

BISHOP'S ADVISORY COMMITTEE MEETING

Prince of Peace Episcopal Church

Feb. 24, 2021

Meeting was held by Zoom

Those present: Mary Knutsen, Sr. warden; Nick Fortey; Steve Buresh; Diana Rainey; Rachel Bertoni; Joan Palmateer; Mary Macy, treasurer; Susan McNaught, clerk; Massimo Brofferio, Jr. Warden; Diana Rainey; Father Steve Ellis

1. 6: 09 Opening Prayer given by Father Steve
2. Bible Study: Nick: Hebrews 3:1-14
3. Approval of agenda (with addition of Alter Guild Process changes discussion) M/S/P
4. Approval of Feb. 3, 2012 M/S/P with one abstention
5. Vicar's report: Parochial report is in process; the ice storm revealed a great deal of congregational care for each other; Lenten series has begun; the profile committee is doing well; the office is working well; we will continue with morning prayer for now; there seems to be some level of anxiety in the congregation about roles

Requests: Fr. Steve asked for approval of purchase of a web camera/mic combo for committee meetings costing \$54.00 M/S/P

Fr. Steve reported that grants from the Diocese are available—we discussed applying for one which would enable us to develop a hybrid worship—the proposal would be to buy equipment for that project. He will also look into funding to help with our Search for a new vicar.

6. Report on Diocesan vestry workshop: Mary K., Susan, and Mary M. attended last Saturday. Mary K said it was really helpful and encouraged others to attend the upcoming session in March. Mary M. and Mary K will attend the finance session scheduled for April 17
7. Jr. Warden: Massimo has been pruning in the garden. There are trees damaged by the ice storm that still need work. There will be a garden work party on March 6.
 - a. He and Fr. Steve will work on gathering documents needed for a building plan.

- b. Consider moving to Masonic, finding office space for. Carol for next year: this item was not discussed.
- 8. Treasurer's report:
 - a. Current financials: Mary M. presented a balance sheet as of Jan. 31. She is still working to confirm balances.
 - b. Will we make a budget soon? We have one—it will include \$5,000 from the fundraising line.
 - c. Budget will go out to the congregation on Friday so people can see it before Annual meeting on Sunday.
Credit card update: the credit card renewal came through the mail. It is in the church's name. We will use it until we can get another one or a debit card.
- 9. Communications Committee report: Susan reported. She thought she had sent the proposal out to all BAC members but apparently failed to do so since nobody got it. She explained the intent. We talked about a newsletter and Susan volunteered to be editor if nobody else wanted to. She will send the proposal out again and asks that it be put on the agenda for next week's meeting.

10.- No item

11. Profile Committee—Barb: There was a discussion about developing job descriptions for staff and ministry groups. Carol explained that she did have a job description but that she currently had a number of additional duties and that the work changed depending on the needs. Joan, Massimo, and Rachel will look at job descriptions. Joan will start on ministry groups. Barb reminded folks that the Profile committee did not need full job descriptions; they need “present staff and their duties.”

12. No such item

13. Committee report: Congregational Life: Fr. Steve noted that we do not have a Congregational Life Committee although we have some pieces. We discussed the need for a phone tree. Fr. Steve suggested that if each BAC member took 3-5 names, we could cover everybody. Mary K talked to Linda B about continuing her ministry of sending cards and she will continue to do this. Susan said the Communications committee will work out a plan for a phone tree for the BAC.

14. Committee report: Fellowship and Fundraising: Joan reported that they had done Lent in a bag and are planning something for St. Patrick's Day. She asked if a drive-by Eucharist were possible. Fr. Steve explained how we could do that.

15. Old Business:

- a. Altar gild process changes—Joan will talk with Pat Barnes to help her clarify the changes.
- b. Housing letter for Fr. Steve: a letter was drafted for the IRS to explain the housing allowance as part of the salary package. BAC approved. M/S/P

16. New Business: none

17. Reaffirm next BAC meeting: We will continue meeting on the first and third Wednesdays.
Next BAC meeting is March 3.

19. Annual meeting of the Parish 2/28/2021

a. see the vestry

i. No vestry elected this year because same vestry stays through a transition.

b. Elect delegates-nominate but also ask for nominations from the floor. We discussed how to count votes.

c. Present reports by title? Any verbally?

Motion to adjourn at 8:06

18. Fr. Steve led us in closing prayer.

Respectfully submitted:

Susan McNaught, clerk