



Faith Episcopal Church

seek a deeper understanding of the mystery of God,
offer the hospitality of the Gospel, and
strive for a just and compassionate community for all

Bishop's Committee Meeting

April 22, 2018

MINUTES

A meeting of the Bishop's Committee was called to order at 10:50. a.m.

Members present: Lorelei Auld, Marsha Bardwell, Ralph Behrsin, Jeanne Dmytriw, Deborah Gannon, Bryan Price, Anne Wilke (quorum)

Members absent: Barbara Kimler

Ex Officio Members present: Treasurer Janet Chisholm, Scribe Kathleen Costello

Also present: Mel Kernahan

Opening Prayer offered by Ralph Behrsin.

Mission Statement affirmation offered by Anne Wilke.

- 1) **Consent agenda.** It was moved, seconded and carried to approve the minutes of the March 25, 2018 meeting of the Bishop's Committee.
- 2) **Treasurer's Report.** Janet Chisholm presented the report for March 2018 and noted that the Union Bank account balance includes \$7,677.55 in funds that are designated for specific purposes such as flowers or Hands of Grace. In addition, \$10,600 will be transferred from this account to the designated Rainy Day Fund as previously authorized by the Bishop's Committee; only \$1,400 has been spent from this balance to pay for organ repairs. Q1 pledge statements were mailed this week. It was moved, seconded and carried to authorize \$380 in unbudgeted office expense to renew the QuickBooks subscription.
- 3) **New Business.** A tentative calendar of one-time and annual events was drafted and will be considered by the leadership team. The Bishop's Committee is responsible for approving the calendar of events; all approved events need to have a designated leader who will report to the BC and prepare post-event analyses. An intention for all events should be to increase internal and external involvement, increase member camaraderie and satisfaction, attract new members.
- 4) **Continuing Business.**
 - a. Vicar letter of agreement. Anne Wilke presented revisions to the approved budget reflecting updated clergy costs based on Diocesan requirements for pension, telephone, professional training, development, payroll taxes, and medical/life insurance. The difference between the approved budget amount for these expenses (\$26,268) and the revised costs (\$33,813) is \$7,545. She further reported that we have undesignated funds sufficient to cover this shortfall this year. A motion was made, seconded and approved to authorize revised total clergy costs of \$33,813 for 2018 with compensation rates retroactive to February 16, 2018. Faith intends to submit a grant request to the Diocesan Mission Share Fund to support clergy costs for 2019. A motion was made, seconded and approved to authorize Rev. Dawn Vukich to receive part of her compensation in the form of a \$700 per month housing allowance. The date for Rev. Vukich's installation event is to be determined based on the Bishop's availability.
 - b. Building Committee. Deborah Gannon reported that 14 people pitched in for a very successful spring cleaning day on April 14. Mike Dmytriw met with the OC Sheriff to review safety and evacuation plans, first aid kits, etc. There was discussion about approaching the Fire Department for help securing defibrillator equipment and training; perhaps a special collection will be taken up to pay for these. The committee will explore costs to re-key the doors, convert

- to a key card system, and/or phase in a monitored security system. A locksmith will be called to fix the lock on the Fellowship Hall door. Deborah Gannon and Anne Wilke are working on a schedule of costs associated with facility usage by external users.
- c. Communications. Kathleen Costello reported that the designer is completing the schedule of design changes approved by the BC. The team met to develop vision statement drafts and presented these:
 - 1) An inclusive community for all who seek to be forever changed by the gospel of Jesus Christ
 - 2) A modern church rooted in sacred traditions
 - 3) An inclusive community rooted in sacred traditions
 - d. New Members. Anne Wilke reported that Rev. Vukich has been contacting new members and will plan classes to meet their needs and interests.
 - e. Education Committee. Marsha Bardwell reported that she is forming her team and has invitations out to two members who have expressed interest in participating. Rev. Vukich and Anne Wilke will participate in team meetings as they are able.
 - f. Fellowship. Trina Mangione has agreed to assume leadership of the team responsible for weekly fellowship and special events.
 - g. Bishop's Warden. Anne Wilke reported that she had been focused on developing the budget for revised clergy costs.
 - h. Clergy Report. Anne Wilke reported for Rev. Vukich that she had successfully completed a heavy schedule of five Holy Week services plus weekly Bible Study sessions, and recently gave the invocation at a City Council meeting (viewable online). She has received requests to start another Bible Study series held during the daytime.
- 5) **Other Business.**
- a. Stewardship Campaign. Kathleen Costello suggested that the BC recruit a leader for the 2019 campaign.
- 6) **Closing prayer and adjournment.**

The meeting adjourned at 12:15 p.m.

