



## *Faith Episcopal Church*

LAGUNA NIGUEL

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

November 18, 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:** Joan Milliman

The meeting was called to order by Anne Wilke at 11:20 a.m.

Rev. Dawn Vukich offered the opening prayer and devotional on recognizing (and reconciling) seemingly conflicting Christian faith traditions..

Mission Statement affirmation offered by Jeanne Dmytriw.

- 1) **Consent agenda.** It was moved, seconded and carried to approve the minutes of the October 28, 2018 BC meeting.
- 2) **New Business**
  - a. Pre-convention Deaneries Meeting. Barbara Kimler and Rev. Vukich reported on items covered at the meeting that will be presented at Convention. The Deanery announced a \$1,000 grant to Faith for our new Stephen's Ministry.
  - b. Stewardship Campaign. Anne Wilke reported that the last of the five small group events takes place this afternoon. The conversations are productive and the campaign has been very successful in terms of engagement among the congregation and dialog about programs like the bell choir, family ministries, outreach, and new offerings like a movie series. Pledges are due by December 16 to facilitate development of a draft budget for 2019.
  - c. Calendar for 2019. Anne presented a schedule for Bishop's Committee meetings for 2019 and asked all team leaders to set a schedule for quarterly meetings and add them to the calendar. These will be published in TWAF and the weekly bulletins and website.
  - d. New Program Proposal. Marsha Bardwell proposed a public program on January 18, 2019 featuring Patty Alexander, who conducts a service that consults with seniors and their families who are seeking information and/or placement in senior care facilities. This program is an excellent companion to the new Stephen's Ministry outreach.
- 3) **Continuing Business**
  - a. Fundraiser. Anne reported that the net proceeds from the wine tasting event in November should be around \$5,750. Options for 2019 include building on the success of this event with new or different features, and addition other small fund raisers for specific purposes during the year. Faith's 30th anniversary falls on December 1, 2019, which could provide focus for special promotional / fundraising efforts.
  - b. Clergy Report. Rev. Vukich reported that her focus this month has been on Stewardship and supporting the fundraiser and Stephen's Ministry, and providing pastoral care. She has received many positive comments about the choir and bell choir. Rev. Vukich will seek input from the congregation on preferences for worship music. She is training youth about helping to serve at

the altar during Holy Eucharist. We also need to help youth develop discipline and commitment around their roles as readers and acolytes.

4) **Treasurer's Report.**

Janet Chisholm presented financials for October 2018. Pledge income is increased over prior month (due to quarterly statements having been sent in October), but fundraiser proceeds are not yet reflected. Expenses reflect our first pension payment for Rev. Vukich. Stock market losses in October are reflected in the investment account balance. It was moved, seconded and carried to approve the Treasurer's Report for October 2018.

5) **Calendar.**

- a. Interfaith Thanksgiving Service: Wednesday, 11/21 at 5:30 p.m.
- b. EDLA Convention: 11/30 and 12/1
- c. Women's brunch: 12/8 at Lisa Wells home
- d. Bishop's Committee: 12/16
- e. 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.
- f. Annual meeting and election: 1/27/19. There will be one BC seat opening in 2019; it may remain vacant unless need/candidates are identified. Ideas for including a youth / young adult representative were discussed. Also discussed was the possibility of a ministry fair at the Annual Meeting so congregation can learn about the teams and join up.

6) **Closing prayer and adjournment.**

The meeting adjourned at 12:50 p.m.

