



Bishop's Committee Meeting and Planning Retreat
May 5, 2017
MINUTES

A meeting of the Bishop's Committee was called to order at 9:15 a.m.

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

Members absent: Mike Dmytriw, Geof Farnsworth, Barbara Kimler

Also present: Andrea Paddock

- 1) Opening Prayer: Cindy Louter
- 2) Approval of Minutes: A motion was made, seconded and carried to approve the minutes of the March 19, 2017 Bishop's Committee meeting.
- 3) Treasurer's Report:
 - a) Janet Chisholm reported that for the first time during her tenure as Treasurer funds were sufficient to transfer \$8,000 into a rainy day fund as a percentage of the operating budget; this represents \$4,000 per year for 2016 and 2017. Accrued interest on investments totaling \$1983.35 was posted to the Morgan Stanley account. The Union Bank balance is \$27,000 and is available to replenish the Morgan Stanley account; we are holding these funds in Union Bank in case cash is needed for roof repairs.
Donations are needed toward the \$100/month expenses for worship supplies/music; currently \$50/month is being donated. Additional donations are received from musicians who use the space for rehearsals and recitals. A \$200 donation designated "Easter donation" was received; a motion was made, seconded and carried to seek the donor's approval to apply the "Easter donation" to the worship supplies/music expense line.
The sexton is paid \$50/week and a year-end bonus of \$50.
A motion was made, seconded to approve the March and April 2017 Treasurer's Reports.
- 4) Other Business:
 - a) Deanery Meeting: The meeting will be held at Faith on May 15 at 7:00 p.m. The Fellowship team will provide hospitality for 20 people.

RETREAT

- 1) Bishop Bruce's Visit June 4, 2017, Pentecost
 - a) The pre-visit checklist will be completed following the Liturgy Committee meeting on May 13. Confirmations and baptisms will be performed as part of the worship service, followed by lunch in the fellowship hall. Bishop Bruce would like to meet with the Bishop's Committee as well. The retirement celebration for the dean of Deanery 10 occurring the same day is a separate event and won't overlap with Bishop Bruce's visit. As is customary, donations to the plate will be submitted to Bishop Bruce; this will be announced in the weekly e-newsletter.
- 2) New Business
 - a) Emergency Contacts: Cindy will notify the Building Committee that an emergency contact name and phone number should be posted on the door/window. Geof Farnsworth is the building contact person on file with the local police and fire departments.
 - b) Office Maintenance: Cindy will contact Hands of Grace about maintaining the orderliness of the office; weekly hosts should be aware of need to sort through and distribute mail to Hands of Grace guests and stow supplies and donations.

- c) Hands of Grace: Cindy asked for volunteers to participate in the organizing meetings. A list of Hands of Grace hosts and schedule should be posted. Barbara Kimler will be asked to report about Hands of Grace at Bishop's Committee meetings. It was suggested that it might be useful if a member of Faith were in attendance at the weekly Hands of Grace dinners to facilitate the use of the space, help direct traffic, help with the procedures list, etc.
- 2) Marketing
- a) Comments from the April 30 town hall dialogue were summarized. Feedback suggests the congregation's interest in continuing with the clergy rota, getting more visibility in local media, growing the congregation, increasing the financial health, and stimulating stewardship. Cindy Louter will explore the structure of clergy staffing with Revs. Hart and Vukich. The congregation wants the clergy to know that, just as we ask for them to invest in us as a congregation, we as a congregation desire to invest in them professionally as well. Our desire to seek ways to make better use of the rota is consistent with EDLA's definition of "supply plus" duties.
 - b) Paying for an expansion of the rota's duties, and possibly converting to a part-time position, requires financial planning and a stewardship campaign. A half-time vicar position would have created a \$35,000 deficit in 2016. It was decided not to pursue a Mission Share Grant from EDLA for 2018, but to build and execute a stewardship campaign to support membership growth and increase capacity to support a vicar. EDLA offers training on the "Kaleidoscope" stewardship model and "Faith Alive" program; Cindy Louter and Nancy Kendrick attended these at the time when Faith's facility was being occupied. It was suggested that a three-year business plan be developed to build capacity toward a consistent clergy rota schedule in the first year and a vicar position in years two and three. The following teams were suggested:
3-Year Business Plan: Amber Blasingham, Kathleen Costello, Anne Wilke, Stella Yu
Building Committee: Jack Auld
 - c) Administrator: Recruitment is underway for a 3 day/week administrator starting July 1, 2017. The job description needs to include website maintenance and social media.
- 3) Mission Statement
- Developing a new mission statement is a process of discernment, visioning, buy-in and strategic planning in which as many members of the congregation as possible should be involved and invested. It's not as much about the wordsmithing as it is about building consensus and engagement among all members. We are not ready now. Things to consider when the process is being undertaken include choices for worship and music that would be attractive to new members; messages like "open to all" and "wherever you are in your journey"; what does our programming communicate to visitors; what attracts newcomers to Faith; how should we be leveraging our membership in the Laguna Niguel Chamber of Commerce?
- 4) Town Hall Meetings: These will be offered quarterly during worship service; no longer than a traditional sermon (with a time limit) and with a topic announced in the three preceding weekly e-newsletters. Note cards will be available for people to provide confidential input, and a follow up request for input will be announced in the weekly e-newsletter.
- 5) Godly Play: The program lacks teachers and consistent participants.

