid up his or her 2006/2007 pledges.
- b. **Bad:** current year pledges are \$38,000, which is down compared to 2007 (\$47,400) and 2006 (\$45,000).
- c. **Ugly:** we are looking at a \$55,900 deficit – the highest we've experienced since the previous high deficit of \$20,000 in September 2007.

Lucinda interjected the dismal report by reminding us that historically we are not likely to do well in the summer months. Peter agreed and said that the economy stinks and it is bound to reflect on the poor figures. Lucinda will place the pledge numbers in the Spirit each month so that our parishioners can be kept up-to-date with the financial report.

New Business – Parish Twinning in Scotland. Bob Nesmith told us about a recent trip he, Bishop Gulick and others made to the United Kingdom in an effort to locate an English-speaking companion diocese that we can partner (twin) with. For years we have had a companion diocese in Glasgow, Scotland and Rwanda that has existed more-or-less on paper only. This is an effort to twin with Diocese Glasgow and visit/explore relationships that will provide us with insights into the many facets of both Scottish Anglicanism, but also Scottish fair trade, social justice, environmentalism, frugality, etc. This twinning will all be self-funded, so we will need to discuss fundraising opportunities to take advantage of this partnership.

Building the Spirit Financial Report. Linda reported that very few expense items are left to be paid. Basically, the project is complete once the roof issue has been resolved.

Building the Spirit Statistics- (Lee's Report). Linda reported that there have been no new pledges since October 2007. Memorial gifts have come in and some parishioners have extended their pledges. There is more than \$100,000 that we will not be able to collect, as parishioners are in arrears. There is a need to begin a Retire the Debt Campaign.

New Business Continued. Steve would like us all to participate in the August 24th Enrollment Fair to be held in Saints Hall. We will have a Vestry booth and all Vestry members able to attend are asked to do so.

There will be no Vestry meeting scheduled for July unless the Wardens deem this necessary.

Old Business:

Buildings –Roof Repair. Roof repair will be coordinated around funeral services so as not to disrupt. Clay will report on the White House in the August Vestry meeting. Lucinda said that one option for the White House would be to allow our local fire department to burn it down as a training exercise for the firefighters.

Rector’s Report: Lucinda asked us all to pray for the Lambeth Conference (July 16 – August 3).

Same Sex Blessings – Lucinda says there is wiggle room on the interpretation of this subject and she will meet with the Diocese to discuss. She asked the Vestry if we thought we should withhold the Blessing of the Animals this year since it may seem strange that we bless animals, but cannot bless same sex couples. Rhody spoke up with an emphatic “NO” and discussion ensued. The Vestry and staff decided that the Blessing of the Animals would be held as scheduled and we would move to meet with the diocese to obtain permission to perform same-sex blessings at St. Matthew’s.

Personnel Changes – Ann Davis, Parish Life Coordinator will be moving to part-time as she pursues her MMF University degree. We will be hiring a part-time Volunteer Coordinator who will be responsible for caring, nurturing, and feeding all of our many volunteers.

Ben Linder will be leaving August 31st to return to Arkansas.

Brandon Brones, Youth Leader, will begin working with the youth on August 1st. He will work 12-15 hours per week.

There will be a savings of \$10,562.12, some of which will need to go to our new Volunteer coordinator.

August Reflection. Lauren is responsible.

Compline (in the chapel) was led by Sue.

The meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Lauren Becker
Vestry Secretary

St Matthew's Episcopal Church
Building the Spirit Financial Report
May 31, 2008

Account Balances 5/31/08

ASSETS

Bank Accounts

Stock Yards Cash Management	\$161,309.23
Stock Yards Checking	\$15,740.06
Stock Yards Certificate of Deposit	\$100,000.00
TOTAL Bank Accounts	\$277,049.29

Account Receivable-Endowment	\$49,121.85
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TOTAL ASSETS **\$326,171.14**

LIABILITIES

Construction Loan	(\$1,813,147.16)
Marmion Loan	(\$86,265.33)
TOTAL LIABILITIES	(\$1,899,412.49)

TOTAL NET ASSETS **(\$1,573,241.35)**

Income and Expenses

	1/1/08-5/31/08	Total Project
INCOME		
Transfer--Augustus Bequest		\$1,031,802.60
Fundraising Activities		\$4,901.00
Pledges/One-time Gifts/Memorials	\$88,914.07	\$2,612,313.94
Miscellaneous Income		\$340.00
Interest Income	\$1,364.78	\$72,952.21
Interest Reimbursement-Endowment	\$24,759.55	\$132,470.91
TOTAL INCOME	\$115,038.40	\$3,854,780.66
EXPENSES		
Discernment		\$61,793.33
Capital Campaign		\$40,499.46
Construction		
Audio System	\$15,609.95	\$76,244.00
Construction Labor	\$29,005.19	\$3,103,983.77
Construction Materials	(\$19,554.93)	\$1,171,657.05
Construction Testing		\$25,020.04
Contract Administration	\$19,963.55	\$91,863.41
Design Consultation		\$1,000.00
Design Development		\$48,990.00
Construction Documents		\$151,916.63
Fees and Permits		\$2,308.15
Furnishings and Equipment	\$4,508.89	\$231,476.05
Organ Construction		\$161,269.00
Construction Procurement		\$16,329.40
Professional Services Fee		\$21,700.00
Reproduction/Prints		\$9,593.28
Schematic Design		\$32,660.56
TOTAL Construction	\$49,532.65	\$5,146,011.34
Bank Fees	\$185.20	\$415.23
Stock Transaction Fees		\$7,932.21
Interest Expense	\$25,968.78	\$136,478.54
Loan Closing Costs		\$25,278.70
Fundraising Expense		\$1,545.00
Insurance Expense		\$4,025.00
Miscellaneous Expense	\$86.90	\$1,346.22
Moving Expense		\$2,696.98
TOTAL EXPENSES	\$75,773.53	\$5,428,022.01
NET INCOME (EXPENSE)	\$39,264.87	(\$1,573,241.35)

St. Matthew's Episcopal Church
Building the Spirit Total Project Estimate 5/31/08

	Current Estimate/Budget	Paid as of 5/31/08	Balance (Current Est. Less Paid to Date)
PRE-CONSTRUCTION PHASE (Discernment/Campaign)	\$102,293	\$102,293	\$0
Constuction Materials	\$1,189,946	\$1,166,145	\$23,801
Constuction Labor			
Original Contract	\$4,158,423		
Add Change Orders #1-4	\$101,711		
Deduct St. Matthew's Purchased Materials	(\$1,193,336)		
Dedcut Allowance Credit	(\$20,356)		
Adjusted Contract Amount	\$3,046,442	\$3,038,442	\$8,000
Design/Documents/Procurement/Admin.(Reese Design)	\$331,550	\$331,550	\$0
Organ (consultation and Construction)	\$162,269	\$162,269	\$0
Asbestos Survey, Mitigation, Testing	\$56,448	\$56,448	\$0
Structural Testing and Inspecting Architect	\$16,333	\$16,333	\$0
Additional Construction Related Expenses			
Cap off water	\$695	\$695	\$0
LG&E Electrical Service Modification	\$4,552	\$4,552	\$0
Fire Supression System for Range Hood	\$2,867	\$2,867	\$0
Sewer Connection Work	\$3,325	\$3,325	\$0
Tree Removal	\$2,550	\$2,550	\$0
Fees and Permits	\$2,308	\$2,308	\$0
Reproduction/Prints	\$9,593	\$9,593	\$0
Copper Roof Repair	\$330	\$330	\$0
Saints Hall Guardrail	\$4,225	\$4,225	\$0
Door Closers/weather seal	\$2,838	\$0	\$2,838
Sound Absorptive Materials--Saints Hall	\$10,634	\$10,634	\$0
Cross Illumination	\$998	\$998	\$0
Reece Design-Addit'l Services--Change Orders	\$10,210	\$10,210	\$0
Electrical Work-Reception Area	\$1,020	\$1,020	\$0
HVAC Balancing	\$1,571	\$1,571	\$0
Roof Vent Repairs	\$371	\$371	\$0
Budgeted Furnishings and Equipment			
Kitchen Equipment Allowance	\$47,395	\$47,395	\$0
Phone and Computer Systems Allowance	\$14,066	\$14,066	\$0
Furniture and Furnishings	\$170,016	\$170,016	\$0
Professional Services Fee (Furniture Selection)	\$21,700	\$21,700	\$0
Additional Equipment			
Sound system-Sanctuary	\$12,768	\$12,768	\$0
A/V Equipment for Saints Hall/Clingman Chapel	\$47,866	\$47,866	\$0
Programmable Lock and Door Hardware	\$5,766	\$5,766	\$0
Financing and Bank Related Expenses			
Stock Transactions/Bank Fees	\$10,000	\$8,347	\$1,653
Loan Closing Costs	\$25,279	\$25,279	\$0
**Interest Expense	\$136,479	\$136,479	\$0
Insurance Expense	\$4,025	\$4,025	\$0
Miscellaneous/Moving/Groundbreaking/Fundraising Exp.	\$5,588	\$5,588	\$0
TOTAL PROJECT COST	\$5,464,315	\$5,428,021	\$36,293
Funds Required			
Estimated Total Project Cost	\$5,464,315		
Funds Available:			
Augustus Bequest	\$1,031,803		
Pledges/One-time Gifts/Memorials (Discount on Pledges 4%)	\$2,766,665		
Fundraising Activities	\$4,901		
Interest Income	\$72,798		
Interest Reimbursement-Endowment	\$132,471		
Total Funds Available	\$4,008,638		
Additional Funds Required	\$1,455,677		

** does not include future interest expense

St. Matthew's Episcopal Church
Building the Spirit Total Project Estimate 8/31/06

	Original Estimate	Current Estimate	Change	Paid as of 8/31/06
PRE-CONSTRUCTION PHASE				
Discernment	61,793.33	61,793.33	0.00	61,793.33
Capital Campaign	45,000.00	40,499.46	(4,500.54)	40,499.46
TOTAL PRE-CONSTRUCTION PHASE	106,793.33	102,292.79	(4,500.54)	102,292.79

CONSTRUCTION PHASE				
Construction Estimate	3,046,300.00	4,158,423.00	1,112,123.00	1,123,130.27
Kitchen Equipment Allowance	50,000.00	50,000.00	0.00	0.00
Phone and Computer Systems Allowance	20,000.00	20,000.00	0.00	0.00
Organ	150,000.00	161,269.00	11,269.00	161,269.00
Professional Services Fee (Reese Design)				
Schematic Design	32,660.00	32,660.00	0.00	32,660.56
Design Development	48,990.00	48,990.00	0.00	48,990.00
Construction Documents	146,970.00	151,920.00	4,950.00	151,916.63
Construction Procurements	16,330.00	16,330.00	0.00	16,329.40
Contract Administration	81,650.00	81,650.00	0.00	24,538.05
Furniture and Furnishings	217,700.00	217,700.00	0.00	20,320.00
Professional Services Fee (Reese Design)	21,500.00	21,700.00	200.00	0.00
Construction Estimate Subtotal	3,832,100.00	4,960,642.00	1,128,542.00	1,579,153.91

Additional Expenses and Construction Add On

Sanctuary Flooring (additional) (Change Orders #0 & 1)	5,398.50	5,398.50	0.00	0.00
Lower Level Classroom Changes (reduction) (Change Order #2)	(5,730.00)	(5,730.00)	0.00	0.00
Cornerstone (Change Order #3)	475.00	475.00	0.00	475.00
Gas Line - main reconnect (Change Order #4)	2,425.20	2,425.20	0.00	0.00
One Additional Trane Zoneline (Change Order #6)	770.00	770.00	0.00	0.00
Brick Credit (Change Order #7)	(2,800.00)	(2,800.00)	0.00	0.00
Columns & lintels--lower bathroom area (Change Order #9)	1,650.00	1,650.00	0.00	0.00
Electrical Switch Gear (Change Order #10)	1,320.00	1,320.00	0.00	0.00
Gypsum guard enclosure around lower level beam (Change Order #11)	800.00	800.00	0.00	0.00
Rock Removal (Change Order #12)	9,708.00	9,708.00	0.00	0.00
Fire Separation Wall (Change Order #13)	64,455.00	64,455.00	0.00	0.00
Pulpit Handrail (Change Order #14)	1,283.00	1,283.00	0.00	0.00
Handicap Ramp Under Canopy (Change Order #15)	2,618.00	2,618.00	0.00	0.00
Canopy Lighting (Change Order #16)	1,244.00	1,244.00	0.00	0.00
Water Line Pipe Insulation (Change Order #17) <i>Estimate</i>	4,991.00	4,991.00	0.00	0.00
Glue-Lam Column Repair (Change Order #18) <i>Estimate</i>	10,011.00	10,011.00	0.00	0.00
Classroom Door Modification (Change Order #19) <i>Estimate</i>	N/A	N/A	0.00	0.00
Asbestos Survey	4,120.00	4,120.00	4,120.00	4,120.00
Asbestos Mitigation--Abatement / Removal	47,165.00	47,165.00	47,165.00	47,165.00
Particulate Monitoring	4,357.50	4,357.50	4,357.50	4,357.50
Structural Testing	13,500.00	13,500.00	13,500.00	5,236.08
Fees and Permits	2,500.00	2,500.00	2,500.00	2,308.15
Reproduction/Prints	10,000.00	10,000.00	10,000.00	9,401.33
Design Consultation (organ)	1,000.00	1,000.00	1,000.00	1,000.00
Sound system	12,768.28	12,768.28	12,768.28	12,768.28
Miscellaneous/Moving/Groundbreaking Expense	1,000.00	1,000.00	1,000.00	1,064.67
Fire / Security Computer / Phone Line relocation	4,000.00	4,000.00	4,000.00	0.00
Additional Wood Trim for Organ Pipes	300.00	300.00	300.00	0.00
Additional Outlets for Display Lighting, A/V Outlets	200.00	200.00	200.00	0.00
Financing and Bank Related Expenses				
Stock Transactions/Bank Fees	10,000.00	10,000.00	10,000.00	6,504.26
Loan Closing Costs	25,278.70	25,278.70	25,278.70	25,278.70
Inspecting Architect	2,000.00	2,000.00	2,000.00	450.00
** Bank Loan Interest Expense	1,805.64	1,805.64	1,805.64	1,805.64
Sub Total - Additional Expenses	238,613.82	238,613.82	238,613.82	121,934.61

TOTAL CONSTRUCTION PHASE	3,832,100.00	5,199,255.82	1,367,155.82	1,701,088.52
GRAND TOTAL	3,938,893.33	5,301,548.61	1,362,655.28	1,803,381.31

Projection Summary

Expenditures to date	1,803,381.31
Projected Balance to Pay	3,498,167.30
Bank Account Balance - cash on hand August 31 (net of loan)	929,422.60
Balance	2,568,744.70
Pledges Projected to receive	959,204.32
** Projected balance to raise	1,609,540.38

** does not include future interest expense

APPROVED
St. Matthew's Episcopal Church
Minutes of Vestry Meeting
August 19, 2008

Opening Prayer. Lucinda opened the meeting at 6:45 p.m. with prayer followed by the joint praying of the Building the Spirit Prayer. Those in attendance were Rector Lucinda Laird, Associate Rector Jim Trimble, Bob Clark and Harry Tidwell. Vestry members present were Edie Nixon, Linda Wardell, Lauren Becker, Sue Bridge, Steve Cherry, Becky Donovan, Matrid Ndife, Peter Bell, Marty Lawfer, Sharon Nesmith, Clay Smith Rhody Streeter, Bill Stodghill, and Dwayne Watson.

