



Bishop's Committee Meeting  
August 27 2017  
MINUTES

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

Members present: Lorelei Auld, Ralph Behrsin, Janet Chisholm, Kathleen Costello, Mike Dmytriw, Barbara Kimler, Cindy Louter (quorum)

Members Absent: Geof Farnsworth, Lisa Pickford

Also present: Rev. Dawn Vukich, Jeanne Dmytriw

Opening Prayer offered by Rev. Dawn Vukich

- 1) Mission Statement Ralph Behrsin offered the affirmation of Faith's mission.
- 2) Approval of Minutes A motion was made, seconded and carried with one abstention to approve the minutes of the July 30, 2017 BC meeting.
- 3) Treasurer Report
  - a. Janet Chisholm reported that the pace of pledge payments has increased but there are still a few that are behind. Further expenses she expects include the parish administrator's invoice for July, interior remodeling, and repairs for termites, air conditioning, plumbing and the roof. Rainy day funds of \$8,000 for 2016-17 have been transferred into Morgan Stanley. A motion was made, seconded and carried to approve the July 2017 Treasurer's Report.
  - b. Janet reported that the annual audit had been performed by two external volunteers, with one finding: that we need to prepare a fixed asset list. This will be created during remodeling in September 2017 or before the end of the year. A motion was made, seconded and carried to approve the 2016 audit for submission to EDLA.
- 4) Warden's Report
  - a. Administrator. Cindy reported interviews are to be scheduled soon.
  - b. Warden 2018. A candidate for 2018 Bishop's Warden has been recruited and has agreed to be nominated.
  - c. Bishop's Visit. Bishop Diane's visit with the Bishop's Committee is scheduled for October 10 at 6:30 at Mimi's. At this meeting we will explore our three-year plan for increasing our capacity to support clergy and expand from rota to half- and eventually full-time.
- 5) Clergy Report

Rev. Dawn reported that she and Rev. Valerie will cover the blood drive event on 9/28. Dawn will cover all stewardship events in September and October. To gain insight into pastoral needs, the Greeters will record absences at weekly services starting after Labor Day and share that information with clergy for possible follow up. Val will be in residence in Florida from the end of October through Easter 2018.
- 6) Task Items
  - a. Stewardship. The Finance Committee (Bishop's Warden, Junior Warden, Treasurer) will meet to develop the budget projections for the incremental growth in operating funds for "rota plus," half-time, and full-time scenarios for 2018 through 2020; needs to be complete before the first stewardship event on 9/16. The reduction in clergy expenses under the rota scenario since mid-2015 has allowed us to catch up on deferred maintenance items so we may not need to budget for those in the three-year plan we are developing.

- b. Communications (name changed from Marketing).
    - i. It was moved, seconded and approved to designate \$1,500 with funds from 2016 fundraising and 2017 marketing and maintenance budgets to support the Fellowship Hall Décor project. The target date for project completion should be September 28. Cindy will inform Amy and Lisa. The Chamber of Commerce should be recognized.
    - ii. Barbara Kimler arranged for Jennifer Miramontes' presentation on marketing and outreach for small church development and growth on September 7 at 6:00 p.m.
    - iii. Patti Farnsworth arranged for American Red Cross to hold a blood drive from 1:00 to 7:00 p.m. on Thursday, September 28. We have committed to secure 25 donation appointments in advance.
    - iv. St. Francis Festival will be on October 1 and will feature the blessing of the animals followed by a pet adoption event by ARK (San Juan Capistrano) in our parking lot. A special plate collection will benefit ARK. Janet Chisholm and Lorelei Auld are organizing.
    - v. All Soul's Day / Pat Mayo Memorial service will be on November 5. The Liturgy Committee will determine the details about how the service and memorial material will be presented and let the BC and Communications Team know that so they can communicate with groups we're reaching out to for attendance.
  - c. Safety & Security. Camera and intercom system may have been purchased/delivered.
  - d. Building & Maintenance.
    - i. Office remodeling Phase 2 (no report)
    - ii. Termites. Lorelei will get more complete estimates on the bids received from the vendors, as well as information from Mar West about tenting.
    - iii. Air conditioning. Lorelei will contact Alicia Air and Ocean Aire to fix the Fellowship Hall unit.
    - iv. Roof (no report)
  - e. Welcome Team.
    - i. Barbara Kimler explained that newcomer letters will be prepared and sent by the parish administrator, who will pass along their contact information to the Welcome Team and clergy.
    - ii. Coffee mugs for newcomers will be postponed until rebranding project is complete.
    - iii. Hands of Grace will train the parish administrator on how to handle intake inquiries.
    - iv. The Fifth Friday Potluck will be on September 29.
  - f. Adult Education. A new inquirer's class, "On Being an Episcopalian," will be held in the fall in preparation for the January 21 bishop's visit for confirmations and receivings. Deb Farnsworth has received suggestions for a Fall book study group.
  - g. Youth Formation: The budget for Godly Play for 2016 and 2017 has not been depleted. Godly Play instructors need to meet to discuss plans for going forward..
- 7) New Business. The first event in the stewardship campaign will be on September 16.
- 8) The meeting adjourned with closing prayer by Rev. Dawn Vukich at 1:00 p.m.

