

Prince of Peace Episcopal Church
BISHOP'S ADVISORY COMMITTEE
October 20, 2024

The meeting was held after Sunday worship in our office location on the second floor of St. Paul's.

Present in person: Nancy Mortenson, Senior Warden; Mary Knutsen (2026); Steve Buresh (2027); Diana Rainey (2027); Katrine Smith (2027); and Barbara Ross (Clerk)

Absent: Barb Barb (2026), Junior Warden

Guest: Sue Rembert

Call to Order: Nancy called the meeting to order.

Opening Prayer: Nancy shared a reading from The Book of Acts.

Approval of the Agenda: The agenda was approved with the following additions: M/S/P

1. Signage
2. Pastoral care/Outreach
3. Monthly Newsletter

Approval of the minutes:

Minutes from the September 15 regular meeting and September 29 special meeting were reviewed. They will be approved at the next meeting.

Senior Warden's Report – Nancy Mortenson

1. Bishop's Visitation on January 26
 - a. Bishop Diana will make her visitation to Prince of Peace on Sunday, January 26.
 - b. Barb Ross volunteered to research the customary which details the protocol for the bishop's visit.
2. Presiding Bishop Michael Curry's retirement
 - a. Nancy shared a letter from our retiring Presiding Bishop Michael Curry reminding us that there is still a lot of work to be done.
3. DPA letter and form
 - a. Nancy had to send in an explanation as to why we weren't able to provide more financial records for our request for DPA abatement.
4. Letter to Mary Macy
 - a. Mary Macy did not respond to our most recent letter.
 - b. She also is not responding to calls from Chris Craun and has not been attending Diocesan Council meetings.

Junior Warden's Report - Barb Barb

1. No report as Barb Barb was absent.

Treasurer's Report

1. As we do not currently have a treasurer, there was no report.

Altar Guild – Mary Knutsen

1. In preparation for the All Saints celebration, we need to collect the names of those who have recently passed.
2. In regards to Christmas, we may need permission from St. Paul's to display our banners. We also will need to coordinate poinsettias with St. Paul's.

Garden Committee – Barb Ross

1. The expanded garden beds were completed on September 21 and cover crops were planted.
2. Fencing for the garden expansion was put up on October 12.
3. A next step will be winterizing the pump.

Office/Administration – Nancy Mortenson

1. Prince of Peace has a new phone number 971-718-2561. It was set up through Verizon and goes directly to Nancy and Mary Knutsen's cell phones.
2. Jeanne Dalton is going to put the new number on the Prince of Peace website.

Items for Discussion and Action

1. Bookkeeper/Treasurer

- a. Nancy and Mary Knutsen plus Sally and Neil from St. Thomas, Dallas have met with our new treasurer, Steve Milligan.
- b. Nancy is planning to meet with Steve at Prince of Peace Thursday morning at 9:00.
- c. Hourly pay for Steve is still to be finalized.
- d. A motion was made to approve the steps that have been taken to date to hire a new treasurer. Motion was passed with one abstention. (Steve Buresh)
- e. Our bylaws require us to have a treasurer in addition to a bookkeeper. The treasurer and the clerk are elected by the BAC to serve one-year terms. They do not have to be members of the BAC.
- f. It was suggested that Nick Fortey would be a good treasurer. Nancy will ask him if he is willing to serve.

2. Records

- a. Nancy noted that while we are making progress, there is still a lot of work to be done organizing our paper files and digital files.
- a. Diana volunteered to help get donation statements out for the year.

3. Tech Soup - QuickBooks

- a. After four hours of frustration, Nancy was able to sign Prince of Peace up for Tech Soup which will enable us to subscribe to QuickBooks for \$80 per year.
- b. We may need extra help and training to set up and use the Chart of Accounts on QuickBooks.

4. Safe Church/Background Checks/ and Licensing

- a. St. Paul's is hosting a LEM training and potluck brunch on Saturday, November 16.
 - i. Steve Buresh in planning to attend.
 - ii. Diana will be out-of-town.
- b. Barb Ross reported that 15 members of the congregation are current on their background checks. She will follow up with 4 others.

- c. The Safe Church training can be completed online or in person.
 - i. The diocese has agreed to hold an in-person SAFE Church training in the Salem area but no date has been scheduled.
 - ii. Sally has offered St. Thomas, Dallas as a location.

5. Communion bread or wafers

- a. Rev. Linda and several members of the congregation have expressed a desire that we return to serving homemade bread at Eucharist rather than the wafers.
- b. Mary Knutsen did a great job of baking communion bread in the past.
- c. Mary and Katrine agreed to try a batch to see how it works.

6. Signage

- a. Rev. Linda thinks we need something more to let people know who we are and where we are worshipping.
- b. It was suggested that some sort of sign or flag might be appropriate.
- c. Katrine will contact St. Paul's Senior Warden Johanna St. Clair the Colleen, Parish Administrator, to see what might be possible.

7. Pastoral Care/Outreach

- a. It was suggested we might help organize an ad hoc group of those who are living alone so they are able to check in with one another.
- b. It was further suggested it would be good to have a back-up person to check on folks.
- c. Sue Rembert has offered the community room at her mobile home park as a location for the Shrove Tuesday pancake supper.
- d. Other ideas for social interaction included:
 - i. Movies on Sunday
 - ii. Lunches at a restaurant
 - iii. Pie or cookie sales
 - iv. Attending the Wednesday Night Dinner at St. Paul's as a group

8. Monthly Newsletter

- a. Marcia Kelley has volunteered to do a monthly newsletter that would include Prince of Peace news as well relevant information from the wider church and community.
- b. A motion was made to accept Marcia's generous offer to do a monthly newsletter with the understanding that a draft will be sent to the office and approved by the BAC before it is sent out. M/S/P

Closing prayer – Nancy Mortenson

Meeting adjourned – Nancy Mortenson

Next Regular Meeting is scheduled for Sunday, December 15.

Minutes taken by Barbara Ross, Clerk