

Faith Episcopal Church  
Bishop's Committee Meeting  
January 10, 2016

Members Present: Cindy Louter, Geof Farnsworth, Mike Dmytriw, Nancy Skelley, Bryan Price, Betty Mitchell, Lisa Pickford, Janet Chisholm, Rev. Valerie Hart  
Absent: Nancy Davis

1. Opening Prayer: Rev. Valerie Hart
2. Affirmation of Mission Statement: Cindy Louter
3. Approval of Minutes: Geof Farnsworth moved to approve the Bishop's Committee minutes for November 15, 2015 as printed. Seconded by Lisa Pickford. Motion passed.
4. Treasurer's Report: Janet Chisholm presented the Profit and Loss Budget Performance Report and Balance Sheet for December, 2015. All bills are paid and current. Nancy Skelley moved to approve the December, 2015 budget report. Seconded by Lisa Pickford. Motion passed. The Bishop's Committee reviewed the 2016 Preliminary Budget Form and discussed increasing Youth Ministry from \$1000 to \$1500, and put \$120 in the Fellowship Budget. Nancy Skelley moved to approve the 2016 Preliminary Budget form as amended. Seconded by Mike Dmytriw. Motion passed. The 2014 internal audit is not yet complete. It was recommended that the 2015 audit be handled externally due to clergy transitions in 2015.
5. Clergy Report: Rev. Valerie Hart reported. Both Valerie and Dawn Vukich feel the need for having a regularly scheduled chalice bearer and crucifer that are vested and sitting with the clergy. Mary Knab, Betty Mitchell, and Lisa Pickford are interested in more formalized training through both the church and the dioceses. Valerie will check with Bishop Diane for dioceses expectations.\* Holy Week and Lenten activities will be worked out by the ROTA clergy and Faith's Liturgy Committee, keeping in mind that Susan Parr will not be available for Easter Vigil.\*
6. Warden's Report: Cindy Louter will plan the format for the Annual Meeting which is scheduled for Sunday, January 31, 2016. Janet Chisholm, treasurer, and scheduled clergy for that Sunday will help in the planning process.\* Janet Chisholm is interested in being a Convention Delegate and Bryan Price an alternate. The Bishop's Committee terms for Betty Mitchell and Nancy Skelley are ending and replacements will be approved at the Annual Meeting.

## 7. Task Items:

**Safety/Security:** Bryan Price reported. Cindy Louter will be fulfilling the security responsibility. A locksmith installed a security shield on the back patio door and a security lock on the Fellowship Hall door. A light sensor needs to be installed in the Fellowship area.\* Nancy Davis and Bryan will work on drafting facility use policies.\*

**Building & Maintenance:** The roofer reports that Faith needs a reflective coating on the roof. It was suggested to check Faith's insurance policy to see if roof repair costs are covered.\*

**Church Usage:** There has been a request for Friday night usage from 7:30 to 9:30. After reviewing the usage schedule, it was decided to not schedule a Friday evening group in order to keep that space available for Faith activities.

**Suggested Donation List:** Janet Chisholm volunteered to check church websites for donation listings for 12-step groups, weddings, memorials, and space request activities.\* Cindy will canvas her deanery connections.\*

**Homeowner's Association:** Bryan Price volunteered to attend the meeting to get an understanding of signage guidelines.\* The contact person is Cindy Dopf.

**Welcoming Lead:** Volunteer(s) are needed.

## 8. New Business

**Temporary Shelter:** The Bishop's Committee discussed the issue of Faith serving as a temporary overnight shelter/refuge for Hands of Grace guests during inclement weather conditions. The consensus was to defer to Mary Knab's expertise and judgment.

**Yearly Calendar:** Daily/weekly/monthly dates need to be established and posted. Nancy Skelley had a large twelve month calendar she will donate so that dates can be penciled in and displayed.\*

**Advertising:** Aliso Viejo High School is conducting an advertising fundraiser in which posters will be placed throughout the community. Faith has been invited to book advertising space on the poster. Lisa Pickford moved to allocate funds for booking space on the community poster. Betty Mitchell seconded. Motion passed. Sarah Farnsworth will help with the designing process of Faith's advertisement space.\*

**Profile Update:** This topic will be discussed at the next Bishop's Committee Retreat.

## 9. Closing Prayer and adjournment: Rev. Valerie Hart

\* Denotes Action Item

Minutes approved February 21, 2016