

**The Episcopal Church**

**of the**

**Prince of Peace**

**Our Mission:**

Worship God, grow in Christ,

and share the gifts God has given us with the world.

**Annual Report for the year 2023**

The Business Report of the Church

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**Agenda**

**Annual Meeting**

**Prince of Peace Episcopal Church**

**March 3, 2024**

1. Call to Order

2. Opening prayer and welcome

3. Approval of the agenda

4. Approval of the minutes from last year's Annual Meeting

5. Senior Warden's Report

6. Junior Warden's Report

7. Treasurer's Report

8. Questions and Answers

9. Recognition of outgoing BAC members: Nick Fortey, Ann McBride, and Sue Rembert

10. Election of BAC Members to serve a three-year term

      Candidates who have been nominated: Steve Buresh, Diana Rainey, Katrine Smith

11. Election of two delegates to Diocesan Convention

Current delegates: Mary Knutsen and Marcia Kelley

12. Election of two alternate delegates to Diocesan Convention

Current alternate delegates: Ann McBride and Diana Rainey

13. Closing thoughts from Senior Warden

14. Closing Prayer

15. Adjournment

***DRAFT***

***Prince of Peace Episcopal Church***

***ANNUAL MEETING***

***February 5, 2023, 12:00 p.m.***

*The Annual Meeting was held following the Sunday morning worship service.*

*These minutes will be approved at the 2024 Annual Meeting.*

**Call to order:** Senior Warden Marcia Kelley called the meeting to order at 12:05 p.m.

**Present in person:** 21 people signed in as present in person.

**Present on Zoom:** No one participated on Zoom.

**Opening prayer**: Marcia opened with the *Prayer for the Unity of the Church* from the BCP.

**Annual Report:**  Copies of the 2022 Annual Report were distributed.

**Approval of Minutes:** Minutes from the 2022 Annual Meeting were approved with a spelling correction. M/S/P

**Senior Warden’s Report: Marcia Kelley**

1. The bulk of the Senior Warden’s report was published in the Annual Report which had been distributed.
2. Marcia shared the following updates concerning a possible new vicar:
   1. Last Wednesday, the BAC voted unanimously to make an offer to the candidate we are hoping to share with St. Thomas, Dallas.
   2. St. Thomas also voted unanimously to offer a contract to this candidate.
   3. A Covenant of Ministry as been shared with the candidate.
   4. The candidate has already met with Bishop Diana.
   5. We are consulting with The Rev. Chris Craun, diocesan Missioner for Thriving Congregations at each step of the process.
3. Due to our ever-increasing lease payment, the BAC is exploring a possible move from our present location.
   1. Options are being explored, but no decision has been made.
   2. An all congregation-meeting will be held to explore our fear, hopes, and dreams.
   3. Continued updates will be announced in church and printed in the monthly newsletter.

**Junior Warden’s Report:** No report for this meeting.

**Fiduciary Matters: Mary Macy**

1. 2022 was an interesting year with both financial and personal challenges.
   1. After the difficult decision was made to eliminate the parish administrator position, several people left Prince of Peace taking their gifts and resources with them.
   2. Those who remain at Prince of Peace have been very faithful in their giving.
2. Mary distributed a draft budget showing what it will cost to have a priest-in-charge for nine months in 2023.
   1. The proposed budget shows a deficit of $6800.
3. Mary has been in conversation with the Rev. Chris Craun of the Bishop’s Staff.
   1. Chris+ recommends we pay the shortfall from our savings for this year.
      1. Mary says we have two generous unrestricted bequeaths that could be used for this purpose.
   2. Chris+ recommends that we, together with St. Thomas, Dallas, apply for a multi-year grant from the Episcopal Bishop of Oregon Foundation (EBOF) to support this shared clergy position.
      1. EBOF was established in the 1950’s to support activities in the diocese.
      2. The fund languished for years.
      3. In 1971 EBOF received a generous bequest of stock from the Wheeler family.
      4. EBOF has continued to grow and now accepts grant applications to fund ministries and initiatives in the Diocese of Oregon.
      5. Grants applications are received every quarter. The next opportunity will be in April.
4. Another possibility for reducing expenses would be to move to a less expensive location.
   1. As Marcia mentioned in her Senior Warden’s report, the BAC is actively exploring this option.
5. Prince of Peace needs a new financial software program.
   1. The current program is old and cumbersome to use.
   2. Since the elimination of the parish administrator’s position Mary has been trying to do everything.
   3. Something similar to QuickBooks for Churches would enable volunteers to do more of the work with pledges and accounts payable.

