

**St. Matthew's Episcopal Church**  
**Vestry Meeting**  
**Jan. 21, 2025**

**Vestry Members Present:**

*In person:* The Rev. Kelly Kirby, Diane Clark, Kevin Clark, Phil Eschels, Robin Garr, Gaylee Gillim, Jamie Horsley, David Johansen, Melissa Klassen, Rick Lotz, Sally MacDonald, Chris Newton, Rob Peck, Phil Poore, Penny Shaw, Anne Shelby

*By Zoom:* None.

*Absent:* Kevin Clark, Jack Holzknacht

*Others:* The Rev. Suzanne Barrow, Steve Cherry

**Opening Prayer:** The meeting began at 6:14 p.m. with all joining in the St. Matthew's prayer for mission.

**Prayer/Reflection: Gaylee Gillim**

Gaylee enjoys Forward Day by Day, and she likes to look up the brief biography of the author of each month's reflections, hoping to try to figure out their approach from their background. The reflection on Luke 22:8b ("Go and prepare") for Thursday, December 12, really spoke to her, she said.

(<https://prayer.forwardmovement.org/fdd/2024-12-12>)

It began like this:

*"Prepare. Life is short.*

*Life is short. Tell those you love how much they mean. Life is short. Be generous in forgiving and letting go.*

*Life is short. Sing with a heart full of joy, even if you sing off-key.*

*Life is short. Live a life of deep gratitude.*

*Life is short. Eat dessert first ..."*

There was more, but that last part really spoke to her and made her chuckle, because she remembered giving her Mom just that advice. When her mother was in assisted living,

she said, she noticed that at every meal except breakfast, the dessert was front and center on an individual plate. “And I said to my mother, ‘It’s okay, you can have that first if you want to. ... You can have it to start first.”

The reflection spoke to Gaylee, particularly in the Advent context about staying alert.

**Vestry members reflected on the reflection.** Robin Garr saw a parallel with the familiar Henri Fredric Amiel blessing, “Life is short, and we do not have much time to gladden the hearts of those who make the journey with us.” Diane Clark spoke of Washington DC Bishop Mariann Budde’s National Cathedral sermon, her beautiful words about our welcoming church, welcoming immigrants who came to our doors; a sermon that later drew a sarcastic response from President Donald J. Trump. Penny Shaw said Budde had spoken to birthright citizens, LGBTQ+ individuals, all whom we welcome; it was a caring speech that fit with the themes of her book. *How to Be Brave*. Kelly Kirby spoke of the bravery in Budde’s sermon, the follow-up letter from the Presiding Bishop and chair of the House of Deputies who put out clear words, brave words. Kelly spoke positively of our amazing young people and college students at St. Matthew’s. Life is short. Edie Nixon reassured us that we’ll get through this. Do what we have to do but don’t get mired in the mud.

### **Approval of the November Minutes**

The minutes of the December 17, 2024, meeting were accepted as submitted, with minor grammar and spelling corrections offered in advance by Kelly Kirby and Gaylee Gillim. Sally MacDonald filled in a blank, confirming that she had been the vestry member who seconded the motion to create a rendering of the proposed bell tower.

### **Financial Report - Edie Nixon**

#### **Balance Sheet**

At the end of the Fourth Quarter on December 31 we look at the full year 2024, Edie said. It was a good year, ending with a good amount of cash in the bank: A total of

\$189,000 in cash reserves and another \$106,000 in certificates of deposit that we didn't have to cash in. We have \$9.5 million in total assets, and liabilities equal assets as they should. We have also continued adding \$500 to our building maintenance cushion each month, a prudent practice started by Phil Eschels.

### **Income Statement**

Pledges and intentional giving have come in \$40,000 over what we expected, so our \$828,249 income at the end of the year leaves us \$55,000 to the good.

Operating and building expenses costs were all very good. Grounds and tree work have trended over budget all year, so we'll have a discussion on budgeting for that next year. Paper costs are a tough nut to crack, as people really like Sunday service bulletins on paper.

### **4th Quarter Endowment**

We see the fourth quarter endowment report first, then the annual. The \$2.3 million total at the end of the year was very nice! A relatively high amount of cash was temporary, as \$80,000 was moved from the cash total at the end of the year. There was \$26,000 available for our use if necessary. Interest income of \$60,000 at the end of the year is amazing. Fourth-quarter donations and dividends totaled almost \$154,000. Only \$35,000 was distributed from the endowment, which is well within the expected range.

### **Endowment End of the Year**

Total cash and securities in the St. Matthew's Episcopal Church Endowment Fund as of December 31, 2024, was \$2,338,647.98, compared with \$1,877,780.30 at the end of 2023.

Robin Garr moved to approve the report subject to financial review. Rick Lotz seconded.

### **Bell Tower**

Steve Cherry, the parishioner and retired architect who is working on plans for the proposed bell tower that would be financed with a donation from Mike and Anne Hampton, presented an updated report.

Steve said we invited six firms to give us proposals, and five agreed. Based on a combination of cost plus qualifications, Steve short-listed three firms, and concluded that the offer from Chime Master Bell Systems of Sugar Grove, Ohio, whose \$159,000 bid includes hoisting the finished tower from a truck to its final position. Adding lightning protection and galvanizing the steel construction would increase the price to \$167,725.

With agreement we can enter into the phase of design, construction, and installation, including an industrial-grade coating, not just house paint.

The next issue is siting, but a decision is not required on that before fabrication begins. The sequence is that, once the exact site and final color is chosen, we hire a surveyor (we have received four proposals) to discern all utilities in the area, making sure of what's underground and the presence of any easements, geology studies, and protection in case of high winds or seismic issues. The surveyor's final shop drawings will help a structural engineer design the foundation plan, underground wiring, and such.

