



## *Faith Episcopal Church*

LAGUNA NIGUEL

### **Bishop's Committee Meeting**

October 28, 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, Joan Milliman

The meeting was called to order by Anne Wilke at 11:30 a.m.

Rev. Dawn Vukich offered the opening prayer and devotional on peace in light of the violent acts that occurred this week.

Mission Statement affirmation offered by Jeanne Dmytriw.

- 1) **Consent agenda.** It was moved, seconded and carried to approve the minutes of the September 22, 2018 BC meeting.
- 2) **Continuing Business.**
  - a. September Retreat. Anne Wilke asked for thoughts about the planning retreat, and recapped the findings and insights from the day, with definition of the priorities identified. The committee reviewed proposed changes in services and music; children/family services will be planned every quarter. Anne reported that a \$4,420 proposal had been submitted in response to an invitation from EDLA to apply for one-time support of mission development needs.
  - b. Clergy Report. Rev. Vukich reported that she has been participating in homelessness prevention activities and recently attended that program's clergy breakfast hosted by the mayor and State Senator Pat Bates. The Blessing of the Horses and Blessing of the Animals services / Pet Adoption Fair were successful; next year the BotA event may be moved to the Laguna Niguel park. Rev. Vukich invited Betty Mitchell to lead Faith's United Thank Offering campaign this year. Three members accompanied Rev. Vukich in a Stephen's Ministry training event and are planning to continue training so they can join her in offering pastoral care. The training entails a \$2,000 budget allocation to send Rev. Vukich to a one-week training plus a one-time \$600 fee. this proposal will be added to the BC agenda for next month.
  - c. Building Committee. Deborah Gannon reported that the committee has developed "need" and "wish" lists and responded to emergency repairs. They hope to address some of these items following the Stewardship Drive, and will inventory all equipment and assets and develop a reserve schedule and budget, and update the building use policy and utility reimbursement schedule. Rev. Vukich suggested that policies be developed for appropriate use of the sanctuary by outside groups, specifying allowable and unallowable uses of signage, etc. Kathleen Costello suggested that outside group usage require hourly payment for a FEC member to serve as site manager to ensure proper usage, lockup, utility management, etc. Anne Wilke added that we may need EDLA approval of space use forms / policies.
  - d. Communications. Kathleen Costello reported that the committee took the month off after intense efforts in preparation on branding projects and special events.

- e. Education Committee. Marsha Bardwell reported that the Fall 2018 Saddleback College Emeritus Institute art history class has been very successful and will be offered again next semester. Registrations for the 2019 Italy pilgrimage trip are on track with commitments from about 12 people. The committee is considering other opportunities to share through This Week at Faith.
  - f. Hands of Grace. Barbara Kimler reported that the HOG team leaders will hold a chili cookoff and Halloween party this week. The Thanksgiving week Interfaith service and dinner have been organized for Wednesday, November 21. There will be a Christmas party on December 19 with old-fashioned music and cookie decorating. There will be a regular Hands of Grace dinner on December 26. Barbara reported that she is participating in the City's homelessness task force meetings, and that Andrea Paddock is participating in the countywide effort organized through United Way of Orange County. They are producing a video on homelessness that they will ask religious organizations to screen for their congregations. Barbara asked how Faith's outreach efforts are determined; Anne Wilke responded that there is no outreach chair but that as opportunities arise they are brought to her for BC consideration. Mary Knab will work with the Goal Diggers group on Christmas outreach and bake sale.
  - g. Finance Team. Anne Wilke reported that she has been exploring Quick Books in preparation for converting our books to that program in January.
- 3) **Treasurer's Report**. Janet Chisholm reported that pledge receipts are somewhat behind schedule but that quarterly pledge statement had just gone out so they are likely to catch up. As reported previously, Clergy expenses are projected to be \$8,000 over budget by year-end but that unrestricted funds have been allocated to cover them. Utilities ran \$1,000 over budget, likely due to air conditioning costs during the summer. It was moved, seconded and carried to approve the Treasurer's Report for October 2018.
- 4) **Calendar**.
- a. There is no "social" committee; opportunities and proposals should be submitted to Anne Wilke for BC consideration.
  - b. Deborah Gannon reported that the shelter/cabana at LN Park can be reserved a year in advance for \$100 and proposed approval for the 2019 Blessing of the Animals event. Anne Wilke mentioned that the proposal could be considered when the 2019 budget is being developed in December.
  - c. Anne Wilke reported that all small group gatherings have been scheduled in BC members' homes between October 28 and November 18.
  - d. Wine Tasting November 3: Registration is going well, and live and silent auction items have been secured.
  - e. EDLA Convention: Barbara Kimler is our delegate and will attend the 11/17 Deanery meeting. Barbara will report out to the BC at the November meeting.
  - f. Christmas brunch: Lisa Wells will host on December 8.
  - g. Advent/Christmas services: 12/2 Lessons & Carols; 12/16 Youth Sunday / bake sale; 12/24 Christmas Eve service at 5:30; 12/25 Christmas Day no service. Consider children's pageant at Epiphany.
- 5) **Closing prayer and adjournment**.  
The meeting adjourned at 12:50 p.m.

