

**ST. MARK'S  
BISHOP'S COMMITTEE MINUTES  
January 14, 2009**

Present: Mary Venske, Christine Boardman, Jim Campbell, Rev. Bonnie Campbell, John Tennefoss, and Rev. Lorraine Dierick.

John offered the opening prayer.

The **Bishop's Committee Minutes:** The minutes of December 3, 2009, were approved as presented by Jim Campbell for Martha Krug.

The **Treasurer's Report:** Jim presented and reviewed the **Year End 2008 Finances Summary, December 2008 Transaction Summary, 2008 Outreach Summary, and January 2009 Transaction Summary.** Overall, expenses and revenues tracked well for 2008:

**Total Operating Expenses--\$21,891.63**

- Highlights—All expenses basically tracked well to the budget plan; only \$220 higher than the budget plan for the year. All current bills are paid to date.
- Notes--Most areas came in under budget. The only ones over budget were: maintenance/repairs well over budget (due to the many small projects involving painting and materials and carpet cleaning in the parish hall), website/office expenses (due to startup costs for a website), and kitchen (due to expenses for food for Bonnie's priest ordination).

**Total Operating Revenues--\$23,942.65**

- Highlights—All revenues tracked well to the budget plan, about \$600 more received than planned in total. Excellent!

**Net Operating Year End--\$2,051.02** Very good work by everyone! This surplus was used to help pay for the windows in the nave and narthex, which also helps to reduce our 2010 assessment.

**Non-Operating Expenses--\$39,953.47**

- Highlights--\$1,294 spent in January for new electrical outlets, the rest for new gas fireplace (\$3,181) and windows (\$3,204), and for the insulation (\$14,080) and heating system (\$18,195) work.

**Funds Summary—Total is \$9,412.02**

- Checking Account—\$1,290.05
- Savings Account--\$517.32.
- Memorial Fund--\$474.29. (\$200 is for the Windows fund)
- Diocesan Investment Fund--\$5,629.36.
- Clergy Discretionary Fund--\$1,270.54.

The 2008 Parochial and NDI reports are being prepared by Jim and Lorraine, the goal to have ready for signing and sending to the diocese within a week.

### **Other topics related to finances:**

--**Church Mailbox**-Jim has rented a small mailbox for our mail to allow daily pickup, with 3 keys (Jim (1), Martha (1), and 1 spare)—cost-\$44/yr rent

--**Sunday Offering Counters**-Jim said we still need to get this operation in work as part of finances audit recommendations from last year. He felt we could start this Sunday and while he was on vacation the next 4 weeks.

The Finance Report was accepted.

**2009 Final Budget Approval/Stewardship Status.** Jim presented the 2009 Draft Budget for final approval. Summary/support information with the draft budget was provided. A couple of key points in this budget:

### **Operating Expenses**

Gifts for Service—we are reducing this as we are not expending for other than yard maintenance and whatever we decide to do with clergy this year. (The proposal to not have clergy gifts but to have budget set aside for more clergy and leaders “education”/seminars and for materials/books/vestments, in the worship and conferences budgets was discussed and agreed to.)

Cont Education/Reserve—\$2000-\$2500 is reserved for tuition for the College for Congregation Development for this or next year.

Utilities—best guess of how much savings we’ll have in 2009 over 2008 due to the energy project improvements we made. We have projected reduced energy use costs by 50%, and increased water/sewer/garbage by about 20% (higher rates).

### **Operating Revenues**

All basically reflect similar amounts as 2008. The investment income will be lower due to less in the DIF than at the start of 2008 (spent on the energy project). At this time we have 12 pledges for \$15,340, and could get 1-2 more to add another \$500 or so. This would not revise the plate income down. (as the budget only reflected what we basically did in 2008, and did not include these 3 pledges not renewed being added to plate).

**Total Operating Revenues vs. Expenses**—there is a planned surplus of almost \$1700 in this budget, even with the College for Congregation reserve amount. This is a nice cushion for the operation of the church and allows for unexpected repairs and other things we might want to fund in 2009.

## **BUSINESS ITEMS**

### **Last Month's Activities/Plans for Next Two Months:**

- **Christmas Eve Service (December 24)** – The service was well attended considering the weather situation (days of cold and snow). The following Sunday was better attended than normal due to several who came then who could not get there on Christmas Eve. Chris brought up the decorating done for the outside of St. Mark's for the Festival of Lights and Christmas. She had heard from several people that they missed seeing the luminarias at the Festival event; we agreed we could try to come up with a way to use them next year for at least that event.
- **Annual Church Meeting (February 22)** – Will be short, after church on a Morning Prayer service day.
- **Shrove Tuesday/Pancake Day (Feb 24)** – prelim discussion involved plans for ads, who can help and how to organize the help (maybe into 2 shifts and to support being "open" from 11am to 6:30pm).
- **Ash Wednesday (Feb 25)** – will be at 6:30pm, with Soup Supper following
- **Lent Plans (Feb-March)** – Jim brought up the idea of having either a program for individual study or a weekly Wednesday evening event with supper and program either ourselves or with other churches. He will look for materials for this.

**Children's Center Project (Bonnie):** Bonnie completed painting of the restroom in the Advocacy Center on December 5. Julie Dierick will paint a mural on the restroom's wall, and Jim will tie in with Kevin about replacing the flooring in this small space.

**Church Website (Jim/Corby)** - Corby and Jim are working on the website content, and hope to get this operating by late in February.

**Signs and Smoke Detectors** – Jim has purchased for about \$70 5-6 signs each for EXIT marking and SMOKE DETECTOR arrows to help St. Mark's be compliant about safety issues. He also said he is trying to find out if our smoke detectors are adequate for the facility. Chris asked about CO detectors and Jim said he would check about the need for one (due to having the gas fireplace insert).

**Worship Space/Services Project Status** – 7 people from St. Mark's congregation met on January 6, at 10:00 am, to discuss the worship space/services. Bonnie led this meeting and provided a detailed report for everyone. The Bishop's Committee then had some follow-up discussions with Mary and Chris, who were not able to be at the earlier January 6 meeting. There is general agreement about the need to do some things with the worship space to

improve safety and access and ease of worship; more work to determine the exact plans and costs is next.

Lorraine mentioned that Jim had researched getting a nice lectern sized lectionary readings book; the cost is \$200 (no shipping or sales tax costs), and that the funds to pay for it can come from the \$100 Stewart gift and a growing gift from Tom Campbell (Jim's brother) for Bonnie's priest ordination. It was agreed to do this, and Jim said he would order it in the future (either soon or when he gets back from vacation).

**Vicar's Report** –Lorraine noted that the Discretionary Fund paid \$75 for rent help for a young couple who had lost a job. Bonnie said this ended being part of a larger support by the various churches and the ministerial association for the couple. Lorraine brought the membership renewal for our clergy in the Clergy Association of the Diocese of Olympia (CADO). The cost is \$35 each; we agreed to pay for this for all clergy this year for the first time (example of how we can use some of the former gifts for clergy money).

**Other Inputs** – John said he has set up for two local young women to perform two songs at the January 25<sup>th</sup> worship service.

The next Bishop's Committee meeting will be Wednesday, February 18, at 6:30 pm. Most of this time will be catch up for the year's finances, planning for the upcoming Pancake Day event, and other future church growth plans.

The closing prayer was offered by Bonnie.

Respectfully submitted,

Jim Campbell for  
Martha Krug,  
Bishop's Committee Secretary