

St Hugh of Lincoln, Bishop's Committee Meeting  
Minutes for May 10, 2016

Present: Jacque Swerdfeger, Sr. Warden; Fr. Dan Rondeau, Vicar; Joy Woodman (2017), Chris Knutson (2018), Neil Passage, Treasurer; Ed Hansen, Music Minister; Carol Rondeau, Clerk. Excused: Jim Sales, Jr. Warden; Patricia Horkey, Seminarian. Absent: Jeff Turner (2017). Parishioner in attendance: Bobbie Glasheen

1. Prayer

Almighty and everliving God, source of all wisdom and understanding, be present with those who take counsel in this Bishop's Committee Meeting for the renewal and mission of your Church at St. Hugh's. Teach us in all things to seek first your honor and glory. Guide us to perceive what is right, and grant us both the courage to pursue it and the grace to accomplish it; through Jesus Christ our Lord. Amen.  
BCP 818, Adapted.

2. Call to Order. **10:09 am.**

3. Review and Update Agenda (add items to New Business as necessary)

4. Approve Minutes from April 12, 2016 Meeting. **Chris moved to accept as amended (see attached); Joy seconded, all were in favor.**

5. Reports (**attached**)

a. Senior Warden's Report (Jacque). **Report submitted**

b. Junior Warden's Report (Jim). **Report submitted**

c. Seminarian's Report (Patricia). **Report submitted**

d. Music Ministry Report (Ed). **Report submitted**

e. Altar Guild Report (Diana). **No report submitted. Diana is working with Susan Simmons, Dorothy Brooks, Patricia Horkey, and Neil (as needed).**

f. Vicar's Report (Fr. Dan). **Report submitted**

g. Treasurer's Report (Neil). **Report submitted.**

**Reports and Accounting: online; ask Treasurer for access to our Online Accounting.**

6. Old Business **None**

7. New Business **None**

8. Closing Prayer and Adjournment

**10:50 the meeting closed with the Lords Prayer led by Father Dan.**

**Next meeting: Tuesday, June 14, 2016 at 10:00 am**

St Hugh of Lincoln, Bishop's Committee Meeting

April 12, 2016 MINUTES | Amended as indicated on 5/10/16

Members in attendance-Jacque Swerdfeger (2017) Sr. Warden; Jim Sales (2018), Jr. Warden; Fr. Dan Rondeau, Vicar; Joy Woodman (2017), Jeff Turner (2017), Chris Knutson (2018); Neil Passage, Treasurer, Carol Rondeau, Clerk.

Parishioners in attendance-Bobbie Glasheen

1. Prayer

Almighty and everliving God, source of all wisdom and understanding, be present with those who take counsel in this Bishop's Committee Meeting for the renewal and mission of your Church at St. Hugh's. Teach us in all things to seek first your honor and glory. Guide us to perceive what is right, and grant us both the courage to pursue it and the grace to accomplish it; through Jesus Christ our Lord. Amen.

BCP 818, Adapted.

2. Call to Order: **Meeting called to order 10:06 am**

3. Review and Update Agenda (add items to New Business as necessary): **Add input on disaster plan and assignment of duties**

4. Approve Minutes from March 15, 2016 Meeting: **Joy moved to approve the minutes, Jeff seconded and all were in favor**

5. Reports

a. Senior Warden's Report (Jacque). **Report submitted**

**Jacque and Jim will add details to the Disaster Preparedness Plan being developed by Jacque for the Diocese. Details may include: date to present plan to the congregation (possibly with the Mountain Disaster Leader for ~~Area 5~~ Area C); storage for water; and, the possibility of filling our water tank.**

b. Junior Warden's Report (Jim). **Report submitted.**

**Motion made by Jacque to purchase a space heater for the Church Office (as opposed to fixing the wall heater). Motion was seconded by Joy. All were in favor.**

**Junior Warden informed the Committee that a new pressure valve for the property was needed. Will pursue installation. Currently: no pressure to irrigation heads for the Memorial Garden.**

