



## Bishop's Committee Meeting

March 25, 2018

### MINUTES

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

**Members present:** Lorelei Auld, Marsha Bardwell, Ralph Behrsin, Jeanne Dmytriw, Deborah Gannon, Barbara Kimler, Anne Wilke (quorum)

**Members absent:** Bryan Price

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

**Also present:** Rev. Dawn Vukich

- 1) **Opening Prayer** offered by Rev. Dawn Vukich. Rev. Vukich encouraged members not only to "be in the arena," but to be vulnerable in the arena. Vulnerability sounds like truth and feels like courage. She invited members to be courageous as we consider our leadership style for the BC; she encouraged us to be vulnerable and choose a servant leadership style, and to consider how best to serve one another, the Faith community, and the external community.
- 2) **Mission Statement affirmation** offered by Deborah Gannon.
- 3) **Treasurer's Report.** Janet Chisholm presented the report for February 2018 and noted that signature cards for bank accounts are in the process of being updated. It was moved, seconded and carried to approve the Treasurer's Report.
- 4) **Consent agenda.** It was moved, seconded and carried to adopt the consent agenda and approve the minutes of the February 25, 2018 meeting of the Bishop's Committee with the addition of Jeanne Dmytriw as a signatory on the bank signature cards.
- 5) **New Business**
  - a. Education Committee. Anne Wilke announced that Marsha Bardwell has agreed to chair a new committee with oversight of adult and youth education programs and teams. Marsha will recruit members for the committee, who will consider and prioritize topics for programs and support the various teams. Some crossover with Worship and Communications teams is expected.
  - b. Communications. Barbara Kimler presented branding options developed by the graphic designer. The design incorporates elements of the existing logo, and the color scheme includes gold to reflect Faith's altar cross. The final version reflecting the Bishop's Committee's responses and recommendations will be developed within the week. The designer project includes branding, logo, and templates for business cards, brochure/postcard, Constant Contact weekly e-newsletter, website pages, and weekly bulletin. The designer also offered to draft a social media strategy and posting schedule. A budget of \$1,000 for rebranding was previously approved.
  - c. New Members. Anne Wilke reported that she and Rev. Vukich had met to discuss this committee for which she will recruit a chair. The welcoming process will include a printed piece that explains our church and the Episcopal church, and events offering newcomers opportunities to get acquainted with one another and the Bishop's Committee. Rev. Vukich would like to conduct a gifts test with the entire congregation. Lorelei Auld will draft a revised newcomer/prayer request card to be inserted in weekly bulletins.
  - d. Worship. Rev. Vukich reported that she and Lorelei Auld have been working on revising the service bulletins for the various Holy Week services and firming them up as new templates. Training acolytes and worship assistants is a challenge due to time constraints. Next year there will be more of an effort to promote Holy Week services.

- e. Building Committee. Deborah Gannon reported that the committee had met and developed a master list of projects and needs for each part of the building and grounds. They will prioritize these and develop budgets and recommendations. Mike Dmytriw organized a site visit with the Sheriff to assess safety issues and recommendations, including installing locks on some of the interior doors, re-keying exterior doors, etc.
  - f. Church Usage. The weekly calendar of usage by internal and external groups is very full, offering little time for additional programming and office hours. Anne Wilke and Deborah Gannon are examining the calendar, costs associated with occupancy and usage, and issued such as storage of items by external groups. They will consider policies and procedures (for instance, that use of the sanctuary be limited to religious/devotional purposes, that certain spaces such as the offices be off limits, or that certain events require a Faith member's presence as site manager). The clean-up day (April 14, 10am to 3pm) may be announced to external users who may wish to send their volunteers to participate.
  - g. Social Justice. Requests for Faith to participate in, host, endorse and/or promote various non-church events and activities come in regularly, and there is no framework in place to evaluate them. Faith needs guidelines and policies for evaluating such opportunities and for communicating them to the congregation. Anne Wilke will ask Cindy Louter to reach out through the Deanery for samples from other parishes.
  - h. Hands of Grace. Anne Wilke will set a meeting to consider issues related to weekly Hands of Grace events such as housekeeping, storage, and space utilization. Participants will include Lorelei Auld, Jeanne Dmytriw, Deborah Gannon, Barbara Kimler, Mary Knab, Trina Mangione, Andrea Paddock, Kate Smiley, Rev. Vukich and Anne Wilke.
- 6) **Other Business.**
- 7) Vicar Appointment. Anne Wilke reported that she is continuing to work with the Diocese on the Vicar's letter of agreement. Rev. Vukich will confirm details concerning participation in the Diocese's pension program. There will be a potluck barbeque at Anne and Pete Wilke's home on April 14 to celebrate Rev. Vukich's appointment. Anne will ask Bishop Bruce to officiate at the installation service during the summer .
- 8) **Closing prayer and adjournment.**

The meeting adjourned at 1:30 p.m.

