

St. Matthew's Episcopal Church Vestry Meeting

January 18, 2011

Vestry in Attendance – Chris Bartholomew, Bill Bond, Sue Bridge, Bill Cheatham, Nan Lang, Marty Lawfer, Susan Prater, Joe Paul Pruett, Lynn Reese, Rhody Streeter, Marilyn Swain, David Brooks, Treasurer; **Vestry Absent** – Becky Donovan, Brian Good, Kitten Lawless, Matt Pardue, Clay Smith **Staff Present** – Rev. Emily S. Crouch, Rev. Jerry Cappell

Dinner- Pizza– Bill Cheatham

Opening Prayer – Rector

Living the Spirit Prayer – ALL

Nan Lang – Reflection

Minutes from December 21, 2010 Approved - Rhody moved/Susan seconded

Agenda Approved with no additions or deletions

Financial Report - December/End of Year – Rector

Lucinda happily reported that \$177,000.00 in pledges came in during the month of December which brought us much closer to our budgeted yearly income. Discussion followed with several vestry members agreeing that we may be more informed as a vestry if along with monthly financial statements and quarterly endowment fund reports, quarterly accounting fund balance sheets could also be available. It was noted that if we are considered as a “corporate” size parish, at times a more detailed report as to the size and nature of withdrawals and expenses may be appropriate and informative. Lucinda agreed to discuss suggestions with Ruth, David and Edie, but did comment on not wanting to overburden them with unnecessary workloads.

Lynn suggested we make more of an effort to schedule “conversations with the vestry” on a more regular basis in order to update parishioners and keep them in the loop of ongoing discussions and decisions.

Committee and Task Force Reports

Living the Spirit – Bill bond and Bill Cheatham The following was reported:

71 Single Gifts \$153,647 101 Pledges \$622,790 Total \$776,437

Received to Date \$354,150 (\$10,810 -Auction/Account Interest and \$6,585- Memorials)

Save the Date – **Garage Sale planned for May 14, 2011

Facilities – Beams – Chris Bartholomew Chris reported that beam repair would require three phases of work at two of the four buttress locations on the western side of the sanctuary.

- **Phase 1** will address the structural elements by adding mass (concrete) to the buttresses and then erecting a series of structural steel plates to each of the five beams

that connect at each buttress. This phase is absolutely necessary as the wood is rotting at critical connection points that support our roof.

- **Phase 2** will address the issue that has caused the beams to fail – water overflowing the existing gutters/downspouts and tracking into the beam pockets. Scuppers will be installed at the current downspout locations to deflect the rain/snow away from the new structural supports.
- **Phase 3** will address the cosmetic and more minor structural elements of the rotten wood found at the beam ends. Roof/ceiling planks will potentially require additional support.

At the completion of Phase 1, the roof will be structurally sound again. Chris, Steve and Gibbs feel we will need to deal with the gutters and downspouts after the general contractor has been selected. Vestry authorized Chris to send construction documents prepared by Tetra Tech (structural consulting engineers) to five general contractors and invite them to submit costs for the Phase 1 work. Along with input from Chris, Steve, and Gibbs, the selected contractor will be asked to recommend solutions to address Phases 2 and 3. The solutions and costs for each of these phases will then be prepared and subsequently submitted to the vestry for review for final approval prior to proceeding further.

Old Business

Vestry Retreat – February 11-12 Rector, Wardens, Jerry Cappell The Episcopal Church has partnered with Green Faith in sponsoring a certification program for churches. Rev. Jerry Cappell has begun a required path to become a Green Faith fellow and is involved in a program of studies focused on eco-justice, earth stewardship, and eco-faith. Lucinda and Jerry approached the vestry with the possibility of spending a portion of our upcoming retreat learning more about how churches, and perhaps our church, can develop faith and ecology ministries that work to restore right relations to all of God's creations. Joe Paul Pruett suggested that retreat focus upon the genuine needs of the people – who we are...what we do...how we foster ministries...how we become sensitized and energized as a church...the role of a vestry member to fellow members and the church. Final consensus was not clear as to how we would proceed with specific topics during the retreat. Lucinda did announce that some time during the retreat would focus upon short and long-term goals.

Lucinda directed the discussion toward **procedures for vestry officer nomination**. She acknowledged that tinkering with the process seems to occur each year. She and the wardens recommend that this year's vestry members begin talking now, in person and/or by email regarding who may or may not be interested in serving as a vestry officer for 2011. She reminded vestry members that this should not be considered as a campaign but a serious discernment. Friday evening during the retreat there should be time for conversation amongst members before formal nominations are made on Saturday morning. Lucinda also asked that someone speak for each nominee before the final vote.

Reminder -2nd year vestry members responsible for snacks, and 3rd year vestry members are responsible for beverages.

2011 Budget – David Brooks

David introduced a miracle “balanced” budget for 2011. Yearly pledges for 2011 to date are listed at \$790,000 with an additional \$10,000 listed as expected income from 2010 pledges. Lucinda and Vestry expressed sincere gratitude to David and finance committee for the time and effort spent cutting \$65,691 from a preliminary budget draft. David and Vestry celebrated the fact that NO money was taken from endowment for this year’s budget but acknowledged that the numbers were very tight and at or near the edge in most areas. At the annual meeting, David plans to share with the congregation how we can assist with our budgetary/cash flow issues by paying pledges on time. We also need to remind ourselves that we do NOT need to spend all that is budgeted. Together, we can continue to make a difference. Line by line he reviewed income, expenses, salaries and operating expenses along with work inside and outside the parish. A **phone bank** was planned for early February to contact parishioners who still had not pledged for 2011. David and Lucinda also highlighted that \$6500 was not included in the 2011 budget for St. MAM’s. Joe Paul reminded vestry that our Dare To Care Food Pantry was officially a St. MAM’s project. It is the intention of the Vestry and Lucinda to request that the Outreach committee consider the pledge to St. MAM as a top allocation priority for the upcoming year. Lucinda will speak with Bob Huffman.

New Business

- **January 30, 2011 New Vestry Orientation - 4:00 p.m. Cocktails/Old and new Vestry and Staff 6:00 p.m. Vestry Staff Dinner – 6:30 p.m.**

FYI - Susan, Marilyn, Bill and Lynn volunteered to assist with cocktail reception

- **Election for Vestry Officers – Reminders for out-going vestry members regarding duties during annual meeting.**
- **Vestry Dinners Next Year – Discussion tabled until next meeting**

Rector’s Report

Staff Change - Lucinda announced that after almost eleven years of service, Ruth Kempf will be retiring the end of March 2011. Lynn Miller, David Brooks, and Ruth will compose an updated job description that will be presented to the vestry before interviews for vacated position begin.

Lucinda reminded Vestry of **expectations for assisting with Diocesan Convention** on February 25-26. Sign-ups are on the bulletin board, and help is needed on both Friday and Saturday. Marty will place agendas in vestry boxes. See Karen or Marty for more specific information.

A Special Thank You and a Sad Good Bye to our six retiring vestry members - Sue, Becky, Clay, Rhody, Marty and Matt. We will miss you.

Compline (chapel) Nan Lang

Respectfully Submitted,

Lynn Reese

Average Attendance In December (Sundays)

<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>
376	372	411	402	326

Christmas Services

<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>2006</u>
798	813	669	790	674

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Tuesday February 15, 2011

X	Chris Bartholomew		Bill Bond	X	David Brooks
X	Sarah Causey		Bill Cheatham	X	Sarah Clement
X	Mike Fitzer	X	Brian Good	X	Lucinda Laird
X	Nan Lang	X	Kitten Lawless		Pat Mulloy
X	Susan Prater	X	Joe Paul Pruett	X	Lynn Reese
X	Marilyn Swain	X	Chris Thorne		Kate Eastman

Staff Present: Rev. Emily Schwartz-Crouch

Opening Prayer: Lucinda

Living the Spirit Prayer: All

Meditation: Chris Bartholomew

Beams: Chris Bartholomew

Five contractors (bids to be attached to hard copy). One contractor declined immediately. One contractor declined to give a cost estimate. Bids range from \$102,417.00 - \$63,890.00. **Chris B., Kitten, Steve Cherry and Gibbs Reese will meet to review bids and present a recommendation for March 2011.** Chris B. will email copies of all bids to the vestry. Estimate 1 month work depending on variables. **It should be noted that the condition of the rotting wood has significantly deteriorated in the past 12 months.**

Please direct questions to Chris B.