TASKS

- Post notices in restrooms about non-flushables; provide waste baskets inside stalls.
- Fundraising for worship supplies/music.
- Clean carpets, polish floors before June 4.
- Assign Fellowship to support Deanery meeting May 15.

MINUTES

- Advise Building Committee to attend to flickering ballasts and accumulation of bugs in chandeliers.
- Remind Building Committee about getting a termite inspection.
- Arrange a memorial service for Pat Mayo.
- Disseminate administrator position description in May; interview in June.
- Marketing Team (May): Johnny will generate analytics of Facebook and social media traffic.

6) Closing Prayer: Offered by Andrea Paddock.

DATES

- 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 12:30 p.m.

Next meeting: June 25, 2017

Respectfully submitted by Kathleen Costello

Approved June 25, 2017

Faith Episcopal Church
Profit & Loss Budget Performance
March 2017

	Mar 17	Budget	\$ Over Budget	Jan - Mar 17
Ordinary Income/Expense				
Income				
Shepherd's Fund				
AA	330.00	333.00	-3.00	1,125.00
Outreach				
Hands of Grace	140.00			240.00
Outreach - Other	0.00	125.00	-125.00	0.00
Total Outreach	140.00	125.00	15.00	240.00
Shepherd's Fund - Other	-228.00	673.75	-901.75	632.16
Total Shepherd's Fund	242.00	1,131.75	-889.75	1,997.16
Plate	124.00	167.00	-43.00	302.00
Pledges and Regular Giving	5,244.00	6,196.00	-952.00	15,819.00
Special Unrestricted Offerings	0.00	50.00	-50.00	0.00
Investments and Interest	14.05			1,983.35
Total Income	5,624.05	7,544.75	-1,920.70	20,101.51
Expense				
Mission Outreach				
Mission Share Fund	641.25	641.25	0.00	1,923.75
Mission Outreach - Other	0.00	125.00	-125.00	0.00
Total Mission Outreach	641.25	766.25	-125.00	1,923.75
Clergy Related Expenses				
Supply Clergy	2,552.26	1,333.00	1,219.26	4,707.18
Total Clergy Related Expenses	2,552.26	1,333.00	1,219.26	4,707.18
Staff Related Expense				
Parish Administrator	558.75	1,000.00	-441.25	1,627.50
Sexton	300.00	217.00	83.00	700.00
Musician	1,000.00	1,000.00	0.00	3,000.00
Workers Comp	0.00	67.00	-67.00	0.00
Total Staff Related Expense	1,858.75	2,284.00	-425.25	5,327.50
Worship & Program				
Worship Supplies				
Altar	0.00	25.00	-25.00	0.00
Music	125.00	167.00	-42.00	725.00
Flowers	155.39			155.39
Total Worship Supplies	280.39	192.00	88.39	880.39
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	280.39	337.00	-56.61	905.39
Administration & Overhead				
Fellowship	0.00	17.00	-17.00	0.00
Printing & Reproduction	209.55	208.00	1.55	638.64
Marketing	263.44	83.00	180.44	398.44
Office Expense	134.20	83.00	51.20	289.69
Telephone and Internet	178.70	137.50	41.20	378.99
Utilities	192.26	208.00	-15.74	595.76
Insurance	2,208.86	667.00	1,541.86	2,341.99
Total Administration & Overhead	3,187.01	1,403.50	1,783.51	4,643.51

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08/10/17

Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
March 2017

	<u>Mar 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jan - Mar 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	2,931.30
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>2,931.30</u>
Total Expense	<u>9,587.31</u>	<u>7,544.25</u>	<u>2,043.06</u>	<u>20,438.63</u>
Net Ordinary Income	<u>-3,963.26</u>	<u>0.50</u>	<u>-3,963.76</u>	<u>-337.12</u>
Net Income	<u>-3,963.26</u>	<u>0.50</u>	<u>-3,963.76</u>	<u>-337.12</u>

