

St. Matthew's Episcopal Church

APPROVED Vestry Minutes – January 19, 2010

Vestry In Attendance: Bartholomew, Bridge, Cheatham, Donovan, Good, Lawfer, Lambert, Ndife, Nesmith, Petrites, Prater, Reese, Stodghill, Streeter

Vestry Absent – Smith

Opening Prayer – Rector

Living the Spirit Prayer – All

Reflection – Becky Donovan

Approval of December 14, 2009 Minutes – Corrections noted and approved. Nesmith so moved; Streeter seconded.

Committee, Department and Task Force Reports

Building the Spirit – Rector for Lee Fletcher and Linda Wardell -1.4 Million Deficit noted

Living the Spirit – Bill Cheatham 100% Vestry pledge participation needed by March Kick-Off. David Brooks, Edie Bingham and Pat Mulloy are chairs for Leadership Pledge drive that will begin February 1. All Vestry needed for festive Kick-Off fun/celebration night on March 5 with desserts and entertainment. Robin Garr and Mike Fitzer have produced a video of interviews with parishioners that will be included in packets and shown at the dinner.

Facilities – Chris Bartholomew \$12,000 will be needed to repair four (4) beams in the sanctuary; a minimum of two (2) beams should be repaired soon (June or July when wood is most expanded) at a cost of \$7500. Lucinda asked Chris to prepare a priority list of current maintenance needs/requests.

Green Team – Rhody Streeter The Vestry unanimously approved the following proposal from the Green Team:

- That the present environmental realities on our planet do indeed warrant a careful and conscious Christian response from St. Matthew's as a parish and the Christian church in general.
- That a meaningful portion of our education program over the next two years should *begin dialogue and education* and focus upon a Christian response to environmental stewardship.
- That several of our key committees and programs should spend some time over the next two years working with the Green Team to consider ways to align their practices with a consistent Christian response to ecological *realities*.

NOTE - words in italics are revisions from original Green Team proposal after Vestry discussion

Financial Report – David Brooks After estimating by looking at the past year's expenditures, David presented what he called a good and fairly accurate budget for 2010. He cited endowment transfers during 2009 and reductions in staff salaries as primary reasons there was a surplus of \$27,488 this past year. David credited a conscientious parish for 2009 expenses that ran under budget. He also recognized that Endowments are recovering nicely in our strained economy David highlighted several expense changes in 2010 Budget: health insurance numbers are down because staff doubled deductible amounts; fuel, light and water estimates down; and postage is cut. David informed Vestry of difficulties Ruth experiences with computer system/*Power Church*. It is good with details but not so with financial protection as it is a struggle to reconcile financials. Vestry thanked David for his service and tireless efforts as treasurer and unanimously approved the 2010 budget to be presented during the parish meeting on Sunday, January 24, 2010 and included in Annual Report.

Endowment Fund Report – Rector for Edie Nixon Lucinda presented a copy of end of year Endowment Fund financial statement that will be included in Annual Report.

Old Business

Dare To Care Food Pantry – Brian Good Training for volunteers is scheduled for Feb. 1, 2010 from 6-8 at St. Matthew's. Brian announced a projected mid-to late March or early April opening for St. Matthew's Dare To Care Food Pantry.

Memorial Garden Wall – Lynn Reese Lynn shared two (2) bids from Muldoon Memorials and Riehm-Gerlack Monument Company for adding granite inscription panels that match existing granite in our Memorial Garden. Bids for two (2) panels were \$5,892 and \$6096; Bids for four (4) panels were \$11,784 and \$12,192. We currently have no space for additional names and have several names waiting to be added to wall. Twenty-two (22) names may be inscribed on each slab.

There is a current need to revisit our original purpose for establishing the garden and to elevate the level of care and responsibility necessary for perpetually maintaining the appearance of this very special place. After meeting with Memorial Garden Committee active members, Ellen Robertson, Mary Louise Gorman and Edie Bingham, Lynn shared committee's additional wish list: #1 – To repair and extend dry-laid limestone wall (\$2500-\$3000) #2 – To relocate and position on pedestal existing statue (\$500-650) #3 – To paint metal doors to match brick and add Christian symbols/designs (\$200-300).

Action was tabled until February as there are no funds currently available in Endowment Sub Account/Assets, Memorials & Aesthetics. It was agreed that Lucinda should increase current inscription fee to \$500 to cover inscription charges and perpetual maintenance. It was also suggested that scheduled work days for parishioners be added to calendar year along with special awareness and/or processional on All Saints Day. Bill bond suggested that parish be reminded of our garden as viable consideration when pre-planning for funeral arrangements.

Election of Vestry Officers 2010 – Lynn Reese, Sharon Nesmith, Rhody Streeter

Vestry approved suggestions that outlined procedures for election of 2010 Vestry officers that will occur during the Vestry retreat in February. Suggestions included accessibility to bios of current members, job descriptions for each office, and individual written nomination forms and anonymous election ballots to be used for each elected office.

Vestry Retreat – Sue Bridge Sue outlined schedule for February 12-13 Vestry Retreat weekend at Sisters of St. Benedict/Kordes Center in Ferdinand, Indiana.

New Business

Kitchen Committee Request – Sue Bridge for Robert Huffman Vestry approved a proposal by Sue Bridge and seconded by Susan Prater that establishes a Kitchen and Meal Fund where proceeds from the Thanksgiving dinner and other similar events may be deposited. Expenses of these events would be paid from these proceeds and excess funds could be used to purchase equipment and supplies used by the church in holding these events.

Rector's Report

- **Report on Consultant/Mission Statement** Lucinda reported enthusiasm from the staff regarding a recent day long session with a consultant and will elaborate during the Vestry retreat.
- **\$4600** has been collected to date for **Haiti**.
- **Reminder - Vestry Dinner** on Sunday, February 7 in honor of new and out-going members
- **Annual Dinner** – Reminder to thank those who ran for Vestry and did not win
- **Vestry Pins** – Please turn them in.

Closing Prayer – Becky Donovan

Good Byes and Recognitions to Retiring Vestry - Becca, Matrid, Sharon, Greg and Bill

Respectfully Submitted,

Lynn Reese, Secretary

St. Matthew's Episcopal Church

APPROVED Vestry Minutes – February 16, 2010

Vestry In Attendance – Chris Bartholomew, Sue Bridge, David Brooks, Becky Donovan, Brian Good, Nan Lang, Marty Lawfer, Kitten Lawless, Matt Pardue, Susan Prater, Joe Paul Pruett, Lynn Reese, Rhody Streeter, Marilyn Swain **By Phone** – Clay Smith **Out of Town** – Bill Bond

Shrove Tuesday **Pancake Supper** followed by **tour our of downstairs facilities** led by Debbi Rodahaffer

Preview of video produced and edited by Mike Fitzer that will be shown on March 5 and included in packets for each parishioner. Vestry recognized the extraordinary job he has done!

Opening Prayer – Rector

***Living the Spirit Prayer* – All**

Reading/Reflection – Rhody Streeter

Reminder - March Reflection – Marty Lawfer

Corrections/Approval of Minutes of January 19, 2010 and Vestry retreat 2010 – Donovan so moved/Lawless seconded

Approval of agenda – additions, changes - Rector

Committee, Department and Task Force Reports

***Living the Spirit* – Bill Cheatham** **Pledge cards** will be ready by the end of the week and will be collected by Bill Bond; Lee Fletcher will touch base with any parishioners with outstanding *Building the Spirit* pledges; Lucinda suggested that Matt talk to Lynn Miller about the **youth presence in upcoming campaign**. Vestry was reminded once again to sign up to assist Marty with our **March 5 Progressive Adventure**. Lucinda reminded Vestry that as leaders, each of our leadership pledge cards should be returned no later than March 3.

Facilities /Vicarage – Chris Bartholomew There is a **renewed interest in the vicarage** after revisiting with Emily and the NOLA resource group, *Hammer and Nails*. Rhody suggested we take this one step further and begin connecting with other groups who may be interested and available for assistance. Specific plans and renovation specifics regarding the vicarage will be determined in the near future.

Old Business

Facilities – Chris Bartholomew **Beam repair in the sanctuary** remains a top priority. One week in dry weather will be needed for repair of at least 2 of the structural beams on concrete bases on the exterior of our building. Chris reminded vestry that cost for beam repair will never be cheaper; Vestry asked Chris to report with finalized bids within two months. Sue Bridge moved and Marty seconded that we tap into no more than \$8000 within the **Flower and**

Music Fund in order to repair the beams, leaving \$5000 remaining in the fund. The Vestry unanimously approved the resolution. Parish will be informed of our resolution in *The Spirit*, and Vestry will vote in March on wording of new policy regarding memorial donations involving the Flower and Music Fund.

Memorial Garden Wall – Lynn Reese Finding funds for additional granite walls and maintenance repairs relating to stone wall and statue continues to be problematic. Issues relating to garden were tabled by Vestry until June, 2010. It is the intention of the Vestry to add granite walls needed for inscription by the end of summer, 2010.

