



## **Bishop's Committee Meeting**

August 26, 2018

MINUTES

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

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

**Members absent:** Lorelei Auld, Deborah Gannon, Kathleen Costello (Scribe)

**Ex Officio Members:** Vicar Rev. Dawn Vukich, Treasurer Janet Chisholm

**The meeting was called to order** by Anne Wilke at 11:09 a.m.

Rev. Dawn Vukich offered the **Opening Prayer and Devotional** (focus on gratitude).

**Mission Statement** affirmation offered by Bryan Price.

1. Consent Agenda: It was moved, seconded and carried to approve the minutes of July 22, 2018.
2. Clergy Report: Rev. Dawn Vukich
  - a. Dawn has been meeting with area clergy.
  - b. Evening Bible Study will start up again on Thursday, September 6, with the topic of the Book of Genesis.
  - c. Tuesday noon Bible Study continues well.
  - d. The concept of additional services (eg, Saturday evening) is being considered in response to family needs.
3. Building Committee: Bryan Price
  - a. Still researching the bathroom project.
  - b. Fixed Asset List needs to be completed by December.
    - i. Bryan will head this up with each department creating their own list with pictures
  - c. Cleaning around the area of the trash bins was discussed.
    - i. Barbara Kimler is meeting with the Sheriff and the new Liason for the Homeless.
    - ii. Bryan will follow up with installing a motion detector light in that area.
4. Communications Committee: Barbara Kimler
  - a. Most of the print materials job is done.
  - b. Working on the best way to communicate with the congregation to share the exciting and colorful images from the recent Installation.
    - i. Dan has offered to create a Drop Box for that purpose.
  - c. Next charge is the Vision Statement.
  - d. 12/1/19 is the 30<sup>th</sup> anniversary of Faith Episcopal Church.
  - e. The revised website needs to be completed.
    - i. Barbara will follow up to see what assistance Dan needs from us.
  - f. Barbara reviewed the PR coverage generated by the Installation.
5. Education Committee: Marsha Bardwell
  - a. On September 9 a presentation will be given regarding the Fall 2019 Pilgrimage to Italy.
    - i. The pricing Marsha has confirmed is extremely competitive.
  - b. On Friday, August 24, our first art history class was given, with 20 guests in attendance.
  - c. A meeting will be scheduled to discuss specific children's educational needs from FEC.

6. Hands of Grace: Barbara Kimler
    - a. There is a new position at the Sheriff's department – Liason for the Homeless.
    - b. There is a Homeless Taskforce breakfast meeting at Temple Beth El.
  7. Finance Committee:
    - a. Anne Wilke
      - i. The Audit is complete with 2 task items: a list of Fixed Assets and the provision that expense approvers are not eligible to sign checks.
      - ii. The Grant Request has been submitted to the Diocese with a decision expected in December.
      - iii. The cost of the Bathroom project and use of Reserves was discussed: no decision has been made.
    - b. Janet Chisholm
      - i. Janet will review the management cost for the Morgan Stanley account icw a small, non-profit church.
      - ii. Dawn's finances are now set up, except for her pension.
      - iii. \$1,000 was collected at the Installation, to go to Dawn's Discretionary Fund.
      - iv. Pledge contributions continue strong, with no traditional summer fall-off.
      - v. It was moved, seconded and carried to approve the Treasurer's Report for July 2018.
  8. Open Discussion:
    - a. The Vicar's Discretionary Fund: from the Installation and 5<sup>th</sup> Sunday plate.
    - b. Reviewed the Calendar:
      - i. Wine Tasting Fund Raiser - There will be a sommelier at the Wine Auction. Funds raised will go to the General Fund to help pay for the Clergy expenses in 2018 (budgeted in 2018 in Shepherd's Fund)
      - ii. BC Retreat:
        1. Hours (9 am – 3 pm)
        2. Goal is to set the top (3) priorities for 2019
        3. Each of us will conduct a Spiritual Gifts Test
    - c. Home visits: Marsha Bardwell asked how these are conducted.
      - i. Dawn mentioned Stephen's Ministry, a lay ministry requiring training; in the meantime, any one interested may join Dawn in such visits when appropriate.
    - d. Stewardship Committee:
      - i. Anne indicated she and Deb Gannon will lead this effort.
  9. Closing Prayer by Rev. Dawn Vukich.
  10. Adjournment by Anne Wilke at 12:13pm.
- Respectfully submitted by Ralph Behrsin (with edits by Anne Wilke).