Respectfully submitted by Kathleen Costello  
*Approved December 16, 2018*

9:41 AM

11/16/18

Accrual Basis

## Faith Episcopal Church Profit & Loss Budget Performance

October 2018

	Oct 18	Budget	\$ Over Budget	Jan - Oct 18
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Shepherd's Fund</b>				
AA	156.25	333.33	-177.08	3,331.25
<b>Outreach</b>				
Hands of Grace	0.00			362.00
Outreach - Other	0.00	83.33	-83.33	0.00
<b>Total Outreach</b>	0.00	83.33	-83.33	362.00
Fellowship	0.00			-75.72
Shepherd's Fund - Other	-100.95	666.66	-767.61	4,154.45
<b>Total Shepherd's Fund</b>	55.30	1,083.32	-1,028.02	7,771.98
Plate	76.00	166.66	-90.66	1,186.00
Pledges and Regular Giving	8,975.00	7,786.66	1,188.34	75,840.00
Special Unrestricted Offerings	0.00	58.33	-58.33	0.00
Investments and Interest	-1,159.25			-126.35
Designated gifts	0.00			350.00
<b>Total Income</b>	7,947.05	9,094.97	-1,147.92	85,021.63
<b>Expense</b>				
<b>Mission Outreach</b>				
Outreach				
Hands of Grace	0.00			-104.69
Outreach - Other	0.00	83.33	-83.33	0.00
<b>Total Outreach</b>	0.00	83.33	-83.33	-104.69
Mission Share Fund	795.33	795.33	0.00	7,953.30
Discretionary Fund	0.00	100.00	-100.00	0.00
<b>Total Mission Outreach</b>	795.33	978.66	-183.33	7,848.61
<b>Clergy Related Expenses</b>				
Stipend	1,362.50	0.00	1,362.50	12,512.50
Housing Allowance	700.00	0.00	700.00	5,900.00
Social Security Reimbursement	0.00	0.00	0.00	0.00
Pension	3,650.60	0.00	3,650.60	3,650.60
Life/Health Insurance	821.00	189.00	632.00	2,711.00
Travel and Auto Reimbursement	0.00	0.00	0.00	0.00
Continuing Ed/Clergy Conference	0.00	0.00	0.00	0.00
Supply Clergy	220.71	2,000.00	-1,779.29	2,366.42
Other Clergy Related Expenses	0.00	0.00	0.00	350.42
<b>Total Clergy Related Expenses</b>	6,754.81	2,189.00	4,565.81	27,490.94
<b>Staff Related Expense</b>				
Parish Administrator	1,128.75	1,300.00	-171.25	8,441.00
Sexton	300.00	216.66	83.34	2,200.00
Musician	1,000.00	1,000.00	0.00	10,000.00
Workers Comp	0.00	66.66	-66.66	0.00
<b>Total Staff Related Expense</b>	2,428.75	2,583.32	-154.57	20,641.00
<b>Worship &amp; Program</b>				
Worship Supplies				
Altar	-50.00	16.66	-66.66	16.00
Music	-150.00	166.66	-316.66	1,168.00
Flowers	0.00			-153.96
Worship Supplies - Other	0.00			197.40
<b>Total Worship Supplies</b>	-200.00	183.32	-383.32	1,227.44

9:41 AM

11/16/18

Accrual Basis

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

	Oct 18	Budget	\$ Over Budget	Jan - Oct 18
Adult Christian Formation	25.00	8.33	16.67	100.00
Children and Youth Formation	0.00	83.33	-83.33	42.83
<b>Total Worship &amp; Program</b>	<b>-175.00</b>	<b>274.98</b>	<b>-449.98</b>	<b>1,370.27</b>
<b>Administration &amp; Overhead</b>				
Fellowship	0.00	8.33	-8.33	40.89
Printing & Reproduction	264.95	250.00	14.95	2,642.58
Communications	0.00	83.33	-83.33	1,381.02
Office Expense	125.05	83.33	41.72	2,749.51
Telephone and Internet	110.17	150.00	-39.83	1,275.36
Utilities	412.67	208.33	204.34	3,104.36
Insurance	0.00	666.66	-666.66	5,323.13
<b>Total Administration &amp; Overhead</b>	<b>912.84</b>	<b>1,449.98</b>	<b>-537.14</b>	<b>16,516.85</b>
<b>Property Related Expense</b>				
Property Taxes & Fees	0.00	40.50	-40.50	468.00
Repairs & Maintenance	0.00	250.00	-250.00	1,585.94
Grounds Maintenance	1,063.00	995.16	67.84	11,117.15
Capital Repairs/Rainy Day Fund	0.00	333.33	-333.33	0.00
<b>Total Property Related Expense</b>	<b>1,063.00</b>	<b>1,618.99</b>	<b>-555.99</b>	<b>13,171.09</b>
<b>Total Expense</b>	<b>11,779.73</b>	<b>9,094.93</b>	<b>2,684.80</b>	<b>87,038.76</b>
<b>Net Ordinary Income</b>	<b>-3,832.68</b>	<b>0.04</b>	<b>-3,832.72</b>	<b>-2,017.13</b>
<b>Net Income</b>	<b>-3,832.68</b>	<b>0.04</b>	<b>-3,832.72</b>	<b>-2,017.13</b>

