

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

August 11, 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

**Guests:** Jeanne Dalton and Sue Rembert joined us partway through the meeting.

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

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

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

- Asya will be absent September 22.
- ECW Spirituality Day, September 14
- Conversation with Chris Craun

**Approval of the minutes:**

1. Minutes from the July 21 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. Discussion of the implementation of the new mail pickup arrangements.
2. Draft of letter to Mary Macy
  - a. Nancy distributed a draft of the letter to Mary Macy informing her of the BAC's vote to remove her as treasurer and as a member of the BAC.
  - b. Nancy thanked Katrine and Steve for their input in drafting the letter.
3. Prince of Peace's financial situation
  - a. Nancy continues to deal with situations pertaining to Prince of Peace's financial situation as they arise.
  - b. She stressed that Prince of Peace has sufficient funds to meet our present needs.
  - c. Nancy hopes we will be able to hire a part-time bookkeeper within the next month or so.
  - d. We are now current with Rev. Linda and with Asya.
4. News from St. Paul's
  - a. Father Simon Justice resigned as priest-in-charge at St. Paul's.
  - b. The weekly newsletter *The Word* introduced The Rev. Janell Monk as the new priest.
    - i. Janell is an ordained ELCA pastor.
    - ii. She recently served as the interim rector at Trinity Episcopal in Ashland.
5. Social Gospel Outreach
  - a. Nancy is impressed with the outreach that is happening at St. Paul's.
  - b. She encouraged us to think of outreach opportunities that may be feasible for us to do in our new situation, either on our own or with others.

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

1. The tour of the State Hospital Museum is still on hold.
2. The Fire Department is available to do CPR training.
3. Our contract with the copier is still unclear.
4. Marcia Kelley has agreed to serve as our hospitality coordinator and organize coffee hour.
5. Barb is checking in with Ray to see how we might support him while Linda is recovering from her stroke.
  - a. Ray and Linda have family in the Portland area.

### **Treasurer's Report – Mary Macy**

1. Since Mary Macy was absent, there again was no treasurer's report.

### **Altar Guild – Mary Knutsen**

1. Mary reported the candles on the altar need to be replaced.
2. Nick is training to serve as a Eucharistic Minister.

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

1. Barb Ross reported on the successful workday that was held on August 10.
  - a. The garden expansion area is now covered with cardboard and sawdust.
  - b. The garden committee will meet on Tuesday to set future workdays to begin building and filling new beds.
2. Barb noted that the existing garden plots are looking good.

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

1. Diocesan Program Assessment (DPA)
  - a. Nancy said we are currently paying \$707 per month in DPA to the diocese.
  - b. There was discussion as to whether that is a reasonable amount for us to pay in our current situation.
  - c. Corporate memory was that Mary Macy had arranged for us to pay \$100 per month.
  - d. Nancy will check with Marcia Kelley to see what she remembers and recommends.
2. Roles and duties
  - a. Mary Knutsen asked for clarification of office volunteer roles and duties.
    - i. Nancy comes in on Wednesdays to write checks and work on the worship bulletin.
    - ii. Katrine picks up the mail on Thursdays.
    - iii. Mary Knutsen comes in on Fridays to sort mail, sign and distribute checks and take care of music acknowledgements for One License.
  - b. Worship planning
    - i. The readings are set by the lectionary.
    - ii. Ann McBride selects the hymns.
    - iii. Katrine schedules the worship volunteers.
    - iv. Nancy produces the Sunday bulletin and reviews it with Rev. Linda.
      1. Sue Rembert and Jeanne Dalton are Nancy's back-ups.
    - v. Sue Rembert does the bulletin for the bimonthly morning prayer service at Iris Memory Care.

## Items for Discussion

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

- a. 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 to remove Mary Macy as treasurer of Prince of Peace and as a member of the BAC passed unanimously at our July 21 meeting.**
  - ii. **That same motion was approved unanimously at this meeting.**
- b. It was agreed to add the following to the draft of the letter to Mary Macy informing her of the BAC's decision to remove her as treasurer and as a member of the BAC:
  - i. A sentence explaining why the BAC felt they had to come to this decision.
  - ii. A request that Mary Macy return all financial records, personnel files, and equipment belonging to Prince of Peace.
- c. The letter will be signed by all members of the BAC.
- d. Because it is difficult for Mary Macy to get to the West Salem post office to pick up a registered letter, the letter will be sent to her by regular mail.
- e. Upon receipt, Mary Macy will have 15 days to reply.