*Approved September 22, 2018*

10:49 AM

08/25/18

Accrual Basis

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

	Jul 18	Budget	\$ Over Budget	Jan - Jul 18
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Shepherd's Fund</b>				
<b>AA</b>	325.00	333.33	-8.33	2,365.00
<b>Outreach</b>				
Hands of Grace	5.00			310.00
Outreach - Other	0.00	83.33	-83.33	0.00
<b>Total Outreach</b>	5.00	83.33	-78.33	310.00
<b>Fellowship</b>	0.00			-27.69
<b>Shepherd's Fund - Other</b>	444.10	666.66	-222.56	1,379.86
<b>Total Shepherd's Fund</b>	774.10	1,083.32	-309.22	4,027.17
<b>Plate</b>	138.00	166.66	-28.66	924.00
<b>Pledges and Regular Giving</b>	6,760.00	7,786.66	-1,026.66	51,810.00
<b>Special Unrestricted Offerings</b>	0.00	58.33	-58.33	0.00
<b>Investments and Interest</b>	329.93			694.41
<b>Designated gifts</b>	30.00			350.00
<b>Total Income</b>	8,032.03	9,094.97	-1,062.94	57,805.58
<b>Expense</b>				
<b>Mission Outreach</b>				
<b>Outreach</b>				
Hands of Grace	0.00			-137.00
Outreach - Other	0.00	83.33	-83.33	0.00
<b>Total Outreach</b>	0.00	83.33	-83.33	-137.00
<b>Mission Share Fund</b>	795.33	795.33	0.00	5,567.31
<b>Discretionary Fund</b>	0.00	100.00	-100.00	0.00
<b>Total Mission Outreach</b>	795.33	978.66	-183.33	5,430.31
<b>Clergy Related Expenses</b>				
<b>Stipend</b>	1,362.50			8,425.00
<b>Housing Allowance</b>	700.00			3,800.00
<b>Life/Health Insurance</b>	821.00	189.00	632.00	3,408.00
<b>Supply Clergy</b>	220.71	2,000.00	-1,779.29	2,145.71
<b>Other Clergy Related Expenses</b>	350.42	0.00	350.42	350.42
<b>Total Clergy Related Expenses</b>	3,454.63	2,189.00	1,265.63	18,129.13
<b>Staff Related Expense</b>				
<b>Parish Administrator</b>	816.75	1,300.00	-483.25	6,203.50
<b>Sexton</b>	200.00	216.66	-16.66	1,500.00
<b>Musician</b>	1,000.00	1,000.00	0.00	7,000.00
<b>Workers Comp</b>	0.00	66.66	-66.66	0.00
<b>Total Staff Related Expense</b>	2,016.75	2,583.32	-566.57	14,703.50
<b>Worship &amp; Program</b>				
<b>Worship Supplies</b>				
<b>Altar</b>	0.00	16.66	-16.66	0.00
<b>Music</b>	494.00	166.66	327.34	958.00
<b>Flowers</b>	0.00			-143.34
<b>Worship Supplies - Other</b>	0.00			83.40
<b>Total Worship Supplies</b>	494.00	183.32	310.68	898.06
<b>Adult Christian Formation</b>	25.00	8.33	16.67	75.00
<b>Children and Youth Formation</b>	42.83	83.33	-40.50	42.83
<b>Total Worship &amp; Program</b>	561.83	274.98	286.85	1,015.89

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

	Jul 18	Budget	\$ Over Budget	Jan - Jul 18
<b>Administration &amp; Overhead</b>				
Fellowship	0.00	8.33	-8.33	32.43
Printing & Reproduction	242.03	250.00	-7.97	1,783.27
Communications	384.73	83.33	301.40	1,018.66
Office Expense	28.73	83.33	-54.60	2,443.90
Telephone and Internet	110.16	150.00	-39.84	943.32
Utilities	326.01	208.33	117.68	1,798.70
Insurance	0.00	666.66	-666.66	3,506.13
<b>Total Administration &amp; Overhead</b>	<b>1,091.66</b>	<b>1,449.98</b>	<b>-358.32</b>	<b>11,526.41</b>
<b>Property Related Expense</b>				
Property Taxes & Fees	468.00	40.50	427.50	468.00
Repairs & Maintenance	0.00	250.00	-250.00	1,100.94
Grounds Maintenance	1,654.85	995.16	659.69	7,980.50
Capital Repairs/Rainy Day Fund	0.00	333.33	-333.33	0.00
<b>Total Property Related Expense</b>	<b>2,122.85</b>	<b>1,618.99</b>	<b>503.86</b>	<b>9,549.44</b>
<b>Total Expense</b>	<b>10,043.05</b>	<b>9,094.93</b>	<b>948.12</b>	<b>60,354.68</b>
<b>Net Ordinary Income</b>	<b>-2,011.02</b>	<b>0.04</b>	<b>-2,011.06</b>	<b>-2,549.10</b>
<b>Net Income</b>	<b>-2,011.02</b>	<b>0.04</b>	<b>-2,011.06</b>	<b>-2,549.10</b>

