

**Prince of Peace Episcopal Church**  
**BISHOP'S ADVISORY COMMITTEE**

June 23, 2024

*Because our regular meeting date fell on Father's Day, our meeting was postponed by a week.  
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; Barb Barb (2026), Junior Warden; Steve Buresh (2027); Diana Rainey (2027); Katrine Smith (2027) and Barbara Ross (Clerk)

**Absent:** Mary Knutsen (2026); Mary Macy (2025), Treasurer

**Guest:** The Rev. Linda Wood

**Call to Order:** Nancy called the meeting to order.

**Opening Prayer:** Nancy opened the meeting with prayer.

**Approval of the minutes:**

1. Minutes from May 26 meeting were approved. M/S/P
2. The clerk will send a PDF version to Nancy so they can be shared with the congregation.

**Approval of the Agenda:** The agenda was approved with additions:

- Tour of the Oregon State Hospital Museum (Barb Barb)
- First Aid kit, defibrillator, CPR (Barb Barb)
- Mary Magdalene Sunday (The Rev. Linda Wood)

**Senior Warden's Report – Nancy Mortenson**

1. Nancy reported there have been some advances and some retreats.
2. The training for Readers, EM's, and EV's went well.
  - a. For those who were not able to attend, Father Brandon will lead a similar training on Saturday, June 29 at St. Thomas. (10:00 AM, 11:00 AM)
    - i. Massimo has been invited to attend.
    - ii. Ray and Diana will follow up with Rev. Linda.
3. Nancy is concerned that we have not had a financial report for four months. This will be discussed later in the agenda.

**Junior Warden's Report - Barb Barb**

1. Barb would like to organize a tour of the Oregon State Hospital Museum for members of Prince of Peace to attend.
  - a. They are open Thursday-Sunday.
  - b. Katrine mentioned that her neighbor Jackie Pierce is a docent.
  - c. Barb will organize a tour for us.
2. A health issue that came up in church this morning reminded us that Prince of Peace is blessed to have several medically-trained people in the congregation. However, concern was expressed that Prince of Peace needs to make sure we have ready access to a First Aid Kit in our new location. We also may want to have a defibrillator and people who are trained to use it and to do CPR.
  - a. Rev. Linda recommended that we check with Colleen, the parish administrator at St. Paul's. to see what is already available at St. Paul's.

- i. Diana volunteered to follow up with Colleen.
- ii. Barb Barb will check with the Fire Department to see what is recommended.

#### **Treasurer's Report – Mary Macy**

1. Since Mary Macy was absent, there was not a treasurer's report. However, there continue to be questions and concerns. These will be addressed under Items for Discussion.

#### **Garden Committee – Barbara Ross**

1. Barb Ross reported the Garden Committee received a \$650 grant from Marion-Polk Food Share to help cover the costs of the garden expansion.
2. The property was mowed on June 13.
3. At their June 14, the Garden Committee set the dates for three workdays at the garden.
  - a. Saturday, June 29
  - b. Saturday, July 20
  - c. Saturday, August 10
4. At the first workday, we will fill the trench with bark chips and lay clear plastic to kill the grass. We will lay cardboard and chips in July and August.

#### **Office/Administration – Nancy Mortenson**

1. Mary Knutsen comes in on Fridays to pick up the mail and work with the music licenses.
2. Nancy comes in on Wednesdays to work on the worship bulletin and tend to other business.
  - a. Nancy would appreciate a volunteer to help with the bulletins.
3. We will need volunteers to choose and read the homily one Sunday per month when Rev. Linda is celebrating but not preaching. It was suggested they be assigned as follows:
  - a. July 7 – Nancy Mortenson
  - b. August 11 – Bill Dalton
  - c. September 15 – Barb Ross
4. Approved sermons are available on The Episcopal Church website under *Sermons That Work*.

#### **Items for Discussion**

##### **1. Sunday Morning noise issues**

- a. Nancy has been in contact with Father Simon about the growing tension that is developing between members of St. Paul's and Prince of Peace concerning the noise outside our worship space as St. Paul's greeters are welcoming St. Paul's parishioners.
- b. Father Simon is not comfortable asking St. Paul's parishioners to enter the building in silence. He gave us two choices:
  - i. Keep our worship time at 9:30 with the understanding that we will need to be gracious and tolerant of any noise, and that there is to be no policing.
  - ii. Change our worship time to 10:00 so members of both congregations are arriving at the same time and there will be less chance of noise outside the chapel during our worship time.
- c. After some discussion of the impacts of parking and bumping up against set-up time for the Kenyan service that is at noon, the BAC decided to stay with the 9:30 worship time with the understanding that there may be some noise.
  - i. Nancy will let Father Simon know of our decision.
  - ii. Nancy will share this information with the congregation next Sunday.

