

**St. Antony of Egypt Episcopal Church
Silverdale, WA
Minutes of the Bishop's Committee
Thursday, October 22, 2009 at 6:30pm**

The Meeting was called to order at 6:34pm.

Present: Bill Fulton, Vicar; Peter Dawson; Bill Cleveland; Heather George; Bob Meith; Stacey Scalf; Cheryl Wright; Bill Demmon, Treasurer; Elisabeth Demmon, BC Clerk.

Opening Prayer: Rev. Fulton

Adoption of Agenda: MSP to accept the agenda as read.

Adoption of Minutes: MSP to accept the minutes of the September 17 , 2009 meeting as corrected:
Last Page: the next BC meeting should read October 22nd, not October 15th.

Circulate Calendars and BPOD Sign-up sheet: November and December 2009 plus January 2010 calendars were circulated.

Treasurer's Report – Bill Demmon

- Bill reported that as of the 9th month of the year, we have 83% of our budgeted pledge income.
- Bill met with Frontier Bank to reduce the bank charges for our Savings and Checking Accounts.
- There is now a Disbursement of Funds Form for the use of the Commissioners. This form can be used to authorize the Treasurer to pay an expense approved by Commissioners. Non-routine bills will not be paid without this form to protect your budget funds.
- Timesheets have been prepared for all staff except the Vicar and the Organist/Choir Director in accordance with the WA State Audit Office.
- The 2010 Budget process will be discussed in New Business.

Commission Reports

Administration, Finance and Long Range Planning – Bob Meith

- Bob met with Bill Demmon, Treasurer to discuss processes and procedures.

Community Service and Outreach – Bill Cleveland

- Ingathering Sunday for the CK Food Bank will be November 8th. Outreach will also donate \$200.00 to the Food Bank at this time. The donations will be blessed at the altar and it is hoped that the Food Bank Director, Hoyt Burrows, will speak at the services.
- \$300.00 will be given to the Seafarers Mission.
- \$400.00 will be given to the Taking it to the Streets Ministry who care for the homeless.
- Bill Cleveland is going to Japan to work for 5-6 months so this will be his last meeting.
- The Outreach Committee will decide who will fill his position on the BC.

Faith Formation – Stacey Scalf

- EYC/EYF – The EYC/EYF held their annual Spaghetti Dinner on October 17th. They collected about \$300.00. Thanks to everyone for your support of the youth of St. A's. The youth group also

hosted the coffee hour on October 18th. We will start planning for our final event of the year, which will be our Christmas party sometime in December. The youth will also be adopting a boy and girl for the Christmas Angels program.

- Sunday School – Sunday School is back in full swing. Thanks to Melanie and Aaron Scalf for their dedication to this ministry. Larry Little and John Norris are serving as backup teachers for this year. Kathy Little has had to withdraw from teaching so Melanie will be asking for a parent to help.

Building Maintenance – Larry Little (absent)

- No report.

Parish Life/Fellowship – Cheryl Wright

- Cheryl has put two articles in the November newsletter; Dining Out Groups and Reading Club.
- There was a discussion on how to get people interested in activities.

Evangelism – Holly Foley (absent, report sent via email)

- As we draw closer to the end of the year we need to be thinking of names of people to ask to serve on the BC for next year.
- Coffee hour rotation will be changing to 3 months because 3 families have asked to be taken off the list.
- Thanks to whoever cleaned the kitchen pantry. We are missing the coffee pot filter. Did it get tossed? I have tried to find a replacement and no luck, so **I guess it is not hot water and the silver pot will continue to be coffee.**
- Do we want to order any more shirts? They seem to be a big hit. Next year we should all wear them to Pasta feed too. No stains that way.
- Pasta feed went well, thanks Stacey, can we consider one seating at 5:30 next year? Stacey agreed with this idea.

Grounds Maintenance – Heidi Feenstra-Wilson (absent, report sent via email)

- Heidi would like to schedule another Grounds cleanup day, date to be decided.

Worship/Liturgy/Music – Heather George

- Heather missed the Worship Planning meeting but put an announcement about the need for acolytes in her newsletter article.
- The choir is in need of sopranos especially after January when Carolyn Segrist will be on travel and Heather is leaving the choir.

Youth – Position vacant.

Vicar and Warden's Reports

People's Warden – Holly Foley

- See Old Business.