Respectfully submitted by Kathleen Costello

*Approved April 22, 2018*



*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*

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Respectfully submitted by Kathleen Costello

*Approved \_\_\_\_\_, 2018*

**Faith Episcopal Church**  
**Profit & Loss Budget Performance**  
**February 2018**

	Feb 18	Budget	\$ Over Budget	Jan - Feb 18
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Shepherd's Fund</b>				
AA	295.00	333.33	-38.33	650.00
<b>Outreach</b>				
Hands of Grace	0.00			10.00
Outreach - Other	0.00	83.33	-83.33	0.00
<b>Total Outreach</b>	0.00	83.33	-83.33	10.00
Fellowship	0.00			-52.69
Shepherd's Fund - Other	111.00	666.66	-555.66	225.04
<b>Total Shepherd's Fund</b>	406.00	1,083.32	-677.32	832.35
Plate	-34.00	166.66	-200.66	174.00
Pledges and Regular Giving	5,820.00	7,786.66	-1,966.66	14,085.00
Special Unrestricted Offerings	0.00	58.33	-58.33	0.00
Investments and Interest	-432.76			478.60
<b>Total Income</b>	5,759.24	9,094.97	-3,335.73	15,569.95
<b>Expense</b>				
<b>Mission Outreach</b>				
Outreach				
Hands of Grace	-137.00			-137.00
Outreach - Other	0.00	83.33	-83.33	0.00
<b>Total Outreach</b>	-137.00	83.33	-220.33	-137.00
Mission Share Fund	949.41	795.33	154.08	1,590.66
Discretionary Fund	0.00	100.00	-100.00	0.00
<b>Total Mission Outreach</b>	812.41	978.66	-166.25	1,453.66
<b>Clergy Related Expenses</b>				
Life/Health Insurance	-443.00	189.00	-632.00	1,199.00
Supply Clergy	1,800.00	2,000.00	-200.00	3,725.00
Other Clergy Related Expenses	0.00	0.00	0.00	0.00
<b>Total Clergy Related Expenses</b>	1,357.00	2,189.00	-832.00	4,924.00
<b>Staff Related Expense</b>				
Parish Administrator	1,887.50	1,300.00	587.50	1,887.50
Sexton	200.00	216.66	-16.66	500.00
Musician	1,000.00	1,000.00	0.00	2,000.00
Workers Comp	0.00	66.66	-66.66	0.00
<b>Total Staff Related Expense</b>	3,087.50	2,583.32	504.18	4,387.50
<b>Worship &amp; Program</b>				
<b>Worship Supplies</b>				
Altar	0.00	16.66	-16.66	0.00
Music	300.00	166.66	133.34	325.00
Flowers	0.00			138.46
<b>Total Worship Supplies</b>	300.00	183.32	116.68	463.46
Adult Christian Formation	0.00	8.33	-8.33	25.00
Children and Youth Formation	0.00	83.33	-83.33	0.00
<b>Total Worship &amp; Program</b>	300.00	274.98	25.02	488.46

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03/18/18

Accrual Basis

**Faith Episcopal Church**  
**Profit & Loss Budget Performance**  
**February 2018**

	Feb 18	Budget	\$ Over Budget	Jan - Feb 18
<b>Administration &amp; Overhead</b>				
Fellowship	0.00	8.33	-8.33	0.00
Printing & Reproduction	217.17	250.00	-32.83	504.38
Communications	268.93	83.33	185.60	268.93
Office Expense	1,427.26	83.33	1,343.93	1,671.32
Telephone and Internet	391.91	150.00	241.91	498.37
Utilities	248.84	208.33	40.51	538.75
Insurance	0.00	666.66	-666.66	0.00
<b>Total Administration &amp; Overhead</b>	2,554.11	1,449.98	1,104.13	3,481.75
<b>Property Related Expense</b>				
Property Taxes & Fees	0.00	40.50	-40.50	0.00
Repairs & Maintenance	0.00	250.00	-250.00	649.01
Grounds Maintenance	0.00	995.16	-995.16	2,073.65
Capital Repairs/Rainy Day Fund	0.00	333.33	-333.33	0.00
<b>Total Property Related Expense</b>	0.00	1,618.99	-1,618.99	2,722.66
<b>Total Expense</b>	8,111.02	9,094.93	-983.91	17,458.03
<b>Net Ordinary Income</b>	-2,351.78	0.04	-2,351.82	-1,888.08
<b>Net Income</b>	<b>-2,351.78</b>	<b>0.04</b>	<b>-2,351.82</b>	<b>-1,888.08</b>