Dare To Care – Brian Good Vestry celebrated the news that our St. Matthew's pantry in Saint's Hall will open its doors on March 20!

Financial Report – David Brooks David reported total income under budget for January but up from January 2009 total. Payments for 2009 pledges are still coming in. Although operating expenses were under budget, fuel, light and janitorial services (snow removal) were a bit over because of cold weather. Operating expenses were under budget as well as totals for benefits. David reminded Vestry that monthly budgetary totals are 1/12 of our yearly budget. Because the fiscal year is just beginning, numbers for work inside the parish were well under budget. Lucinda reassured new vestry members that David would always alert us to budgetary issues and concerns.

New Business

Outreach Committee Report – Sue Bridge for Bob Huffman The Outreach Committee recommended the following actions to the Vestry:

1. That the Special Offering for Easter be divided equally between a) St. George's Community Center for specific use in The Freedom School and b) Kenya Kids at Rongo;
2. That the Vestry consider and adopt a policy setting forth guidelines for the use of the Narthex for fund raising; and
3. That the Vestry approve the "Practices of the Outreach Committee" document that relates to committee's role in our parish as well as processes for decision making relating to distributions of Outreach Funds.

Sue so moved, and Susan seconded the motion that Vestry approve the Outreach Committee's recommendation #1 relating to our 2010 Easter offering. Recommendation #1 was unanimously approved. In order to give time for each vestry member to read materials presented by Outreach Committee, recommendations #2 and #3 were tabled until March 16 Vestry meeting.

Request to Outreach (refugee family) - Rector Lucinda moved and Rhody seconded a motion that the Vestry request \$3000 from Outreach funds that would be used in support of our new refugee family. Lucinda recommended that funding come from unspent funds totaling

\$23,000 from 2009 endowment and budget. Vestry unanimously approved the motion. The initial request for funds came from KRM. Sharon Nesmith and Moray Peoples co-chair the committee supporting our Iraqi family.

Resolutions for Check Signers – Sue Bridge With new members on board and newly elected officers, Sue proposed and Becky seconded the following resolutions:

- The Vestry of St. Matthew’s Episcopal Church nominates the Endowment Treasurer (Edie Nixon), Finance Chair (David Brooks), Sr. Warden (Sue Bridge) and Jr. Warden (Bill Cheatham) as signatories for the Endowment checking account at Wells Fargo Advisors. Two signatures are required on all checks from the account.
- The Vestry of St. Matthew’s Episcopal Church nominates the Sr. Warden (Sue Bridge); the Jr. Warden (Bill Cheatham); the Treasurer (David Brooks); the Secretary (Lynn Reese); and a vestry member-at-large (Brian Good), as signatories for the parish accounts at Stock Yards Bank. Two signatures are required on all checks from parish accounts.

Rector’s Report Lucinda asked Vestry to **revisit mission statement and affirmations** and evaluate for strength and clarity before our next meeting on March 16. Vestry members were also asked to sign up for **Reading/Reflections** for the coming year.

PLEASE NOTE: (No meeting in July)

March - Marty Lawfer	April - Kitten Lawless	May – Marilyn Swain
June – Matt Pardue	August – Brian Good	September – Joe Paul Pruett
October – Bill Cheatham	November – Clay Smith	December – Chris Bartholomew

Lucinda shared a **hand written note** she received at Pancake Supper earlier in the evening from **parishioner, Linda Meyer**. A copy of the note dated February 16, 2010 follows:

Dear people of St. Matthew’s Episcopal Church,

Our journey with you all only began a few months ago. And in these few short months, we’ve been treated like good old friends. Our daughter, Hope, was baptized here. A banner hangs over her bed as a remembrance of that fateful and beautiful day.

I don’t have the right words to thank All for the kindness expressed in so many ways. But, please know we feel like we’re “home.”

With love, Linda, Hope

In celebration of the unity and community to which Linda referred, we concluded our meeting with the Lord’s Prayer.

Respectfully Submitted,

Lynn Reese, Secretary

St. Matthew's Episcopal Church

APPROVED Vestry Minutes – March 16, 2010

Vestry In Attendance - Chris Bartholomew, Sue Bridge, Bill Cheatham, Nan Lang, Marty Lawfer, Kitten Lawless, Susan Prater, Joe Paul Pruett, Lynn Reese, Rhody Streeter, Marilyn Swain **By Phone**- Bill Bond **Absent**- Becky Donovan, Brian Good (death in family).Clay Smith (out of town), Matt Pardue **Staff** – Rev. Dr. Jerry Cappel, Rev. Emily Schwartz
Parishioner - Judith Peoples

Dinner – Taco Bar/Salsaritas (Thanks to Becky for picking it up and Marilyn and Rhody for clean-up assistance)

Opening Prayer – Rector *Living the Spirit Prayer* – All

Reading/Reflection – Marty Lawfer *Reminder - April Reflection* – Kitten Lawless

Corrections and Approval of Minutes from February 16, 2010 – Marilyn so moved and Chris seconded.
Agenda was approved with no additions or changes.

Committee, Department and Task Force Reports

Parish Garden for Food Pantry – Stephen Hall

Stephen recognized parishioners and our community for the ideas and support that have fueled the vision of our Dare To Care community garden. He reported that there are volunteers in our community willing to assist us as we begin the implementation and plan for maintenance. **Tom Pilon with Perfect Earth** has volunteered to cultivate the land and grade the bottom of the parking lot that gets backed up from the rain. Plants have been donated by a friend through **SS States**. Bushes have been recommended as a natural border with gravel walkways planned within the garden. There has also been a calling for compost, raised beds and fencing. Water will come from the building with an estimated increase, based on dry months, of \$60 a month in water usage. The old well house is planned as storage space for tools, hoses, etc. Stephen mentioned asking Lauren Becker for design direction in painting the well house; Lucinda suggested the possibility of youth group involvement and asked **Emily** to contact Lynn Miller. Vestry was delighted with the concept and planning presented and thanked Stephen for his efforts.

Rhody agreed to act as Vestry liason and volunteered to contact members of the Green Team for volunteer assistance. Lucinda asked **Chris** to check on the condition of the pump house in order to ascertain the extent of repairs that would be needed to allow for storage of tools.

Living the spirit – **Bill Cheatham and Bill Bond** Bill acknowledged **Marty's** leadership and her committee of volunteers for a fantastic **Progressive Adventure** on March 5. With 45 pledges in and two one-time payments, **\$439,776** was announced as the current total raised for through Living the Spirit campaign.

Facilities – Chris Bartholomew Chris noted current issues with a **roof leak** in the lounge and **lighting problems** in the chapel. Lucinda advised Chris of **sound system difficulties** and the need for funding.

Financial Report – David Brooks, Treasurer **End of February** current year pledges were down to date (\$22,977), as was total income (\$21,761). Year-to date deficits were also noted in both pledges and income. Expenses for February were in line with budgetary projections. Neither David nor Ruth worried with February update; Lucinda reminded Vestry of our goal of financial stewardship.

Old Business

Outreach – Bob Huffman Vestry revisited two recommendations from Outreach Committee presented at February meeting of Vestry. One recommendation (#2) concerns use of the Narthex by various organizations to raise funds and solicit donations and the need for policy or guidelines allowing such activities. The other recommendation (#3) involves clarification of purpose and practices regarding the Outreach Committee.

Bob noted a discomfort from some parishioners regarding easels/displays and campaign/fundraising that seems to diminish the sense of “welcome” as people maneuver through a bottleneck in the Narthex on the way to and from church services. Over the past several months, the committee has become less and less comfortable in exercising the responsibility of which groups may be involved each week. Furthermore, Committee is unaware of any policy or guideline setting forth criteria regarding how/when/where groups set up in the Narthex. Bob encouraged Vestry to ask/listen and see if parishioners may feel uncomfortable.

- **Sue** shared that the Welcoming Committee had discussed the issue and saw no problems.
- **Marty** noted the need for groups such as Relay for Life to be allowed to solicit volunteers and support.
- **Marilyn** shared that when ushering, the Narthex offers no place to rest and often is an obstacle course when assisting the elderly and those with special needs.
- As a member of St. MAM's board, **Joe Paul** asked for clarification as to what groups are welcome to set up displays and ask for volunteers and/or donations.
- **Lucinda** suggested more focused use of bulletin boards by committees for announcements and campaign needs.
- **Judith Peoples** noted it would hurt St. Matthew's if we were to hide what we are doing in our parish and suggested we merely be more orderly and thoughtful with displays and positioning.
- **Bob** suggested revisiting the idea of utilizing Saints Hall for fellowship after services. **Lucinda** agreed to bring the discussion back to staff.
- **Lucinda** offered a handout as grounds for consideration and asked Vestry to consider positioning and location before revisiting proposal # 2 at next month's meeting.

It was the **consensus** of the Vestry to accept priorities regarding Recommendation # 3 and table # 2 until next month's meeting. Lucinda asked Rhody, Marilyn, Judith and Bob Huffman to return next month with clarification as to priorities regarding Recommendation #2. (See last month's minutes for listing of recommendations.)