Habitat for Humanity. Harry Tidwell and Bob Clark, members of St. Matthew's Habitat for Humanity team, indicated the desire to partner with Holy Trinity and sponsor a Habitat for Humanity house in 2009. Sponsors must raise \$35,000 and provide labor to raise the roof of the home. Holy Trinity will be responsible for 60% of this house, with St. Matthew's footing 40% of the cost. St. Matthew's must raise \$2500 as a down payment to be paid in September 2008. Bob Huffman said that our Outreach Committee would donate \$1000 towards this down payment, Bishop Reed has donated \$700 from his Discretionary Fund and we have received an anonymous donation of \$800 thus the down payment is taken care of. The remaining funds will need to be raised for our 2009 commitment and will go through the Outreach Committee. A motion was made by Bill Stodghill for St. Matthew's to partner with Holy Trinity in building a 2009 Habitat for Humanity house. The motion was seconded by Sharon Nesmith. This motion was enthusiastically and unanimously passed by all.

Reflection. Lauren shared her past four months with the Vestry; namely, spending time with her Great-Aunt Connie and the care received at the Episcopal Church Home. Lauren's aunt had a heart attack in the end of April and then broke her femur in early July and has been residing in the Episcopal Church Home since early May. Lauren indicated that while care in the rehab unit was wonderful, the care in her aunt's current wing (Clingman Wing) has been less than stellar. She discussed the state of the rooms and (at least in her aunt's case) that the tub was being used to dump dirty soiled clothes in without benefit of a hamper. Lauren indicated the need to bring joy into the Episcopal Church Home, especially in wings like Clingman where the residents are very ill and suggested the possibility of bringing some of St. Matthew's fun events to the Home to share with these residents.

Approval of Minutes. The June 17th minutes were approved with changes with a motion by Peter and second by Rhody. The approval was unanimous.

Treasurer's Report. Greg (in absentia) reported that we currently have a deficit of \$58,000. This is better than June's report when we showed a deficit of over \$72,000. Greg indicated concern, but not time yet to panic. Lucinda indicated that a big concern is pledges, many of which have not yet been paid. Lucinda said that hopefully by 3rd quarter

we will see these pledges rolling in, if not we can send out a letter of reminder to our parishioners. Peter congratulated Greg on his financial graph that was sent to all.

Financial Report (Building the Spirit). Linda shared Lee Fletcher's report which indicated that 6 more parishioners had completed their Building the Spirit pledges during the month of July. There are now 95 pledges remaining to be paid (approximately \$105,500).

Payment has been made to FW Owns after satisfaction of the roof issue.

The project portion of Building the Spirit is done. Linda stated that we are paying \$14,000 - \$15,000 per month in loans. We will need to raise an additional 1.4 million to completely bury the debt.

Task Force Report – the White House. Clay shared committee suggestions for the white house next door. In a nutshell, the white house is a moldy, nasty, perhaps asbestos-infested mess that would take lots of money to repair. It was Clay's committee's recommendation that the white house be burned to the ground by the St. Matthew's Fire Department in a controlled practice fire for their fire fighters. St. Matthew's would still be responsible for asbestos removal prior to the controlled burn and Clay will get back to us with figures for the asbestos removal. The land would be retained by St. Matthew's and maintained with opportunities to build on the lot in the future.

Committee Report - Facilities. Dwayne reported that the Facilities Committee will now meet on a quarterly basis unless otherwise needed. Dwayne stated that a decision needs to be made regarding the MSD building on the edge of the property. He suggested using it as storage, but indicated that first all rotted materials inside would need to be hauled to the dumpster and the structure made watertight. Steve also mentioned a leak behind a laminated beam just outside the sanctuary. He is not sure if it is a leaky gutter or what else the cause might be. Steve said he would look into the issue and move forward from there.

Committee Report - Stewardship. Lucinda stated that St. Matthew's goal needs to be to raise enough dollars in pledges to cover the annual budget. Thus, an Every Member Canvass of 75 parishioners (including each Vestry member) will make house calls to at least three members to solicit pledges. Prior to the Canvass, staff and Committee heads will present their "Dream Budget" for 2009. This "Dream Budget" will detail the funds that staff and committees would like to see set aside for programs and events in 2009. This will be presented on October 15 at 7:00pm to raise excitement for upcoming programs. The Every Member Canvass will begin after the Dream Budget presentation and end by Pledge Sunday, November 9th.

Committee report - Audit. Kudos to David Brooks who completed an in-house audit that will be sent to the diocese by September 1st. Sharon will send David a thank you letter from all of us. Kudos also to Edie Nixon for the countless hours she has put in.

New Business:

Invitation to Bible Study Fellowship. Lucinda told us that St. Matthew's would like to provide space to this ecumenical bible study group which will meet on Tuesday mornings and includes approximately 175 women. The Fellowship will break out into groups, utilizing many of the church school classrooms each Tuesday morning. The group will take care of all clean up after each session. Rhody made a motion to offer this space each Tuesday morning to the Bible Study Fellowship and both Sue and Sharon seconded his motion. The motion was unanimously approved.

Faith Alive. Lucinda asked the Vestry about hosting a Faith Alive weekend at St. Matthew's. Faith Alive is a faith-building, caring and sharing weekend for both youth and adults. A Faith Alive team comes in to facilitate the weekend which includes lots of witnessing and a revival-type atmosphere. Lucinda asked each Vestry member to look at the website and/or speak to parishes that have hosted a Faith Alive weekend and then report back at the September meeting as to whether or not this looks like a good fit for St. Matthew's.

Old Business:

Ministry Fair – Lucinda asked for Vestry participation on Sunday, August 24th at St. Matthew's first ever Ministry Fair. The Ministry Fair will offer booths showcasing the different committees offered at St. Matthew's, offer enrollment for upcoming church school, and provide a free lunch to all.

Parish Twinning– Lucinda and Sharon and Bob Nesmith will be traveling to Scotland October 19-27 to meet with the Diocese of Glasgow in an effort to establish a "twin" parish that St. Matthew's can connect and grow with.

Rector's Report. Lucinda stated that the Religious Coalition for Reproductive Choice will have its annual dinner at St. Matthew's on January 17, 2009. She wanted to stress that St. Matthew's neither endorses nor condemns this group, but add that the Episcopal Church is a member of the RCRC.

Lucinda also told us that bumper stickers reading "Challenge your mind. Renew your spirit." will be available during the St. Matthew's Picnic.

Also, St. Matthew's will be hosting a new pictorial directory this fall and parishioners may sign-up online to schedule their Photo sitting.

September Reflection. Becky is responsible.

Compline (in the chapel) was led by Lauren.

The meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Lauren Becker
Vestry Secretary

APPROVED
St. Matthew's Episcopal Church
Minutes of Vestry Meeting
September 16, 2008

Opening Prayer. Lucinda opened the meeting at 6:45 p.m. with prayer followed by the joint praying of the Building the Spirit Prayer. Those in attendance were Rector Lucinda Laird. Vestry members present were Edie Nixon, Linda Wardell, Steve Cherry, Becky Donovan, Marty Lawfer, Sharon Nesmith, Rhody Streeter, Bill Stodghill, Greg Petrites and Julia Weis.

Reflection. Becky Donovan shared her thoughts on "Investigating Other Streets and Pathways" with the group.

Approval of Minutes. The August 19th minutes were unanimously approved.

Report on Cooks and Bottlers. Bill reported that the Cooks and Bottlers group have had two activities:

- a. Parish Breakfast for 150, and
- b. Emily's Ordination for 160 (desserts only)

There are currently 26 members (without solicitation) with good spirit among the group. Cooks and Bottlers will gracefully turn down events if they feel they are becoming overburdened, but Bill encouraged parishioners to bring ideas for events to Cooks and Bottlers (discussion of Thanksgiving dinner in Saints Hall).

With regards to the kitchen, Bill would like to know how much leverage Cooks and Bottlers has to upgrade the kitchen. He noted that the Parish breakfast cost about \$100 in lieu of the \$7 per head last year.

Bill suggested the Cooks and Bottlers team take on the responsibility of pulling out-of-date food from the refrigerator and label the items currently in the refrigerator. The team has concerns regarding the kitchen equipment and Lucinda will discuss this with the staff and then schedule a meeting with the Cooks and Bottlers team, which includes the following Vestry members: Bill, Sharon, Rhody, Greg, and Julia.

Sharon emphasized the need to have all items in the kitchen returned to their respective places after any event.

Lucinda asked that the Cooks and Bottlers team discuss current method of payment for events and food service ("donation" vs. "free" vs. "charge").

Financial Report. Greg reported that the deficit has decreased and that the outlook is more hopeful. Offerings exceeded the budget by \$15,000. Current pledges are up.

Income and Transfers: Looking good; a little ahead of 2007.

Expenses: More staff this year = more salaries. Diocesan pledge is higher than last year. However, total operating expenses are \$8,900 less than last year at this time.

Financial Report (Building the Spirit). Linda reported that we received a \$6000 gift toward the Marmion loan.

Committee Reports

a. Facilities. Edie reported the following:

1. Waterproofing for Associate Rector's home: \$5,703
2. Clingman roof repair: \$22,000
3. Existing roof patch: \$4,000

Total: \$32,450 (\$6,450 over what was previously donated)

The vestry will need to consider, pray and resolve method to procure this \$6,450. We will discuss further.

b. Stewardship. Every Member Canvass. Lucinda distributed letters to Vestry members to act as callers. There will be a one hour training session for all who assist with the Every Member Canvass. St. Matthews would like to have all Vestry pledges in by October 12th.

1. Sunday, October 12th will be the kick-off of the Every Member Canvass at the services. Pat Malloy will present.
2. Monday, October 13th will be the "Dream Night" with as much of the parish as possible. The Vestry is asked to attend.
3. After the Dream Night, all EMC callers will begin making calls. Personal contact with everyone is requested.
4. A "Reality Meeting" then takes place to begin assembling the budget for 2009.
5. Julia talked about the youth program and the real possibility of pledges from the youth.
6. An increase in pledge numbers is more important than the size of the pledge.

New Business:

Check Signing Signatures. Sue and Lauren will need to be included in the check-signing process at St. Matthews. This motion was unanimously approved.

Vestry Meeting Date Change. The October Vestry meeting will be changed from 10/21 to 10/14.

Nominations for Diocesan Officers. Positions are open in the diocese for officers. The Vestry needs to think about potential candidates which will be discussed next meeting. (Trustees and Counsel/Standing Committee/Bishop Dudley Memorial Fund/Trustees of the University of the South/Ecclesiastical Court/Cathedral Chapter)

Old Business:

Faith Alive – Not much enthusiasm for this event from the Vestry and so the concern is about whether enthusiasm would be found across the parish. There is a need for St. Matthews to continue exploring ways to deepen faith.

Wardens' Report. Linda reported that St. Matthews bumper stickers are coming. "Challenge Your Mind – Renew Your Spirit". These were designed by parishioner, Mary Lou Fitzer.

Rector's Report. Lucinda discussed:

- a. Thanksgiving dinner in Saints Hall on Thanksgiving day and asked us to explore ways to get numbers for this event.
- b. Upcoming St. Matthew's Day celebration
- c. Bishop Gulick will be at St. Matthews on Thursday, September 25th to discuss Lambeth.
- d. Staff discussions regarding the Spirit newsletter. More discussion upcoming.
- e. New Orleans team will go back in late January.

October Reflection. Rhody is responsible.

Compline (in the chapel) was led by Becky.

The meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Lauren Becker (in absentia)
Vestry Secretary

Approved
St. Matthew's Episcopal Church
Minutes of Vestry Meeting
October 14, 2008

Opening Prayer. Lucinda opened the meeting at 6:45 p.m. with prayer followed by the joint praying of the Building the Spirit Prayer. Those in attendance were Rector Lucinda Laird, Rev. Helen Jones, and special guest, Brian Good. Vestry members present were Edie Nixon, Linda Wardell, Steve Cherry, Becky Donovan, Marty Lawfer, Sharon Nesmith, Rhody Streeter, Clay Smith, Peter Bell, Matrid Ndife, Sue Bridge, Greg Petrites and Lauren Becker.

