

**St. Matthew's Episcopal Church Vestry
October 16, 2018 Meeting Minutes**

Vestry Members Present: David Brooks, Rick Lotz, Sara Bailey, Greg Petrites, George Wheeler, Becky Donovan, Justin Klassen, Amanda Harrity, Judy Fischer, Matrid Ndife

Absent: Susanne Cramer, Elizabeth Walden, Kevin Wardell, Brad Kimbrough, Marti Plager, Kate Ledvina

Invited Visitor: Edie Nixon, Assistant Treasurer

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

Opening Prayer

The Rev. Kirby convened the meeting at 6:15 with an opening prayer.

Reading/reflection

Sara Bailey led a reflection, asking the group about the changes that are happening in their lives and where they are seeing transition.

Approval of September minutes

The minutes of the September meeting, 9/18/18 were accepted as corrected.

3rd Quarter Endowment report

Edie Nixon presented the Endowment fund report. The report was accepted as presented. Motion by Sara Bailey, Second by David Brooks. Motion carried.

Staff Visit and Budget presentation— Joanne Coleman

Kelly reviewed Joanne Coleman's position description. Joanne answered a few questions about her job.

Kelly explained the process of creating the budget. Joanne presented the draft budget line-by-line. We have adjusted our expected giving to more clearly match what we expect to be given next year. Rental income has been increasing because of the work of Betsy in renting out rooms in the building. We have included a line for fundraising income in the 2019 budget to offset an expected shortfall. Kelly intends for us to hold a rummage sale.

There was a question of the percentage that the salaries are being increased compared to the actual increase in cost of living expenses. We anticipate fewer emergency building repair expenses next year because of the numerous large repairs that were made this year, including the new HVAC unit which is now under warranty. The special

occasion flowers and the Easter and Christmas Musicians budgets have been lowered to better reflect the money coming in for these special offerings. There is a large organ repair budgeted. There is money budgeted for a staff retreat. We expect a lower expense for diocesan convention next year because it will be held in Louisville. A little money was budgeted for formation meetings for food. This is replacing what was once funded by a grant in the past. We have lowered the amount budgeted for Youth because we are saving some money from that fund for a future mission trip to Rongo, Kenya.

Joanne explained the amount of each restricted fund that will be released to fund this budget.

Joanne explained the endowment and capital expenditures for the 2019 budget. There was a discussion of how we will fund the payments of our loan after the capital campaign funds run out. Edie Nixon explained the formulas for determining the available funds from the endowment for anticipated expenditures in 2019. We are working on our five year plan to better budget for building repair expenses.

Kelly suggested that we vote on the budget next month. Vestry members have the opportunity to ask questions about the budget during this month, before the next meeting.

Ad Hoc Social Justice Committee Report

Kelly updated us on her goal of putting together a structure for organizing social justice ministries at St. Matthew's. One part of this structure is the question of how SMEC would affiliate with organizations outside of the Episcopal Church. Kelly presented the Ad Hoc Social Justice Committee Report & Summary of Meetings. Their work was to create a process for SMEC to evaluate requests to affiliate with social justice organizations outside of the Episcopal Church. The Ad Hoc committee created a process that will be carried out within a Social Justice Affiliation Review Committee.

Kelly reviewed the commitment statement that was produced by the Vestry in November 2016. The Social Justice Affiliation Review Committee will use this statement as criteria when considering affiliation requests.

The vestry reviewed the documents created by the Ad Hoc committee.

There was a discussion of whether or not money should be allocated in the budget for the Social Justice Affiliation Review Committee. It was noted that there is no money available currently but that money could be added for this purpose in future budgets.

Kelly also described the creation of a Social Justice Committee, a group of people who are already involved in social justice ministries in the church who will meet and support one another and be overseen by our Deacon.

George Wheeler moved to approve the Ad Hoc Social Justice Committee report as presented. David Brooks seconded. The motion carried.

Kelly spoke about practices of funding social justice ministries in the Episcopal Church. Such funding is most appropriately first sought from the Diocese.

There was a discussion of asking the diocese for grants, etc. for organizations with whom SMEC chooses to make an affiliation. Such a request would go through the clergy.

Vestry Liaison Reports

Dimensions of Faith: Judy Fischer spoke about our upcoming speakers, The Very Rev. Tracey Lind, Jonathan Wilson-Hartgrove. They also discussed bringing in Nadia Bolz-Weber next fall.

Buildings and Grounds: Greg Petrites spoke about several projects at the church. There was a bench donated in Mickey Peck's honor that will be placed near the memorial garden. There will also be work on replacing the dividers in the restrooms.

Outreach: Becky Donovan reported that the outreach committee will be meeting next month.

Planned Giving: Planned giving has not met since our last vestry meeting.

Stewardship: Kelly presented the current numbers from the ongoing stewardship campaign. We are at 47% of our goal currently. We have 27 families that have increased their giving, 9 that have decreased their giving, 6 new pledges, and 48 that have remained at the same amount.

Bylaws Committee: The Bylaws committee submitted their proposed changes. We decided to wait until next month so that Kevin and Elizabeth have a chance to present their work.

Nominating Committee: Sara Bailey reported that the group has met a couple of times and the group has begun considering names. Sunday, the committee will begin to accept nominations from the parish.

Finance Committee: David Brooks presented the finance report including the General Fund Budget Statement, the Consolidating Balance Sheet, the Building Fund Balance Sheet and Income Statement, Endowment expenditures. Justin Klassen moved to accept the finance report subject to audit, Sara Bailey seconded. The motion carried.

David presented the St. Matthew's Budget and Expenditure Approval Policy. Justin moved to approve the policy, second by Becky Donovan. The motion carried.

Senior Warden Report

Sara Bailey reported that people are slowly turning in their gifts and talent surveys.

Junior Warden Report

Rick Lotz reported that we have scheduled the removal of the dead tree by the field for February. We will replace a heat exchanger on top of Clingman hall.

Rector's Report

Kelly reported that we will have a discernment intern for the next six months. Garrett Puccetti is discerning a call to the priesthood. While here, he will serve as a Eucharistic Minister, a Eucharistic Visitor, a lector, and an acolyte. He will preach two times and attend two vestry meetings. For a project he will plan our Advent Taizé services.

Daniel Reid is beginning the discernment process at St. Matthew's. He is in the initial phase of discernment.

Kelly has been appointed to the diocesan Racial Reconciliation Task Force.

This Sunday we will have a vestry town hall at Clingman Forum.

The Rev. Jerry Cappel is now serving as the priest-in-charge at ^{St. James}~~Holy Trinity~~, Shelbyville.

Theological Reflection

There was a reflection on where and when the vestry found the Holy Spirit in the meeting, and where we worked toward our parish goals. The meeting adjourned at 8:52 and all moved to the chapel for compline.

Respectfully submitted,

Benjamin Hart

