

**St. Matthew's Episcopal Church Vestry  
August 15, 2017 Meeting Minutes**

**Vestry Members Present:** Brad Kimbrough, Sara Bailey, Rick Lotz, Judy Fischer, Tom Kolb, Becky Donovan, Justin Klassen, Nathan Sparks, David Brooks

**Absent:** Patricia Enriquez, Greg Petrites, Marti Plager, Heather Bell, Elizabeth Walden, Natalie Bruner, Andrea Ledvina

**Clergy/Staff:** The Rev. Kelly Kirby, Rector; The Rev. Benjamin Hart, Director of Congregational Life

**Opening Prayer**

**Reading/reflection**

Nathan Sparks led an opening reflection.

**Approval of July Minutes**

The July minutes were accepted and approved as presented.

**Rector's Report & Vestry Housekeeping**

Kelly thanked the vestry for their work at the ministry fair and there was a discussion of the fair. Susan Judge will be working with the children's steering committee in creating the toy library. There was a discussion of the tool library, and what the next steps will be in creating it. The Louisville Folk School contacted us about renting rooms in the lower level. If it works out, they will rent one room and then use the Godly Play rooms during the week as well.

There was an account of the truck that ran into the portico this morning. A police report was filed. Joanne contacted Church Insurance and they will send someone over. Callie is working very hard and doing a good job. She is calm and knowledgeable. Brad Kimbrough reported that his Sunday school class went well this past Sunday. Kelly answered some questions about the Choir. Kelly gave an update about her very fruitful trip to the Mayo Clinic earlier this month.

**Pastoral Care**

Benjamin gave an update on George and Marti Plager and asked the vestry to reach out to them. Benjamin also shared that we will have a memorial service for Elizabeth Kabanangi's brother, who died this past week. The service will be on Saturday at 1pm.

**Financial Report**

David Brooks presented the Consolidated Balance Sheet and the General Fund Budget Statement. A motion was made by Becky Donovan to accept the financial statements as presented, subject to audit. Second by Judy Fischer. Motion carried unanimously.

## **Warden Reports**

Rick gave an update on the progress of the conditional use permit for the Memorial Garden. Bill Bardenwerper offered his services to the church at cost. The timeline is about 5-6 months to be finished. The lower level was painted. The irrigation system in the ground and ready now. We are getting a quote for painting the upstairs.

The vestry selected the following deputies, alternates, and youth representatives for Diocesan Convention, November 10 & 11:

Deputies: Brad Kimbrough, Becky Donovan, Lynn Miller, Patricia Enriquez

Alternate: Rick Lotz, *Sara Bailey*

Youth Rep: Nathan Sparks

Tom reported that plantings outside will begin after the temperature drops.

## **Vestry Liaison Reports**

### Stewardship

Sara Bailey gave a report on the work that the Stewardship Committee has been working on. They have decided to develop year-round stewardship model. Sara presented the work that the committee has been looking at strategies and demographics. They are hoping to have the giving cards turned in by the end of October.

### Dimensions of Faith

Judy Fischer reported that the committee had met to make a list of people they would like to ask to come.

### Outreach

Becky Donovan reported that there has been a request to send some money to the Kabanangi family overseas to help with their funeral costs for Elizabeth's brother. The committee has been doing some work on reaching a younger generation. Most every ministry was represented at the ministry fair.

### Planned Giving

Becky Donovan reported that they have plans for the October Steward of St. Matthew's event with Jason Lewis with an accompanying event in Clingman Forum on Sunday morning.

### Youth Group

Sara Baily reported on the plans that a number have been made for youth activities. They have been developing goals for the program this year as well. There are many plans for the campout.

## **Theological Reflection**

The meeting adjourned at 7:55, followed by compline.

