



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

MINUTES

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

Members present: Lorelei Auld, Ralph Behrsin, Janet Chisholm, Kathleen Costello, Geof Farnsworth, Cindy Louter (quorum)

Members absent: Mike Dmytriw, Barbara Kimler, Lisa Pickford

Also present:

Opening Prayer: Janet Chisholm

- 1) Affirmation of Mission: offered by Ralph Behrsin
- 2) Approval of Minutes: A motion was made, seconded and carried to approve the minutes of the January February 19, 2017 Bishop's Committee meeting.
- 3) Treasurer's Report:
 - a) Janet Chisholm reported that the budget is normal and on track. The office park association's \$272/month special assessment has been extended to an entire year. The children/youth formation and marketing committees are aware of the budget amounts available for their work this year. A motion was made, seconded and carried to approve the 3/16/17 Treasurer's Report.
 - b) Parochial Report: The report requires Bishop's Committee approval prior to submission to the diocese. The report includes the number of congregants, baptized members, communicants and average weekly attendees; these figures are used by the diocese to determine the number of delegates to the annual diocesan convention. A motion was made, seconded and carried to approve the Parochial Report as corrected.
- 4) Warden's Report
 - a) Retreat: The retreat will be held on May 6. Geof will secure the site.
 - b) Administrator: Cindy Louter reported that a search is underway for a replacement for Johnny Auld, who will continue through May 1. Two candidates have expressed interest already. The interview committee will consist of Cindy Louter, one clergy, and the current administrator. The search will be announced in the diocesan newsletter; announcements will clearly state that benefits will not be included in the compensation (the State of California doesn't require benefits for positions less than 30 hours/week). There is a desire to increase the administrator's scope to include office hours on site and more support for the Bishop's Warden. Among the qualifications for the position is a knowledge of liturgy and general church administration. According to analytics of the Facebook site, there has been an uptick in traffic in response to Johnny Auld's focus. A new procedure has been established that all matters pertaining to liturgy go through Deb Farnsworth, who will relate them to the clergy so as to avoid the confusion that may arise from uncoordinated communications.
 - c) Bishop's Warden 2018. Recruitment of the next warden will be a priority once the administrator post has been filled.
 - d) Bishop Suffragan visit: Cindy Louter has been in contact with the bishop regarding a visit to Faith on Pentecost, June 4, when confirmations and blessing of the clergy rota and the cross will take place; we would also like to plan a social event depending on the bishop's schedule and availability later that day. There is a potential scheduling conflict due to the retirement of the dean of Deanery 10 that day. We will reach out to The Covington to participate in the event.

- e) Town Hall April 30: Following the successful town hall discussion at the annual meeting in January, the Bishop's Committee decided to hold town hall discussions during services quarterly. The date of April 30 is tentative pending the approval of the liturgy committee.
- 5) Clergy Report: Cindy Louter reported for the rota that Pat will be off the schedule through July. There have been several requests among the congregation to publish the results of the survey about the clergy rota and to engage everyone in considering all options for the future, including continuation of the rota on the same or a revised basis as now, or engaging permanent clergy on a time basis that we can support. Before presenting options to the congregation, research on the costs of compensation and benefits as well as operating costs needs to be compiled. In addition, comparison of parochial report figures on the numbers of congregants and weekly attendance under previous clergy, and discussion of the process the diocese utilizes to appoint clergy should be discussed with the congregation. Previously, clergy costs represented 65 percent of the operating budget.
- 6) Task Items
 - a) Stewardship: no report.
 - b) Marketing: A banner promoting Holy Week has been ordered. Barbara Kimler is researching costs and options for diocesan/county worship directory ad insertions or freestanding ads. Ralph Behrsin offered to reach out to the gay community to reinforce the message of inclusion and hospitality that may have been lacking during the rota clergy period. Johnny has identified many channels for outreach communications. It was requested that the mission statement be printed in the service bulletins. The language of the mission statement may be in need of updating to include the term "open and inclusive."
 - c) Safety and Security: Intercom system will be purchased and installed.
 - d) Building and Maintenance: Geof and Bryan will coordinate the schedule for the work days based on carpet layer's availability. Packing boxes will be necessary for temporary storage of items during the move out-carpeting-move in process. Geof suggested installing cabinetry along the north wall of the Fellowship Hall to replace the rolling cabinets; funds are available in the capital fund. There is \$3,000 in the operating fund for maintenance and repair and funds in the rainy day fund for roof repairs. Lorelei will research possible easy chair purchase options for the clergy office. Geof reported that we need a termite inspection as well as a locksmith to fix the broken lock.
 - e) Welcoming: The nametags Jeanne procured have arrived; a display/storage system is needed now. Greeters: Ralph developed a draft manual for greeters that incorporates some of the suggestions from the Welcoming Committee's proposal, and submitted it to Deb Farnsworth. Newcomer potlucks will begin on fifth Friday June 30; Jeanne and/or Patti will call newcomers to invite them and Johnny will send invitations.
 - f) Adult Education: The series led by Rev. Pat Eustis in the Farnsworth home has been really good; Pat is very organized and there has been good discussion; there were 9 in attendance the first week and 10 last week. There is no adult education program plan beyond Lent.
 - g) Youth Formation: The parents met informally to give input about the configuration of the youth room. The Journey to Adulthood families want to explore the curriculum with former participants and leaders before committing to their kids' participation and engaging the new leaders.
- 7) New Business: None.
- 8) Closing Prayer: Offered by Janet Chisholm.

