



# Faith Episcopal Church

Bishop's Committee Meeting  
June 25, 2017  
MINUTES

A meeting of the Bishop's Committee was called to order at 11:25 a.m.

Members present: Lorelei Auld, Ralph Behrsin, Mike Dmytriw, Geof Farnsworth, Cindy Louter (quorum)

Members Absent: Janet Chisholm, Kathleen Costello, Barbara Kimler, Lisa Pickford

Also present: Jeanne Dmytriw, Rev. Dawn Vukich

Opening Prayer: offered by Rev. Dawn Vukich

- 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 May 5, 2017 BC meeting.
- 3) Treasurer Report: Cindy presented the May 2017 Treasurer's Report for Janet. It was moved, seconded and carried to approve the Treasurer's Report.
- 4) Warden's Report:
  - a. Administrator - leaving in August. Need to finalize job description and set up interview plan.
  - b. Warden 2018 - Discussion continues for replacement. Post available BC openings in TWAF (Warden, committee members).
  - c. Bishop's Visit - Bishop Diane has confirmed November 5 as the new date. We will also have Celebration of Pat Mayo's life and All Souls Day at that service.
  - d. After discussion there was a consensus on dates for:
    - Animal Blessing - October 1
    - Blessing of the Back Packs - August 13.
- 5) Clergy Report: Rev. Dawn reported that all was going well with the Clergy Rota. A new schedule has been made consisting of the two remaining clergy. Both Valerie and Dawn are in communication and work well together. Both clergy are on board with our three-year plan.
- 6) Task Items
  - a. Stewardship - A good campaign and thermometer are a must this year.
  - b. Marketing - Need to publicize events. LGBT flag will be purchased and set up. Mike and Jeanne offered to bring in their rainbow wind flag this afternoon.
  - c. Safety & Security Report - Camera and intercom system will be purchased.
  - d. Building & Maintenance -
    - i. Plumbing - Something needs to be done in the men's restroom. Maintenance on dishwasher. DC Plumbing bid discussed. Lorelei to help coordinate.
    - ii. Office Redecorating Project Phase 2: Need to schedule carpet installation
    - iii. Roof - A discussion of new roof leaks ensued. We need to. contact Bryan to help coordinate with roofer to determine whether we re-seal and coat or work on a whole new roof.
    - iv. Termites - Lorelei will coordinate termite inspections and acquire bids.
  - e. Welcome Tea m - Mike will coordinate coffee mugs for new comers.
  - f. Adult Education - Put in TWAF reconsider being lead.
  - g. Youth Formation: Call Nancy D. to confirm if they are interested in youth group before we proceed with acquiring a leader.
- 7) The meeting adjourned with closing prayer by Rev. Dawn Vukich at 1:15pm.

Respectfully submitted by Cindy Louter, Acting Secretary

*Approved July 30, 2017*

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

	May 17	Budget	\$ Over Budget	Jan - May 17
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Shepherd's Fund</b>				
AA	365.00	333.00	32.00	1,765.00
<b>Outreach</b>				
Hands of Grace	0.00			370.00
Outreach - Other	0.00	125.00	-125.00	0.00
<b>Total Outreach</b>	0.00	125.00	-125.00	370.00
Fellowship	0.00			13.00
Shepherd's Fund - Other	447.00	673.75	-226.75	2,257.52
<b>Total Shepherd's Fund</b>	812.00	1,131.75	-319.75	4,405.52
Plate	102.00	167.00	-65.00	675.00
Pledges and Regular Giving	4,344.00	6,196.00	-1,852.00	27,637.00
Special Unrestricted Offerings	0.00	50.00	-50.00	0.00
Investments and Interest	376.95			2,872.32
<b>Total Income</b>	5,634.95	7,544.75	-1,909.80	35,589.84
<b>Expense</b>				
<b>Mission Outreach</b>				
Outreach				
Hands of Grace	25.00			25.00
<b>Total Outreach</b>	25.00			25.00
Mission Share Fund	641.25	641.25	0.00	3,206.25
Mission Outreach - Other	0.00	125.00	-125.00	0.00
<b>Total Mission Outreach</b>	666.25	766.25	-100.00	3,231.25
<b>Clergy Related Expenses</b>				
Supply Clergy	1,335.64	1,333.00	2.64	7,463.54
<b>Total Clergy Related Expenses</b>	1,335.64	1,333.00	2.64	7,463.54
<b>Staff Related Expense</b>				
Parish Administrator	731.25	1,000.00	-268.75	2,981.25
Sexton	200.00	217.00	-17.00	1,100.00
Musician	1,000.00	1,000.00	0.00	5,000.00
Workers Comp	0.00	67.00	-67.00	0.00
<b>Total Staff Related Expense</b>	1,931.25	2,284.00	-352.75	9,081.25
<b>Worship &amp; Program</b>				
Worship Supplies				
Altar	0.00	25.00	-25.00	0.00
Music	-350.00	167.00	-517.00	475.00
Flowers	-205.48			65.21
<b>Total Worship Supplies</b>	-555.48	192.00	-747.48	540.21
Adult Christian Formation	0.00	20.00	-20.00	50.00
Children and Youth Formation	0.00	125.00	-125.00	0.00
<b>Total Worship &amp; Program</b>	-555.48	337.00	-892.48	590.21
<b>Administration &amp; Overhead</b>				
Fellowship	72.08	17.00	55.08	72.08
Printing & Reproduction	217.17	208.00	9.17	1,284.44
Marketing	20.00	83.00	-63.00	597.19
Office Expense	99.52	83.00	16.52	497.47
Telephone and Internet	99.62	137.50	-37.88	578.09
Utilities	198.83	208.00	-9.17	1,013.27
Insurance	1,894.50	667.00	1,227.50	4,236.49
<b>Total Administration &amp; Overhead</b>	2,601.72	1,403.50	1,198.22	8,279.03