Thanks to Chris for your work on this very important topic.

Sewers: Chris Bartholomew

Concerns from neighbors about our polluting the water-way at Massey. MSD completed field inspection. No pollutants found in creek. Dye test completed: no abnormalities. Camera test completed: no abnormalities completed. Open records request made from MSD to have protection for the Church in this matter. Neighbor has been notified of test results.

Thanks to Chris B. for handling this delicate situation

Resolutions:

Memorial Garden Resolution:

The Memorial Garden at St. Matthew's is only for the use of current parishioners and their immediate family members. There is no charge for burial of ashes ("cremains"). There is a charge for engraving a name or names on the garden wall. No other markers are permitted.

What if parents are already buried there but, requestor is NOT a parishioner. Need more details regarding the actual KRS. **Brian Good will look up the statute.** Resolution passed with stipulation that further clarification required for "immediate family members".

Motion by both wardens: no second required. **Motion passed unanimously**

Check signers resolution:

The Vestry of St. Matthew's Episcopal Church nominates the Endowment Treasurer (Edie Nixon), Finance Chair (David Brooks), Senior Warden (Bill Cheatham), and Junior Warden (Kitten Lawless) to be signatures for the

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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 Senior Warden (Bill Cheatham), the Junior Warden (Kitten Lawless), the Treasurer (David Brooks), the Secretary (Chris Thorne), and a vestry member-at-large (Brian Good) to be signatures on the parish accounts at Stock Yards Bank. Two signatures are required on all checks.

The Vestry of St. Matthew's Episcopal Church nominates the Chair and Senior Warden (Bill Cheatham), the Junior Warden (Kitten Lawless), the Treasurer (David Brooks), and the Co-Chair (Gaylee Gillim) to be signatures on the Capital Campaign account at Stock Yards Bank. Two signatures are required on all checks.

Resolution by both Wardens, no second required. **Motion passed unanimously.**

Vestry dinners for 2011:

Liaison for each meal and clean-up for each meal. **Lucinda will seek further clarification from Becky Donovan and will send out via email. Tabled until March 2011.**

Financial Reports: David Brooks:

copies attached to official copy

Finance committee will meet next Tuesday 2/22/11 @ 5pm in the conference room.

January was not a good month. Nearly all the surplus we started the year with is gone. Pledges were well below the budgeted figure. Staff did an excellent job with controlling expenses. Operating expenses up due to high cost of heating in January.

Retreat topics:

Review of minutes. Minor changes submitted.

Committee minutes: The Vestry wants to be more informed of the activities of the Parish. Therefore, Lucinda sent an email to all committee chairs asking that minutes or a summary (if minutes are not kept) be emailed to vestry@stmatt-ky.org for the Vestry to review.

Suggestion box/ Vestry-specific e-mail: an envelope will be placed next to the Vestry bulletin board; Marilyn will check the envelope and address any issues.

Vestry-specific e-mail box: all our emails are available on the website and will be posted with our pictures on the bulletin board. No need for new specific email.

Mission:

No changes to minutes.

GreenFaith presentation:

January 2010 Vestry minutes Resolution

Push-back from parish

Delivery of Green message: is it appropriate, is it too much, is it turning people off?

Email Jerry and Wardens for discussion of GreenFaith

Invite Jerry for March 2011 Vestry meeting

What does GreenFaith Certification warrant us?

How much of the GreenFaith certification requirements have we actually met?

Goals/Organization:

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Chris B: buildings/grounds/facilities, budgets, technology, prayer,
Chris T. will discuss strengths/weaknesses with other Vestry members who were absent during the retreat.

Task Force to review the goals mentioned during retreat and set priorities and present to the Vestry in March 2011. Please also consider the "Here's what the Vestry did in 2010" list Lucinda provided during the retreat in your decision process. Marilyn, Nan, Susan and Lynn will be this Task Force.

Book reading:

Time and cost considerations

Is there really time in Vestry meetings as they are long already?

Perhaps an article or a poem v. a book

Joe Paul- why do we need to do this?

Decision: We will not read a book together as a Vestry. We will only bring forth interesting/stimulating items such as poems or articles.

Communication:

Town hall meetings as needed.

Mike Fitzer discussed the idea of parenting classes with the "Parents in Conversation" group and the idea was well received. Mike, Debbi Rodahaffer and Courtney Good will develop this and hope to offer the first series in fall 2011.

Technology/Communication Forum Friday 2/25/11 2-3 pm in the middle school room during convention. Chris T. and Marilyn will attend.

Can Vestry reach out to Parishioners that we have not seen in a while? If you have a concern about an individual/family, please ask a Staff person if they know anything.

Vestry/Staff relationship:

The topic of the Vestry/Staff relationship was discussed during the staff meeting earlier today. Staff insights are:

- Not enough effort on the Vestry's part to be involved
- Attitude
 - Why doesn't the Vestry ask the staff their opinions, what they need, what they are doing?
 - Some staff complained that Vestry members will walk past them and not even say "Hello"
- Vestry scatters as soon as church service is over: very few stay through the adult education offerings following service.

Solutions offered:

- Staff invited to attend Vestry dinners and of course, Vestry meetings.
- Lucinda has scheduled the staff to attend Vestry meetings and present reports:
 - March: Debbi Rodahaffer, Lauren Becker
 - April: Helen Jones
 - May: Lynn Miller
 - June: Karen Hill, David Reed
 - August: Barbara Ellis

Where is the Vestry "plugged-in"? List sent around asking Vestry members to list their activities in the Parish. Once list is complete we will review and see if there are gaps.

Flower fund for 2011:

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Flower fund has a \$13,000 balance.

Resolution for allowing use of these funds for things other than flowers failed to pass in March 2010. Resolution will be discussed in March 2011.

Flower guild needs \$1000 cushion

Resolution wording for your consideration: **To be considered in March 2011**

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

Narthex hangings:

The Parish owes an additional \$1330 to Marty Plager for these hangings.

Suggestion: may be able to utilize current use funds from the Assets, Memorials & Aesthetics fund of the endowment. **Will be added to March agenda for Vestry consideration.**

Wardens Report:

Presented by Kitten for Bill. Both Bill and Kitten very pleased and excited about their roles.

Rectors report:

Diocesan convention starts in just over a week

Wednesday night dinners and discussions during lent

Wednesday night Lenten series during Lent

Healing service will be offered late March

Pancake supper March 8

Ash Wednesday March 9

Average Attendance in January:

2011: 351 2010: 349 2009: 390 2008: 385 2007: 393

Compline (chapel): Chris Bartholomew.

Meditation for next month will be provided by: Susan Prater

Respectfully,
Chris Thorne
Clerk of the Vestry

Meditations for 2011:

March: Susan

April: Sarah Causey

May: **OPEN**

June: Marilyn

August: Chris Thorne

September: Joe Paul

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October: Mike
November: Lynn
December: Bill C.
January: Kitten

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Tuesday March 15, 2011

APPROVED

X	Chris Bartholomew		Bill Bond	X	David Brooks
X	Sarah Causey	X	Bill Cheatham	X	Sarah Clement
	Mike Fitzer	X	Brian Good	X	Lucinda Laird
X	Nan Lang	X	Kitten Lawless	X	Pat Mulloy
X	Susan Prater	X	Joe Paul Pruett	X	Lynn Reese
X	Marilyn Swain	X	Chris Thorne	X	Kate Eastman

Staff Present: The Rev. Emily Schwartz-Crouch, Lauren Becker, Debbi Rodahaffer

Opening Prayer: Lucinda
Meditation: Susan Prater

Living the Spirit Prayer: All

February 2011 minutes: Moved to be accepted as is by Susan, Second by Chris B., Passed without objection

Presentation on the Community Preschool at St. Matthew's by Lauren Becker (See attached)
Spring Fling: April 15th 6pm
Graduation: May 19th 11am
Parent-Teacher Board established. It is recommended that a Parishioner be added to that Board.