Hammer and Nails – Chris Bartholomew and Nan Lang

Chris and Nan brought preliminary talking points to the Vestry regarding **purpose and possibilities** for the "Hammer and Nails" group. The 15-20 current members formed as an offshoot of NOLA whose members were invigorated by mission trips to New Orleans assisting in rebuilding after Hurricane Katrina. Chris and Nan noted that the group could now provide resources to our parish community as well as the greater community of Metro Louisville. Plans are to present the concept to the parish in search of interested volunteers. Funding could come from outreach or current budget depending upon the nature of the project. Vestry responded enthusiastically to the vision and possibilities.

Memorial Flower Fund /Change in Wording – Rector

New wording proposed for the **St. Matthew's Memorial Flower/Music Fund** letter was as follows:

This contribution not only pays for the flowers elected and arranged by the Flower Build, but also helps defray the cost of special music for the choir, guest musicians, and care of the worship space.

After discussion, Vestry could not agree on new wording. **Kitten** volunteered to explore alternative wording and report to Vestry in April.

Dare To Care Food Pantry Update – Rector

Lucinda asked Vestry to begin thinking about how to allocate the \$6989 collected during our **2009 Christmas Offering**. Dare To Care recently shared that it would **NOT** be charging St. Matthew's Church for food distributed monthly at the food pantry as was previously expected. Lucinda also noted the need for separate accounts for DTC and the garden. Lucinda shared a copy of the letter explaining the Christmas Offering which stated the offering would be *used for the expenses of the Dare To Care Food Pantry, which would be distributing food on a monthly basis, and the garden, which would supplement the food we give out with fresh produce.*

Support For Refugee Family – Rector Vestry voted to amend last month's decision and donate \$3500 instead of \$3000 to support our refugee family.

New Business

Monitors – Chris Bartholomew, Marilyn Swain

St. Matthew's will soon be installing a **flat screen TV monitor** that will provide technological support allowing us to share announcements, note meetings, photos of parish life, etc.

Decisions regarding technology, product choice, wiring configurations/needs, and location are in final planning stages. Adult Education budget surpluses from 2009 will cover some of the cost.

Wardens' Reports– Sue Bridge and Bill Cheatham

- Sue would like to begin meeting in September 2010 to determine candidates for **nominations for the 2011 Vestry elections** in January 2011.
- Bill announced that a committee/task force will form this summer and focus on **long and short-term planning**.

Rector's Report – Rector

- Lucinda announced that **Mary Jane Cherry** is officially a deacon and is now waiting for a date from the Bishop for the official ceremony. Lucinda announced that a stoll designed especially for her will be presented to Mary Jane as a gift from the Vestry. Rhody moved, and Nan seconded that money for gift come from Vestry expense budget.
- **Sue Prater** distributed books, and Lucinda asked that Vestry **read first 35 pages** of A New Kind of Christianity by Brian McLaren by next month's meeting.
- Lucinda passed around **Vestry dinner sign-up sheet** created by **Becky Donovan** asking for Vestry volunteers before and after meetings to: 1) pick up meals already ordered and set up OR reheat food from Cornerstone and set-up 2) clean up/dishes.

Special Training for *Living the Spirit* – Heather Bell

Vestry welcomed Heather as she shared a handout and **reviewed volunteer training, procedures and expectations** relating to follow-up to our *Living the Spirit* campaign. She highlighted the growing ministry we have at St. Matthew's and the need to have a packet in everyone's hands. She acknowledged the sensitivity with the economy, but noted that the committee and Vestry will make contact with those who have not pledged to encourage them to participate in any way that they can; *every* gift counts and will be appreciated. Vestry will receive a random **email list of contacts in April**.

Compline – Rhody Streeter

Respectfully Submitted,

Lynn Reese, Secretary

Average Sunday Attendance in February

2010 350 2009 349 2008 365 2007 343 2006 330

APPROVED Vestry Minutes from April 20, 2010

Absent:

Lynn Reese
Bill Cheatham
Kitten Lawless
Matt Pardue
Clay Smith (via conference call)

Reflection: Rhody

Approval of the March Minutes: Lucinda had a correction. On page 1, the question was asked, “ Who picked up?” in reference to dinner, Dinner was picked up by Becky. On page 2, under “Old Business”, the bulleted point stated by Lucinda needs to be amended to read “bulletin boards.” In the first paragraph of page 3, amend “as to priorities regarding Recommendation #2” to read #3. Also, in regards to that same line, “Lucinda asked Bob”, the correction is that Rhody, Marilyn, Judith and Bob Huffman were appointed to report on #2. Also on Recommendation #2, please make note that the inclusion of the words "some of" in the sentence, "Adult Education budget surpluses from 2009 will cover costs" so that it reads "cover some of the costs".

In the “Rector’s Report”, a correction needs to be made as follows: “Lucinda announced that Mary Jane Cherry has been approved for ordination of deacon and is now waiting for a date for the ordination from the Bishop. Also, the word “stoll” needs to be changed to the correct spelling of “stole”. Becky Donovan made a motion to approve the minutes with the corrections. Rhody seconded the motion.

Agenda: Brian Good reported that the Food pantry served 41 families (163 people total); 13 families first month. This month, little was left over with remainders going to Resurrection. They are seeing room for improvement. Decisions for more food will be decided in an upcoming meeting. Volunteers are in abundance. They can always use people, but will perhaps make several shifts.

Joe Paul Pruett gave a report to St. MAMs regarding the food pantry the previous night. He asked Brian whom he could call for information in the future. Brian said that he could call or email him.

Garden: Rhody reported that the land is cleared. They want to acknowledge those who did work. The decorated pump house will be used for tools and materials. Watering has not been discussed, although there is a possibility of using rain barrels in the future. Local farmers are offering support and instruction for square foot gardening, raised beds.

Lucinda asked about whether there was discussion where extra produce would be used such as the food pantry, or when the pantry does not operate. Rhody said that it had not been discussed. There are a lot of interests. Lucinda asked that Rhody follow up on the question.

The Festival of Faiths is about soil. Christy Brown wanted to know who might be the contact. Lucinda will provide the #. Joe Paul said that St. MAMs would help with distribution.

Living the Spirit: Bill Bond reported the current pledge level. He said that Heather Bell is starting the congregational portion along with contacts for the vestry. Letters will soon be going out that acknowledge pledges. There will also be a sheet that includes automatic withdrawal information.

Marty asked if donations to the church such as Ernestine's funeral could be donated to the "Living the Spirit" campaign. Lucinda said that this is definitely something that is acceptable.

Attachment- Lee's report.

Facilities: The lighting problems were fixed in the chapel. Thank you from Lucinda
The leak in lounge was repaired and appears to be fine

Hammer and nails- Nan and Chris- this group may work tangentially with Emergency Response committee- be a physical need to parishioners.

We don't want to become the "tool guy"; they need to wordsmith the job description of the committee. What are the wants and needs? They would like to invite parishioners to be part of this group and see where this goes. Volunteers are welcome as they can learn skills.

Vicarage-Every month something is said and every month nothing is done. AC needs to be repaired since it was damaged by the ice storm. Approximate cost is \$1,000. This is an upstairs window unit. Screened in porch- rotting, paint needs-

Beams-The contractor is on notice regarding repair. \$8,000 was estimated and to be taken from the flower fund. Kitten has not come up with wording as she started another job. Lucinda's feeling is that we should proceed with a vote to use the flower fund money and worry about wording later- go with these, or additional suggestions
Motion: Rhody moved that we go ahead and take \$8,000 from the flower fund, and leave a cushion of \$5,000. In informing the parish, we will use either the words suggested last month or words that are written next month.

Sue asked that we all be emailed any new wording. We will approve those as we get them or not.

This will repair the immediate need. (2 of the 4) The gutters will be worked on in conjunction to mitigate the problem. The other two beams will remain on the list.

There was discussion about repairing the additional beams to save on cost.

There are concerns with the sound system in the sanctuary. Initial pricing is \$2,000. Chris asked that we allocate that amount to remedy that. After that, there will be further research and shopping to improve and update the system. With new bandwidths, there are changes that affect the system. We may qualify for a rebate if we act soon.

Lucinda asked Chris' opinion of what is a priority- beams or sound system. Bill discussed the needs and what we should consider.

Selling the properties- most clergy would prefer a housing allowance, but the vicarage saves money and is more appropriate to someone who is in a limited position to not purchase a house.

Outreach recommendations:

Proposal #2- Keep fundraising in Narthex to a minimum (attachment)
Marilyn reported on this, read the attachment

It was on the floor for discussion. Becky asked if there were usually more than one group in Narthex at same time. Lucinda addressed this by stating that there are times that there are. There needs to be someone appointed to oversee the calendar. Marty asked how unwieldy for the committee to meet and make a decision. The Outreach committee needs to outlay well in advance to avoid the issue. She cited the "Relay for Life" and how it changed the dates. Who would the contact be? It will be important that people will get answers on a timely basis. Committee prefers to establish procedure and prefers to hand off the duty of being the contact. Initially, Bob Huffman will be the one to go to. Brian asked that the language of the proposal be changed from "explicit bias" to "preference to". Marilyn Swain agreed. Brian explained that this would give them leeway.

