



Bishop's Committee and Town Hall Meeting
February 19, 2017

MINUTES

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

Members present: Ralph Behrsin, Kathleen Costello, Mike Dmytriw, Geof Farnsworth, Barbara Kimler, Cindy Louter, Lisa Pickford (quorum)

Members absent: Lorelei Auld, Janet Chisholm

Also present: Rev. Dawn Vukich

Opening Prayer: Rev. Dawn Vukich

- 1) Affirmation of Mission: offered by Ralph Behrsin
- 2) Approval of Minutes: A motion was made, seconded and carried with one abstention to approve the minutes of the January 15, 2017 Bishop's Committee meeting.
- 3) Treasurer's Report:
Cindy Louter presented Janet Chisholm's January balance sheet and profit/loss statements. The approved budget for the office park association fees does not reflect a \$272/month special assessment for the year that was just announced. Bryan Price had agreed to continue to represent us on the association board. Accumulated surplus funds in the operating account will be transferred to the Morgan Stanley investment account by the end of February. A motion was made, seconded and carried with one abstention to approve the 2/16/17 Treasurer's Report.
- 4) Warden's Report
 - a) Ministry Meetings: Cindy Louter reported that the lay-led Liturgy Committee met last week to plan services through Easter. Deb Farnsworth heads the committee and is preparing minutes of the meeting. On March 8 a refresher course will be offered for anyone wishing to be baptized, confirmed or received; individual courses may be offered to those who can't attend a four-part series on Saturday mornings. Andrea Paddock will offer a separate course for kids. There will be an announcement and invitation for those interested to sign up. Andrea will confer ashes "to go" on Ash Wednesday in South Laguna. It was suggested that we also approach the Chamber of Commerce to help secure a host site at a Laguna Niguel business for a couple of hours on Ash Wednesday.
 - b) Annual Meeting: The annual meeting went well, with lots of open discussion and participation among the congregation. To maintain that level of engagement and momentum, brief town hall discussions will be held quarterly beginning April 30 at the end of or during services, with a special topical focus such as the clergy rota, adult/youth education, or membership development announced in advance. The Liturgy Committee will consider this suggestion.
 - c) Retreat: The Bishop's Committee will focus on membership development, outreach and marketing throughout this year, and this will be the focus of the annual BC retreat on May 6. Barbara Kimler will approach Bob Williams at EDLA to present at the meeting or recommend a presenter. Geof Farnsworth will approach Andrea Paddock about hosting us at her home. Rev. Dawn Vukich shared ideas for bridging and connecting with the local community that she has been engaged by St. George's to do; these are good ideas that we might also consider. (First Responders appreciation event; check-ins with local businesses about perceptions of the church's community services and service footprint; quarterly "love your neighbor" interfaith event; outreach to local nonprofits; etc.)

- d) Administrator: We will recruit a replacement for Johnny Auld when his tenure ends at mid-year. Last year's advertising in the Episcopal News and other job boards yielded good candidates, and the interview committee consisted of the Bishop's Warden, one member of the clergy rota, and the current administrator. The interview questions and process are replicable for the next recruitment. We currently budget for 15 hours per week for this position; most weeks don't require that many but it averages out when considering the extra workload during weeks leading up to special services or events. Johnny is assembling a procedures manual.
 - e) Warden 2018: Recruitment for a Bishop's Warden candidate is ongoing, as Cindy Louter will not continue in this capacity after this year.
- 5) Clergy Report: The rota members have established their schedule for the next several months. Cindy Louter has a roster of supply clergy that we have been using for the past several years should the need arise to cover absences. Rev. Dawn responded to a question about the roles of clergy rota when they are not officiating by clarifying that the diocese has guidelines that define the roles and limitations of supply clergy. She also reported that although the rota members no longer hold office hours, as our designated contact person she does receive and respond to requests for pastoral care from both congregation members and the public. Janet Chisholm organizes lay Eucharistic visits and will train volunteers to perform this service.
- 6) Task Items
- a) Marketing: Ralph Behrsin volunteered to investigate classified advertising rates or participation rates for inclusion on the Worship Directory published in the OC Register. We will get costs to produce a vinyl banner for the corner of La Paz and Shelley to promote Holy Week. Barbara Kimler will submit appropriate event/service listings to the Episcopal News. Joan Milliman submits listings to Leisure World News.
 - b) Safety and Security: Intercom system will be purchased and installed.
 - c) Building and Maintenance: See report dated February 19, 2017. A work week will be scheduled to carpet the clergy office and reorganize the youth classroom; a scheduling poll will be sent out to likely work crew volunteers.
 - d) Welcoming: Jeanne will source the nametags and Ralph will devise a way to display/arrange them. Barbara will source coffee mugs and submit for purchase approval. The welcoming / greeter procedures have been developed but are not yet being implemented consistently. Greeters should be reminded to review them, and Susan Parr should receive a copy of them so that she can help the choir to implement them. The clergy are asked to acknowledge and greet visitors during the service. Newcomer potlucks will begin on fifth Friday June 30; Jeanne and/or Patti will call newcomers to invite them and Johnny will send invitations. Pentecost family picnic or other appropriate celebration will round out Bishop Diane Jardine Bruce's visit.
 - e) Adult Education: Pat Eustis will lead whatever Lenten series the congregation desires; a signup/interest sheet is posted in the Fellowship Hall. Friday and Monday evenings are free of scheduling conflicts in the Fellowship Hall; Deb Farnsworth has offered to host at her home but only on Wednesday evenings.
 - f) Youth Formation: Some candidates have been identified to lead a Road to Adulthood course; parents will be polled to determine the level of interest/commitment of prospective participants.
- 7) New Business: We need to search for the current version of the by laws (possible last date of revision circa June 2011).