- c. Seminarian's Report (Patricia). **Report submitted**
  - d. Music Ministry Report (Ed). **Report submitted. Extended discussion about music, worship, and the Schola. Ed will recruit an organist/piano player to play during his vacation in June.**
  - e. Altar Guild Report (Diana). **No report this month.**
  - f. Vicar's Report (Fr. Dan). **Report submitted.**
  - g. Treasurer's Report (Neil). **Report submitted. Also available online.**
6. Old Business
- a. Decision: Memorial Day Yard Sale. **Consensus: skip Memorial Day Yard Sale and look to offer a Labor Day Yard Sale (Saturday only).**
7. New Business
- a. Disaster Preparedness Plan: **see comments above (Sr. Warden)**
  - b. Continue Calendar planning (June 2016 – January 2017)  
**Various liturgical days and events discussed. Calendar to be printed and distributed to BC Members.**
  - c. Food to be delivered at the Help Center this Friday: **Help needed to unload.**
8. Closing Prayer and Adjournment: **The meeting closed at 11:37 am.**  
**Fr. Dan lead us in the Lord's Prayer.**

Sr. Warden Report  
May

Communication

Photos continue to be taken as congregants come forward. Possibly need to keep encouraging those left. Need: to compare list of congregants to photos received/taken to identify those missing.

Fellowship

Encouragement through announcements for calendar sign ups needed.

Sherry will chair coordination of fellowship and oversee preparation/cleanup.

Birthday/anniversary celebration continues to get positive feedback.

Community Lunch group of volunteers has added one new member, Annamaria Padula. Continued requests for more members made during service. Concern for summer scheduling may require adjusting.

Disaster Plan

Outline for disaster plan ready for submission to Diocese.

Submitted by Jacque Swerdfeger,  
Senior Warden

## St. Hugh Episcopal Church Disaster Plan

St. Hugh's is designated as one of eight disaster aid stations in the Disaster Plan for the Idyllwild area. The Disaster Team for our area will gather in the St. Hugh's parking lot immediately after a disaster event occurs, along with the members of the immediate surrounding community. There is a storage container for supplies: food, medical and water and any other tools needed for the Disaster Team to do its work. The areas are clearly posted in the community via bulletin boards, in the phone book and in public gathering areas.

### Building and Grounds

Propane to be checked and turned off if needed by Junior Warden  
Tools to complete this task can be found in well marked area

Water turned off if needed by Junior Warden  
Main valve is located at the rear of the church

### Congregation Community

Complete photo Directory for acquainting congregants with new members available online or as an app.  
Each member who wishes has a hard copy Directory with addresses and contact information for members and attendees, updated periodically  
Inservice for members as to their designated gathering place(s) to be held periodically.

***Bishops Committee Meeting - Peoples Warden Report***

**03 May 2013**

**Back Deck:**

**Revised plans have been submitted to the county for approval**

**Misc Updates:**

- 1. New Heater for Office purchased and in place**
- 2. Plumbing under sink in kitchen was leaking so had it all replaced. Cost \$225**
- 3. Met with Bill at Idyllwild Water Company regarding pressure. Evidently we are at a "high spot" and our pressure is somewhat low coming in from the street pipes. It is fine for everything we use with the exception of the irrigation on the East side of the parking lot. We will just have to live with it.**
- 4. Jeff Turner has volunteered to draw up parking lot striping if we decide to go forward with that. That said, per previous discussion, Robin Ritchey was hesitant to do the striping as it might open up a can of worms regarding proper lighting. Robin was thinking that we should wait until all the inspections are done after the deck is finished. (This was discussed in a previous BC Meeting per Rick Martinez.)**

**Respectfully submitted,**

**James Sales**

ST. HUGH'S EPISCOPAL CHURCH  
MAY 10, 2016 BISHOP'S COMMITTEE REPORT

Patricia Horkey – Postulant's Report

- Continue to meet with Fr. Dan as my pastoral care advisor.
- I am receiving spiritual direction once a month from a spiritual directress who is associated with the Episcopal Diocese of San Diego.
- Continuing with St. Hugh's Pastoral Care Ministry, by bringing Holy Communion to our congregants and our neighbors who are in hospice care, convalescent homes and hospitals.
- The Elderly in Idyllwild continue to receive assistance from The Riverside County Office on Aging.
- Continuing to service our elders in Idyllwild through the Precious Elder Ministry/Mountain Community Alliance Team.
- I will be assisting Fr. Dan, at the Wednesday Healing Service.
- Continue to assist with the Liturgical Service on Sundays.
- Continue to be a part of St. Hugh's Prayer Team.
- Continue to give pastoral care by contacting members by phone and to continue to write and send prayer cards to the members of St. Hugh's.
- Continue to assist when needed to drive a member from St. Hugh's to appointments.
- On Tuesday, May 10, 2016 I will be finished with my Spring Semester at CST. Fall Semester will start in August.