Respectfully submitted by Kathleen Costello

*Approved September 12, 2017*

**Next Bishop's Committee Meeting: Tuesday, September 12, 6:30, El Ranchito**

**Faith Episcopal Church**  
**Profit & Loss Budget Performance**  
 July 2017

	Jul 17	Budget	\$ Over Budget	Jan - Jul 17
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Shepherd's Fund				
AA	325.00	333.00	-8.00	2,395.00
Outreach				
Hands of Grace	207.76			577.76
Outreach - Other	0.00	125.00	-125.00	0.00
Total Outreach	207.76	125.00	82.76	577.76
Fellowship	0.00			13.00
Shepherd's Fund - Other	86.17	673.75	-587.58	2,995.69
<b>Total Shepherd's Fund</b>	618.93	1,131.75	-512.82	5,981.45
Plate	59.00	167.00	-108.00	984.00
Pledges and Regular Giving	8,349.00	6,196.00	2,153.00	39,500.00
Special Unrestricted Offerings	0.00	50.00	-50.00	0.00
Investments and Interest	140.50			3,244.78
<b>Total Income</b>	9,167.43	7,544.75	1,622.68	49,710.23
<b>Expense</b>				
Mission Outreach				
Outreach				
Hands of Grace	150.00			277.21
Total Outreach	150.00			277.21
Mission Share Fund	641.25	641.25	0.00	4,488.75
Mission Outreach - Other	0.00	125.00	-125.00	0.00
<b>Total Mission Outreach</b>	791.25	766.25	25.00	4,765.96
Clergy Related Expenses				
Supply Clergy	202.96	1,333.00	-1,130.04	9,112.38
<b>Total Clergy Related Expenses</b>	202.96	1,333.00	-1,130.04	9,112.38
Staff Related Expense				
Parish Administrator	0.00	1,000.00	-1,000.00	3,795.00
Sexton	200.00	217.00	-17.00	1,500.00
Musician	1,000.00	1,000.00	0.00	7,000.00
Workers Comp	0.00	67.00	-67.00	0.00
<b>Total Staff Related Expense</b>	1,200.00	2,284.00	-1,084.00	12,295.00
Worship & Program				
Worship Supplies				
Altar	0.00	25.00	-25.00	68.20
Music	14.00	167.00	-153.00	739.00
Flowers	0.00			65.21
Total Worship Supplies	14.00	192.00	-178.00	872.41
Adult Christian Formation	25.00	20.00	5.00	75.00
Children and Youth Formation	0.00	125.00	-125.00	0.00
<b>Total Worship &amp; Program</b>	39.00	337.00	-298.00	947.41
Administration & Overhead				
Fellowship	0.00	17.00	-17.00	97.88
Printing & Reproduction	217.17	208.00	9.17	1,718.78
Marketing	119.75	83.00	36.75	716.94
Office Expense	24.78	83.00	-58.22	524.73
Telephone and Internet	100.07	137.50	-37.43	902.64
Utilities	216.71	208.00	8.71	1,422.99
Insurance	0.00	667.00	-667.00	4,236.49
<b>Total Administration &amp; Overhead</b>	678.48	1,403.50	-725.02	9,620.45

10:35 AM

08/27/17

Accrual Basis

**Faith Episcopal Church**  
**Profit & Loss Budget Performance**  
July 2017

	Jul 17	Budget	\$ Over Budget	Jan - Jul 17
<b>Property Related Expense</b>				
Property Taxes & Fees	0.00	41.50	-41.50	486.00
Repairs & Maintenance	400.00	250.00	150.00	1,537.28
Grounds Maintenance	1,063.00	796.00	267.00	6,944.80
Capital Repairs/Rainy Day Fund	0.00	333.00	-333.00	0.00
<b>Total Property Related Expense</b>	1,463.00	1,420.50	42.50	8,968.08
<b>Total Expense</b>	4,374.69	7,544.25	-3,169.56	45,709.28
<b>Net Ordinary Income</b>	4,792.74	0.50	4,792.24	4,000.95
<b>Net Income</b>	<u>4,792.74</u>	<u>0.50</u>	<u>4,792.24</u>	<u>4,000.95</u>

