

## St. Matthew's Episcopal Church Vestry Minutes

March 17, 2009

Vestry members in attendance: Fr. Michael Richardson, Bev Van Zandt, Jo Evans, Jerry Grabowski, Brandon Stewart, Jennifer Tinsley, Kandy Halstead, Laurie Landry, Whit Greene, Kim DeJong.

Clerk: Laurie Landry

Guests: Wendy Kelly, Patty Fanning, Hazel McColley

Documents Disseminated: Agenda, Missions Chart (Kandy), Feb 28 2009 Financial Dashboard (Bev), 2009 Ministry Plan Reductions Proposed (Finance Committee).

7:08 p.m. Fr. Michael opened the meeting with prayer.

1. **February Minutes. Two misspellings corrected: phthalates (p.2) and Whit (p.3). Jennifer moved to approve the minutes with the two spelling corrections. Passed.**
2. Rector's Report (Fr. Michael)
  - a. Fr. Michael attended a conference in New Orleans. One outcome of this conference will be the chance to participate in an online experiment on the future of pastoral care. Fr. Michael will forward the e-mail to all on the Vestry and anyone interested can participate.
  - b. Pastoral news.
    1. Peggy B. has received good news that she is clear of cancer after the most recent chemo.
    2. Dave C. undergoing a new type of chemo; he would like visitors and still needs rides – call Gina to help.
    3. Christ Hardy doing well after his hip replacement.
    4. Sandy G. is still looking for a place closer to Parker
    5. Pat Keip has had a hip replacement, now doing PT/rehab
    6. Jerry Grabowski will have lower back surgery tomorrow
    7. Tina N. doing very well
    8. Mary Jane N. will have a mastectomy tomorrow
  - c. Easter Services coming up. Will include the Sat. Great Vigil and three services on Easter.
3. Sr. Warden's Report (Kandy)
  - a. Vestry retreat will be Sunday March 29 at her house, 1 – 5 p.m. Bev will provide the lunch casserole and others invited to bring snacks for later.
  - b. Vestry Workshop on April 25, Christ Church Denver. \$15 per person – please give a check to St. Matthew's for 'Vestry Workshop.'
  - c. Updated Mission Chart distributed. Kim, Chris and Jo added.

- d. Preparation of the Policy and Procedures manual is well underway. The Opening and Closing duty info will be updated and added to the binder.
4. Treasurer's Report (Bev)
    - a. Giving in February increased over January but still not keeping up with expenses.
  5. Finance Committee Report: Proposals for reducing budgeted expenses by 5% and 10%.
    - a. As requested by the Vestry at last month's meeting, the Finance Committee presented a number of suggestions for reducing the 2009 Budget by 5% and 10%.
    - b. The options presented by the Finance Committee were carefully discussed, and a number of further suggestions were proposed in addition to those made by the Finance Committee.
      - Notes are given below with each action item.
      - Items also discussed but not suggested for budget change at this time:
        - Utilities and phone costs (Brandon reports that because we use the phone line for the internet it would be difficult to reduce the current cost for communications)
        - Cost of computer and printing supplies (we might be able to reduce ACS cost, which is primarily for tech support for the ACS computer system)
        - Printing (can try to reduce some printing use but do not want to cut back on bulletin inserts as this is an important part of our welcome and communication to guests and the congregation)
        - Children's Bulletins can be reduced or eliminated.
        - Staff salaries and contract cleaning
    - c. **Jennifer T. moved to reduce the Diocesan Convention Expenses from to \$350 in order to cover Fr. Michael and Fr. Vern's expenses only. Seconded and passed.**
    - d. **Jo E. moved to reduce Outreach Expense to 2% with the provision that the Hearts and Hands Outreach Committee can come to the Vestry if a need is found. Seconded and passed.**
      1. This has already been discussed with the Hearts and Hands Committee and they are very understanding of this change.
    - e. **Jennifer T. moved to reduce the Diocesan Pledge to 5%, with the intent to give the 8.5% should funds be available at the end of the year.**
      1. Discussion on the possible ramifications should we reduce our pledge to this level.
      2. **Motion to table the above motion until the next Vestry meeting. Passed. This motion will be put on the agenda for next month's meeting.**

- f. **Jennifer T. moved to reduce the Youth Group funds by \$1,500 in our budget, given that they have other funds available to them, with the provision that the Youth Group can approach the Vestry for funds if needed. Seconded and passed.**
  - g. Flowers. We are significantly behind in money collected for flowers this year. Jennifer will write an announcement for the bulletin reminding people to please contribute to the flower fund if they have made or wish to make a flower request.
  - h. **Laurie G. moved that a committee be formed to propose a plan for reducing the nursery care costs by staffing the nursery with volunteers, the plan to be presented to the Vestry by the next meeting. Laurie L., Whit Greene and Patsy Stewart volunteer to comprise that committee. Seconded and passed.**
  - i. Suggestion to ask groups who use our church for meetings etc. to give some funds to help defray costs.
    - 1. For example, there may be a Girl Scout event held at our church; what kind of fee or donation should be requested?
    - 2. Building Use Committee will present suggestions on this to the Vestry
    - 3. It is noted that sharing our church space with outside groups is part of our Mission and outreach.
  - j. Jennifer, Kandy and Laurie G. have drafted a letter to Ministry Heads asking that we all try to minimize spending as much as possible. Ready to mail.
  - k. **Kandy moved to reduce the Rector's mileage allowance by \$1,500. Seconded and passed.**
    - 1. Fr. Michael suggested this budget change.
6. VBS planned for July 22-25.

Laurie asked whether a breakfast fundraiser for VBS could be done between services. Wendy Kelly suggested that the May ECW Fellowship breakfast might be a good time to do this, and she would present the idea to the ECW.

**Jennifer T. moved that the May ECW Fellowship Breakfast be a fundraiser for VBS. Seconded and passed.**

- 7. Wendy Kelly informed the Vestry that she has furniture to donate to the new Youth Group room. The Youth Group will be moving upstairs once the changes to the two room have been made. (Thank you Wendy!)
- 8. Christian Education (Fr. Michael)
  - a. Confirmation classes will start after Easter. April-May and Aug-Sept.

- b. Fr. Michael would like to offer adult confirmation classes as well as for kids and is looking for someone to help him with this.

**9. Kim D. moved to adjourn. Passed. Meeting ended at 9:45 p.m..**

**March 29, 2009 Vestry Retreat at the home of Kandy Halstead**

Meeting called to order. Vestry members present: Fr. Michael Richardson, Bev Van Zandt, Chris Hardy, Clay Hubbs, Whit Greene, Laurie Gough, Jo Evans, Kandy Halstead, Jennifer Tinsley, Laurie Landry, Jerry Grabowski. Minutes by L. Landry.

**Jennifer T. moved to change the Diocesan pledge from 8.5% to 5% until the revenue permits us to return to 8.5%. Motion passed.**

Clay H. moved to adjourn. Passed. Meeting closed at 5 pm.