Finance Committee: Bill Cheatham

Living the Spirit update (See attached)

Beams: recommend paying from LtS funds with 3 year repayment schedule

E. Nixon and Finance Committee will create repayment schedule once the actual numbers are established.

Recommendation: The White House continues to be a financial drain on the Parish as well as an eye-sore and should be offered for sale "as is". Discussion will be tabled until April 2011. **Pat will have someone evaluate the property to provide estimates for repair in order to see if the property would be viable for the Parish.**

Buildings and Grounds:

Roof evaluation:

The Vestry moves to approve the roof evaluation by Pat Murphy for cost not to exceed \$2500.

Moved: Kitten, Seconded: Sarah C. Passed without objection

Beams:

Realm disqualified from bidding process.

The Vestry agrees that the repairs on the beams needs to be completed as soon as possible to that end the Vestry makes the following Resolution:

The Vestry authorizes Chris Bartholomew, Steve Cherry, Gibbs Reese and Kitten Lawless to approve and enter into a contract for beam repair on behalf of the Vestry.

Moved: Chris B., Second: Kitten. Passed without objection.

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Payment of Beam repair:

The Vestry resolves that the payment for the repairs of the beams be borrowed from the Living the Spirit Campaign funds with a specific repayment schedule. The repayment would be made in the equal annual installments beginning in December 2011.

E. Nixon and Finance Committee will create repayment schedule once the actual numbers are established.

****It would be preferred that repayment be issued from the Assets, Memorials and Aesthetics sub-fund of the Endowment before using the General sub-fund.****

Motion from Finance Committee, No second required. Passed without objection. Sarah Causey abstained from vote.

Roof leaks:

Chris B. is working with the contractor to try and determine the cause of leaks and potential repairs

A Parishioner has offered to remove the dying Holly tree on the grounds and replace. Lucinda will discuss with Joel Latto. No cost to church.

Hammer and Nails Committee:

Overview of committee submitted by Nan Lang (see attached).

Outreach Committee: Lucinda Laird

Easter Offering recommendation:

Split the Easter offering three ways

ERD for Japan

Freedom School @ St. George's

Kenya Kids at Rongo

The Vestry resolves that the 2011 Easter offering will be split three ways between ERD, Freedom School @ St. George's and the Kenya Kids at Rongo.

Motion from Committee; no second required: Passed without objection

Goals Task Force: Marilyn Swain

Marilyn Swain has created a Google account for Vestry: smvestry@gmail.com PW: takingcare

A Google-docs spreadsheet has been created for tracking of Parish activities, plans, actions and to-dos.

Marilyn is often in Library before and after 10am service to offer tutorial for anyone needing help in utilizing these web tools.

Financial Report: David Brooks

General operating funds have been depleted. Monies are being borrowed from other operating accounts in order to fund operations.

Lucinda asked David "How worried are you?" David is concerned about the ongoing, long-term problem of declining pledges and the increasingly difficult problem of pledges not being made.

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The current trends are that people are not pledging nor are they attending regularly. Much discussion was held in regard of how to increase attendance and pledging.

Discussion included the possibility of increasing our "social" activities to bring people to the building. May consider a "Social Chair" to organize events and obtain volunteers to staff these events.

Year-to-date income is down \$44,075 from budget and expenses are down from budget thanks to the hard work and dedication of the staff.

January and February presented unusually high fuel expenses (see attached).

Resolution regarding Rector/Wardens expenditures : Kitten Lawless

The Vestry authorizes the Wardens and Rector to make one-time expenditures of Church funds up to five hundred dollars (\$500.00) per expenditure at the discretion of the Wardens and Rector. The Wardens and Rector will report any said expenditure at the next Vestry meeting. Any two of the three with discretionary authority (Senior Warden, Junior Warden, Rector) are required to authorize any such expenditure.

Motion presented from the Wardens and Rector, No second required. Passed without objection.

Old Business:

Narthex hangings resolution:

The Vestry authorizes the payment of \$1331 to Marty Plager for the remaining balance due on the decorative hangings in the Narthex. Said payment will be released from the Assets, Memorials and Aesthetics sub-fund of the Endowment.
Passed with one objection.

Vestry dinners:

After much discussion it was decided that we would stop having prepared dinners for April, May, June, and August. Each Vestry member will brown-bag or make alternate arrangements for food. We will continue to meet at 5:15 to break bread together. **We will resume the discussion of dinners in the August meeting.**

Town hall/Communication:

Possible Date for Town Hall meeting May 22 to discuss beams, white house and Greenfaith certification.

Green Faith Certification:

Written overview of the Greenfaith program provided by Jerry Cappel. Vestry members will send all questions to Jerry via e-mail before the April Vestry meeting.

KY Statute on Memorial Garden: Brian Good

no permit required

no direct limitation regarding needing to be "current member"

cover letter language leans toward current language

Lucinda will ask Dick Humke if we have completed an application

Brian Good will maintain all written documentation regarding this issue.

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New Business:

Ruth Kempf retirement:

Reception will be held for Ruth Sunday April 3rd following the 10am service. We will be collecting for a "Purse" for her retirement. Envelopes will be marked "Mardi Galvin" and available for Parishioners to use to donate to the purse.

Warden's Report:

completed by Bill Cheatham and Kitten Lawless.

Rector's Report:

Name tags: please discuss via online forums.

Still need a volunteer to provide the reflection for May 2011: Sarah Clement volunteered.

Lucinda provided an article for the Vestry to spend a few minutes discussing during the April 2011 meeting.

Steve Waterfield offered to conduct a review of the Church's insurance.

Compline: Susan Prater.

Meditation for next month will be provided by: Sarah Causey

Meditations for 2011:

April: Sarah Causey

May: Sarah Clement

June: Marilyn

August: Chris Thorne

September: Joe Paul

October: Mike

November: Lynn

December: Bill Cheatham

January: Kitten

Addendum:

Update to January 2011 Vestry minutes

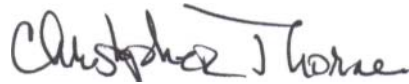
It is the intention of the Vestry and Lucinda to request that the Outreach committee consider the pledge to St. MAM as a top allocation priority for the upcoming year. Lucinda will speak with Bob Huffman.

CHANGE TO:

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It is the intention of the Vestry and Lucinda to (1) inform the Outreach Committee that the \$6500.00 pledge to St. MAMs is the top allocation priority for this year, and has already been approved by the Vestry; and (2) return this line to the regular budget as soon as possible.

Respectfully,

A handwritten signature in black ink that reads "Christopher Thorne". The signature is written in a cursive style with a prominent horizontal line above the "T" in "Thorne".

Christopher Thorne
Clerk of the Vestry

St. Matthew's Episcopal Church
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Tuesday April 12, 2011

****APPROVED****

X	Chris Bartholomew	X	Bill Bond	X	David Brooks
X	Sarah Causey		Bill Cheatham	X	Sarah Clement
X	Mike Fitzer	X	Brian Good	X	Lucinda Laird
	Nan Lang	X	Kitten Lawless	X	Pat Mulloy
X	Susan Prater	X	Joe Paul Pruett	X	Lynn Reese
X	Marilyn Swain	X	Chris Thorne	X	Kate Eastman

Staff Present: The Rev. Dr. Jerry Cappel **Guest Present:** Greg Petrites

Opening Prayer: Lucinda
Meditation: Sarah Causey

Living the Spirit Prayer: All

Minutes:

Motion to approve March 2011 Vestry minutes without correction: Motion by: Susan,
Second: Joe Paul, Approved unanimously.

Agenda: no additions

GreenFaith: Presentation by: Greg Petrites and Jerry Cappel

Program requires Leadership authorization

Creations Relations committee recognizes that there are some concerns r/t
"finger pointing" history of the old Green Team.

Refocus of mission of committee:

support those who chose to make decisions specific to environmental
issues

serves as resource to those who are looking to learn

serve as example to others that there are alternative ways to live

Creation Relations committee have decided to withdraw request to enter
GreenFaith at this time due to reservations of Vestry and Congregation

Spiritual connection: specific human relations mentioned by Marilyn as they relate to
electronics.

