

**Prince of Peace Episcopal Church**  
**BISHOP'S ADVISORY COMMITTEE**  
July 21, 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)

**Absent:** Mary Macy (2025), Treasurer

**Guest:** Former BAC member Sue Rembert joined us partway through the meeting and then excused herself when she realized we were discussing sensitive information.

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

**Opening Prayer:** Nancy opened the meeting with a prayer for guidance and decision-making.

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

- Approval of the minutes from the June 30 special meeting
- Votive candle stand location
- Proposal to move the next meeting to August 11 so members can attend St. Thomas when Bishop Diana is there on August 18.

**Approval of the minutes:**

1. Minutes from the June 23 regular meeting and the June 30 special meeting were approved.  
M/S/P
2. The clerk will send a PDF version to Nancy and Jeanne so they can be shared with the congregation.

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

1. Nancy reminded us of our mission statement: Worship God, grow in Christ, and share the gifts God has given us with the world.
2. In order to carry out our mission statement we need to be responsible to members of the parish and their financial gifts.
3. We are serving Christ at this meeting.
4. We need to discern what is important and how best to move forward towards our future.

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

1. The tour of the State Hospital Museum has been postponed.
  - a. Barb Barb is training to become a docent.
2. Barb will follow up with the Fire Department to see what is recommended for First Aid equipment and CPR training.

**Treasurer's Report – Mary Macy**

1. Since Mary Macy was absent, there again was no treasurer's report.
2. Two parishioners have expressed concern to Nancy about the lack of financial information and indicated they plan to without their financial support of Prince of Peace until this matter is resolved.

### **Altar Guild – Mary Knutsen**

1. Mary appreciates the additional help that has been forthcoming.
2. The Altar Guild continues to work with Rev. Linda before and after services to tweak the little things that need to be adjusted.
3. Our missal stand needs to be replated.
  - a. Almy can do it for a fee.
  - b. Mary will check with the church in Springfield to see if there is a missal stand available.

### **Votive Candle Stand location**

1. Diana suggested we move the votive candle stand location so it is more visible to people as they arrive for worship.
  - a. She will talk to Ray about the possibility of mounting the votive candle stand on wheels so it can be moved more easily.
  - b. She will check with the Kenyan congregation about possible locations.

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

1. Barb Ross reported on the successful workday that was held on Saturday.
2. She informed the BAC that our garden coordinator's daughter, Lily, will be a high school senior.
  - a. Lily has been a part of the Prince of Peace garden community since she was a little girl - helping on the garden workdays and serving as a translator for her mother.
  - b. Lily is taking advanced placement classes and applying to colleges.
  - c. Her goal is to become a Registered Nurse.
3. Next year, the Garden Committee would like to honor Lily with a \$500 scholarship similar to what we did for Pedro a few years ago.
  - a. If Lily and her family are willing, the Garden Committee would like to have a celebratory graduation reception for her next spring or summer.
  - b. The BAC endorsed the vision to honor Lily with a scholarship and a reception.

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

1. Nancy and Mary Knutsen visited MAPS Credit Union and were able to have them create a new checking account for Prince of Peace.
  - a. Funds from the old account were transferred into the new account.
  - b. New deposits will go into the new account.
  - c. Automatic payments will continue as before.
  - d. We now have temporary checks that can be used to pay bills as needed.
  - e. Signers for the new account are the same as before: Steve Buresh, Nick Fortey, and Mary Knutsen.
2. Mary Knutsen asked if there was someone in West Salem who could pick up the mail each week. Katrine volunteered.
3. The new procedure is as follows:
  - a. Katrine will pick up the mail.
  - b. Mary Knutsen will sort the mail and place any bills in a special folder.
  - c. Nancy will write the checks.
  - d. The checks will be signed by one of the designated signers.
4. Diana volunteered to be added as an administrator for the new account.

