

Prince of Peace Episcopal Church
BISHOP'S ADVISORY COMMITTEE
February 21, 2024, 6:30 p.m.

*The meeting was held in our new office location on the second floor of St. Paul's Episcopal Church.
Dinner was served at 6:00 and the meeting began at 6:30.*

Present in person: Nancy Mortenson, Senior Warden; Nick Fortey (2024), Jr. Warden; Mary Macy (2025), Treasurer; Ann McBride (2024); Sue Rembert (2024); Barb Barb (2026); Mary Knutsen (2026); and Barbara Ross (Clerk)

Absent: None

Call to Order: Nancy called the meeting to order at 6:30 p.m.

Opening Prayer: Nick shared readings from Psalms 121 and 122.

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

Approval of the minutes: Minutes from the January meeting were not available.

Senior Warden's Report – Nancy Mortenson

1. We are at St. Paul's and functioning although we are still trying to figure things out.
2. We are experiencing some problems with the printer.
 - a. Brian Smith, our long-time computer guy, is working on it.

Treasurer's Report – Mary Macy

1. Mary is also experiencing some computer issues.
2. She is working on statements and hopes to have them done soon.
 - a. She requested and received permission to email statements to people.
3. Mary has not been able to print a check since last July so has had to handwrite them.
 - a. She would like to put St. Paul's and Asya on auto-pay.
4. Mary wants to move to QuickBooks in the cloud.
 - a. This will enable office volunteers to enter bills, deposits, etc. to take some of the load off of Mary.
 - b. She plans to use the same chart of accounts as St. Thomas, Dallas.
5. Our stewardship response is approximately \$70,000 for 2024.
6. She will have reports for the Annual Meeting ready for review on Sunday.

Worship Committee/Altar Guild – Mary Knutsen

1. Both Mary and Katrine have been ill. They are still trying to coordinate with St. Paul's.
 - a. We have been using some of their things, some of which are unfamiliar to us.
 - b. The oil candles have been a particular challenge.
 - c. It all continues to be a learning experience.
2. We also are trying to coordinate with Father Henry and the Kenyan congregation who worship in the chapel following our service.

3. Mary expressed a need to know the schedule of when the chapel is being used and when to lock it.
 - a. Nancy suggested she check with Colleen, the St. Paul's administrator.
 - b. Mary Macy thinks there is an online schedule.
4. The Altar Guild needs help.
 - a. Mary Macy ordered an Altar Guild handbook for Mary to use.
 - b. Jeanne Dalton has expressed interest in helping when she is in town.

Garden Committee – Barbara Ross

1. Barb reported that Gina Brofferio has stepped down as the Garden Coordinator and as a member of the Garden Committee.
2. Members of the Garden Committee are interested in pursuing ways to increase food production and reduce the property taxes Prince of Peace pays on the property.
 - a. Stephanie Schmidt has previous experience and a particular passion for this.
 - i. Stephanie recommends we find ways to enlarge the garden's footprint by planting a "food forest" and/or planting communal crops such as potatoes, figs, grapes, etc.
 - ii. Stephanie also suggests we explore leasing the portions of our property that are involved in food production to Marion-Polk Food Share to administer so they can be taken off of our tax liability.
 - iii. Stephanie has contacted MPFS and because we have a long-standing relationship with them, they are willing to consider a 2-3 year lease. This could be handled more expediently if we can continue to provide liability insurance.
3. Mary Macy met with the Garden Committee in January to share ideas.
4. The Garden Committee requested approval from the BAC to continue these conversations.
 - a. The BAC gave their approval for the conversation to continue.
5. With Gina's resignation and the amount of work that needs to be done, the Garden Committee needs additional members.
 - a. Mary Macy volunteered to join the Garden Committee.

Office/Administration – Nancy Mortensen and Mary Knutsen

1. Nancy is coming in on Wednesdays and Mary on Fridays.
 - a. They need help with deleting and unsubscribing from emails.
 - b. Access to the office email from home would be helpful.
2. Change in counting and deposit procedure
 - a. Lynette has stepped down as a counter.
 - b. Kathy and one usher will count after church on Sundays.
 - c. Kathy had been taking the offering to the night deposit but was unable to get a deposit slip.