11:24 AM

10/28/18

Accrual Basis

**Faith Episcopal Church**  
**Profit & Loss Budget Performance**  
 January 1 through October 28, 2018

	Jan 1 - Oct 28, 18	Budget	\$ Over Budget	Jan 1 - Oct 28, 18
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Shepherd's Fund</b>				
<b>AA</b>	3,331.25	3,301.04	30.21	3,331.25
<b>Outreach</b>				
<b>Hands of Grace</b>	362.00	0.00	362.00	362.00
<b>Outreach - Other</b>	0.00	825.24	-825.24	0.00
<b>Total Outreach</b>	362.00	825.24	-463.24	362.00
<b>Fellowship</b>	-75.72	0.00	-75.72	-75.72
<b>Shepherd's Fund - Other</b>	4,069.45	6,602.08	-2,532.63	4,069.45
<b>Total Shepherd's Fund</b>	7,686.98	10,728.36	-3,041.38	7,686.98
<b>Plate</b>	1,166.00	1,650.47	-484.47	1,166.00
<b>Pledges and Regular Giving</b>	73,675.00	77,113.05	-3,438.05	73,675.00
<b>Special Unrestricted Offerings</b>	0.00	577.66	-577.66	0.00
<b>Mission Development Grant</b>	0.00	0.00	0.00	0.00
<b>Investments and Interest</b>	1,039.23	0.00	1,039.23	1,039.23
<b>Designated gifts</b>	350.00	0.00	350.00	350.00
<b>Total Income</b>	83,917.21	90,069.54	-6,152.33	83,917.21
<b>Expense</b>				
<b>Mission Outreach</b>				
<b>Outreach</b>				
<b>Hands of Grace</b>	-104.69	0.00	-104.69	-104.69
<b>Outreach - Other</b>	0.00	825.24	-825.24	0.00
<b>Total Outreach</b>	-104.69	825.24	-929.93	-104.69
<b>Mission Share Fund</b>	7,953.30	7,876.33	76.97	7,953.30
<b>Theological Education</b>	0.00	0.00	0.00	0.00
<b>Mission Vicar's Sabbatical Fund</b>	0.00	0.00	0.00	0.00
<b>Discretionary Fund</b>	0.00	990.32	-990.32	0.00
<b>Mission Outreach - Other</b>	0.00	0.00	0.00	0.00
<b>Total Mission Outreach</b>	7,848.61	9,691.89	-1,843.28	7,848.61
<b>Clergy Related Expenses</b>				
<b>Stipend</b>	11,831.25	0.00	11,831.25	11,831.25
<b>Housing Allowance</b>	5,550.00	0.00	5,550.00	5,550.00
<b>Social Security Reimbursement</b>	0.00	0.00	0.00	0.00
<b>Pension</b>	3,650.60	0.00	3,650.60	3,650.60
<b>Life/Health Insurance</b>	2,711.00	1,871.71	839.29	2,711.00
<b>Travel and Auto Reimbursement</b>	0.00	0.00	0.00	0.00
<b>Continuing Ed/Clergy Conference</b>	0.00	0.00	0.00	0.00
<b>Supply Clergy</b>	2,145.71	19,806.45	-17,660.74	2,145.71
<b>Other Clergy Related Expenses</b>	350.42	0.00	350.42	350.42
<b>Clergy Related Expenses - Other</b>	0.00	0.00	0.00	0.00
<b>Total Clergy Related Expenses</b>	26,238.98	21,678.16	4,560.82	26,238.98
<b>Staff Related Expense</b>				
<b>Parish Administrator</b>	8,441.00	12,874.19	-4,433.19	8,441.00
<b>Sexton</b>	2,100.00	2,145.63	-45.63	2,100.00
<b>Musician</b>	10,000.00	9,903.23	96.77	10,000.00
<b>Workers Comp</b>	0.00	660.15	-660.15	0.00
<b>Staff Related Expense - Other</b>	0.00	0.00	0.00	0.00
<b>Total Staff Related Expense</b>	20,541.00	25,583.20	-5,042.20	20,541.00

