



Faith Episcopal Church

Bishop's Committee Meeting

February 21, 2016

MINUTES

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

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

Members absent: Nancy Davis, Lisa Pickford

Also present: Rev. Dawn Vukich

1. Opening Prayer: offered by Rev. Dawn Vukich
2. Affirmation of Mission: offered by Mike Dmytriw
3. Approval of Minutes: Moved, seconded and approved to approve the minutes of the January 16, 2016 Bishop's Committee meeting.
4. Clergy Report. Due to various changes in schedule and availability, weekly office and clergy hours will be changed from Thursdays to Wednesdays, starting March 1. The clergy rota schedule has been set through April and will be posted to the website. Rev. Karen Wojahn will join the rota on March 6 and will celebrate Tenebrae service on Holy ~~Tuesday~~ **Wednesday**. Arrangements will need to be made with the regular Tuesday night rental group to share the space that night. Cindy Louter and Lorelei Auld are exploring a Cross Walk from St. Timothy's to Faith on Good Friday during the day. There will be a scripted Good Friday service beginning at 7:00 p.m. Rev. Dawn asked if Faith offered the Rite of Reconciliation during Holy Week. There will be no Easter Vigil on Holy Saturday. Susan Parr will not be available that week until Easter Sunday. Cindy Louter will finalize all Holy Week activities and plans. The outgoing phone greeting will be updated to reflect the schedule of Holy Week services and new office and clergy hours. (Cindy Louter and Sarah Farnsworth know how to update the greeting.) The website will include funerals on the list of available sacraments and services.
5. Treasurer's Report. Janet Chisholm reported balances as of February 18, 2016: \$33,039.54 in Union Bank; \$14,056.81 in Morgan Stanley investment account; and \$22,842.68 in Sutton Trust. Hands of Grace donations and expenses, and income from rental groups, are tracked and handled within the operating fund; there was some discussion about handling these funds separately or pursuing a separate fiscal agent for some sub-accounts. In current practice, some financial donations are made directly to Faith for the Hands of Grace fund and are used for things like shower vouchers. Partners in Hands of Grace (five local churches/groups) conduct their own drives to support their monthly hosting duties, and occasionally replenish Faith's supplies of items such as trash bags and paper goods. There was some discussion of installing locks on some pantry cupboards and supply closets to discourage losses of these items. Janet Chisholm reported that a Worker's Compensation report and the Parochial Report are due. Two volunteers are needed to perform an audit of the 2014 books; we have been advised to hire external auditors for the 2015 books; Cindy Louter will ask the Diocese for a referral
6. Warden's Report.
 - A) Sarah Farnsworth built a Master Calendar; it now needs to be populated with scheduled events.
 - 3/12 Crucifer Training (Deb coordinating)**
 - 4/9 Bishop's Retreat 9:00 a.m. to 3:00 p.m.**
 - 4/11 Deanery Meeting**
 - 4/30 Altar Guild Training**

- B) Bishop's Committee: The agenda will include review/revisit of the mission statement and profile and a walkabout. Kathleen Costello to secure venue.
 - C) Jeanne Dmytriw represents Faith at Chamber of Commerce breakfast meetings and has requested support for the \$25 monthly cost. It was suggested that attendance at these meetings be added to the activities for the clergy rota.
7. Task Items.
- A) Safety Security Report. Bryan Price reported on options for security cameras and/or intercoms to be mounted at the front and back doors to provide some security for people working alone in the interior offices. Bryan will work with Mary Knab to install cameras. There is a desire to keep the front doors propped open during office/clergy hours but also be secure. Cindy Louter is exploring possibilities for volunteers to be on site on Wednesdays and visible in the Fellowship Hall to greet and direct visitors; some training would be required for these volunteers so that they are able to respond to inquiries and make proper referrals. Policies and procedure guidelines for all facility user groups would be advisable. It was suggested that office/clergy hours be posted on the front door.
 - B) Building & Maintenance. Geoff Farnsworth presented the Building Committee's report with 2016 goals.
 - C) Church Usage. Bryan Price reported on the "Episcopal Church Welcomes You" signage plan. Geoff Farnsworth met with the business park association in ~~January~~ **two years ago** and they refused. There is some history of seeking permission from the business park and the city over the years. With recent turnover among tenants and city leadership, it may be worthwhile to make another attempt. If business park approval can be secured, free legal support has been offered to pursue city approval if a church official requests it.
 - D) Welcoming Lead. Cindy Louter asked for candidates.
8. New Business.
- A) Polling Place. It was agreed to rent the Fellowship Hall to the County Clerk for June and November elections.
 - B) Corp Sole Audit. The Bishop's Committee agreed to request access to the audit, as was promised at the Diocesan Convention in December 2015. Cindy Louter will submit request via email.
 - C) Barbara Kimler proposed a spring wine auction fundraiser to be held at Deacon Andrea Paddock's home; Nancy Skelley and Lorelei Auld would participate on the event committee; proceeds to support purpose designated by the BC. Cindy Louter reported that a request had been made to increase the music budget for Tom Moore.
Several upcoming events were calendared:
 - ? **Easter: See's candy fundraising drive**
 - 4/23 wine auction (Andrea Paddock's)**
 - 5/14 Tongues of Fire chili cookoff (Pentecost Sunday = May 15)**Barbara Kimler reported that Hands of Grace donated funds had been used to rent a storage unit on behalf of a HoG guest; the rent will expire Feb. 29, 2016 and the guest has not responded to communications about retrieving the items in storage. The BC declined to take possession of the stored items without permission from the guest.
9. Closing Prayer. Rev. Dawn Vikuch closed the meeting with a prayer.

Next meeting: March 20 (Palm Sunday)

Respectfully submitted by Kathleen Costello

Minutes approved **as corrected** March 20, 2016