Vestry members then viewed sheets with nine views of the church photoshopped with a tower image in various colors, all based on earth tones to go with the church building. Members were invited to highlight the ones we like.

General discussion was mostly supportive. We've long wanted bells, members said. It's beautiful. It's a gift. A lot of work has gone into this.

Kelly said the bells will be programmed to ring on a schedule – not hourly – and they can be rung on special occasions. They'll probably ring at the start of the 10 and 5

o'clock Eucharists; 8 a.m. may be too early. They could toll for funerals and interments, peal joyously for weddings.

Vestry concerns are few, but a few express a lack of overall enthusiasm. Penny Shaw spoke of her concern about adding elements to our church and tree lined campus. Will it look too modern? Out of phase with the building?

Rick Lotz asks if we start but in the unlikely event that things fall apart, could we stop? Kelly agrees that there are unknowns. So yes.

Kelly said this will be a very specific vote, reiterating her comments at the beginning of this topic: Are we going to accept the gift of a bell tower without knowing all the details? Because the next step is to fabricate it, and it's very expensive. But after that, we hire an engineer. We haven't yet done soil tests and all sorts of things, so she is not giving us a complete package tonight. She is asking if a bell tower is a gift that we will ultimately accept when the details are worked out or not? Because the next step is several hundred thousand dollars.

Rick Lotz moves we proceed with this project with such information as we have now. Phil Eschels seconds and the motion passes.

### **Vestry Committee Liaison Reports**

No committees have met this month.

### **Junior Warden - Rick Lotz**

It's been a good year. Rick said. Things are moving along. Parish Secretary Catherine Banks is amazing. We're still trying to find the manufacturer for the portico door lock, and further action on the roof leak in the nave is waiting for dry weather.

### **Senior Warden - Gaylee Gillim**

The year has flown by, Gaylee said. She is delighted at the success of the endowment campaign.

### **Rector's Report - Kelly Kirby**

Kelly said this is the last meeting for outgoing vestry members Diane Clark, Kevin Clark, Robin Garr, David Johansen, Phil Poore, and Youth Member Jack Holzkecht. She invited the outgoing members to comment, and all responded with brief, positive comments about their experiences.

Kelly reminded all members to come to Sunday's annual meeting if possible. Continuing vestry members will meet after that meeting to organize.

### **Theological Reflection:**

*Where/when did you find the Holy Spirit in this meeting? Did our work move us closer to fulfilling our mission/goals?*

Observing the hour, Robin noted that life is short, and our responses should be short too. Rick Lotz praised the openness and honesty of the bell tower discussion.

The meeting ended at 8:10 p.m., and Gaylee Gillim then led Compline in the nave.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. Garr", with a long horizontal flourish extending to the right.

Robin Garr

Vestry Member, Secretary-Clerk

Vestry Minutes  
March 18, 2025

The meeting was called to order at 6:15 pm.

**Present:** The Rev. Kelly Kirby, Neville Blakemore, Jamie Horsley, Rick Lotz, Edie Nixon, Melissa Klassen, Robin McNally, Rob Peck, Jessica Roufus, Anne Shelby.

**Absent:** The Rev. Suzanne Barrow, Gaylee Gillim, Phil Eschels, Sally McDonald, Chris Newton, Phil Poore, Penny Shaw, William Lewis

The meeting began at 6:15 pm with prayer for the mission of St. Matthew's.

Despite the absences a quorum was present. Kelly reminded the Vestry that they should notify her if they will be absent. The minutes of January 21, 2025 were approved with corrections. Vestry did not meet in February due to the weather. An electronic vote was made to approve the cancellation of the meeting.

Neville shared a reflection by reading scripture from the Book of Ruth 1:14-18.

*14 Then they wept aloud again. Orpah kissed her mother-in-law, but Ruth clung to her. 15 So she said, "See, your sister-in-law has gone back to her people and to her gods; return after your sister-in-law." 16 But Ruth said, "Do not press me to leave you or to turn back from following you! Where you go, I will go; where you lodge, I will lodge; your people shall be my people, and your God my God. 17 Where you die, I will die—there will I be buried. May the Lord do thus and so to me, and more as well, if even death parts me from you!" 18 When Naomi saw that she was determined to go with her, she said no more to her.*

The passage reminded Neville that we need one another in life. It's that simple.

#### FINANCIAL REPORT

Edie reviewed the Financial Report. She reviewed the Consolidated Balance Sheet which shows the church has \$193,821 in cash and CD's. Total assets are \$9,554,708. Liabilities also total \$9,554,708, as they should. Subtotal of payables \$4,203,566. Kelly reported on a Diocesan Grant to St. Matthew's she calls Caterpillars and Birds. All native plants and trees will be tagged with information on the plant as well as any further plantings, which will be native. She will present this initiative at the Diocesan Convention in the fall.

The General Fund Income Statement showed the total YTD income is down \$17,191, due to cancelling Sunday services for snow. The snowy winter also increased grounds expenses for snow removal. There was a deficit of \$7,365 due to snow removal. YTD income was a deficit of \$21,097. Current Cash Reserves is \$300,034 which is healthy. Once again it has been shown that the church accrues expenses despite not having services, as during COVID.

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There will be an Endowment quarterly report at next month's meeting. A reminder that Vestry persons are fiduciaries. Kelly explained that her calling is to leave the church financially better than she found it. The Vestry's main responsibility is to understand the Financial Report. Edie said she and Joanne are always available to answer any questions on the financial statement.