Lucinda asked who has oversight of placement of tables and chairs? The Outreach committee will insure that the placement of tables and chairs which will allow for movement and flow. The vestry prefers to stay hands off and allow them to work out the details. Sue suggested that the Outreach committee deal with the details. We do not need to micromanage it.

Lucinda asked that Marty look into cost of racks for the nametags. Joe Paul suggested that we inquire at churches that have them. Marty has looked on line but not seen anything. Emily suggested that Our Lady of Lourdes have racks that they use.

Marilyn was asked to bring up the need for additional seating options for parishioners needing assistance.

Monitors (digital signage display): Marilyn reported that Chris has found a “beautiful” monitor. She suggests that it go in the Narthex. The cost is approximately \$2,000. The adult ed committee has some monies. The area on the back wall to the left of the sink would be the location. Lucinda will find out from Ruth exactly what monies are saved. The week after Derby, Lucinda, Marilyn, Bill, Rhody, Mardi and Chris will meet to discuss the details.

Finances:

David went over the attached budget.

There was a question regarding the vestry expenses and David was asked to look into that.

Lucinda asked David if we had \$4,000 within budget to spend. He did not feel that we do. It could be taken from the designated building maintenance, but we would be taking a risk. We could consider having a receivable from next year’s budget. Rhody suggested that we take the risk. He felt that the sound system might not be a necessity. David felt it might be worth the risk.

It was the consensus of the vestry that we go ahead and spend the money to repair the beams.

Audit-David suggested that we might ask St. Luke’s to put together a team to audit us and we would do the same for them. David will check into that. He will report back next month.

Properties: Don Bell talked to David regarding the properties. To sell the properties would assist with paying the debt. Becky, Marilyn and Chris will look into it by consulting a realtor. Marilyn had various ideas regarding sale of the property.

Rector’s report

Lucinda discussed the attendance. Easter was down, but Spring Break was that week. There has been some talk that the 10 AM summer service may change to 9:15 or 9:30. There would be some adult education throughout the summer. Any thoughts, email Lucinda.

Next meeting, May 11th: dinner at 5:30, discussion at 5:45 of the book, and the meeting to follow.

Respectfully submitted,

Susan Prater

St. Matthew's Episcopal Church

Vestry Minutes – May 11, 2010

Vestry In Attendance – Bill Bond, Sue Bridge, Becky Donovan, Brian Good, Nan Lang, Marty Lawfer, Kitten Lawless, Matt Pardue, Joe Paul Pruett, Lynn Reese, Rhody Streeter, Marilyn Swain **Staff-** Barbara Ellis **Guest** – Ed Hill **Vestry Absent** – Chris Bartholomew, David Brooks, Bill Cheatham, Clay Smith, Susan Prater

Opening Prayer – Rector

Living the Spirit Prayer – ALL

Discussion of Brian McLaren's *A New Kind of Christianity*

Reading/Reflection – Marilyn Swain

Approval of minutes of April 20, 2010

Approval of agenda

Financial Report – Rector for David Brooks

A draft of the April budget was presented as vestry meeting was a week early. Not a lot to say; numbers appear to be normal. Income is behind but better than last year at this time. No major expense items noted. Vestry will receive budget report via email after bank statements arrive.

Committee, Department and Task Force Reports

Outreach Committee Recommendation – Sue Bridge Bob Huffman, Outreach Committee, reported that \$400 was granted to Hearts for Kenya to build swing sets for our kids at Rongo.

Living the Spirit – Bill Bond Bill reported \$645,348 pledged to date.

Facilities – Rector for Chris Bartholomew

- Hammer and Nails group is being recruited for most practical **repair items in vicarage** (flooring for kitchen and screened porch repair). Air conditioning repair and basement flooding issues still unresolved. Rector asked Nan Lang to speak with Chris Bartholomew regarding a timeline for repairs and plans for work. Work will hopefully commence while Emily is away on her honeymoon in June.
- Contractor for **beam repair** in sanctuary is creating a letter of intent. Work will most likely occur during warmer weather in July and August.

Garden – Rhody Streeter No planting yet. Three 4 x 4 raised beds are in place. Several parents have asked if their elementary children may join volunteers and assist with the garden.

Dare To Care Food Pantry – Brian Good Brian noted that Sara Hallerman would be sharing a recipe and sample of homemade bean soup with those coming to the food pantry on Saturday, May 15.

Old Business

Audit Discussion – Tabled until June

Sale of Properties – Jan Scholtz and Bob Dangremond have been asked to assess the values of vicarage property and white house property.

Sound System – Ed Hill Because of upcoming FCC restrictions relating to public safety, only licensed individuals will be allowed to use certain wireless equipment/devices. The FCC is forcing wireless microphone users to move out of the 700 MHz band. Under the new guidelines, not adhering to the law could result in a \$10,000 fine and/or confiscation of equipment. Some of our current sound equipment is ok; some is not. Although there is little chance, there is still the possibility that our 700MHz wireless signals could go beyond our walls and boxes and interfere with those of police, fire. etc. After meeting with Peter Bell and speaking with Shure, the company who sold us our original 700 MHz wireless system, Ed recommended the following solutions:

- Replace 4 existing wireless microphone systems with body pack transmitters in the sanctuary
- Do nothing in Clingman; use existing wired mikes
- Do nothing in Saints Hall ; use existing wired mikes

Barbara Ellis requested that old speakers that are already in the choir area be hooked up when new speakers are replaced. Ed also recommended that we keep our old systems in case we ever wanted to use them again. Lucinda asked Ed to check with Chris Bartholomew and review the bid for installation and labor from PSG Systems to replace our existing Wireless system. Lucinda agreed to speak with Dimensions of Faith regarding financial assistance to cover the costs of the necessary replacement /installation.

It was also noted that we need volunteers from our parish that can assist with technical expertise for meetings, etc. Bill Bond agreed to call a group together (Tim Rhea, Peter Bell, Rhody Streeter, Ed Hill) to discuss the possibilities of organizing a much needed technical support group at St. Matthew's. Sue Bridge recommended looking into utilizing youth that may also be available for support.

New Business

Grounds Committee – Lucinda reminded vestry of volunteer opportunity to assist with grounds clean-up and maintenance on Saturday, May 15 from 9-12:00

Gift for Bishop Gulick – Rector Rhody moved and Nan seconded that Vestry ask the Outreach Committee to consider a \$5000 donation (requested from the Diocesan Transition Committee as a gift in honor of our retiring Bishop) toward the purchase of a modular cedar Bishop's cabin at All Saints.

Warden's Report – Sue Bridge Sue read a thank you note from Mary Jane Cherry thanking vestry for her red stole. Lucinda announced that Mary Jane had been assigned to St. Andrew's Church in Louisville. Sue also reminded vestry to share names for possible nomination for 2011 Vestry slate.

Rector's Report

- **Reminder - Walk-a-Bouts/Bishop Nominees** scheduled for Sunday at the Cathedral
- **Emily's Wedding** – Sunday, May 30, 2010
- **Summer Service Hours** June 6 thru August 22 8:00 and 9:30 (not 10:00)

Compline (chapel) **Marilyn Swain**

Respectfully submitted,

Lynn Reese, Secretary

REMINDER --- **Matt Pardue - Reflection in June**

Average Sunday Attendance in April

2010 – 425 2009 – 465 2008 – 366 2007 – 461 2006 – 479 2005 – 350

Palm Sunday and Easter were in April every year but 2005 and 2008. This year (2010) Easter was in April, but Palm Sunday was in March.

St. Matthew's Episcopal Church

Approved Vestry Minutes – June 15, 2010

Vestry In Attendance - Chris Bartholomew, Bill Bond, David Brooks (Treasurer), Sue Bridge, Becky Donovan, Brian Good, Nan Lang, Marty Lawfer, Kitten Lawless, Susan Prater, Joe Paul Pruett, Lynn Reese, Marilyn Swain, Matt Pardue; **Staff** – Rev. Canon Lucinda Laird, Rev. Emily Schwartz (spell married name?), Rev. Dr. Helen Jones; **Parishioners** – Judith Peoples, Bob Huffman, Outreach Committee; **Vestry Absent** – Bill Cheatham, Clay Smith, Rhody Streeter

Dinner – Thank you to Robin Garr and Mary Johnson

Opening Prayer – Rector

Living the Spirit Prayer - ALL

Reflection – Matt Pardue

Minutes of May 11, 2010 – Becky Donovan so moved and Sue Prater seconded that minutes be approved as corrected.

Agenda was approved with no additions.

Before beginning our meeting, Rev. Dr. Helen Jones spoke briefly regarding her ministry and spiritual role as supervisor of pastoral care within our parish (24-28 hours a week). **Note of Reminder for future consideration:** She would like to see a revived focus within adult education opportunities regarding planning for dying. Kitten Lawless shared that she has training as a Stephen Ministry leader (? Correct) and can assist.