Bishop's Warden – Peter Dawson

- Peter has had two people commenting to him on how they liked to read the BC Minutes on the website so he expressed his thanks to the Vicar for doing this.

Vicar's Report – Bill Fulton

- **Mission Statement Brainstorming Sessions**
So far I've held three sessions and have two more to go. I've collected some valuable comments. Two sessions were canceled for lack of interest. I'd like to have a parish meeting on Sunday, November 15 to try to bring this together.
- **CK Food Bank freezer progress**
After considerable prodding from me, the Diocese finally signed the easement for the power line that will bring electricity to the Barn for the Food bank freezer. PSE has scheduled November 6th to install the power poles. I asked Bill Goodenough, the property representative to the Board of Directors, to come to St. Antony's to see our property last Wednesday and we had a good conversation.
- **Chamber of Commerce**
I'll attend the awards banquet of the Chamber of Commerce this Saturday, October 24, to see what the Chamber of Commerce is like.
- **Narthex Task Force**
On Sunday, October 4, five of us met to look at how we use the narthex. We agreed that we'd like to see the narthex as a clean, open, welcoming space. We'd like to keep the area in front of the door as open as possible so that traffic can flow easily. The exception is a small table beneath the large banner that will hold flowers and the guest book. We eliminated a considerable amount of clutter, moved the ladder into the modular, and rearranged the tables. We'd like to change the banner from time to time and replace the old bar tables with nicer wood tables that fit the space better. We moved eight brown chairs from the closet area into the parish hall to open room for a youth table. The "Wiggle" Room will be brought up at a different time.
- **Liturgical Arts Team**
The Worship and Liturgy Commission would like to see a Liturgical Arts Team formed of artists and creative people who will create new artwork for our building, especially banners, posters, hangings, woodwork, and paintings. We'd like to see new hangings for Advent to replace the swirl banners. All are welcome to join this team, and we welcome non-members as well as members of St. Antony's. Our first meeting will be Sunday, November 8, at Noon.
- **Fire Inspection**
On October 13, the fire inspector from Kitsap Fire and Rescue met with Peter Dawson and me and signed off on this year's inspection. Before next year we need to install six new exit signs that are wired into the electrical system.
- **Pond Brush Removal**
I strongly recommend that we hire a landscape firm to remove the brush from the pond area this winter. We can't let this go forever. Stacey and Heather will investigate their facilities to see what they can find out.
- **Mutual Ministry Review**
I asked Sue Clary and she agreed to be a consultant for our Mutual Ministry Review. She is available to come to our next BC meeting on November 19 or another date in November. I'll be glad to work with a team to go over our data collection process (aka 'survey'). Sue charges \$100 plus mileage from Sequim. Bill Fulton will take action on this item. **MSP to hire Sue Clary for \$100.00 plus mileage for the MMR at the next BC meeting**
- **Thanksgiving Eve Service**

Although our choir will not participate, we're invited to attend the ecumenical Thanksgiving Eve service on Wednesday, November 25, at 7:00 PM at Silverdale United Methodist Church. I'll read one of the lessons for the service.

- **Spiritual Director**

I've found a spiritual director on Bainbridge Island and plan to see her once a month, usually on a Monday. This is part of my ordination vow "to be diligent in the reading and study of the Holy Scriptures and in seeking the knowledge of such things as may make you a stronger and more able minister of Christ." (BCP, p.532)

- **Retired Clergy Luncheon November 5**

Ruth Lindstrum has graciously agreed to coordinate a luncheon for the retired clergy of our area on November 5. Bishop Rickel will attend, and the diocese will pay for the cost of the lunch.

- **Centering Prayer Group**

Kathryn-Mary Little asked if her centering prayer group could meet at St. Antony's and I gave permission for them to use the nave at 2:00 on Wednesdays. Although this is not a parish group, members of St. Antony's are welcome to join. I plan to attend when I can.

- **Brainstorming Session for Fundraiser**

A number of folks have asked to have a brainstorming session to discuss ideas for a fund raiser next year that might supplement or replace the Barn Sale. We'll meet at 7:00 PM, Monday, November 16. All are welcome.

- **Parish Website**

Please take some time to become familiar with our parish website, www.saintantonys.org. Notice that BC minutes, newsletters, announcements and scripture readings are posted regularly.

- **Convention:** The newsletter article will mention this Risk Management Workshop which discussed insurance and who covers what; how are we about safety and litigation; the 2 person rule especially around children and during counseling sessions. The talk about Healthy Spending habits may become available from the Diocese.

