



Bishop's Committee Meeting
November 12, 2017
MINUTES

A meeting of the Bishop's Committee was called to order at 11:20 a.m.

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

Members absent: Geof Farnsworth, Barbara Kimler, Lisa Pickford

Also present: Hon. Jacki Brown, Holly Rankin, Rev. Dawn Vukich, Lisa Wells, Anne Wilke

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 October 8, 2017 BC meeting.
3. Treasurer's Report: Janet Chisholm presented the Treasurer's Report. Johnny Auld's final invoice was received and payments issued. Pledge payments are somewhat lagging, but are expected to pick up now that third-quarter statements have gone out. The roof repair work has been completed for \$11,500 in supplies, with labor donated; the vendor is the one who repaired the leak and ceiling damage on Christmas last year free of charge. A motion was made, seconded and carried to pay for roof repairs out of the Sutton Trust. It was moved, seconded and carried to approve the October 2017 Treasurer's Report.
4. Warden's Report
 - a. Bishop Suffragan's visit scheduled for January 21.
 - b. The annual meeting is scheduled for January 28. Candidates for three vacancies on the Bishop's Committee will be identified by a nominating committee. Two of the seats are for three-year terms; one is for the final year of a three-year term. The list of Bishop's Committee members and their respective terms will be posted in the service bulletin and on the website. Desired qualities for candidates include/ regular attendance at Bishop's Committee meetings. The Junior Warden is elected by the Bishop's Committee.
5. Clergy Report

Rev. Vukich expressed concern about safety in the wake of recent incidents in Texas and considering that our location is isolated on Sunday mornings. Mike Dmytriw will explore a visit from the local sheriff to help us develop safety protocols; he also will research monitored security systems and pricing and present recommendations.
- a. Task Items
 - a. Stewardship. Janet Chisholm reported preliminary results show 27 pledges (including three from first-time donors) averaging \$2,354 and totaling \$63,550 received to date; 50% increased and one decreased giving over the prior year. There are still a few pledging units whose commitments for 2018 have not yet been received. This year we asked people to consider pledges going forward three years. Of those who pledged for 2018, 13 also pledged for 2019 (total \$32,485; average \$2,498), and 12 pledged for 2020 (\$37,536; average \$3,128). Thank you notes will be sent to all whose pledges have been received.
 - b. Communications Team. Lisa Wells presented her ad hoc committee's recommendations regarding refresh of the Fellowship Hall décor: replace flooring; paint; photos on walls; tablecloths for 6' folding tables; repurpose the nursery as a youth room; remove bookcases;

replace temporary storage units with built-ins. This work could also include necessary plumbing / fixture repairs and replace flooring in restrooms. The communications team is researching and will make recommendations on holiday worship ads to be placed in local papers for Christmas Eve services.

- c. Safety & Security and d. Building & Maintenance. A meeting of the committee will be scheduled to consider safety protocols and recommendations; changing the code on the key box; replacing door stops; replacing overhead projector cable; rain damage in choir attic space; etc.
- e. Welcoming. When newcomers visit and sign the guest register, Lorelei generates welcome letters for Rev. Vukich's signature.
- f. Adult Education. The fall series continues November 20 and 27 from 6:00 to 8:00 p.m.
- g. Youth Formation. Amber Blasingham will coordinate; Lorelei will send out schedules, bulletins and reminders.
7. New Business.
 - a. Organ repair. A bid of \$1,450 has been received for repairs. A motion was made, seconded and carried to pay for organ repairs out of the rainy day fund.
 - b. Benefits. Janet Chisholm reported that she had attended EDLA's open enrollment orientation for staff and administrators, and Rev. Vukich attended the orientation for clergy. It was clarified that those who are employed (no minimum time base threshold) by churches in the diocese are eligible to enroll in EDLA's health plans; those employed at least half time (20 hours/week) are eligible for their health coverage to be paid by the employer church. EDLA's Kaiser or Anthem base plans are offered to clergy, and open enrollment closes November 20. Rev. Vukich requested and will accept coverage in EDLA's health insurance plan as part of her compensation for 2018. She enrolls online and Faith will receive monthly bills from EDLA.
 - c. Employment. The 2018 clergy position description and objectives are to be determined.

The meeting adjourned with closing prayer by Mike Dmytriw at 12:50 p.m.