A question arose on how a large sudden expense, such as a roof repair, would be paid for. If a large sudden expense occurs, one, or a combination of: current funds, a line of credit, or monies from the Marmion Fund would be used to cover the cost. Neville moved and Melissa seconded to accept the Financial Report subject to financial review.

### VESTRY ORIENTATION

Since the Vestry retreat was a racial reconciliation workshop required by the Diocese, orientation for new members will be during this meeting. Kelly went through each Tab of the Vestry notebook and explained its importance and history.

**TAB 1:** The Welcome Statement was written in 2016.

**TAB 2:** The Parish Mission statement was developed in the 1990's. Sarah Bailey helped form the Affirming Principles.

**TAB 3:** The history of St. Matthew's can also be found on our website.

**TAB 4:** Rev. Benjamin Hart and Sarah Bailey wrote St. Matthew's Values in 2020. Our Goals for 2025-2026 were added.

**TAB 5:** Canons and Guidelines excerpts from the National Canons and Diocesan Manual. Vestry Member Job Description, Rector Position Description, and Sr. Warden, Jr. Warden, Vestry Treasurer, and Vestry Secretary/Clerk Descriptions.

**TAB 6:** Basic responsibilities of the Vestry and Individual Responsibilities

**TAB 7:** Business at a typical Vestry meeting and Vestry Business Calendar

**TAB 8:** The By-Laws of Saint Mathew's Episcopal Church are updated biannually.

**TAB 9:** 2024 Annual Report

**TAB 10:** Endowment Funds: General Use Funds; Assets, Memorials & Aesthetics Fund; Parish Program Funds; Outreach Fund; Dimensions of Faith Fund

**TAB 11:** Outreach Ministries

**TAB 12:** Newcomer incorporation developed by Benjamin Hart. Vestry contact designated weeks; Collegeville Communities of Calling

**TAB 13:** St. Matthew's Budget & Expenditure Approval Policy created by Kevin Wardell

**TAB 14:** Vestry Committee and Liaison Connections 2025

**TAB 15:** Nominating Committee Process with Timeline

**TAB 16:** Gift Acceptance Policy; Alcohol Use Policy (any use must be approved by Kelly); Social Media Policy; Safeguarding Training; St. Matthew's Library

**TAB 17:** St. Matthew's Contact Game Plan

**TAB 18:** St. Matthew's Rental Rates - no exceptions

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**TAB 19:** Resources for Vestry Members; Faith Formation handout

Some of the new Vestry members have not been assigned to a committee.  
Regarding By-Laws: Robin will chair and Heather will be asked to join the committee.  
The term biannual should be changed to every 2 years for clarity.  
Planned Giving and Stewardship: Robin will join both committees.

Rick reported on Building & Grounds. There are 10 members, including new Vestry member Neville. The leak in the sanctuary has been found in a seam of the copper and will be repaired weather permitting. The main door lock is scheduled to be repaired; Dave Johansen has a list of painting projects; Chris is overseeing the watering of newly planted plants and being aware of dying plants; \$9500 expenditure for snow removal. Two boiler pumps are being repaired, the ceiling pump will cost \$4200 and the big one in the basement is \$5400. The third pump is going out, but not needing repairs yet. The cost of removing a tree to resolve a compliance issue with the City of St. Matthew's is \$1,600. Work has begun on preparation for the Bell Tower, expected to be installed in September. A question was asked about insurance for the bell tower. Kelly responded that the Church Insurance Fund will take care of issues.

Kelly reported on the Outreach Committee for Phil. An escrow account has been started to build a Habitat for Humanity house in 2026. Phil has increased the number of members, all of whom are involved in outreach.

Kelly reported on the Vision Implementation Committee, which met on March 4th. Rick moved and Robin seconded a motion to change the number of days on the benchmarks from 60 to 90 days, and from 90 to 120 days to delegate response of VIT to begin implementing benchmarks. The next meeting is March 23rd.

The meeting was adjourned at 8:00 pm. Members convened in the nave for Compline, led by Neville.

Respectfully submitted,  
Anne Shelby

## Vestry Meeting Minutes

May 20, 2025

Members Present: Kelly Kirby, Gaylee Gillim, Rick Lotz, Penny Shaw, Jessica Roufus, Neville Blakemore Jr., Rob Peck, Robin McNally, Heather Duffy, Phil Eschels, Chris Newton, Sally McDonald, Patricia Enriquez, Anne Shelby.

Also present: Edie Nixon, Suzanne Barrow.

Absent: Melissa Klassen, William Lewis, Jamie Horsley.

Meeting was called to order at 6:15 pm.

Jessica Roufus presented a reflection in which she read excerpts from the book Star Spangled Jesus by Lexington-based author April Ajoy about questioning the Christian Nationalism she was raised with.

Last month's meeting minutes were approved with one correction made to names of members present.

Edie Nixon presented the Financial Report. Cash and cash reserves are healthy. Assets and Liabilities are in balance. Endowment numbers will be trued up at the end of June. The Easter offering collected \$10,000 for Outreach. Pump repair and replacement occurred in April, putting expenses over budget for the month. Neville Blakemore made a motion to accept the Financial Report. Rick Lotz seconded the motion, which passed unanimously.