**Faith Episcopal Church**  
**Profit & Loss Budget Performance**  
**July 2017**

	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Shepherd's Fund			
AA	2,331.00	64.00	4,000.00
Outreach			
Hands of Grace			
Outreach - Other	875.00	-875.00	1,500.00
Total Outreach	875.00	-297.24	1,500.00
Fellowship			
Shepherd's Fund - Other	4,716.25	-1,720.56	8,085.00
Total Shepherd's Fund	7,922.25	-1,940.80	13,585.00
Plate	1,169.00	-185.00	2,000.00
Pledges and Regular Giving	43,372.00	-3,872.00	74,350.00
Special Unrestricted Offerings	350.00	-350.00	600.00
Investments and Interest			
Total Income	52,813.25	-3,103.02	90,535.00
<b>Expense</b>			
Mission Outreach			
Outreach			
Hands of Grace			
Total Outreach			
Mission Share Fund	4,488.75	0.00	7,695.00
Mission Outreach - Other	875.00	-875.00	1,500.00
Total Mission Outreach	5,363.75	-597.79	9,195.00
Clergy Related Expenses			
Supply Clergy	9,331.00	-218.62	16,000.00
Total Clergy Related Expenses	9,331.00	-218.62	16,000.00
Staff Related Expense			
Parish Administrator	7,000.00	-3,205.00	12,000.00
Sexton	1,519.00	-19.00	2,600.00
Musician	7,000.00	0.00	12,000.00
Workers Comp	469.00	-469.00	800.00
Total Staff Related Expense	15,988.00	-3,693.00	27,400.00
Worship & Program			
Worship Supplies			
Altar	175.00	-106.80	300.00
Music	1,169.00	-430.00	2,000.00
Flowers			
Total Worship Supplies	1,344.00	-471.59	2,300.00
Adult Christian Formation	140.00	-65.00	240.00
Children and Youth Formation	875.00	-875.00	1,500.00
Total Worship & Program	2,359.00	-1,411.59	4,040.00
Administration & Overhead			
Fellowship	119.00	-21.12	200.00
Printing & Reproduction	1,456.00	262.78	2,500.00
Marketing	581.00	135.94	1,000.00
Office Expense	581.00	-56.27	1,000.00
Telephone and Internet	962.50	-59.86	1,650.00
Utilities	1,456.00	-33.01	2,500.00
Insurance	4,669.00	-432.51	8,000.00
Total Administration & Overhead	9,824.50	-204.05	16,850.00

10:35 AM

08/27/17

Accrual Basis

**Faith Episcopal Church**  
**Profit & Loss Budget Performance**  
July 2017

---

	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
<b>Property Related Expense</b>			
Property Taxes & Fees	290.50	195.50	.498.00
Repairs & Maintenance	1,750.00	-212.72	3,000.00
Grounds Maintenance	5,572.00	1,372.80	9,552.00
Capital Repairs/Rainy Day Fund	2,331.00	-2,331.00	4,000.00
<b>Total Property Related Expense</b>	<u>9,943.50</u>	<u>-975.42</u>	<u>17,050.00</u>
<b>Total Expense</b>	<u>52,809.75</u>	<u>-7,100.47</u>	<u>90,535.00</u>
<b>Net Ordinary Income</b>	<u>3.50</u>	<u>3,997.45</u>	<u>0.00</u>
<b>Net Income</b>	<u><u>3.50</u></u>	<u><u>3,997.45</u></u>	<u><u>0.00</u></u>

**Faith Episcopal Church**  
**Balance Sheet**  
As of July 31, 2017

	Jul 31, 17
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Union Bank Checking	
Union Bank-Operating	27,765.96
Total Union Bank Checking	27,765.96
Union Bank-Deacon's Discr	1.87
Union Bank-Vicar Discretionary	155.87
Total Checking/Savings	27,923.70
Total Current Assets	27,923.70
Other Assets	
Investments	
Morgan Stanley	25,046.25
Sutton Trust-Restricted	27,780.97
Total Investments	52,827.22
Total Other Assets	52,827.22
<b>TOTAL ASSETS</b>	<b>80,750.92</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	107,211.91
Unrestricted Net Assets	-30,933.41
Net Income	4,472.42
Total Equity	80,750.92
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>80,750.92</b>