11:24 AM

10/28/18

Accrual Basis

**Faith Episcopal Church**  
**Profit & Loss Budget Performance**  
 January 1 through October 28, 2018

	Jan 1 - Oct 28, 18	Budget	\$ Over Budget	Jan 1 - Oct 28, 18
<b>Worship &amp; Program</b>				
<b>Worship Supplies</b>				
Altar	16.00	164.99	-148.99	16.00
Music	1,218.00	1,650.47	-432.47	1,218.00
Flowers	-153.96	0.00	-153.96	-153.96
Worship Supplies - Other	197.40	0.00	197.40	197.40
<b>Total Worship Supplies</b>	1,277.44	1,815.46	-538.02	1,277.44
Adult Christian Formation	100.00	82.49	17.51	100.00
Children and Youth Formation	42.83	825.24	-782.41	42.83
Liturgical Supplies	0.00	0.00	0.00	0.00
Worship & Program - Other	0.00	0.00	0.00	0.00
<b>Total Worship &amp; Program</b>	1,420.27	2,723.19	-1,302.92	1,420.27
<b>Administration &amp; Overhead</b>				
Fellowship	40.89	82.49	-41.60	40.89
Printing & Reproduction	2,642.58	2,475.81	166.77	2,642.58
Communications	1,381.02	825.24	555.78	1,381.02
Office Expense	2,749.51	825.24	1,924.27	2,749.51
Telephone and Internet	1,275.36	1,485.48	-210.12	1,275.36
Utilities	3,103.43	2,063.14	1,040.29	3,103.43
Insurance	5,323.13	6,602.08	-1,278.95	5,323.13
Administration & Overhead - Other	0.00	0.00	0.00	0.00
<b>Total Administration &amp; Overhead</b>	16,515.92	14,359.48	2,156.44	16,515.92
<b>Property Related Expense</b>				
Property Related	0.00	0.00	0.00	0.00
Property Taxes & Fees	468.00	401.08	66.92	468.00
Repairs & Maintenance	1,585.94	2,475.81	-889.87	1,585.94
Grounds Maintenance	10,054.15	9,855.29	198.86	10,054.15
Capital Repairs/Rainy Day Fund	0.00	3,301.04	-3,301.04	0.00
Property Related Expense - Other	0.00	0.00	0.00	0.00
<b>Total Property Related Expense</b>	12,108.09	16,033.22	-3,925.13	12,108.09
<b>Total Expense</b>	84,672.87	90,069.14	-5,396.27	84,672.87
<b>Net Ordinary Income</b>	-755.66	0.40	-756.06	-755.66
<b>Other Income/Expense</b>				
Other Expense				
Ask My Accountant	0.00	0.00	0.00	0.00
<b>Total Other Expense</b>	0.00	0.00	0.00	0.00
<b>Net Other Income</b>	0.00	0.00	0.00	0.00
<b>Net Income</b>	<b>-755.66</b>	<b>0.40</b>	<b>-756.06</b>	<b>-755.66</b>

11:24 AM

10/28/18

Accrual Basis

**Faith Episcopal Church**  
**Profit & Loss Budget Performance**  
 January 1 through October 28, 2018

	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Shepherd's Fund</b>			
<b>AA</b>	3,301.04	30.21	4,000.00
<b>Outreach</b>			
Hands of Grace	0.00	362.00	
Outreach - Other	825.24	-825.24	1,000.00
<b>Total Outreach</b>	825.24	-463.24	1,000.00
<b>Fellowship</b>	0.00	-75.72	
<b>Shepherd's Fund - Other</b>	6,602.08	-2,532.63	8,000.00
<b>Total Shepherd's Fund</b>	10,728.36	-3,041.38	13,000.00
<b>Plate</b>	1,650.47	-484.47	2,000.00
<b>Pledges and Regular Giving</b>	77,113.05	-3,438.05	93,440.00
<b>Special Unrestricted Offerings</b>	577.66	-577.66	700.00
<b>Mission Development Grant</b>	0.00	0.00	
<b>Investments and Interest</b>	0.00	1,039.23	
<b>Designated gifts</b>	0.00	350.00	
<b>Total Income</b>	90,069.54	-6,152.33	109,140.00
<b>Expense</b>			
<b>Mission Outreach</b>			
<b>Outreach</b>			
Hands of Grace	0.00	-104.69	
Outreach - Other	825.24	-825.24	1,000.00
<b>Total Outreach</b>	825.24	-929.93	1,000.00
<b>Mission Share Fund</b>	7,876.33	76.97	9,544.00
<b>Theological Education</b>	0.00	0.00	
<b>Mission Vicar's Sabbatical Fund</b>	0.00	0.00	
<b>Discretionary Fund</b>	990.32	-990.32	1,200.00
<b>Mission Outreach - Other</b>	0.00	0.00	
<b>Total Mission Outreach</b>	9,691.89	-1,843.28	11,744.00
<b>Clergy Related Expenses</b>			
<b>Stipend</b>	0.00	11,831.25	0.00
<b>Housing Allowance</b>	0.00	5,550.00	0.00
<b>Social Security Reimbursement</b>	0.00	0.00	0.00
<b>Pension</b>	0.00	3,650.60	0.00
<b>Life/Health Insurance</b>	1,871.71	839.29	2,268.00
<b>Travel and Auto Reimbursement</b>	0.00	0.00	0.00
<b>Continuing Ed/Clergy Conference</b>	0.00	0.00	0.00
<b>Supply Clergy</b>	19,806.45	-17,660.74	24,000.00
<b>Other Clergy Related Expenses</b>	0.00	350.42	0.00
<b>Clergy Related Expenses - Other</b>	0.00	0.00	
<b>Total Clergy Related Expenses</b>	21,678.16	4,560.82	26,268.00
<b>Staff Related Expense</b>			
<b>Parish Administrator</b>	12,874.19	-4,433.19	15,600.00
<b>Sexton</b>	2,145.63	-45.63	2,600.00
<b>Musician</b>	9,903.23	96.77	12,000.00
<b>Workers Comp</b>	660.15	-660.15	800.00
<b>Staff Related Expense - Other</b>	0.00	0.00	
<b>Total Staff Related Expense</b>	25,583.20	-5,042.20	31,000.00