Sally McDonald reported for the Outreach Ministry. Recommended funding is \$37,788 going to 8 ministries. Penny Shaw contributed that the Churchill Downs Backside Ministry desperately needs support, they would ideally like us to provide a meal weekly. There is a large increase in the request for funding for the Food Pantry, more than \$5000, due to a concern that there will be greater food insecurity due to federal budget cuts in the coming year. In SMEC polls, the Food Pantry is the most widely approved ministry by congregants. Less money was allocated for Habitat for Humanity because there is money in the bank if congregational interest increases next year. Rick motioned for the Vestry to approve the Outreach Committee recommendations as presented. Phil Eschels seconded the motion, which passed unanimously.

Rick Lotz presented the Building and Grounds report. He credited Catherine Banks for exceptional coordination of outside workers in the building and overall troubleshooting.

Regarding the leak in the sanctuary, the inspectors agree that the water is not coming from the window wall, but through the metal roof. A pipe organ professional has examined the space and ascertained what needs fixing. When the weather is drier, we will run an independent leak test and send the results to the insurance company. Rick anticipates a significant amount of work will be needed, including possible carpet replacement and pipe organ, roof, and beam repair.

Quotes for locks are coming in for Portico door. This will cost several thousand dollars to fix and make ADA compliant.

The bell tower is progressing; shop drawings are in final stages of review. Waiting on a schedule to go in the bid package. Fabrication of tower and bells is underway. Steve Cherry forecasts it will be completed in October instead of September, as originally expected, due to weather delays.

Gaylee Gillim thanked Rick for his hard work on the B&G committee.

Kelly Kirby reported on upcoming church events:

- She will host a conversation on trauma-informed preaching.
- Youth Sunday will include guest preachers from the Senior Class of 2025.
- Bishop White will attend the Pentecost service.
- Kelly will preach this summer that estate planning is an important value in Episcopal life.
- There will be no June Vestry meeting.

Robin McNally reported on two events coming up: a small group ministry reflecting on Constitutional law by congregants with expertise in that arena, as well as a dementia support group meeting on May 21<sup>st</sup> with speaker Dr. Gregory Cooper.

The meeting was adjourned at 7:18 p.m.

Respectfully submitted,

Patricia Enriquez

## Vestry Meeting Minutes

July 15, 2025

Members Present: Kelly Kirby, Gaylee Gillim, Neville Blakemore Jr., Rick Lotz, Anne Shelby, Rob Peck, Melissa Klassen, Robin McNally, Heather Duffy, Phil Eschels, Chris Newton, Patricia Enriquez, Jamie Horsley.

Also present: Edie Nixon, Suzanne Barrow.

Absent: William Lewis, Sally McDonald, Jessica Roufus, Penny Shaw.

Meeting was called to order at 6:15 pm.

After the opening prayer, Chris Newton reflected on the fear experienced by members of our community who are afraid of being deported, with or without reason, because of our country's current immigration policies.

One correction was made to the May minutes and two to the June minutes, which were accepted as corrected.

Edie Nixon gave her Financial Report:

- Our cash flow is healthy. The Endowment is up 8.66% and total assets are up 2.16%. Edie clarified that the Diocese of Kentucky grant is for native plants and the Nicholas Eastman grant is for food pantry.
- Pledges have been coming in for a total of \$75,000 and we are currently ahead of budget. The church will not catch up on the Building & Grounds budget this year because of an exceptionally snowy winter. Sitting on good cash reserves heading into summer. General use expenditures this month included Catherine Banks' computer and part of a boiler pump.
- St. George's relief fund is a new fund that was created by the Outreach Committee. Because many non-profits are having their funding cut, the committee wished to be proactive in its support, specifically for the Scholars Institute that helps students with their after-school programs in support of education.

Robin McNally motioned to accept the Financial Report as presented, subject to financial review. Gaylee Gillim seconded the motion. The motion carried unanimously.

Rick Lotz reported the following on behalf of the Building and Grounds Committee:

- One of the building's 100 gallon-hot water heaters is leaking. The flame arrester/igniter needs to be fixed, which would cost roughly \$1500, but would not fix the leak. B&G received 3 quotes on a new water heater, which were presented to the Vestry. Rick Lotz made a motion to approve the Finance Committee's recommendation to spend \$14,975 with Walker Mechanical to replace one hot water heater. Gaylee Gillim seconded the motion, which carried unanimously.
- Portico door lock has been replaced.

- David Johansen continues to repaint various areas in the church and improve the overall appearance.
- Lavonne Fingerson has volunteers regularly working in the Memorial Garden, which continues to look beautiful.
- The bell tower bid package was issued last week. Bid opening is Monday. Completion is expected at the end of October for the pad and electrical. Expect to have fully completed and operational by Thanksgiving.
- The roof leak in the Sanctuary, it has been determined, is the result of multiple fissures in the metal roof, which is 63 years old. Some organ pipes were consequently damaged. Our submitted insurance claim was denied, and we are now in the appeal process.

The Dimensions of Faith committee reported they met to talk about possibilities for next year's speakers.

The Stewardship committee is looking for speakers for the end-of-year campaign. Will use a similar format for the Stewardship brochure as last year's, which was created by Julie Mushkin.

Anne Shelby reported that the Vision Implementation Team met in June. Jessica Roufus has a committee working on promoting St. Matthew's events, as they did with "Godspell", which had an excellent turnout. Will Bogel is inviting people to take part in his committee working on encouraging fellowship.

The Gifts committee met and will accept a Steinway piano donated by Linda and Kevin Wardell, which will make it possible to have pianos in all areas in the church where services are held.

A local artist is carving artwork from the tree trunk on the corner of the church property.

In August, we will choose our deputies for the Diocesan Convention. Expected on the agenda are Budget and Canonical changes.

As part of our theological reflection, Suzanne Barrow shared that a SMEC newcomer remarked that our church is one of action, not just words, and that this is the future of the Episcopal Church. Many stories were shared about people within our church community who are acting as Christ's hands in the world.

