

A. Opening for Vestry Clerk (New)

- a) Father Michael informed the vestry that Joanne Payne will not be able to continue as clerk for personal reasons
- b) A new clerk will be needed and Father Michael requests the vestry's help getting the word out!
- c) For this meeting, Kandy agreed to take the minutes

B. Background Checks (New)

1. Father Michael informed the vestry that per a diocesan directive, conveyed by Bishop O'Neill, background checks will be required for church staff and lead volunteers
 - a) The diocese does not want to administer – this is delegated to the local church
 - b) No timeline given, but obviously sooner is better
2. *Trak-1* is the company engaged to do two types of background checks
 - a) Full-time (or close to) staff (\$100 fee), e.g. Christine Greene
 - b) Lead volunteers (~ \$30 fee), e.g. youth leaders
 - c) **Note:** Clergy fee (\$300) – n/a done, as standard protocol and not needed for this purpose
3. Logistics
 - a) Payment may be by church check, but paying by credit card will expedite the process
 - (1) See related topic below *Credit Card Resolution*
 - b) Authorization will be needed from affected folks, giving the “OK” for the background check
 - **Whit and Susie will recommend list of folks to Father Michael**

C. Easement Between St. Matthew's and Montgomery House (to the south) (Update)

- a) Father Michael advised that solid progress has been made to finalize the link with new proposed adjoining lot
- b) Next step is city planning meeting in December

D. Revised Common Lectionary (New)

- a) Father Michael reminded the group that Sunday, 12.02, is the start of Advent
 - (1) Liturgy moves from Prayer C to Prayer B
- b) Father Michael also announced that, at the same time, St. M's will begin using the new *Revised Common Lectionary*
 - (1) General Convention has asked that churches begin using this new lectionary (approved in 2006), begin using this now, to coincide with Year A
 - (2) The vestry is being made aware, to help the congregation transition smoothly to the new lectionary
- c) The new lectionary differs somewhat from that currently printed in the *Book of Common Prayer* (BCP)
 - (1) BCP Old Testament lessons are set-up to complement the Gospel
 - (2) New lectionary allows Old Testament lessons to “flow” in a more connected way from week to week
 - (a) Specific parts of the Old Testament can be focused on for a period of time

E. Parish Hall Calendar (Update)

Father Michael advised that a group wants to use the Parish Hall Sunday, 03.09, in the evening

- a)
 - (1) All concur there is no conflict with this purpose
 - (2) Lucy asks that the group be reminded to be conscious of leaving the hall as it was found, e.g. empty trash

F. Leaders for Safeguarding God's Children (New)

a) Father Michael asks the vestry's help getting the word out that a couple of lay folks are needed

- (1) The goal is to prepare these folks to lead the *Safeguarding* sessions
- b) Training session is scheduled for 01.05.08 at the Diocesan Center and will be led by Meg Stern
- c) To be most effective leading these sessions, interested folks must be able to speak clearly and communicate well, follow the outline in delivering the messages, etc.
- d) Interested parties should contact Father Michael

II. Senior Warden's Report

Father Michael for Tom Clark

A. Christmas Potluck at Tom's! (New)

1. Father Michael spoke on behalf of Tom, who was out of the country at the time of the meeting
2. Tom extends the invitation for a potluck at his home Friday, 12.28
3. All on the vestry (current and new members) are welcome, and their spouses or guest
4. More details to follow, so stay tuned! ☺

III. Parish Ministry Coordinator's Report

Susie Chapin

A. Parish Young Children's Halloween Party (Update)

1. Susie let everyone know the party was wonderful and a lot of fun
2. ~ 30 youngsters came dressed in their Halloween finest
3. Kudos were given to Laurie Landry for her help making this wonderful celebration so great!

B. Christmas Service Volunteers (Update)

1. Susie advised that the sign-up sheet is posted for folks to sign up to serve at Christmas Eve and Day services
2. It is felt this practice ensures that folks in each role (LEM A/B, Reader, Intercessor, Acolyte) are in town and available
3. Susie will follow-up if needed, to ensure all roles are filled for these services

C. Parish Christmas Card Display (Update)

1. Susie explained that Sunday, 12.09, a bulletin board will be all ready for folks to post their Christmas cards to the parish
2. So many cards come in and the display is a lovely way that all can share in the joy and love expressed

D. Epiphany Pageant (New)

1. The Chapel of Our Savior in Colorado Springs does a beautiful Epiphany Pageant with a wonderful party afterward
2. Father Michael and Susie are working with Christopher Keith of the chapel to see if the “troupe” would be interested in doing their dress rehearsal at St. Matthew’s (and of course we can have the party-part too!)