- d. Choices seemed to be to have Kathy take the offering home with her and deposit it on Monday or leave it in the safe in the church office so Nancy could deposit it on Wednesday.
 - i. Decision was to leave the offering in the church safe and have Nancy deposit it on Wednesdays.
 - e. There have been the usual issues with people writing illegibly, using incorrect dates, and not using the memo line to indicate how they prefer their donation be used.
3. Annual Reports
- a. Barb Ross has volunteered to compile the Annual Report.
 - b. The following people need to submit reports:
 - i. Senior Warden - Nancy Mortenson
 - ii. Junior Warden - Nick Fortey
 - iii. Office Volunteers - Mary Knutsen
 - iv. Communication - Ann McBride
 - v. Outreach - Marcia Kelley
 - vi. Garden Committee – Barb Ross
 - vii. Book Group – Sue Rembert
4. Licensing for LEMS and SAFE Church training
- a. LEMS licenses need to be renewed
 - b. BAC members and LEMS need to take the SAFE Church training
 - i. SAFE Church training is available online through the diocesan website
5. Bill paying
- a. Due to issues with writing checks, people have been waiting for payment and reimbursements
 - b. We received a large water bill in January that indicated there may have been a water leak at Peace Lutheran.
 - i. Nancy contacted the City of Salem and Peace Lutheran to let them know we were no longer responsible for the water bill at Peace Lutheran.
 - c. Insta-Ink is the group that provides ink for our printer.
 - i. Payment needs to be transferred from Nancy's credit card to the church credit card.
6. Candidates for the BAC
- a. Steve Buresh, Diana Rainey, and Katrine Smith will be presented as candidates for the BAC.
 - b. Outgoing BAC members are Nick Fortey, Ann McBride, and Sue Rembert
7. Request for meeting time change
- a. One of the candidates for BAC prefers not to attend night meeting. She has suggested we move our meetings to Sunday afternoons after worship.
 - b. There was general agreement that this was a good idea and might also make it easier for members of the congregation to attend BAC meetings.
 - c. **A motion was made to move the BAC meeting to the 3rd Sunday of the month at 12:00 beginning in March M/S/P**

8. Lenten soup and bread supper at St. Thomas
 - a. St. Thomas, Dallas has invited us to join them for their Lenten Series
 - b. A soup and bread supper will be served at 6:00, followed by book discussion at 6:30.
 - c. Title of the book is *Living Well through Lent*.
 - d. Janice Wolcott will lead the discussion which also will be zoomed.
9. Parochial Report due March 1
 - a. The new version of the Parochial Report has three sections – Worship, Stewardship, and Community Participation
 - b. Nancy has been working on it. Mary Macy will do the financial section. Nancy will seek input from Marcia on the Community Participation section.
10. Things in storage
 - a. Mary Knutsen has a shed full of linen, silver, etc. she had been storing for the Tea.
 - b. She would like to check with St. Thomas about the possibility of storing it there.
 - c. Approval was given to pursue that possibility with the suggestion that Mary first check with Diana to see if she wanted any of it back.
11. Easter flowers
 - a. St. Paul's likely will have lilies in the chapel so we haven't ordered any.
 - b. Mary K. will check with Steve about purchasing white flowers other than lilies.
12. Reporting of minutes to congregation
 - a. We have not figured out how to post minutes to the website.
 - b. Some members of the parish have been asking to see the minutes.
 - c. It was agreed that after the minutes have been approved, Barb Ross will send a PDF to Nancy and Nancy will email the PDF to members of the congregation.
13. Property Development
 - a. Nothing to report regarding development of the property.
14. Candidates for our new priest
 - a. The Rev. Chris Craun, our diocesan advisor, has been out on family leave.
 - b. Now that Chris+ is back in the office, Nancy will check with her.

Thanks were expressed to Nancy, Barb Barb, and Barb Ross for providing food and drink for dinner.

Closing prayer

Meeting adjourned - Nancy

Next Regular Meeting is scheduled for Sunday, March 17 at 12:00 noon.

Minutes submitted by
Barbara Ross, Clerk