**Faith Episcopal Church**  
**Profit & Loss Budget Performance**  
**February 2018**

	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Shepherd's Fund</b>			
AA	666.66	-16.66	4,000.00
<b>Outreach</b>			
Hands of Grace			
Outreach - Other	166.66	-166.66	1,000.00
<b>Total Outreach</b>	166.66	-156.66	1,000.00
<b>Fellowship</b>			
Shepherd's Fund - Other	1,333.32	-1,108.28	8,000.00
<b>Total Shepherd's Fund</b>	2,166.64	-1,334.29	13,000.00
<b>Plate</b>	333.32	-159.32	2,000.00
<b>Pledges and Regular Giving</b>	15,573.32	-1,488.32	93,440.00
<b>Special Unrestricted Offerings</b>	116.66	-116.66	700.00
<b>Investments and Interest</b>			
<b>Total Income</b>	18,189.94	-2,619.99	109,140.00
<b>Expense</b>			
<b>Mission Outreach</b>			
<b>Outreach</b>			
Hands of Grace			
Outreach - Other	166.66	-166.66	1,000.00
<b>Total Outreach</b>	166.66	-303.66	1,000.00
<b>Mission Share Fund</b>	1,590.66	0.00	9,544.00
<b>Discretionary Fund</b>	200.00	-200.00	1,200.00
<b>Total Mission Outreach</b>	1,957.32	-503.66	11,744.00
<b>Clergy Related Expenses</b>			
Life/Health Insurance	378.00	821.00	2,268.00
Supply Clergy	4,000.00	-275.00	24,000.00
Other Clergy Related Expenses	0.00	0.00	0.00
<b>Total Clergy Related Expenses</b>	4,378.00	546.00	26,268.00
<b>Staff Related Expense</b>			
Parish Administrator	2,600.00	-712.50	15,600.00
Sexton	433.32	66.68	2,600.00
Musician	2,000.00	0.00	12,000.00
Workers Comp	133.32	-133.32	800.00
<b>Total Staff Related Expense</b>	5,166.64	-779.14	31,000.00
<b>Worship &amp; Program</b>			
<b>Worship Supplies</b>			
Altar	33.32	-33.32	200.00
Music	333.32	-8.32	2,000.00
Flowers			
<b>Total Worship Supplies</b>	366.64	96.82	2,200.00
<b>Adult Christian Formation</b>	16.66	8.34	100.00
<b>Children and Youth Formation</b>	166.66	-166.66	1,000.00
<b>Total Worship &amp; Program</b>	549.96	-61.50	3,300.00

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03/18/18

Accrual Basis

**Faith Episcopal Church**  
**Profit & Loss Budget Performance**  
**February 2018**

	YTD Budget	\$ Over Budget	Annual Budget
<b>Administration &amp; Overhead</b>			
Fellowship	16.66	-16.66	100.00
Printing & Reproduction	500.00	4.38	3,000.00
Communications	166.66	102.27	1,000.00
Office Expense	166.66	1,504.66	1,000.00
Telephone and Internet	300.00	198.37	1,800.00
Utilities	416.66	122.09	2,500.00
Insurance	1,333.32	-1,333.32	8,000.00
<b>Total Administration &amp; Overhead</b>	2,899.96	581.79	17,400.00
<b>Property Related Expense</b>			
Property Taxes & Fees	81.00	-81.00	486.00
Repairs & Maintenance	500.00	149.01	3,000.00
Grounds Maintenance	1,990.32	83.33	11,942.00
Capital Repairs/Rainy Day Fund	666.66	-666.66	4,000.00
<b>Total Property Related Expense</b>	3,237.98	-515.32	19,428.00
<b>Total Expense</b>	18,189.86	-731.83	109,140.00
<b>Net Ordinary Income</b>	0.08	-1,888.16	0.00
<b>Net Income</b>	<b>0.08</b>	<b>-1,888.16</b>	<b>0.00</b>



**Faith Episcopal Church**  
**Balance Sheet**  
As of February 28, 2018

	Feb 28, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Union Bank Checking	
Union Bank-Operating	30,252.71
Designated Funds	6,859.10
<b>Total Union Bank Checking</b>	37,111.81
Union Bank-Deacon's Discr	1.87
Union Bank-Vicar Discretionary	155.87
<b>Total Checking/Savings</b>	37,269.55
<b>Total Current Assets</b>	37,269.55
<b>Other Assets</b>	
<b>Investments</b>	
Morgan Stanley	25,492.15
Sutton Trust-Restricted	18,142.61
<b>Total Investments</b>	43,634.76
<b>Total Other Assets</b>	43,634.76
<b>TOTAL ASSETS</b>	<b>80,904.31</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	107,211.91
Unrestricted Net Assets	-24,419.52
Net Income	-1,888.08
<b>Total Equity</b>	80,904.31
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>80,904.31</b>