

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

May 26, 2024

*Because our regular meeting date fell on Pentecost, 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; Mary Knutsen (2026); Steve Buresh (2027); Diana Rainey (2027); Katrine Smith (2027) and Barbara Ross (Clerk)

**Absent:** 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 the *Collect for Guidance*.

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

- Hospitality
- The Rev. Linda Wood

**The Rev. Linda Wood**

The Rev. Linda Wood is our faithful supply priest who currently celebrates Eucharist with us three Sundays per month. Linda+ began by saying how much she enjoys being with us because we are so much fun! However, even though it is not her responsibility as our supply priest, she has been tracking our parochial reports from before the pandemic and is concerned about the steady decline in our Average Sunday Attendance (ASA). She encouraged us to pay attention to these trends and to think of ways we can be more vital. She invited each of us to share what brought us to Prince of Peace. Ideas shared included size, friendliness, intimacy, location, and a feeling of being welcomed, embraced, and accepted.

Rev. Linda challenged us to think about where we are, and where we would like to be in 2-5 years. She said without young people it is difficult to keep the energy level high. Music makes a difference. We need to find ways to keep our identity separate from St. Paul's. While we greatly appreciate St. Paul's hospitality and generosity, we are limited by not having our own space. There is concern as to whether we will be able to move to our property. We are challenged by our communications and our lack of presence on the internet.

Linda+ suggested we think about how having a supply priest is and isn't working for us. She also noted the workload on our volunteers and suggested we may want to consider hiring a part-time parish secretary. The group expressed sincere thanks to Linda+ for all she is doing for us.

**Approval of the minutes:**

1. Minutes from April 21 meeting were approved. M/S/P
2. The clerk will send a PDF version to Nancy so they can be shared with the congregation.

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

1. Nancy feels things are going pretty smoothly although still require a few tweaks.
2. She is pleased that the Altar Guild has gained some new members.

3. Worship at Iris Memory Care is going well.
4. Even though things are going smoothly, Nancy doesn't want us to become too comfortable.
5. It took enormous energy to make the move from Peace Lutheran.
6. We need to keep the vision of moving to our property and set a goal to make it happen.

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

1. No report.

#### **Treasurer's Report**

1. Since Mary Macy was absent, there was not an official treasurer's report. However, there continue to be questions and concerns.
2. Mary Knutsen has been in contact with Mary Macy about how to pay the bills in Mary's absence.
3. They discussed the bills that need to be paid.
4. Nancy will write the checks and Mary Knutsen will sign them.
5. We need more direct communication between Nancy and Mary Macy.

#### **Altar Guild/Worship – Mary Knutsen**

1. Altar Guild has three new members.
2. Katrine will be working on the schedule for July, August, and September.
3. Barb Barb volunteered to be a greeter.

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

1. Barb Ross reported the Garden Committee finalized the grant request to Marion-Polk Food Share to help fund the garden expansion.
2. The Garden Committee requested that the BAC arrange for the property to be mowed as soon as possible. Nancy agreed to follow up with the mower.
3. Once the property is mowed, the Garden Committee will schedule a work party to begin laying cardboard and bark chips for the garden expansion.
4. Barb reported Stephanie has cut down two of the three hawthorn trees that were growing perpendicular to the east fence and would shade the expanded garden. She left the third which is on our side of the fence, but is behind a survey stake that has recently been placed on the property. We need to get permission from our neighboring property owners before removing the third hawthorn tree.

#### **Office/Administration – Nancy Mortenson and Mary Knutsen**

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.
  - a. Nancy is also working on updating on directory. She would like to publish the next version in pamphlet style.
  - b. Nancy noted we have run out of the large nametags but have a good supply of smaller ones we can use.
3. Office volunteers are continuing to delete unnecessary emails.

#### **Items for Discussion**

##### **1. Bills and Reimbursements**

- a. Mary Knutsen and Nancy are working together to make sure our bills are paid.
- b. Rev. Linda has not been paid for the past two months and has not received her 1099.
- c. Asya has been paid but has not received her 1099.

- d. Asya will be away for five weeks this summer. Nancy has arranged for Rebecca Oswald to play in her absence. We will pay Rebecca \$120 per service.

## **2. Bookkeeping**

- a. The BAC would like to hire a part-time bookkeeper to take some of the burden off of Mary Macy.
- b. Nancy and Mary Knutsen have talked with two possible candidates.
- c. We need to develop a job description and set hours and rate of pay.
- d. They need input from Mary Macy before proceeding.
- e. Members of the BAC expressed concern that this situation has gone on way too long.
- f. Concern was also expressed about the financial files being kept at St. Thomas.

## **3. Credit Card**

- a. Prince of Peace currently has a debit card but we do not have an active credit card.
- b. Ink for the printer is going on Nancy's credit card.
- c. Nancy will check with MAPS to see if Prince of Peace can get a credit card.
- d. Mary Knutsen would like to have her name removed from our debit card.

## **4. Check Signers**

- a. Our current check signers are Mary Knutsen, Steve Buresh, and Nick Fortey.
- b. Any additional check signers would need to be approved by the BAC.

## **5. Telephone**

- a. Our old number is still live and the voice mail greeting is giving outdated information.
- b. Nancy will contact Xfinity to see if there is a way to shut it off.
- c. It was suggested we may want to purchase a burner cell phone to keep in the office so we have a phone number that can be answered.

## **6. Website progress**

- a. Jeanne Dalton has agreed to be our website administrator. She and Rachel are trying to make connections so that Rachel can train her.

## **7. Possible reordering of designated funds**

- a. Rev. Linda explained the difference between budget line items and designated funds.
- b. She said that designated funds can be:
  - i. Saved for long-term.
  - ii. Combined with others.
  - iii. Changed to undesignated funds.

## **8. Background Checks**

- a. Barb has been in contact with Tamara Knowles at the diocese to get these started.
- b. She will check to see if Asya needs to have a background check.

## **9. Safe Church for all BAC, LEMs, and LEVs**

- a. Nancy reminded us that all BAC, LEMs, and LEVs need to go on the diocesan website and sign up to renew their SAFE Church training online.

**10. Training for Readers, LEMS, and LEVS**

- a. Rev. Linda has agreed to train our readers, Eucharistic Ministers and Eucharistic Visitors.
- b. She would like to get books for people.
  - i. *Cup of Salvation* by Rev. Beth Ely
  - ii. Cost will be \$15-\$18 per person.
- c. She will need a list of all readers, Eucharistic Ministers and Eucharistic Visitors.
- d. She will set a date for the training.

**11. Delegates to Convention**

- a. There was a question as to who are our delegates to convention.
- b. The clerk will research and send out by email.

**12. Hospitality**

- a. Nancy would like to invite Marcia Kelley to officially serve as our Hospitality Chair.
- b. The group agreed this would be a great idea.

**Closing prayer – The Rev. Linda Wood**

**Meeting adjourned - Nancy**

**Next Regular Meeting is scheduled for Sunday, June 16.**

However, since June 16 is Father's Day, the meeting may be postponed until June 23.

Minutes taken by  
Barbara Ross, Clerk