9:41 AM

11/16/18

Accrual Basis

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

	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Shepherd's Fund</b>			
<b>AA</b>	3,333.30	-2.05	4,000.00
<b>Outreach</b>			
<b>Hands of Grace</b>			
<b>Outreach - Other</b>	833.30	-833.30	1,000.00
<b>Total Outreach</b>	833.30	-471.30	1,000.00
<b>Fellowship</b>			
<b>Shepherd's Fund - Other</b>	6,666.60	-2,512.15	8,000.00
<b>Total Shepherd's Fund</b>	10,833.20	-3,061.22	13,000.00
<b>Plate</b>	1,666.60	-480.60	2,000.00
<b>Pledges and Regular Giving</b>	77,866.60	-2,026.60	93,440.00
<b>Special Unrestricted Offerings</b>	583.30	-583.30	700.00
<b>Investments and Interest</b>			
<b>Designated gifts</b>			
<b>Total Income</b>	90,949.70	-5,928.07	109,140.00
<b>Expense</b>			
<b>Mission Outreach</b>			
<b>Outreach</b>			
<b>Hands of Grace</b>			
<b>Outreach - Other</b>	833.30	-833.30	1,000.00
<b>Total Outreach</b>	833.30	-937.99	1,000.00
<b>Mission Share Fund</b>	7,953.30	0.00	9,544.00
<b>Discretionary Fund</b>	1,000.00	-1,000.00	1,200.00
<b>Total Mission Outreach</b>	9,786.60	-1,937.99	11,744.00
<b>Clergy Related Expenses</b>			
<b>Stipend</b>	0.00	12,512.50	0.00
<b>Housing Allowance</b>	0.00	5,900.00	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>	1,890.00	821.00	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>	20,000.00	-17,633.58	24,000.00
<b>Other Clergy Related Expenses</b>	0.00	350.42	0.00
<b>Total Clergy Related Expenses</b>	21,890.00	5,600.94	26,268.00
<b>Staff Related Expense</b>			
<b>Parish Administrator</b>	13,000.00	-4,559.00	15,600.00
<b>Sexton</b>	2,166.60	33.40	2,600.00
<b>Musician</b>	10,000.00	0.00	12,000.00
<b>Workers Comp</b>	666.60	-666.60	800.00
<b>Total Staff Related Expense</b>	25,833.20	-5,192.20	31,000.00
<b>Worship &amp; Program</b>			
<b>Worship Supplies</b>			
<b>Altar</b>	166.60	-150.60	200.00
<b>Music</b>	1,666.60	-498.60	2,000.00
<b>Flowers</b>			
<b>Worship Supplies - Other</b>			
<b>Total Worship Supplies</b>	1,833.20	-605.76	2,200.00

9:41 AM

11/16/18

Accrual Basis

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

	YTD Budget	\$ Over Budget	Annual Budget
Adult Christian Formation	83.30	16.70	100.00
Children and Youth Formation	833.30	-790.47	1,000.00
<b>Total Worship &amp; Program</b>	<b>2,749.80</b>	<b>-1,379.53</b>	<b>3,300.00</b>
<b>Administration &amp; Overhead</b>			
Fellowship	83.30	-42.41	100.00
Printing & Reproduction	2,500.00	142.58	3,000.00
Communications	833.30	547.72	1,000.00
Office Expense	833.30	1,916.21	1,000.00
Telephone and Internet	1,500.00	-224.64	1,800.00
Utilities	2,083.30	1,021.06	2,500.00
Insurance	6,666.60	-1,343.47	8,000.00
<b>Total Administration &amp; Overhead</b>	<b>14,499.80</b>	<b>2,017.05</b>	<b>17,400.00</b>
<b>Property Related Expense</b>			
Property Taxes & Fees	405.00	63.00	486.00
Repairs & Maintenance	2,500.00	-914.06	3,000.00
Grounds Maintenance	9,951.60	1,165.55	11,942.00
Capital Repairs/Rainy Day Fund	3,333.30	-3,333.30	4,000.00
<b>Total Property Related Expense</b>	<b>16,189.90</b>	<b>-3,018.81</b>	<b>19,428.00</b>
<b>Total Expense</b>	<b>90,949.30</b>	<b>-3,910.54</b>	<b>109,140.00</b>
<b>Net Ordinary Income</b>	<b>0.40</b>	<b>-2,017.53</b>	<b>0.00</b>
<b>Net Income</b>	<b>0.40</b>	<b>-2,017.53</b>	<b>0.00</b>

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

	<u>Oct 31, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Union Bank Checking	
Union Bank-Operating	18,992.73
Designated Funds	6,500.20
Total Union Bank Checking	25,492.93
Union Bank-Rainy Day Account	10,583.65
Union Bank-Vicar Discretionary	1,668.87
Total Checking/Savings	37,745.45
Total Current Assets	37,745.45
Other Assets	
Investments	
Morgan Stanley	25,105.14
Sutton Trust-Restricted	17,924.67
Total Investments	43,029.81
Total Other Assets	43,029.81
<b>TOTAL ASSETS</b>	<b>80,775.26</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	107,211.91
Unrestricted Net Assets	-24,419.52
Net Income	-2,017.13
Total Equity	80,775.26
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>80,775.26</b>