**Questions and Answers:** The meeting was then opened up for questions from congregation.

1. Do we have to be in West Salem?
   1. No. Bishop Diana has agreed to a change in the bylaws that would allow us to temporarily locate in another location.
   2. A Bylaws Committee has been appointed and is working on the necessary changes that will them need to be approved by the BAC.
2. How will we decide where to move?
   1. The BAC has appointed two committees: one to check out possible temporary locations and another to explore the possibility of moving to our property off Brush College Road.
   2. Things being considered are cost, central accessible location, ample parking, etc.
   3. Bishop Diana is excited about our willingness to move forward.
   4. A congregational meeting will be held before any final decisions are made.
3. What if we have questions about sharing a priest?
   1. Our current relationship with St. Thomas is strong and there will be ongoing communication with both the new priest and with St. Thomas to work out the details.
   2. We will continue to consult with the diocese for help and advice.
4. What is the process for approving the budget?
   1. The budget is approved by BAC and presented to the congregation.

**Election of BAC members, delegates, and alternates:** In accordance with our bylaws, the Nominating Committee made up of outgoing BAC members announced the following members have agreed to stand for election:

1. Delegates to convention: Mary Knutsen and Marcia Kelley
   1. It was noted that Mary Macy already has a vote at convention as a member of the Diocesan Council.
2. Alternate delegates: Ann McBride and Diana Rainey
3. BAC three-year terms: Rachel Bertoni, Mary Knutsen, and Barb Barb
   1. It was noted that Barb Barb had a conflict and was unable to attend the annual meeting in person, but she has agreed to serve.
4. BAC one-year term: Ann McBride
   1. It was noted that this slate will bring the number of BAC members to nine, with a three-year rotation for each group of three.
5. Since no additional people were nominated from the floor, the Nominating Committee’s report was accepted unanimously.

**Closing Thoughts:**

1. Senior Warden Marcia Kelley expressed thanks to Diana Rainey for her years of service on the BAC.
2. Looking around the room, BAC member Bill Dalton noted that everyone is contributing time, energy, and thoughtfulness.
3. Junior Warden Nick Fortey expressed appreciation to everyone for stepping up.
4. Thanks were expressed to The Rev. Linda Wood for being with us today.

**Closing Prayer:** The Rev. Linda Wood

**Adjournment:** Motion to adjourn M/S/P. Followed by a potluck.

**Next Meetings:**

1. The Annual Meeting will be held in February of 2024.

Minutes submitted by Barbara Ross, clerk

**Senior Warden Report**

It has been quite a journey through a year of remarkable change and achievement. Unfortunately, there have also been a few disappointments and setbacks.

Yes, there were disappointments. The candidate that we enthusiastically embraced and wished to call to the shared position of vicar with St. Thomas, Dallas was suddenly removed from the running, which put us back into the search where we remain. The contract we had with the cell tower company was not renewed, which resulted in putting a distinct dent in our financial projections and budget for the coming year. The proposed new rental agreement with Peace Lutheran for the new year indicated an increase in the monthly rent over two years. The BAC decided that we could not accept their proposal, and after many meetings and a great deal of discussion, the BAC decided to leave our long-term home at Peace Lutheran and gave notice to vacate at the end of the year.

In the meantime, given the possibility of moving, an exhaustive search for a new church home had been started, and several options were revealed. After a congregational meeting and then a survey to ascertain the feelings of the parish concerning those options, it became clear that the chapel at St. Paul’s was the preferred choice to be our next, if temporary, church home.

The move was a big challenge, but we managed to accomplish it relatively smoothly. We culled, organized, rearranged, and managed to consolidate everything to fit into our new office at St. Paul’s, with some overflow going to St. Thomas. Kudos and thanks to all those who made it happen! We are still finding our way and working to develop new ways to deal with the obvious changes in worship and office spaces, but slowly we are settling in. We share worship space with a Kenyan congregation, and we are figuring out how to interface with them and work together to allow us both a positive worship experience.

We have not lost sight of the property we own on Brush College Rd. There have been a few preliminary meetings with retired Bishop Prior to discuss how we can develop the property. The discussions will continue with the bishop and others, and we hope that in the not-too-distant future we may actually find ourselves in a new and permanent church home. That said, much remains to be done.