Reflection. Rhody shared his thoughts on Evening Prayer with specific reference to the phrase "shield the joyous". He stated that a big part of our faith is joy and that he interprets "shield" as Christ's love for us.

Approval of Minutes. The September 16th minutes were unanimously approved.

Report on St. MAMS Food Pantry. Brian Good shared with the vestry the need to provide a food pantry distribution center in the St. Matthews area. He has met with St. MAMS to discuss how St. Matthew's might be of assistance in making this a reality. One suggestion was to have St. MAMS become the distribution center while St. Matthew's hosts it. This would allow us to defray costs and would open up a pool of volunteers to actually man the distribution center. Jointly we would provide approximately 44 monthly packages of food, with each universal package weighing 40 pounds. Dare To Care has a training program set up for all volunteers that teaches how to order the food online, how to pack the boxes, how to distribute, etc. Cost is .14/pound for an annual commitment of \$3000. The better news is that YUM gives back any distribution center's donations dollar for dollar. We would need a core of 5 volunteers to attend a 2 hour training session should we decide to participate.

As this was just an initial fact-finding meeting, no motion was needed. Brian will meet again with St. MAMS and then return to the vestry with information.

Financial Report. Greg reported that the deficit stands at \$52,325 (\$11,000 higher than last month). We hope to begin the upswing in October. Current year pledges are behind \$11,320.

Total Income and Transfers was \$630,727 – higher than 2007 (GOOD)

Building Maintenance was higher in September due to the quarterly HVAC maintenance.

Janitorial Services was higher in September due to the annual window cleaning.

Grounds Services were higher in September due to the windstorm and clean-up/mulching that followed. Also a couple of the "Episcopal Church Welcomes You" signs needed to be replaced due to age/rust.

Total Operating Expenses Year To Date are down from last year at this time.

Financial Report (Building the Spirit). Linda reported that we are discounting the remaining pledges by 5%, thus the actual debt will increase. We need to put together a plan to retire this debt soon as funds will only keep us current through mid-2010.

Committee Reports

1. **Audit.** Edie reported that David Brooks performed an internal audit and found nothing amiss. His recommendations are:
 - a. Develop an emergency plan for data preservation and continuation of operations/services in the event of a disaster.
 - b. Additional volunteers to assist in accounting processes as needed.
 - c. Professional audit to be scheduled in 2009.
2. **Facilities.** Steve reported that the roof has been patched and that a proposal for the damaged beam is in process.
3. **Endowment.** Edie reported that the fund is down \$218,000 due to market fluctuations.
4. **Stewardship.** Lucinda discussed the Every Member Canvass visits to parishioners, stressing that the vestry is the leadership of St. Matthew's and that we need to act in faith as we make our calls; with the belief that we will have enough. We each need to be spiritual and temporal leaders, recognizing that money is not the center of our lives. Lucinda was thrilled to announce that all staff and vestry members had pledged and that 16 of the 23 pledges had increased from 2007.
Linda will compile a list of bullet points from the 10/13/08 Dream Meeting for the vestry to share with parishioners. Greg will set up a schedule for budget preparation for 2009.

New Business:

Parents Day Out Program. Lauren presented the proposed PDO program to begin in the fall of 2009. The mission is to provide a curriculum-based early childhood program staffed by certified professionals a couple of days per week. Advertisement of this upcoming program will begin in the summer of 2009 with some fun classes for parents and their children. These may include Music, Art, Fitness, Spanish, etc. Our thought is that once parents see the space they will want to take advantage of the upcoming PDO program. Lauren will nail down details of licensing/insurance costs and bring this back to the vestry before any motion is made.

Memorial Garden. Lucinda announced that we are down to two spaces on the wall for names in the Memorial Garden and will need to explore new ways to include parishioners' names in the future. A brainstorming session will be scheduled by the Memorial Garden committee for this purpose.

Nominating Committee for Vestry 2009. Edie asked that we submit any potential names that we might have of parishioners who would like to either be on the nominating committee or who might be interested in running for the vestry. She will have the slate ready for the December 16th vestry meeting.
Lucinda also reminded us that St. MAMS is nominating new board members and that we should look for potential candidates for the board.

The annual St. MAMS “Pulling Together” auction and dinner is scheduled for Tuesday, November 11th at Christ Methodist. Lucinda has tickets for sale.

Emergency Plans. Lucinda asked the vestry to brainstorm emergency procedures for St. Matthew’s. After the windstorm, many residents were in need of electricity, shelter, etc. and we want to be a refuge in the future. Sue and Peter will work with Lucinda to devise such a plan.

Old Business:

White House – Dwayne sent a note stating that we are awaiting abatement inspection for the white house. He is unsure if we will have the time to burn the house before winter. If not, we will wait until spring. Costs involved:

\$500 to do the asbestos testing

Approximately \$3000-\$4000 for asbestos removal

\$7500-\$10,000 for contractor clean-up after the house has been burned

Rector’s Report. Lucinda discussed:

- a. Compline service on 10/12/08 was wonderful.
- b. Parish Twinning – Sharon and Bob Nesmith and Lucinda will fly to Scotland on 10/19/08 to put together a “twinning” situation with a parish in Glasgow, Scotland. Lucinda will be preaching there on 10/26/08. She will report back to us at the next meeting.
- c. Thanksgiving Day Celebration will begin with Eucharist at 11:00am, followed by a wine/cheese party in the narthex. At 1:00pm a traditional Thanksgiving dinner will begin in Saints Hall. Cost: \$10/adults, \$5/children.

October Reflection. Dwayne is responsible.

Compline (in the chapel) was led by Rhody.

The meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Lauren Becker
Vestry Secretary

APPROVED
St. Matthew's Episcopal Church
Minutes of Vestry Meeting
November 18, 2008

Opening Prayer. Lucinda opened the meeting at 6:45 p.m. with prayer followed by the joint praying of the Building the Spirit Prayer. Those in attendance were Rector Lucinda Laird, Vestry members present were Linda Wardell, Becky Donovan, Marty Lawfer, Sharon Nesmith, Rhody Streeter, Clay Smith, Matrid Ndife, Sue Bridge, Bill Stodghill, Dwayne Watson, Julia Weis and Greg Petrites (via conference call).

Reflection. Dwayne Watson delivered a reflection of his experience at St. Matthew's Episcopal Church and being a part of a parish that truly puts words into action. More than any other experience that he's had with churches in the past, Dwayne has found a place where he is needed and is able to give back to the community.

Approval of Minutes. The October 14, 2008 minutes were unanimously approved.

Financial Report (October 2008). Greg Petrites reported that the deficit stands at \$69,063.

Greg reported on the fact that there were three areas of interest in reviewing the financial reports; Plate Offerings, Misc Income, Current Year Pledges. Plate offerings are only slightly behind budget (\$1,517 below budget). Reimbursement and Misc Income are behind budget (\$5,406 below budget). Most significantly, Current Year Pledges are behind budget (\$89,149 below budget). The quarterly statements were sent out to the parish and messaging from clergy and vestry were able to produce results in the first and second weeks of November. With current financial information, it would require a great November and December to end the year with a balanced budget. Greg also mentioned that expenses have historically been stable in the months of November and December. Linda Wardell reported on the status of cash flow. Ruth Kempf informed Lucinda and the Wardens that there was a potential cash flow issue that was averted by improved plate offerings and pledges from the first two weeks of November. To avoid future cash flow issues the Vestry unanimously approved the authorization for up to \$15,000 in the form of a temporary loan from the Construction Money Market Account to be used for Operations Expenses if needed, and to be paid back in full by December 31, 2008. The Clergy and Vestry will be informed via email if this action is required to meet Operations Expenses.

Linda Wardell also reported on the budget preparations, and expects that information will be ready for the December Vestry meeting.

Financial Report (Building the Spirit). Linda Wardell reported that a Steering Committee received information from Holliman and Associates in reference to the need to retire the debt associated with the building projects. They recommended that the emphasis be on the ministries that could be enhanced if we no longer have the construction debt. Plans will be made to have the Steering Committee meet in January 2009 so that a campaign could begin in first quarter of 2010.

Committee Reports

1. **Vestry Nominating.** Linda Wardell reported that there is a list of 30 potential Vestry candidates. The slate will be presented at the December Vestry Meeting. Julia Weis will speak with Lynn Miller in reference to the Youth Representative.
2. **Facilities.** Dwayne Watson and Lucinda Laird reported on estimates that were received for the repair of the basement leaks in the Trimble house (\$5,100) and the Structural Roof Beam Analysis (\$2,500 for analysis only). The Vestry agreed that both projects must be completed as soon as possible, but the budget limitations may require a temporary fix for one or both projects.
3. **Stewardship (EMC).** Lucinda Laird discussed the Every Member Canvass and the continuation of calls to be made on outstanding 2009 pledge cards from those that pledged in 2008.
4. **Food Pantry/St. MAM.** Lucinda Laird reported that during discussions with St. MAMs in reference to the Food Pantry there was the discovery that they may have an interest in the St. Matthew's white house. There will be an inspection walk through with Dan Lane and Tim Brown to see if they would like to invest repairs in the white house so the space could be used by St. MAMs. More information will be reported in the December Vestry meeting.

New Business:

Companion Parishes in Scotland. Sharon Nesmith reported on the October 2008 trip to Scotland by Lucinda Laird, Bob Nesmith and Sharon Nesmith to visit with the Diocese of Glasgow & Galloway. The purpose of the trip was to begin defining a twinning relationship between St. Matthew's Episcopal Church and an Episcopal Church in the Diocese of Glasgow & Galloway. Gill Young, John Riches gave tours of the Fair Trade in the parishes of the Diocese, St. Mary's Cathedral, St. Matthew's Possilpark. The Bishop of Glasgow & Galloway, who also serves as Primate of Scotland, along with several clergy and their wives hosted a dinner for the Louisville visitors. An informational meeting was held at St. James the Lesser to discuss the activities of the parishes. Lucinda Laird preached at St. James the Lesser on Sunday. As a result of the trip, Lucinda presented a proposed invitation of a three year twinning to be presented to the partner parishes in the Diocese of Glasgow & Galloway, which was unanimously approved by the Vestry.

Old Business:

Parents Day Out. Lucinda Laird reported a response back from the Children's Committee on questions that Vestry posed for this program. Kim Tabler reported that there will be no need to obtain a State license for the Parents Day Out since food will not be served and the children will spend less than 10 hours a week at the Church. The insurance that is currently in existence will cover the Parents Day Out. The one day fun sessions will begin in Summer 2009, and the program will begin in full in September 2009. The Vestry unanimously approved this program.

Rector's Report. Lucinda Laird discussed the following:

1. Proposed Vestry budget meeting for December 9th (tentative only if needed) and 16th.
2. The first annual Parish Thanksgiving dinner currently has 55 people signed up for attendance.
3. The newsletter survey produced a mix of responses and identified that the parish enjoys the reflections, but there are probably too many for each newsletter.
4. Bob Nesmith has agreed to help organize the Lenten Meditations and Clay Smith and Bill Stodghill agreed to submit entries.

December Reflection. Sharon Nesmith is responsible.

Compline (in the chapel) was led by Dwayne Watson.

The meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Clay Smith for
Lauren Becker
Vestry Secretary

APPROVED
St. Matthew's Episcopal Church
Minutes of Vestry Meeting
January 20, 2009

Opening Prayer. Lucinda opened the meeting at 6:45 p.m. with prayer followed by the joint praying of the Building the Spirit Prayer. Those in attendance were Rector Lucinda Laird, Associate Rector Jim Trimble and Pastoral Associate Dr. Helen Jones. Vestry members present were Edie Nixon, Linda Wardell, Steve Cherry, Becky Donovan, Marty Lawfer, Sharon Nesmith, Rhody Streeter, Greg Petrites, Matrid Ndife, Sue Bridge, Bill Stodghill, Dwayne Watson, Julia Weis Lauren Becker and Clay Smith (via conference call).

Reflection. Clay Smith provided the reflection.

Approval of Minutes. The December 16, 2008 minutes were unanimously approved.

Financial Report (Year End 2008). Greg Petrites reported that the deficit stands at \$18,000. By managing expenses, they were down by nearly \$35,000 this year. Lucinda noted that the staff is a great group of budgeters and sent a special thank you to each of them.

Financial Report (Building the Spirit). Linda Wardell reported that we need nearly \$1.5 million to retire the debt. The committee is working on a campaign for 2010.

2009 Budget Information. Plate offerings were up in 2008. As of the end of December we still have a deficit of \$33,000 in pledges, however some of these will filter in. Greg asked the vestry to approve Borrowing up to \$49,666 from the endowment fund to balance the budget. The vestry unanimously approved this request with the final \$15,666 being drawn only as necessary.

The 2009 proposed budget has gone down from last year. Due to the economy, we are tightening our belts. The staff has agreed to NO increase in salary this upcoming year. The vestry unanimously approved the 2009 budget.

Committee Reports

1. **Facilities.** Linda and Steve reported that the White House committee is working on a lease agreement with St. MAM's. Also, one of the four sanctuary beams has been damp and Steve told the vestry that we will be hiring an engineering firm to investigate the problem and then he'll report back.

Retire The Debt Campaign

Edie explained that the Retire the Debt Campaign committee had a planning meeting and will plan a kick-off in 2010. The committee is seeking co-chairs to lead the Campaign and Lucinda asked us all to give thought and prayer to volunteering for this task.

Annual meeting, Annual Lunch. Lucinda reported that 210 people have signed up to attend the luncheon following the Annual Meeting. As Lauren will be downstairs with the children during the meeting, Becky has volunteered to take minutes.