Thank You!

Blessings,

Patricia

This Sunday (15 May 2016) is the Day of Pentecost. Pentecost is the "Birthday of the Church," the second most important Feast of the Christian calendar (Easter is the first. The Day of Pentecost is fifty days after Easter). On this Day, the Holy Spirit descended upon Mary, the Apostles, and other devoted followers of Jesus. They began speaking in different languages. On this special Feast Day we will not be following their example by singing in different languages, but we will sing "Spirit-Centered" music—music which emphasizes the Third Person of the Most Holy Trinity. This includes the ancient Sequence Hymn, "Veni Sancte Spiritus" and the Schola Anthem, "The Spirit of Life."

On 22 May, we celebrate the Mystery of the Most Holy Trinity. On this day, of course, we will sing the famous Nicaea hymns, "Holy, holy, holy!" and "I bind unto myself today" (Saint Patrick's Breastplate).

Memorial Day is celebrated the last weekend of the month and we will feature several patriotic hymns.

I have been receiving requests for certain well-known Evangelical and contemporary Episcopal and Roman Catholic hymns. We are gradually incorporating them into our Sunday musical repertoire. This way all members, friends, and visitors will feel comfortable with our weekly musical offerings.

I have a number of hymnals from different denominations, from the Roman Catholic Church, and even from Temple Har Shalom. Jim is returning this week with a Baptist hymnal from his mother's church in Oklahoma. Soon we will have "something for everyone!"

Musically speaking,

Ed



# Vicar's Report | 10 May 2016

Thank you for your leadership and service to this community.

Note: Items in bold are new or suggested for further discussion and/or evaluation

## Communications

1. Pictorial Directory in process
  - a. **Missing from the BC (and our "Permanent Visitors")**
    - i. **Jim Sales**
    - ii. **Patricia Horkey**
  - b. **I will send requests to our "Families" for photos this week**
2. Maintaining our website
  - a. **Use the site yourself. Your feedback is valuable.**
  - b. Encourage others to use the site.
3. Maintaining our Facebook Page (**still seeking other "editors"**). In addition I maintain:
  - a. Hear what the Spirit is saying (Christian Formation)
  - b. MC Alliance Against Gender-Based Violence
4. Send: Weekly E-newsletter and other occasional all-members-and-friends emails
5. Continue: Regular phone conversations
6. With Patricia's help: Note cards and E-cards are being sent to members and friends

## New Member Updates

1. **Need your help with Guests**
  - a. **SEEK OUT AND WELCOME GUESTS**
  - b. **Help them sign Guest Book or Guest Card**
2. Guests in April
  - a. None that signed our Guest Book

## Membership and Attendance

Total Active Baptized Members (31 December 2015) .....	78
<b>Total Active Baptized Members (30 April 2016) .....</b>	<b>84</b>
Friends of St. Hugh's (31 December 2015).....	115
<b>Friends of St. Hugh's (30 April 2016).....</b>	<b>125</b>
Total Attendance 2015 through April 30 .....	713
<b>Total Attendance 2016 through April 30 .....</b>	<b>814</b>
Sunday Attendance 2015 through April 30.....	641
<b>Sunday Attendance 2016 through March 31.....</b>	<b>677</b>
Average Sunday Attendance 2015 through March 31 .....	39
<b>Average Sunday Attendance 2016 through March 31 .....</b>	<b>42</b>

## Ordination Process

1. Patricia Horkey continues her journey to ordination. She is a Postulant, "Our Seminarian"
  - a. Patricia the Spring Semester today.

