

BISHOP'S ADVISORY COMMITTEE MEETING

Prince of Peace Episcopal Church

Dec.16, 2020

Meeting was held by Zoom

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

1. **Opening prayer** led by Steve.
2. **Approval of agenda** M/S/P
3. **Approval of Dec. 4, 2020 minutes** M/S/P
4. **Reports:**
 - A. Sr. Warden: Mary K. is working with Carol and commended Carol for her help and knowledge. She and Rachel have a meeting tomorrow night by Zoom to learn more about how to conduct the Annual Meeting.
 - B. Jr. Warden: Steve reported that he and Mary are trying to provide better communication. They have finished organizing the vicar's office. He attended the first meeting of the Profile Committee on Monday night and said that Barb (the chair) had written an excellent report.
5. **Treasurer's Report:** Mary M. is using the new software. She just got the pledge numbers yesterday. There is \$92,240.00 in pledges. This number is less than the current year's pledges. She is working on a draft of the budget so we can go over it in early January and be ready to present to the congregation at the Annual Meeting Jan. 24. She is working with Carol to make sure all line items are in the right place in terms of categories and are properly connected. Carol also has the history of why things were done the way they were. She will work with Rachel to use her Drop Box account to put budget things there so we can work on it in preparation for Annual Meeting. Report was accepted.
M/S/P
6. **Storage Unit:** Motion was made to approve the rental of the storage unit to store Godly play furniture and materials retroactive to the time when Mary K. rented it, not to exceed \$99.00/month. Rent is currently \$57 a month but will go up to \$99. The Rosses are donating part of the rent. This item will also be put into the budget for next year. M/S/P

Father Tony has asked to be paid at the end of December for November and December and then a check for the last two Sundays sent in January.

7. **Personnel:** Mary has asked Joan to use her skills to work with our two employees (the office administrator and the musician) and with the ministry groups to develop list of duties and understand the responsibilities. Linda suggested we work on the ministry groups first and do the staff later. We agreed. The Personnel committee will be composed of Rachel, Joan, and Massimo.
8. **Church calendar:** There was discussion about developing a church calendar. Mary K and Steve will work on this.
9. **BAC meetings:** We agreed to meet on the first and third Wednesdays for the foreseeable future unless there is a liturgical holiday. So we will meet Jan. 6th and 20th. And the meeting on the third Wed. in Feb. will be moved to the 4th Wednesday since the 3rd Wed. is Ash Wednesday. M/S/P
10. **Priest:** Mary raised the question, Do we need a priest after Tony? (He will serve through Jan. 10, 2021) Mary will talk with Nyssa at the Diocese. There was discussion about just doing morning prayers. Mary Macy suggested that if we did that, it could be a learning experience and give us some more time.
11. **Website:** Rachel talked with Ally at the Diocese and with Ann McBride about the website. Ally said she liked it. They will have another meeting in Feb. Ann would like to have more content to put on Facebook.
12. **BAC. Minutes:** There was discussion about putting the BAC minutes on the website. Joan suggested that we develop a communication plan first so we could understand how all the pieces work together. We will discuss a communication plan at the next BAC meeting.
13. **Zoom:** Rachel wants to train 2 people to do the Zoom meetings for Sunday mornings. She suggested Char as one of the people and Mary Macy said she was willing to be the other. This will relieve Carol and make sure we always have a back-up.
14. **Profile Committee:** The committee consists of Barb Ross (chair), Ann McBride, Marcia Kelley. Nick Fortey will help with the survey and Char will help with pictures. Linda is providing guidance. They have established a timeline and expect to have a report ready by April.

Our evening prayer was given by Steve.

We adjourned at 8:00.

Next meeting: Jan 6, 2021.

Respectfully submitted by Susan McNaught, clerk