

**St. Andrew's by the Lake Episcopal Church
Bishop's Committee Meeting
Sunday, February 14, 2016**

Present: The Rev. Marta Maddy, Priest-in-Charge, Mary Anderson, Sr. Warden, Karen Nichols, Jr. Warden, Sandy Carlson, JC Curtis, Dave Johnson, J. Laundergan, Ken Oliver, Jean Laundergan, Clerk. Donn Larson, Guest. Absent (excused): Kinnan Stauber.

Call to Order:

The February meeting was called to order at 11:10 a.m. by Mary A. She welcomed Sandy Carlson as the new member of the Bishop's Committee.

Opening Prayer:

Mary A. opened the meeting with a prayer, because Marta was detained.

Guest

Donn Larson was present to discuss the proposed card which he developed in cooperation with Our Lady of Mercy Catholic Church. It is a two-sided card with St. Andrew's information on one side and Our Lady of Mercy information on the other side. Copies of the design and wording were passed around. Minor changes were suggested: a capital W on "way" in our slogan; put the last sentence of the description as the first sentence; capitalize the M and H on "mission hall"; if there is space – include that St. Andrew's is a "green certified" church and is handicapped accessible. Donn said that Steve Isola did the design and took the photos of the beach and churches (gratis.) A letter of thanks will be sent to him.

A sample of the type of stock which will be used was passed around. To start, 1,000 copies will be printed at ProPrint at a cost of \$243.86. This cost will be shared equally with Our Lake of Mercy (\$122.00.) The cards will be displayed at hotels and restaurants in the Canal Park area and downtown Duluth. The details and logistics will be worked out as far as distribution, replenishment, etc. Mike Medlin will be the contact person at Our Lady of Mercy.

The Bishop's Committee unanimously agreed to proceed with this project. Sincere appreciation was expressed to Donn.

Minutes

Dave made the motion, which was seconded by J, to accept the minutes of the January 10th meeting as prepared. The motion passed unanimously.

Reports

Treasurer – Kinnan could not attend today's meeting. She had prepared the "Profit and Loss Budget Performance for the period ending January 2016" and the "Balance Sheet as of January 31, 2016". The reports were reviewed and discussed briefly. There are some financial items which cannot be incorporated into the reports. The information will be added by hand at the end of the reports.

Old Business

Brochure – This topic was covered earlier in the meeting.

Approval of Balance Sheet Addendum to Annual Report: Some parishioners have asked that the final Balance Sheet for the year be added to the Annual Report. This will include the interest and principle of the Republic Bank Loan. The motion was made by J. Laundergan and seconded by Sandy Carlson that this be done. The motion passed unanimously.

Audit – Karen N. reported that the audit was completed in January. There were three members from Trinity Episcopal (Hermantown) and Kinnan S. and Karen from St. Andrew's. Karen explained that a 'formal audit' is done in big churches. For churches like ours it is a basic financial review. There were a few issues found, but nothing major. Karen made the following

points: 1. There is an Episcopal document for Policies and Procedures for financial and other areas. Neither church has a copy of this document. 2. The ways we do things were discussed. 3. What policies do we have? For example – Contracts for renting church space. 4. There is an Episcopal Business Methods Manual for “Small Church Financial Review” - in particular – Discretionary Funds. Ken stated that the loose change which is in the collection plate on the 2nd Sunday of the month is deposited in the Discretionary Fund.

St. Andrew’s does have a Memorial Fund, but does not have any Designated Memorial Funds.

Among the tasks which must be done: A complete inventory of assets/property; Required documentation for paid personnel (W4 forms, etc.); Audit for 2016; Document financial information; Document other non-financial information.

New Business

Mary and Karen reported said that they checked into the possibility of members using their credit cards to pay their pledge. It is cost prohibitive and will not be done at this time.

This week Mary received information from the ECMN re: “Engaging all of God’s Creation.” We are asked to commit to a plan and distributed copies of the sheet “Let’s Commit to Taking the Next Step” which includes Practical Action, Spiritual Practice, and Systemic Change. There is an energy audit form which must be signed and submitted. Dave J. made the motion, which was seconded by Ken O. to accept this challenge and the motion passed unanimously. It was noted that St. Andrew’s already has a Green Church certification. There was some discussion about what we can do – recycle food waste, plant a garden, etc.

Policies – Building Rental by Members and Non-Members. Jean L. stated that she has the documents which were developed when Cindy P-W was Vicar. She will send them as e-mail attachments to all BC members. These probably should be revised and updated. Marta commented that she does not charge for doing a funeral service.

Statistics – Marta wrote a letter to Bishop Prior after our Annual Meeting. She read it to us as she wanted our ‘approval’ before she sent it. Everyone felt that it was excellent. The panoramic photo that Dave J. took of the membership at the Annual Meeting will be sent with the letter.

Marta has been working on the Parochial Report and gave some comparisons:
2006 – 201 members, average Sunday attendance = 91, number of children = 55
2010 – 178 members, average Sunday attendance = 83, number of children = 33
2013 – 153 members, average Sunday attendance = 70, number of children = 12
2014/2015 – number of members?, average Sunday attendance = 71, number of children = 12

Safe Church – There will be a “Safe Church” session at St. Andrew’s next Saturday, February 20th, from 9:00 am to Noon. Those who have keys to the church or work with children need to take the training or update their training will be notified. The church will be re-keyed at the end of February.

Vacation – Marta reported that she will be taking vacation at end of April and early May as well as at the end of May when their daughter graduates from Medical School. She will arrange for a supply priest.

Seminar to be held on the Shattuck campus – Marta distributed cards with information about the “Living in the Green 2016” seminar to be held at the ECMN Retreat Center in Faribault, MN March 11-13. Mary expressed interest in attending. Perhaps others might attend as well.

Sunday Morning Welcome/Greeters – Jean L. said she will do the rest of February, Dave J. will do March, Ken O. will do April.

Adjournment – As there was no further business to come before this meeting, we adjourned at 12:20 p.m. **The next meeting of the Bishop’s Committee will be on Sunday, March 13th.**

Respectfully submitted, *Jean Laundergan*, Clerk