This is our first Annual Luncheon during which time we will announce this year's Unsung Hero, say goodbye to our outgoing vestry members, and enjoy fellowship with one another.

The Cooks and Bottlewashers will be preparing/serving white chili and corn chowder, salad, bread, and desserts. Bill said he could definitely use additional help.

Immediately following the Annual Meeting, Lucinda will meet with those who are not elected and the wardens will meet with the newly elected.

Also, The Rongo Orphan Committee has its kick-off campaign this Sunday.

New Business.

1. Warden elections will be coming up at the retreat. The primary requirement is that these individuals are trustworthy and keep confidentially on all St. Matthew's matters.
2. The Vestry retreat is January 30th and 31st at All Saints and we will need to leave Louisville by 5 pm to arrive in time for appetizers/cocktails prior to dinner. This is Larry Handwerk's last day and it was agreed a gift should be given to him as a token of our appreciation. Steve will take care of finding/purchasing the gift for the vestry. The cost per person for this retreat is \$74. Lucinda requested that anyone who can contribute some or all of this cost please do so.

Old Business. Linda stated that St. MAMs needs two representatives from St. Matthew's to attend monthly meetings.

Lucinda brought up the issue of vestry meeting dinners – with a special thanks to Becky for today's dinner- and it was determined that we would decide how we wish to provide dinners during the retreat.

Wardens' Report. Edie announced that we need to change the date for the vestry to visit Parents in Conversation originally scheduled for February 22nd. Choices given were March 15th or March 29th. As, JCPS Spring Break is during the March 29th date, it was determined that the vestry would visit on March 15th.

Rector's Report. Lucinda will pass along a sign-up sheet for Spirit article authors during our retreat next weekend.

Year End Discussion.

1. Thoughts From Out-going Vestry Members: Keep an eye on the pledges. The challenge is to incorporate new members into the parish. Go forward with same-sex blessings. Watch the budget. Retire the debt. Don't borrow from Endowment.
2. Sexuality Statement: We re-read the Vestry Statement written January 15, 2008 and decided we (the vestry) had let the ball drop this past year regarding blessings of same-sex couples in our church. We will continue this discussion with the newly elected vestry members at our retreat, but today's consensus is that we need to move forward.

February Reflection. Greg Petrites is responsible.

Compline (in the chapel) was led by Becky Donovan.

The meeting was adjourned at 9:45 p.m.

Respectfully submitted,

Lauren Becker
Vestry Secretary

**St, Matthew's Episcopal Church
Endowment Fund
as of December 31, 2008**

	as of 12/31/07	as of 12/31/08
CASH & SECURITIES		
Cash - Wachovia Securities	\$4,486.24	\$6,675.74
Investment - Dodge & Cox Balanced Fund	\$1,144,385.14	\$761,552.66
Total	\$1,148,871.38	\$768,228.40

Sub-Fund Account	Current	Endowed	Total
General Use	\$0.00	\$214,952.34	\$214,952.35
Assets, Memorials & Aesthetics	\$0.00	\$129,460.57	\$129,460.58
Parish Programs	\$0.00	\$44,852.36	\$44,852.36
Outreach	\$22,851.76	\$158,616.02	\$181,467.78
Dimensions of Faith	\$34,889.59	\$64,585.67	\$99,475.26
Accrued Building Fund Interest	\$98,020.07		\$98,020.07
Total	\$155,761.42	\$612,466.97	\$768,228.40

Donations and Dividends	2008
Dividends/Interest	\$31.00
General Use	\$29,100.00
Assets, Memorials & Aesthetics	\$0.00
Parish Programs	\$0.00
Outreach	\$0.00
Dimensions of Faith	\$0.00
Total	\$29,131.00

Disbursements	
General Use	\$57,979.21
Assets, Memorials & Aesthetics	\$28,659.80
Parish Programs	\$9,863.92
Outreach	\$4,045.00
Dimensions of Faith	\$0.00
Interest	\$0.00
Bank Charges	\$150.00
Total Disbursements	\$100,697.93

St. Matthew's Episcopal Church
APPROVED Minutes of Vestry Meeting

February 17, 2009

Dinner Thank you, Becky for our Cajun dinner from J. Gumbos and festive King Cake.

Opening Prayer Lucinda opened the meeting at 6:45 with prayer followed by our joint prayer for Building the Spirit. Those in attendance were Rector Lucinda Laird, Pastoral Associate Dr. Helen Jones and Director of Christian Education, Debbi Rodahaffer. Vestry members present were Chris Bartholomew, Lauren Becker, Sue Bridge, Bill Cheatham, Becky Donovan, Brian Good, Marty Lawfer, Matrid Ndife, Sharon Nesmith, Greg Petrites, Susan Prater, Lynn Reese, Clay Smith, and Rhody Streeter. Both Bill Stodghill and Becca Lambert were out of town.

Reflection Greg Petrites led our reflection focusing upon what he had brought back from his recent mission trip to New Orleans. Despite the complexities of cities like New Orleans where there are no easy answers, he reminded us that when we do things consciously, we touch lives and rebuild spirits and people.

2009 Monthly Vestry Reflection Schedule Marty (March); Rhody (April); Clay (May); Susan (June); Sue B (August); Bill (September); Martrid (October); Lynn (November); Becky (December); Lauren (January).

Approval of Minutes The January 20, 2009 minutes were unanimously approved as read. The Vestry acknowledged and thanked Lauren for her year of service as Secretary. Lauren, with a sigh of great joy, handed her pen and notebooks to Lynn.

Outreach Committee Report Lucinda reported the following on behalf of Bob Huffman:

- St. Anna's in New Orleans sent \$319 to St Matthew's because **THEY** were worried about **US**.
- The vestry unanimously voted to send the \$319 along with a \$1000 grant from money available in the Endowment Sub Fund to the Paducah Cooperative Ministries to assist them in their critical efforts of restoration after the ice storm that devastated their area.
- Rhody asked that our vestry express our gratitude in a formal written response to St. Anna's. Lauren agreed to assist Rhody with the letter.

Facilities Committee Report Chris Bartholomew reported the following:

- Committee is compiling a working list in spreadsheet format that will track calls and concerns that relate to property management.
- Contracts for HVAC maintenance and Alarm System are both due on March 1. Committee will send out an RFP (Request For Proposals) for maintenance of HVAC. The committee is considering the purchase of a 60 month/5 year extended warranty contract on new construction that is now being offered on our Alarm System.
- Steve Cherry is interfacing with a design firm relating to moisture damage within structural beams in the sanctuary.
- Further updates relating to the white house will be forthcoming after St. MAM meets on February 21. St MAM would enjoy occupying space for an extended length of time, yet the committee is unsure as to time limitations and is drafting a letter of intent of our interest to partner with them for an initial 10 year period. Lucinda reminded vestry that

the original acquisition of the white house was not meant for profit but for mission and ministry.

- Roof repair on the assistant's rectory will be addressed now that weather is improving. Committee has also received some estimates on basement issues, but more pricing is to be done here.
- Lucinda added that St. James will pay rent for the time the Trimbles will remain in the rectory before they move to their new home this spring. Rent may be used to defray repair costs.
- Lucinda asked Chris to contact Dwayne Watson who has volunteered to assist with repairs to rectory.

Budget Committee Report David Brooks led new vestry members through the format of our monthly and year-end financial statements and highlighted our assets and loans. He presented the January budget noting that January income was down but suggested it was most likely weather related. Rhody asked that seasonal/financial numbers be compared for the past three years. David acknowledged that would be feasible.

New Orleans/NOLA Response Committee Report Greg Petrites

- This year's trip was for one week, rather than 3 days as in the past. The trip sent people as resources and provided financial assistance for various programs. This group was able to assist Miss Shirley whose house was gutted on the group's first visit but had seen little attention in the last two years. It also worked with All Soul's Mission Church.
- 25% of our Christmas offering was used to pay for travel expenses and food. Members of the mission team contributed their time and \$100 each. \$945 was left over after expenses; \$500 was given to St. Andrew's Parish House and the remainder to All Soul's Mission Church.

New Business

God Speed to the Trimbles

- Lucinda announced that a celebration/reception in honor of the Trimble family would be held at noon in the Narthex on Jim's last Sunday, March 1. A parish announcement in the Spirit announces an opportunity to contribute to a surprise \$ gift purse for the Trimble family as they begin their new ministry at St. James.
- Jim stopped by our vestry meeting for a moment and praised the vestry for the work we do. He also thanked us for welcoming him and his family and ministering with him during his brief but meaningful time with us. With gratitude and appreciation, we on the vestry wished him well.
- Lauren and Debbi unveiled a stole adorned with vibrant, colorful handprints overlaid in an artistic free-flowing pattern. The stole, which was created with love and gratitude for the time Jim shared with members of our St. Matthew's church school family, will be presented to Jim during the reception on March 1.

Moray Peoples Lucinda announced that Moray Peoples has agreed to work as an interim assistant after Jim's departure. He will occupy Jim's office and assist Lucinda with pastoral work and focus upon organizing a newcomers/incorporation initiative. He will continue his involvement with Children's Chapel, EFM, and other support groups. Vestry voted to pay a monthly stipend of \$1500 for 25 hours of work per week plus reimbursement for travel expenses at the IRS rate. Rhody suggested, and the vestry agreed, that Moray should also have access to Jim's discretionary fund account during this transition time.

Emergency Task Force In response to the emergencies that challenged our community after September's wind storm and January's ice storm, Lucinda announced the formation of a task force that has begun a list of initial guidelines for future emergency response and communication. Staff members involved are: Barbara Ellis, Karen Hill, Mardi Galvin, and Lynn Miller. Vestry volunteers are: Becky Donovan, Marty Lawfer, Matrid Ndife, Susan Prater, and Rhody Streeter. The task force will report its progress to the vestry on May 26.

Old Business

Vestry Supper Proposal Becky shared a thorough proposal that organized plans for providing vestry suppers for each vestry meeting scheduled for 2009. Cornerstone and Cooks and Bottle Washers volunteered to cover nine of our dinners, and staff and vestry agreed to assist for months not covered.

Prayer Partners Lauren reviewed names of prayer partners.

Matrid Ndife thanked vestry members for their support and prayers during her father's illness.

Mary Ann Mertz Vestry members agreed to sign official documents in support for Mary Ann's to continued work toward ordination.

Blessings

- Lucinda reviewed our Diocese's stand on the issue of blessings as well as our bishop's previous request for a moratorium. She also shared VA's resolution in favor of blessings.
- Lucinda agreed to present a draft of a written policy for blessings at the March vestry meeting.
- Lucinda asked that each of us convey our current positions to her regarding a proposal to offer same sex blessings as a pastoral response to gay and lesbian current, pledging members of our parish family that are in coveted, committed relationship. She also asked that we share our thoughts surrounding needs of our parish as a whole if such blessings were offered. Clay and Rhody also volunteered their time for private conversation/discussion of proposal for blessings.

Rector's Report

Diocesan Convention 2010/2011 Because of the continuing and critical recovery time needed after Kentucky's ice storm, the Diocesan convention this year will be held for one day, Feb. 28, in Bowling Green instead of at Grace Church in Paducah. Paducah will most likely be the 2010 site, leaving us as hosts for 2011.

Vestry Articles for the Spirit are not needed but will still be encouraged.

Building the Spirit update reports will be quarterly.

*Meeting adjourned at 9:30 with compline in the chapel.

Respectfully submitted,

Lynn Reese, Vestry Secretary

APPROVED

St. Matthew's Episcopal Church

Minutes of Vestry Meeting

March 17, 2009

Vestry In Attendance – Bartholomew, Becker, Bridge, Cheatham, Donovan, Good, Lawfer, Nesmith, Petrites, Prater, Smith (by telephone), Reese, Streeter, Stodghill, Lambert.

Staff Members In Attendance– Moray Peoples, Debbi Rodahaffer

Dinner - Thanks to Cornerstone for dinner and Susan and Becky for assisting.

Opening Prayer /Joint Reading of Prayer for Building the Spirit– Lucinda

Reflection – Marty Lawfer (*Clay Smith - Reflection in May*)

Approval of Minutes from February 17, 2009

Approval of Agenda for March 17, 2009

Committee Reports

Facilities – Chris Bartholomew

Chris reported that a structural engineer will be on site next week to assess the structural integrity of the beam in the sanctuary. All other current facility concerns are still in process.

Financial Report (February) – David Brooks, Treasurer

At Vestry's request, February's General Fund's Income and Expense Statement compared this year's budget to last year's. David noted that with the miserable financial news in January and February, as well as the devastation relating to the ice storm in our community, it was not surprising that in the month of February our budget was behind \$25,000, mostly in the income area. Were we keeping up with the prior year? No. Comparison of our financial report for February 2009 was 76.18% of our financial report in February 2008. Income totals for 2009 were 80% as compared to 2008. David shared a copy with each vestry member of an editorial by Mortimer B. Zuckerman, Editor-in-Chief of US News & World Report, March 2009 entitled "No Time to Lose" that explored how trust and confidence must be restored in our economy – and restored quickly.

Vestry Discussion: Blessings - Wardens

It was the Wardens' general feeling that in response to growing pastoral needs in our parish, it is time to support our rector and take action allowing her to celebrate and bless same-sex relationships. Greg presented a motion proposing a vote on whether the vestry would support same-sex blessings at the April Vestry meeting. Rhody seconded the motion. After discussion, Brian recommended we amend the motion to remove wording that stated blessings could begin in mid-July, 2009. Greg accepted the amendment and the following motion was passed:

Resolved, that the Vestry will make a final decision at the April 28 Vestry meeting about offering blessings of covenanted relationships to our gay and lesbian parishioners starting this year.