### 2. Hiring a bookkeeper

- a. Nancy and Mary Knutsen have talked with two possible candidates.
- b. Nancy has also been in conversation with Neil Clark, the treasurer at St. Thomas, Dallas.
  - i. Neil has graciously agreed to help us get on QuickBooks.
  - ii. We have 6-8 months of bank statements showing we have money in the bank.
  - iii. We will need to recreate our financial records since January of this year.
  - iv. St. Thomas also wants to hire a bookkeeper and it is hoped we might be able to work with them on filling the position.
  - v. BAC members expressed concern that we cannot wait any longer.
  - vi. Nancy will check with Neil and try to set up a joint interview with one of the potential candidates.
  - vii. Diana volunteered to be part of the interview process.
- c. Discussion then moved to the financial records that are currently being stored at St. Thomas and how much of that needs to be saved.
  - i. Nancy will check with an archivist to see what needs to be saved.
  - ii. Barb Barb volunteered to help with the sorting.
  - iii. It was noted that all parish history should be saved for Marcia Kelley, our volunteer historian.

### 3. Personnel issues

- a. Nancy has been in contact with Lynsey Redman, the diocesan payroll and benefits administrator.
- b. The diocese has agreed to take on the responsibility for paying our two current employees – Rev. Linda and Asya.
- c. Nancy filled out the necessary forms to make that happen.

### 4. Conversation with Chris Craun

- a. Nancy has been in conversation with The Rev. Christopher Craun at the diocese.
- b. Chris offered to talk with Mary Macy.
- c. Nancy will follow up.

**5. Comcast, Salem Electric, wi-fi, phone, and website**

- a. Comcast
  - i. Although we no longer have telephone access, Comcast is still charging us a monthly fee for our old telephone number.
  - ii. When people call our previous telephone number, they get a recorded message of outdated information which we haven't been able to change.
  - iii. We also can't access our old voice mail.
  - iv. Nancy has started process of canceling our service, but we also need to return some equipment which we believe Mary Macy might have.
    - 1. The letter to Mary will request that she return the equipment.
- b. Salem Electric
  - i. We pay Salem Electric a monthly fee to cover the cost of electricity for pumping water for our community garden.
  - ii. Unfortunately, when we opened the new bank account, the auto-payment to Salem Electric didn't transfer so Nancy had to pay cash to get us caught up.
  - iii. Salem Electric is now on auto-pay with our new account.
- c. Wi-fi and phone
  - i. St. Paul's has generously let us sign on to their wi-fi as a guest but it is not a secure connection.
  - ii. Mary Knutsen volunteered to check with Verizon about getting a wi-fi tower and a phone for Prince of Peace.
- d. Website
  - i. Once we have a working phone number, Jeanne Dalton will be able to update our website and Google.

**6. 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.
  - ii. Sally has offered St. Thomas, Dallas as a location.

**7. Votive Candle Stand location**

- a. Ray is concerned that adding wheels to the candle stand will make it unstable.
- b. He suggests we put a brick or some other weight inside.

**8. Missal Stand**

- a. Steve reported that the angle of the missal stand he donated is not good for Rev. Linda.
- b. Ray has a solution.

**9. Trunk or Treat school and art supplies**

- a. Barb Ross reminded the group that when we did the Trunk or Treat event two years ago, we had to move it inside due to inclement weather.
- b. Because of the weather, turnout was low and we ended up with a lot of extra school and art supplies.
- c. Jeanne Dalton took many of them to the Assistance League for them to distribute.

- d. Barb Ross stored the remaining five boxes at her house for future years.
- e. Because we are no longer doing Trunk or Treat, Barb investigated some possibilities as to how the supplies stored at her house might get distributed.
- f. Since the Assistance League is no longer doing that project, she made the decision to donate the boxes to Marian-Polk CASA so they could be distributed to foster children.
- g. Barb suggested that collecting school supplies for CASA or some other worthy local organization might be an outreach project we could consider in future years.

**10. ECW Spirituality Day**

- a. Mary Knutsen reported on ECW Spirituality Day that will be held Saturday, September 14 at St. Barnabas in McMinnville.
- b. Char McCreight, former member of Prince of Peace, is the chair of the event.
- c. Marcia Kelley is leading one of the workshops.

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

- a. Asya, our pianist, is not available on September 22.
- b. Nancy will check with Rebecca who subbed for Asya this summer to see if she is available.
- c. If Rebecca is not available, Asya had volunteered to tape the music for the service.

**12. Bits and Pieces**

- a. Katrine has been storing three big boxes of hangers and a chafing dish for Prince of Peace.
- b. She will check to see if they are something St. Paul's can use.

**Closing prayer – Katrine Smith**

**Meeting adjourned – Nancy Mortenson**

**Next Regular Meeting is scheduled for Sunday, September 15. (May be changed.)**

Minutes taken by  
Barbara Ross, Clerk