



Faith Episcopal Church
LAGUNA NIGUEL

Bishop's Committee Meeting
July 22, 2018
MINUTES

Members present: Marsha Bardwell, Ralph Behrsin, Jeanne Dmytriw, Deborah Gannon, Barbara Kimler, Bryan Price, Anne Wilke (quorum)

Members absent: Lorelei Auld

Ex Officio Members: Vicar Rev. Dawn Vukich, Treasurer Janet Chisholm, Scribe Kathleen Costello

Also present: Mel Kernihan

The meeting was called to order by Anne Wilke at 11:10 a.m.

Rev. Dawn Vukich offered the opening prayer and devotional.

Mission Statement affirmation offered by Barbara Kimler.

- 1) **Consent agenda.** It was moved, seconded and carried to approve the minutes of the June 24, 2018 meeting.
- 2) **Budget 2019 and MDG Request.** Anne Wilke reviewed the 2018 and 2019 operating budgets line by line. It was moved, seconded and carried to approve the preliminary 2019 budget as presented; and to approve submission of the request for a Mission Development Grant of \$19,500 for 2019.
- 3) **Treasurer's Report.** Janet Chisholm reported that the audit was completed and that she received good suggestions for financial management. It was moved, seconded and carried to approve the Treasurer's Report for June 2018.
- 4) **Continuing Business.**
 - a. **Clergy Report.** Rev. Vukich reported that she has been working with the administrator to bring the service bulletins up to date and that is going well. Pastoral care is high on her agenda. She will reach out to members we haven't seen recently; she also encourages others to reach out and keep in touch with members. She also is focusing on getting Millennials together. The Tuesday noon Bible Study will focus on Ephesians; the evening Bible Study is on hiatus for the summer. The recent Newcomers series concluded with a reception at Anne Wilke's; the newcomers are engaged on committees. Dawn will launch another Newcomers cohort in the fall.
 - b. **Communications.** Kathleen Costello reported print materials reflecting the new logo are on order. Barbara Kimler reported that publicity about the 8/19 Institution has been sent to media.
 - c. **Education Committee.** Marsha Bardwell reported that the Fall 2018 Saddleback College Emeritus Institute art history class will begin on August 24; they will need support to operate our overhead projector. At the September 9 service Christopher McAulay will give a presentation about the trip to Italy from September 23 through October 6, 2019. She will meet with the families about children's services.
 - d. **Hands of Grace.** Barbara Kimler reported that she is representing Hands of Grace at a Laguna Niguel Homeless task force meeting. The HOG team leaders are planning a barbeque on August 29 for all HoG volunteers.

5) New Business.

- a. Anne Wilke and Ralph Behrsin are leading the team planning the Institution event on 8/19/18.
- b. Anne Wilke presented a master calendar of Faith events through April 2019.
- c. Bishop's Committee Calendar. The next meetings of the BC will be on, August 26 and Saturday, September 22 (retreat).

6) Closing prayer and adjournment.

The meeting adjourned at 12:45 ? p.m.

Respectfully submitted by Kathleen Costello

Approved August 26, 2018

Faith Episcopal Church
Profit & Loss Budget Performance
June 2018

	Jun 18	Budget	\$ Over Budget	Jan - Jun 18
Ordinary Income/Expense				
Income				
Shepherd's Fund				
AA	305.00	333.33	-28.33	2,040.00
Outreach				
Hands of Grace	0.00			305.00
Outreach - Other	0.00	83.33	-83.33	0.00
Total Outreach	0.00	83.33	-83.33	305.00
Fellowship	0.00			-27.69
Shepherd's Fund - Other	50.00	666.66	-616.66	935.76
Total Shepherd's Fund	355.00	1,083.32	-728.32	3,253.07
Plate	173.00	166.66	6.34	786.00
Pledges and Regular Giving	5,715.00	7,786.66	-2,071.66	45,050.00
Special Unrestricted Offerings	0.00	58.33	-58.33	0.00
Investments and Interest	241.35			452.45
Designated gifts	44.00			320.00
Total Income	6,528.35	9,094.97	-2,566.62	49,861.52
Expense				
Mission Outreach				
Outreach				
Hands of Grace	0.00			-137.00
Outreach - Other	0.00	83.33	-83.33	0.00
Total Outreach	0.00	83.33	-83.33	-137.00
Mission Share Fund	795.33	795.33	0.00	4,771.98
Discretionary Fund	0.00	100.00	-100.00	0.00
Total Mission Outreach	795.33	978.66	-183.33	4,634.98
Clergy Related Expenses				
Life/Health Insurance	821.00	189.00	632.00	2,587.00
Supply Clergy	1,800.00	2,000.00	-200.00	10,925.00
Other Clergy Related Expenses	0.00	0.00	0.00	0.00
Total Clergy Related Expenses	2,621.00	2,189.00	432.00	13,512.00
Staff Related Expense				
Parish Administrator	858.75	1,300.00	-441.25	5,386.75
Sexton	200.00	216.66	-16.66	1,300.00
Musician	1,000.00	1,000.00	0.00	6,000.00
Workers Comp	0.00	66.66	-66.66	0.00
Total Staff Related Expense	2,058.75	2,583.32	-524.57	12,686.75
Worship & Program				
Worship Supplies				
Altar	0.00	16.66	-16.66	0.00
Music	150.00	166.66	-16.66	464.00
Flowers	13.99			-143.34
Worship Supplies - Other	0.00			83.40
Total Worship Supplies	163.99	183.32	-19.33	404.06
Adult Christian Formation	0.00	8.33	-8.33	50.00
Children and Youth Formation	0.00	83.33	-83.33	0.00
Total Worship & Program	163.99	274.98	-110.99	454.06