11:24 AM

10/28/18

Accrual Basis

**Faith Episcopal Church**  
**Profit & Loss Budget Performance**  
 January 1 through October 28, 2018

	YTD Budget	\$ Over Budget	Annual Budget
<b>Worship &amp; Program</b>			
<b>Worship Supplies</b>			
Altar	164.99	-148.99	200.00
Music	1,650.47	-432.47	2,000.00
Flowers	0.00	-153.96	
Worship Supplies - Other	0.00	197.40	
<b>Total Worship Supplies</b>	1,815.46	-538.02	2,200.00
<b>Adult Christian Formation</b>	82.49	17.51	100.00
<b>Children and Youth Formation</b>	825.24	-782.41	1,000.00
<b>Liturgical Supplies</b>	0.00	0.00	
<b>Worship &amp; Program - Other</b>	0.00	0.00	
<b>Total Worship &amp; Program</b>	2,723.19	-1,302.92	3,300.00
<b>Administration &amp; Overhead</b>			
Fellowship	82.49	-41.60	100.00
Printing & Reproduction	2,475.81	166.77	3,000.00
Communications	825.24	555.78	1,000.00
Office Expense	825.24	1,924.27	1,000.00
Telephone and Internet	1,485.48	-210.12	1,800.00
Utilities	2,063.14	1,040.29	2,500.00
Insurance	6,602.08	-1,278.95	8,000.00
Administration & Overhead - Other	0.00	0.00	
<b>Total Administration &amp; Overhead</b>	14,359.48	2,156.44	17,400.00
<b>Property Related Expense</b>			
Property Related	0.00	0.00	
Property Taxes & Fees	401.08	66.92	486.00
Repairs & Maintenance	2,475.81	-889.87	3,000.00
Grounds Maintenance	9,855.29	198.86	11,942.00
Capital Repairs/Rainy Day Fund	3,301.04	-3,301.04	4,000.00
Property Related Expense - Other	0.00	0.00	
<b>Total Property Related Expense</b>	16,033.22	-3,925.13	19,428.00
<b>Total Expense</b>	90,069.14	-5,396.27	109,140.00
<b>Net Ordinary Income</b>	0.40	-756.06	0.00
<b>Other Income/Expense</b>			
Other Expense			
Ask My Accountant	0.00	0.00	
<b>Total Other Expense</b>	0.00	0.00	
<b>Net Other Income</b>	0.00	0.00	0.00
<b>Net Income</b>	<b>0.40</b>	<b>-756.06</b>	<b>0.00</b>

Faith Episcopal Church  
**Balance Sheet**  
As of September 30, 2018

	<u>Sep 30, 18</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Union Bank Checking	
Union Bank-Operating	21,666.16
Designated Funds	6,500.20
<b>Total Union Bank Checking</b>	<b>28,166.36</b>
Union Bank-Rainy Day Account	10,583.65
Union Bank-Vicar Discretionary	1,668.87
<b>Total Checking/Savings</b>	<b>40,418.88</b>
<b>Total Current Assets</b>	<b>40,418.88</b>
<b>Other Assets</b>	
Investments	
Morgan Stanley	26,264.39
Sutton Trust-Restricted	17,931.00
<b>Total Investments</b>	<b>44,195.39</b>
<b>Total Other Assets</b>	<b>44,195.39</b>
<b>TOTAL ASSETS</b>	<b>84,614.27</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	107,211.91
Unrestricted Net Assets	-24,419.52
Net Income	1,821.88
<b>Total Equity</b>	<b>84,614.27</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>84,614.27</b>