



# Faith Episcopal Church

Bishop's Committee and Town Hall Meeting

September 18, 2016

## MINUTES

A meeting of the Bishop's Committee and town hall was called to order at 11:40 a.m.

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

Members absent: Nancy Davis, Lisa Pickford

- 1) Affirmation of Mission: offered by Mike Dmytriw
- 2) Approval of Minutes: A motion was made, seconded and carried to approve the minutes of the August 16, 2016 Bishop's Committee meeting.
- 3) "Welcome to Faith" Committee: Barbara Kimler and Jeanne Dmytriw volunteered to form and lead a welcoming team to develop proposed procedures for greeters, rearrange the narthex, and adjust some pre- and post-service practices to make them more welcoming for new and returning visitors. With input from the Bishop's Committee, they will revise and submit the proposal for approval at a future meeting.
- 4) Treasurer's Report:
  - a) Janet Chisholm presented the August balance sheet and profit/loss statements. Funds from the diocese to reimburse costs to fabricate the cross have been received; expenses for the current refurbishing/remodeling project will be offset by these funds. A motion was made, seconded and carried to approve the Treasurer's Report.
  - b) Janet and Cindy reported that the external review of the 2015 books responding to the procedural and policy questions outlined by the diocese has been completed and will be submitted to the diocese. One recommendation of the reviewers is that Faith maintain an inventory of fixed and other assets.
  - c) Michael Saunders has requested usage of the facilities for a series of rehearsals and concerts; usage fees will be waived in light of the ongoing investments he makes in maintaining and tuning the grand piano, which represents a cost savings to the church.
- 5) Warden's Report:
  - a) Bishop's Warden 2017 candidates: The diocese requires that candidates be baptized or received Episcopalians; or Lutherans, as they are considered to be in communion with the Episcopalian church. The Bishop's Committee election committee typically is considered to be composed of outgoing members (the terms of Geof Farnsworth, Nancy Davis, Bryan Price will lapse in 2017). Cindy Louter reported that a member was approached about accepting the position and is considering it. The leadership transition occurs at the annual meeting at the end of January.
  - b) Calendar: Will there be a stewardship campaign between now and November 6? It's possible that a baptism will take place on November 6. The Liturgy Committee meets next week and will set date for Lessons and Carols as well as all services for the next quarter.
  - c) Office Computer: The license for OneDrive cloud backup has been purchased. The McAfee license is being researched for possible renewal. Working on resolving error messages related to syncing files.
- 6) Clergy Report: The members of the clergy rota meet quarterly; there is no update since the last report. The rota members continue to reiterate that they seek direction from the Bishop's Committee to outline the direction they and the congregation would like them to pursue. The most

frequently expressed request from the congregation in the recent surveys is that the rota cycle provide for more consecutive visits from each clergy member as opposed to a new person each week. The current schedule reflects the new cycle of three consecutive visits per clergy member. A motion was made, seconded and carried to establish an ad hoc group to meet to consider the survey results and develop recommendations for the clergy rota including both worship and pastoral roles, including the adult education and/or 1:1 visits in lieu of office hours, which have been minimally utilized.

7) Task Items

a) Safety Security: Bryan Price reported that he has developed an evacuation map and will install them by October 1 as part of the remodeling/refurbishment project. Cameras/intercom system will be the next project in line after that one is complete.

b) Building & Maintenance: Geof Farnsworth proposed that in addition to ballasts, all fluorescent bulbs be replaced in the chandeliers (48 bulbs).

A motion was made, seconded and carried to approve expense of up to \$600 for labor to pay for installation of the carpet tiles this week.

d) Church Usage: A conflict in external group usage of the facility occurred. Johnny Auld is compiling information from all external users to develop a master calendar including all dates with preparation times and the fee schedule; he also will compile policies and procedures concerning external group facility usage.

It was moved, seconded and approved with one absention and one opposed to authorize refund of \$50 to the Baha'i group to compensate for partial loss of access to reserved facilities due to a double-booking.

c) Corp Sole: An update was given on the recently submitted report of the special committee appointed by the bishop to review issues of transparency, policy and procedure concerning Corp Sole arising from comments raised on the floor at Convention in December 2015. The proposal was submitted with specific recommendations from the committee; the diocese returned it to the committee with request for further research and details concerning some of the proposed actions. The Corp Sole subject will remain on the Bishop's Committee agenda until resolved by the diocese.

d) Adult Education: To be explored by ad hoc group considering preferences and priorities for clergy rota.

e) Youth Formation: Both a leader for the youth formation group and a parent organizer need to be recruited.

6) New Business: Free Wheelchair Mission has asked us to promote their matching gift campaign extending through October.

7) Closing Prayer

FOLLOW UP ITEMS

- Janet Chisholm will research price and minimum order of "Forward Day by Day" prayer booklets for possible purchase and distribution to visitors with an optional \$1 collection.
- 5th Friday potluck events for newcomer welcomes and member fellowship
- We should publicize the Michael Saunders and John Henry concerts, and possibly accept donations toward a specific purpose that would appeal to attendees.
- The October 1 Blessing of the Animals service needs to be promoted via the diocesan newsletter and local media.

Bishop's Committee Retreat Meeting

September 18, 2016

**MINUTES**

Page 3

- Stewardship letters with pledge cards will be sent out. One brief testimonial will be presented at the services in the second through fifth Sundays in October.
- Cindy will ask whether the Kendricks would host an ingathering dinner in November to conclude the stewardship campaign?
- Kathleen will send out a Doodle poll to pinpoint a date and time for the ad hoc group to meet about clergy duty preferences and adult education.
- Promote and encourage attendance of the co-adjutor candidates at St. George's (Laguna Hills) on 10/7/16 from 6:00 to 9:00 p.m.
- Need to promote interfaith prayer service.

The meeting was adjourned at 1:40 p.m.

**Next meeting: October 16, 2016**

Respectfully submitted by Kathleen Costello

Approved October 16, 2016