- **Vicar's Schedule:**

Mission Statement brainstorming sessions October 24 and 25

Retired Clergy Luncheon Thursday, November 5

Liturgical Arts Team meeting Sunday, November 8

Mission Statement parish meeting Sunday, November 15

Fundraiser meeting Monday, November 16

Fresh Start meeting in Lacey Tuesday, November 17

Thanksgiving Eve service Wednesday, November 25

Choir Retreat Sunday, November 29

Old Business:

1. Ride Coordinator – Holly Foley (absent)

- Heather reported that there had been no response from Holly's request in the October newsletter for a ride coordinator. Heather will work with Holly on matching drivers and riders depending on their location.

2. Stewardship – Bob Meith

- There will be a Stewardship Dinner on October 28th. Pledge cards are on their way to the congregation. Ingathering Sunday is November 1st. Bill Reeder is keeping in touch via email while on his travels.

3. Mission Trip to India – Charles L. Smith

- Since the last BC meeting the following progress has occurred.
- I have met with my discernment group twice.
- Ongoing e-mails with Bishop Devamani of the Diocese of Dornakal. This has led to
 - Updated (more accurate estimated) expenses
 - A detailed list of what I would be doing
- My visa application continues through the process. Since the last BC meeting
 - I have received two phone calls from Trivisa Outsourcing, India
 - Forwarded bishop Devamani's e-mail of what I would be doing
 - E-mailed Trivisa's requirement that the detail of what I would be doing needs to be in the form of a written letter on letterhead paper, signed and mailed from India to Trivisa Outsourcing, India
 - Provided bishop Devamani with the address of Trivisa Outsourcing, India
- Continue to liaison with the diocese. I have been encouraged to begin a blog.
- Researched the possibility of Internet access for my current personal computer (so I can e-mail and make blog entries away from work). Learned it is not practical to do this so I am beginning to look into what I would need in terms of a computer.
- The BC suggested that fundraising requests should be reinstate into November Bulletin announcements.

New Business

1. 2010 Budget – Bill Demmon

- Bill handed out the worksheets for Commissioners to prepare their 2010 Budget requirements. Once the information has been received, Bill will present a draft Budget at the November BC Meeting.

2. Additional Hardware for Accounting Computers – Bill Demmon and Bob Meith.

- We need one portable hard drive for the computers used by the Treasurers. The older hard drive can be stored in the Fire Safe. The Portable hard drive would keep information safe. 1 Terabyte with a bigger monitor should not be too cost prohibitive.
- **MSP to approve the purchase of a flat screen monitor and portable hard drive, the cost not to exceed \$500.00, from funds to be determined by the Treasurer.**

3. Nursery Attendant - Bob Meith

- There was a discussion concerning the newly hired Nursery Attendant; the system of reporting her pay and the 2-person rule.
- Bob heard rumblings that we only have 1 person, Mary Yoho, as a Nursery Attendant when we need to follow the 2-person rule.
- Our basement is a long way from being visible so there are safety issues involved.
- Paid employees need a background check.

- Also, her attendance has to be recorded on her timesheet for payment purposes. Bill Fulton will take responsibility for her timesheet.
- The Nursery could be moved to the modular and the partition could be used to separate them from the primary age Sunday school students.
- The Nursery needs an overhaul. The broken and old toys need to be looked at; also portability of toys for the Nursery. Heather is willing to help with this project as is Cheryl Wright.

4. Diocesan Convention – Bill Demmon

- Bill has submitted a report of the Convention for the November Glad Tidings newsletter. He added that he was asked by Bishop Rivera to serve on the Commission of Ministry. It is a three year term; his first meeting will be October 28th. Elisabeth Demmon was asked by The Canon to the Ordinary, The Reverend Joan Anthony, to serve on the Commission on Personnel for the Diocese. She will be attending meetings with our Vicar.

The next BC Meeting will be on Thursday, November 19th, 2009 at 6:30pm

The deadline for the December Glad Tidings is Tuesday, November 17th, 2009 at 8am.

*** Please note this is a week earlier than usual due to the Thanksgiving Holiday. ***

The Compline leader for October is Peter Dawson; For November is Stacey Scalf

The meeting adjourned at 8:52pm.

**Respectfully submitted
Elisabeth Demmon
BC Clerk**