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07/13/18

Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
June 2018

	Jun 18	Budget	\$ Over Budget	Jan - Jun 18
Administration & Overhead				
Fellowship	0.00	8.33	-8.33	32.43
Printing & Reproduction	0.00	250.00	-250.00	1,541.24
Communications	0.00	83.33	-83.33	633.93
Office Expense	126.69	83.33	43.36	2,415.17
Telephone and Internet	110.73	150.00	-39.27	833.16
Utilities	223.15	208.33	14.82	1,472.69
Insurance	1,817.00	666.66	1,150.34	3,506.13
Total Administration & Overhead	2,277.57	1,449.98	827.59	10,434.75
Property Related Expense				
Property Taxes & Fees	0.00	40.50	-40.50	0.00
Repairs & Maintenance	292.29	250.00	42.29	1,100.94
Grounds Maintenance	0.00	995.16	-995.16	6,325.65
Capital Repairs/Rainy Day Fund	0.00	333.33	-333.33	0.00
Total Property Related Expense	292.29	1,618.99	-1,326.70	7,426.59
Total Expense	8,208.93	9,094.93	-886.00	49,149.13
Net Ordinary Income	-1,680.58	0.04	-1,680.62	712.39
Net Income	-1,680.58	0.04	-1,680.62	712.39

Faith Episcopal Church
Profit & Loss Budget Performance
June 2018

	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense			
Income			
Shepherd's Fund			
AA	1,999.98	40.02	4,000.00
Outreach			
Hands of Grace			
Outreach - Other	499.98	-499.98	1,000.00
Total Outreach	499.98	-194.98	1,000.00
Fellowship			
Shepherd's Fund - Other	3,999.96	-3,064.20	8,000.00
Total Shepherd's Fund	6,499.92	-3,246.85	13,000.00
Plate	999.96	-213.96	2,000.00
Pledges and Regular Giving	46,719.96	-1,669.96	93,440.00
Special Unrestricted Offerings	349.98	-349.98	700.00
Investments and Interest			
Designated gifts			
Total Income	54,569.82	-4,708.30	109,140.00
Expense			
Mission Outreach			
Outreach			
Hands of Grace			
Outreach - Other	499.98	-499.98	1,000.00
Total Outreach	499.98	-636.98	1,000.00
Mission Share Fund	4,771.98	0.00	9,544.00
Discretionary Fund	600.00	-600.00	1,200.00
Total Mission Outreach	5,871.96	-1,236.98	11,744.00
Clergy Related Expenses			
Life/Health Insurance	1,134.00	1,453.00	2,268.00
Supply Clergy	12,000.00	-1,075.00	24,000.00
Other Clergy Related Expenses	0.00	0.00	0.00
Total Clergy Related Expenses	13,134.00	378.00	26,268.00
Staff Related Expense			
Parish Administrator	7,800.00	-2,413.25	15,600.00
Sexton	1,299.96	0.04	2,600.00
Musician	6,000.00	0.00	12,000.00
Workers Comp	399.96	-399.96	800.00
Total Staff Related Expense	15,499.92	-2,813.17	31,000.00
Worship & Program			
Worship Supplies			
Altar	99.96	-99.96	200.00
Music	999.96	-535.96	2,000.00
Flowers			
Worship Supplies - Other			
Total Worship Supplies	1,099.92	-695.86	2,200.00
Adult Christian Formation	49.98	0.02	100.00
Children and Youth Formation	499.98	-499.98	1,000.00
Total Worship & Program	1,649.88	-1,195.82	3,300.00

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Accrual Basis

Faith Episcopal Church
Profit & Loss Budget Performance
June 2018

	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Administration & Overhead			
Fellowship	49.98	-17.55	100.00
Printing & Reproduction	1,500.00	41.24	3,000.00
Communications	499.98	133.95	1,000.00
Office Expense	499.98	1,915.19	1,000.00
Telephone and Internet	900.00	-66.84	1,800.00
Utilities	1,249.98	222.71	2,500.00
Insurance	3,999.96	-493.83	8,000.00
Total Administration & Overhead	<u>8,699.88</u>	<u>1,734.87</u>	<u>17,400.00</u>
Property Related Expense			
Property Taxes & Fees	243.00	-243.00	486.00
Repairs & Maintenance	1,500.00	-399.06	3,000.00
Grounds Maintenance	5,970.96	354.69	11,942.00
Capital Repairs/Rainy Day Fund	1,999.98	-1,999.98	4,000.00
Total Property Related Expense	<u>9,713.94</u>	<u>-2,287.35</u>	<u>19,428.00</u>
Total Expense	<u>54,569.58</u>	<u>-5,420.45</u>	<u>109,140.00</u>
Net Ordinary Income	<u>0.24</u>	<u>712.15</u>	<u>0.00</u>
Net Income	<u><u>0.24</u></u>	<u><u>712.15</u></u>	<u><u>0.00</u></u>

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Accrual Basis

Faith Episcopal Church

Balance Sheet

As of June 30, 2018

	<u>Jun 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Union Bank Checking	
Union Bank-Operating	20,581.19
Designated Funds	8,299.46
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Total Union Bank Checking	28,880.65
Union Bank-Rainy Day Account	10,583.65
Union Bank-Vicar Discretionary	431.87
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Total Checking/Savings	39,896.17
Total Current Assets	39,896.17
Other Assets	
Investments	
Morgan Stanley	25,976.14
Sutton Trust-Restricted	17,632.47
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Total Investments	43,608.61
Total Other Assets	43,608.61
TOTAL ASSETS	<hr/> 83,504.78 <hr/>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	107,211.91
Unrestricted Net Assets	-24,419.52
Net Income	712.39
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Total Equity	83,504.78
TOTAL LIABILITIES & EQUITY	<hr/> 83,504.78 <hr/>