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Accrual Basis

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

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	<u>May 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jan - May 17</u>
<b>Property Related Expense</b>				
Property Taxes & Fees	0.00	41.50	-41.50	0.00
Repairs & Maintenance	0.00	250.00	-250.00	297.00
Grounds Maintenance	1,887.50	796.00	1,091.50	4,818.80
Capital Repairs/Rainy Day Fund	0.00	333.00	-333.00	0.00
<b>Total Property Related Expense</b>	<u>1,887.50</u>	<u>1,420.50</u>	<u>467.00</u>	<u>5,115.80</u>
<b>Total Expense</b>	<u>7,866.88</u>	<u>7,544.25</u>	<u>322.63</u>	<u>33,761.08</u>
<b>Net Ordinary Income</b>	<u>-2,231.93</u>	<u>0.50</u>	<u>-2,232.43</u>	<u>1,828.76</u>
<b>Net Income</b>	<u><b>-2,231.93</b></u>	<u><b>0.50</b></u>	<u><b>-2,232.43</b></u>	<u><b>1,828.76</b></u>

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

	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Shepherd's Fund</b>			
AA	1,665.00	100.00	4,000.00
<b>Outreach</b>			
Hands of Grace			
Outreach - Other	625.00	-625.00	1,500.00
<b>Total Outreach</b>	625.00	-255.00	1,500.00
<b>Fellowship</b>			
Shepherd's Fund - Other	3,368.75	-1,111.23	8,085.00
<b>Total Shepherd's Fund</b>	5,658.75	-1,253.23	13,585.00
<b>Plate</b>	835.00	-160.00	2,000.00
<b>Pledges and Regular Giving</b>	30,980.00	-3,343.00	74,350.00
<b>Special Unrestricted Offerings</b>	250.00	-250.00	600.00
<b>Investments and Interest</b>			
<b>Total Income</b>	37,723.75	-2,133.91	90,535.00
<b>Expense</b>			
<b>Mission Outreach</b>			
Outreach			
Hands of Grace			
<b>Total Outreach</b>			
Mission Share Fund	3,206.25	0.00	7,695.00
Mission Outreach - Other	625.00	-625.00	1,500.00
<b>Total Mission Outreach</b>	3,831.25	-600.00	9,195.00
<b>Clergy Related Expenses</b>			
Supply Clergy	6,665.00	798.54	16,000.00
<b>Total Clergy Related Expenses</b>	6,665.00	798.54	16,000.00
<b>Staff Related Expense</b>			
Parish Administrator	5,000.00	-2,018.75	12,000.00
Sexton	1,085.00	15.00	2,600.00
Musician	5,000.00	0.00	12,000.00
Workers Comp	335.00	-335.00	800.00
<b>Total Staff Related Expense</b>	11,420.00	-2,338.75	27,400.00
<b>Worship &amp; Program</b>			
Worship Supplies			
Altar	125.00	-125.00	300.00
Music	835.00	-360.00	2,000.00
Flowers			
<b>Total Worship Supplies</b>	960.00	-419.79	2,300.00
Adult Christian Formation	100.00	-50.00	240.00
Children and Youth Formation	625.00	-625.00	1,500.00
<b>Total Worship &amp; Program</b>	1,685.00	-1,094.79	4,040.00
<b>Administration &amp; Overhead</b>			
Fellowship	85.00	-12.92	200.00
Printing & Reproduction	1,040.00	244.44	2,500.00
Marketing	415.00	182.19	1,000.00
Office Expense	415.00	82.47	1,000.00
Telephone and Internet	687.50	-109.41	1,650.00
Utilities	1,040.00	-26.73	2,500.00
Insurance	3,335.00	901.49	8,000.00
<b>Total Administration &amp; Overhead</b>	7,017.50	1,261.53	16,850.00

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Accrual Basis

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

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	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
<b>Property Related Expense</b>			
Property Taxes & Fees	207.50	-207.50	498.00
Repairs & Maintenance	1,250.00	-953.00	3,000.00
Grounds Maintenance	3,980.00	838.80	9,552.00
Capital Repairs/Rainy Day Fund	1,665.00	-1,665.00	4,000.00
<b>Total Property Related Expense</b>	<u>7,102.50</u>	<u>-1,986.70</u>	<u>17,050.00</u>
<b>Total Expense</b>	<u>37,721.25</u>	<u>-3,960.17</u>	<u>90,535.00</u>
<b>Net Ordinary Income</b>	<u>2.50</u>	<u>1,826.26</u>	<u>0.00</u>
<b>Net Income</b>	<u><u>2.50</u></u>	<u><u>1,826.26</u></u>	<u><u>0.00</u></u>