Respectfully submitted by Kathleen Costello

Approved December 17, 2017

- 11/19 Children's Service
- 12/10 Lessons & Carols
- 11/22 Thanksgiving interfaith service 5:30 p.m.; dinner 6:15 p.m.
- 12/10 Blessing of the horses
- 12/17 Next Bishop's Committee meeting**
- 12/24 Advent 4 service 9:30 a.m.; Christmas Eve service evening TBA
- 12/25 no services
- 1/7 Epiphany pageant
- 1/14 Bishop's Committee meeting**
- 1/21 Bishop Suffragan Diane Bruce visit**
- 1/28 annual meeting**

12:19 PM

11/10/17

Accrual Basis

Faith Episcopal Church

Balance Sheet

As of October 31, 2017

	Oct 31, 17
ASSETS	
Current Assets	
Checking/Savings	
Union Bank Checking	
Union Bank-Operating	30,143.82
Total Union Bank Checking	30,143.82
Union Bank-Deacon's Discr	1.87
Union Bank-Vicar Discretionary	155.87
Total Checking/Savings	30,301.56
Total Current Assets	30,301.56
Other Assets	
Investments	
Morgan Stanley	25,422.46
Sutton Trust-Restricted	27,922.87
Total Investments	53,345.33
Total Other Assets	53,345.33
TOTAL ASSETS	83,646.89
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	107,211.91
Unrestricted Net Assets	-30,933.41
Net Income	7,368.39
Total Equity	83,646.89
TOTAL LIABILITIES & EQUITY	83,646.89

12:20 PM

11/10/17

Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
October 2017

	Oct 17	Budget	\$ Over Budget	Jan - Oct 17
Ordinary Income/Expense				
Income				
Shepherd's Fund				
AA	385.00	333.00	52.00	3,460.00
Outreach				
Hands of Grace	0.00			577.76
Outreach - Other	0.00	125.00	-125.00	0.00
Total Outreach	0.00	125.00	-125.00	577.76
Fellowship	0.00			18.00
Shepherd's Fund - Other	1,500.51	673.75	826.76	5,563.20
Total Shepherd's Fund	1,885.51	1,131.75	753.76	9,618.96
Plate	34.00	167.00	-133.00	1,221.00
Pledges and Regular Giving	7,809.00	6,196.00	1,613.00	59,137.00
Special Unrestricted Offerings	0.00	50.00	-50.00	0.00
Investments and Interest	62.76			4,234.36
Total Income	9,791.27	7,544.75	2,246.52	74,211.32
Expense				
Mission Outreach				
Outreach				
Hands of Grace	-12.00			265.21
Total Outreach	-12.00			265.21
Mission Share Fund	641.25	641.25	0.00	6,412.50
Mission Outreach - Other	0.00	125.00	-125.00	0.00
Total Mission Outreach	629.25	766.25	-137.00	6,677.71
Clergy Related Expenses				
Supply Clergy	1,479.44	1,333.00	146.44	13,136.12
Total Clergy Related Expenses	1,479.44	1,333.00	146.44	13,136.12
Staff Related Expense				
Parish Administrator	772.50	1,000.00	-227.50	4,567.50
Sexton	200.00	217.00	-17.00	2,200.00
Musician	2,000.00	1,000.00	1,000.00	11,000.00
Workers Comp	0.00	67.00	-67.00	0.00
Total Staff Related Expense	2,972.50	2,284.00	688.50	17,767.50
Worship & Program				
Worship Supplies				
Altar	0.00	25.00	-25.00	110.64
Music	-50.00	167.00	-217.00	839.00
Flowers	0.00			81.33
Total Worship Supplies	-50.00	192.00	-242.00	1,030.97
Adult Christian Formation	25.00	20.00	5.00	100.00
Children and Youth Formation	0.00	125.00	-125.00	0.00
Total Worship & Program	-25.00	337.00	-362.00	1,130.97
Administration & Overhead				
Fellowship	0.00	17.00	-17.00	97.88
Printing & Reproduction	580.92	208.00	372.92	2,516.87
Marketing	627.47	83.00	544.47	1,344.41
Office Expense	286.14	83.00	203.14	934.66
Telephone and Internet	101.21	137.50	-36.29	1,251.12
Utilities	295.03	208.00	87.03	2,223.39
Insurance	0.00	667.00	-667.00	6,130.99
Total Administration & Overhead	1,890.77	1,403.50	487.27	14,499.32