## Items for Discussion

### 1. Removal of Mary Macy as a member of the BAC and as treasurer of Prince of Peace

- a. Nancy regretfully referred us to the Prince of Peace Bylaws, Section III C – Removal of BAC Members and Officers.
- b. It was determined that two parts pertain to Mary Macy.
  - i. Persistent failure to attend BAC meetings and retreats without prior notice and reasonable excuse. (Mary has not attended a BAC meeting since February and has not responded to attempts to contact her by email, text, phone, and registered letter.)
  - ii. Substantial non-feasance on the part of a members of the BAC or officer. (Non-feasance means the failure to perform an act that is required by law such as Mary’s failure to provide our priest and pianist with W-2 and 1099 reports.)
- c. According to our bylaws, a motion for removal shall be voted on at two successive regular meetings of the BAC with two-thirds of the elected BAC members voting in favor of removal at both meetings.
  - i. **A motion was made to remove Mary Macy as treasurer of Prince of Peace and as a member of the BAC. It passed unanimously.**
- d. According to our bylaws, following two affirmative votes, a notice of intention to remove shall be sent to the person concerned setting forth the specific grounds for removal. The notice may be delivered in person by the Vicar or Senior Warden or may be sent by certified mail, return receipt requested. The notice shall inform the BAC member or other officer to be removed that he/she has fifteen days from receipt of the notice to respond to the notice and present statements and arguments on his/her behalf at a regular or special meeting of the BAC.
  - i. Steve and Katrine offered to provide input to Nancy in crafting this letter.
  - ii. The letter will emphasize how much we value and appreciate all that Mary Macy has meant to and done for Prince of Peace while stating our need to know where we are financially in order to be able to move forward.

### 2. Need for Bishop to be aware of present issues.

- a. Nancy has sought and received advice from Anne Marie Lowe, the diocesan Canon for Finance and Property, who is a former banker.
- b. Nancy’s next steps will be to contact Chris Craun and Bishop Diana to make sure they are aware of our present situation with Mary Macy.
- c. We also need clarification as to whether or not a new treasurer has to be a member of the congregation.

### 3. Hiring a bookkeeper

- a. Section VI-C of our bylaws outlines the duties of the treasurer. It states that the duties of the treasurer can be delegated to other individuals with BAC approval.
- b. Neil Clark, the treasurer at St. Thomas, Dallas has offered to help us set up QuickBooks which is the software that St. Thomas uses.
  - i. Nancy was able to update our registration with the Secretary of State so we can qualify for a non-profit discount.

- c. St. Thomas also would like to hire a bookkeeper and it is hoped we might be able to work together on this.
  - i. Our financial files are already being kept at St. Thomas
  - ii. We are supposed to be paying St. Thomas \$100 per month for storing our financial files, Godly Play materials, etc.
- d. Nancy is seeking recommendations for a bookkeeper and has several possibilities.

**4. Appoint a BAC member to address the telephone issue**

- a. Although we no longer have telephone access, Comcast is still charging us a monthly fee for our old telephone number.
- b. When people call our previous telephone number, they get a recorded message of outdated information which we haven't been able to change.
  - i. We also can't access our old voice mail.
- c. Nancy visited Comcast, explained our situation, and tried to cancel our account, but wasn't successful because they said that since Mary Macy was primary on the account, she is the only one who can make changes to it.
- d. After some discussion, it was decided that Nancy should request our banker to cancel the autopayment to Comcast.

**5. Personnel issues**

- a. Although we are now current with payments to our pianist, we are very concerned that neither Aysa or Rev. Linda have received the required W-2 and 1099 forms for 2023.
- b. Nancy went up to the diocese and talked with Lyndsey Redman, diocesan Payroll and Benefits administrator.
- c. Lyndsey said she that for a fee, the diocese will file the missing forms.
- d. Nancy will ask Asya and Rev. Linda to contact Lyndsey to request the missing forms.

**6. Safe Church**

- a. The diocese has agreed to hold an in-person SAFE Church training in the Salem area.
- b. Sally has offered St. Thomas, Dallas as a location.

**7. Background Checks**

- a. Barb Ross ran into a snag in conducting the background checks.
- b. She is working with Tamara Knowles at the diocese to solve the problem.

**8. Change of date for next BAC meeting**

- a. Steve Buresh moved we change the date of our next BAC meeting to August 11 in order to make it possible for people to worship at St. Thomas, Dallas when Bishop Diana makes her visitation on August 18. M/S/P

**Closing prayer – Nancy Mortenson**

**Meeting adjourned – Nancy Mortenson**

**Next Regular Meeting will be Sunday, August 11.**

Minutes taken by  
Barbara Ross, Clerk