## Pastoral Care and Serving Others

1. Healing and Holy Communion (Attendance in 2016: 25, Average: 5)
2. **Memorial Service for Barbara Burgess was May 6, 2016**
  - a. **Ashes will be interred in our Memorial Garden in June**
  - b. **Will be in touch with you about what I learned from Barbara's Service**
3. Through Patricia and others I have regular contact with homebound
  - a. **Elliots (Patricia is the main contact)**
    - i. **Hope to attend on Pentecost**
    - ii. **Planning to sell their Idyllwild home.**
  - b. Fr. Larry Bernier (continues on hospice and is weakening)
4. Precious Elder Ministry continues under Patricia's Leadership
  - a. With my encouragement and participation Patricia continues to form a collaborative ministry—The Mountain Communities Elder Alliance—to the elderly in the Mountain Communities
    - i. The Alliance includes (so far) St. Hugh's, Spiritual Living Center, Crossroads 243, Spirit Mountain Retreat Center, Idy-Elders, interested individuals, and local individual care providers.
    - ii. The next meeting of the Alliance will be scheduled after Easter
  - b. Patricia and continue a collaborative ministry to the elderly with the Pastoral Care Team of St. Margaret's in Palm Desert.
5. Mountain Communities Alliance Against Gender-based Violence
  - a. **Callie has had to scale back her leadership here.**
  - b. To date we have enlisted the support of the Idyllwild Rotary, the Idyllwild Soroptimists, Spirit Mountain Retreat Center, and the Idyllwild Arts Academy and the Idyllwild Library (Shannon Ng).
  - c. Other organizations being approached include schools, the Riverside District Attorney's Office, and other local, faith-based communities.
  - d. The work of the Alliance, with Callie as Convener, continues to explore next steps.
6. HELP Center support
  - a. I am grateful for the financial support offered by our BC/Members.
  - b. Monthly food delivery continues with the support of St. Margaret's and Thrive On
  - c. Reminder: Callie and Conor are members of the HELP Center Board
    - i. **Callie is now the Chair of the HELP Center Board**
7. ERD support
  - a. The weekly item in our newsletter is my continuing small step in keeping awareness of needs and ministry in front of the congregation
  - b. My hope is to be a partner with ERD in healing a hurting world
  - c. This is a "Beyond-the-Hill" ministry effort
8. Camp Stevens support
  - a. The weekly item in our newsletter is my continuing effort to keep awareness of the work of the Camp in front of the congregation
  - b. My hope is to partner with Camp Stevens in ministry; the Camp would then become another one of our "Beyond-the-Hill" ministry partners
9. Mountain Communities Interfaith Alliance (St. Hugh's leads the way)
  - a. Discussions about events the Alliance could sponsor

## Education

1. The “Keep Learning” feature of our weekly newsletter is my attempt to extend our Educational Ministry to members and friends
  - a. I have begun to invite others to sign up for Hear the Spirit newsletter and blog
  - b. I continue to work on an Email/web based Bible Study geared to the Revised Common Lectionary (RCL)
  - c. I am investigating ways to have an internet based study group
2. **Have begun to produce: “Hear what the Spirit is saying” informational handout for Sundays.**
3. **Four persons preparing for Confirmation/Reception: Jeff Turner, Dorothy Brooks, Margaret Mary Leusch, and Marshall Smith.**

## Funding Ministry and Stewardship

1. Continuing work
  - a. Church Pension Fund (CPF) offers online/print materials
  - b. Episcopal Church Foundation (ECF) offers online/print materials

## Bishop’s Committee

1. **Intend to purchase Vestry Resource Guide for our use**

## Worship Notes

1. Diana Kurr is now directing the work of the Altar Guild (Susan Simmons, Neil Passage, and Patricia Horkey). Job Description is in process.
2. I have invited Diana to attend BC Meetings as Altar Guild Directress
3. Listen to our members in order to help Ed and me evaluate and plan our worship
  - a. Let’s all work to maintain a prayerful reverence before and after worship and at the Peace.

## Calendar items

1. Sun. 05/15/16.....10 am Day of Pentecost Holy Eucharist
2. Wed. 05/19/16.....10 am Healing Prayers and Holy Communion
3. Wed. 05/26/16.....6 pm Taizé Service
4. **Sun. 06/05/16 .....Bishop Mathes | Celebrant and Preacher | Confirmation**

# **Treasurer's Report | 10 May 2016**

The Treasurer's Report is made and maintained in Google Docs by the St. Hugh's Treasurer, Neil Passage.

If you have need to review or access this report please contact the Church Office at 951-659-4471 and ask to be put in touch with Neil. If you are a Member of St. Hugh's you will find Neil's contact information in our Parish Directory.