We continue to have a very friendly and cordial relationship with St. Thomas, Dallas, and always look forward to sharing celebrations and special events with them. We very much look forward to being able to share a vicar with St. Thomas, and hope that our combined search will reveal a new and acceptable candidate which as yet has not occurred.

We are pleased to be able to worship at St. Paul’s chapel and are thankful for their generous hospitality. Where we go from here is another question whose answer depends on many variables. Our future at present is unknown but we are facing it with open hearts and minds praying that the Holy Spirit will put us on the right path. We pray for that guidance every Sunday with our Transition Prayer.

It is important for parish members to understand and be aware of how Prince of Peace functions and makes decisions. The BAC has recently decided to meet on the third Sunday of the month after church, which will allow parish members to attend if they wish and to bring up issues of concern. All are invited to attend.

I wish to express our thanks to Nick Fortey, Ann McBride, and Sue Rembert who are the retiring members of the BAC. We thank them for their service and we look forward to welcoming new candidates. Also, a special thanks to the Reverend Linda Wood for having served us this last year and for continuing to serve us faithfully every other Sunday.

*Submitted by Nancy Mortenson, Senior Warden*

**Junior Warden Report**

Prince of Peace has seen a lot of changes this past year. What has remained consistent is the engagement of the community. This internal strength certainly helps the Junior Warden!  Our move was self-organized and successfully carried out by the hard work of many in the congregation. Ray Berhorst led me in winterizing the pump house on our property so there would be no damage to our water system for the gardeners. And the garden committee worked hard to organize work days to ensure a bountiful harvest and happy gardeners.

*Submitted by Nick Fortey, Junior Warden*

**Office Volunteer Report**

It is no small task to move a 35-year-old church with 35 years of memories. A huge thank you for all of us who carried, called, wrote, packed, transported, and helped find new homes for some items. Many thanks for our Senior Warden Nancy Mortenson for keeping us on track.

We did it and we thought that was hard…now we are unpacking, trying to incorporate old with new space, and learning new things. I feel we have done all this with much flexibility and eagerness to learn. How many staplers and paper do we really need?

But what we really need is you. We need help to build and organize our ministries. Our schedule and job descriptions might not work in a new place. Good thing we are flexible! There other churches that are running without a priest and are still very strong in community. While we are searching for a new priest, it is very important to take care of ourselves so we can go forward.

I know we are looking to new members in the leadership in the BAC to help share the load. At this time, we have Katrine Smith working on scheduling, Mary Macy on financials, and Nancy Mortenson, our senior warden creating our bulletins, Sue Rembert is doing outreach services at Iris in West Salem and writing a short weekly newsletter to our congregation. Mary Knutsen takes care of the mail and bill sorting. She also serves on altar guild, preparing the altar for services. Right now, Nancy is in the office on Wednesdays and Mary Knutsen is in on Fridays.

Looking ahead, praying and with your help, we will do what The Lord wants us to do.

*Submitted by Mary Knutsen, Office Volunteer*

**Outreach Committee Report**

Thanks to Ann and Craig McBride, Prince of Peace has continued to collect food donations for Marion-Polk Food Share. Since our move to St. Paul’s Chapel, Sue Rembert has volunteered the back of her van as a collection spot.

In December we continued our tradition of adopting a family from St. Francis Family Housing. Our family of four had just arrived at St. Francis the week prior to our request for a family. Both parents work in caregiving on separate shifts, so they don’t require childcare for the 2-year-old girl and 10-month-old. They had been renting in Keizer but a malfunction in the baseboard heating caught their apartment on fire and they lost most of their possessions. As they have only one car the entire family commutes back and forth to Wilsonville for their jobs. Because they were commuting no one was at home so they were all safe. Once again Prince of Peace shared the gifts with a family that needed some good news.

*Submitted by Marcia Kelley*

*Outreach Chair*

**The Iris Memory Care Report**

About a year ago, we began a requested new (for us) outreach activity by leading the Service of Morning Prayer at a nearby neighbor to our property. We are present there on the 2nd and 4th Sundays of each month.

The service at The Iris Memory Care facility (formerly Gibson Creek), on Brush College Rd. starts at 1pm on Sundays after the residents eat their lunch. This time works well for us as it doesn’t interfere with our 9:30 service. We currently have 3-4 members going there to lead the service, provide music to sing, and help residents with their bulletin.