DATES

- April 30: first quarterly town hall meeting after service (pending Liturgy Committee approval)
- May 6: Secure presenter on marketing/member development for BC retreat; secure site and logistics
- June 4 (Pentecost): Bishop Diane Jardine Bruce visit (followed by special event?)
- June 4: retirement of Deanery 10 dean
- June 30: Newcomer Potluck

The meeting was adjourned at 12:50 p.m.

Next meeting: April 16, 2017

Respectfully submitted by Kathleen Costello

Approved May 6, 2017

Faith Episcopal Church
Profit & Loss Budget Performance
February 2017

	Feb 17	Budget	\$ Over Budget	Jan - Feb 17
Ordinary Income/Expense				
Income				
Shepherd's Fund				
AA	430.00	333.00	97.00	795.00
Outreach				
Hands of Grace	-100.00			100.00
Outreach - Other	0.00	125.00	-125.00	0.00
Total Outreach	-100.00	125.00	-225.00	100.00
Shepherd's Fund - Other	324.00	673.75	-349.75	860.16
Total Shepherd's Fund	654.00	1,131.75	-477.75	1,755.16
Plate	100.00	167.00	-67.00	178.00
Pledges and Regular Giving	4,795.00	6,196.00	-1,401.00	10,575.00
Special Unrestricted Offerings	0.00	50.00	-50.00	0.00
Investments and Interest	800.98			1,969.30
Total Income	6,349.98	7,544.75	-1,194.77	14,477.46
Expense				
Mission Outreach				
Mission Share Fund	1,282.50	641.25	641.25	1,282.50
Mission Outreach - Other	0.00	125.00	-125.00	0.00
Total Mission Outreach	1,282.50	766.25	516.25	1,282.50
Clergy Related Expenses				
Supply Clergy	1,521.45	1,333.00	188.45	2,154.92
Total Clergy Related Expenses	1,521.45	1,333.00	188.45	2,154.92
Staff Related Expense				
Parish Administrator	911.25	1,000.00	-88.75	1,068.75
Sexton	200.00	217.00	-17.00	400.00
Musician	1,000.00	1,000.00	0.00	2,000.00
Workers Comp	0.00	67.00	-67.00	0.00
Total Staff Related Expense	2,111.25	2,284.00	-172.75	3,468.75
Worship & Program				
Worship Supplies				
Altar	0.00	25.00	-25.00	0.00
Music	800.00	167.00	633.00	600.00
Total Worship Supplies	800.00	192.00	608.00	600.00
Adult Christian Formation	0.00	20.00	-20.00	25.00
Children and Youth Formation	0.00	125.00	-125.00	0.00
Total Worship & Program	800.00	337.00	463.00	625.00
Administration & Overhead				
Fellowship	0.00	17.00	-17.00	0.00
Printing & Reproduction	219.10	208.00	11.10	429.09
Marketing	135.00	83.00	52.00	135.00
Office Expense	153.01	83.00	70.01	155.49
Telephone and Internet	99.41	137.50	-38.09	200.29
Utilities	253.71	208.00	45.71	403.50
Insurance	0.00	667.00	-667.00	133.13
Total Administration & Overhead	860.23	1,403.50	-543.27	1,456.50

