Emmanuel Episcopal Church

Bishop's Committee Meeting Minutes

Sunday, November 29, 2020

CALL TO ORDER; Kelly called the meeting to order at 11:04 AM.

MEMBERS PRESENT: Ruth Harlow, Ron Sibley, (remotely), Rev. Kelly Sundberg Seaman, Guy Tillson, Wayne Trombly, Katie Patten, Kate Donahue, Rev. Deacon Maryan Davis and Paula Hancock.

SCRIPTURE REFLECTIONS

* Scripture Reflections was led by Ruth Harlow. Phillippians 4:4-9.

DISPOSITION OF MINUTES: (Paula)

* Kelly made a motion to approve the Sunday, October 25, 2020 minutes as amended. The motion was seconded. The motion passed unanimously.

FINANCIALS (Wayne)

* Wayne advised the Bishop's Committee that there had been a sale of our securities in the month of November. We added $3,500 profit from the sale.
* Pledges for the year have increased. He expects a smaller deficit this year than originally anticipated.
* The paperwork for our PPP loan has been approved by the bank. The paperwork will be sent to the SBA (Small Business Administration) for their approval and the forgiveness of our PPP loan.
* All bills have been paid to date.
* Wayne requested that the proposed 2021 budget be tabled for this meeting and reviewed at our December meeting.

STEWARDSHIP LETTER

* In the recently distributed Stewardship Letter explained to the congregation on the process to submit their pledges by mail: each parishioner who requests them will be given 12 preaddressed regular envelopes to submit their pledge; checks may be made payable to Emmanuel Episcopal Church; Wayne as the depositor will make sure that the proper pledges make it to the proper bank account. Wayne does not foresee any difficulties in making this change.

BYLAWS

* The Diocese provides bylaw model templates. Kate Donahue has been our primary reader of these models/templates and comparing them to our current bylaws from both congregations.
* Kelly will send to the BC membership a copy of the complete new bylaws before our December Bishop's Committee meeting. We will plan to review the new bylaws at our December meeting.
* Several members inquired about the number of and the length of terms in the new Bishop's Committee makeup/format.
* Under the present Constitution/Canons for the first year of a new parish the Bishop has the responsibility to appoint the Warden, Treasurer and Clerk. The Bishop has no desire to clean the slate on Bishop's Committee membership.
* We (the governing body) of the parish can clean the slate
* Several members inquired if we could start at ground zero on officers/membership terms with our new Bishop's Committee
* Several members inquired if we could restart the clock on officers/membership terms for our new Bishop's Committee. The Committee wanted us to be able to start fresh and remove any non-eligibility requirements for terms starting in January 2021.
* Kelly listed the members whose terms expire in January 2021 as follows: Clerk, Paula term expires January 2021; Wayne (Treasurer) expires January 2021; Katie Patten expires January 2021; John Michaud term expires January 2021(he has submitted his resignation); Guy Tillson member at large plans to resign his position in January 2021.
* The January 2021 Bishop's Committee has a membership of the following: Vicar (Kelly), Ruth, (Warden) Kate Donahue(3 year term at large member); Ron Sibley member at large.
* Kate Donahue has been elected for a 3 year term as an at large member; however, she has the option to resign from her position at any time during her term should circumstances warrant.
* Deb Holland's position as Junior Warden is on the books until January 2022. Deb Holland has been working very hard behind the scenes regarding the upkeep of our properties.
* The Bishop's Committee can start fresh and if so Katie Patten and Paula Hancock are eligible to return to the Bishop's Committee.
* Under the new bylaws the parish/Bishop's Committee will shift from a two warden format Committee to a single warden system.
* The Junior Warden position will be replaced with a Building Steward who will oversee our properties. This will be a non-elected postion. This person will be a liaison to the Bishop's Committee.
* The members felt that under the new bylaws that the clock be reset on terms/eligibility and that no one be discounted for consideration of our new Bishop's Committee. The members felt that this approach made sense. At this point in our process we need experience on the Bishop's Committee. The members decided that no one is ineligible due to prior service on the Bishoop's Committee.
* Under the new bylaws we will move to a single warden system with an advisor (Building Steward) for buildings/properties on the Bishop's Committee.
* Kelly and Kate Donahue will discuss further our new bylaws. They will review in more detail all issues involving the calling of a vicar or priest in charge by the Bishop's Committee. The members would like this issue clarified for our December meeting.
* The Building Steward should have but not be limited to the following skills: handyperson skills, flexibility, able to check the buildings frequently now and when they are returned to use, have existing contacts with local contractors and are able to connect with new contractors.