## **Compline**

Respectfully submitted, Benjamin Hart

*Benjamin Hart*

**St. Matthew's Episcopal Church  
2017 General Fund Budget Statement  
Month Ending August 31, 2017**

	August			YTD			2017	% YTD To Annual	Prior Year Month	Prior Year YTD	% YTD To Prior
	Actual	Budget	Difference	Actual	Budget	Difference	Annual Budget				
<b>INCOME</b>											
Pledges	48,670	40,000	8,670	396,852	395,000	1,852	705,700	56.24%	37,312	439,764	90.24%
Loose Offerings	4,736	2,083	2,653	45,554	16,664	28,890	25,000	182.22%	2,843	19,591	232.53%
Bequest Income	-	-	-	86,724	-	86,724	-	#DIV/0!	-	-	#DIV/0!
Rental & Misc Income	1,128	991	137	14,321	10,108	4,213	15,792	90.68%	1,259	19,944	71.80%
<b>TOTAL INCOME</b>	<b>54,534</b>	<b>43,074</b>	<b>11,460</b>	<b>523,451</b>	<b>421,772</b>	<b>101,679</b>	<b>746,492</b>	<b>70.12%</b>	<b>41,414</b>	<b>479,299</b>	<b>109.21%</b>
<b>EXPENSE</b>											
<b>Work Outside the Parish</b>											
Diocesan Pledge	8,239	8,239	-	65,908	65,908	-	98,862	66.67%	8,760	70,080	94.05%
Outreach	1,495	1,172	(323)	23,245	24,430	1,185	43,120	53.91%	5,410	25,081	92.68%
<b>Total Work Outside the Parish</b>	<b>9,734</b>	<b>9,411</b>	<b>(323)</b>	<b>89,153</b>	<b>90,338</b>	<b>1,185</b>	<b>141,982</b>	<b>62.79%</b>	<b>14,170</b>	<b>95,161</b>	<b>93.69%</b>
<b>Salaries, Housing &amp; Benefits</b>	<b>33,630</b>	<b>36,798</b>	<b>3,168</b>	<b>270,153</b>	<b>297,081</b>	<b>26,928</b>	<b>446,083</b>	<b>60.56%</b>	<b>35,961</b>	<b>291,330</b>	<b>92.73%</b>
<b>Operating Expenses</b>											
<b>Building Expenses</b>											
General Insurance	2,220	2,220	-	17,760	17,760	-	26,636	66.68%	2,114	15,245	116.50%
Utilities	6,444	5,350	(1,094)	39,157	39,400	243	59,100	66.26%	5,839	38,214	102.47%
Telephones	416	455	39	3,762	3,640	(122)	5,460	68.90%	446	3,934	95.64%
Building Maintenance	2,058	3,845	1,787	50,278	41,585	(8,693)	62,655	80.25%	7,642	34,446	145.96%
Janitorial Supplies & Service	104	2,233	2,129	1,738	7,564	5,826	10,900	15.94%	217	4,013	43.30%
Grounds	2,599	1,050	(1,549)	6,954	10,500	3,546	14,900	46.67%	2,168	8,433	82.47%
Waste Removal	236	221	(15)	1,898	1,768	(130)	2,652	71.58%	231	1,666	113.95%
Building Usage Reimbursement	-	(2,205)	(2,205)	(12,600)	(17,010)	(4,410)	(25,830)	48.78%	(2,100)	(16,200)	77.78%
<b>Office Expenses</b>											
Office Supplies	403	627	224	8,358	8,266	(92)	11,128	75.11%	743	8,593	97.27%
Postage	201	270	69	2,235	2,320	85	3,352	66.66%	201	1,784	125.26%
Computer Service	370	210	(160)	1,288	1,679	391	2,519	51.15%	5	2,490	51.74%
Communications & Advertising	479	241	(238)	11,023	7,278	(3,745)	11,240	98.07%	10	1,529	721.15%
<b>Miscellaneous Expense</b>	<b>813</b>	<b>226</b>	<b>(587)</b>	<b>2,971</b>	<b>1,873</b>	<b>(1,098)</b>	<b>3,013</b>	<b>98.59%</b>	<b>218</b>	<b>2,106</b>	<b>141.09%</b>