The decision will be made by a vote using secret ballots. Between now and April 28, the wardens will send a letter to the parish inviting them to attend a meeting on Sunday, April 19, following each service. The purpose of the meeting will be to present the specific approach we are taking, explain how we got there, and listen to responses, concerns, fears, difficulties and questions.

Emergency Task Force Update – Marty Lawfer

Marty reported continued efforts by committee to create a viable reactive plan that would address needs of our parish and community in times of emergency or disaster. Five committee tasks have been identified to date: lists of parishioners/names and cell phone numbers or contact person(s); facilities services; chain of command regarding facilities and grounds in decision making process; necessary supplies; care of pets.

New Business

The Community Preschool of St. Matthew's Episcopal Church

Kim Tabler and Debbi Rodahaffer asked for the vestry's approval of a two-sided wooden sign that will hang at the corner of Hubbards and Massie that will recognize that children will once again be present here in The Community Preschool of St. Matthew's Episcopal Church. Kim reported that she had applied for a sign permit but had no clear response to date from St. Matthew's City Hall as to cost for the permit. She did learn that the sign must be five feet from the easement. Vestry approved the sign design and left details as to final design decisions and placement up to the committee. Rhody Streeter suggested that committee create a full-scale mock-up of the sign before it determines final positioning. Vestry thanked Kim and committee for their intentional efforts regarding the inclusive name of the school and the placement of our ginko tree in the logo.

The first official day for enrollment for parishioners is Monday, March 23. On Sunday, March 22, Kim will be available before and after church school. The Community Preschool can accommodate 26-30 children, ages one through five. Deadline for kindergarten enrollment is October 1, 2009.

Sharon Nesmith suggested that Vestry also consider signage that would coordinate with the preschool's sign recognizing the mission offices that are also present at St. Matthew's.

Recommendations from Outreach Committee – Rector for Bob Huffman, Chair

Vestry approved Outreach Committee's request that 2009 Easter Offering be divided equally between St. George's Community Center Freedom School and our Rongo Orphans for continued construction of the Girls' Dormitory. The Vestry also approved a \$2000 donation to The Healing Place for the purchase of a steam cooking pot that would be used daily in feeding the residents. The \$2000 donation amount was currently available because of a \$2000 outstanding donation approved by the Vestry in December 2008 for the Clothe A Child Fund. The Clothe A Child Fund had ceased operation before the 2008 disbursement was made.

Old Business

Certification of Mary Ann Mertz for Candidacy – Rector

Vestry members signed required papers of certification for Mary Ann Mertz.

Warden's Reports – NONE

Rector's Report:

- Schedule for **Holy Week and Easter Services** reviewed
- **Monthly attendance figures** from 2003-2009:

2003 – 275 2004 – 390 2005 – 370 2006 – 330 2007 – 343 2008 – 365 2009 - 330

Ash Wednesday attendance figures were compared from 2002-2009:

2003 – 217 2004 - 208 2005 – 199 2006 - 193 2007 – 179 2008 – 172 2009 - 198

- **Diocesan Convention** at St. Matthew's not in 2010 but in 2011.
- Announcement of Three **Co-Chairs** for **Retire The Debt Campaign:**
Bill Cheatham, Gaylee Gillim, Rick Lotz

Meeting adjourned with Compline in chapel.

Respectfully Submitted,

Lynn Reese, Vestry Secretary

St. Matthew's Episcopal Church

APPROVED Minutes of Vestry Meeting

April 28, 2009

Vestry In Attendance – Bartholomew, Becker, Bridge, Cheatham, Donovan, Good, Lawfer, Nesmith, Petrites, Prater, Smith (by telephone), Reese, Stodghill, Lambert, Frey (former Vestry)

Absent – Ndife, Streeter

Staff in Attendance – Barbara Ellis, Rev. Dr. Helen Jones

Opening Prayer/Joint Reading for Building the Spirit – Rev. Canon Lucinda Laird

Reading/Reflection – Lucinda in Rhody's absence

Approval of minutes from March 17, 2009

Committee Reports

Social Concerns – Jody Fletcher

Jodi shared an overview of Social Concerns' Committee that is responsible for planning and implementing a variety of outreach and volunteer programs offered to members of our parish. Highlights of different types of volunteer opportunities where parishioners share time/and/or talent include:

Monthly Volunteer Opportunities - Cornerstone, Habitat for Humanity, Wayside Christian Mission Soup Kitchen, Food Collection Sunday for Calvary and St. George's food pantries

On-going Ministries – Healing Place (bed and bath linens), St. Matthew's Clothes Closet, Seamen's Ministry (books and videos, Christmas on the River) and St. MAM's blood drives

Special Events – New Orleans Response Committee, Relay for Life Team, Annual Hunger Walk, Thanksgiving Ingathering, Advent Tree, Breakfast for Cancer Survivors (NEW)

Vestry thanked Jodi for her service and acknowledged committee's outstanding accomplishments; Lucinda asked that vestry members focus upon continued and renewed support for social concerns.

Welcoming – Susan Prater

Several parishioners, energized by the "Magnetic Church Conference" in March sponsored by Diocesan Evangelism Committee, have formed a new committee focusing upon advancing a ministry of welcoming to those who are new and/or visiting our parish. Susan reminded each of us that we are ALL an integral part of this overall ministry to newcomers. A Newcomer Ministry Team will provide initial training sessions for volunteers in May.

Financial Reports

Vestry was updated on Ruth Kempf's recent accident. With 3 broken bones in her ankle, Ruth will be recuperating and rehabilitating for at least 6 weeks. Lauren volunteered to send a note to Edie Nixon and Linda Wardell thanking each of them for gracious and expert assistance as Ruth recovers.

Operating Budget (March)- David Brooks

David happily reported that in March, there was more \$\$ and cash flow within the budget report. Pledges were up significantly in March - 103% over prior year. Plate offerings were at 75% compared to last year, and operating expenses were at 84% as compared to prior year. Staff salaries were under budget, mostly due to Jim's departure. Sharon asked why convention disbursement for March was so high, and David agreed to check on this.

Building the Spirit – Lee Fletcher

Lee reported the following statistics as of 3/31/2009:

- **Total of all pledges** and gifts - \$2,893,372.60 **Total Received to date** - \$2,725,466.77
- Of the 224 pledges, **151 have been paid in full and 73 remain in progress**. Lee predicted that 37 of the 73 will be paid, with some not until 2010 or 2011.
- **10 year fixed-tax free loan will end in 2015** and balloon to 1 million if loan is not paid off by 2015.
- **Commitments for 1.5 million through 2015** are needed to completely retire the construction debt.

Committee Report

Facilities/White House – Chris Bartholomew

- **White House** – A field trip is planned to look at other facilities doing the same as St. MAM's wished to do. The waterline has failed and needs repairing. A list still remains of things to do.
- **Structural Beam in Sanctuary** – Engineer reported that we will need to improve the condition of the beam. Chris will consult with Gibbs Reese to determine the next step. The engineer may act as "coach" and repair may be done by volunteers.
- Barbara Ellis asked Chris to examine the **timers in the sanctuary** that frequently malfunction.

- **Asst. Rector's House** – Chris reported that a “laundry list” compiled by the Trimble family of things needing attention/repair still remains. As we may need the house in the near future, Chris will reassess past as well as current needs.

Trivia Night – Becky Donovan

Becky updated vestry on plans for **Trivia Night on June 6 in Saints Hall**. Should be great fun for all! There will be space for 40 tables of 8 with a cost of \$80 per team. Becky will MC and bring answers from a variety of decades. Grand prize will be \$200. Basic snacks and soft drinks will be provided, but groups are encouraged to bring their own food and/or drink. Marty noted a possible conflict with Cancer Survivor's breakfast on Sunday morning; Becky planned to check with Matt and Mardi regarding coordination of both events. It was also suggested that the Welcoming Committee focus upon incorporating newcomers and singles who may sign up.

New Business

Moray Peoples – Sue Bridge moved that the stipend for Moray Peoples be raised from 1500 to 2000 a month. Sharon seconded the motion. Motion was passed.

Warden's Report – NONE

Rector's Report

- Vestry signed **card for Ruth Kempf** expressing our concern and wishes for a successful recovery.
- Vestry was reminded of the need to complete **Bishop's Survey** available online or in print. A **Listening Session will be at St. Matthew's** on May 17 from 5 -7. Other Listening Sessions are: Resurrection, 5/17, 2-4; St. Francis, 5/17, 5-7; Cathedral, 5/18, 12-2.
- **Rev. Amy Coultas** will be preaching and meeting with young adults on Sunday, May 17. Amy works through the Diocese with Young Adult Ministries.
- Lucinda shared a letter from **Bryan Owens and St. James the Less Episcopal Church in Glasgow, Scotland** that “warmly accepted the invitation” to join with us in a companion relationship that would encourage mutual support in Christian mission among parishes and members of both dioceses. Lucinda reported that Bryan Owen may come in October. Lauren and Susan, in conjunction with Lucinda, offered to compose a written response expressing our pleasure and commitment relating to their response.

Old Business

Blessings-

In a unanimous vote, the Vestry of St. Matthew's Episcopal Church unanimously passed the following motion:

- Resolved that the Vestry of St. Matthew's Episcopal Church endorses and fully supports our Rector in addressing the pastoral needs of our gay and lesbian parishioners.
- Resolved that the St. Matthew's Vestry offers its assistance to our Rector in any further development of appropriate criteria, procedures and protocols relating to Commitment Ceremonies for gay and lesbian parishioners at St. Matthew's Episcopal Church.
- Resolved that the Vestry endorses and fully supports our Rector in performing, or allowing other clergy to perform, Commitment Ceremonies for parishioners at St. Matthew's Episcopal Church.
- Resolved that the Vestry offers its assistance to our Rector in working with our Bishop concerning such ceremonies.

Compline in the Chapel at the conclusion of Vestry meeting.

Respectfully submitted,

Lynn Reese, Secretary of the Vestry

**Average Sunday Attendance In March:

2009 – 360 2008 – 440 2007 – 376 2006 – 360 2005 – 563

NOTE: Palm Sunday and Easter were in March 2008 and 2005

Easter Services:

2009 – 826 2008 – 795 2007 – 765 2006 – 903 2005 - 869

St. Matthew's Episcopal Church
Building the Spirit Total Project Estimate 3/31/08

	Current Estimate/Budget	Paid as of 3/31/08	Balance (Current Est. Less Paid to Date)
PRE-CONSTRUCTION PHASE (Discernment/Campaign)	\$102,293	\$102,293	\$0
Constuction Materials	\$1,189,946	\$1,168,636	\$21,310
Constuction Labor			
Original Contract	\$4,158,423		
Add Change Orders #1-4	\$101,711		
Deduct St. Matthew's Purchased Materials	(\$1,193,336)		
Deduct Allowance Credit	(\$20,356)		
Adjusted Contract Amount	\$3,046,442	\$3,012,219	\$34,223
Design/Documents/Procurement/Admin.(Reese Design)	\$331,550	\$329,750	\$1,800
Organ (consultation and Construction)	\$162,269	\$162,269	\$0
Asbestos Survey, Mitigation, Testing	\$56,448	\$56,448	\$0
Structural Testing and Inspecting Architect	\$16,333	\$16,333	\$0
Additional Construction Related Expenses			
Cap off water	\$695	\$695	\$0
LG&E Electrical Service Modification	\$4,552	\$4,552	\$0
Fire Supression System for Range Hood	\$2,867	\$2,867	\$0
Sewer Connection Work	\$3,325	\$3,325	\$0
Tree Removal	\$2,550	\$2,550	\$0
Fees and Permits	\$2,308	\$2,308	\$0
Reproduction/Prints	\$9,593	\$9,593	\$0
Copper Roof Repair	\$330	\$330	\$0
Saints Hall Guardrail	\$4,225	\$4,225	\$0
Door Closers/weather seal	\$2,455	\$0	\$2,455
Sound Absorptive Materials--Saints Hall	\$16,000	\$3,909	\$12,091
Cross Illumination	\$998	\$998	\$0
Rear Door Lock	\$384	\$0	\$384
Reece Design-Addit'l Services--Change Orders	\$10,210	\$10,210	\$0
Electrical Work-Reception Area	\$1,020	\$1,020	\$0
HVAC Balancing	\$1,571	\$1,571	\$0
Budgeted Furnishings and Equipment			
Kitchen Equipment Allowance	\$47,896	\$47,395	\$501
Phone and Computer Systems Allowance	\$14,066	\$14,066	\$0
Furniture and Furnishings	\$201,700	\$170,016	\$31,684
Professional Services Fee (Furniture Selection)	\$21,700	\$21,700	\$0
Additional Equipment			
Sound system-Sanctuary	\$12,768	\$12,768	\$0
A/V Equipment for Saints Hall/Clingman Chapel	\$47,866	\$47,866	\$0
Programmable Lock and Door Hardware	\$789	\$789	\$0
Financing and Bank Related Expenses			
Stock Transactions/Bank Fees	\$10,000	\$8,309	\$1,691
Loan Closing Costs	\$25,279	\$25,279	\$0
**Interest Expense	\$123,570	\$123,570	\$0
Insurance Expense	\$4,025	\$4,025	\$0
Miscellaneous/Moving/Groundbreaking/Fundraising Exp.	\$5,501	\$5,501	\$0
TOTAL PROJECT COST	\$5,483,524	\$5,377,383	\$106,140
Funds Required			
Estimated Total Project Cost	\$5,483,524		
Funds Available:			
Augustus Bequest	\$1,031,803		
Pledges/One-time Gifts/Memorials (Discount on Pledges 3.5%)	\$2,779,402		
Fundraising Activities	\$4,901		
Interest Income	\$72,631		
Interest Reimbursement-Endowment	\$120,040		
Total Funds Available	\$4,008,776		
Additional Funds Required	\$1,474,748		

** does not include future interest expense

St. Matthew's Episcopal Church
APPROVED Minutes of Vestry Meeting

May 26, 2009

Vestry In Attendance – Bartholomew, Bridge, Cheatham, Donovan, Good, Lawfer, Ndife, Nesmith, Petrites, Prater, Reese, Stodghill, Streeter

Absent - Becker, Lambert, Smith

Staff in Attendance – Reverend Canon Lucinda Laird

Opening Prayer – Rector

Approval of Minutes /April 28– So Moved by Sharon Nesmith/ seconded by Becky Donovan

Committee Reports

Retire the Debt – Bill Cheatham

Six chairs continue to work with campaign co-chairs in organizing and finalizing plans for retiring our construction debt. **Margaret and Bill Bond** will join campaign co-chairs as campaign coordinators. A kick-off event is planned, and Bill reported that he will have a timeline and a more complete list of parishioners who have volunteered to chair specific committees at our June Vestry meeting.

