

Prince of Peace Episcopal Church
BISHOP'S ADVISORY COMMITTEE
November 24, 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; Barb Barb (2026), Junior Warden; Mary Knutsen (2026); Steve Buresh (2027); Diana Rainey (2027); Katrine Smith (2027); and Barbara Ross (Clerk)

Call to Order: Nancy called the meeting to order.

Opening Prayer: Nancy shared a prayer from Max Lucado.

Approval of the Agenda: The agenda was approved.

Approval of the minutes:

Minutes from the September 15 regular meeting, the September 29 special meeting, and the October 20 regular meeting were approved.

Senior Warden's Report – Nancy Mortenson

1. New Bookkeeper, Steve Milligan

- a. Nancy met with our new bookkeeper Steve Milligan.
 - i. Steve was recently elected Treasurer of Polk County.
 - ii. He is also employed by St. Barnabas, McMinnville.
 - iii. Steve will be paid \$25 per hour.
 - iv. Nancy has contacted Lynsey at the diocese for help with a contract.
- b. Steve's initial observations:
 - i. There are ways we could be better stewards of our money.
 - ii. We have a lot of money in the bank that could be earning more interest by investing some of it in rolling CD's.
 - iii. He encouraged us to investigate possibilities.
- c. Steve looked at our property.
 - i. He offered to investigate the possibility of us getting property tax relief on the portions of the property that are being used for the community garden.
- d. Steve also reviewed our recent bank statements.
 - i. September and October statements were missing.
 - ii. Nancy contacted the bank. They said the hard copies had been returned by the post office because they were addressed to the Diocese of Oregon rather than to Prince of Peace.
 - iii. Nancy will contact the post office to explain the relationship between Prince of Peace and the Diocese of Oregon.
- e. Nancy distributed copies of the Profit and Loss statement and Balance Sheet that Steve prepared.
 - i. Steve Buresh shared a copy from January 2021,
 - ii. Nancy will talk with Steve Milligan about Char's request to have the Integrity money moved to St. Barnabas.
 - iii. Steve is already aware of our 1st Sunday for Outreach tradition.

- f. Once Steve has QuickBooks set up, volunteers will be able to enter information.
 - i. Diane will help with getting the donation statements out.
- g. The BAC requested that Steve attend a BAC meeting so people could meet him.

2. Communications with St. Paul's

- a. The Rev. Janell Monk has accepted another position and will be leaving St. Paul's.
- b. Nancy received an email from Colleen, the Parish Administrator. They may be requesting more rent. Currently, we pay rent for the office space and the coffee hour room.
- c. New combination locks have been installed on St. Paul's interior doors.
 - i. We need to make sure doors are pushed shut.
 - ii. Old keys need to be returned.

Junior Warden's Report - Barb Barb

- 1. Barb Barb is still trying to make contact with the Fire Department regarding CPR training.

Treasurer's Report

- 1. Nancy announced that Nick Fortey has agreed to serve as our new Treasurer.
- 2. Barb Ross reminded the group that the Clerk and the Treasurer are elected by the BAC to serve one-year renewable terms. The positions are non-voting although the Clerk and the Treasurer can stand for election to become voting members of the BAC if they so desire.
- 3. A motion was made to elect Nick as our Treasurer for a one-year term. M/S/P

Garden Committee – Barb Ross

- 1. Someone tampered with the outside electrical box on the pumphouse.
 - a. Stephanie was able to work with Salem Electric to get it resolved.
- 2. Thanks to Stephanie, the pump has been winterized.
- 3. The Garden Committee is submitting a \$400 grant request to Salem Electric to cover the cost of pumping water for the garden.
- 4. The Garden Committee will begin collecting funds for a scholarship gift for Lily, who will graduate from high school in the spring.
- 5. The Garden Committee is discussing the pros and cons of putting up a doggy poop bag dispenser on the property.

Office/Administration – Nancy Mortenson

- 1. Ray has expressed the need to step down from leading worship.
- 2. Nick has agreed to serve as a Eucharistic Minister.
- 3. Barb Ross offered to lead Morning Prayer if needed.
- 4. Katrine is working on the schedule for January-March.

Altar Guild – Mary Knutsen

- 1. The Altar Guild will meet next Saturday to prepare for the Advent/Christmas season.
- 2. Steve Buresh expressed concern about the logistics and space for the Advent candle stand and banners.
- 3. St. Paul's will put up greenery.
- 4. Members Prince of Peace have been invited to make donations to the St. Paul's Altar Guild to help cover the cost of poinsettias.

5. Nancy suggested that Prince of Peace make an ongoing \$50 monthly donation to St. Paul's Altar Guild to help cover the cost of flowers. M/S/P
6. Katrine and Mary will be in contact with Sue and Mindy of the St. Paul's Altar Guild.

Items for Discussion and Action

1. Supply Priests - Nancy

- a. Rev. Linda Woods is not available to serve until her paperwork with the Diocese of California is straightened out.
- b. Rev. Steve Ellis is only available on the first Sunday of the month. He will serve on December 1.
- c. Nancy received an updated list of supply priests from Tracy at the diocese office. She contacted five other priests but none were available.
- d. Nancy will contact the Rev. Dawn Reynolds who is relocating back to Dallas after having retired from St. Andrew's, Florence.
- e. We will schedule a supply priest whenever possible. For the rest of the Sundays, we will schedule Morning Prayer or join St. Paul's for Eucharist.

2. Safeguarding God's Children

- a. Nancy has called Chris Craun but hasn't received a response.
- b. Still waiting for the Safeguarding trainings to be scheduled in the Salem area.

3. Communion bread

- a. Mary made a large batch of homemade communion bread and froze it (enough for 8 weeks).
 - i. It will be available for December 1.
- b. For intinction, the EM is to dip the bread in the wine and place it in the person's hand rather than in their mouth.

4. Signage - Katrine

- a. Katrine has been in contact with Robin Ellis regarding a 18x24 red, white, and blue sign for Prince of Peace featuring the Prince of Peace shield.

5. Bishop's Visitation, January 26 - Nancy

- a. Nancy is working on the liturgy.
- b. The reception will be in our normal coffee hour room.
- c. Nancy will check to see if Bishop Diana wants to meet with the BAC. That meeting could be held in our church office space or in someone's home.

6. Newsletter

- a. Thanks were expressed to Marcia for her fine work on the November newsletter.

7. Pastoral Care/Outreach

- a. St. Francis Christmas Family
 - i. Marcia is organizing the collection of gifts for our St. Francis Christmas family.
- b. Phone Tree
 - i. Barb Barb agreed to consult with Sue and Nick about organizing a Phone Tree to check in with folks who live alone.
- c. Coat Drive
 - i. Katrine will check with Gina about organizing a winter coat drive.

8. Possible Cell Tower Lease – Nancy

- a. We received a letter from Landmark regarding their interest in leasing a portion of our property for a cell tower.
 - i. Nancy will discuss with Steve Milligan.
 - ii. This will need diocesan approval.

Closing prayer – Nancy Mortenson

Meeting adjourned – Nancy Mortenson

Next Regular Meeting is scheduled for Sunday, December 15, 2024.

Minutes taken by Barbara Ross, Clerk