E. Heritage Potluck (Update)

1. The Epiphany Pageant, if all works out, may affect timing of our Heritage Potluck
2. The vestry may do this as the February Fellowship breakfast (see also related topic under Fellowship) below
3. So stay tuned on both counts!

IV. New Member Incorporation

Fr. Michael

A. Newcomer’s Party (Update)

1. Father Michael reported that the most recent Newcomer’s event, while not as well attended as in the past, welcomed several new folks coming to St. Matthew’s and all had a great time!
2. As an aside, Father Michael shared the joy and gratitude of the Cody family, whose son was baptized the morning of the Annual Meeting
 - a) The family, although affiliated with another Episcopal church, has a fond history with us (e.g. married and older children baptized at St. Matthew’s)

V. Pastoral Care

Liz Jankura

A. Bev Kucera (Update)

1. Liz reported that Tina is organizing a dinner brigade for Bev and there are open spots available – interested parties should contact Tina
2. Kandy added that the LEVs are supporting Bev as well – Tina has visited and Kandy will touch base with Tina about further needs

B. Kathy Latham Assistance (Update)

1. Liz advised that efforts to connect with Kathy are in progress

C. Hardy Family (New)

1. Father Michael re-capped the e-mail sent earlier this same day regarding the plight of the Hardy family, adding that we may be able to help in ways other than prayer
2. Susie recommends donating blood and reminded the group of the blood drive coming up in December
 - a) Susie penned an article that will appear in the weekly update giving details
➤ *Father Michael and Whit will suggest a prayer quilt be made, as a powerful gesture of our love and support*

A. Mortgage Refinance (Update)

1. Mike informed the group that refinance committee formation is in progress and currently includes:

- a) Tom McNish
- b) Dick Nace
- c) Mike Shoemaker
- d) Bruce Siekierski

2. Anyone interested in helping on this committee should contact Mike

3. Mike conveyed that discussions with Compass Bank currently are favorable and no issues are known at this time

- a) Updated financials will figure significantly into the terms we are able to get – pledge drive critical!

4. Mike also advised that a comparison will be made with other banks to ensure St. Matthew's obtains the most favorable terms

5. Capital Campaign

- a) Mike has been brainstorming with folks from St. Stephen's Episcopal Church, who successfully completed a capital campaign that allowed them to lower the mortgage debt (and minimize payment) on the church
- b) Mike and the refinance committee will be putting together a proposal for this campaign to bring before the vestry

B. Credit Card Application and Use (New)

1. Mike read the *Credit Card Application and Use* resolution penned by Father Michael to the vestry

2. The vestry discussed the resolution; highlights summarized below:

- a) Verbiage will be added stating that, should a user inadvertently charge something that is not church business, the user will reimburse the church within 30 days (avoids having to disburse church funds to cover and carry as a loss)
- b) The initial credit limit request is \$5000

- (1) Although individual users are unlikely to approach this limit in any given month, there is the potential that multiple uses could be needed at a given time (e.g. Oktoberfest preparation, office or ministry expenses)

- c) The vestry agreed that the following will be granted cards for this purpose:

- (1) Father Michael
- (2) Christine Greene (office)
- (3) Tina Newlin (Kitchen)

- (4) Whit indicated that the Lowe's card is sufficient for building and grounds needs

- d) An authorization form is recommended, so users understand the responsibility and acknowledge accountability

- e) The credit cards may be kept in the safe in the church office as an added security measure

3. The vestry approved the resolution with edit by unanimous vote (Mike moved to accept, Lucy second)

C. Ministry Budget Needs (Request)

1. Father Michael stated that if ministry heads have specific budget needs to be included in the budget, to get the info' to Mike as soon as possible to ensure the amounts are included for 2008 budget consideration

VII. **Building and Grounds**

Whit Greene

- A. *Fall Workday* (Update)**
 - 1. Whit reported that all went well on the work effort, although the trees had not cooperated and leaf drop was not complete
 - 2. Kudos go to Steve Smith, who spent an extra day to clean up the leaves
- B. *Christmas Lights* (Update)**
 - 1. Whit, Susie, and others have done a stellar job of hanging lights and decorating the grounds – a festive display! 😊
- C. *Miscellaneous* (Update)**
 - 1. Whit informed the group that the shed on the grounds had been damaged by a vehicle
 - a) Not a significant issue - whoever caused the damage has not come forth
 - 2. Whit also advised that one of the picnic tables outside has been damaged, possibly by skateboarding kids during the week
 - a) Whit will store the metal frame for the winter – wooden parts of the table can be replaced