Concern from Sarah Causey R/T need and perhaps lack of leadership

Joe Paul: The average parishioner does not "speak" the same language as the
committee as it relates to the concepts of "green".

Lucinda: Human and spiritual connections are key. Congregation may be missing the
creation/spiritual aspect. How do we get the congregation "fired-up" about this topic?

Greg: see the world as an extension of The Garden. Human connection to everything
we do; how we heat our homes, chemicals used, purchasing.

Kitten: echoes Sarah's concern. discussed tensions between Green Team and Garden
Committee. Agrees that time is not right for this program.

Brian: there will always be people that think the environment is important BUT secular.
Is the committee thinking too big?? Should there be focus on smaller successes.

Jerry: 3 arenas?

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validity of subject matter
confidence in the committee
with what wisdom do we proceed

The onus falls to the Creations Relations Committee to educate the parish on their level, create small victories for the parish to rally behind and connect "green" with the spiritual.

Vestry will take no action but, will not stop the Creations Relations committee from pursuing the obtaining of educational materials providing it does not commit the parish to participating in a mandatory program.

Outreach Committee: Rector

The Outreach Committee recommends the following expenditure of Outreach Endowment Funds:

1. \$5,000 be paid to the General Fund of General Theological Seminary;
2. \$2,500 be paid to the Unrestricted Fund of Kentucky Refugee Ministries.

Recommendation submitted by Outreach Committee; No motion/second required
Recommendation approved without objection.

Parenting Class Initiative: Mike Fitzer

trial in the fall on Wednesday evening. Will be open to all who are interested. Child care will be provided. Will probably take two to three years to catch on and will eventually be open to the public. Cost should be in the neighborhood of \$20 to help cover cost of childcare and materials.

Buildings and Grounds:

Beams: Chris B. met with engineer and contractors March 30 to help refine details of work and costs.

Roof: inspection and report contract has been signed with Mr. Murphy. Start date TBD.

Parking Lot: email from Joel Latto regarding parking lot degradation and catch basins. Could cost as much as \$75,000 (just an off-the-hip estimate). We may be able to limp along for another season, perhaps two, but this needs to be on our minds and on our "to-do" list.

Kitten: recommend getting an estimate for several levels of repairs.

Kitten will talk to Joel.

Grounds committee will create a spreadsheet of projects: current and potential to be presented in June 2011 Vestry meeting.

Finance Committee: David Brooks

Due to lack of pledges from people that have not pledged from previous year there is now a \$28,000 deficit.

Is there room for cutting further? Most likely not? Are we in dire straits? Not yet. Should we be looking for places to cut? Not yet

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Vestry Town Hall meeting: May 8th:

What pieces of information to we want to give without taking forever or sounding negative:

Beams: cost and time frame.

Budget: lack of pledges; just fact. not intended to be guilt inducing.

Property issues:

Potential cuts if things remain leaner than needs.

Open for suggestions to help offset loss

New Trees:

anonymous Parishioner donated an Arbor Vitae to replace the dying Holly.
covenant church donated a tree

Wardens Report: Kitten

Topics discussed above.

Rectors Report: Lucinda

Holy Week...lots of offerings, please attend as many as you can.

Compline: Sarah Causey

Meditation for next month will be provided by: Sarah Clement

Meditations for 2011:

March: Susan

April: Sarah Causey

May: Sarah Clement

June: Marilyn

August: Chris Thorne

September: Joe Paul

October: Mike

November: Lynn

December: Bill Cheatham

January: Kitten

Respectfully,



Christopher Thorne
Clerk of the Vestry

St. Matthew's Episcopal Church
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Tuesday May 10, 2011

APPROVED

X	Chris Bartholomew	X	Bill Bond	X	David Brooks
X	Sarah Causey		Bill Cheatham	X	Sarah Clement
X	Mike Fitzer	X	Brian Good	X	Lucinda Laird
	Nan Lang	X	Kitten Lawless	X	Pat Mulloy
X	Susan Prater	X	Joe Paul Pruett	X	Lynn Reese
X	Marilyn Swain	X	Chris Thorne		Kate Eastman

Staff Present: Rev. Emily Crouch, Rev. Dr. Jerry Cappel, Lynn Miller

Opening Prayer: Lucinda

Living the Spirit Prayer: All

Meditation: Sarah Clement

Minutes:

Motion to approve April 2011 minutes without corrections: Motion: Susan, Second: Pat. Approved unanimously.

Agenda:

No additions

Staff Report: Youth:

Report on status of youth program for year ending May 2011 presented by Lynn Miller.
No kids have opted to take the trip to Rongo this year.

Lynn plans on altering her approach to service, in particular the trip to Rongo.
Small steps seem to be the better approach to getting youth involved.

Senior Sunday is May 22, 2011. Students will do the readings and PoP but, none of the graduating seniors wish to do the sermon.

What do you need from the Vestry and the Church?

Youngish adults coming to help on Sunday nights was a big help in the past and would be appreciated.

Financial Reports:

LTS: Bill Bond:

St. Matthew's Episcopal Church
Vestry Meeting

Every memorial donation to the church is directed to the LTS fund unless specified otherwise by the donor.

Financial Report: David Brooks

Due to issues with PowerChurch the financial data is not in the same format as usual. April appears to have been a much better month financially but, until the data is extracted from the software completely and then audited we will have to wait for definitive results.

Endowment fund: previous 5 quarters of information provided.

David, Edie and Susie will work towards the goal of having the Endowment information brought in-house.

While she is doing a great job, due to time constraints, the orientation process for Susie was not comprehensive enough for her to function entirely on her own. PowerChurch is proving to be an issue for her. Edie Nixon knows PowerChurch and is working with Susie on the program.

Susie is working early to have some distraction-free time. Overall, **Susie is doing well in her new role.**

David and Lucinda both feel quite confident in her abilities and with continued training will be successful.

Easter offering was the largest ever but, pledging and giving are down?! Why??

Parish Meeting Review:

The Adult Ed committee will work with the Vestry to set a schedule for Parish meetings for next year.

Goal is to have 2-3 Vestry forums plus the annual meeting.

Discussion about the mood of the meeting and the reception by those in attendance.

Was the meeting rushed; perhaps a bit due to parish questions and concerns.

For future meetings the Clerk of the Vestry will take note of concerns and suggestions raised by parishioners and bring them to the Vestry as well as provide feedback to the parishioner(s).

Consider Vestry visits to small groups or classes) e.g. Faith and Life, Parents in Conversation, etc.) in addition to full Parish forums.

In future: Make the meeting rigid: we will discuss these topics for X minutes (agenda will be made and provided via overhead) and then we will have an open forum for the last X minutes to allow for parishioner feedback.

Consider using a concise PowerPoint presentation.

Are the same people attending these town halls? How do we promote other parishioners to attend so we can hear other voices?

Committee and Task Force Reports:

Beams: Chris B. Brasch/Barry has been selected to complete the beam repair. Chris is working on the details for the final contract. Contract will be signed soon. Drawings of beams must be completed and submitted to the engineers for approval before fabrication can be completed. Probably will be no movement onsite for at least 30 days.

Roof review: still awaiting the official report.

Kitten has been working to get a date for a meeting for grounds committee.

Sanctuary Lights: 22 lights in the Sanctuary were replaced before Easter. Cost \$800 plus \$250ish for lift rental. **Many thanks to Bill Bond and Tim Eicholtz for completing the light replacement.** The light replacement has now been scheduled for pre-Easter and pre-Thanksgiving.

St. Matthew's Episcopal Church
Vestry Meeting

New Business:

Ann Davis: leaving July 1, 2011. Staff are working on the division of Ann's duties. Should we do a purse? Yes. Should we create a policy for purse distribution for the future? Maybe.

Vestry should think on this and **will perhaps add to June agenda.**

Wardens and Rector will send a letter to the Parish asking for donations for the purse.

Wardens Report: Kitten Lawless, Junior Warden

Nothing to report

Rectors Report:

The Rev. Anne Vouga will be instituted as Rector of St. Thomas Church 5/11/2011.

