

# Meeting Minutes: St. Matthew's Vestry

March 15, 2026 | Location: Library

---

**Present:** Fr. Tim, Kenny Adkins, Mindy Barringer, Kim Beasley, Diane Eberhart, Scott Fisher, Sarah Koriath, Dave Lott, Jan Nabors, Carol Podeszwa, Ted Sawyer, Bernie Waller, Wilhelmina Wilson

**Absent:** Amanda Livermont

**Start Time:** 12:00 Noon

---

## Service

Birthday Cards completed by the group

## Lunch

Provided by Bernie and Amanda

## Opening Prayer

Fr. Tim opened meeting with prayer at 12:55 PM

## Reflection

Dave briefly shared his lifelong spiritual journey. He included his favorite bible verse, the [23 Psalm KJV](#). He read the King James version and shared personal observations about the passage:

- Provides a powerful sense of trust, guidance, presence, and the promise of belonging
- Faith is about trusting that God is with us, even when we are not sure of our path
- Calming and peaceful. It speaks about challenging times, and when we are in those times we are not alone

## Approvals and Reports

### Motion: Approve February 22, 2026 Vestry Meeting Minutes

**Moved by:** Ted

**Seconded by:** Jan and Diane

**Outcome:** Approved unanimously

- Mindy will continue to provide the minutes via website posting for easy access and scrolling format and will also provide a PDF for archival purposes.

### Motion: Approve February 2026 Treasurer Report

**Moved by:** Carol

**Seconded by:** Diane

**Outcome:** Approved unanimously

Discussion points (prior to approval):

- Bernie encouraged vestry to review the SUMMARY document and then use the Financials document to review budgets for individual ministries.
- Financially we are stable. Currently, we have \$60K in surplus cash.
- Regarding the blue pouches used for collections and put in office door mailbox, sometimes they get stuck in the slot, which can go unnoticed, and result in discrepancies in the counting. VPODs please be sure that the bags are pushed all the way through the slot. There is a key (number 52) in the office cabinet key box that will unlock the back of the mail slot, if necessary.
- We now have a budget for a youth minister.
- \$40K in surplus cash has been moved over to B&G restricted account, per vestry approval on February 22.
- The Capital Campaign is currently at \$332K pledged towards \$425K goal. Jack Denton is reaching out to those who have not yet pledged.
- Bernie will continue to add details of Capital Campaign fundraising in the Financial Committee Report so that the vestry is aware and can speak to parishioners with accuracy.

### **Motion: Approve Parishioner Donor Request of \$2,457 to General Operating Account, designated for B&G**

**Moved by:** Wilhelmina

**Seconded by:** Sarah

**Outcome:** Approved unanimously

### **Motion: Donation for Floor Cleaning and Kitchen Updates \$3,500 designated for stripping and waxing of preschool wing floors**

**Moved by:** Carol

**Seconded by:** Kim/Ted

**Outcome:** Approved unanimously

#### NOTES:

- Per church policy, three bids were provided, and the new housekeeping company (Raven Cleaning Services, see below under New Business) won the bid, and will complete all rooms in the preschool wing.
- This work will take place during Spring Break when the preschool is not in session.

## **Old Business**

### **Further information on Preschool Insurance**

The preschool does not carry their own liability policy but rather are covered through the church policy. Since there is concern about this situation, Dave posed the question at a recent call-in meeting with the Diocese (Diocesan Wardens' Call). Two parishes who were on the call indicated that they required their preschool to maintain their own coverage. One of these parishes has an outside group that uses their facilities and has a Memorandum of Understanding in place. Given the fact that our preschool and church are separate entities, this puts us in a tricky situation, with legitimate concern. Currently the school does not pay any rent.

Questions and observations from this discussion:

- Would it be better to roll them in as part of St. Matthew's? Or make the division even more separate by having them pay rent for the space?
- We may need to help the preschool with their budget, and see what possibilities exist for affordability (rather than just accept the report that there is not current funding for this).

- What is role of the Board? What is the extent of their relationship with the preschool? This info needs to be clarified and made available to the vestry before deciding or even starting discussions. Consult with the board. Take it in steps – be mindful of our needs as well as theirs.
- The cost of the utilities for the preschool is part of the overall parish operating budget (as there is no way to separate their usage). The preschool plans to add several more camp weeks this summer, creating more wear and tear on the facilities as well as increased usage of utilities.

**ACTION: Dave** will follow up with Juanita and Becky Olbon (Preschool Board Representative).

## New Business

### Flower Guild Funds Surplus

Janis Williams, a B&G committee member and Flower Guild Chair, reported that the Flower Guild currently holds approximately \$6,000 in restricted funds, with the balance continuing to grow through \$65 donations. She requested that the surplus be transferred to another account. One proposed use of the funds is the reorganization and redesign of the parish hall closet, which would support the Flower Guild's work.