Facilities – Chris Bartholomew

Correcting problems with timer for AC will be costly but necessary. Committee will direct contractor to address the issue. Conversations continue with architects regarding beam repair in the sanctuary. Karen Hill contacted Chris regarding possible volunteers to assist with updating our associate's house. Chris will need to walk-thru house to make assessment as to what must and could be done with the help of volunteers. It was suggested that non-Habitat Days be used as possible volunteer opportunities to address needs relating to associate's house.

Welcoming Committee – Susan Prater

Two training sessions have been completed, and the core committee has agreed to commit for one year. Enthusiasm and optimism prevails in this new ministry.

Financial Report – None

Ruth is still recuperating and David Brooks out of town. Vestry once again acknowledges David Brooks, Linda Wardell and Edie Nixon for their tireless efforts in assisting our parish with day to day financial services during Ruth's absence.

Updates

- **Becky Donovan** - reservations have begun for **June 6 Trivia Night**.
- **Marty Lawfer – Cancer Survivors' Breakfast** set for **June 7**, after both services - 8 and 10
- **Superfoyers – June 7**
- **Mary Ann Mertz – Ordination, June 19, 7:30 – Cathedral**
- **Dedication of new Chapel at ECH – June 20. 2:00 – 1300 invitations sent out**
- **Bats Game - June 20** Come and socialize!
- **Band concert - July 19 – Here on our lawn- come and bring friends and neighbors!**

New Business

Assistant/Associate Rector

Lucinda asked Vestry to engage in conversation relating to what we would like to see in an assistant/associate rector. The following were a few of the qualities mentioned: *Someone who is down to earth, enjoys pastoral care, can deliver a good sermon, is comfortable in assisting with crisis care, can make you think, has substance and intuition and some daring about them.* **Lynn Miller, Brian Good, Bill Cheatham and Becky Donovan** will assist in the interview process when the time comes.

Use of Book of Common Prayer – Chris Bartholomew

As a result of a discussion in his EFM group, Chris asked Lucinda and vestry to review and discuss why we do not use our prayer book in lieu of a printed bulletin for our Sunday services. Generally, most agreed that using the prayer book was confusing and not as welcoming. Lucinda agreed to consider experimenting with more use of the prayer book on a limited and trial basis.

General Theological Seminary Donation - Greg moved and Rhody seconded that St. Matthew's donate \$1000 to the General Theological Seminary where Lucinda serves on the Board of Trustees.

Warden's Report(s) – NONE

****Special Guest – Rev. Tim Mitchell – Church of the Advent**

Meeting adjourned with Compline in chapel.

Respectfully Submitted,

Lynn Reese – Secretary of the Vestry

Average Attendance in April

2009 – 465 2008 – 366 2007 – 461 2006 479 2005 – 350 2004 – 516 2003 – 475

Palm Sunday and Easter were in April every year but 2005 and 2008.

Holy Trinity Catholic Church & St. Matthew's Episcopal Church

Covenant Committee

Meeting Minutes

June 9, 2008 – Holy Trinity Church

Members Present:

Kevin Clark	Greg & Joan Kuhns
Robert & Diane Clark	Chuck & Mimi Leppert
Mary Jane & Peter Glauber	Bishop David Reed
Delores Hartman	Ray & Arlene Schlader
Maureen & Gary Kingry	Kay Vandrick

Meeting Notes:

Habitat for Humanity

- Down payment required in August 2008 - \$5,000.00

“Every 1 Reads” – Jefferson County Public Schools

- Schedule a new training program in August.
- Post sign up sheets at both churches to get volunteers and have those who volunteered last year contact prospective new volunteers.

Communications

- Greg will send the Covenant Committee minutes to St. Matthew's Vestry

American Association of Interchurch Families

- Biennial Conference will be held June 27-28, 2008- Louisville Presbyterian Theological Seminary.
- Group represents mixed families of separate Christian traditions to promote ecumenical dialogue to increase Christian faith and understanding within the family and community.
- Both churches will publicize conference dates and encourage attendance.

Hand In Hand Ministries

- Hand In Hand is a faith based international service organization that provides shelter, clothing, health care, education and food overseas and in Appalachia.
- Youth opportunities for “an immersion experience” are available.
- Follow-up with the new you minister at St. Matthews along with the Youth Ministry at Holy Trinity to evaluate opportunities that still needs to be done.

St. Matthew's / Highlands Relay for Life

- The American Cancer Society Relay for Life is June 20-21, 2008 at Waggener High School.
- Teams are needed to support this worthwhile cause.

St. Matthew's/Band Concert & Ice Cream Social

- June 29th at St. Matthews – contact St. Matthew's for time. It is free.

Holy Trinity/200th Jubilee

- Celebration at Slugger Field on June 29th. Archbishop Joseph Kurtz will preside.

Covenant Committee Chair

- Greg Kuhns and Gary Kingry agreed to continue as Chair and Secretary, respectively.

Many thanks to Holy Trinity for the wonderful deserts and coffee.

Next Meeting - Tuesday, September 9, 2008 – 7:00 PM – St. Matthew's

Gary Kingry 6/16/08

St. Matthew's Episcopal Church
APPROVED Minutes June 23, 2009

Absent – Rhody Streeter

Staff in Attendance – Karen Hill

Opening Prayer – Rector

Building the Spirit Prayer – ALL

Reflection – Sue Bridge

Approval of Minutes from May 26, 2009 – So moved by Sharon/seconded by Becky

Financial Report – David Brooks

David reminded us that it is time to be careful with what we spend. Our current budget reflects that we need \$70,000 in income each month; our April financial statement shows a \$17,000 loss in income. Much depends on timing when looking at monthly reports. Typically, during summers income lags, and expenses will climb as church school begins. Catch up occurs in Nov/Dec when pledges are rectified. Lucinda asked vestry if we should include a shortened financial statement in the Spirit each month. Vestry agreed and recommended that a statement include: Income, Expenses, and Year-to-Date Figures. Brian suggested we also include statistical comparisons to prior year.

Task Force Reports

Emergency Task Force – Marty Lawfer

Work continues to progress slowly but methodically as committee recognizes a task much larger than originally envisioned by the Vestry. Preparation and planning for two focus areas have the committee's attention:

Emergencies Within the Church Itself...Committee has recognized that ushers and greeters must be prepared for possible fire evacuation, health/medical emergencies, and intruder/violence.

Emergencies Within the Community at Large...Committee is exploring the extent of services we would be able to offer, supplies we would need to keep on hand, and a voluntary information form that would include emergency contact information (cell phone numbers, email addresses) with special attention for the home bound.

Marty also reminded Vestry that that we have representatives on St. MAM's Emergency Board who along with other agencies like the Red Cross may be able to partner with us. Mary will follow through with ushers/greeters. Lucinda will follow thru with fire department. Lauren will notify vestry as to time/date for CPR training that will be offered to teachers in the Pre-School. Marty will also include a committee update in the Spirit.

White House – Clay Smith

St. MAM has contacted Steve Cherry and notified him that they are still interested in working toward an agreement/contract for the white house.

Food Pantry – Brian Good

Brian continues a dialogue with St. MAM regarding a more focused collaborative effort between us and them regarding a Dare To Care Distribution Center. Locations under discussion for the center include the white house, our church, and the current St. MAM's food distribution center. Volunteers would be needed. Yum has volunteered to match financial contributions.

Committee Reports

Facilities - Chris Bartholomew

Chris reported the celebration of the long-awaited consecration of St. Luke's Chapel. He has also picked up keys to the Asst. Rector's house, and an assessment will follow. The bad timer has been replaced in the sanctuary, yet now a breaker has failed, and it will cost \$1400 to bring it up to code. Committee is also addressing a few lights out as well as several loose tiles in the narthex.

Retire the Debt – Bill Cheatham

Steering Committee will meet August 2 for the Extend the Spirit Campaign. All chairs/co/chairs are in place except for Planned Giving. Kick off for campaign is scheduled for March 5, 2010. To remind us that our building pledges also support our community, Lynn suggested that we recognize in the bulletin or Spirit groups in our community (Walden School graduation ceremony) who are also enjoy our new spaces/renovations.

Welcoming Committee – Susan Prater

Committee is currently exploring possibilities for a flat screen TV/software that would allow us to feature on-going and current activities. A directory with architectural drawings of layout could also allow visitors to feel more "welcome".

Staff Report – Karen Hill

Karen accepted her current position as a temporary job that focuses upon making sure volunteers have a positive experience. Karen sees St. Matthew's as a congregation's church in that it has always been in response as it involves parishioners in various ministries. Vestry acknowledged that Karen honors people as she responds by giving parishioners the opportunity to try something new or join others in long established volunteer groups. We are grateful for her service.

Report on Community Pre-School – Lauren Becker

After only three weeks on the job, Lauren reported that five (5) experienced fantastic teachers are on board, and that our Community Pre-School is 80% full with accommodations for 26 children in the first year. Curriculum is complete, a garden is planned, learning centers are ready, and cubbies are in place. An Open House to showcase classrooms and teachers is planned for 6-8 on Wednesday, June 24.

New Business

Lauren Becker's Vestry Vacancy – Greg Petrites

With much regret, we accepted Lauren's resignation from the vestry. With much excitement, we welcomed her as a dynamic new member to the staff. Addressing the vacancy, Greg so moved and Sharon seconded that in our 2010 vestry election, we present twelve (12) candidates and elect six (6), with one to serve a one year term. Vestry unanimously approved.

Blessings – Rev. Canon Lucinda Laird

Lucinda acknowledged a letter of support from the Cathedral Chapter that also noted that they were engaged in similar work. Bishop Gulick recently met with clergy and informed them that he would be working with us and others as we begin to same-sex blessings.

Warden's Report

Sue moved and Sharon seconded that we update the budget to allow Lucinda's cell phone to include internet/email access. Vestry unanimously approved.

Rector's Report

Lucinda announced that Mary Ann Mertz has accepted a position outside of Philadelphia as a school chaplain. Lucinda suggested a home communion black box as a congratulatory gift. Chris so moved, and Susan seconded that money be taken from the Vestry Fund for the purchase. Vestry unanimously approved.

Meeting adjourned with Compline in the Chapel.

Respectfully Submitted,

Lynn Reese - Secretary

St. Matthew's Episcopal Church
Building the Spirit Financial Report
June 30, 2009

Account Balances 6/30/09

ASSETS

Bank Accounts

Stock Yards Cash Management	\$45,787.37
Stock Yards Checking	\$17,170.69
Stock Yards Certificate of Deposit	\$101,854.75
TOTAL Bank Accounts	\$164,812.81

Account Receivable-Endowment	\$133,041.50
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TOTAL ASSETS	\$297,854.31
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LIABILITIES

Construction Loan	(\$1,705,178.61)
Marmion Loan	(\$76,502.02)
TOTAL LIABILITIES	(\$1,781,680.63)

TOTAL NET ASSETS	(\$1,483,826.32)
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Income and Expenses

**Total Project
6/30/2009**

INCOME

Transfer--Augustus Bequest	\$1,031,802.60
Fundraising Activities	\$4,901.00
Pledges/One-time Gifts/Memorials	\$2,737,436.42
Miscellaneous Income	\$340.00
Interest Income	\$75,789.44
Interest Reimbursement-Endowment	\$216,390.56
TOTAL INCOME	\$4,066,660.02

EXPENSES

Discernment	\$61,793.33
Capital Campaign	\$40,499.46
Construction/Furnishings/Equipment	\$5,180,707.91
Bank Fees	899.23
Stock Transaction Fees	\$8,337.44
Interest Expense	\$223,357.07
Loan Closing Costs	\$25,278.70
Fundraising Expense	\$1,545.00
Insurance Expense	\$4,025.00
Miscellaneous Expense	\$1,346.22
Moving Expense	\$2,696.98
TOTAL EXPENSES	\$5,550,486.34

NET INCOME (EXPENSE)	(\$1,483,826.32)
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Funds Required

Estimated Total Project Cost	\$5,550,486.34
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Funds Available:

Augustus Bequest	\$1,031,803
Pledges/One-time Gifts/Memorials/Fundraising (Discount on Pledges 4%)	\$2,788,457
Interest Income	\$75,789
Interest Reimbursement-Endowment	\$216,391
Total Funds Available	\$4,112,439.20

Additional Funds Required	\$1,438,047.14
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* * does not include future interest expense

St. Matthew's Episcopal Church
APPROVED Minutes of Vestry Meeting

August 18, 2009

Vestry in Attendance – Bartholomew, Bridge, Cheatham, Donovan, Good, Lambert, Lawfer, Petrites, Prater, Reese, Smith, Stodghill, Streeter

Absent – Ndife, Nesmith

Staff in Attendance – Reverend Canon Lucinda Laird, Lynn Miller

Dinner – Special thanks to Julie and Bill Stodghill for a delicious crab cake dinner

Opening Prayer – Rector

Building the Spirit Prayer – All

Reading/Reflection – Susan Prater

Approval of Minutes from June 23, 2009 – Sue Bridge so moved; Rhody Streeter seconded

Financial Report – David Brooks

David reported all good news and no concerns within financial reports from June and July. Income was excellent, pledges were up, and expenses were down in all categories. As treasurer, David reminded vestry that he would not be able to conduct the audit this year. David and Lucinda will determine who will fulfill this year's audit required by the diocese.