Bishop White is coming Sunday 5/15/2011. He is to be addressed by as Bishop White.

Lucinda is working on a Liturgical Committee: they will work on re-vamping some of the Holy Week services. Lucinda wants to work on building excitement for Holy week.

5/15: Bishop White visits

5/22: Senior Sunday

5/29: Memorial Day weekend

6/5: EFM graduation

6/12: Pentecost//Covenant Anniversary

Times for summer services will not change times this year; they will remain 8am and 10am and 5pm.

Lucinda spent several days with her annual meeting of clergy. Here are some of the highlights of the discussions:

general theme among her fellow rectors was lower attendance/lower pledges

pledge drive in fall is no longer enough: it is now imperative to have a year-long fundraising drive.

Financial Stewardship:

The following Vestry members have volunteered to be part of a Stewardship brainstorming session: tentative date June 1, 2011: time and final date TBD

Mike Fitzer

St. Matthew's Episcopal Church
Vestry Meeting

Sarah Causey

Pat Mulloy

Brian Good

Chris Thorne

and

Rev. Emily Crouch

Much of the discussion focused on the potential of "social" events for fundraising.

The younger generation does not necessarily see the value of pledging but they do see the value in charitable giving as well as spending for gain. How do we find what makes our young people tick? What can we do to motivate not just our young people but, all people to give if they do not feel it?

Annual giving (formerly EMC)?

Capital Campaign?

Planned giving (Neville Blakemore, Cathy Sutton)

How do we feel about and what do we think about year-round giving?

Can we/should we push for pledges all year? Partial years?

What is the connection between EMC and fund-raisers during the year?

What inspires people to give?

Are younger people less aware of/ used to/ interested in pledging/tithing?

Would the Vestry benefit from conducting a survey of the Parish to get their feelings on our issues as well as provide an anonymous forum for Parishioners to stress their concerns and opinions.

"WE can be as much as YOU want us to be"

Compline: Sarah Clement

Meditation for next month will be provided by: Marilyn Swain

Meditations for 2011:

March: Susan

April: Sarah Causey

St. Matthew's Episcopal Church
Vestry Meeting

May: Sarah Clement

June: Marilyn

August: Chris Thorne

September: Joe Paul


October: Mike

November: Lynn

December: Bill Cheatham

January: Kitten

Respectfully,

A handwritten signature in black ink that reads "Christopher Thorne". The signature is written in a cursive style with a prominent flourish over the "h" in "Thorne".

Christopher Thorne
Clerk of the Vestry

St. Matthew's Episcopal Church
Vestry Meeting

Tuesday June 14, 2011

APPROVED

	Chris Bartholomew	X	Bill Bond	X	David Brooks
X	Sarah Causey	X	Bill Cheatham		Sarah Clement
	Mike Fitzer		Brian Good		Lucinda Laird
X	Nan Lang	X	Kitten Lawless	X	Pat Mulloy
X	Susan Prater	X	Joe Paul Pruett	X	Lynn Reese
X	Marilyn Swain	X	Chris Thorne		Kate Eastman

Staff Present: Karen Hill, Rev. Emily S. Crouch, Rt. Rev. David B. Reed, Rev. Dr. Helen Jones, Rev. Dr. Jerry Cappel

Opening Prayer: Emily

Living the Spirit Prayer: All

Meditation: Marilyn Swain

Minutes:

May 2011 minutes approved without changes.

Agenda:

Open letter from a parishioner to the Vestry added for reflection on points throughout the meeting (Copy attached).

Building and Grounds: Kitten Lawless

Beam repair contract has been signed and fabrication of materials will commence soon.

Substantive completion anticipated 60 days from start of work.

Roof evaluation completed: roof has a life expectancy of approximately 40 additional years.

There are some issues with the roof that will need to be addressed. Primarily the seams of the roof will need repair. No actual figures at this time; could be \$10,000 -\$20,000. Kitten, Chris B., Gibbs Reese and Steve Cherry will review and more information will be presented when available.

Financial Reports: David Brooks

Financial reports provided are only partially correct; many of the May 2011 bills did not get paid until June due to an oversight. We will see some bills doubled in the June financials.

We are approximately \$70,000 under budget in revenue for the year to date. Compared with the same timeframe from last year we are only down \$7000. So, needless to say, we have a cash-flow problem.

Eddie Nixon and David continue to work with Susie to get the job done but, Powerchurch continues to be an issue. Eddie feels that utilizing the accounts payable module within Powerchurch will help Susie keep track of bills that need to be paid with more efficiency. Eddie will work with Susie on the implementation of the module (the module is already installed, Ruth did not use the module; so, there is no cost for the implementation).

St. Matthew's Episcopal Church
Vestry Meeting

Perhaps the biggest challenge Susie faces is the fact that there is no list/schedule of everything that needs to be done/timeframes. Edie and David hope to work towards compiling said list/schedule.

There is an issue with an unfamiliarity of the Episcopalian language.

“When can we, the Vestry, expect more accurate and timely financial information?” David is hopeful that by end of June we will have the appropriate documentation.

The first installment of beam payment will be made soon from LTS in the next 30-40 days \$46,000ish with total payments due within 80 days.

May need to revisit the budget in order to address the budget shortfall. Please keep in mind for August meeting that we will need to be watchful and mindful.

LTS:

No formal report. No significant changes from previous month.

Old Business:

Ann Davis Departure:

List of job duties that Ann has been handling provided to Vestry.

Purse still being collected.

Farewell party on July 3, 2011; purse will be presented at that point.

There are still items on the job duty list that have not been spoken for by the staff/volunteers.

Many items need to be evaluated to determine if some things should continue/be changed/go the way of the dinosaur.

Hospitality is the biggest issue that needs to be addressed.

Funeral receptions will be an issue.

As a Vestry; be aware of the Parish's response to changes/absences of services.

New Business:

Annual Meeting date change:

The question has been raised if we should change the annual meeting from January to May.

Problems with May are: Derby, Mother's Day, Memorial Day and end of school year.

What is the purpose of this proposed change? What problem does this solve? It was suggested that perhaps new Vestry members would have more opportunity to become acclimated if elected in May v. January; most agree that there was no issue with being prepared to serve upon election in January.

Vestry unanimously voted to oppose the potential change of date of the annual meeting.

Brainstorming session:

See Brainstorming subgroup document.

Subgroup was not seen as an overly effective meeting.

Is the giving/pledging issue an educational issue?

It's not just about your money; time and energy is also important. While we need the money to keep the lights on and continue our outreach, we need the time and energy as well.

Must be aware of the generational differences in view of giving. We need to have ways to approach this journey for all generations to appreciate:

“This is a spiritual journey, part of a theological journey and we must recognize that there will be days when you are at 2% on your journey, there will be days that you are at 8%

St. Matthew's Episcopal Church
Vestry Meeting

on your journey, there will be days that you are at 10% and there will be days where you just show up”.

Every Member Canvas: the language is unclear, what is it, what is the expectation.

“How do we get people to recognize what they will miss if St. Matthew's was gone?” What does SMEC mean to me? Can we verbalize these thoughts to the congregation, not just in writing. Can it be done from the pulpit, adult ed, etc? Can we allow others people to standup during “announcements” to make announcements or short testimonies about what SMEC means to them?

Potential to utilize the oral histories; can we edit the histories to address certain points? It would take time to create these vignettes but, could they be beneficial?

Small groups might be the answer to building community.

Gripe sessions? Should we look at having open forums with the Parish where they come and share their thoughts on the status of the Parish? A strong leadership team will listen to the gripes. Plan to create a standing committee to plan and execute social events. Please consider a personal commitment to the social committee or think of people who might be willing to serve.

Still have a need to address the possibility of social events used for fundraising.

St. Matthews Day Picnic:

Enthusiasm for St. Matthews Day seems to be waning; what can be done revamp this tradition?

Is this a tradition that needs to be continued? Can it be changed to an alternate type of event? Is this an opportunity to capitalize on community-building?

Staff and Vestry should play host/hostess for the event.

What are the options for changing to another type of event?

Who is going to be responsible for this event?

Why has this been brought to the Vestry to address?

