

**APPROVED**  
**St. Matthew's Episcopal Church**  
**Minutes of Vestry Meeting**  
**July 17, 2007**

**New Business.**

Before the meeting officially began, while we were sharing dinner, Jim Trimble offered an item of new business regarding Vestry Dinners. He is a member of the Chapter of Christ Church Cathedral. Their meeting begins at 6 PM with Evening Prayer, followed with a catered working dinner. After discussion, it was decided that St. Matthew's Vestry will begin their meeting at 6:30 PM with dinner for all, followed by our meeting at 6:45 PM. The cost of the dinner will be \$7 to each member and the expectation is that all will attend the working dinner. A reminder email will be sent to members before the next meeting.

**Opening Prayer.**

The meeting was called to order by Rector Lucinda Laird at 7:10 PM with prayer, and all participated in the Capital Campaign Prayer. Pastoral Associate Helen Jones and Associate Rector Jim Trimble were present. Vestry members present Steve Cherry, Shannon Frey, Jan Garver, Peter Bell, Edie Nixon, Greg Petrites, Bill Stodghill, Linda Wardell and Bev Weis.

**Reflection.**

Jan Garver shared her thoughts about her cleaning lady, Patsy, and how she has become a model of active Christian faith for Jan.

**Minutes.**

Steve presented and Linda seconded a motion to accept the June 12 Revision I minutes. Approval was unanimous.

**Agenda.**

Neither changes nor additions were presented for the agenda.

**Financial Report.**

Lucinda gave the report for Jim Moyer who was absent. As of June, we are approximately \$11,000 below what was budgeted in Total Income. The difference for the year is \$46,359. Our 2007 Actual Income is \$324,903, which compares very favorably with our 2006 Actual Income, which was \$287,544. On the whole, Lucinda is pleased with our current financial picture.

## **Old Business.**

**AV Report.** Peter reported that PSG has been selected to provide the sound systems for Saints and Clingman Halls. A \$3000 remote control device has been removed from the package, and a less expensive speaker is being sought to lower the quoted price of the installation. A speaker will be added to the robing room before the entire job is completed. It was agreed upon that the total package price would not exceed \$48,000. Bev reminded Peter that the installation must be completed by mid September for fall programming needs.

**Automated External Defibrillator (AED).** Bill will purchase one AED. A first training session will be arranged with a Hospice employee who can train eight persons at one time. It was suggested that the training be held on a Saturday and those invited to the training would be ushers, staff, and physicians in the parish. A parish response team will then be formed. Bill will set up the training schedule with Mardi Galvin.

## **New Business.**

**Report on/Discussion of Sexton.** Bev Weis and Linda Wardell shared the research findings they had gathered. Sextons are in use at St. Gregory's, Church of the Messiah, St. Andrew's and Christ Church Cathedral. Their detailed findings related to job descriptions, hours worked, compensation and problem areas. The white house was discussed as a possible home for a sexton at St. Matthew's. Peter saw this as an added benefit because the presence of the sexton in such a nearby location, even when off duty, will offer added security for the church property. Lucinda suggested that the white house be considered as an outreach facility for St. Matthews Area Ministries, a counseling center or home for a refugee family. The zoning of the house may prohibit its use as an outreach location since it is in a residential neighborhood. Steve will check on zoning regulations, real estate taxable assessment and the property valuation.

Shannon wondered where we could get the \$11,500 needed to bring the house up to date and make it habitable. Steve and Linda stressed that money pledged to the building campaign must be used for that purpose. Money not spent directly on the building should be used to retire the debt. Edie suggested that we do have money in the endowment funds, which might be available to update the white house. Bill reminded the vestry that we are losing money by not fixing up the house and renting it. We could probably regain any refurbishing money in one year's rental earnings from the house.

Bev suggested that there are two areas in the operating budget, which seemed out of line to her, which might be a source of funds for the salary of a sexton. Those areas are the cleaning and grounds services. Peter will contact Dwayne Watson to learn of the current grounds contract and whether Dwayne thinks we are getting our money's worth with the current landscaping service contractor. The cleaning contract has been recently negotiated. Shannon will check with the staff to assess the cleaning service contract and their work. Shannon will work on designing a job description for a possible sexton. It

was decided that once a job description is ready, Lucinda will look into hiring someone to handle those duties for the remainder of the year beginning in October or earlier. A final decision about hiring a permanent sexton will come later. Because the size of the facility has more than doubled, the staff finds it extremely difficult to continue doing all the work of a sexton, and still completing their regular duties.

**Vestry Study.** The vestry continued its study of human sexuality and spirituality.

**Compline.** The vestry was dismissed to the chapel at 9:30 PM for Compline, led by Jan Garver.

Respectively submitted,

Jan Garver, Secretary