



The Episcopal Church of St. Matthew

1 El Camino Real, San Mateo, CA 94402 - (650) 342-1481

MEMORANDUM

To: Vestry Members
From: Steven Carleton, Secretary
Subject: Vestry Meeting Minutes — November 20, 2006
Date: November 21, 2006
Next Meeting: Thursday, December 14, 2006
Meeting: 6:30 – 9:00 p.m., St. Charles House

Planned Agenda:

1. Congregational Vocation Committee (CVC) Report
2. Head of School Search Update
3. Rector's Report
4. Finance and Administration
5. Stewardship Committee Update
6. 2007 Vestry Candidate Update
7. Administrative Issues
8. Warden's Report
 - a. Sale of Rector's home

Future Meeting Schedule

Thursday, December 14, 2006 6:30 – 9:00 p.m. St. Charles House

Attendance:

	VESTRY	Marilyn Callaghan	Bill Boyd	Lynzie Haynes	Steven Carleton	Jim Dewitt	Tim Catlin	Anne Emry	Grover Buhr	Lois Dresser	Sonia Warfield	Betsy McCall	Raymond Schulz	CLERGY	Fr. Rob McCann	Rev. Beth Parab	CHANCELLOR	Steve Siabach
11/20/06		X	X	X	X	X	X	X		X	X	X	X		X		X	X

Guests:

Congregational Vocation Committee Chair

Tom Doherty

St. Matthew's Episcopal Day School Board of Trustees

Dan Girard

Chris Dillon

Conrad Hermann

Kjori Boyd

Karen Seacrest

Michael Pluchar

Elizabeth Evans

Meeting called to order at 6:40 pm. Lois Dresser led the Vestry in opening prayer. Anne Emry joined the meeting at 7:05 pm.

Congregational Vocation Committee Report

- Tom Doherty summarized the final report on the Congregational Vocations Committee (CVC) regarding Anne Emry's candidacy for the priesthood. Anne Emry did not attend this portion of the meeting. The Vestry was given the opportunity to ask Tom any questions and if desired, to ask Anne any questions.
 - o **Motion: It was moved and seconded that the Vestry, on behalf of the congregation of the Episcopal Church of St. Matthew, endorse Anne Emry's application for Postulancy for Holy Orders. The motion was approved 10-0. (Anne Emry was not present and did not vote)**

Head of School Search Update

- Chris Dillon provided the Vestry a summary on St. Matthew's Episcopal Day School (SMEDS) Head of School Search including a summary of the process to recruit the next Head of School since March 2006
- Dan Girard provided the Vestry a summary on the SMEDS Board of Trustees (BoT) deliberation on the final four candidates
- The SMEDS BoT unanimously recommends Mark McKee be ratified as the next Head of School at SMEDS
 - o **Motion: It was moved and seconded that the Vestry consent to the SMEDS Board of Trustees recommendation of Mark McKee to be the next Head of School for SMEDS. The motion was approved 12-0. (Grover Buhr voted via phone call).**

Rector Report

- Fr. Rob delivered his Rector's report. The following items were covered:
 - Thanksgiving Service scheduled as 10 am Morning Prayer
 - Advent season begins 12/3/06 with three different 9 am forums on Theology through the Arts
 - Millennium Development Goals (MDG) have been adopted by the Diocese of California. Fr. Rob recommends & the Vestry agreed that our parish adopt one of these goals and commit to helping achieve this goal by 2015
 - Christmas Eve services will be held at 4:30 pm and 11:00 pm

Finance Update

- Lynzie presented the monthly financial report (balance sheet, statement of activities). There is no significant change from last month.

Stewardship Committee Update

- Raymond Schulz provided the Vestry an update on this year's Stewardship drive
- \$371K in pledges / 166 pledgers to date
- Final call to those previous pledgers who have not yet pledged is underway

2007 Vestry Candidates

- The recommended slate of Vestry candidates for the 2007 Vestry is complete
- Vestry biographies need to be ready by December 15 to meet the January Tau Cross publishing deadline

Warden Report

- The Parish Profile is nearly complete and the Rector Search Committee will be shared with the parish in early December
- The sale of the former Rector's home is scheduled to close on Tuesday, 11/28/06. All contingencies have been removed.
- Vestry discussed use of Apt. 2B in St. Charles House and approved use of this space by Rev. Beth and her family.

Administrative Issues

- o **Motion: It was moved and seconded that the Sr. Warden vote for the SMEDS BoT be delegated to Lois Dresser for the remainder of this Vestry term. The motion was approved 11-0.**

Steve Slabach led the Vestry in closing prayer.

Meeting adjourned at 10:47 pm