



Bishop's Committee and Town Hall Meeting
November 20, 2016

MINUTES

A meeting of the Bishop's Committee and town hall was called to order at 11:30 a.m.

Members present: Ralph Behrsin, Janet Chisholm, Kathleen Costello, Nancy Davis, Mike Dmytriw, Geof Farnsworth, Cindy Louter, Lisa Pickford, Bryan Price (quorum)

Members absent: none

Also present: Rev. Valerie Hart

- 1) Affirmation of Mission: offered by Nancy Davis
- 2) Approval of Minutes: A motion was made, seconded and carried (Geof Farnsworth abstaining) to approve the minutes of the October 16, 2016 Bishop's Committee meeting.
- 3) Treasurer's Report:
Janet Chisholm presented the October balance sheet and profit/loss statements. Cash flow is slightly ahead due to quarterly pledge payments. Geof Farnsworth hasn't been reimbursed for light bulbs. Janet asked that all receipts and expenses be submitted so she can finalize fund transfer. Funds are available for Godly Play. What amount is available for marketing and advertising? Religious listing ads in the OC Register are \$50 (\$70 color). A motion was made and seconded to approve the Treasurer's Report. Discussion: Utility bill was \$200 last month, a 50% saving. Still paying a \$400-500/month assessment to the business park association that will end in December. "Found" income from musician facility rentals is dedicated to music expenses. The motion was approved.
- 4) Warden's Report:
 - a) Cindy Louter reported that she had reached out to Claire Zavala to clarify eligibility guidelines for Bishop's Committee members. Members can serve consecutive three-year terms followed by a one-year hiatus. Three members' first three-year terms are set to expire in January 2017: Nancy Davis, Geof Farnsworth and Bryan Price. Lorelei Auld and Jeanne Dmytriw agreed to be on the election slate in January.
The job descriptions for the Bishop's Warden and Bishop's Committee Member shall be drafted and included in "This Week at Faith" and the weekly bulletin. The leadership transition occurs at the annual meeting at the end of January.
 - b) Calendar: On Pentecost (June 4, 2017), Bishop Diane Bruce will bless the new cross and the clergy rota.
- 5) Clergy Report: Cindy Louter will follow up with the choir, clergy rota, and AA group about timing of events and services on Christmas Eve and Christmas Day. Rev. Valerie reported that Andrea Paddock is doing a great job with training chalice bearers. Clergy rota members are discussing educational programs; they are willing to work on adult ed but they feel they really aren't needed for that. We could engage one to do a confirmation/refresher course in advance of the bishop's visit in June; the bishop will perform baptisms, confirmations, reaffirmations and receptions. Baptism and confirmation sponsors can also come to classes. Rev. Pat and Rev. Valerie have offered to do trainings for workshop assistants (but fewer than half of the interested people showed up). Andrea Paddock is doing this; clergy rota will help if we get people to show up.
Rev. Valerie suggested that we ask survey respondents how it's working for them having a rota instead of a permanent vicar. We have had some responses and have adjusted some things

accordingly. The warden is having to do a lot of things a vicar would ordinarily be doing. So the rota plan assumes a strong, willing, capable bishop's warden and an active bishop's committee pitching in. It's appropriate to redesign definition of roles between the Bishop's Warden and Junior Warden depending on talents, skills and experience. Rota clergy don't perform the same functions as a vicar. Faith is not the home church of rota members; that's not an expectation of their role.

6) Task Items

- a) Stewardship: On Nov. 27 Ralph Behrsin and Lisa Pickford; on December 4 Janet Chisholm and Bryan Price will speak on Advent 1 and 2 about stewardship during announcements. Johnny Auld will print up pledge cards and Cindy will prepare pledge letters to go out this week.
- b) Convention: Cindy will represent Faith in votes for Bishop and other motions; people may convey their input to her privately.
- c) Advertising and Marketing: Cindy will ask Barbara Kimler to place ads in the OC Register once the service schedule has been set. The Welcoming Committee is getting mugs for gifts to visitors. The Greeters' procedures are in place and Cindy is circulating them to the greeters.
- d) Safety and Security: Bryan Price posted the evacuation plans today. The Corp Sole subject will remain on the Bishop's Committee agenda until resolved by the diocese. The camera and security system selection has been made; Geof will purchase them and Johnny Auld will install them.
- e) Building and Maintenance: Geof reported that the chandelier ballasts have been installed. A set of backup bulbs has been purchased for \$500 and is awaiting need for replacement. Bulbs for the narthex chandeliers are different wattage so they'll have to be purchased from Home Depot. The remodeling of the office is complete. The next phase is the clergy office and Classroom 1. To Carpet tiles need to be installed in the clergy office (January?); not sure whether paint is needed. It would be nice to have an armchair for the clergy office. A work day in January needs to be set and promoted to volunteers. There are roof leaks here and there. The cost of a new roof is \$20,000; we paid \$1,500 for repairs in spring 2015.
- f) Adult Education: Advent Kits are made and are being distributed starting today, including "Forward Day by Day" prayer booklets Janet ordered.
- g) Godly Play: Lisa Pickford will work with Bryan and Ellen to set up the teaching schedule.
- h) Journey to Adulthood: Cindy is talking with Mary Knab but her plans are indefinite so another candidate may need to be recruited.

7) New Business: Nametags are a Greeter task.

FOLLOW UP ITEMS

- The children's pageant will be on January 8 (Epiphany).
- There will be a Bishop's Committee meeting the week of January 4 to prepare for the annual meeting.
- The annual meeting will be during the service on January 29 (5th Sunday). The budget will be prepared by the Bishop's Warden and Treasurer for approval at the annual meeting.

The meeting was adjourned at 1:05 p.m.

Next meeting: December 18, 2016

Respectfully submitted by Kathleen Costello

Approved January 15, 2017