Faith Episcopal Church
Profit & Loss Budget Performance
March 2017

	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense			
Income			
Shepherd's Fund			
AA	999.00	126.00	4,000.00
Outreach			
Hands of Grace			
Outreach - Other	375.00	-375.00	1,500.00
Total Outreach	375.00	-135.00	1,500.00
Shepherd's Fund - Other	2,021.25	-1,389.09	8,085.00
Total Shepherd's Fund	3,395.25	-1,398.09	13,585.00
Plate	501.00	-199.00	2,000.00
Pledges and Regular Giving	18,588.00	-2,769.00	74,350.00
Special Unrestricted Offerings	150.00	-150.00	600.00
Investments and Interest			
Total Income	22,634.25	-2,532.74	90,535.00
Expense			
Mission Outreach			
Mission Share Fund	1,923.75	0.00	7,695.00
Mission Outreach - Other	375.00	-375.00	1,500.00
Total Mission Outreach	2,298.75	-375.00	9,195.00
Clergy Related Expenses			
Supply Clergy	3,999.00	708.18	16,000.00
Total Clergy Related Expenses	3,999.00	708.18	16,000.00
Staff Related Expense			
Parish Administrator	3,000.00	-1,372.50	12,000.00
Sexton	651.00	49.00	2,600.00
Musician	3,000.00	0.00	12,000.00
Workers Comp	201.00	-201.00	800.00
Total Staff Related Expense	6,852.00	-1,524.50	27,400.00
Worship & Program			
Worship Supplies			
Altar	75.00	-75.00	300.00
Music	501.00	224.00	2,000.00
Flowers			
Total Worship Supplies	576.00	304.39	2,300.00
Adult Christian Formation	60.00	-35.00	240.00
Children and Youth Formation	375.00	-375.00	1,500.00
Total Worship & Program	1,011.00	-105.61	4,040.00
Administration & Overhead			
Fellowship	51.00	-51.00	200.00
Printing & Reproduction	624.00	14.64	2,500.00
Marketing	249.00	149.44	1,000.00
Office Expense	249.00	40.69	1,000.00
Telephone and Internet	412.50	-33.51	1,650.00
Utilities	624.00	-28.24	2,500.00
Insurance	2,001.00	340.99	8,000.00
Total Administration & Overhead	4,210.50	433.01	16,850.00

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Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
March 2017

	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Property Related Expense			
Property Taxes & Fees	124.50	-124.50	498.00
Repairs & Maintenance	750.00	-750.00	3,000.00
Grounds Maintenance	2,388.00	543.30	9,552.00
Capital Repairs/Rainy Day Fund	999.00	-999.00	4,000.00
Total Property Related Expense	<u>4,261.50</u>	<u>-1,330.20</u>	<u>17,050.00</u>
Total Expense	<u>22,632.75</u>	<u>-2,194.12</u>	<u>90,535.00</u>
Net Ordinary Income	<u>1.50</u>	<u>-338.62</u>	<u>0.00</u>
Net Income	<u><u>1.50</u></u>	<u><u>-338.62</u></u>	<u><u>0.00</u></u>

Faith Episcopal Church
Profit & Loss Budget Performance
April 2017

	Apr 17	Budget	\$ Over Budget	Jan - Apr 17
Ordinary Income/Expense				
Income				
Shepherd's Fund				
AA	275.00	333.00	-58.00	1,400.00
Outreach				
Hands of Grace	130.00			370.00
Outreach - Other	0.00	125.00	-125.00	0.00
Total Outreach	130.00	125.00	5.00	370.00
Fellowship	13.00			13.00
Shepherd's Fund - Other	1,178.36	673.75	504.61	1,810.52
Total Shepherd's Fund	1,596.36	1,131.75	464.61	3,593.52
Plate	271.00	167.00	104.00	573.00
Pledges and Regular Giving	7,474.00	6,196.00	1,278.00	23,293.00
Special Unrestricted Offerings	0.00	50.00	-50.00	0.00
Investments and Interest	512.02			2,495.37
Total Income	9,853.38	7,544.75	2,308.63	29,954.89
Expense				
Mission Outreach				
Mission Share Fund	641.25	641.25	0.00	2,565.00
Mission Outreach - Other	0.00	125.00	-125.00	0.00
Total Mission Outreach	641.25	766.25	-125.00	2,565.00
Clergy Related Expenses				
Supply Clergy	1,420.72	1,333.00	87.72	6,127.90
Total Clergy Related Expenses	1,420.72	1,333.00	87.72	6,127.90
Staff Related Expense				
Parish Administrator	622.50	1,000.00	-377.50	2,250.00
Sexton	200.00	217.00	-17.00	900.00
Musician	1,000.00	1,000.00	0.00	4,000.00
Workers Comp	0.00	67.00	-67.00	0.00
Total Staff Related Expense	1,822.50	2,284.00	-461.50	7,150.00
Worship & Program				
Worship Supplies				
Altar	0.00	25.00	-25.00	0.00
Music	100.00	167.00	-67.00	825.00
Flowers	115.30			270.69
Total Worship Supplies	215.30	192.00	23.30	1,095.69
Adult Christian Formation	25.00	20.00	5.00	50.00
Children and Youth Formation	0.00	125.00	-125.00	0.00
Total Worship & Program	240.30	337.00	-96.70	1,145.69
Administration & Overhead				
Fellowship	0.00	17.00	-17.00	0.00
Printing & Reproduction	428.63	208.00	220.63	1,067.27
Marketing	178.75	83.00	95.75	577.19
Office Expense	108.26	83.00	25.26	397.95
Telephone and Internet	99.48	137.50	-38.02	478.47
Utilities	218.68	208.00	10.68	814.44
Insurance	0.00	667.00	-667.00	2,341.99
Total Administration & Overhead	1,033.80	1,403.50	-369.70	5,677.31