What is the question that is being asked? Are we having an event? What type of event is it going to be? The question that was posed to the Vestry was “what is the event going to look like”. The Vestry is interested in gauging the temperature of the Parish regarding the picnic. **A poll will be created and sent out via the Blast to gain the feelings of Parishioners.**

Need someone to head this but the subcommittees needed will be (list may not be inclusive):

Food

Music

Games

Set-up/clean-up

Promotion

Preliminary plan: Sunday September 25, 2011 following 10am service. Will relocate all events to the lower portion of the property; in and around Saints Hall and the large flat parcel of the property.

Option suggested about a St. Matthew's Day of Service.

Warden's Report:

Anonymous gift: two purposes earmarked for this money: for staff and for Bishop's discretionary fund.

Summer schedule of events being distributed via Blast.

St. Matthew's Episcopal Church
Vestry Meeting

***There will be NO Vestry meeting in July. The next scheduled Vestry meeting is: August 16, 2011.**

Compline: Marilyn Swain

Meditation for AUGUST will be provided by: Chris

Meditations for 2011:

August: Chris Thorne

September: Joe Paul

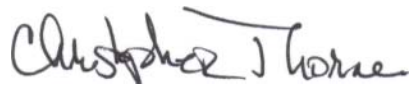
October: Mike

November: Lynn

December: Bill Cheatham

January: Kitten

Respectfully,

A handwritten signature in cursive script that reads "Christopher Thorne".

Christopher Thorne
Clerk of the Vestry

St. Matthew's Episcopal Church
Vestry Meeting

Tuesday August 18, 2011

APPROVED

X	Chris Bartholomew	X	Bill Bond		David Brooks
X	Sarah Causey	X	Bill Cheatham	X	Sarah Clement
X	Mike Fitzer	X	Brian Good	X	Lucinda Laird
X	Nan Lang	X	Kitten Lawless	X	Pat Mulloy
X	Susan Prater	X	Joe Paul Pruett	X	Lynn Reese
X	Marilyn Swain	X	Chris Thorne		Kate Eastman

Staff Present: The Rev. Emily S. Crouch, Debbi Rodahaffer, The Rev. Dr. Jerry Cappel

Guests: Edie Nixon, Neville Blakemore, Gaylee Gillim, Cathy Sutton, Bob Huffman

Opening Prayer: The Rev. Canon Lucinda Laird **Living the Spirit Prayer:** All
Meditation: Chris Thorne

Minutes:

June 2011 minutes approved.

Agenda:

Agenda approved without addition

Financial Report: Edie Nixon/ Bill Bond

Lucinda reported that, with regret, the decision was made to terminate Susie Oster's employment with SMEC. * Please note: there are NO concerns regarding Susie's handling of SMEC funds*

David Brooks and Edie Nixon will fill the void during the vacancy in the bookkeeper position.

Financial report provided by Edie Nixon. As of the end of July 2011, pledges are off budget by \$86,000 and the total operating deficit is \$90,000. Obviously this deficit is presenting quite a challenge but we are in the exact position as this time last year.

Lucinda will run basic financial data in the bulletin and Blast in hopes of getting parishioners to get their pledges up-to-date.

The staff continue to be extraordinary in their tight control of expenses.

Beam payment #1 will be made within the next week.

Endowment report provided by Edie Nixon. Endowment was up as of June 30, 2011.

Living the Spirit report by Bill Bond. No significant change.

The 2nd Annual Living in Zen Silent Auction will be December 2, 2011.

Staff Report: Debbi Rodahaffer/ Lucinda Laird

St. Matthew's Episcopal Church
Vestry Meeting

Staff responsibilities reorganized. There will be a breakdown in the upcoming Spirit. Lauren Becker will be taking over some of the hands-on education duties in order to free Debbi up for other things.

The Vestry feels that the Pre-School should submit an annual report to SMEC. Should there be a Vestry representative on the Pre-School board?

Planned Giving Presentation: Gaylee Gillim, Neville Blakemore and Cathy Sutton. Emphasis will be placed on planned giving as we move forward as a Parish. It is essential for the financial survival of the Parish. Plan to create a resource pool for reference. Educational offerings to be presented to the Parish on planned giving and the resource pool.

Outreach Committee: Bob Huffman
ERD \$1000

Hearts for Kenya \$1500

Approved without objection

Discussed potential outreach grant to CASA for \$7500. Request withdrawn pending further information.

Buildings and Grounds: Chris B./ Kitten

Beam work progressing. Concrete work completed. Rotten wood removed. Steel fabrication and installation is next stage.

Air Conditioner issues: Variety of AC units in various state of disrepair. No figures available on repair costs at this time.

Roof leaking continues in Lauren Becker's office. Chris B. and Matt will do a test to attempt to locate cause.

Roof inspection report yet to be discussed. Steve C. Gibbs, Kitten and Chris B. will meet to discuss. No figures available as of yet.

Parking lot remains an issue and will need to stay on our radar screen.

Multiple lights in sanctuary out (15 actually). Bill Bond is looking at circuits etc. for possible cause of outages.

Special thanks to Bill Bond for working on the Wi-fi array to provide better coverage.

Lucinda would like to find an additional 10 hours of pay (full-time) for Matt Averbeck.

Perhaps look at savings from ending cleaning service or lawn service etc.

White House needs to continue to be on our minds. Can we in the near future have reasonable estimates for cost of repair, cost to demolish and cost to sell?

Annual Pledge Drive: Lucinda

F. Jelsma, S. Cherry and A. Hampton will co-chair the Pledge Drive (formerly Every Member Canvas) will kick-off October 16, 2010. Looking to acquire an iPad for early bird drawing for those who get their pledges in early or sign-up for bank draft. Looking to have a theme for the Pledge Drive this year; no decision as of yet.

St. Matthew's Episcopal Church
Vestry Meeting

Vestry Role/Priorities:

Lucinda proposes reducing the size of the Vestry to 12 members. Will discuss and vote in September.

Lucinda stressed the importance of having Vestry presence during events. Overall, the Vestry needs to be more visible.

Expectations need to be clearly outlined to candidates for Vestry next year.

- monthly meetings are required
- regular church attendance
- confirmation

Rector's Report: Lucinda

The Rev. Moray Peoples has been called by Bishop White to serve as Priest-in-Charge of Holy Trinity in Brandenburg. He will continue to facilitate an EFM class at SMEC.

Parish Breakfast Sunday August 21, 2011 at 9am.

Ministry Fair is Sunday August 28, 2011 following the 10am service.

Compline: Chris Thorne

Meditation for next month will be provided by: Joe Paul

Meditations for 2011:

March: Susan

April: Sarah Causey

May: Sarah Clement

June: Marilyn

August: Chris Thorne

September: Joe Paul

October: Mike

November: Lynn

December: Bill Cheatham

January: Kitten

Respectfully,



Christopher Thorne
Clerk of the Vestry

St. Matthew's Episcopal Church
Vestry Meeting

Tuesday September 20, 2011

APPROVED

X	Chris Bartholomew	X	Bill Bond	X	David Brooks
X	Sarah Causey		Bill Cheatham	X	Sarah Clement
X	Mike Fitzer	X	Brian Good	X	Lucinda Laird
	Nan Lang	X	Kitten Lawless		Pat Mulloy
X	Susan Prater	X	Joe Paul Pruett	X	Lynn Reese
X	Marilyn Swain	X	Chris Thorne	X	Kate Eastman

Staff Present: The Rev. Dr. Jerry Cappel, The Rev. Emily Crouch, Barbara Ellis

Guests: Bob Huffman

Opening Prayer: Lucinda
Meditation: Joe Paul

Living the Spirit Prayer: All

August minutes: approved without corrections.

Agenda: approved without corrections

Outreach Grants Committee: Bob Huffman

St. George Community Center: \$3000 grant for Mirror/Mirror program approved via email last week.

Casa: \$5000 to assist in funding the hiring of an additional supervisor. Conflicting information between the request and what Marilyn was told by a Casa representative.

Request is being withdrawn by Bob at this time until additional clarification is obtained.

Kenya Kids at Rongo: \$5000 for capital funds reimbursement. Approved unanimously.