Committee, Department, and Task Force Reports

Outreach Committee – Bob Huffman Bob reported on Outreach Committee's decisions regarding two recent funding requests from Vestry. Recommendations from the members of the committee are as follows:

- 1) **The Outreach Committee recommends to the Vestry that \$7000 of Outreach Funds be paid to Kenya Kids at Rongo to improve the primitive kitchen and dishwashing facilities.**
- 2) **The Outreach Committee declined to recommend an expenditure of \$5000 of Outreach Funds to the Diocese of KY for construction of a cabin at All Saints Camp and Conference Center to honor the years of service of Bishop Gulick at his retirement.**

Not knowing our commitment to Kenya Kids at Rongo, Bob suggested that the leadership involved should consider **broadening the base of support**. Lucinda celebrated with the Vestry the fact that Peter Bell and Brandon Bones have joined John Willingham in Kenya this month. She also noted that Lynn Miller hopes to send one youth to Kenya each year. Lucinda also urged Vestry members to travel to Kenya.

Bob highlighted the lengthy discussion surrounding the decision to not support the vestry's request for the **Bishop's cabin at All Saints**. The Committee members raised several reasons for their decision. Among those reasons were:

- 1) Historically, a request of this nature has not been considered an "outreach" consideration.
- 2) The amount requested was excessive for the purpose.
- 3) The newly elected Bishop may have a different view of the use of value of the All Saints facility.

After further discussion, the Vestry defeated a motion by Marty Lawfer and seconded by Susan Prater that rejected the Outreach Committee's recommendation to decline the funding of the \$5000 gift for the cabin at All Saints. Vestry asked Lucinda to ask parishioners for individual gift donations to be designated for the purchase of the cabin in honor of Bishop Gulick's upcoming retirement.

Bob noted that Outreach Committee does have a copy of Endowment Fund policies but are not receiving copies of quarterly endowment reports.

Facilities – Chris Bartholomew Chris first updated Vestry on **beam repair**. With \$8000 coming from Flower Fund, \$4000 is still needed. Depending on weather conditions, beam repair should commence within the next two weeks. Dimensions of Faith Committee has been asked to cover the \$2500 cost needed for required updates to our **sound system**. Bids and activity regarding vicarage maintenance and updates are well underway. Emily thanked Vestry for new kitchen floor and porch renovations. Chris shared copies of bids from Champion Waterproofing (\$5790) and Bone Dry Waterproofing (\$7100) that addressed water and mold issues. He also provided the following list of **costs for** vicarage repair and upgrading:

Kitchen floor	450
Basement	5800
Storm Windows	300 (\$50 per window x 6)
Chimney	200 (Inspection/any necessary repair)
Rewiring	200
Wall Insulation	700
AC/Porch Repair	450
TOTAL	\$8100

Vestry voted to **release up to \$15,000 from principal of appropriate Endowment Sub Funds** in order to make necessary repairs listed to vicarage. It is the vestry's intention to **replace principal amount borrowed from Endowment by the year 2013**, using, if possible, any surplus from this year's budget. (Vestry can expect current Endowment quarterly reports via email.)

Lucinda noted the need to form a broader based committee to assist Chris. A **Facilities Committee**, with Chris as chair, could assist Chris after contracts are signed. Maintenance and repair issues will also be addressed soon in scheduled planning and goal setting session to be chaired by Bill Cheatham. Chris noted that Hammer and Nails, who reconnected in May of 2009, is still a loose but enthusiastic group of volunteers. Lucinda asked Chris to bring a list of current maintenance issues and concerns to each vestry meeting. Chris agreed to share list via email.

Discussion regarding panel(s) needed in **Memorial Garden** was tabled until August Vestry meeting. Before August meeting, Lynn agreed to review via email recommendations and bids relating to memorial garden.

Chris and Lucinda reported that the **flat screen monitor** in Narthex would be up and running by fall. \$2000 will come from Christian Education Committee budget. Some concerns remain regarding additional costs that may be needed for wiring.

Financial Report – David Brooks David reported that May was not a good month for income. April attendance numbers were down. The expected financial *doldrums of summer* started early like the warm weather. Cash flow problems are not unusual in the summer, but it is a concern that we are behind last year in pledges. Ed will be sending announcements on the web, and Lucinda will remind parishioners during services and in the Spirit to please stay current on pledges. Pledge collections in the winter are usually \$10,000-12,000; in the summer, they are usually \$5,000 to 6,000. David acknowledged that we did a good job of controlling and managing expenses as many were below for the month and year to date.

David suggested that Lucinda write a letter to new members asking them to consider making a pledge for the last 6 months of the year. Lynn suggested we also give them the opportunity to share what they find pleasing about St. Matthew's and/or what we could possibly do better. Kitten added that reminding parishioners of outstanding pledges and offering opportunities to pledge for the first time normalizes the process of discussing tithing not just in October.

Yearly Audit - David announced that representatives from St. Luke's would be at St. Matthew's on July 17 to perform our audit; St. Matthew's will visit St. Luke's for their audit on July 24.

Meeting concluded with Prayer.

Respectfully Submitted,

Lynn Reese, Secretary

*****REMINDER – Reflection in August**

Brian Good

Average Attendance In May

2010 332

2009 314

2008 335

2007 368

2006 300

St. Matthew's Episcopal Church

Vestry Minutes Final Draft August 17, 2010

Vestry In Attendance: Chris Bartholomew, Bill Bond, Sue Bridge, Bill Cheatham, Becky Donovan, Brian Good, Nan Lang, Marty Lawfer, Kitten Lawless, Matt Pardue, Joe Paul Pruett, Lynn Reese, Rhody Streeter, Marilyn Swain **Additional Staff Present:** Rev. Crouch, Karen Hill **Vestry Absent:** Susan Prater, Clay Smith **Guests:** Bob Huffman, Steve Hall

Thank you to Becky Donovan - dinner

Opening Prayer – Rector

Living the Spirit Prayer – Rector

Reflection – Brian Good

Minutes from June 10, 2010 approved as amended. (Bartholomew so moved, Donovan seconded) **Agenda for August 17 approved.**

Staff Reports

Karen Hill, Coordinator of Volunteers Karen reminded vestry of Ministry Fair scheduled for August 29 in Saints Hall after the 10:00 service. As our church continues to grow, focus this year will be less on individual ministries and more on **our new initiative Christian Formation**. Karen encouraged vestry to participate by welcoming new and existing parishioners and acknowledging individual ministries by honoring those involved with genuine interest and support. Karen also asked vestry to focus our efforts on working more as a team with staff and ministries at St. Matthew's. She welcomed our feedback on Ministry Fair and on ministries.

Pre-School – Rector for Debbie Rodahaffer Lucinda and vestry celebrated the fact that our pre-school has doubled in size after its first year and is within a few students of reaching its limit of 56 children. Lauren Becker continues to do an amazing job as director, and is pleased with the growth, reputation and environment that continue to evolve after just one year. Pre-K will be added this year and after much paper work, dedication, hard work and attention to detail, school expects to be licensed, not accredited, in September 2010.

Outreach Committee Report – Bob Huffman, chair Bob reviewed a recent request for funding support from parishioners Greg Kuhn, Bob Clark, and Harry Tidwell to sponsor in partnership with Holy Trinity Catholic Church the construction of a **Habitat for Humanity house**. Bob reminded vestry that St. Matthew's has participated in sponsorship of houses under Habitat for Humanity for at least 10 years. Construction of each of the houses has been widely supported by members of our parish who have volunteered their time and resources.

The Vestry voted unanimously to support the recommendation of the Outreach Committee to donate **\$7500 to Habitat for Humanity** for the sponsorship of a house during the calendar year 2011. **\$2500** will be paid immediately from Outreach funds with the balance to be paid to Habitat to Humanity during the first quarter of 2011.

The Outreach Committee would like to see more innovative and new project applications.

Bob noted that several groups have seemed motivated and have shared presentations to committee but have failed to follow through with a request for funding.

Financial Report – July 2010 Rector for David Brooks Pledge income is at 96.52% of the prior year which is understandable considering the hot summer and economic news. Plate offerings, however, are well below budget. Salaries and benefits are up about \$36,000, within about \$1000 of what was budgeted. We are also within \$1000 of what we budgeted for fuel, light, and water, which is amazing considering the extraordinary weather and recent rate increases. Announcements in bulletin and Spirit resulted in more members attempting to keep their pledges current.

Lucinda did reflect upon recent staff discussions relating to a need for a more defined fund raising protocol especially in the narthex. As our parish continues to grow, we will need to focus more of our attention on organization, communication and coordination – who, when, where, how, and why we approach our scheduling and ministries. Vestry also agreed that as a parish community, we must continue to think in terms of priorities and seek innovative ways to meet our financial responsibilities while *living the spirit* and reaching out as Christ's hands to world.

Committee and Task Force Reports

Living the Spirit – Bill Bond and Bill Cheatham Bill reported a total to date of \$750,997 in pledges and one-time gifts for Living the Spirit. 636 pledges and 113 one time payments have been received. Bill reported that full committee would meet on August 18 to explore further options for erasing our debt...yard sales, silent auctions, etc.