12:20 PM

11/10/17

Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
October 2017

	Oct 17	Budget	\$ Over Budget	Jan - Oct 17
Property Related Expense				
Property Related	0.00			200.13
Property Taxes & Fees	0.00	41.50	-41.50	486.00
Repairs & Maintenance	846.50	250.00	596.50	3,077.78
Grounds Maintenance	1,063.00	796.00	267.00	9,867.40
Capital Repairs/Rainy Day Fund	0.00	333.00	-333.00	0.00
Total Property Related Expense	1,909.50	1,420.50	489.00	13,631.31
Total Expense	8,856.46	7,544.25	1,312.21	66,842.93
Net Ordinary Income	934.81	0.50	934.31	7,368.39
Net Income	934.81	0.50	934.31	7,368.39

12:20 PM

11/10/17

Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
October 2017

	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense			
Income			
Shepherd's Fund			
AA	3,330.00	130.00	4,000.00
Outreach			
Hands of Grace			
Outreach - Other	1,250.00	-1,250.00	1,500.00
Total Outreach	1,250.00	-672.24	1,500.00
Fellowship			
Shepherd's Fund - Other	6,737.50	-1,174.30	8,085.00
Total Shepherd's Fund	11,317.50	-1,698.54	13,585.00
Plate	1,670.00	-449.00	2,000.00
Pledges and Regular Giving	61,960.00	-2,823.00	74,350.00
Special Unrestricted Offerings	500.00	-500.00	600.00
Investments and Interest			
Total Income	75,447.50	-1,236.18	90,535.00
Expense			
Mission Outreach			
Outreach			
Hands of Grace			
Total Outreach			
Mission Share Fund	6,412.50	0.00	7,695.00
Mission Outreach - Other	1,250.00	-1,250.00	1,500.00
Total Mission Outreach	7,662.50	-984.79	9,195.00
Clergy Related Expenses			
Supply Clergy	13,330.00	-193.88	16,000.00
Total Clergy Related Expenses	13,330.00	-193.88	16,000.00
Staff Related Expense			
Parish Administrator	10,000.00	-5,432.50	12,000.00
Sexton	2,170.00	30.00	2,600.00
Musician	10,000.00	1,000.00	12,000.00
Workers Comp	670.00	-670.00	800.00
Total Staff Related Expense	22,840.00	-5,072.50	27,400.00
Worship & Program			
Worship Supplies			
Altar	250.00	-139.36	300.00
Music	1,670.00	-831.00	2,000.00
Flowers			
Total Worship Supplies	1,920.00	-889.03	2,300.00
Adult Christian Formation	200.00	-100.00	240.00
Children and Youth Formation	1,250.00	-1,250.00	1,500.00
Total Worship & Program	3,370.00	-2,239.03	4,040.00
Administration & Overhead			
Fellowship	170.00	-72.12	200.00
Printing & Reproduction	2,080.00	436.87	2,500.00
Marketing	830.00	514.41	1,000.00
Office Expense	830.00	104.66	1,000.00
Telephone and Internet	1,375.00	-123.88	1,650.00
Utilities	2,080.00	143.39	2,500.00
Insurance	6,670.00	-539.01	8,000.00
Total Administration & Overhead	14,035.00	464.32	16,850.00

12:20 PM

11/10/17

Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
October 2017

	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Property Related Expense			
Property Related			
Property Taxes & Fees	415.00	71.00	498.00
Repairs & Maintenance	2,500.00	577.78	3,000.00
Grounds Maintenance	7,960.00	1,907.40	9,552.00
Capital Repairs/Rainy Day Fund	3,330.00	-3,330.00	4,000.00
Total Property Related Expense	<u>14,205.00</u>	<u>-573.69</u>	<u>17,050.00</u>
Total Expense	<u>75,442.50</u>	<u>-8,599.57</u>	<u>90,535.00</u>
Net Ordinary Income	<u>5.00</u>	<u>7,363.39</u>	<u>0.00</u>
Net Income	<u>5.00</u>	<u>7,363.39</u>	<u>0.00</u>