

Prince of Peace Episcopal Church
BISHOP'S ADVISORY COMMITTEE

March 17, 2024

*The meeting was held after Sunday worship in our new office location on the second floor of St. Paul's.
We welcomed our newly-elected members.*

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

Absent: Mary Macy (2025), Treasurer

Guest: Sue Rembert

Call to Order: Nancy called the meeting to order.

Opening Prayer: Steve shared the opening prayer.

Approval of the Agenda: The agenda was approved.

Approval of the minutes:

1. Minutes from October 2023-February 2024 were approved.
2. The clerk will send PDF versions of the January and February meetings to Nancy so they can be shared with the congregation.
3. The clerk will send PDF versions of the other minutes to individual members of the congregation upon request.

Treasurer's Report

1. Since Mary Macy was absent, there was not an official treasurer's report. However, there were questions as to progress towards getting on to QuickBooks and whether or not we needed to hire a CPA or a bookkeeper to assist Mary.
2. Members of the BAC expressed gratitude for everything Mary does but also had concerns about the on-going challenges of getting bills paid and reimbursements made in a timely manner.
3. Barb Ross is aware that Pedro's final check may not have been complete. Barb volunteered to check with Mary to see if she can contact Pedro so that can be corrected.
4. There was discussion about the need to reevaluate our financial needs now that we are in a new location. Some funds such as the Flower Fund are not needed at the present time. There also were questions about the possibility of releasing funds that have been designated to organizations such as Integrity that are no longer functioning.
5. **A motion was made to hire a bookkeeper or accountant to assist Mary. M/S/P**
 - a. It was noted that St. Thomas has a bookkeeper.
 - b. Nancy will talk to Mary Macy and to Sally and Neil at St. Thomas to get suggestions.

Altar Guild – Mary Knutsen

1. Currently Mary K. and Katrine are the only members of the Altar Guild.
2. Steve Buresh and Jeanne Dalton have expressed interest in helping.
3. Steve and Jeanne will partner with Mary K. and Katrine during April.
4. Everyone is learning new things and new ways of doing things.
5. St. Paul's Altar Guild has been very helpful.

Garden Committee – Barbara Ross

1. Marcia Kelley has accepted an invitation to join the Garden Committee.
2. The meeting with the gardeners went well. We have 5 returning gardeners. Contracts were signed, key deposits were collected, and keys to the pumphouse were distributed.
3. All but one of the garden plots have been spoken for.
4. One of the gardeners, Isabel Riveros, was chosen to be the new garden coordinator.
 - a. Stephanie will mentor her in this new role.
5. The Garden Committee would like to expand the garden to the south in order to make more plots available, grow more food, and make a bigger footprint on the property for tax purposes.
6. **A motion was made to give the Garden Committee permission to double the current size of the garden by expanding to the south. M/S/P**
7. Support was again expressed for using straw bales as a way to discourage Plaid Pantry customers and others from driving on our property.

Office/Administration – Nancy Mortensen and Mary Knutsen

1. Nancy is coming in on Wednesdays and Mary on Fridays. Hours are 10:00-2:00.
2. Sue Rembert comes in on Mondays to work on the Iris bulletin.
3. Barb Barb helped delete unwanted emails.
4. The key to the office is in a lockbox near the door.

Items for Discussion

1. **Election of Junior Warden**
 - a. Following discussion of the duties of the Junior Warden, Barb Barb was unanimously elected to serve as the new Junior Warden.
 - b. Barb Barb will check with Ray to see if he is willing to continue to help with the management of the property.
2. **Asya's vacation and the need for a substitute accompanist**
 - a. Nancy reported that Asya will take a five-week vacation to Europe beginning June 13.
 - i. Two of those weeks will be paid, and three will be unpaid.
 - b. Asya has volunteered to pre-record the music for partial payment.
 - c. Nancy will check with Dr. Paul Klemme of St. Paul's to see if he can recommend someone to substitute for Asya.
3. **New Eucharist schedule and need for homily readers**
 - a. The Rev. Linda Wood is willing to celebrate an additional Eucharist each month but she does not want to do the Homily for that week.
 - b. If we accept +Linda's kind offer, we will need volunteers to choose and read the homily.
 - i. The Episcopal Church has an official website called *Sermons That Work* that provides sermon and homilies for every Sunday in the church calendar year.
 - ii. Diana, Nancy, and Steve volunteered to help choose and read homilies.
4. **Planning for Palm Sunday, Good Friday and Easter**
 - a. Rev. Linda will be with us for Palm Sunday.
 - i. There will be a procession and The Reading of the Passion.
 - b. People will be invited to worship with St. Paul's on Good Friday.
 - c. Rev. Linda will be with us for Easter.
 - i. We hope to have a special Easter Brunch as has been our tradition.
 - ii. Sue will do her best to be aware of Pastoral Care needs and concerns for Easter.

