

**St. Andrew's by the Lake Episcopal Church**  
**Bishop's Committee Meeting Minutes**  
**February 12, 2017**

**Present:** The Rev. Marta Maddy, Karen Nichols, Sr. Warden, Laura Jacobs, Jr. Warden, Sandy Carlson, Dave Johnson, Liz Benson Johnson, J Laundergan, Brian Lundberg, Kinnan Stauber – Treasurer, Jean Laundergan – Clerk.

**Call to Order & Opening Prayer**

The meeting was called to order at 11:10 a.m. by Karen N., Sr. Warden. Marta opened the meeting with a prayer.

**Reflections**

Karen said that the lay leaders meeting emphasized “getting to the “WHY” of what we are doing as a church and in the community.

Marta said that today's Scripture reading – John 14: 1-7 is very relevant. “Do not let your hearts be troubled. Believe in God, believe also in me. In my Father's house there are many dwelling places (mansions). If it were not so, would I have told you that I go to prepare a place for you. And if I go and prepare a place for you, I will come again and will take you to myself. So that where I am, there you may be also.”

Therefore...trust the truth, be inclusive, do not worry, there is room...

Dave J's landscape project – part of the larger community. Laura J. mentioned the current deportation controversy in the US. We must reach out and be involved in community.

**Welcome and Orientation and Sharing**

The new members of the Bishop's Committee are: Laura Jacobs, Jr. Warden, Liz Benson Johnson, and Brian Lundberg.

Karen put together folders for the BC members which included the By-Laws of the Episcopal Mission of St. Andrew's by the Lake; Mission Opportunity; St. Andrew's Leadership 2017 – BC members, Committees, etc.; Basic Responsibilities of the Bishop's Committee, and A Vestry Covenant document (2 pages) from St. Andrew's Episcopal Church, Ayer, Mass. She asked the BC members to review the document. There will be discussion at the March meeting. St. Andrew's should have a similar document

There was an extended “sharing time” when each person present told his or her “story”, what their religious/church experience has been, what their values are and why they chose St. Andrew's.

**Minutes**

The motion to accept the minutes of the January 8, 2017 Bishop's Committee meeting was made by Laura J, seconded by J. Laundergan, and passed unanimously. Also, Jean will send out the minutes of the January 29<sup>th</sup> Annual Meeting. Contact Jean if there are errors or omissions.

**Reports**

**Financial:** Kinnan presented and reviewed the Profit & Loss Budget Performance sheet (1 pg) and the Balance Sheet (2 pg) for January 2017. The figures were discussed. A 3-page document which lists Assets and Liabilities (comparing 2016 and 2015) was also distributed. Kinnan said that 3 people responded to the notes she sent re: pledging.

**The Role of the Bishop's Committee:** Karen said that our role is a leadership ministry as individuals and as members of the congregation. We need to listen to concerns which are expressed, ask questions,

facilitate and empower. Each person has gifts to offer. We might not agree all the time but all voices must be heard and being respectful is very important.

The names of the BC members, with contact information, will be published in the Grains of Sand. Karen will make some minor corrections to the list before it is printed in the newsletter.

Karen also prepared a list of the various church committees with names of the committee members.

## **Old Business**

**Landscape Project:** This will be presented at a meeting of the congregation following worship on a Sunday in March (?) when the architect is available to attend. At this time, Dave hasn't received a reply from Matt.

**Counting Procedures:** Karen presented a working draft (2 pg) for Counting Policies & Procedures (from Ministry CPA website) and the Offering Count Report (2 pg) for St. Andrew's. It is important that the guidelines be followed. Ken Oliver is the primary counter with LuAnn Harris assisting and Liz Benson Johnson and Jean Laundergan as 'back-up'.

The Episcopal Church's "Best Practices" document will be adopted for counting. The motion was made by Dave J., seconded by Laura Jacobs, and passed unanimously. All checks will be photocopied. We now have a locked bag for taking money to the bank. There will also be a locked cabinet. There will be a training session for the counters. The question was raised about handling money during the Brat Sale.

**Other: 1)** There was brief discussion re: possibly changing the day of the BC meeting because CHUM sandwiches are made on the same day (2<sup>nd</sup> Sunday). It was decided that the BC will meet on the 3<sup>rd</sup> Sunday of the month (in April the 4<sup>th</sup> Sunday of the month). **2)** The CHUM Annual Meeting is scheduled for Tuesday, February 21<sup>st</sup>.

## **New Business**

**Parochial Report:** This yearly report is based on church attendance, membership, and financial matters. The apportionment is based on the church's annual budget. The average Sunday attendance is 61. There are 12 children at St. Andrew's. Marta developed a spreadsheet of our financials to adjust some figures and St. Andrew's assessment will be lower. The UTO offering resulted in \$1,750 for Gloria Dei Lutheran Church (devastating fire). We will request that Shannon create an Annual Report of Finances rather than a cumulative report.

The motion to accept the 2016 Parochial Report, with minor changes was made by Sandy Carlson, second by Liz Benson Johnson, and passed unanimously. The document was signed by Jean L., Clerk.

**Mutual Ministry Review:** This is done yearly and is for the Priest in Charge and the Bishop's Committee. This will be held on Saturday morning, March 11<sup>th</sup>, at 9:00 a.m. The session will be approx. 2 hours long. Karen Olson from ECMN will be leading the session. Lunch will be served.

**Other:** Marta said that "Cody the Coffee Guy" (a small business owner on Park Point "Nordic Joe's") has asked if he could do part of his process in our kitchen. (cold process, soak in 5 gallon pail). The question was raised about whether our kitchen has the right license for this. We'll check into the license issue. No decision made.

**Holy Week:** Palm Sunday is April 9<sup>th</sup>; Maundy Thursday – April 13<sup>th</sup> (potluck supper); April 14<sup>th</sup> – Good Friday; Holy Saturday/Easter Vigil (15<sup>th</sup>); Easter Sunday, 16<sup>th</sup>.

At the 10:00 worship service on Sunday, April 23<sup>rd</sup>, at St. Paul's Episcopal Church Bonnie and Tom Malterer will become members of St. Andrew's by the Lake.

**Mission Opportunity:** Karen asked the BC members to be thinking about our ministry and what we want to do out in the community (refugees? Immigration?)

**Sunday Morning ‘Welcome’:** Sandy Carlson is doing February; March: Laura Jacobs; April: Dave Johnson.

**Adjournment:** As there was no further business, Laura Jacobs moved that the meeting be adjourned, J Laundergan seconded the motion and it passed unanimously.

**The March meeting of the Bishop’s Committee will be held on Sunday, March 19<sup>th</sup>, following the worship service.**

Respectfully submitted,  
*Jean Laundergan, Clerk*