**ACTION: Kenny** will have follow-up conversation with B&G Committee.

### Meeting Reports

Reports may be prepared by either the Committee Chair or the Vestry Liaison. Send to all vestry members and Mindy/Tim. Mindy will compile all documents and prepare for archive, while Clay and Dave are in conversation about Dave and Diane gaining access to the church's Teams network for permanent archive.

### VPOD Coverage Assistance for Holy Week Collection

Collections will occur for all services, with dual control needed. Note that all collections from Good Friday Services go to the Diocese of Jerusalem, in accordance with Diocesan policy.

Schedule:

- Maundy Thurs 6:30, Bernie and Diane
- Friday Noon, Carol, and Dave
- Friday 6:30 Bernie and Dave
- Saturday 6:30, Kenny and Kim
- Sunday 8:00 and 10:30 Kenny and Wilhelmina

### Parish Workday Report

This event was essentially a Parish Work WEEK, with much work being done during the week in prep for Saturday. 40-45 volunteers worked on Saturday, tremendous effort and results, including outside and inside. Approximately \$1,500 worth of mulch was spread in the flower/shrub beds. In addition, the office closets, B&G cabinet, and choir room were cleaned out.

### Vestry Minutes

The decision was made to publish the vestry minutes on our website for public access. Mindy will move as minutes are approved to public facing.

**ACTION: Mindy** will publish the February 22 minutes since they have been approved. The Vestry Retreat minutes will not be published (but will remain on the private page for vestry reference).

### Alcohol Policy

Dave emailed a copy of the current St. Matthew's policy to the vestry (on March 15, following the meeting).

**ACTION: All vestry**, please take the time to review with your committee and be prepared to discuss at April's Vestry meeting. Please address these three options related to the requirement for the off-duty police officer:

- Leave policy as it is.
- Delete the requirement completely.
- Modify the requirement. If so, please provide details of the suggested modifications.

**ACTION: All vestry**, also discuss these questions:

- The TIPS training required in the St. Matthew's policy is voluntary under Georgia law to those serving alcohol. Online training classes are available at a cost of \$10-\$40 per person. Should this training be required?
- Should there be a separate requirement with regards to the police officer for a "non-parish" event? If so, please provide a definition of a "non-parish" event (i.e., an event not open to the entire parish such as a wedding reception, baby shower, or family birthday party, even if hosted by a parishioner).

## Church Policy Review

The church policy book should be reviewed as a whole, and there will be further discussion about this later.

**ACTION:** Effort to be discussed at future meeting to develop plan/process.

## Organ Installation

The new organ is scheduled to start installation on Monday April 6. Matthew Edwards has reported that the process will take the entire month of April.

- April 12, 19, and 26 services will be with the piano only
- Wednesday Preschool Chapel and Morning Prayer services will take place in the parish hall
- Organ blessing will be held on May 24 (Pentecost)

## Event Planning Meeting (March 12, 2026 via Zoom)

Chris Koriath, Amanda Livermont, Susan Carson, and Mindy Barringer led this meeting. We had eighteen participants. This one-hour meeting was recorded.

Notes:

- The meeting was scheduled to discuss processes with event planners for various ministries.
- Plan ahead, involve the church office (Susan/Karen) at the very beginning to get your date/s confirmed. Once confirmed, communications team will collaborate with you to get the word out via our many media outlets. The intent is to have common and consistent branding, particularly for external promotion.
- The Communications Committee will be sending out more information as follow-up.
- Our website Calendar has been taken offline for now, as the Communications Committee explores options.

**ACTION:** Amanda will provide update from this event following the next committee meeting.

## Youth Minister Update

Sarah reported that the youth are thriving with Christina Dedo's direction. The Youth Minister position was budgeted for the full year but as it is currently vacant, that expense is not being incurred. Kim Schmidt (new committee chair) will be meeting with the committee in the coming week.

## **Youth Sunday**

Fr. Tim reported that there are five graduating seniors participating in Youth Sunday, three of whom have requested to preach. To accommodate this, Youth Sunday will be observed over three consecutive Sundays from late April to early May, allowing each student an opportunity.

## **Cleaning Company**

Starting April 1 Raven Cleaning Company will be cleaning our facilities. The company is excited to be working with our church.

## **Next Meeting**

April 19, 2026

## **Prayer Concerns and Thanksgivings**

## **Closing Prayer**

Father Tim

## **Adjournment**

Meeting adjourned at 3:00 PM

*Submitted by Mindy Barringer, Vestry Secretary, March 19, 2026*