DATES

- March 1: Jeanne Dmytriw ask Chamber of Commerce to help secure ashes “to go” site in Laguna Niguel
- April 30: Propose to Liturgy Committee to hold first quarterly town hall meeting after service
- May 6: Secure presenter on marketing/member development for BC retreat; secure site (Andrea Paddock’s home?) and logistics
- June 1 (Pentecost): Bishop Diane Jardine Bruce visit
- June 30: Newcomer Potluck

The meeting was adjourned at 1:35 p.m.

Next meeting: March 19, 2017

Respectfully submitted by Kathleen Costello

Approved March 19, 2017

Faith Episcopal Church
Profit & Loss Budget Performance
January 2017

	Jan 17	Budget	\$ Over Budget	Jan 17
Ordinary Income/Expense				
Income				
Shepherd's Fund				
AA	365.00	333.00	32.00	365.00
Outreach				
Hands of Grace	200.00			200.00
Outreach - Other	0.00	125.00	-125.00	0.00
Total Outreach	200.00	125.00	75.00	200.00
Shepherd's Fund - Other	536.16	673.75	-137.59	536.16
Total Shepherd's Fund	1,101.16	1,131.75	-30.59	1,101.16
Plate	78.00	167.00	-89.00	78.00
Pledges and Regular Giving	5,780.00	6,196.00	-416.00	5,780.00
Special Unrestricted Offerings	0.00	50.00	-50.00	0.00
Investments and Interest	1,168.32			1,168.32
Total Income	8,127.48	7,544.75	582.73	8,127.48
Expense				
Mission Outreach				
Mission Share Fund	0.00	641.25	-641.25	0.00
Mission Outreach - Other	0.00	125.00	-125.00	0.00
Total Mission Outreach	0.00	766.25	-766.25	0.00
Clergy Related Expenses				
Supply Clergy	633.47	1,333.00	-699.53	633.47
Total Clergy Related Expenses	633.47	1,333.00	-699.53	633.47
Staff Related Expense				
Parish Administrator	157.50	1,000.00	-842.50	157.50
Sexton	200.00	217.00	-17.00	200.00
Musician	1,000.00	1,000.00	0.00	1,000.00
Workers Comp	0.00	67.00	-67.00	0.00
Total Staff Related Expense	1,357.50	2,284.00	-926.50	1,357.50
Worship & Program				
Worship Supplies				
Altar	0.00	25.00	-25.00	0.00
Music	-200.00	167.00	-367.00	-200.00
Total Worship Supplies	-200.00	192.00	-392.00	-200.00
Adult Christian Formation	25.00	20.00	5.00	25.00
Children and Youth Formation	0.00	125.00	-125.00	0.00
Total Worship & Program	-175.00	337.00	-512.00	-175.00
Administration & Overhead				
Fellowship	0.00	17.00	-17.00	0.00
Printing & Reproduction	209.99	208.00	1.99	209.99
Marketing	0.00	83.00	-83.00	0.00
Office Expense	2.48	83.00	-80.52	2.48
Telephone and Internet	100.88	137.50	-36.62	100.88
Utilities	149.79	208.00	-58.21	149.79
Insurance	133.13	667.00	-533.87	133.13
Total Administration & Overhead	596.27	1,403.50	-807.23	596.27