After a brief reflection, the meeting was adjourned at 7:40 pm. Vestry convened in the sanctuary for Compline, led by Chris Newton.

Respectfully submitted,

Patricia Enriquez

## Vestry Meeting Minutes

August 19, 2025

Members Present: Kelly Kirby, Gaylee Gillim, Neville Blakemore Jr., Rick Lotz, Anne Shelby, Rob Peck, Robin McNally, Phil Eschels, Patricia Enriquez, Jessica Roufus, Penny Shaw, William Lewis, Sally McDonald, Jamie Horsley.

Also present: Edie Nixon, Suzanne Barrow.

Absent: Melissa Klassen, Heather Duffy, Chris Newton.

Meeting was called to order at 6:12 pm.

After the opening prayer, Patricia Enriquez offered a reflection on keeping God at the center of our lives, with a brief meditation.

There were no corrections to the July minutes, which were accepted as presented.

Edie Nixon gave her Financial Report:

- Assets and cash flow are healthy.
- Plate offerings are under budget, which is typical for July.
- Staff is currently compiling the 2026 budget; the biggest concern is the potential increase in the cost of insurance.
- Advertising is slightly over-budget, with additional expenditures expected for Dimensions of Faith.
- Revenue and spending should balance out in Q4. Phil Eschels has volunteered to help Edie with the review.

Sally McDonald motioned to accept the Financial Report as presented, subject to financial review. Gaylee Gillim seconded the motion. The motion carried unanimously.

The Diocese assessed St. Matthew's contribution to the 2026 Diocesan budget, based on our 2024 income. Robin McNally motioned to approve this commitment of 13% of our income, or \$107,689, to the Diocesan budget. Rick Lotz seconded the motion. The motion carried unanimously.

Kelly reviewed the duties of deputies for the Diocesan Convention. Patricia Enriquez, Jessica Roufus, and Robin McNally volunteered to attend November 7-8. Anne Shelby volunteered to be the alternate. William Lewis volunteered to attend as a youth deputy, if the Canon permits, as his father is attending clergy. Kelly motioned to elect this panel of deputies, Gaylee seconded, and the motion carried unanimously.

Anne Shelby began the Vision Implementation Team report that was presented to the Vestry. She summarized Will Bogel's report on Participation in our church community. Jessica Roufus reported on the progress of her team's work on Promoting "Uniquely St.

Matthew's" programs. Kelly Kirby concluded with a status report of the Health Ministry. Kelly moved to affirm the work of the Vision Implementation team on their three current goals that were established by the Vestry and encourage them to continue. Gaylee seconded and it was affirmed by the group.

Rick Lotz reported on behalf of the Building and Grounds Committee:

- Staff and B&G Committee successfully worked to have the insurance company reconsider the claim for the leaking roof in the sanctuary, after it was initially denied. Inspector will review the information this week. Team is also meeting with roofing contractor to get more information.
- The new boiler was installed yesterday.
- The contract for the foundation and electric service for the bell tower has been signed. Expect this project to finish by Thanksgiving.
- Tree sculpture is complete.
- A few steward trees have died in the Memorial Garden and will be replaced. Monitoring some others that are foundering.
- Catherine Banks was lauded for her exceptional work around the parish.

Gaylee Gillim reported on behalf of the Stewardship committee. Three speakers are lined up for late fall. The Final Affairs Fair for Planned Giving occurs the 2<sup>nd</sup> Sunday in November. The fair will feature service providers focusing on retirement and senior living.

Kelly reports that Charles Frank will retire at the end of the year. The clergy will examine the current position and assess how it may be redefined before posting. SMEC's Youth Minister resigned at the end of last week, due to a new job that requires her to travel on weekends. Julie Mushkin will fill in as interim Youth Minister.

Kelly reported that her work on Title 4 for the Diocese, which relates to misconduct, absorbs a good portion of her time. She also shared the good news that we currently have a lot of visitors considering joining St. Matthews.

After a brief reflection, the meeting was adjourned at 7:40 pm. Vestry convened in the sanctuary for Compline, led by Patricia Enriquez.

Respectfully submitted,

Patricia Enriquez

## Vestry Special Meeting Minutes

June 17, 2025

Members Present: Kelly Kirby, Gaylee Gillim, Penny Shaw, Neville Blakemore Jr., Rob Peck, Robin McNally, Heather Duffy, Phil Eschels, Chris Newton, Patricia Enriquez, Melissa Klassen, William Lewis, Jamie Horsley, Anne Shelby.

Also present: Suzanne Barrow.

Absent: Jessica Roufus, Rick Lotz, Sally McDonald.

The meeting was called to order at 6:15 pm.

Steve Cherry presented information regarding the new bell tower.

- The tower will be 35' tall, comprised of a 12" high platform that will be made of buff-colored concrete, 9'4" in diameter with a concrete protective cap and a 34' tower made of galvanized steel.
- It will be located 50' from the base of the building and centered on the east-facing window of the sanctuary, canted towards Hubbards Lane.

Steve presented the Vestry with three color options to choose from for the steel of the tower. The group unanimously chose the darkest of the three, Tiger 13815019 RAL1019, which was approved by acclimation.

Robin McNally motioned for the meeting to be adjourned. Melissa Klassen seconded and the motion carried unanimously. The meeting adjourned at 6:52.