Beulah Project: \$3000 for Beulah Project ranch project. Many questions raised concerning the theology and legitimacy of the proposal. Motion defeated.

Buildings and Grounds:

Pine Tree: tree struck by lightning and needs to be removed ASAP. Cost: \$1100.

Recommended to take funds from endowment.

Beams: Chris B. project moving slowly. Steel placement should be finished this week.

Cosmetic issues to be completed within the next week or so. Should be no cost overruns.

HVAC: Chris B: HVAC repair cost estimated at \$7500. Chris will provide a narrative of this issue and we will address more in-depth in October.

Parking lot: Chris B: Chris will bring asphalt contractors to evaluate/cost parking lot issues.

White House: Steve Cherry:

Lucinda has asked for an appraisal of price we can sell the White House for.

Roof issues, gutter issues, moisture in the walls, mold issues, cracks in the basement walls, critter issues, aluminum siding covering the wood siding with wood siding exposure, old steel windows, interior finishes, water line between meter and house is broken, asbestos in floor tiles and the issue of the items stored in the building.

St. Matthew's Episcopal Church
Vestry Meeting

Paxton Jones has asked to live in the house in exchange for doing some work with St. Matthew's supplying all materials. Kitten suggests soliciting bids from professional home inspectors to really give an idea of the house issues.

Motion: Vestry will form a sub-committee to draft a report and recommendation regarding the White House by the date of the Annual Meeting in January 2012. Motion: Mike Fitzer, Second: Chris Thorne. Passed with 2 abstentions.

White House Subcommittee:

Chair: Kitten Lawless

Mike Fitzer

Steve Cherry

Marilyn Swain

John Hardy

Bill Bond

Financial Report: David Brooks

Joanne Coleman our new Bookkeeper started September 12, 2011 and adjusting quite well. She is working with David, Ruth and Edie to organize the office and procedures. Financial status is not very different from last year. We are in a deficit but David is NOT panicking. Edie has isolated several mistakes that Susie made and is working to correct these mistakes. David and Edie will do some analysis of the records from Susie's tenure to ensure that all mistakes are corrected.

Diocesan Pledge:

Diocesan pledge is due early this year due to the change in Diocesan Convention. 15% is the expectation from the diocese. Lucinda would prefer to pledge 15% and reduce our pledge if necessary. Wardens recommend a 12% pledge and raise to 15% if able. If we pledge 15% and adopt the mandated insurance in 2012 (1 year early) we will receive a decreased interest rate on the Marmion loan.

Motion to fund at 15% level: Approved.

New Business:

Living in Zen: Mike Fitzer

Goal set for \$15,000. Committee needs items for the auction.

Parenting Class: Mike Fitzer

Curriculum is moving. Development will be slow.

Community Preschool liaison: Susan Prater

October 28, 2011 fall festival for Preschool

Social Media: Kate Eastman suggests increased use of social media: Facebook and Twitter. **Chris Thorne, Emily Crouch and Kate will work on this and report in October.**

Old Business:

Memorial Garden still needs granite slabs. **Lynn will get updated pricing. This will be discussed in October.**

Vestry size: **Tabled until October 2011.**

St. Matthew's Episcopal Church
Vestry Meeting

Diocesan Deputies:

Motion: Kitten Lawless, Second: Chris Bartholomew: unanimous

Chris Thorne

Bill Bond

Brian Good

Ann Miller

Rhoden Streeter

Joe Paul Pruett: Alternate

Angela Koshewa: Alternate

Gift card sales:

We need a champion for this. **Lucinda will talk with Debbi R. about discussing with the people who offered to chair the picnic committee.**

Vestry Town Hall Meeting: October 9, 2011

Rector's Report:

Annual Pledge Drive starts October 16, 2011. Drawing for iPad for those who get their pledges in early.

St. Matthew's Day September 25, 2011. Picnic should be quite something!

Warden's Report:

Nothing additional.

Compline: Joe Paul

Meditation for next month will be provided by: Mike Fitzer

Upcoming Meditations for 2011:

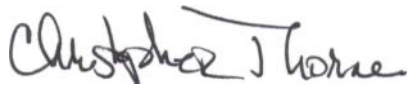
October: Mike Fitzer

November: Lynn Reese

December: Bill Cheatham

January: Kitten Lawless

Respectfully,



Christopher Thorne
Clerk of the Vestry

St. Matthew's Episcopal Church
Vestry Meeting

Tuesday October 18, 2011

****APPROVED****

X	Chris Bartholomew		Bill Bond	X	David Brooks
X	Sarah Causey	X	Bill Cheatham	X	Sarah Clement
X	Mike Fitzer	X	Brian Good	X	Lucinda Laird
X	Nan Lang	X	Kitten Lawless	X	Pat Mulloy
X	Susan Prater	X	Joe Paul Pruet		Lynn Reese
X	Marilyn Swain	X	Chris Thorne		Kate Eastman

Staff Present: Debbi Rodahaffer and Joanne Coleman

Opening Prayer: Lucinda

Living the Spirit Prayer: All

Meditation: Mike Fitzer

Minutes from September 2011: Approved without corrections

Agenda: Food Pantry will add a winter clothing drive for the December food pantry.

Committees and Task Force Reports:

Buildings and Grounds:

Beams:

Issues with scupper fabrication. Project is slightly behind schedule.

The roof is now stable: all steel is in place.

HVAC:

Large condenser unit needs to be replaced: estimate \$12,000. Chris B. recommends early spring replacement.

Chris and Kitten will work on short budget with capital expenses w/ estimated costs.

Asphalt Repair:

Significant repairs needed at Hubbard's Lane ASAP.

Estimates: \$1300 for cut and patch repair. **Motion to allocate funds from General Use sub-fund of the endowment for urgent repairs (Amount not to exceed \$1500).**

Passed unanimously. Brian and Chris will address a temporary measure to highlight the areas for safety reasons.

Parking Lot safety issues:

Joe Paul mentioned that there are lots of speeders cutting through the parking lot as well as some pre-school parents. Susan will address the pre-school parent issue with the pre-school board at their next meeting.

White House:

Jan Scholtz looked at the property and ran some comps and estimates value at \$30,000 for land only to \$85,000. Jan notes that it would be counter-productive to attempt to sell the property in the current housing market. Kitten will have a home inspector eval the needs of the structure.

Living in Zin:

December 2, 2011 6:00pm.

St. Matthew's Episcopal Church
Vestry Meeting

Next committee meeting is this coming Sunday.
Mike will bring tickets to next Vestry meeting for Vestry members to attempt to sell.

Annual Pledge Drive:

Kicked off this last Sunday. 21 pledges in so far; 17 are increased over last year, 2 are new pledges and 2 have stayed the same. Franklin Jelsma, Steve Cherry and Anne Hampton are fabulous as co-chairs. An iPad has been donated to be raffled off to those who get their pledges in before the end of the drive.

Old Business:

Facebook page is up and running. Need more people to participate.

Memorial Garden: Will be held until November Vestry meeting.

Vestry Size:

Why? Trouble in finding qualified/appropriate candidates to run.

What is the role of the Vestry? Why should we have a large or small Vestry? Vestry is responsible for the temporal matters of the Parish. Vestry members should be "leaders" of the Parish: what does that mean? We should be the strategic planner to the church by looking at what we want to do. We need to function differently than we do now. We have started the process of changing to a planning body and it will take us time to get there. We need to start taking leaps towards accomplishing goals rather than just talking about taking leaps. There must be more working committees that are functionally reporting to the Vestry. There needs to be more structure to the Vestry meeting.

Set aside some time at each Vestry meeting to have a committee come in and present the things they do and have an opportunity to ask questions and thank them for their work.

Lucinda has permanently tabled the idea of reducing Vestry size in favor of an evaluation of the focus and function of the Vestry.

Mike, Kitten, Pat and Chris T. will work with Lucinda as a sub-committee to form some Vestry sub-processes.

Warden's Report:

Vestry Town Hall 2 weeks ago. 70 people attended. Meeting went smoothly and was received positively.

Vestry nominations: about 20 names are being reviewed. If you have suggestions, please let Bill Cheatham know.