Committee and Task Force Reports

Facilities – Chris Bartholomew

Lucinda thanked Chris for coming to church to address water that recently covered the choir room floor. Chris reported:

- ST. MAM was no longer interested in leasing or purchasing the white house. Committee will now address how to proceed with the white house as an asset as well as address the issue of upkeep necessary in order to be a good neighbor. Chris acknowledged that renovations would require a serious financial investment that would include abatement issues. The fire department has estimated it would cost \$10,000 to destroy the structure.
- In order to maintain its integrity and prevent further degradation, work is needed on HVAC.

Living the Spirit – Bill Cheatham

Committee members have been busy during the summer. Budget numbers from each committee should be presented at the upcoming September 10 committee meeting. There will be a booth at the Ministry Fair, and leadership letters will be mailed before Every Member Canvas. Town hall meetings and small group discussions are also planned. Official kickoff for the “Living the Spirit” campaign will be March 5, 2010.

Welcome Ministries – Greg Petrites

Task Force continues to explore ways to involve more parishioners in welcoming those visiting and/or looking for a parish family. Our Visitor Information desk is now staffed each Sunday and is providing opportunities to not only welcome but answer questions and provide information to anyone wishing to know more about who we are as a parish family.

Emergency Task Force – Marty Lawfer

An Emergency Preparedness Response Survey will be included in the upcoming Spirit along with a Parishioner Emergency Contact Information form. Task Force is looking for others to join them as they continue to examine how we as a parish may more fully prepare for possible external and internal emergencies. A fire drill is planned as well as a meeting with police to educate us regarding potential security concerns.

Staff Report/ Youth Group – Lynn Miller

Brandon Brones will join Lynn as Middle and High Youth Groups organize and begin a new year. Lynn reported that 20+ youth on average attend church school each Sunday. They continue to be involved as chalice bearers, acolytes, and readers. The Youth enjoy their social activities (dinners, road rallies, scavenger hunts, sports activities) and volunteer their time teaching Sunday school and sponsoring service projects on Halloween and Valentine’s Day. Lynn encouraged the Vestry to consider sharing our special interests with our youth and also reminded Vestry that volunteers are welcomed as drivers to youth group functions.

New Business

Proposed Date Changes:

September Vestry Meeting – 9/15 to 9/22

January / February 2010 Schedule:

11:00 a.m.	January 24	Annual Meeting/Lunch/Vestry Member Elections
4-6:00 p.m.	January 31	New Vestry Orientation
6-6:30 p.m.		Discussion/Election of Officers, Meet Candidates
6:30 p.m.		Wine and Cheese with old and new Vestry
7:00 p.m.		Dinner with old and new Vestry

February 12–13 Vestry/Staff Retreat – Elections
Kordes Center of the Sisters of St. Benedict
Ferdinand, IN

10:00 a.m. **February 14** Commissioning of new members and officers

2009-2010 Focus on Hunger

The Vestry of St. Matthew's commits to reading Take This Bread by Sara Miles, in preparation for her visit on November 15, and to continuing a discussion and focus on issues of hunger. It is the sense of the Vestry that we will make the alleviation of hunger and the study of the causes of hunger a focus and priority for the parish, and we expect to consider a resolution to that effect at our next meeting.

Convention Delegates 2010

Delegates for General Convention have in the past been appointed. Rhody and Clay will consider a proposal to guide our delegate selection for the upcoming February 2010 convention.

Old Business

Report on Community Preschool – Rector

With great anticipation, thoughtful planning and prayer, The Community Preschool of St. Mathew's will open its doors to 24 children on September 9, 2009.

Rector's Report

- **Blessings** - Lucinda reviewed Resolution D025 from General Convention. Guided by the Spirit, Lucinda will continue to work with Ted, embracing scripture, tradition and reason as she plans for a blessing ceremony and celebration in November at St. Matthew's.
- **Assistant Search** – No luck – no candidates presented

Meeting adjourned with Compline in the chapel.

Respectfully Submitted,

Lynn Reese, Secretary

**St Matthew's Episcopal Church
Building the Spirit Financial Report
July 31, 2009**

Account Balances 7/31/09

ASSETS

Bank Accounts

Stock Yards Cash Management	\$99,307.55
Stock Yards Checking	\$4,059.90
Stock Yards Certificate of Deposit	\$50,000.00
TOTAL Bank Accounts	\$153,367.45

Account Receivable-Endowment	\$138,943.38
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TOTAL ASSETS	<u>\$292,310.83</u>
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LIABILITIES

Construction Loan	(\$1,697,374.19)
Marmion Loan	(\$75,732.54)
TOTAL LIABILITIES	<u>(\$1,773,106.73)</u>

TOTAL NET ASSETS	<u>(\$1,480,795.90)</u>
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Income and Expenses

**Total Project
7/31/2009**

INCOME

Transfer--Augustus Bequest	\$1,031,802.60
Fundraising Activities	\$4,901.00
Pledges/One-time Gifts/Memorials	\$2,739,010.08
Miscellaneous Income	\$340.00
Interest Income	\$77,455.31
Interest Reimbursement-Endowment	\$222,292.44
TOTAL INCOME	<u>\$4,075,801.43</u>

EXPENSES

Discernment	\$61,793.33
Capital Campaign	\$40,499.46
Construction/Furnishings/Equipment	\$5,180,707.91
Bank Fees	899.23
Stock Transaction Fees	\$8,337.44
Interest Expense	\$229,468.06
Loan Closing Costs	\$25,278.70
Fundraising Expense	\$1,545.00
Insurance Expense	\$4,025.00
Miscellaneous Expense	\$1,346.22
Moving Expense	\$2,696.98
TOTAL EXPENSES	<u>\$5,556,597.33</u>

NET INCOME (EXPENSE)	<u><u>(\$1,480,795.90)</u></u>
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Funds Required

Estimated Total Project Cost	\$5,556,597.33
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Funds Available:

Augustus Bequest	\$1,031,803
Pledges/One-time Gifts/Memorials/Fundraising (Discount on Pledges 4%)	\$2,788,457
Interest Income	\$77,455
Interest Reimbursement-Endowment	\$222,292
Total Funds Available	\$4,120,006.95

Additional Funds Required	\$1,436,590.38
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**** does not include future interest expense**

St. Matthew's Episcopal Church

APPROVED Minutes of Vestry Meeting

September 22, 2009

Vestry In Attendance – Bridge, Cheatham, Donovan, Good, Lambert, Lawfer, Nesmith, Petrites, Prater, Reese, Streeter

Vestry Absent – Bartholomew, Ndife, Smith, Stodghill

Thank You to **Cooks and Bottle Washers** for dinner, and as always Becky for pulling it all together for us each month!

Opening Prayer – Rector

Building the Spirit Prayer – ALL

Reflection – Bill Cheatham

Approval of Minutes from August 18, 2009 – Prather so moved; Streeter seconded

Committee Reports

Living the Spirit – Bill Cheatham

Bill reported that the campaign would be announced on Sunday, September 27. Committee approximates the budget to be \$5000 with much being donated and remainder temporarily taken from Building the Spirit Fund. Letters will go out next week, and the official kick off will be March 5. Leadership pledge drive will begin on February 11 and end on May 23.

Co-Chairs and Committee Members are:

Co-Chairs – Bill Cheatham, Gaylee Gillim, Rick Lotz

Coordinators– Bill and Margaret Bond

Treasurer – Edie Nixon

Leadership Gifts – David Brooks, Edie Bingham

Congregational Gifts – Heather Bell

Spiritual Emphasis – Shannon Frey, Bob Nesmith

Communications – Mike Fitzer, Robin Garr

Kick- Off Event – Mary Lawfer

Planned Giving – Brian Good

Facilities – Rector for Chris Bartholomew

The broken skylight above the grand staircase has been repaired. The cost was not to exceed \$550, and 100% is expected to be covered by insurance. Joel Latto has power washed the white house, and Matt has done some clean up on the overgrown vegetation. No assessment has been made to date on winterization or other needs.

Financial Report – David Brooks

Income was slightly under budget, and expenses were lightly over budget, largely due to the quarterly maintenance contract payment and HVAC repairs. As we are not currently paying for an assistant rector, David reminded Vestry that next year's budget will need to reflect a full staff with salary and benefits.

Committee and Task Force Reports

Diocesan Convention Delegates 2010 – Rhody Streeter

Rhody recommended that in order to determine a slate of delegates for convention we ask for and accept nominations from the parish. If too many names are submitted, the clergy and vestry should then determine the slate. Lucinda noted that people running for diocesan office should have preference and that a variety of ages and genders should also be a consideration. Vestry recommended that the parish be notified through newsletter, bulletins and email. Lucinda shared qualifications and forms for offices/positions to be filled at convention.

Every Member Canvas – Pat Malloy

Vestry recognized Pat's outstanding service to this parish as chairman for our Every Member Canvass two years in a row. Pat updated Vestry on their responsibilities as members of the committee to contact parishioners during our stewardship campaign that will run between October 18 and November 15. Pat shared the campaign logo that incorporates the altar/roof line of our sanctuary. The guiding scripture for this year's campaign is 1 Peter 4: 8-10:

Above all, maintain constant love for one another, for love covers a multitude of sins. Be hospitable to one another without complaining. Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received.

New Business

Memorial Garden Wall – Rector

Lucinda informed Vestry that we have run out of space for names on the Memorial Garden Wall. Lynn volunteered to speak with Gibbs Reese as to previous studies/plans that have addressed this issue.

Festival of Faiths- Rhody Streeter

Rhody reported that the Festival of Faiths would this year be at the Henry Clay during the first week of November. The theme will be the "Sacredness of Water". St. Matthew's has been involved for many years and has been asked to man a booth for this year's festival at a cost of \$200. The Green Team has expressed an interest, and after refining their plans for participation Rhody will report back to the Vestry.

Vestry Nominations for 2010- Rector

It is the responsibility of the retiring members of our Vestry (Sharon, Greg, Bill S. and Marty) along with several at-large members of the parish to form a nominating committee that will create a slate of 12 candidates for Vestry 2010.

Old Business

Dare to Care – Brian Good

Brian and Lucinda along with St. MAM and Dare To Care will meet on September 24 to continue discussion regarding a potential distribution center here at St. Matthew's. A report can be expected at the October Vestry meeting. Vestry was reminded of the Hunger Walk on October 18 with specific requests for donations and participants.

Rector's Report

Blessings at St. Matthew's

Lucinda reported on discussion of blessings by the Bishop and Diocesan clergy during Ember Day on September 22.

Assistant Search

There is "hope on the horizon" regarding a possible assistant rector. We may expect news before or at our next meeting.

Companion Parish Visitors from St. James in Glasgow will visit on October 18.

Blessing of the Animals will be on October 4 at 3 p.m.

Meeting adjourned with Compline in the chapel.

Respectfully Submitted,

Lynn Reese, Secretary

APPROVED
Vestry Minutes from October 20, 2009

Absent:

Lynn Reese
Rhody Streeter

Reflection: Lucinda- (updated reflection schedule: Matrid was October; Lynn Reese is November, and Becky is December. Lauren was scheduled for January.)

Agenda

Minutes: By order of Lucinda, please correct the “Dare to Cart” in last month’s minutes. Moved by Becky and seconded by Clay.

Committee, Department and Task Force Reports

St. MAMs: Joe Paul Pruett joined us as a guest. He gave us the news that St. MAMs met as a board on 10/19 and approved St. Matthew’s as a pantry once a month. This was achieved through the efforts of Brian Good. In addition, Joe Paul invited us to attend the St. MAMs auction. It is a buffet dinner on November 10 at 5:30 PM. It is their biggest fundraiser. Clay agreed to be in charge of the tickets. They are \$25 per person or \$190 for a table of eight.

Preschool: Lauren Becker said that the preschool is still awaiting nonprofit status. This is why there currently is no board. Lucinda asked if there were people whom Lauren had in mind. Sharon suggested Lynn Reese since she was involved in the past. One of the 2’s teachers quit within the first few days via email. It turned out to be a blessing as they procured a teacher from St. Matthew’s Baptist where she is a 2’s teacher on Tuesdays and Thursdays. Our preschool is open M, W, and F. On average, there are 21 students M, W, and F. There are additional students on Fridays, which brings the total to 36. Recently hired, Andrew Robertson is teaching Art on Fridays. The library and multimedia is being utilized with the preschool, too. First Steps has been recommending the preschool after observing a child they were serving! The congregation has been wonderful donating various supplies and equipment needed. The preschool is looking to the future to have a playground that would be age appropriate. Lauren suggested that they might have a fundraiser at some later date.

Church School: Debbie Rodahaffer provided a written church school report to vestry and will give to the Welcome Committee, too. She saw this as a need to familiarize us with what we always wanted to know and more about the program.

Treasurer's Report: (See report that was emailed.) David Brooks went over the report with vestry. We are now only slightly above prior year in budget. A large percentage of pledges are paid in November and December. Therefore we are currently low on cash. Otherwise, it is fairly routine. Staff continues to be behind budget under current circumstances. Janitorial services are contracted and appear to be over budget. David intends to check into that to get a handle on it. Mardi is sending a memo to staff regarding requests for budget. The 2010 budget will be close to \$1,000,000.00.*
Monday, December the 14th will be the Budget vestry meeting.