Respectfully submitted,

Patricia Enriquez

## Vestry Meeting Minutes

April 15, 2025

Members Present: Kelly Kirby, Gaylee Gillim, Neville Blakemore Jr., Edie Nixon, Rick Lotz, Penny Shaw, Jessica Roufus, Anne Shelby, Rob Peck, Melissa Klassen, Robin McNally, Heather Duffy, Phil Eschels, Chris Newton, Patricia Enriquez.

Also present: Edie Nixon.

Absent: William Lewis, Sally McDonald.

Meeting was called to order at 6:15 pm.

After the opening prayer, Phil Eschels presented a reflection on the three key focuses of Lent as a method to address daily concerns:

1. Spiritual reflection – Prioritizing prayer, reflection, and meditation.
2. Reconciliation/renewal – reconciling relationships with God and others.
3. Anticipation of Easter – allowing God to restore us. He makes the impossible possible. We are each endowed with specific gifts we may use to glorify God.

Two corrections were made to the March minutes, which were accepted as corrected.

Kelly Kirby gave the record of the electronic vote taken in February to approve the Parochial Report to Patricia Enriquez.

Edie Nixon gave her Financial Report:

- March balance sheet: Cash was moved to the Endowment Fund as planned. Short-term investments have not yet been cashed. The Memorial Garden plaque is mounted on the wall. The Outreach balance is down because the funds were donated to designated recipients.
- General Fund income statement: Pledges were again down due to cold weather. Utilities did not increase significantly despite cold weather, although snow removal used a significant amount of the Grounds budget. \$20,000 was moved from designated funds to cover operating expenses. Cash reserves are healthy.
- Q1 Endowment statement: At the beginning of January, \$80,000 was moved to the investment account from the Endowment fund. Similarly, \$30,000 was moved at the end of March. While March finished well, the balance dropped \$90,000 the first week in April due to the sharp decline in stock market. Incoming monies are going to general use fund and 5% of Endowment rolls into the general use fund, which should be 60% of total fund. Church earned \$33,000 in bond interest. Total income was \$81,390 and disbursements were \$15,255.

Rick Lotz made a motion to accept Financial Report subject to financial review. Gaylee Gillim seconded the motion. Motion carried unanimously.

Rick Lotz reported the following on behalf of the Building and Grounds Committee:

- A major leak was discovered under the pipe organ loft. Damage was done to organ pipe loft and wood substructure. This will be reviewed April 16. The roofing company that was summoned found a small opening in the roof. Two damaged locations were repaired and a claim was filed.
- Air handler #3 (installed in 1962) that provides heat to the downstairs classrooms had some issues with bearings, but the cost appears to be significantly less than anticipated, roughly \$3000.
- Grounds look great. Bushes were replaced and the hydrangeas that were moved are thriving.
- The committee is looking for a new portico door lock that is easier for people with dexterity issues.
- The Bell tower should be completed by end of summer. Rick talked about the steps in place to move the project forward, including the drawing and reviewing of plans, assembling a bid package, and establishing a timeline for key events.

Kelly reported that Dimensions of Faith hosted a speaker in March. The next series speaker on November 16<sup>th</sup> will be Diana Butler Bass.

The Vision Implementation Team met and revamped goals. Benchmark days were changed at the last meeting so the team could comply with the timeline set out in the Goals. Will Bogel will lead the team on Goal #1 and Jessica Roufus will lead on Goal #2.

Robin McNally moved to accept revised Parish Goals, Melissa Klassen seconded. The motion carried unanimously.

Gaylee Gillim thanked Phil for his thoughtful Reflection earlier in the evening. Rick had nothing to add for his report.

As part of the Rector's Report, Kelly Kirby presented the results of the Congregational Survey report on Preaching. They were few, but positive.

It is believed that longtime parishioner Betty Brooke McCord has died. Suzanne Barrow continues to heal and plans to be back soon.

After a brief theological reflection, the meeting was adjourned at 7:50 pm. Vestry convened in the sanctuary for Compline, led by Phil Eschels.

Respectfully submitted,

Patricia Enriquez

## Vestry Meeting Minutes

September 16, 2025

Members Present: Kelly Kirby, Gaylee Gillim, Neville Blakemore Jr., Rick Lotz, Anne Shelby, Rob Peck, Heather Duffy, Jessica Roufus, Patricia Enriquez, Melissa Klassen, Penny Shaw, Sally Macdonald, Jamie Horsley, Chris Newton.

Also present: Edie Nixon, Suzanne Barrow.

Expected Absences: William Lewis, Robin McNally, Phil Eschels.

Meeting was called to order at 6:14pm.

After the opening prayer, Penny Shaw offered a reflection on the power of words by sharing a few readings from Donald Hall, Jane Kenyon and Mary Oliver.

There was one correction to the August minutes, Chris Newton attended the August meeting by phone and was not absent. The minutes were accepted as corrected.

Edie Nixon presented her Financial Report:

- Assets, cash flow, and cash reserves are all in good shape.
- Special offerings had a \$1000 donation for Episcopal Relief & Development fund.
- We are ahead of budget on pledged donations and unpledged donations are up.
- Phil Eschels helped Edie with the financial audit and everything was submitted on time. The Diocese determines the guidelines of this review.

Patricia Enriquez motioned to accept the Financial Report as presented, subject to financial review. Rick Lotz seconded the motion. The motion carried unanimously.

Kelly summarized the findings of the Engineer's report regarding the leak in the sanctuary roof. The engineer was called in by the insurance company. Rick added that Catherine Banks has organized all of the documentation on this matter.

Rick Lotz reported on behalf of the Building and Grounds Committee:

- The new boiler is working.
- Wood chips were delivered for the Memorial Garden.
- In the digging of the hole for the foundation of the bell tower, an abandoned gas line was discovered, but found to be non-functioning and safe. Concrete for foundation will be poured this week and will cure for 30 days before the electrical is installed.