Community Garden – Steve Hall Steve reflected on the joys and tribulations of the first summer of the community garden. Steve first presented his vision of a community garden on church grounds in November vestry meeting in 2009. Steve's wish was to be able to enhance our commitment to Dare To Care by supplementing with fresh produce. At that time, Rhody Streeter volunteered to serve as vestry liaison. Current efforts have been clouded by a need for more volunteers as well as more direction as to who is ultimately in charge of decision making. Steve acknowledged working enthusiastically by attending planning meetings, seeking donations, assisting with design and planting. Over time, he began to step aside as the garden ultimately became an organic garden and an extension of the Green Team. Well intentioned volunteers became splintered, and bugs began eating much of the garden. Steve voiced frustration with a communication disconnect with staff and vestry as to procedures and direction needed by church committees. His vision has become a reality, but not without growing pains. Lucinda asked Steve to write guidelines/suggestions for the assistance he needed with his vision for the garden. Lucinda agreed to then report back to Vestry with his response.

Facilities Update– Kitten Lawless, Administrator of Buildings and Grounds

With so many needs at the moment relating to buildings and grounds, the Finance Committee will meet this Thursday, August 19, to review current fiscal conditions and financial

responsibilities we know we are and will be facing with our buildings and grounds. **Financial Committee consists of: Edie Nixon, Sue Bridge, Gaylee Gillim, David Brooks, Shaver Collins, Bill Cheatham, Rev. Canon Lucinda Laird, Steve Ellis, Jim Worthington, and Linda Wardell.**

VICARAGE - Kitten reviewed maintenance repairs that have been made to the **vicarage** and summarized those that still need to be addressed. Repairs completed include: new ac unit, new screening and quarter round on screened porch (\$450); and new kitchen floor (\$450), hole repair in walls, pressure washing/siding. Still pending are: basement/drainage repairs (waterproofing/outside trenching, new hp pump, mold and mildew removal- \$5800); tuck pointing/chimney repair (\$2300); wiring updates (\$200); new storm windows (\$300); basement ceiling replacement. In June of 2010, Vestry approved up to \$15,000 to cover repair/maintenance costs in vicarage.

BEAMS - Chris Bartholomew reported that although 2 beams in our sanctuary are in less severe need of repair, all **4 beams in the sanctuary** now must be repaired. Declining condition of beams in sanctuary beams have been monitored since April of 2009. Bids for current design work and necessary repair should be available next week.

MEMORIAL GARDEN - Lynn Reese reviewed the bid estimates from January of 2010 (**\$6096 for two slabs**) for **two granite wall panels**. In September of 2009, Lucinda informed vestry that we had run out of space for names on our existing memorial walls. Two new proposed slabs would accommodate 92-96 names and would be placed on the wall facing the garden under Rector's office windows.

- **Kitten moved and Marty seconded that money be allocated to repair all four compromised beams in our sanctuary with the understanding that an earlier vestry vote (April 2010) approved an \$8000 allocation from the flower fund.**
- **Kitten also moved and Nan seconded that Vestry recognizes the need for two panels in the memorial garden as a priority, but postpones funding until funds become available.**

Warden's Report – Sue Bridge

- We are currently reviewing insurance policies for specific distinctions regarding liability issues relating to those who use our public field behind church. Sam Bridge is assisting.
- LG&E has identified two trees on church property that will need to be removed. Trees will be removed for a nominal fee by LG&E.
- Nominating Committee for vestry nominees for 2011 will meet soon to begin search.

Rector's Report

- St. Matthew's Day will be October 3, 2010.

- Consecration for our new bishop will be on September 25, 2010. Tickets for dinner on September 24 in celebration of ordination are available for \$50 per person.
- Debbie Rodahaffer is chair of our Christian Formation Umbrella.
- Ministry Fair on August 29, 2010 - Vestry expected to be visible and engaged!

Meeting concluded with compline in the chapel.

Respectfully Submitted,

Lynn Reese, Secretary

*****Reminder – Reflection in September – Joe Paul Pruett**

Note – Need Average attendance numbers for July

St. Matthew's Episcopal Church

Vestry Minutes September 21, 2010

Vestry In Attendance - Bill Bond, Sue Bridge, Bill Cheatham, Becky Donovan, Brian Good, Nan Lang, Marty Lawfer, Kitten Lawless, Matt Pardue, Susan Prater, Joe Paul Pruett, Lynn Reese, Clay Smith, Rhody Streeter, Marilyn Swain **Staff** – Rev. Canon Lucinda Laird, Rev. Dr. Jerry Cappel, Rev Emily S. Crouch, Lynn Miller

Opening Prayer – Rector

Living the Spirit Prayer – ALL

Reflection – Joe Paul Pruett

Minutes from August 17, 2010 approved as amended. (Streeter so moved, Prater seconded) **Agenda approved with no changes or additions.**

Staff Report – Youth – Lynn Miller

Lynn shared that there is a very committed, active, and diverse middle school group that functions in a comfortable, open and positive environment. She acknowledged strong leadership from Brandon Bones and Rev. Emily Crouch as well as Lynn's husband, Michael Risley, who have each developed strong and lasting relationships with the youth involved in our parish. Lynn noted that the youth like and respect one another and are comfortable expressing what is on their minds. They feel welcome, and some bring friends to youth functions. Vestry praised all who work with our youth for an exceptional job and highlighted Lynn's role in providing a variety of service projects throughout the year that guide the youth to look outside their worlds.

Financial Report – David Brooks, Treasurer

David highlighted a severe cash flow problem as our expenses have currently surpassed our income in a lean 2010 budget. We have tapped all available endowment funds as well as any other fund with a surplus. The next step would be to go to the bank and borrow money.

The biggest challenge is the perennial issue to raise enough money through our pledges to support our annual budget. Over the past six years we have borrowed over \$400,000 from available endowment in order to balance our budget. Parish must be informed about the challenges of budget forecasting and the impact of pledges on our programs and ministries. We now look toward fall in a growing and vibrant parish building on our strengths and planning for a successful 2011 giving campaign.

David hopes to prepare a balanced 2011 budget without using additional endowment funds. It will be a budget that must recognize expected increases with utilities, health care and facilities management as well as need for salary increases. As a parish, we should remind ourselves of the gifts and blessings of our St. Matthew's community with our successful canvases over the years and our most recent Living the Spirit Campaign. There is clearly a shared responsibility of mutual concern and stewardship within our parish that continues to welcome new members and celebrate the blessing of generous gifts, time and talents.

Committee and Task Force Reports

Finance Committee Proposal – David Brooks

After reviewing minutes and recommendations from the Finance Committee Meeting on August 19, 2010, the following resolutions were passed by the Vestry:

- 1) Resolved, to use **\$6,500** in funds from the outreach sub fund of the endowment for our pledge to St. Matthew's Area Ministries for 2010. As this has already been paid from the regular budget, the funds should be transferred from the endowment to the regular budget. (1 no vote and 1 abstaining vote)
- 2) Resolved, that funds from the outreach sub fund of the endowment totaling **\$639** (representing money already spent) be transferred to the regular parish budget. (1 no vote)

The following resolutions will be reported to the Outreach Committee for their information:

- 1) The Rector will make a request to the Outreach Committee, following normal procedures, for seminary support in the amount of **\$2,500** with the support of the vestry.
- 2) The Outreach committee is under no obligation to "spend" the remaining amount of the line item "work outside the parish" (**\$5,761**), but will continue to distribute the remaining fund in the outreach sub fund of the endowment during 2010 as they see fit.

Facilities – Kitten Lawless/ Chris Bartholomew (written report)

Kitten first reported on **vicarage repairs** and noted that basement work was completed while other projects still await attention. She has made initial contacts with parishioners who will be point people and deal with specific issues/details for both white house and vicarage. Nan Lang and Moray Peoples continue their work determining purpose and goals for Hammer and Nails group.

Kitten led Vestry outside to observe first-hand the deterioration of the two **structural beams** most compromised. After reading Chris' written report, there was no true sense of how or when repair might begin. Resolution remains a top priority as cold weather will postpone repair work. Current estimate from one firm for design work and repair is now at \$20,000. Chris plans to contact additional firms in order to compare bids that will resolve problem and prevent further damage.

Diocesan Convention Task Force – Marty Lawfer

Marty will need **volunteers for upcoming convention February 25 and 26, 2011**. Our new Bishop-elect has voiced concerns about \$ and budget, so planning is already underway to curve

expenses and think green. We will hopefully do the cooking ourselves for lunches and dinners (with the leadership and expertise of Cooks and Bottle Washers), and use glasses, plates, water pitchers, as well as continue to collect recycled bags for storage of convention materials. Joe Paul asked that Marty email with a list of opportunities available for volunteers. Rhody suggested polling parishioners from other parishes who might be willing to offer rooms in their homes for lodging.

Living the Spirit – Bill Cheatham

Bill reported **159 pledges** totaling **\$757,451**. \$240,699 had been received to date. Living the Spirit Committee continues to explore fund-raising opportunities. A Silent Auction has been planned for December 3, 2010 with Mike Fitzer as chair.

