

St. Matthew's Episcopal Church Vestry Meeting Minutes

May 20, 2008

Vestry Members in Attendance: Fr. Michael Richardson, Jennifer Tinsley, Brandon Stewart, Whit Greene, Laurie Gough, Laurie Landry, Kandy Halstead, Mike Shoemaker

Clerk: Laurie Landry

Guest: Susie Chapin

Documents disseminated: April 15 2008 Vestry Minutes, meeting agenda, St. Matthew's-Parker 2009 Stewardship Proposal Plan, Colorado Episcopal Foundation: Finance in Service of Ministry (Power Point Slides), Empowered Leadership Workshops Mutual Ministry Review Worksheet, St. Matthew's Balance Sheet YTD Through April 2008, Serving on the Vestry at St. Matthew's Episcopal Church in Parker.

6:30 p.m. Eucharist; Meeting called to order at 7:05 pm; Fr. Michael opened with prayer.

1. **April 2008 Minutes. Laurie Gough moved to approve the minutes as they stand. Motion passed.**
2. Susie Chapin: Stewardship 2009 proposal plan. Susie presented a proposal for starting the Stewardship Program this summer. Refer to St. Matthew's-Parker 2009 Stewardship Proposal Plan for details. Highlights of the Proposal:
 - increase parishioner involvement
 - use our crabapples and other gifts to bring more attention and involvement to the program
 - feature jelly contests and stewardship at the Sept fellowship breakfast
 - use photos of our members, programs and campus
 - St. Matt's calendar and jelly gifts as incentives for early pledges
 - Susie will act as coordinator but needs lots of help from as many people as possible.
 - **Jennifer T. moved to accept the Stewardship proposal. Motion passed.**
3. Empowered Leadership Workshops. Preparation for Mutual Ministry Review. Focus on stewardship.
 - Fr. Michael reviewed the results of our worksheet the previous month on stewardship success and expectations. We quickly reviewed the Finance in Service of Ministry slides from the Vestry Workshop in April. After completing the worksheet as a group, Fr. Michael agreed to type up our answers for the Mutual Ministry Review and get input also from Kandy and Laurie L.'s notes. The worksheet will then be sent to the rest of the Vestry for review and future consideration as we go through the mutual ministry review process.

4. Rector's Report, Fr. Michael:
 - Fr. Michael will be away for the next two days to attend cousin's funeral in NM.
 - Delegates (five plus two alternates) needed for Diocesan Convention first weekend in Oct. Typically the Senior Vestry class of three people plus Fr. Michael act as nominating committees when needed; thus, Mike S., Lucy L., Melissa B. comprise this committee to find delegates. At the meeting the following Vestry members offered to be delegates Laurie G., Laurie L., Whit G., Kandy H..
 - Fr. Michael will be away for June 9-16 for the Credo Conference in California. Canon to the Ordinary Bill Martin will be filling in June 15th.
 - Fr. Michael will be at Trinity Ranch the last week in June.

5. Sr. Warden's Report, Kandy H.:
 - Planning for Policies and Procedures Manual is started and ongoing; Kandy will be talking to other churches who've done this already to get ideas and more information about the process. After that as a Vestry we will address which components we need at St. Matthew's.
 - Meeting with Fr. Michael to form a personnel committee to address issues such as job descriptions and clergy evaluation, all issues related to personnel.

6. Finance Report, Mike S.: Discussed the April 2008 Balance Sheet.
 - We have a current balance of \$31,000
 - Pledge support slightly lower than expected
 - Other items of note: Early Easter income, increase in pension, change in accounting procedure for Outreach, some outreach checks from last year written this year so showing up now on our finance sheet, balance sheet balances.
 - Discussion about audit recommendations follow-up, still in progress. Some changes already made: new safe combination, checks locked up, working on rector's discretionary funds records and accounting.
 - **Motion by Mike Shoemaker to appoint the Bookkeeper to reconcile the Rector's discretionary funds monthly. Motion passed.**

7. Laurie Gough presented the document "Serving on the Vestry at St. Matthew's Episcopal Church in Parker" prepared by herself, Laurie Landry, Jennifer Tinsley, Kandy Halstead and Fr. Michael Richardson.
 - Still need to develop the stewardship expectations piece of this. Fr. Michael will work on this and then the document will be sent out to the Vestry for further review.

8. Next meeting scheduled for June 17. Kandy suggested that we move the date to June 18 because Fr. Michael will just be getting back from his seminar. Laurie will e-mail the Vestry to ask if the June 18 date will work for most people.

9. **Whit G. moved to adjourn. Motion passed.**