Rick also reported on the activities of the Nominating Committee. Phil Poore and Jan Scholtz will serve as At-Large members. The Committee will present a slate in a few months for Vestry approval.

Kelly reported that a time capsule will be buried at the base of the new bell tower, which is dedicated to the memory of Bo Nixon. This is in lieu of a plaque. Steve Cherry reworked the drawing of the tower quickly to include this feature. Lee Fletcher is helping to organize relevant information to be interred, including Kelly's letter to the future Rector. An event will be organized for the burial of the time capsule.

Kelly passed around a mock-up of the Stewardship flyer that will be sent to the congregation.

Kelly asked for the vestry's assistance in identifying candidates for diocesan roles, specifically:

- two presbyters and two laypeople to serve on Trustees and Council for the Diocese;
- three clergypersons for the Disciplinary Board for Ecclesiastical Discipline;
- one clergyperson to serve as a Trustee for the University of the South at Sewanee.

After a brief reflection, the meeting was adjourned at 7:40 pm. Vestry convened in the sanctuary for Compline, led by Penny Shaw.

Respectfully submitted,

Patricia Enriquez

## Vestry Meeting Minutes

October 21, 2025

Members Present: Kelly Kirby, Neville Blakemore Jr., Rick Lotz, Anne Shelby, Rob Peck, Heather Duffy, Jessica Roufus, Patricia Enriquez, William Lewis, Jamie Horsley, Robin McNally, Penny Shaw, Melissa Klassen, Chris Newton.

Also present: Edie Nixon, Suzanne Barrow, Joanne Coleman.

Expected Absences: Gaylee Gillam, Phil Eschels, Sally McDonald.

Meeting was called to order at 6:14 pm.

After the opening prayer, Jamie Horsley shared some thoughts on the similarities and differences in baptism in Christ for children and adults.

Patricia Enriquez presented the minutes of the September meeting, which were accepted as presented.

Edie Nixon presented her Financial Report:

- Cash is down in Operating account, but investments are performing well.
- Joanne Coleman updated the Endowment information, balance is up 17%,
- \$12,000 was raised at the Home & Garden Sale.
- Expenses are over budget, but significantly lower than what was expected.
- Endowment Fund was reviewed.

Robin McNally motioned to accept the Financial Report as presented, subject to financial review. Melissa Klassen seconded the motion, which carried unanimously.

Joanne Coleman presented the Proposed 2026 Consolidating Budget. These were the notable changes:

- Reducing amount of expected income from grounds rentals.
- Church will have less fundraising income, as there will be no Home & Garden Sale, which is a bi-annual event.
- The Diocesan pledge will increase because it is calculated based on the previous year's expenses.
- Outreach budget was determined by the Outreach Committee and approved by the Vestry.
- Salaries will increase by 1.5%. Savings on health insurance will be saved for future health insurance needs.
- Building maintenance budget remains the same, but less money will come from the Endowment fund and more from the General Use Fund.
- Office supplies are down because there is only 1 remaining lease on copiers.
- There exists a budget deficit of \$27,000.

The Vestry brainstormed ideas for how to cover the deficit. Kelly will ask in November to pass the budget, so she charged the Vestry with finding funding solutions.

Rick Lotz presented the Buildings and Grounds report:

- Committee is waiting for the second report from the structural engineer regarding the leak in the roof. The SMEC staff continues to negotiate with the insurance company.
- Front door lock situation is still not satisfactory. Catherine Banks is working with another company on a better option.
- Bell tower is on schedule. Time capsule will be installed on October 28<sup>th</sup>.
- Church member Max Griffin is working on his Eagle Scout project, building a bench for the church portico and repairing the picnic tables behind the church.

Rick also reported on behalf of the Nominating Committee, who will present a solid slate of candidates for next year's Vestry in November. They are making good and steady progress.

Penny Shaw reported for the Outreach Committee. They have chosen to give this year's Advent Tree gifts to CASA. Donations from the congregation will be needed by December 10<sup>th</sup>.

Kelly Kirby gave the Rector's report. She is happy to be engaging in pastoral care with many parishoners. She spends a great deal of her time working on disciplinary committee for the diocese.

After a brief reflection, the meeting was adjourned at 7:49 pm. Vestry convened in the sanctuary for Compline, led by Jamie Horsley.

Respectfully submitted,

Patricia Enriquez

## Vestry Meeting Minutes

November 18, 2025

Members Present: Kelly Kirby, Neville Blakemore Jr., Rick Lotz, Anne Shelby, Rob Peck, Robin McNally, Heather Duffy, Phil Eschels, Patricia Enriquez, William Lewis, Melissa Klassen, Chris Newton, Sally Macdonald, Jamie Horsley, Gaylee Gillim (via Zoom).

Also present: Edie Nixon, Suzanne Barrow.

Absent: Jessica Roufus.

The meeting was called to order at 6:15 pm.

After the opening prayer, Heather Duffy offered a reflection about her experience on the Flower Guild. She shared several photos of flower arrangements from the different seasons of the liturgical year.

There were two corrections to the October minutes, which were accepted as corrected.

Edie Nixon gave her Financial Report:

- Cash increased substantially in October.
- Investments and endowment continue to grow.
- Some 2026 prepaid pledges have begun coming in.
- October was a very good month for unpledged donations.

Rick Lotz motioned to accept the Financial Report as presented, subject to financial review. Sally Macdonald seconded the motion. The motion was carried unanimously.