Old Business

Memorial Garden – Discussion of adding additional granite walls within Memorial Garden tabled until October meeting.

New Business

Wardens Report – Sue Bridge Sue reported on pro-active approach of nominating committee for Vestry 2011 election. Considering article in Spirit asking for self-nominations.

Rector's Report

- **St. Matthew's Day** – October 3, 2010 Thank you planned for Living The Spirit and heads up for Canvas to begin in November
- **\$1090** was raised for Hunger Walk.
- **Clergy/Lay Conference** scheduled for All Saints on November 5 and 6, 2010 with Bishop-Elect Terry White to encourage creative ideas and organizational structure for future visions. Lucinda hopes wardens will want to attend.

Meeting concluded with Compline in Chapel.

Respectfully Submitted,

Lynn Reese, Secretary

NOTE – Reflection in October – Bill Cheatham

****Still need Attendance numbers for July and August**

APPROVED MINUTES
St. Matthew's Episcopal Church
October 19, 2010

In attendance: Lucinda Laird, Sue Bridge, Marty Lawfer, Susan Prater, Clay Smith, Rhody Streeter, Bill Bond, Marilyn Swain, Bill Cheatham, Jo Paul Pruett, Becky Donovan, Kitten Lawless, Brian Good, Judith Peoples

Staff: Emily Schwartz Crouch, Debbi Rodahaffer

Expected late: Chris Bartholomew

Absent: Lynn Reese, Matt Pardue, Nan Lang

Reflection- Bill Cheatham

Amendments to Minutes- Attendance #s for June, July and August are needed.
Becky moved the minutes be approved and Rhody seconded.

Debbie spoke about the whole church approach. It has been successful for the children. Jerry is teaching adults the second Sunday of each month in Clingman Hall. He is making a connection between the Bible and our lives.

Financial Report:

Endowment- The vestry looked at Edie Nixon's report. She sent a note to accompany the report, which Lucinda read. Also, a note that was sent to Bob Huffman was read. There is a request from the diocese that a collection will be made for All Saint's on November 7th. Lucinda would prefer to make a request from the Outreach committee. Lucinda feels that asking the congregation for an offering is too much when money has been asked for St. George's, St. MAM's, and other recent requests. David reiterated that the time is fast approaching when we can no longer rely on Endowment for budget purposes. We must balance our budget this year. We only can take approximately \$30,000 from this account. Kitten asked a question about the money spent for the refugee family; \$3,000 was allocated from the Outreach committee in February and another \$500 was allocated from the Outreach Committee in March.

Cash Flow- David said that this is grim. We are short \$90,160 for September. Most of our income comes in during November and December. It will be tight getting through October. Expenses are higher this year than last year at this time. David handed out a sheet that listed considerations for balancing the 2011 budget. This is something that we are to think about. It will be challenging to balance this budget.

In addition, David handed out a capital campaign analysis. We do have good cash flow, giving us the option to make payments. However, this would mean that we would have to have another campaign at an earlier date (3 years). We need to make a decision on this. We are not making much interest on this account. Lucinda suggested that we put this on the agenda for November

Sunday, November 21st is a financial forum. The financial committee feels it is important to educate the parish. Kitten suggested that this date be changed to November 7th to coincide with the kick-off for every member canvas.

Kitten asked for attendance numbers for June, July, August and September, 2010 in the same format in which we have always seen them (five years for each month). The rector stated that she would email them to the vestry.

Committee Reports

Bill Cheatham reported that *Living the Spirit* is officially ended. The event is Dec. 3rd (6-7 start and 9 as the end time) wine and cheese party; all vestry members are expected to attend. Big items have been donated. They are looking for items within the \$75- \$200 price range.

2011 Diocesan Convention Task Force- Marty received the report from Paducah. She will get a letter out to vestry asking for volunteers. The first information to the diocese goes out mid November. The convention is February 25th and 26th, the last weekend in that month.

Sue reported that the nominating committee for vestry is moving along. There are three "yeses" and several other considerations. There have been a few "no's". Lucinda suggested that we all think of other possibilities and let the nominating committee know.

Facilities- Chris Bartholomew reported that tact was changed because of the engineering firm's high bid. After speaking to Steven Cherry it was suggested that we look at other firms. Tetratex came with a bid. Tetratex agreed to do the design work for \$7,000. They will shore the beams with galvanized steel and fill in with epoxy components where it is needed. Should the need arise; Steven Cherry is willing to step in to take the project on. Chris has asked that these firms look at ways to divert the water to prevent further future damage.

Old Business-The white house- Matt informed Chris that mold was growing in the carpet. Chris walked through it last week and mentioned that the Ky. Refugee Ministry might utilize the house. However, this has been looked into, and we are not considered to be in a good location. Chris suggested that someone could live it. Lucinda said that it could be a residence for a Sexton. Kitten said that she has a possibility of someone willing to take this project on.

New Business- Robin Garr is going through discernment to become a priest. Lucinda asked the vestry to sign a nomination for the ordination process. A 2/3rds quorum is needed. Debbie spoke on behalf of the discernment committee that she was part of. They did send him on.

Planned Giving- We need follow through. There have been seminars and education. Perhaps there should be something to check on the pledge card. We need someone with business acumen to take this on- hold discussions, contact people, and send out mailings. Marty suggested that this be brought up at the Financial Forum. It might be worth naming a group that planned givers would belong to, and this would be reported on in the annual report.

New Members will be recognized on All Saint's Day, and other baptismal Sundays.

Rector's Report- St. Matthew's is getting a Lillian Yeager community award at St. George's celebration and fundraiser Thursday. In addition, we have a covenant relationship with St. MAM's. Jo Paul spoke about all that St. MAM's does for the community. Lucinda described the event. It is Tuesday, Nov. 9th. There will be wine and cheese at St. Matthew's from 5- 6 in the lounge. Tickets are \$30, (20 for those under 40). It is at Christ Methodist; doors open at 5:30.

Deputies to convention- Lucinda suggested that we consider this, ourselves, and think of others who may be interested.

Nominations are needed by November for this convention. Lucinda went over the positions and their terms. Debbi Rodahaffer, Bill Bond and Rhody all took applications for nominating themselves.

Every Member Canvas- Lucinda scheduled October 31, 2010 from 9 am to 10 am as a meeting time in the conference room. We will go over calls and strategies at that time.

St. Matthew's Episcopal Church
APPROVED Vestry Minutes
November 16, 2010

Absent: David Brooks, Bill Cheatham, Lynn Reese

Staff Present: Emily Schwartz Crouch

Parishioners Present: Judith Peoples

Reflection: Clay Smith

Minutes corrected and approved. Rhody made the motion to approve and it was seconded. Agenda was approved. Lucinda included the average Sunday attendance from August to October.

Financial Report: Lucinda read the email from Ruth that explained the October budget numbers. The budget was compared to last year's to affirm that we can hope that outstanding pledges will come in by December's end.

Some of the 2009 Outreach Fund accrued was given to the church to be used for Refugees. This was called "fund 7" and explains where the expenses for the refugees came from. The annual report will show accounting for all monies.

David feels that the Christmas Offering should be split between the church and a requested need. Marty asked why we did not give it all to the Church. She felt that we should consider our own needs. For us to do the work we do, we should be concerned about things such as the beam repair. Kitten said that she heard, in the financial education meeting, that many parishioners are proud that we give outside of the church. She sees it as a spiritual need. As a point of clarification, Emily asked where the offering goes. Lucinda said that it comes as an Outreach request. She provided an accounting of it the past few years. Emily suggested that parishioners might be more willing to pledge knowing that we do give to Outreach. She asked that as many of the vestry express their opinion. Rhody said that Christmas is a time of gift giving. Marilyn asked about the Dare to Care and money designated for the food pantry. Brian addressed this by stating that they anticipate that there may be about \$ 2025 left in surplus. He had considered asking for the Christmas offering on behalf of the Food pantry; however, he has changed his mind as they don't "need" the money. Matt feels that Christmas is about giving and thinks we should give what we feel comfortable. Chris said that last year we made up \$70,000 with a \$20,000 deficit. He feels torn between the two opinions of "giving and business". He saw a compromise of sharing the offering as the solution. Judith voiced that she, as a parishioner, she would feel "off the hook" if the offering was split. She thinks that it is a spiritual issue and needs to all be given away. Brian said that he sees both sides. He agrees with David Brooks idea of splitting the Christmas offering. Nan said that half of the offering is not a lot of money; so it becomes symbolic of our lack of faith. We can come up with it other ways. Clay asked if we ever have been in this position before. Clay is for a "leap of faith". Joe Paul said that it is a difficult decision. Marilyn said that we have some grim realities to face. Attendance numbers are indicative

of a trend. Charitable giving is down 30-40%. Church is last to see this. We have a lot of expenses, but she feels that this amount of money will not make a difference. Bill can see both points. However, he agrees with Marilyn and thinks that never has the need been greater. Emily suggested that the ingathering may be a sign of how much people are willing to give.