10:49 AM  
 08/25/18  
 Accrual Basis

## Faith Episcopal Church Profit & Loss Budget Performance July 2018

	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Shepherd's Fund</b>			
AA	2,333.31	31.69	4,000.00
<b>Outreach</b>			
Hands of Grace			
Outreach - Other	583.31	-583.31	1,000.00
<b>Total Outreach</b>	583.31	-273.31	1,000.00
<b>Fellowship</b>			
Shepherd's Fund - Other	4,666.62	-3,286.76	8,000.00
<b>Total Shepherd's Fund</b>	7,583.24	-3,556.07	13,000.00
<b>Plate</b>	1,166.62	-242.62	2,000.00
<b>Pledges and Regular Giving</b>	54,506.62	-2,696.62	93,440.00
<b>Special Unrestricted Offerings</b>	408.31	-408.31	700.00
<b>Investments and Interest</b>			
<b>Designated gifts</b>			
<b>Total Income</b>	63,664.79	-5,859.21	109,140.00
<b>Expense</b>			
<b>Mission Outreach</b>			
Outreach			
Hands of Grace			
Outreach - Other	583.31	-583.31	1,000.00
<b>Total Outreach</b>	583.31	-720.31	1,000.00
<b>Mission Share Fund</b>	5,567.31	0.00	9,544.00
<b>Discretionary Fund</b>	700.00	-700.00	1,200.00
<b>Total Mission Outreach</b>	6,850.62	-1,420.31	11,744.00
<b>Clergy Related Expenses</b>			
Stipend			
Housing Allowance			
Life/Health Insurance	1,323.00	2,085.00	2,268.00
Supply Clergy	14,000.00	-11,854.29	24,000.00
Other Clergy Related Expenses	0.00	350.42	0.00
<b>Total Clergy Related Expenses</b>	15,323.00	2,806.13	26,268.00
<b>Staff Related Expense</b>			
Parish Administrator	9,100.00	-2,896.50	15,600.00
Sexton	1,516.62	-16.62	2,600.00
Musician	7,000.00	0.00	12,000.00
Workers Comp	466.62	-466.62	800.00
<b>Total Staff Related Expense</b>	18,083.24	-3,379.74	31,000.00
<b>Worship &amp; Program</b>			
<b>Worship Supplies</b>			
Altar	116.62	-116.62	200.00
Music	1,166.62	-208.62	2,000.00
Flowers			
Worship Supplies - Other			
<b>Total Worship Supplies</b>	1,283.24	-385.18	2,200.00
<b>Adult Christian Formation</b>	58.31	16.69	100.00
<b>Children and Youth Formation</b>	583.31	-540.48	1,000.00
<b>Total Worship &amp; Program</b>	1,924.86	-908.97	3,300.00

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

	YTD Budget	\$ Over Budget	Annual Budget
<b>Administration &amp; Overhead</b>			
Fellowship	58.31	-25.88	100.00
Printing & Reproduction	1,750.00	33.27	3,000.00
Communications	583.31	435.35	1,000.00
Office Expense	583.31	1,860.59	1,000.00
Telephone and Internet	1,050.00	-106.68	1,800.00
Utilities	1,458.31	340.39	2,500.00
Insurance	4,666.62	-1,160.49	8,000.00
<b>Total Administration &amp; Overhead</b>	<b>10,149.86</b>	<b>1,376.55</b>	<b>17,400.00</b>
<b>Property Related Expense</b>			
Property Taxes & Fees	283.50	184.50	486.00
Repairs & Maintenance	1,750.00	-649.06	3,000.00
Grounds Maintenance	6,966.12	1,014.38	11,942.00
Capital Repairs/Rainy Day Fund	2,333.31	-2,333.31	4,000.00
<b>Total Property Related Expense</b>	<b>11,332.93</b>	<b>-1,783.49</b>	<b>19,428.00</b>
<b>Total Expense</b>	<b>63,664.51</b>	<b>-3,309.83</b>	<b>109,140.00</b>
<b>Net Ordinary Income</b>	<b>0.28</b>	<b>-2,549.38</b>	<b>0.00</b>
<b>Net Income</b>	<b>0.28</b>	<b>-2,549.38</b>	<b>0.00</b>

Faith Episcopal Church  
**Balance Sheet**  
As of July 31, 2018

	<u>Jul 31, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Union Bank Checking	
Union Bank-Operating	15,077.74
Designated Funds	10,299.46
<b>Total Union Bank Checking</b>	25,377.20
Union Bank-Rainy Day Account	10,583.65
Union Bank-Vicar Discretionary	431.87
<b>Total Checking/Savings</b>	36,392.72
<b>Total Current Assets</b>	36,392.72
<b>Other Assets</b>	
<b>Investments</b>	
Morgan Stanley	26,306.07
Sutton Trust-Restricted	17,544.50
<b>Total Investments</b>	43,850.57
<b>Total Other Assets</b>	43,850.57
<b>TOTAL ASSETS</b>	<b>80,243.29</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	107,211.91
Unrestricted Net Assets	-24,419.52
Net Income	-2,549.10
<b>Total Equity</b>	80,243.29
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>80,243.29</b>