

St. Andrew's by the Lake Episcopal Church
Bishop's Committee Meeting Minutes
Sunday, November 8, 2015

Present: The Rev. Marta Maddy, Mary Anderson, Sr. Warden; Karen Nichols, Jr. Warden; Dave Johnson, J Laundergan, Bob Owens, Mary Ellen Owens, Kinnan Stauber, Treasurer; Jean Laundergan, Clerk. **Excused:** Ken Oliver. **Absent:** JC Curtis.

Call to Order/Opening Prayer

Mary A. called the November BC meeting to order at 11:10 a.m. As Marta was participating in another church meeting, Dave J. offered to give the opening prayer.

Minutes

Jean L. noted that she made an error in the minutes regarding the St. Andrew's Day Celebration. It will not be held on Sunday, November 29th, following the church service. The St. Andrew's Day celebration will be on Monday, November 30th, beginning at 5:45 p.m. There was lengthy discussion regarding putting the financial details in the minutes and posting the minutes on the St. Andrew's website. It was determined that, from this point on, the financial information will not be included in the minutes. The Financial Reports can be made available to members on request. The motion to accept the minutes as corrected was made by Karen N. and seconded by Bob O. and passed unanimously.

Reports

Financial: Kinnan distributed copies of the "Profit & Loss Budget Performance" report for the period ending October 31, 2015 and "Balance Sheet" for the period ending October 31, 2015. This sheet also shows a comparison between 2015 and 2014.

The line items in each report were carefully reviewed. Mary noted that office expenses were higher. The toner for the printer/copier is expensive and more copy paper is being used. Reminder: the white Sunday bulletins should be kept to be used at another time; the yellow bulletins should be kept and taken home because they contain announcements and other important information.

The "Flowers" category is over budget. The National Night Out event put the Parish Life category over budget.

Some line items are under budget.

There are still two months to go in the 2015 budget. Hopefully, income will increase. A "13th Month Pledge" might be considered. This has been done previously and did help the budget.

Old Business

St. Andrew's Day ~ Marta reported on the plans for St. Andrew's Day. It will be on **Monday, November 30th, beginning at 5:45 p.m.** It will begin with a Compline Service. Judge David Bouschor (bagpipes) will lead the procession in and out. Laura J. is planning the music/hymns. Brian L. will coordinate a "variety show" for after the meal. There will be a blessing of the Tartans for those who wish to bring them. The meal will be a potluck – Ginny Berger will be asked to coordinate the food. The suggestion was made that we should wear "Blue and White" the Episcopal colors.

Calendar:

Advent begins on Sunday, November 29th.

Sunday, December 6th: St. Nicholas Day; In-Gathering of Pledges; Advent Tea following worship **in memory of Bette Jacobs** (who started the Advent Luncheons years ago).

Christmas Eve ~ Marta said that there will be one service at **4:30 p.m.** on **Thursday, December 24th**.

Annual Meeting ~ The Annual Meeting will be held on Sunday, January 24th, following worship. Food will be served but not a meal.

The Liturgy Committee members are involved in planning services.

Stewardship

During the announcements at Sunday worship there will be a brief talk about why it is important to pledge generously. Dave & Liz J. will do this on November 15th, Mary Ellen will speak on November 22nd, and Bob Owens will take November 29th.

After discussion it was decided that Karen N., Bob & Mary Ellen Owens, J & Jean Laundergan will meet at 6:30 on Monday (9th, tomorrow) to finalize the Pledge Letter & Pledge Form. They are to formulate in writing some ideas, phrases, etc.

Visioning

Marta announced that Rachel Babbitt (from the ECMN, who led us in the Visioning Workshop) will be preaching next Sunday (15th). Rachel was very impressed by the Park Point Community. There will be time for discussion following church to discuss talents, gifts, passions.

New Business

Brochure: Dave J. is working on a brochure about St. Andrew's. It was suggested that Donn Larson might be contacted regarding the brochure. The motion was made by Mary Ellen and seconded by J Laundergan that work on the brochure can proceed. We need to 'grow the community'.

Audit: Karen N. said that she has met twice with people from Trinity. There are many books and documents and there are two types of audit forms. "Audit" is for large congregations. A total inventory of everything in the church must be done. Determining 'value' (costs) is difficult. There should be internal controls – policies and procedures in place. A "document" will be obtained from the ECMN. Important Note: Karen said she learned that if the "treasurer" takes the money from the collection plate home to be deposited during the week – the funds are not insured if they are lost/stolen. Follow-up is needed.

The **Finance Committee** members are: Roberta Cline, Karen Nichols, Bob Owens, and Kinnan Stauber. Setting the budget is the responsibility of this committee. The congregation should be kept informed about the budget.

The next meeting of the Bishop's Committee will be held on Sunday, December 13, 2015.

As there was no further business for today's meeting, the committee adjourned at 12:50 p.m.

Closing Prayer

Marta closed the meeting with a prayer.

Respectfully submitted,
Jean Laundergan, Clerk