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08/10/17

Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
February 2017

	<u>Feb 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jan - Feb 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	1,067.65	796.00	271.65	1,863.65
Capital Repairs/Rainy Day Fund	0.00	333.00	-333.00	0.00
Total Property Related Expense	<u>1,067.65</u>	<u>1,420.50</u>	<u>-352.85</u>	<u>1,863.65</u>
Total Expense	<u>7,643.08</u>	<u>7,544.25</u>	<u>98.83</u>	<u>10,851.32</u>
Net Ordinary Income	<u>-1,293.10</u>	<u>0.50</u>	<u>-1,293.60</u>	<u>3,626.14</u>
Net Income	<u><u>-1,293.10</u></u>	<u><u>0.50</u></u>	<u><u>-1,293.60</u></u>	<u><u>3,626.14</u></u>

Faith Episcopal Church
Profit & Loss Budget Performance
February 2017

	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense			
Income			
Shepherd's Fund			
AA	666.00	129.00	4,000.00
Outreach			
Hands of Grace			
Outreach - Other	250.00	-250.00	1,500.00
Total Outreach	250.00	-150.00	1,500.00
Shepherd's Fund - Other	1,347.50	-487.34	8,085.00
Total Shepherd's Fund	2,263.50	-508.34	13,585.00
Plate	334.00	-156.00	2,000.00
Pledges and Regular Giving	12,392.00	-1,817.00	74,350.00
Special Unrestricted Offerings	100.00	-100.00	600.00
Investments and Interest			
Total Income	15,089.50	-612.04	90,535.00
Expense			
Mission Outreach			
Mission Share Fund	1,282.50	0.00	7,695.00
Mission Outreach - Other	250.00	-250.00	1,500.00
Total Mission Outreach	1,532.50	-250.00	9,195.00
Clergy Related Expenses			
Supply Clergy	2,666.00	-511.08	16,000.00
Total Clergy Related Expenses	2,666.00	-511.08	16,000.00
Staff Related Expense			
Parish Administrator	2,000.00	-931.25	12,000.00
Sexton	434.00	-34.00	2,600.00
Musician	2,000.00	0.00	12,000.00
Workers Comp	134.00	-134.00	800.00
Total Staff Related Expense	4,568.00	-1,099.25	27,400.00
Worship & Program			
Worship Supplies			
Altar	50.00	-50.00	300.00
Music	334.00	266.00	2,000.00
Total Worship Supplies	384.00	216.00	2,300.00
Adult Christian Formation	40.00	-15.00	240.00
Children and Youth Formation	250.00	-250.00	1,500.00
Total Worship & Program	674.00	-49.00	4,040.00
Administration & Overhead			
Fellowship	34.00	-34.00	200.00
Printing & Reproduction	416.00	13.09	2,500.00
Marketing	166.00	-31.00	1,000.00
Office Expense	166.00	-10.51	1,000.00
Telephone and Internet	275.00	-74.71	1,650.00
Utilities	416.00	-12.50	2,500.00
Insurance	1,334.00	-1,200.87	8,000.00
Total Administration & Overhead	2,807.00	-1,350.50	16,850.00

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08/10/17

Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
February 2017

	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Property Related Expense			
Property Taxes & Fees	83.00	-83.00	498.00
Repairs & Maintenance	500.00	-500.00	3,000.00
Grounds Maintenance	1,592.00	271.65	9,552.00
Capital Repairs/Rainy Day Fund	666.00	-666.00	4,000.00
Total Property Related Expense	<u>2,841.00</u>	<u>-977.35</u>	<u>17,050.00</u>
Total Expense	<u>15,088.50</u>	<u>-4,237.18</u>	<u>90,535.00</u>
Net Ordinary Income	<u>1.00</u>	<u>3,625.14</u>	<u>0.00</u>
Net Income	<u><u>1.00</u></u>	<u><u>3,625.14</u></u>	<u><u>0.00</u></u>