<b>Total Operating Expenses</b>	<b>16,343</b>	<b>14,743</b>	<b>(1,600)</b>	<b>134,823</b>	<b>126,623</b>	<b>(8,200)</b>	<b>187,725</b>	<b>71.82%</b>	<b>17,734</b>	<b>106,252</b>	<b>126.89%</b>
<b>Program (Work Inside Parish) Expense</b>											
Worship	250	295	45	3,955	3,655	(300)	4,760	83.09%	86	728	543.58%
Music & Supplies	643	461	(182)	7,935	8,301	366	13,925	56.99%	581	8,797	90.20%
Hospitality & Receptions	408	617	209	1,599	2,786	1,187	3,870	41.31%	139	1,252	127.76%
Leadership	37	-	(37)	862	750	(112)	2,350	36.68%	-	508	169.69%
<b>Church Education/Christian Formation</b>											
Churchwide Formation Events	40	75	35	401	975	574	2,350	17.07%	-	517	77.60%
Confirmation	-	-	-	457	540	83	740	61.77%	-	774	59.06%
Adult Education	-	-	-	9,860	14,025	4,165	15,000	65.74%	431	667	1477.76%
Children Education	150	565	415	1,000	3,740	2,740	4,225	23.66%	547	3,653	27.37%
Youth	-	395	395	199	10,670	10,471	12,305	1.62%	62	2,168	9.19%
<b>Total Education/Formation</b>	<b>190</b>	<b>1,035</b>	<b>845</b>	<b>11,917</b>	<b>29,950</b>	<b>18,033</b>	<b>34,620</b>	<b>34.42%</b>	<b>1,041</b>	<b>7,779</b>	<b>153.20%</b>
Library	164	191	27	838	1,528	690	2,300	36.44%	67	1,641	51.06%
<b>Total Program Expense</b>	<b>1,693</b>	<b>2,599</b>	<b>906</b>	<b>27,107</b>	<b>46,970</b>	<b>19,863</b>	<b>61,825</b>	<b>43.84%</b>	<b>1,915</b>	<b>20,705</b>	<b>130.92%</b>
<b>TOTAL EXPENSE</b>	<b>61,400</b>	<b>63,551</b>	<b>2,151</b>	<b>521,235</b>	<b>561,012</b>	<b>39,776</b>	<b>837,815</b>	<b>62.23%</b>	<b>69,779</b>	<b>513,448</b>	<b>101.52%</b>
<b>Expenses Released from Designated Funds</b>											
Christmas & Easter Musicians	-	-	-	(1,650)	(1,900)	(250)	(3,800)	43.42%	-	(1,818)	90.78%
Christmas Offerings	-	-	-	-	-	-	(6,000)	0.00%	-	-	#DIV/0!
Easter Offerings	-	-	-	-	(6,000)	(6,000)	(6,000)	0.00%	-	(2,500)	0.00%
Endowment	-	-	-	-	-	-	-	#DIV/0!	-	-	#DIV/0!
Dimensions of Faith	-	-	-	(7,289)	(13,925)	(6,636)	(13,925)	52.34%	-	-	#DIV/0!
Major building repairs	-	(3,250)	(3,250)	(17,848)	(26,000)	(8,152)	(39,000)	45.76%	-	-	#DIV/0!
Outreach	-	-	-	(3,093)	(10,000)	(6,907)	(20,000)	15.46%	-	(5,000)	61.85%
Parish Program	-	-	-	(8,000)	-	8,000	-	#DIV/0!	(933)	(5,598)	142.91%
Weekly Flowers	(199)	(130)	69	(1,114)	(1,040)	74	(1,560)	71.43%	-	-	#DIV/0!
Outreach	(885)	-	885	(6,879)	-	6,879	-	#DIV/0!	-	(432)	1591.14%
Other	-	-	-	475	-	(475)	-	#DIV/0!	-	(1,158)	-41.03%
Special Occasion Flowers	-	-	-	(1,945)	(750)	1,195	(1,500)	129.70%	-	-	#DIV/0!
Youth	-	-	-	-	(8,560)	(8,560)	(8,560)	0.00%	-	(1,750)	0.00%
<b>Total Expense Release from Designated Funds</b>	<b>(1,084)</b>	<b>(3,380)</b>	<b>(2,296)</b>	<b>(47,343)</b>	<b>(68,175)</b>	<b>(20,832)</b>	<b>(100,345)</b>	<b>47.18%</b>	<b>(933)</b>	<b>(18,256)</b>	<b>549.68%</b>
<b>NET INCOME/(EXPENSE)</b>	<b>(5,781)</b>	<b>(17,087)</b>	<b>11,315</b>	<b>49,559</b>	<b>(71,065)</b>	<b>120,623</b>	<b>9,222</b>	<b>537.40%</b>	<b>(27,433)</b>	<b>(15,893)</b>	<b>-311.83%</b>