PROPERTY ISSUES

* Since our October 25 meeting the keys for the church and Sherrill Hall have been changed. Amber is overseeing this system.
* Keys have been issued to elected officers, clergy, and Amber only: Paula,Ruth
* The church will need to be winterized for the season. Shirley, Paula and Deb will discuss the winterization process with Kelly.
* Amber has moved most of her duties to our Plymouth office but such items as files and other church documents are still residing at Sherrill for now. Sherrill Hall will be visited at least once a week during the winter season
* Kelly will come up with a plan to winterize the church building for the upcoming season.
* Sherrill Hall elevator has been inspected on November 24, 2020. The elevator passed inspection. The inspector advised that the emergency lights in the elevator car need to be replaced due to dimness.

PARKING/RENTAL SPACES AT ST MARKS PROPERTY

* Anne Lamson submitted a proposal to the Bishop's Committee to rent the two ADA parking spaces on the property to the community to alleviate some of the limited parking in our section of town. The proposal indicates that the parking spaces would be given to reliable community residents
* Under this proposal we would be responsible for the maintenance of the parking spaces which would include snow removal and sanding of the area
* We would need to create a legal document that would shield us from liability and injury lawsuits
* These parking spaces would attract all manner of parkers; we can't necessarily limit who uses the spaces
* The parking area is susceptible to icing
* The parking area is susceptible to a myriad of legal issues
* We would need to police the area constantly
* The risks definitely outweigh the rewards
* It would be an invitation not free money
* The benefits by no means meet the risks
* Kelly will speak with Anne and say no thank you with respect to her proposal

WORSHIP UPDATE

* Our Zoom attendance appears to be increasing at Sunday worship services
* Some parishioners are not fed by an online worship service
* We have a weekly Sunday worship and a Thursday healing service
* On Sunday, December 13 (3rd Sunday in Advent) Maryan and Kelly will celebrate a complete Eucharist in the Holy Cross Chapel at Holderness School as long as the COVID restrictions permit
* Kelly and Maryan will be supplied with Eucharst kits that will contain both the bread and the wine. They will properly bless each kit. They will distribute the kits to parishioners in their cars as they travel around a circular drive constructed for the event. Each car can then take the Eucharist home. Kelly will share further details closer to the date of the event through a parish wide pastoral letter.
* The Diocese of Vermont and some Episcopal churches in Manchester have tried this event.
* Kelly is thinking about starting a winter discussion book group which will read the book by Desmond Tutu “Reconciliation.” She will send out further details at a later date

PASTORAL CARE UPDATE

* Kelly and Maryan have completed successful lawn visits with Communion; about 4-5 visits. The recent increase in COVID numbers has forced us to suspend this activity. Before we suspended the visits we had a barn visit in Center Harbor with proper distancing. It was an enjoyable event for all present.
* Our Card Ministry is well received. Sandy Adams is successfully working with Amber to send out cards to parish members. If you have someone in mind who could use a card please email Sandy or Maryan.
* Sandy will be sending out Christmas cards to the entire congregation ahead of Christmas

FAITH AT HOME UPDATE

* Maryan advised that she has sent an Advent wreath kit to our Faith at Home families. The families can construct the wreaths and light the candles each week while completing the enclosed activities.
* Maryan advised that she will have a “Journey to Bethlehem” kit sent out for the Christmas season with accompanying activities for the family. We will add the Three Kings to the Journey during Epiphany.

NOMINATION COMMITTEE UPDATE

* Kelly requested that all members of the Bishop's Committee contact her with possible names for the nomination committee. The members of this committee should be both from the Bishop's Committee and from the parish at large. Please email her with your suggestions. Time is short.

BISHOP'S COMMITTEE MEETING UPDATE

* December 20, 2020: Discussion of new bylaws and review of 2021 proposed budget

ADJOURNMENT:

* A motion was made and seconded to adjourn. The motion passed. The meeting adjourned at 12:02 PM.

Respectfully submitted,

Paula Hancock, Clerk