Rhody resolved: I resolve in keeping with the spirit of St. Matthew's to continue give away 100% of the offering. Kitten seconded it. The motion carried.

Marty asked if there was any feedback from the meeting Sunday after ten o'clock service on All Saints'. Lucinda felt that it was positive. The vestry agreed.

Since David Brooks was not present, Lucinda suggested that we table the discussion on another capital campaign in 2013.

Task Force Reports:

Task Force Report: Silent Auction is December 3rd. Everyone needs to come.

Facilities: Chris said that all the groups are in agreement that plates need to be installed on the beam sides. They propose to design something be made with alternative scenarios. Chris is meeting the design engineer in two weeks, and the schematic will be refined. This will include the scope of work and go out to bid. The final construction documents should be in hand by December. Chris reported that Steve Cherry said if they can limit the number of trades, this could be handled within the parish. A discussion ensued regarding insurance and verification of the construction. Lucinda summed this up by stating that there is a lot of expertise within the parish. Chris agreed and said that this would be done as economically as possible. The work that requires steel plates is critical. Later we can look at the aesthetic part. Kittens suggested that when the bids are available, that the vestry approve the chosen contract. It was suggested that Gibbs Reese and Steve Cherry be formally asked to be consultants.

Diocesan Task Force: Marty reported that plans for the convention are moving along. A meeting was held with people from the dioceses. They are excited about our facilities and having the convention here. There will be an article in the next newsletter.

Nominating Committee: Sue is pleased to say that there are 9 people so far who will run for the vestry. They need one more. There are 5 women and 4 men.

Old Business

Every Member Canvass: Lucinda thanked the vestry for the calls that they have made. She asked that thank you calls be made. She wants to know of any difficult or challenging calls. By Thanksgiving,, email Lucinda and copy Ruth with information regarding calls.

New Business

Deputies to Diocesan Convention- She has not heard from the parish. Rhody, Angela Koshewa, John Krantz, Anne Miller, Debbie Rhodahaffer, Chris Bartholomew, and Marilyn Swain said that she would be interested in being an alternate.

Warden's Report- The important upcoming dates are:

- Parish Meeting is January 23rd.
- An orientation and a dinner will be the 30th of January. This will include the vestry: new and old.
- The retreat will be February 11th and 12th in Ferdinand, Indiana at the Kordes Center.

Rector's Report

The Bishop's meeting, at All Saints, was attended by Lucinda, Marilyn, and Rhody. They felt that it was good. All three shared the activities and discussions of that weekend. "The Episcopal Church Cares" banners may be made for each parish in the dioceses. Lucinda feels that there is some excitement. Everyone is worried about finances. Talk was of sharing resources. There is a Deanery meeting January 15th at St. Matthew's.

Vestry will meet the 14th of December.

St. Matthew's Episcopal Church

Vestry Minutes – Amended DRAFT – December 21, 2010

Vestry In Attendance – David Brooks (Treasurer), Sue Bridge, Bill Cheatham, Becky Donovan, Brian Good, Kitten Lawless, Susan Prater, Joe Paul Pruett, Lynn Reese, Marilyn Swain, Matt Pardue; **Staff** – Rev. Emily Schwartz Crouch; **Vestry Absent** – Chris Bartholomew, Bill Bond, Nan Lang, Clay Smith

Dinner – Thank you to Cornerstone

Opening Prayer – Rector

Living the Spirit Prayer – All

Rhody Streeter so moved, with a second from Becky Donovan, to approve corrected **Minutes from November 16, 2010**. Minutes were approved.

Agenda approved with no additions or corrections.

Financial Report – David Brooks

David first reviewed the **November 2010 Income and Expense statement** noting plate offerings and current year pledges down considerably leaving us \$95,000.00 behind on budget which is 70-75% of yearly pledged amount and budgeted plate offering. Vestry was reminded that some pledges are paid off in December with sale of stocks. Expenses for salaries and benefit were up slightly as were fuel, light and water, building maintenance and postage. Staff has been frugal and has worked diligently to keep operating expenses and work inside the parish under budget.

Vestry voted to approve \$128,804, with one no vote, as the amount for our **2011 diocesan pledge**. Matt Pardue so moved with a second from Rhody Streeter.

David then moved to the **current draft for the 2011 budget**. To date, with 252 pledge cards, the amount pledged by parishioners is \$735,000.00. David and Lucinda reminded Vestry that we have an extraordinarily generous parish that actively supports outreach efforts in addition to yearly pledges and capital campaign drives. The proposed 2011 budget exceeded the pledged amount by \$22,000.00. Knowing that one solution was to cut a certain % across the board, attentions turned toward a thoughtful and insightful discussion relating to the realities of which categories within the budget were preferably untouchable and which categories could most likely be reduced. Vestry had already agreed to NOT take money from endowment funds to balance the budget. Difficult times and circumstances would require sacrifices and compromise if we are to live within our means.

David shared a **Comparative budget for 2000, 2005 and 2010** handout which allowed uVEstry to begin appropriate dialogue. During the past 10 years, pledges have increased by 27.75% or an average of 2.78% a year. Salary/benefit expenses have increased 45.3% a year. Our operating expenses have increased 59.4% or an average of 5.94% a year. It was obvious from these figures that income has lagged behind expense increases, especially in the years 2000 and 2005.

The proposed 2011 Budget also noted **comparisons of budgeted amounts from 2010 and 2011 in each category**. Below are highlights of Vestry comments for consideration by finance committee that will meet in January before the annual meeting on January 23, 2011 to finalize a proposed budget that will address the \$22,000 deficit:

- Consider a time for parish to attend an informative **“town hall” Sunday morning meeting** that would identify background and decisions that are being considered as Vestry and finance committee do the work parish expect us to do by balancing our 2011 budget.
- Look at **reducing budgetary numbers** relating to postage, grounds, building maintenance, receptions, Vestry, staff, adult education, Rector’s hospitality, EFM, VIA Media, Social Concerns, Adult Education, fuel, light, water, office supplies.
- Consider placing **St. MAM’s donation** under Outreach request.
- Contemplate portions of **Christmas and Easter Offerings** as sources of discretionary funds for work inside the parish.
- Publish a **more detailed Endowment quarterly report** that denotes individual accounts within each fund as well as specific interest earned and how interest is divided and added or deducted to and from individual accounts.

Lucinda asked Vestry to:

- Follow-up ASAP and appropriately with **pledge calls/and or personal notes** to those parishioners that may be outstanding. Advise Lucinda if you have questions or need assistance.
- Create **ad hoc committee(s)** to review technologies regarding communication and investigate possibilities that may cut costs – i.e. phone system, email, snail mail, Spirit - postage and bulk rate considerations and/or e-mail, graphics, black and white.

Committee and Task Force Reports

Living in Zin – Bill Cheatham Bill happily reported a fantastic evening filled with excitement and enthusiasm centered around food, fine wine and a pleasing variety of auction donations. Proceeds from the evening for Living the Spirit totaled just under \$11,000, with \$1000 coming from ticket sales.

Facilities – Postponed until January (Chris Bartholomew absent)

Nominating Committee – Sue Bridge Vestry unanimously accepted the committee’s recommendation of ten (10) names for the 2011 slate for vestry election on January 23 at the annual meeting. The following parishioners have agreed to place their names in nomination to serve as members of our Vestry: Barry Ceridan, Sarah Causey, Sarah Clement, Patricia Enriquez, Mike Fitzer, Ruthe Holmberg, Pat Mulloy, Sara Oliver, Chris Thorne, Mary Nancy Todd, and Kate Eastman as Youth Representative.

Old Business

Deputies to Diocesan Convention The Vestry appointed the following deputies to the 2011 Diocesan Convention: **Deputies** – Angela Koshewa, John Krantz, Ann Miller, Jim Moyer, Rhody Streater **1st Alternate** – Chris Bartholomew **2nd Alternate** – Marilyn Swain

New Business

2011 IRS Housing Allowances Becky Donovan so moved and Susan Prater seconded a motion to approve the designation of the following 2011 housing allowances for clergy tax purposes: Jerry Cappel - \$3,300.00; Emily Schwartz Crouch - \$4,000.00; Helen Jones - \$20,000; Lucinda Laird - \$22,000.00.

Vestry Retreat Lucinda asked that we notify her by email of ideas for focus and discussion for the 2011 vestry retreat.

Warden's Report - Sue Bridge

Sue reported approximately \$6000 collected for Christmas gifts for clergy and staff. She asked Vestry to give thought to the upcoming election of Vestry officers for coming year and happily announced that David Brooks had volunteered once again to serve as Treasurer.

Rector's Report

Lucinda read her Christmas poem aloud and graciously shared individual holiday gifts with members of the Vestry. Before adjourning to Compline, several Vestry members commented on the recent and powerful 10:00 healing service. Both Lucinda and Emily noted how moving the service was for clergy as well. Emily announced that another healing service is planned for March 27, 2011.

Compline – Rev. Emily Schwartz Crouch

Respectfully submitted,

Lynn Reese, Secretary

Average Sunday Attendance In November

2010 382 2009 382 2008 398 2007 373 2006 404 2005 361