

**Prince of Peace Episcopal Church**  
**BISHOP'S ADVISORY COMMITTEE**  
**September 15, 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; Steve Buresh (2027); Diana Rainey (2027); Katrine Smith (2027); and Sue Rembert (Clerk, Pro Tem)

**Absent:** Mary Knutsen (2026) Barbara Ross (Clerk)

**Guest:** The Rev. Linda Wood

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

**Opening Prayer:** Nancy shared the opening prayer.

**Approval of the Agenda:** The agenda was approved M/S/P

**Approval of the minutes:**

1. Minutes from the August 11 meeting were approved as corrected. 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 recommended the book *Kingdom of Rage: The Rise of Christian Extremism and the Path Back to Peace* by Elizabeth Neumann.

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

1. The Fire Department is available to do CPR training.
2. Barb is in process of becoming a volunteer at the State Hospital Museum.

**Treasurer's Report**

1. As we do not currently have a treasurer, there was no report.

**Altar Guild – Katrine Smith**

1. Katrine reported in the absence of Mary Knutsen.
2. We appreciate that Rev. Linda is so flexible and generous with her time.
3. The Eucharistic Visitor box has been located.

**Garden Committee**

1. The Garden Committee is holding a workday and end-of-season potluck celebration on Saturday, September 21.

**Office/Administration – Nancy Mortenson**

1. Nancy comes in on Wednesdays to do the bulletins and prepare checks.
2. Katrine picks up the mail on Thursdays.
3. Mary Knutsen comes in on Fridays to sort mail and sign checks.
4. Jeanne Dalton is doing the website.
5. Steve can update the binders.

6. St. Paul's donated some empty binders and a white board to Prince of Peace.
7. We may need to get rest of our records from St. Thomas but we are not being charged for storing things there.

### **Items for Discussion and Action**

#### **1. Hiring a bookkeeper**

- a. Steve Milligan has agreed to be our new bookkeeper.
- b. Steve was recommended to us by St. Barnabas, McMinnville. He helped them straighten out their books.
- c. Steve is also going to work with St. Thomas, Dallas.
- d. The Diocese approves of this action.
- e. Steve will be paid by the hour. In the beginning it will take him some time to straighten out our books, but once things are cleaned up, it shouldn't take much time each month.

#### **2. Church Windows**

- a. Monthly bill was not paid.
- b. We likely will switch to QuickBooks but will work that out with the new bookkeeper.
- c. Nancy is optimistic we can get this done with help from Neil of St. Thomas and our new bookkeeper.
- d. Diana suggested we should let Church Windows know we will be making the change.

#### **3. Tech Soup - QuickBooks**

- a. This transition hasn't happened yet.

#### **4. Comcast Equipment**

- a. The comcast account has finally been cancelled but we still need to return the equipment.
- b. If we are not able to locate the missing equipment, we will need to pay for it.

#### **5. Safe Church/Background Checks/ and Licensing**

- a. All licensed worship leaders need to complete background checks and Safe Church training.
- b. Barb Ross is working with people to complete their background checks.
- c. Safe Church can be completed online or in person.
  - i. The diocese has agreed to hold an in-person SAFE Church training in the Salem area but no date has been scheduled.
  - ii. Sally has offered St. Thomas, Dallas as a location.

#### **6. Bishop's Visitation, January 26**

- a. Bishop Diana will make her visitation on January 26.
- b. We will need to plan a reception and time for her to meet with the BAC.

#### **7. Integrity Money**

- a. We have been holding money for Integrity for a number of years.
- b. We need to check old Annual Reports to learn the exact amount.
- c. It was suggested we send the funds to St. Barnabas, McMinnville.

#### **8. Diocesan Program Assessment (DPA)**

- a. We received a letter the end of August saying our DPA would be \$6086 per month which is over \$500 per month.
- b. Nancy has been in contact with Ann Marie Lowe, Diocesan Canon for Finance and Property, to explain our new situation.
- c. Nancy has received the new abatement request form.
- d. Diana volunteered to help her write the letter to accompany it.

**9. Asya's absence on September 22**

- a. Nancy has arranged with Honey Wilson to substitute for Asya on September 22.

**10. Bank Account**

- a. We now have a checking, savings, and money market account.
- b. We will ask Steve, the new bookkeeper, to contact Mary Macy to get information about the old accounts.
- c. Several of our rent checks to St. Paul's cleared in one month.

**11. Campership Funds**

- a. Discussion of what to do with designated funds such as the campership fund.
- b. It has been suggested we move the balance in the campership fund into a fund to provide scholarships to the children of our gardeners.

**Closing prayer – Nancy Mortenson**

**Meeting adjourned – Nancy Mortenson**

**Next Regular Meeting is scheduled for Sunday, October 20.**

Notes taken by Sue Rembert.

Minutes typed by Barbara Ross, Clerk