5. Pastoral Care Concerns regarding the new time for the BAC meeting

- a. Sue expressed a concern with how the new BAC time impacts Coffee Hour.
 - i. She observed that while the BAC meeting was publicized to start at noon, several members of the BAC didn't come to Coffee Hour and others had to leave early when they learned that people were waiting upstairs.
 - ii. It was explained that several members of the BAC were busy with their duties as ushers, counters, and Altar Guild and weren't able to come to Coffee Hour.
 - iii. Members of the BAC also expressed a desire to start the meeting as soon as possible since BAC meetings often run long.
- b. It was decided that the BAC meeting would start at 11:15.
 - i. BAC members who don't have other duties are encouraged to go to Coffee Hour before coming up to the meeting.

6. Conversation with Chris Craun

- a. Nancy has been in contact with The Rev. Chris Craun, Missioner for Thriving Congregations, on the Bishop's Staff.
- b. Since Chris has been on Family Leave for a couple of months, Nancy brought her up to date on our move, etc.
- c. Chris asked if we feel like we are ready for a new vicar and how we are feeling about sharing a priest with St. Thomas.
- d. Nancy told her we continue to have a good relationship with St. Thomas and we are looking forward to having a new vicar.
- e. Chris said profiles will need to be updated and yoked.

7. Conversation with Sally

- a. St. Thomas would prefer to wait until the end of the calendar year to seek a new priest.
- b. The Rev. Tony Petrotta will be at St. Thomas for Palm Sunday and Easter.
- c. Tom Crosby, who lives in Dallas, has requested to be transferred to St. Thomas.
 - i. Tom's daughter, Emily, would like to be confirmed.
 - ii. Rev. Linda may be willing to lead a combined Confirmation Class with St. Paul's.

8. Lay Eucharistic Ministers and Visitors

- a. Steve Buresh had been invited to be a LEM at St. Thomas.
 - i. He has agreed to serve as a substitute at St. Thomas if needed.
- b. Our LEMS need to be relicensed.
 - i. Nancy will check with St. Paul's to see if they can help.
- c. Massimo Brofferio is our only LEV and his work schedule has made him unavailable although we are hoping that is going to change.
 - i. We need more Lay Eucharistic Visitors.
 - ii. We can ask Rev. Linda for help if needed.

9. Our public face on the internet and telephone

- a. We thought our phone had been cancelled at the time of the move, but when people call the old number, they still get an outdated message with incorrect information.
- b. Nancy is working on updating the directory.
- c. The website needs to be updated.
 - i. Barb Ross has been covering the cost with Network Solutions so we can keep our domain name, etc. but she doesn't have the technical expertise to manage the website.
 - ii. It was suggested that Jeanne Dalton would be a good person to ask.

10. Congregational Leader's Form

- a. Barb Ross sent in the annual Congregational Leader's Form to the diocese.
- b. The following were listed as contacts for the various ministries:
 - i. Children – Barb Ross
 - ii. Adult Education – Sue Rembert
 - iii. Women's Ministries – Mary Knutsen
- c. It was noted that all of our Congregational Leaders need to renew their background checks and SAFE Church training.
 - i. Background checks need to be redone every 10 years.
 1. Barb Ross agreed to serve as our Background Check Administrator
 - ii. SAFE Church training needs to be renewed every 3 years.
 1. SAFE Church training is available online through the diocesan website.

New Business for next month's agenda

- Mary K. requested we do some visioning and long-range planning.
- Work on calendars
- Diocesan Convention will be in Salem. Do we want to have a table?

Closing prayer

Meeting adjourned - Nancy

Next Regular Meeting is scheduled for Sunday, April 21 at 11:15.

Minutes taken by
Barbara Ross, Clerk