

## **St. Matthew's Episcopal Church Vestry September 18, 2018 Meeting Minutes**

**Vestry Members Present:** Kevin Wardell, David Brooks, Becky Donovan, Rick Lotz, Sara Bailey, Justin Klassen, Amanda Harrity, Marti Plager, Judy Fischer, Brad Kimbrough, Elizabeth Walden, Matrid Ndife, Susanne Cramer.

**Absent:** Kate Ledvina, Greg Petrites, George Wheeler

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

### **Opening Prayer**

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

**Reading/reflection:** Becky Donovan gave the reflection. She shared some music with the vestry that struck her growing up and reflects spirituality.

### **Approval of August Minutes**

The minutes of the August meeting, 8/21/18 were accepted ~~(with, or without)~~ correction.

### **Staff Visit – Charles Frank**

Charles Frank shared religious affiliation in Jefferson County, which showed the highest number being Catholic and Southern Baptist. One of our primary communication tools is Facebook. St. Matthews is 3<sup>rd</sup> on the list for churches with most engagements on Facebook. We have 700 likes of our page. We track the open rate for the eSpirit newsletter. 40% of folks who receive it, open it. About 500 engage in this newsletter. Quarterly newsletters are sent to active parishioners. Numerous PR stories come to life throughout the year. Our website is updated continually and expanding to share all the great work we're doing. He shared improvements we need to make moving forward, including audio systems in Clingman Hall and Saints Hall. We talked about how to increase participation by using Evite and other ways to remind parishioners about what's happening.

### **Financial Report**

David Brooks shared the financial report with the vestry. The diocese is struggling with operating on 13% of church dues and 15% would be more ideal to support our diocese. At St. Matt's we are within budget, but building expenses and maintenance continue to be high, but necessary. We are just where we normally are at the end of summer, beginning of fall. Our long-term liabilities continue to go down, which is positive. Vestry members mentioned that it might be good to more methodically plan for expenses related to the building, including setting aside money for potential expense over a 10

year period, and maybe having someone come in to assess our building and better understand what might be to come. Kelly asked if there was motion to approve the financial report– Justin Klassen moved and Sara seconded the motion.

### **Vestry Liaison Reports**

#### Dimensions of Faith:

Judith Fischer gave this report and said our latest Dimensions of Faith was successful and we had many attendees.

#### Buildings and Grounds:

No report given by the chair who was absent.

#### Outreach:

No update/report given.

#### Planned Giving:

Becky Donovan shared that we will be organizing our giving using materials created already that we can utilize.

#### Stewardship:

Oct 28 will be the stewardship Sunday. The group has met already and pulled together statistics on what we do within and outside of the church. Our theme this year is Blessing and Giving. We will be thinking about how to incorporate "Bite-sized" ministries/volunteer activities that we can all do to contribute, even if in small ways. Pledge cards will be shared on Sept 23.

#### Bylaws Committee:

Elizabeth Walden reviewed the bylaws with the Vestry and committee members shared their rationales behind changes recommendations. Elizabeth will clean up the bylaws and Kevin Wardell will share with Gibbs to determine what may or may not be accepted by the diocese.

#### Nominating Committee:

Sara Bailey gave an update on this committees work.

#### Finance Committee:

Nothing else presented from the finance committee.

### **Senior Warden Report**

Sara Bailey shared information on the Gifts and Talents survey which will go out this Sunday, Sept 23. It will also be in the eSpirit so folks can fill it out electronically. This might help people find a way to contribute in a way that fits them personally. The vestry made some suggestions on wording and additions to consider.

### **Junior Warden Report**

Rick Lotz gave this report which included the new parking lot re-paving, appropriate ADA spots added, etc. Clingman roof was repaired. Other steps were taken with the air louver to be sure water doesn't get into the building. Air conditioning replacement was done – and we will tie the new equipment into our internet system for easier, off-site control. Other items were reported on are either in process or set for future repairs. Sara Ceresa has been working more on grounds clean up – and working to make this upkeep more regularly occurring.

### **Rector's Report**

Rev. Kelly Kirby gave this report on the progress on the ad hoc social justice committee meeting for the fourth time tomorrow and will make a presentation next month to the vestry which will include a recommendation on how to affiliate with an outside organization. Careful consideration is going into this process by the committee. The gift of the memorial garden bench was approved. It will include a quote from the donor's favorite opera. Rev. Jerry Cappel will be moving to a new position. Rev. Benjamin Hart reported on a workshop by the church pension fund focused on wellness, vocational development and other important areas for clergy.

### **Theological Reflection**

After a reflection on where and when the vestry found the Holy Spirit in the meeting, the meeting adjourned at 8:20 and all moved to the chapel for compline.

Respectfully submitted,

Elizabeth Walden

*Benjamin Hart*  
*Signed in Elizabeth's absence*