Edie addressed the revised Diocese Parochial Report Supplemental Sheet and its effect on SMEC's 2026 budget. Some errors were discovered in the original computation, and our assessment due to the diocese decreased roughly \$6,000 from the amount originally determined. Robin McNally moved to approve the revised Supplemental sheet. Phil Eschels seconded the motion, which passed unanimously.

Kelly gave a Stewardship campaign update: 138 households have turned in pledge cards amounting to 95% of our Stewardship goal being met. Adding in expected pledges, we should exceed our pledge goal of \$625,000.

Robin McNally made a motion to approve the proposed 2026 budget as presented. Rick Lotz seconded the motion, which passed unanimously.

Rick Lotz reported on behalf of the Buildings & Grounds Committee:

- A report was received from the structural engineer, which identified deterioration of joint materials, but no penetration of the roof, as the cause of the leak in the sanctuary.
- The lock on the portico door is not working properly. A quote has been obtained for a new lock. Steps are being taken to return the non-functioning hardware.
- Some electrical work is expected to be completed early in 2026.
- Walker did an inspection to identify items that need repair throughout the building. No major issues were found. Expenses are estimated to cost \$4-5,000 total.

Rick reported on behalf of the Nominating Committee. The slate of nominees who have accepted the nomination are Bill Beam, Tim Boman-Jecman, Diane Kyle, Susie Thomas, David Lee, and Emerson Niehaus (youth). Robin McNally motioned to accept the slate of nominees for Vestry. Anne Shelby seconded and the motion passed unanimously.

Kelly gave her Rector's Report regarding a busy week:

- The time capsule burial ceremony occurred on Thursday last week for the new bell tower.
- Diocesan Convention took place Friday and Saturday. Elections were held and there was discussion of the pilot programs developed by the Task Force on Structure and Relationship.
- The food pantry was held on Saturday. Surprisingly, it was a normal-sized food pantry, though it was expected to be significantly bigger due to the holiday and current SNAP cuts.
- On Sunday, Diana Butler Bass presented to the community as part of our Dimensions of Faith speaker series.
- Longtime parishioners Jane and Paul Disney were interred Monday in the Memorial Garden.

After a brief reflection, the meeting was adjourned at 7:35 pm. Vestry convened in the sanctuary for Compline, led by Heather Duffy.

Respectfully submitted,

Patricia Enriquez

## Vestry Meeting Minutes

December 17, 2025

Members Present: Kelly Kirby, Neville Blakemore Jr., Penny Shaw, Rick Lotz, Anne Shelby, Rob Peck, Robin McNally (via Zoom), Patricia Enriquez, Melissa Klassen, Jamie Horsley, Gaylee Gillim, Phil Eschels, Chris Newton.

Also present: Edie Nixon.

Absent: Jessica Roufus, Heather Duffy, Sally Macdonald, William Lewis.

Meeting was called to order at 6:15 pm.

After the opening prayer, Robin McNally reflected on her gratitude for members of SMEC and how congregants use their unique skills to enrich and to give back to what she referred to as “beloved community”.

There was one correction to the November minutes, which were accepted as corrected.

Edie Nixon presented her Financial Report:

- Cash is up 50% from end of last year.
- Edie and Joanne Coleman will true up the Endowment at the end of the month.
- Total assets total nearly \$10 million.
- Pledges will exceed budgeted income by roughly \$50,000 for 2025.

Patricia Enriquez motioned to accept the Financial Report as presented, subject to financial review. Neville Blakemore seconded the motion. The motion carried unanimously.

Kelly Kirby shared a Stewardship snapshot report, showing the church is within 0.5% of its pledge goal for 2026. About 10% of pledges were either increased amounts from last year or were new pledges.

Gaylee Gillim reported on the recent meeting of the Stewardship committee. They reviewed the Final Affairs fair and assessed the efficacy of the panel of Stewardship campaign speakers. All were found to be so successful in achieving the committee’s goals that they will not change significantly next year.

Rick Lotz gave his Junior Warden’s report:

- The lock on the portico door is now working properly. The Buildings & Grounds committee is working on getting credit for the insufficient lock that was previously installed.

- There is still no final decision from the insurance company regarding payment for the water damage to the roof. Rick, Kelly and Catherine Banks had a productive meeting with Nolan Roofing, who did some roof repairs in 2014. Repairs will need to be made on the copper joints as quickly as possible to prevent further damage. Estimates are being collected for both immediate repair and eventual replacement of the entire sanctuary roof. Rick Lotz moved that the Vestry approve an amount not to exceed \$20,000 to pay for repairs that are urgently needed. This amount is slightly more than the original estimate given by American Roofing, who was on site during the assessment for the insurance company. The church sanctuary has a metal roof, and not many companies handle this type of repair. Gaylee Gillim seconded the motion. The motion passed unanimously

Kelly gave her Rector's Report.

- Bell tower installation is currently scheduled for Friday, the 18<sup>th</sup>. It has been delayed a few times due to inclement weather.
- Kelly conducted a retreat for her preaching group, which satisfies the requirements of our grant.
- Charles Frank retires on December 31<sup>st</sup> and will be offloading some work duties after that date, operating from the church office. Julie Mushkin will take on the E-spirit as an additional responsibility and Catherine Banks will be in charge of technology demands for the church. They will be compensated for these additional duties. Charles will continue to stream Sunday services and serve as media contact on a volunteer basis.

After a brief reflection, the meeting was adjourned at 7:15 pm. Vestry convened in the sanctuary for Compline, led by Patricia Enriquez.

Respectfully submitted,

Patricia Enriquez