

**St. Michael's Episcopal Church Bishop's Committee Meeting Minutes: February 16, 2020**

1. Call to Order. Richard H. called the Bishop's Committee (BC) meeting to order at 11:33 AM  
Attendance (9): David S., Lisa K., Richard H., Dave W., Sandy D., Cathy K., Rita W., Philip R., Renée W-L.
2. Review and Adopt Agenda. The agenda was reviewed and adopted.
3. Review and Approve Minutes (ITEMS 1 and 2)
  - a. ITEM 1 (January 19, 2020 BC Minutes) approved with correction: Item 6.b.2: "A new marquee sign for Drummond Ave., *provided by A to Z Custom Signs* was discussed..."
  - b. ITEM 2 (January 26, 2020 BC Organizational Meeting) approved with correction: Item 3.a.: "The proposed Drummond Ave. street sign *provided by A to Z Custom Signs* was discussed."
4. Financial Reports
  - Total Checking and Savings = \$57, 678.81
  - Total Unrestricted Funds = \$51,521.69
  - Net Income (January and Year-to-Date) = -\$2,318.69
    - Lisa K. explained that the Net Income loss is pending re-imburement.
  - Lisa K. also presented the Parochial Report for review and approval. The Parochial Report was reviewed and approved.
5. Comments from Congregation. Discussion followed about the "Town Hall" meetings that Bishop David is planning to lead throughout the Diocese. These meetings will address the Episcopal Church's response to gun violence. Two Town Hall meetings are being planned by the Diocese, no dates have been set. The first Town Hall meeting will be for the St. Michael's community. The second Town Hall will be for St. Michael's and the Ridgecrest community.
6. Officer/Ministry Reports
  - a. Senior Warden
    1. The BC adopted the Respectful Communication Guidelines that Richard proposed.
    2. The BC approved Richard's proposal that email be used for discussion only; decisions require face-to-face meetings.
    3. Richard sent Rev. Clark the latest copy of the Church Directory, so that Rev. Clark can send cards to members that he hasn't seen at church in a while.
    4. The BC approved Richard's proposal of an after-church/coffee hour Bible Study for Lent, using books supplied by *Episcopal Relief & Development*.
    5. Philip and Richard will formalize the Worship Planning Committee procedures.
    6. The BC approved Richard's proposed appointments (with corrections):
      - i. Altar Guild Chair – Nani Banks
      - ii. Music Director – Philip Randolph
      - iii. Scheduling Readers – Rod Ditzler, to be succeeded by Alana Spurling
      - iv. Scheduling Eucharistic Ministers/Worship Leaders – Richard Hendricks
      - v. Scheduling Acolytes – Alexa Joy Sklar Alvarado
      - vi. Head of Scheduling Greeters/Ushers/Counters – Richard Hendricks
      - vii. Website Administrator – Philip Randolph
      - viii. Facebook Administrator – Alexa Joy Sklar Alvarado (*Philip Randolph may assist, at Alexa's discretion*)
      - ix. Newsletter Editor – Richard Hendricks
      - x. Bulletin Editor – Richard Hendricks
      - xi. Prayer List Administrator – Richard Hendricks
      - xii. Card Ministry – Rose Marie Kreidt