Rector's Report:

Marcus Borg will be here this weekend. Big crowd is expected.

Financial Reports: Joanne Coleman and David Brooks

Endowment report shared. Thanks to Edie for the enhanced reporting form.

Joanne Coleman is doing exceedingly well. She is performing well ahead of expectations for someone on the job for a short period of time. Joanne has managed to completely update all files in the office and is working diligently on correcting mistakes made by her predecessor.

St. Matthew's Episcopal Church
Vestry Meeting

Budget is not in horrid shape.

Building maintenance has been running over budget. Line item will be evaluated for appropriateness for 2012 budget.

It looks as though we could have an operating loss of \$20,000 if ALL pledges are paid. Those funds will need to be taken from the endowment.

Budget requests need to be in by November 1, 2011. David hopes to complete the new budget during the first two weeks of November.

Compline: Mike Fitzer

Meditation for next month will be provided by: Lynn Reese

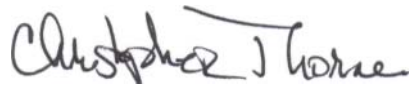
Upcoming Meditations for 2011:

November: Lynn

December: Bill Cheatham

January: Kitten

Respectfully,



Christopher Thorne
Clerk of the Vestry

St. Matthew's Episcopal Church
Vestry Meeting

Tuesday November 15, 2011

****APPROVED****

A	Chris Bartholomew	X	Bill Bond	X	David Brooks
X	Sarah Causey	A	Bill Cheatham	X	Sarah Clement
A	Mike Fitzer	X	Brian Good	X	Lucinda Laird
X	Nan Lang	X	Kitten Lawless		
A	Susan Prater	X	Joe Paul Pruett	X	Lynn Reese
X	Marilyn Swain	X	Chris Thorne	X	Kate Eastman

Staff Present: The Rev. Emily Crouch

Opening Prayer: Lucinda

Living the Spirit Prayer: All

Meditation: Lynn Reese

Minutes from October 18, 2011: Approved without corrections.

Agenda: Will add report on Preschool, task force, building and grounds issue, recognition.

Pat Mulloy has resigned from the Vestry of St. Matthew's Episcopal Church. Vestry will submit a formal thank you for his service. All Vestry members are encouraged to offer personal thanks to Pat.

Standard for a resignation during the first year is that the sixth top vote getter from the most recent election will be offered the remainder of the term.

Motion from Rector and Wardens to accept the standard and offer the remaining two-year term to the next vote getter in the immediate past election. Motion approved unanimously.

Buildings and Grounds:

Chris B. submits: Asphalt work is partially complete. Chris is in contact with the vendor to ascertain why the third area was not completed.

Chris is also working with the beam contractors regarding scupper issues.

Kitten reports that the White House committee will meet December 1, 2011.

Living in Zin: Mike Fitzer

Coming up rapidly.

Annual Pledge Drive:

Written report. Pledge drive is officially over. More information to follow.

Vestry discussion:

Written report submitted. Task-force will be Mike Fitzer, Lucinda Laird, Kitten Lawless and Chris Thorne. Additionally, the task-force will consider asking one or two former Senior Wardens to participate in the group. Vestry members should read the submitted document and share thoughts with the four members of the task force.

St. Matthew's Episcopal Church
Vestry Meeting

Living the Spirit: Bill Bond
Written report

Old Business:

Memorial Garden: Lynn Reese

Two bids have been solicited:

\$2493/granite panel

\$2964/granite panel

we need approximately two panels to secure the future of the Memorial Garden.

Motion: The Vestry authorizes Lynn Reese to utilize funds from the Assets, Memorials and Aesthetics sub-fund of the Endowment to purchase two granite panels for the memorial garden for no more than the estimates listed above. Approved unanimously.

Vestry Retreat:

Concerns regarding the use of the Kordes Center. Kitten has checked with three different places ranging from \$65/night to \$160/night. More to come in December but the Nazareth Retreat Center is a strong contender.

Financial Reports: David Brooks

Preliminary budget reviewed.

If anyone is interested, the Finance committee will be meeting in about two weeks.

December 5, 2011 5:00pm.

Joanne is fabulous. She has learned the job phenomenally fast.

The Vestry.

Warden's Report:

Vestry nominations progressing slowly.

Rector's Report:

Convention went well. Nothing earth-shattering.

St. Matthew's Episcopal Church
Vestry Meeting

Compline: Lynn Reese


Meditation for next month will be provided by: Bill Cheatham

Upcoming Meditations for 2011:

December: Bill Cheatham

January: Kitten

Respectfully,

A handwritten signature in black ink that reads "Christopher Thorne". The signature is written in a cursive style with a prominent horizontal line above the first name.

Christopher Thorne
Clerk of the Vestry

St. Matthew's Episcopal Church
Vestry Meeting

Tuesday December 13, 2011

****APPROVED****

X	Chris Bartholomew		Bill Bond	X	David Brooks
X	Sarah Causey	X	Bill Cheatham	X	Sarah Clement
	Mike Fitzer		Brian Good	X	Lucinda Laird
	Nan Lang	X	Kitten Lawless		
X	Susan Prater	X	Joe Paul Pruett	X	Lynn Reese
X	Marilyn Swain		Chris Thorne		Kate Eastman

Staff Present: The Rev. Emily S. Crouch

Guest: Patricia Enriquez

Opening Prayer: The Rev. Cannon Lucinda Laird **Living the Spirit Prayer:** All
Meditation: Bill Cheatham

Minutes:

November 2011 minutes approved.

Agenda:

Agenda approved without addition

Pre-School:

Board Approved as nominated.

Buildings and Grounds: Chris B./ Kitten

Beams project still has incomplete work due to weather issues.

Asphalt issues at Hubbard's Lane entrance has been completed.

HVAC issues identified by inspector. Chris B. takes issue with most of the findings.

Second opinion will be sought.

White House committee has met. Home Inspection has been completed. Some projects have been identified as possibly being able to be performed by Hammer and Nails. Date is pending.

2 Granite panels for the Memorial garden have been ordered. Timeline TBD.

December 20, 2011 Bill Bond, Tim Eicholtz and Gibbs Reese will work on changing lights in Sanctuary.

Living in Zin: Lucinda for Mike

Preliminary figure: \$13,000

Nominating Committee: Bill Cheatham

Currently have 7 candidates

Annual Pledge Drive: Lucinda

St. Matthew's Episcopal Church
Vestry Meeting

Pledges are still trickling in. Lucinda and the drive Chairs are continuing to encourage.

Old Business: Lucinda

Vestry Retreat will be held at the Sisters of Charity of Nazareth Retreat Center. Should be approximately \$65/person. Second year Vestry brings snacks, third year bring drinks.

Upcoming dates for early 2012 Vestry discussed.

Vestry structure will be a topic of discussion at the Retreat.

November attendance was down significantly. Discussion about why attendance was so low. All options are on the table. Times and days will be evaluated to try and reach as many people as possible. There will be no single answer. Vestry structure task force will be meet TBD. Potential Task Force for attendance/cohesiveness in the Parish. Any Vestry members interested in working with this group please, let Lucinda know. Emily suggests considering using different language rather than committee and task force: these terms will be anathema to the younger generations.

Housing allowance: Resolution moved by Lynn Reese, Second by Susan Prater. Passed without objection

The Vestry moves to approve the designation of the following 2012 housing allowances for Clergy tax purposes:

Lucinda: \$22,000

Emily: \$4,000

Helen: \$20,000

Warden's Report: None

Rector's Report: Lucinda

Jerry Cappel has resigned for various reasons.

Christmas is coming up rapidly.

Financial Report: David Brooks

November financials reviewed.

First draft budget presented to the Vestry. This draft shows a large deficit. Kitten raised the issue that the Vestry should be considering all options for closing that gap without touching the endowment.

Compline: Bill Cheatham

Meditation for next month will be provided by: Kitten Lawless

St. Matthew's Episcopal Church
Vestry Meeting

Respectfully,

A handwritten signature in black ink that reads "Christopher Thorne". The signature is written in a cursive style with a prominent horizontal line above the "h" in "Thorne".

Christopher Thorne
Clerk of the Vestry