VIII. **Treasurer's Report**

Bruce Siekierski

- A. *October Dashboard* (Update)**
 - 1. Bruce reviewed the recap handout with the vestry
- B. *Annual Meeting Attendance* (Update)**
 - 1. Bruce informed the group that 92 people attended the Annual Meeting Sunday, 11.18
- C. *Sunday Counting Procedure* (Update)**
 - 1. Bruce reminded the group that the offering from each service must be accounted for
 - 2. Recently, there have been a couple instances when this did not happen
 - a) The 8:00 service offering was not counted separately, so was combined with the 10:30
 - 3. Preferably there will be one log and one bag for each service, totaling two logs and two bags at the end of the day
 - a) One bag may be fine, but there must be two logs to ensure funds are accounted for allocated accurately

IX. *Children and Youth Ministries*

Susie Chapin for Kathy Hynes

- A. *Ski Trip*** (Update)
1. Susie indicated that the youth ski trip was fun!
- B. *Nursery Attendants*** (Update)
1. Susie advised that workers have not been consistent and reliable
 - a) Susie cited an instance recently where no one was in the nursery – these folks are not always on time
 2. Father Michael explained that we contract with a service that provides these workers
 - a) Workers are required to complete *Safeguarding God's Children* prior to working at St. Matthew's - two adults, not related, are required to be in the nursery when children are present
 3. Father Michael indicated the solution may be for the service to contact him directly should there be a problem with workers arriving on the day or time scheduled

X. *Music and Worship*

Father Michael

- A. *Choir Director and Organist*** (Update)
1. Father Michael expressed to the vestry that it is very much hoped that Emily (director) and Betty Sue (organist) will sign on at St. Matthew's long term (prayers helpful)
 - a) Both are considering the opportunity – decisions may be made after the first of the year
 2. Father Michael added that attendance at the beginning of 2007 was solid, languishing some in summer and fall
 - a) Average '07 attendance has been 162 – hoping to hit 175 average by end of December
 - b) Reasons are not clear, but may be attributable to the late choir start

XI. *Christian Formation*

Lucy Lord

- A. *Acolyte Program*** (Update)
1. Lucy stated that the acolyte closet is in need of a more organized approach to maintain
 - a) Acolyte robes are not consistently washed/cared for
 - b) The closet may be left in some state of disarray after services
 2. Wendy agreed to take on and oversee the care of the closet – go Wendy! ☺
 3. Father Michael added that a training session is due and will work to get organized and scheduled
 - a) Effective to have a couple of the senior acolytes (e.g. Anna and Laura) lead

XII. Stewardship

A. Pledge Drive (Update)

- 1. Vince informed the vestry that so far 27 pledges have been received (vs. the 73 total pledges for 2007)
- 2. Vince has penned a reminder that will be sent out to the congregation – pledges are due by 12.01
- 3. Additional follow-up will be done after the first of the year, to ensure the most comprehensive campaign possible!
- 4. The vestry discussed other ways to boost awareness and prompt cards to be turned in:
 - a) Agreement was reached that the bulletin and weekly update topic be tweaked a bit to thank those who have pledged, as well as ensure folks are aware of the need
 - **Father Michael will have Christine tweak the content to this purpose**
 - **Bruce will create a poster for the narthex**
- 5. Bruce added that a couple of forms have been turned in, but the parishioner's names are missing
 - a) This prevents accounting for the pledge properly – unknown who to contact to clear up
 - **Father Michael will make an announcement during the Sunday, 12.02 services reminding folks to include their names and sign**

XIII. Fellowship

A. February Fellowship Breakfast – Hosted by Vestry (New)

- 1. Father Michael suggests that possibly the Heritage Potluck could be the theme for this breakfast
- 2. Susie concurs but reminds the vestry that a coordinator will be needed to organize the event

XIV. Hearts and Hands Community Outreach

Susie Chapin

A. Budget Recommendations (New)

1. Susie re-capped the Hearts and Hands recommendations for the \$1230 3rd quarter allotment from the budget – split evenly between:
 - a) Women's Family Crisis Center – Castle Rock
 - b) St. Peter and St. Mary's – St. Clare's Kitchen
 - c) Bienvenidos Food Bank (Jubilee Center)
2. Vestry approval was unanimous (Susie motion, Whit second)
3. Celia Kaye Sloan will write letters to accompany checks when sent