Respectfully submitted by Kathleen Costello

Approved June 24, 2018

9:27 AM
04/20/18
Accrual Basis

Faith Episcopal Church
Balance Sheet
As of March 31, 2018

	<u>Mar 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Union Bank Checking	
Union Bank-Operating	31,804.18
Designated Funds	<u>7,677.55</u>
Total Union Bank Checking	39,481.73
Union Bank-Deacon's Discr	1.87
Union Bank-Vicar Discretionary	<u>155.87</u>
Total Checking/Savings	<u>39,639.47</u>
Total Current Assets	39,639.47
Other Assets	
Investments	
Morgan Stanley	25,492.15
Sutton Trust-Restricted	<u>17,588.82</u>
Total Investments	<u>43,080.97</u>
Total Other Assets	<u>43,080.97</u>
TOTAL ASSETS	<u><u>82,720.44</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	107,211.91
Unrestricted Net Assets	-24,419.52
Net Income	<u>-71.95</u>
Total Equity	<u>82,720.44</u>
TOTAL LIABILITIES & EQUITY	<u><u>82,720.44</u></u>

9:29 AM

04/20/18

Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
 March 2018

	Mar 18	Budget	\$ Over Budget	Jan - Mar 18
Ordinary Income/Expense				
Income				
Shepherd's Fund				
AA	355.00	333.33	21.67	1,005.00
Outreach				
Hands of Grace	20.00			30.00
Outreach - Other	0.00	83.33	-83.33	0.00
Total Outreach	20.00	83.33	-63.33	30.00
Fellowship	0.00			-52.69
Shepherd's Fund - Other	75.00	666.66	-591.66	300.04
Total Shepherd's Fund	450.00	1,083.32	-633.32	1,282.35
Plate	108.00	166.66	-58.66	282.00
Pledges and Regular Giving	8,695.00	7,786.66	908.34	22,780.00
Special Unrestricted Offerings	0.00	58.33	-58.33	0.00
Investments and Interest	0.00			-75.19
Designated gifts	250.00			250.00
Total Income	9,503.00	9,094.97	408.03	24,519.16
Expense				
Mission Outreach				
Outreach				
Hands of Grace	0.00			-137.00
Outreach - Other	0.00	83.33	-83.33	0.00
Total Outreach	0.00	83.33	-83.33	-137.00
Mission Share Fund	795.33	795.33	0.00	2,385.99
Discretionary Fund	0.00	100.00	-100.00	0.00
Total Mission Outreach	795.33	978.66	-183.33	2,248.99
Clergy Related Expenses				
Life/Health Insurance	821.00	189.00	632.00	2,020.00
Supply Clergy	1,800.00	2,000.00	-200.00	5,525.00
Other Clergy Related Expenses	0.00	0.00	0.00	0.00
Total Clergy Related Expenses	2,621.00	2,189.00	432.00	7,545.00
Staff Related Expense				
Parish Administrator	0.00	1,300.00	-1,300.00	1,887.50
Sexton	200.00	216.66	-16.66	700.00
Musician	1,000.00	1,000.00	0.00	3,000.00
Workers Comp	0.00	66.66	-66.66	0.00
Total Staff Related Expense	1,200.00	2,583.32	-1,383.32	5,587.50
Worship & Program				
Worship Supplies				
Altar	0.00	16.66	-16.66	0.00
Music	275.00	166.66	108.34	600.00
Flowers	-25.00			113.46
Worship Supplies - Other	83.40			83.40
Total Worship Supplies	333.40	183.32	150.08	796.86
Adult Christian Formation	0.00	8.33	-8.33	25.00
Children and Youth Formation	0.00	83.33	-83.33	0.00
Total Worship & Program	333.40	274.98	58.42	821.86