- iii. Katrine volunteered to follow up specifically with those who have been concerned to make sure everyone understands we need to be gracious and tolerant and that there is to be no policing of noise outside the chapel.
- d. Members of the BAC expressed appreciation to St. Paul's for the welcome and generosity they have shown to us.

## **2. Safe Church**

- a. Nancy reminded us that all BAC members, Eucharistic Ministers and Eucharistic Visitors need to go on the diocesan website and sign up to take or renew their SAFE Church training online.
- b. For those who prefer to take the training in person, there will be an opportunity on July 6, 10:00 a.m – 5:00 p.m. at Grace Memorial in Portland. Register on the diocesan website.
- c. Nancy is working with Sally to see if the diocese might hold an in-person training in the Salem area.

## **3. Background Checks**

- a. Barb has been in contact with Tamara Knowles at the diocese to get these started.
- b. Barb has learned that paid employees such as Asya and volunteers who lead worship at Iris will need to have background checks and take the SAFE Church training.

## **4. Licensing of EM's, EV's and Readers**

- a. Rev. Linda is working on obtaining licenses for those who attended the training on June 15.
- b. As noted earlier, a second training opportunity will be on June 29 at St. Thomas.

## **5. Website progress**

- a. Barb Ross is working on getting credentials for Jeanne Dalton so she can be trained by Rachel to do the website.

## **6. Financial Concerns**

- a. Nancy is gravely concerned about the lack of response from Mary Macy who has not responded to emails, texts, or phone messages. The certified letter that the BAC sent on April 25 was returned as "undeliverable".
- b. The concern is multi-fold:
  - i. First, we have a pastoral concern for Mary whom we have known and loved for years. We want to make sure she is OK.
  - ii. Second, we want Mary to know how grateful we are for all she has done for Prince of Peace in the past and that she will be valued as a friend and member of the congregation whether she chooses to continue as our treasurer or not.
  - iii. And thirdly, we have an administrative concern for the well-being of Prince of Peace.
    - 1. We have not had a treasurer's report since February so we do not know our current financial status.
    - 2. We have employees who have not been paid and are waiting for their W-2's or 1099's from 2023.
    - 3. We are unsure of which bills have or have not been paid.
    - 4. Nancy is down to one check she can use.

- c. Mary Macy is the person with access to our on-line banking and to the financial files that are stored on a computer and in the files at St. Thomas. She also is the only person who can cancel our phone account with Comcast.
  - d. Nancy has been in contact with the diocesan office for advice. She was referred to Anne Marie Lowe, Canon for Finance and Property, who is a former banker. Anne recommended we do our best to ascertain whether or not Mary wants to continue as our treasurer. If we are not able to get a response, the signers on our account can go to the bank and request that a new account and new debit card be set up. Rev. Linda said they also will need approved minutes from the BAC meeting when this decision was made.
- 7. Motion to set up new account**
- a. Katrine Smith moved that the BAC create new financial accounts for Prince of Peace removing Mary Macy as the principal administrator and adding Diana Rainey as the administrator. The signers (Steve Buresh, Nick Fortey, and Mary Knutsen) are to remain the same.
  - b. This motion was seconded by Steve Buresh and passed unanimously.
- 8. Special meeting**
- a. It was determined that the BAC will hold a short special meeting after church on Sunday, June 30 to approve these minutes so they will be available to take to the bank if necessary.
- 9. Mary Magdalene Sunday**
- a. Rev. Linda noted that the church calendar recognizes Saint Mary Magdalene on July 22. She plans to celebrate that on Sunday, July 21.

**Closing prayer – Nancy Mortenson**

**Meeting adjourned – Nancy Mortenson**

**Next Regular Meeting will be Sunday, July 21.**

As noted above, there will be a short special meeting on Sunday, June 30 to approve these minutes.

Minutes taken by  
Barbara Ross, Clerk