**St Matthew's Episcopal Church**  
**Consolidating Balance Sheet**  
**Month Ending August 31, 2017**

	Balance 12/31/16	Change Jan- Jul	Balance 7/31/17	Aug	Balance 8/31/17
<b>ASSETS</b>					
<b>CURRENT ASSETS</b>					
<b>CASH</b>					
Operating Money Market	88,630	(31,449)	57,181	(9,262)	47,920
USAA Cash Management	30	-	30	-	30
Capital Checking	70,398	(69,349)	1,049	3,173	4,222
Capital Money Market	128,749	169,493	298,242	(7,917)	290,325
Petty Cash Funds	175	-	175	-	175
Subtotal Cash	287,983	68,695	356,678	(14,005)	342,673
<b>SHORT-TERM INVESTMENTS</b>					
Deposit in CDSYB-Yeager Fund	38,029	475	38,504	218	38,723
<b>PREPAID EXPENSES</b>					
Prepaid Insurance	649	6,728	7,377	(2,220)	5,157
Prepaid Pension	331	(1,708)	(1,377)	1,642	265
Prepaid Service Contracts	2,019	586	2,605	66	2,671
Prepaid Books	378	-	378	23	401
Subtotal Prepaid Expenses	3,377	5,606	8,982	(489)	8,494
<b>RECEIVABLES</b>					
Due from Endowment	(4,406)	2,184	(2,221)	(300)	(2,521)
Due from Operating Fund to Capital Fund	136,560	(70,227)	66,333	2,911	69,244
Accounts Receivable	5,494	(5,999)	(505)	-	(505)
Subtotal Receivables	137,649	(74,042)	63,606	2,611	66,217
Subtotal Current Assets	467,038	733	467,771	(11,665)	456,106
<b>FIXED ASSETS</b>					
<b>LAND</b>					
Land	138,886	-	138,886	-	138,886
<b>BUILDINGS</b>					
Buildings	5,828,970	-	5,828,970	-	5,828,970
<b>EQUIPMENT</b>					
Furniture & Equipment	616,007	2,081	618,088	-	618,088
Organ	46,077	-	46,077	-	46,077
<b>PROPERTY</b>					
318 N Hubbards Lane	160,500	-	160,500	-	160,500
Subtotal Fixed Assets	6,790,440	2,081	6,792,521	-	6,792,521
<b>TOTAL ASSETS</b>	<b>7,257,478</b>	<b>2,814</b>	<b>7,260,292</b>	<b>(11,665)</b>	<b>7,248,627</b>
<b>LIABILITIES</b>					
<b>CURRENT LIABILITIES</b>					
<b>WITHHOLDING TAXES</b>					
<b>BENEFITS WITHHOLDING</b>					
403(b) Contribution Pay	(11)	11	-	80	80
Pension Payable	-	-	-	-	-
Subtotal Benefits Withholding	(11)	11	-	80	80
<b>PAYABLES</b>					
Miscellaneous Payables	-	-	-	-	-
Prepaid Pledges	46,460	(21,460)	25,001	(3,066)	21,935
Accounts Payable	2,847	7,737	10,584	(5,409)	5,175
<b>Temporarily Restricted Payables</b>					
Daughters of the King	305	(95)	210	(50)	160
Flower Fund	8,755	(260)	8,495	56	8,551
Food Pantry	624	196	820	-	820
Kenya Rongo Funds	850	(630)	220	-	220
Memorial Garden	8,861	339	9,200	-	9,200
Music Fund	40,597	475	41,072	-	41,072
Outreach	19,095	3,371	22,465	1,345	23,810
Sabbatical	2,333	583	2,917	83	3,000
Special Music & Flowers	1,587	(2,480)	(894)	-	(894)
Youth Fund	17,564	-	17,564	-	17,564
Subtotal Payables	149,881	(12,225)	137,656	(7,041)	130,615
Grants Payable	500	-	500	-	500
Subtotal Current Liabilities	150,370	(12,214)	138,156	(6,961)	131,195
<b>LONG-TERM LIABILITIES</b>					
SYB Loan	885,077	(51,035)	834,043	(7,311)	826,732
Due to Capital Fund from Operating Fund	136,560	(70,227)	66,333	2,911	69,244
Subtotal Long-term Liabilities	1,021,637	(121,262)	900,375	(4,400)	895,975
<b>TOTAL LIABILITIES</b>	<b>1,172,007</b>	<b>(133,476)</b>	<b>1,038,531</b>	<b>(11,361)</b>	<b>1,027,170</b>
<b>FUND BALANCE</b>	<b>6,085,471</b>	<b>136,290</b>	<b>6,221,761</b>	<b>(303)</b>	<b>6,221,458</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>7,257,478</b>	<b>2,814</b>	<b>7,260,292</b>	<b>(11,664)</b>	<b>7,248,628</b>

