

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

April 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); Diana Rainey (2027), Katrine Smith (2027) and Barbara Ross (Clerk)

**Absent:** Mary Macy (2025), Treasurer; Steve Buresh (2027)

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

**Opening Prayer:** Nancy opened the meeting with prayer.

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

- Worship at Iris Memory Care
- Background checks, SAFE Church, Licenses for LEMs and LEVs

**Approval of the minutes:**

1. Minutes from March 17 were approved. M/S/P
2. The clerk will send a PDF version to Nancy so they can be shared with the congregation.
3. Barb will be out-of-town for the May 19 meeting. It was suggested she ask Nick if he would be able to take the minutes for that meeting.

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

1. Nancy feels things are settling down and we are getting into a routine even though questions still come up.
2. The new service time seems to be working out OK.
3. She likes having the BAC meeting on Sunday after worship.

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

1. Coffee Hour seems to be going well.
2. Attendance has been good at Iris but we need more help. Perhaps this needs to be scheduled.

**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. Asya has not been paid for two months and she has not received a W-2 for 2023.
3. Rev. Linda Wood has not received a 1099 for 2023.
4. Nancy will follow up with the diocese to see if they can help.
5. Concern was expressed that Mary Macy has not responded to recent attempts to contact her.
6. After some discussion, it was decided that Nancy would send Mary a registered letter.

Discussion about designated funds:

1. An example given was that since St. Paul provides flowers for the chapel, we currently do not have need for a flower fund.
2. Therefore, would it be possible to keep a minimum amount in the flower fund for future needs and have the rest available for other purposes?

Discussion about hiring a bookkeeper to assist Mary Macy.

1. Nancy and Mary K. interviewed a candidate who currently serves as the bookkeeper at St. Barnabas.
2. St. Thomas is also interested in hiring a bookkeeper and would be interested in possibly sharing with us.
3. Mary K. would like us to look for additional candidates.
4. Nancy agreed to check other leads including Dawn who is the bookkeeper for St. Paul's.
5. Nancy will check personnel manuals for a job description for a bookkeeper.
6. Nancy will continue to trying to communicate with Mary Macy.

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

1. Mary K. said Altar Guild is going well. She is working with Steve and Jeanne Dalton.
2. Diana also volunteered to help.
3. It was decided the next Altar Guild training would be Saturday, May 11 after Carl's memorial service.

#### **LEMS and LEVs**

1. Nancy reported that Massimo is interested in returning as a LEM and possibly a LEV.
2. Rev. Linda Wood is willing to help train our LEMs and LEVs so they can be relicensed.

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

1. Barb reported that members of the Garden Committee staked out the preliminary size for expanding the garden.
2. Approval was granted for the Garden Committee to apply for a \$500 grant from MPFS to help with expenses for expanding the garden. M/S/P
3. Barb reported there are three hawthorn trees growing perpendicular to the east fence that will shade the expanded garden. The Garden Committee has checked the City of Salem Tree Ordinance and believes that since the trees are made up of small trunks and are not protected species, they are eligible to be removed.
4. Approval was given for Stephanie to remove the three hawthorn trees with the understanding that she will follow all appropriate safety measures including having another person present on the property when the trees are removed.
5. Discussion continued about using straw bales to keep Plaid Pantry customers and others from using our property as a turn-around. Barb volunteered to talk to Ray and Stephanie to get their thoughts.

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

1. The new deposit schedule seems to be working well.
2. The mini-newsletter is going out weekly. Sue sends it to the office and Nancy edits it and sends it out on Wednesdays.
3. Barb Barb helped delete unwanted emails.
4. The key to the office is in a lockbox near the door.

#### **Items for Discussion**

1. **E-mails what to delete**
  - a. Still questions as to what to delete and what to keep.
  - b. Bills and invoices get copied and put in folder.

**2. Rev. Linda Wood's new schedule and the need for a reader for the homily**

- a. Linda+ has graciously agreed to preside at Eucharist for an additional Sunday per month, but not do the sermon.
- b. Linda+ will preside on May 5 and Diana will read the homily.
- c. Linda+ will be with us on May 19 which is Pentecost.
- d. Ray will read the homily on June 23.
- e. On April 28 Linda will bless the prayer shawls.

**3. Phone – cancelled? Alternative?**

- a. Our old number is still live and the voice mail greeting is giving outdated information.
- b. It was suggested someone 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.

**4. Reimbursements and Bills**

- a. We need a list of all our monthly bills so we can find out what is and isn't being paid.
- b. We received an overdue notice to pay for the directional sign on Glen Creek. Nancy personally paid through December and then cancelled it for the future. She needs to be reimbursed.
- c. Nancy said St. Thomas pays all of their bills automatically and that might be something we want to consider.

**5. Forward Day by Day**

- a. We have been ordering the minimum of 10 per month, but only about 5 are being used.
- b. St. Paul's seems to have plenty available. Perhaps we can check with them to see if we can use 5 of their order.

**6. Website progress**

- a. Barb reported that Jeanne has agreed to take over the webpage and calendar and that Rachell has agreed to train her.
- b. They will make connections in May after Jeanne returns from her trip.

**7. Background Checks**

- a. Barb has been in contact with Tamara Knowles at the diocese to get these started.

**8. 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.
- b. Congratulations were given to Mary Knutsen who has completed her SAFE Church.

**9. Information from Chris Craun via Sally**

- a. Nancy reported that according to Sally, Chris+ has been in conversation with new seminary graduates to see if any are interested in a yoked ministry.
- b. Sally says St. Thomas is on hold until the first of the year.

**10. Iris Memory Care**

- a. Prince of Peace is leading a Morning Prayer service at Iris every other week.
- b. Attendance from residents has been good.

- c. We need more volunteers to sit with the residents and help them follow along.
- d. It is good fellowship and takes about an hour.
- e. Perhaps we need to schedule Iris as we do other worship leaders.
- f. The Iris services need to be recorded in our Register of Church Services.
  - i. Nancy will show Sue how to do this.

#### **Announcements**

##### **May 4 – St. Thomas Tea**

- a. Rachel and Mary K. are sponsoring tables.

##### **June 1 – Diocesan Renewal Gathering at St. Paul's**

- b. Bishop Robert Wright of the Diocese of Atlanta will be the leader.
- c. He is a candidate to serve as our next Presiding Bishop.
- d. Registration is available online. There is no cost.

##### **June 26-28 – ECW Triennial in Louisville.**

- a. Mary K. and Char will be attending.

#### **Closing prayer – The Lord's Prayer**

#### **Meeting adjourned - Nancy**

**Next Regular Meeting is scheduled for Sunday, May 19 at 11:15.**

Minutes taken by  
Barbara Ross, Clerk