Holy Spirit & St Mark’s, Plymouth & Ashland

Bishop's Committee Minutes

December 15, 2019

Present: Rev. Kelly Sundberg Seaman, Rev. Deacon Maryan Davis, Joan Bowers, Wayne Trombly, Guy Tillson, Ruth Harlow, Deborah Holland, Kate Donahue, Katie Patten and Paula Hancock.

Scripture Reflections were led by Joan. We discussed James 2:1-13.

Minutes: Wayne Trombly made a motion to accept the minutes from our November 17 and October 20 meetings as presented. Kate Donahue seconded the motion. The motion passed.

Report Post Texas Conference Update

Kelly advised that she has continued to meet with our coach monthly. She and the coach have discussed our vision of using small groups to make connections person to person within our faith community. We will implement these small groups prior to our Annual Meeting to enable parishioners to be more informed about our church business and enable them to ask questions about specific issues. She advised that the Bishop's Committee continues to be the deliberative representatives that will continue to make decisions on behalf of our faith community.

Prior to Annual Meeting Kelly would like to have large group conversations relative to the issues of our faith community. She would like to create opportunities for conversation through the use of small group conversations; cottage meetings; mixing the seating arrangements at coffee hour. Kelly would like to see small cottage meetings in individual parishioners homes. The details and scheduling of these meetings is yet to be determined. There would be a 5-7 minute “talk” opening coffee hour to any questions from the parishioners.

For the 8 AM congregation cottage conversations and large group conversations can take place at Holderness School. We are trying to achieve transparent communication among our faith community. Our Annual Meeting by approval of the Diocese will take place on Sunday, February 23 with a single service at 9 AM at St. Marks. The deadline for Annual Reports will be Wednesday, January 15. We may need several meetings prior to Annual Meeting. Wayne will be attending these meetings for financial information and questions.

Annual Meeting Format

On Sunday, February 23 we will start our worship as usual with a worship service of the word. We will stop our worship and deal with the business of our faith community. When our business is completed we will continue our worship with our Eucharist.

Ongoing/Proposed Slate for Annual Meeting 2020

We are presently building our slate for our upcoming Annual Meeting. The following individuals have ongoing terms:

Paula – 2021

Wayne – 2021

Ruth – 2022

Joan – 2022

John Michaud – 2021

Katie Patten – 2021

Guy – 2022

Deb – 2022

We have two open seats on the Bishop's Committee each a 3 year term through January 2023. Kate Donahue will be elected to a one year term at which point she will resign and stand for a 3 year term.

Local Changes

Kelly advised the Bishop's Committee that we are beginning to move into our new office on Main Street. We are waiting for Brian Ray to install an additional door between his office and our private entrance. We will continue to move into our new office space when this door installation is completed. We have access to off street parking behind our office space. We also have on street parking on Main Street. We need office space in the middle of Plymouth. We have nonprofit neighbors in addition to PSU as neighbors.

New Administrative Assistant Update

Kelly is presently in negotiations with a female Administrative Assistant. The candidate we have interviewed has had digital and in cloud computer experience; has a Masters in Special Education; has worked extensively with SCORE. She will help us with our internal communications; she will create a new updated church directory; she can assist us with keeping our records current and updated. She will have the ability to do her work remotely (from home). Our business office and files will be moved to Sherrill Hall from the CLC. Counseling appointments will take place at Sherrill Hall in Ashland.

8 AM Congregation Update

Kelly advised the Bishop's Committee that she has been talking with Holderness School about the continuation of worship of the 8 AM congregation presently worshipping in Griswold Hall. She advised that Holderness School has offered the West Wing of Weld Hall as our 8 AM worship space. We will bring with us our present altar table and our hangings. We will have a locked cabinet for our necessary altar vessels. She advised that Phil Peck, Head of School, is behind the move; the Bishop strongly supports this move. This move will remind the Holderness School community that they are a church community. The school faculty has expressed interest in having a church on campus to enable them to attend a weekly service.

Campus Ministry Update

With Kelly taking on the position of Dean of our new seminary in Tilton she finds she needs to relinquish her position as chaplain at PSU. This position will be held by Rev. Sandi Albom. The focus of the Campus Ministry will shift to a program of Recovery and a 12 Step Program. She will work closely with Marcia Morris in the 12 Step Program. The transition will take place in late February 2020 and CHS and St. Mark's will be Sandi's parish home base.

Faith at Home Update

Rev. Deacon Maryan showed the members of the Bishop's Committee a sample of the packet that is going out to our Faith at Home “congregation”. It consists of a story, an age appropriate activity, a craft, scripture and scripture activity. Maryan would like to make sure that each child receives a Sage/Spark Bible of their own. The program is intergenerational. The Faith at Home Program has an enrollment of 25 children and 16 families. Our weekly Sunday School enrollment overseen by Mrs. Jean Murphy is but the tip of the iceberg of our Faith at Home Program. Deacon Maryan is an inspiration to the other parishes in the state.

Wardens Report

The Wardens advised that they continue to work on faith community issues. They continue to listen to the concerns of our faith community. They urged all of us to continue to stay connected to other members of our congregation; that we pay particular attention to people in or just returning from the hospital; parishioners who are in nursing home care to be sure to make visits to these members; that we might make a practice of calling members of our congregation who we have not seen in church in some weeks.

Deb advised the Bishop's Committee that the elevator in Sherrill Hall has had its annual inspection. Wayne is working on the billing from this inspection. She advised that the oil burner at both the church and at Sherrill Hall will have their annual inspection on Monday, December 16, 2019. She advised that Griswold Hall, St. Marks and Sherrill Hall will be cleaned professionally once a month. Deb advised that Wayne will sign the lease for our new office.

FINANCIALS

Wayne Trombly distributed to the Bishop's Committee the Diocesan Financial Review for 2018. The review is dated September 2019. It reviews all finances through December 31, 2018. (Please see attached documents.)

Wayne advised that the deficit for 2019 will be $23,000. At the beginning of the year the Bishop's Committee budgeted $62,000 in pledges (an estimate at the time). We have taken in to date $77,000 in pledges. Our financial momentum is swinging in the right direction and we are in a good place financially despite our $23,000 deficit. Kelly's position as Dean of the Tilton Seminary will affect our finances going forward.

Wayne advised that we will be saving money by Kelly's new position as Dean. We will be taking on Administrative Assistant expenses with the hiring of our new Communications Assistant.

Christmas Service Schedule

December 22, 3 PM: Blue Christmas Service for individuals who find Christmas merriment difficult at this season.

Tuesday, December 24, Christmas Eve: Caroling begins at 4:45 PM. Service begins with pageant at 5 PM. There will be no Coffee Hour after the Christmas Even service.

There will be no Christmas Day service.

It has been suggested that Kelly, Maryan and the lectors use the PA system weekly so as to be heard by all members of the congregation.

Adjournment

A motion was made and seconded to adjourn. The meeting adjourned at 11:45 AM. The next Bishop's Committee Meeting will be Sunday, January 19, 2020 at 11 Amat Sherrill Hall. The Annual Meeting will be Sunday, February 23, 2020 with one service at St. Mark's at 9 AM. The deadline for Annual Reports will be Wednesday, January 15, 2020 for inclusion in our Annual Report.

Respectfully submitted,

Paula Hancock, Clerk