Old Business

Dare to Care Food Pantry: Brian Good reported that the meeting with St. MAMs and Dare to Care went exceptionally well. Once a month St. Mathew's will have a food pantry. St. MAMs', at other times during the month, will meet people's emergency needs. Volunteers will be needed to procure the food the day before; it will be bundled in 30-pound packages for 30 families. We are looking to serve people within the 40207 zip codes...those who work here, live here and whose children go to school here. No one will be turned away. The only criteria we will use will be to count the families served. We will have the responsibility of the initial outlay; however, YUM will reimburse us 100% at the year's end. Brian believes that we may spend \$1200 for the year. There is an application process and a volunteer training. Lucinda believes that the money could come from the Outreach monies. Debbie asked what happens when we have more than 30 families. Brian said that we might have to turn some families away although it is possible to increase the amount of food. Rebecca Lambert asked if the youth could volunteer and get service hours. Greg stated that the first weekend of the month is a Habitat weekend and would not be a favorable day. Brian resolved that we move ahead with a food pantry to be held here at St. Matthew's and to distribute and allocate food as needed. Greg made the motion, and Clay seconded it. The vestry unanimously voted in favor.

Candidacy/ Deaconate certificates: Mary Jane Cherry has been a postulant. Vestry was asked to sign papers for Mary Jane's ordination to the deaconate.

Memorial Garden Wall- Lynn Reese not here to deliver the report.

Vestry Nominations- Greg stated that we should all have received an email welcoming us to the nomination committee. We need 12 candidates.

New Business

Staff changes- Emily Schwartz will join the staff December 6. She will be the assistant rector. Emily and Lucinda talked to the Bishop. In addition, Emily is engaged to Zach Crouch and will marry in May. She will be living in the house. Jerry Cappel, from Resurrection, will be hired for ten hours a week to also serve as a priest. He could work in the area of refugee, environmental and outreach ministries. Moray Peoples is officially retiring as interim at the end of this month. Lucinda will announce Moray's retirement Sunday. Lucinda asked for a vote of confidence from the vestry to commit to the hiring of the two new clergy, and would affect the 2010 budget. (It would be an approximate \$3,000 increase.) The Senior Warden made a motion that we support Lucinda in the calling of The Rev. Emily Schwartz and the Rev. Dr. Jerry Cappel and that we commit financially to the 2010 budget. Brian seconded the motion. There was a unanimous vote in favor of the motion.

New staff members will start their pay in December.

Reports

Trivia Night: Becky Donovan announced that the date is November 21 at 7:30. Doors will open an hour or so ahead. It is great fun! The winnings last time was donated it back. About \$750 was made. 10% was given to outreach, and the rest was given to the building fund. This time 10% will go to Scholar's House, women's group that aids women in returning to school and the rest will again go to the building fund

Living the Spirit: They have not met as a group since the last vestry meeting. Bill Cheatham met with staff today and did get some good ideas. They need a definite time line and a figure. The next committee meeting is 29 October.

The Hunger Walk: Social Concerns made over \$1500. It was well attended.

Sharon Nesmith added that the visit with our companion parish. The Scottish couple intends to help with the relationship between their parish and ours. They plan to do half of a meditation book for Lent.

Rector's Report: Basic precautions are being made to protect from the flu. Purell is being put up at the altar, around the Narthex, and church. Sharon suggested that Purell be at the visitor's desk. After additional discussion the meeting was adjourned for Compline led by Debbi Rodahaffer.

*. * Monday, December the 14th will be the Budget vestry meeting.*

APPROVED

St. Matthew's Episcopal Church

Minutes of Vestry Meeting - November 17, 2009

Vestry In Attendance – Bartholomew, Bridge, Cheatham, Donovan, Good, Lawfer, Ndife, Nesmith, Petrites, Prater, Reese, Streeter, Stodghill, Lambert

Vestry Absent – Smith

Opening Prayer – Rector **Building the Spirit Prayer** – All

Reflection – Lynn Reese **Reflection for December** – Becky Donovan

Approval of Minutes- Reese so moved; Streeter seconded

Committee, Department and Task Force Reports

Green Team – Rhody Streeter and Louise Shawkat

Green Team offered itself as a resource to all committees within the church in order to raise awareness of recommendations passed at Diocesan Convention that concern our environment. Vestry received a copy that detailed one of the six resolutions passed. The Green Team recommended that every committee examine its practices and develop a plan asking St. Matthew's to reduce its carbon footprint. Vestry recognized our need for more education and further explanation as to how to proceed.

Living The Spirit – Bill Cheatham

Bill reported that Leadership letters would be mailed on November 18 with pledges to begin in February or before. Kickoff dinner is scheduled for March 5, 2010. Daughters of the King were recognized for their contribution in drafting our new prayer for Living the Spirit.

Financial Report – David Brooks

Overall, expenses are in very good shape all the way through, especially compared to our prior year. Income is under, yet also ahead of prior year. David noted that salary would be a challenge next year with two new staff members.

Every Member Canvas Report – Rector for Pat Mulloy

246 cards are in to date with a pledge total of \$696,000. Our pledge total last year was \$765,000. A phone bank will attempt on November 30 to contact the 60-70 pledges that are still out.

Old Business

Dare To Care Food Pantry- Brian Good

Application forms have been formally submitted to Dare To Care and St. Matthew's Area Ministries. As soon as we give them a date, our pantry will open. Over 21 people to date have made a commitment to work on the second Saturday of every month. To quote Ed Slosser - "We are running toward the work."

Memorial Garden Wall – Lynn Reese

Lynn presented suggestions from Gibbs Reese relating to adding more space to accommodate additional names on memorial wall within the garden. Vestry approved adding a 10' wall left of rector's window which would add 92-96 names. This solution was the most cost effective and most aesthetically pleasing as names would be on the path and visible from the garden. Chris Bartholomew and Lynn Reese will ask Gibbs Reese and Memorial Garden Committee members, Ellen Robertson and Mary Louise Gorman, to join them in forming a committee.

Vestry Nominations 2010 – Greg Petrites

Committee is active with candidate search. Names will be approved by email or at December Vestry meeting. Greg moved and Chris seconded that Vestry be responsible for selecting candidate to fill the remainder of Lauren Becker's tenure on vestry (1 ½ years).

New Business

Community Garden – Brian Good, Wardens, Rector

Vestry approved in principal of developing the idea of a community garden on church grounds that would enhance our commitment to Dare To Care. Brian Good will connect with Dare To Care. Rhody Streeter, a member of the Green Team, volunteered to serve as Vestry liason to contact Steve Hall, the force behind the original idea.

Christmas Offering – Brian Good, Wardens, Rector

Recognizing start-up costs relating to the food pantry and community garden, the Vestry approved a motion by Sharon Nesmith/seconded by Susan Prater that we allocate the funds donated through the Christmas Offering 2009 to St. Matthew's Episcopal Church's hunger projects throughout the upcoming year. Lucinda will discuss decision with Social Concerns/Outreach.

Deputies to Diocesan Convention – Wardens, Rector

Eleven people have submitted their names as possible candidates to fill St. Matthew's allotment of five deputies/3 alternative slots for diocesan convention in February. Vestry received secret ballot election forms that would be due Sunday, November 22 at noon.

Outreach: Kentucky Refugee Ministries – Sharon Nesmith

Vestry approved a motion by Sharon Nesmith and seconded by Susan Prater that would allocate \$1500 to match a \$1500 grant by KRF to assist a family in need whose father would be out of work because of serious surgery for 6-8 months. Donation will be taken from discretionary fund and outreach.

Seminary Support – Rector

Rector reviewed the seminaries across the country that would be eligible for the \$1000 budget line item in this year's budget. She also discussed SIM, a society that supports Episcopal seminarians. Vestry will vote December to determine who will receive our donation.

Ordination of Mary Ann Mertz – Rector

Vestry approved a gift in honor of Mary Ann's upcoming ordination on December 21, 2009. Lauren Becker will be asked to create an art original that Mary Ann can take with her as she begins her new ministry.

Assistant Rector's Home – Chris Bartholomew

As Emily Schwartz prepares to move into the vicarage on November 30, long term issues still remain and need to be addressed. Chris reminded vestry that we have an asset that we have not maintained in proper conditions. Home needs new paint inside and out and a leaky basement must be repaired. Emily's father has worked diligently with painting, and Emily has asked for relief for window treatments with the aging windows. During the ice storm, the AC blew up. Ongoing attention will be needed in order to make it a habitable space. Suggestions from vestry included asking Habitat volunteers to assist as well as Hammer and Nails, a NOLA group.

NOTE - December Vestry Meeting Date – Monday, December 14 from 5-7 p.m.

Warden's Report – Sue Bridge reported that Jim Moyer discovered we have a Face Book page, thanks to Julia Weis who set it up.

Rector's Report – New Staff Job Descriptions

- **Rev. Dr. Jerry Cappel – Associate for Justice Ministries (Green Team, Social Concerns)**
- **Rev. Emily Schwartz – Assistant Rector (Youth, Confirmation, Young Adults, Welcoming, Pastoral Care)**

Meeting Adjourned with Compline in the Chapel.

Respectfully Submitted,

Lynn Reese, Secretary

APPROVED
St. Matthew's Episcopal Church
Minutes of Vestry Meeting
December 16, 2008

Opening Prayer. Lucinda opened the meeting at 6:45 p.m. with prayer followed by the joint praying of the Building the Spirit Prayer. Those in attendance were Rector Lucinda Laird. Vestry members present were Edie Nixon, Linda Wardell, Greg Petrites (by telephone), Sue Bridge, Steve Cherry, Becky Donovan, Marty Lawfer, Peter Bell, Sharon Nesmith, Rhody Streeter, Bill Stodghill, Clay Smith, Dwayne Watson and Lauren Becker.

Reflection. Sharon shared her journey into the Advent season and spoke about Advent being a time for us to invite God into our lives; to make a new beginning, a new covenant. God's spirit will always come when we are open to the divine. Sharon's goal for the Advent season: get rid of the "stuff" in our lives to make room for God.

Approval of Minutes. The November 18^h minutes were approved with corrections. The approval was unanimous.

Approval of Agenda. The agenda was accepted and Sharon mentioned giving our renters poinsettias as a gift from the Vestry.

Stewardship Committee Report. Lucinda announced that we are \$50,000 ahead of this time last year with our pledges. She stressed the "enormous statement of faith" that this shows by our parishioners during a time of economic uncertainty. Lucinda praised the work done by Pat Mulloy for his commitment to the Every Member Canvass. Clay will write Pat a note of thanks on behalf of St. Matthew's.

Financial Report (November). Greg discussed our current deficit of \$26,114 at the end of November, but reminded us that last year at this time we were wrestling with a deficit of \$45,000. He stated that all expenses are pretty much under control. We are showing a deficit in pledges of \$62,000.

Budget Report: The proposed 2009 budget was reviewed and the following line items noted:

- a. Staff has agreed to **no** cost of living adjustment for the upcoming year.
- b. Health insurance costs have risen for 2009
- c. Cost per mile has risen for 2009.

Diocesan Pledge 2009: The vestry unanimously approved to send the Diocese \$142,000 in 2009 (approximately 15%) with the provision that this amount could increase should additional monies become available.

Building the Spirit Report: Linda reported no change and stressed the need to raise additional funds to retire the debt.

Committee Reports. Outreach. Edie reported that the committee had \$9000 for disbursement, \$2500 from the 2008 Church budget and \$6500 from endowment earnings. The Committee recommended the following organizations receive funding in the amounts below:

a. Society for the Increase in Ministry	\$1000.00
b. Hearts 4 Kenya Ag Project	2500.00
c. Clothe-A-Child	2000.00
d. Wayside Christian Mission	1000.00
e. Dare to Care	1500.00
f. Center for Women and Families	1000.00

Total: \$9000.00

The vestry unanimously passed the recommendations of disbursement that the Outreach Committee had suggested.

Committee Reports. Nominations for Vestry. Linda reported that nine of the ten slots had been filled by parishioners committed to running for the 2009-2012 vestry. The vestry drew names to determine the order in which these nominees would appear on the upcoming ballot. They are as follows:

1. Susan Prater
2. Chris Bartholomew
3. Brian Good
4. Lynn Reese
5. Brad Kimbrough
6. Scot Duval
7. Faith Huff
8. Unknown
9. Sue Jones
10. Bill Cheatham

The youth representative is yet to be determined.

New Business: Dinner at Vestry meetings. Lucinda discussed the options open to the vestry regarding dinner at the vestry meetings. For the January 20, 2009 meeting, Becky will provide the meal.

Clergy Housing Allowances. The vestry unanimously approved the following housing allowances for the clergy for 2009:

The Rev. Helen Jones	\$20,000
The Rev. Lucinda Laird	\$22,000
The Rev. Jim Trimble	\$18,000

These are the designated portions of the salaries already budgeted.

Old Business:

The White House. Steve reported that Dan Lane and Tim Brown of St. MAM are interested in using the White House as offices for St. MAM. He will head the White House Committee to work out details of the agreement.

Rector's Report. Lucinda expressed gratitude to Bill Stodghill and the crew of the Cooks and Bottlewashers for a fantastic first annual Thanksgiving dinner.

Lucinda announced that 2 of the 4 Mission offices are occupied. We'd like to keep one office for the Clothes Closet and the other office to be occupied by a Louisville Presbyterian Seminary student working on his doctorate in counseling or possibly St. MAM while the White House is renovated. Lucinda told us that the mission office donations go towards utility costs and we will review these each year to see if charges need increasing.

Lucinda said she would like a St. Matthew's Vestry member to go to the Diocesan Convention in 2009. Rhody expressed interest in becoming an official delegate.

Lucinda cordially invited the outgoing vestry members (Peter, Steve, Edie, Linda, Dwayne and Julia) to her home immediately following the Annual Meeting.

Compline (in the chapel) was led by Sharon.

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Lauren Becker
Vestry Secretary