B. New Hearts and Hands Coordinator! (New)

1. Susie and Kandy will be meeting with Celia Wednesday, 11.28 to complete the handoff of coordinator from Kandy to Celia

C. Thanksgiving Outreach (Update)

1. Kandy informed the vestry that this year's Thanksgiving effort, although not formally organized, was quite successful
2. St. Matthew's contributed \$450 to the Bienvenidos Thanksgiving turkey box project (\$300 from ECW, \$150 from Hearts and Hands)
 - a) Bienvenidos contributions were down 75% this year over last, so the contribution was greatly appreciated
3. Margy Kern and Kandy participated in distribution of the boxes to the schools served by the food bank
 - a) This was very meaningful and Kandy has penned an article for the weekly update, including a "thank you" message from Bienvenidos Executive Director, Donna Lucero
4. Father Michael advised the vestry also of the Bienvenidos *Thank You Tea* Saturday, 12.01 and passed around the flier
 - a) Kandy described the location of the food bank at 32nd and Wyandot in North Denver
 - (1) Located between I-70 and Speer, and between I-25 and Federal

D. December Fellowship Breakfast (New)

1. Susie described this month's breakfast, to be hosted by Hearts and Hands, Sunday 12.02
2. The breakfast coincides with the kickoff of the two Giving Tree projects (see related topic below)

E. 2007 Christmas Giving Trees (New)

1. Susie explained that this year there will be two trees, to highlight and bring attention to the two projects folks can participate in
2. **Adopt-A-Family** (Jennifer Tinsley and Vince Lucero)
 - a) Vince described the family that will be served this year by the congregation
 - (1) Mother led family of six children, critical financial situation and great need
 - b) Tags will be hung on one of the trees that folks can select from to provide much needed clothing and entertainment
 - c) Vince has written an article that will be included in *The Messenger* giving full details
3. **Kaps For Kendall** (Gina Clement)
 - a) Gina will coordinate this project, which provides caps for those who have no/lost hair due to disease or illness, as well as raising funds for Fanconi Anemia research
 - b) The *Giving Tree* funds collection is just the first phase of this exciting new project – in early '08 the congregation will be invited to participate in knitting/crocheting caps for this great cause!
 - c) Gina has written an article giving more details that will be included in *The Messenger*

XV. New Business

Vestry

A. Annual Report Distribution (New)

1. To give the congregation the opportunity to prepare for the annual meeting, Laurie recommends that the ministry reports be distributed the week prior to the annual meeting
2. Father Michael acknowledged the benefit of this and will work toward this end
 - a) Additional lead time will be needed for the ministries to get their reports in

B. St. Matthew's History DVD (New)

1. Susie informed the vestry she is working with Tony Lamb to create a new DVD portraying our history
2. The new DVD will blend the video from the past with more recent images and information
3. Susie is hoping the DVD can be completed prior to Tony and family moving

C. Ministry Liaisons (New)

1. Father Michael requests that the group come to the December meeting prepared to select ministries to keep in contact with and represent at vestry meetings; the agenda is attached to this minutes packet for incoming folks to refer to

XVI. Concerns of The Congregation

Visitors

A. Financial Audit (Wendy Kelly)

1. Wendy expressed appreciation to Father Michael and others for their attention to ensuring that St. Matthew's takes action to comply with diocesan audit requirements
2. Father Michael explained that the canons require an annual audit of church finances, but this has not been consistently observed by many parishes, not just St. Matthew's
 - a) The need for an audit must not be construed in any way as concern or criticism of the way finances have been managed at St. Matthew's – it is simply standard requirement and protocol
 - b) Audits are very valuable for many purposes, though there is cost involved if outside parties are engaged
 - c) Audited financials are important for obtaining grants as well, which can help defray the mortgage payment
 - (1) Grants can be for amounts for half or even a full mortgage payment
 - d) An audit needs to be completed for mortgage refinance purposes as soon as possible
3. Father Michael is convening an audit committee, which will include Wendy, to begin work for 2006 as soon as possible

XVII. Wrap-up

Fr. Michael

A. Next Meeting

1. The vestry will next meet Tuesday, December 18 in the Parish Hall

B. Meeting Adjourned

1. This meeting was adjourned at 09:45 p.m.