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Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
April 2017

	<u>Apr 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jan - Apr 17</u>
Property Related Expense				
Property Taxes & Fees	0.00	41.50	-41.50	0.00
Repairs & Maintenance	297.00	250.00	47.00	297.00
Grounds Maintenance	0.00	796.00	-796.00	2,931.30
Capital Repairs/Rainy Day Fund	0.00	333.00	-333.00	0.00
Total Property Related Expense	<u>297.00</u>	<u>1,420.50</u>	<u>-1,123.50</u>	<u>3,228.30</u>
Total Expense	<u>5,455.57</u>	<u>7,544.25</u>	<u>-2,088.68</u>	<u>25,894.20</u>
Net Ordinary Income	<u>4,397.81</u>	<u>0.50</u>	<u>4,397.31</u>	<u>4,060.69</u>
Net Income	<u>4,397.81</u>	<u>0.50</u>	<u>4,397.31</u>	<u>4,060.69</u>

Faith Episcopal Church
Profit & Loss Budget Performance
April 2017

	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense			
Income			
Shepherd's Fund			
AA	1,332.00	68.00	4,000.00
Outreach			
Hands of Grace			
Outreach - Other	500.00	-500.00	1,500.00
Total Outreach	500.00	-130.00	1,500.00
Fellowship			
Shepherd's Fund - Other	2,695.00	-884.48	8,085.00
Total Shepherd's Fund	4,527.00	-933.48	13,585.00
Plate	668.00	-95.00	2,000.00
Pledges and Regular Giving	24,784.00	-1,491.00	74,350.00
Special Unrestricted Offerings	200.00	-200.00	600.00
Investments and Interest			
Total Income	30,179.00	-224.11	90,535.00
Expense			
Mission Outreach			
Mission Share Fund	2,565.00	0.00	7,695.00
Mission Outreach - Other	500.00	-500.00	1,500.00
Total Mission Outreach	3,065.00	-500.00	9,195.00
Clergy Related Expenses			
Supply Clergy	5,332.00	795.90	16,000.00
Total Clergy Related Expenses	5,332.00	795.90	16,000.00
Staff Related Expense			
Parish Administrator	4,000.00	-1,750.00	12,000.00
Sexton	868.00	32.00	2,600.00
Musician	4,000.00	0.00	12,000.00
Workers Comp	268.00	-268.00	800.00
Total Staff Related Expense	9,136.00	-1,986.00	27,400.00
Worship & Program			
Worship Supplies			
Altar	100.00	-100.00	300.00
Music	668.00	157.00	2,000.00
Flowers			
Total Worship Supplies	768.00	327.69	2,300.00
Adult Christian Formation	80.00	-30.00	240.00
Children and Youth Formation	500.00	-500.00	1,500.00
Total Worship & Program	1,348.00	-202.31	4,040.00
Administration & Overhead			
Fellowship	68.00	-68.00	200.00
Printing & Reproduction	832.00	235.27	2,500.00
Marketing	332.00	245.19	1,000.00
Office Expense	332.00	65.95	1,000.00
Telephone and Internet	550.00	-71.53	1,650.00
Utilities	832.00	-17.56	2,500.00
Insurance	2,668.00	-326.01	8,000.00
Total Administration & Overhead	5,614.00	63.31	16,850.00

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08/10/17

Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
April 2017

	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Property Related Expense			
Property Taxes & Fees	166.00	-166.00	498.00
Repairs & Maintenance	1,000.00	-703.00	3,000.00
Grounds Maintenance	3,184.00	-252.70	9,552.00
Capital Repairs/Rainy Day Fund	1,332.00	-1,332.00	4,000.00
Total Property Related Expense	<u>5,682.00</u>	<u>-2,453.70</u>	<u>17,050.00</u>
Total Expense	<u>30,177.00</u>	<u>-4,282.80</u>	<u>90,535.00</u>
Net Ordinary Income	<u>2.00</u>	<u>4,058.69</u>	<u>0.00</u>
Net Income	<u><u>2.00</u></u>	<u><u>4,058.69</u></u>	<u><u>0.00</u></u>