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08/10/17

Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
January 2017

	<u>Jan 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jan 17</u>
Property Related Expense				
Property Taxes & Fees	0.00	41.50	-41.50	0.00
Repairs & Maintenance	0.00	250.00	-250.00	0.00
Grounds Maintenance	796.00	796.00	0.00	796.00
Capital Repairs/Rainy Day Fund	0.00	333.00	-333.00	0.00
Total Property Related Expense	<u>796.00</u>	<u>1,420.50</u>	<u>-624.50</u>	<u>796.00</u>
Total Expense	<u>3,208.24</u>	<u>7,544.25</u>	<u>-4,336.01</u>	<u>3,208.24</u>
Net Ordinary Income	<u>4,919.24</u>	<u>0.50</u>	<u>4,918.74</u>	<u>4,919.24</u>
Net Income	<u>4,919.24</u>	<u>0.50</u>	<u>4,918.74</u>	<u>4,919.24</u>

Faith Episcopal Church
Profit & Loss Budget Performance
January 2017

	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense			
Income			
Shepherd's Fund			
AA	333.00	32.00	4,000.00
Outreach			
Hands of Grace			
Outreach - Other	125.00	-125.00	1,500.00
Total Outreach	125.00	75.00	1,500.00
Shepherd's Fund - Other	673.75	-137.59	8,085.00
Total Shepherd's Fund	1,131.75	-30.59	13,585.00
Plate	167.00	-89.00	2,000.00
Pledges and Regular Giving	6,196.00	-416.00	74,350.00
Special Unrestricted Offerings	50.00	-50.00	600.00
Investments and Interest			
Total Income	7,544.75	582.73	90,535.00
Expense			
Mission Outreach			
Mission Share Fund	641.25	-641.25	7,695.00
Mission Outreach - Other	125.00	-125.00	1,500.00
Total Mission Outreach	766.25	-766.25	9,195.00
Clergy Related Expenses			
Supply Clergy	1,333.00	-699.53	16,000.00
Total Clergy Related Expenses	1,333.00	-699.53	16,000.00
Staff Related Expense			
Parish Administrator	1,000.00	-842.50	12,000.00
Sexton	217.00	-17.00	2,600.00
Musician	1,000.00	0.00	12,000.00
Workers Comp	67.00	-67.00	800.00
Total Staff Related Expense	2,284.00	-926.50	27,400.00
Worship & Program			
Worship Supplies			
Altar	25.00	-25.00	300.00
Music	167.00	-367.00	2,000.00
Total Worship Supplies	192.00	-392.00	2,300.00
Adult Christian Formation	20.00	5.00	240.00
Children and Youth Formation	125.00	-125.00	1,500.00
Total Worship & Program	337.00	-512.00	4,040.00
Administration & Overhead			
Fellowship	17.00	-17.00	200.00
Printing & Reproduction	208.00	1.99	2,500.00
Marketing	83.00	-83.00	1,000.00
Office Expense	83.00	-80.52	1,000.00
Telephone and Internet	137.50	-36.62	1,650.00
Utilities	208.00	-58.21	2,500.00
Insurance	667.00	-533.87	8,000.00
Total Administration & Overhead	1,403.50	-807.23	16,850.00

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08/10/17

Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
January 2017

	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Property Related Expense			
Property Taxes & Fees	41.50	-41.50	498.00
Repairs & Maintenance	250.00	-250.00	3,000.00
Grounds Maintenance	796.00	0.00	9,552.00
Capital Repairs/Rainy Day Fund	333.00	-333.00	4,000.00
Total Property Related Expense	<u>1,420.50</u>	<u>-624.50</u>	<u>17,050.00</u>
Total Expense	<u>7,544.25</u>	<u>-4,336.01</u>	<u>90,535.00</u>
Net Ordinary Income	<u>0.50</u>	<u>4,918.74</u>	<u>0.00</u>
Net Income	<u><u>0.50</u></u>	<u><u>4,918.74</u></u>	<u><u>0.00</u></u>