We began with 4 or so residents and 3 members of Prince of Peace gathering on the 2nd and 4th Sundays. The Iris Memory Care facility has grown in number of residents from 8 or so, to 28.  The Morning Prayer service has grown in attendance to 12 - 13, plus 2-3 of their family members, 4 members of Prince of Peace, and 1 staff member.

We are happy to report they love it. For the most part, they read along where appropriate, sing, love shaking our hand to pass the Peace, discuss afterwards, and often ask when we will be back.

    We have been invited to join them for lunch if we care to get there about 12 noon, which could happen since our service time is now earlier than it used to be. Please consider helping us some 2nd or 4th Sunday by guiding residents to the right page or reading the lessons, or ???

*Submitted by Sue Rembert*

**Altar Guild Report**

We made it…now what? Everything is new for us. It will take a few Sundays to get the what, where and how to do our service for the altar. Katrine Smith, our schedule guru, worked out how we will function through the month. We can train people who would like to participate in this holy mission - first we have to learn how to set up for Eucharist correctly, colors changes, candles, flowers and more. If you are interested in joining this ministry of love, we will have quick meetings and all learn together. So much more to come. Contact Katrine or Mary K.

*Submitted by Mary Knutsen*

**Communications Committee Report**

The Communications Committee maintains the Facebook page. It has ended the service bulletin in the Polk County Itemizer-Observer since we no longer have a service in Polk County. The website is experiencing problems and we are trying to work it out.

*Submitted by Ann McBride*

*Communications Committee Chair*

**Book Group Report**

We meet weekly at the church to read together and share our thoughts about the 1-2 chapters of our current read.

Last fall we enjoyed “Leaving Church” by Barbara Brown Taylor. (A great read). We also welcomed into our group a new friend, Kathy.

As of a couple weeks ago we have begun the book by Joan Chittister, “A Gift of Years” (Growing Old Gracefully). Fitting for most of us.

This one has produced several great conversations, and thoughts. We, at Prince of Peace, are praying and listening to the Spirit to know and appreciate what we have as individuals and as a group to offer.

Current participants: Steve Buresh, Diana Rainey, Jeanne Dalton, Anne Miller, Kathy Rodin, Nick Fortey, Barb Ross, Myra Biebly, and Sue Rembert.

We would gladly welcome you at lunchtime on Thursday, 12pm - 1:30pm for reading and sharing with us.

*Submitted by Sue Rembert*

*Book Group Chair*

**Garden Committee Report**

**Members:** Barbara Ross (Interim Chair), Gina Brofferio (Garden Coordinator), Stephanie Schmidt (Member), and Pedro Govea (Liaison to the Gardeners). Senior Warden Nick Fortey serves as our liaison to the BAC.

The Garden Committee met every other month on Zoom for a total of six meetings in 2023. We met in -person with the gardeners on April 1. We also sponsored three workdays – April 15, June 24, and September 30 (end-of-year celebration).

Gina Brofferio, our garden coordinator, attended two trainings sponsored by Marion-Polk Food Share in February.

In 2022, at the suggestion of Marion-Polk Foodshare, we planted clover in the pathways. The hope was that the clover would not only keep the weeds down, but also attract pollinators and provide nitrogen. Although the clover grew well, the gardeners didn’t like it so in 2023 we went back to laying cardboard and bark chips in the pathways.

We had some changes in gardeners this year and were able to welcome several new gardeners as well as provide a space to the Prince of Peace Altar Guild to grow flowers.

We wish to thank all of the members of the congregation who have supported the garden this past year with special thanks to Ray Berhorst and Nick Fortey for their ongoing work in maintaining the irrigation system, repairing the garden gate and fencing, cleaning out the compost bins, and straightening Cindy’s bench. Thanks also to Bill and Jeanne Dalton and to Ann and Craig McBride for their help with the mowing.

We’re grateful to the following businesses who have supported the garden this past year:

**Marion-Polk Food Share** – for providing training, compost, and plant starts

**Salem Electric** – for the grants to offset the cost of electricity for pumping water

**Ace Hardware** – for providing cardboard to lay on the garden paths

**R&R Tree Service** – for providing two loads of bark chips

**Plaid Pantry** – for allowing us to put trash in their dumpster

The garden has some ongoing challenges of battling blackberries and weeds, keeping up with the mowing, and dealing with trash, vandalism, and trespassers. However, we also have hopes and possibilities for the coming year.

*Submitted by Barbara Ross  
Interim Chair*