9:29 AM

04/20/18

Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
March 2018

	Mar 18	Budget	\$ Over Budget	Jan - Mar 18
Administration & Overhead				
Fellowship	0.00	8.33	-8.33	0.00
Printing & Reproduction	301.22	250.00	51.22	805.60
Communications	325.00	83.33	241.67	593.93
Office Expense	86.64	83.33	3.31	1,757.96
Telephone and Internet	104.18	150.00	-45.82	602.55
Utilities	259.16	208.33	50.83	797.91
Insurance	0.00	666.66	-666.66	0.00
Total Administration & Overhead	1,076.20	1,449.98	-373.78	4,557.95
Property Related Expense				
Property Taxes & Fees	0.00	40.50	-40.50	0.00
Repairs & Maintenance	44.15	250.00	-205.85	693.16
Grounds Maintenance	1,063.00	995.16	67.84	3,136.65
Capital Repairs/Rainy Day Fund	0.00	333.33	-333.33	0.00
Total Property Related Expense	1,107.15	1,618.99	-511.84	3,829.81
Total Expense	7,133.08	9,094.93	-1,961.85	24,591.11
Net Ordinary Income	2,369.92	0.04	2,369.88	-71.95
Net Income	2,369.92	0.04	2,369.88	-71.95

9:29 AM

04/20/18

Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
March 2018

	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense			
Income			
Shepherd's Fund			
AA	999.99	5.01	4,000.00
Outreach			
Hands of Grace			
Outreach - Other	249.99	-249.99	1,000.00
Total Outreach	249.99	-219.99	1,000.00
Fellowship			
Shepherd's Fund - Other	1,999.98	-1,699.94	8,000.00
Total Shepherd's Fund	3,249.96	-1,967.61	13,000.00
Plate	499.98	-217.98	2,000.00
Pledges and Regular Giving	23,359.98	-579.98	93,440.00
Special Unrestricted Offerings	174.99	-174.99	700.00
Investments and Interest			
Designated gifts			
Total Income	27,284.91	-2,765.75	109,140.00
Expense			
Mission Outreach			
Outreach			
Hands of Grace			
Outreach - Other	249.99	-249.99	1,000.00
Total Outreach	249.99	-386.99	1,000.00
Mission Share Fund	2,385.99	0.00	9,544.00
Discretionary Fund	300.00	-300.00	1,200.00
Total Mission Outreach	2,935.98	-686.99	11,744.00
Clergy Related Expenses			
Life/Health Insurance	567.00	1,453.00	2,268.00
Supply Clergy	6,000.00	-475.00	24,000.00
Other Clergy Related Expenses	0.00	0.00	0.00
Total Clergy Related Expenses	6,567.00	978.00	26,268.00
Staff Related Expense			
Parish Administrator	3,900.00	-2,012.50	15,600.00
Sexton	649.98	50.02	2,600.00
Musician	3,000.00	0.00	12,000.00
Workers Comp	199.98	-199.98	800.00
Total Staff Related Expense	7,749.96	-2,162.46	31,000.00
Worship & Program			
Worship Supplies			
Altar	49.98	-49.98	200.00
Music	499.98	100.02	2,000.00
Flowers			
Worship Supplies - Other			
Total Worship Supplies	549.96	246.90	2,200.00
Adult Christian Formation	24.99	0.01	100.00
Children and Youth Formation	249.99	-249.99	1,000.00
Total Worship & Program	824.94	-3.08	3,300.00

9:29 AM

04/20/18

Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
March 2018

	YTD Budget	\$ Over Budget	Annual Budget
Administration & Overhead			
Fellowship	24.99	-24.99	100.00
Printing & Reproduction	750.00	55.60	3,000.00
Communications	249.99	343.94	1,000.00
Office Expense	249.99	1,507.97	1,000.00
Telephone and Internet	450.00	152.55	1,800.00
Utilities	624.99	172.92	2,500.00
Insurance	1,999.98	-1,999.98	8,000.00
Total Administration & Overhead	4,349.94	208.01	17,400.00
Property Related Expense			
Property Taxes & Fees	121.50	-121.50	486.00
Repairs & Maintenance	750.00	-56.84	3,000.00
Grounds Maintenance	2,985.48	151.17	11,942.00
Capital Repairs/Rainy Day Fund	999.99	-999.99	4,000.00
Total Property Related Expense	4,856.97	-1,027.16	19,428.00
Total Expense	27,284.79	-2,693.68	109,140.00
Net Ordinary Income	0.12	-72.07	0.00
Net Income	0.12	-72.07	0.00