7. Richard proposed prayer and discernment for the following ministry roles:
  - i. Stewardship Chairperson – Richard Hendricks
  - ii. Safeguarding God’s Children/People Chairperson – Richard Hendricks
  - iii. SJ RAISE (San Joaquin Refugee And Immigrant Support and Empowerment) Advocate – Catherine Kline
  - vi. Care of Creation Animator/Advocate -
  - v. Coffee Hour Coordinator -
  - vi. Volunteer recruitment – The BC approved Cathy K.’s proposal to group volunteer opportunities by category, and assign oversight of categories to BC members. Philip volunteered to categorize volunteer opportunities.
8. The BC discussed April 2020 worship plans:
  - i. April 3, Noon: Way of the Cross
  - ii. April 5: Palm Sunday
  - iii. April 7: Diocesan Chrism Mass
  - iv. April 9, 6 PM: Maundy Thursday with Foot Washing and Simple Supper
  - v. April 10, 6 PM: Good Friday Service with Rev. Clark
  - vi. April 11, 7:30 PM: Easter Vigil, Holy Saturday with Rev. Clark
  - vii. April 12: Easter Day with Rev. Clark
9. The BC discussed March 2020 worship plans (Lent):
  - i. March 1: loose offerings for Episcopal Relief and Development
  - ii. March 7: Spring Forward (Daylight Savings Time)
  - iii. Lenten Bible Study (see item 6.a.4.)
10. The BC discussed February 2020 worship plans:
  - i. February 23: loose offerings for Five Talents
  - ii. February 26, 6 PM: Ash Wednesday with Rev. Clark
11. Girl Scout Service Projects
  - i. The BC *discussed* a service project for one of the Girl Scout Troops meeting at St. Michael’s. Dave W. will ask the Girl Scouts to assist on a planned church Work Day.
  - ii. Sandy D. will consult the Girl Scout Manual to help the BC have a better idea of future Girl Scout Service Project ideas
12. Richard presented the BC with the Long-Term Supply Priest Covenant Agreement as approved by the Diocese (attached).
13. Correspondence
  - i. Richard asked Philip to include a “Correspondence” agenda item on future BC Meeting Agendas.
  - ii. Correspondence from the “Love in Action: Volunteer Program” was reviewed for information.
- b. Junior Warden
  1. Dave W. shared progress reports
  2. The “No Loitering / Residence” sign was changed to “Private Property,” and was moved to the Rectory campus, so that it would be visually obvious.
  3. Dave W. shared the audio-visual system that he created for meetings in the Parish Library.
  4. The BC approved Dave’s plans to fix the faucet in the Rectory.
  5. The BC approved Dave’s plans to purchase and install (with the help of Dennis Kidder) a mesh internet network for the St. Michael’s campus.

- c. Deacon Postulant
  - 1. Cathy K. shared progress regarding her Postulant assignment.
  - 2. Cathy discussed a “Caged Art” traveling exhibit – art by children held at Border Detention Facilities.
  - 3. Cathy will not be with us in April, due to her assignment responsibilities.
- d. Food Pantry. Food Pantry reports and progress were shared.
- e. Senior Box Day. Senior Box Day reports and progress were shared.
- 7. Old Business
  - a. Summer Season Yellow Bag Ministry Items – Cassidi – tabled.
  - b. Property Agreement Form
    - i. The BC reviewed and approved the Property Agreement form with one correction: Item 9.b. ‘key deposit’ fee changed to ‘key replacement fee’. The fee will be due if the party in agreement loses the set(s) of key(s). A deposit will not be required.
    - ii. Richard will submit the Property Agreement form to the Diocese for approval.
- 8. New Business
  - a. CCLI Movie License - tabled
  - b. Recharge/Renew Event
    - i. The Recharge/Renew Event is scheduled for May 1-3, 2020. It is an event for youth 13-18 in our Diocese. Registration is not yet open.
    - ii. The BC discussed chaperones. Philip volunteered to chaperone as available.
  - c. Long-Term Supply Priest Bio on Website?
    - i. The BC approved approaching Rev. Clark for a photo and bio for St. Micahel’s website.
    - ii. Philip will contact Rev. Clark and copy Canon Anna for awareness.
- 9. Short-Term Event Review (see item 6.a.10.)
- 10. Long-Term Event Review (see items 6.a.8. and 6.a.9.)
- 11. Adjourn. Meeting adjourned at 1:20 PM.

**St. Michael’s Bishop’s Committee**

Members: Richard Hendricks (2021), David Waller (2023), Cathy Kline (2022), Philip Randolph (2021), David Segovia (2021), Cassidi Reese (2022), Sandy Davis (2023).

Treasurer: Lisa Kidder

*Respectfully submitted, Philip Randolph, February 17, 2020. Amended, March 15, 2020.*