

MINUTES: St Hugh of Lincoln, Bishop's Committee Meeting

September 13, 2016

In attendance: Fr. Dan Rondeau, Jacque Swerdfeger (Sr. Warden), Jim Sales (People's Warden), Joy Woodman (2017), Chris Knutson (2018), Carol Rondeau (Clerk), Ed Hansen (Music Minister); **parishioners present:** Christina Nordella, Bobbie Glasheen. **Excused:** Patricia Horkey (Seminarian) and Neil Passage (Treasurer). **Absent:** Jeff Turner (2017).

1. Prayer

Almighty God, to whose glory we bear witness at St. Hugh's: We give you thanks for the fellowship of those who have worshiped in this place, and we pray that all who seek you here may find you, and be filled with your joy and peace; through Jesus Christ our Lord, who lives and reigns with you, in the unity of the Holy Spirit, one God, now and for ever. Amen.

BCP 254-55 Adapted

2. Call to Order- **10:07 am**

3. Review and Update Agenda. **No items added to Agenda.**

4. Approve Minutes from June 14, 2016 Meeting – **Joy made the motion, it was seconded by Jacque; all were in favor**

5. Reports [Written Reports, please]

Note: if any of these persons making a report need funding (beyond what is budgeted already) we'll discuss and vote during the reporting time.

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

i. **Continuing work on Disaster Plan discussed. Expressed both a desire and a willingness to work with MDP Group. Fr. Dan and Jacque to develop a Preparedness Checklist for St. Hugh's Members.**

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

i. **Note: Christina volunteered to do the Saturday cleaning (Item #3 on the Report).**

ii. **Discussion of the AC/Heating Proposal resulted in consensus to gather more information and make this a business item in October.**

iii. **Consensus was to wait on counter installation rather than make it a DIY project.**

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

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

i. **Confirmed that All Saints Day would be celebrated as All Saints Sunday on November 6, 2016. Discussion about Christmas Eve**

- Service. Ed and Fr. Dan to discuss further in their monthly meeting.**
- e. Altar Guild Report (Diana)
 - i. **No Report at this time. Fr. Dan praised the work of Diana and her helpers.**
 - f. Vicar's Report (Fr. Dan) **Report submitted.**
 - g. Treasurer's Report (Neil) [**Available in Google Docs**]
6. Old Business
7. New Business
- a. Proposal to pay the registration fees for Diocesan Convention (Nov 11-12)
 - a. \$65.00/person [Fr. Dan, Diana & Terry Kurr (Delegates), Joy Woodman and Robyn Ritchey (Alternates), Patricia (Seminarian) (**See attached**). **Jacque moved and Joy seconded, all were in favor.**
 - b. Proposal to again participate in IHC Christmas Project (Callie)
 - a. **Consensus was to participate in the program again. Jim noted that St. Hugh's was the single largest contributor/participant in the 2015 program. Consensus that Gift Cards increase the chance of abuse (so that child doesn't receive intended gift) and should be eliminated in 2016 Project.**
 - c. Review, update, and approve policies and fees for Memorial Garden
 - a. **Previous BC work reviewed. Discussion will continue. Specific proposals will be made and voted on in October Meeting. Items discussed: digging and vaults can potentially harm the tree that shades the Garden. Consider policy to scatter ashes on the Garden. Consensus growing that a \$900-1000 Fee to use the Garden (if scattering only) may be sufficient to maintain the Memorial Garden (including placement of Memorial Plaque).**
 - d. Christina asked to address the BC
 - a. **Possible Fund Raiser presented. The idea: Present a Casino Night themed Murder Mystery using the Rainbow Inn Facility. Partner with a local group (sharing the funds raised) and earmark certain funds for the Diocese. Lively discussion followed. Consensus: we are open to the idea, and wonder if the local Jewish Congregation would be interested. Christian will develop more detailed plan for presentation in October meeting.**
8. Closing Prayer and Adjournment –**11:42 am**

Senior Warden Report
Bishop's Committee
9/13/16

Fellowship

Calendar is being used. Supplies in good order. Cake for birthdays and anniversaries continue to be a success.

Communication

New attendees are encouraged to sign guest book.

* Evacuation information has been shared via email through Father Dan.

Submitted by
Jaquie Suerdfege
Dr. Warden

Bishops Committee Meeting - Peoples Warden Report

13 Sep 2016

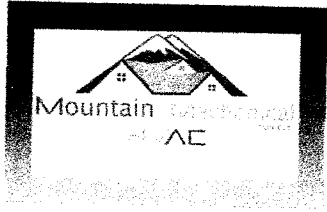
Back Deck:

Robin Ritchey has been very busy with her own business and teaching at College of the Desert and unable to work on the revised plans. Until she can do so we are on hold.

Misc Musings:

- 1. Air Conditioning/Heating—I have a bid from Mountain Mechanical to install a mini ductless system for the entire church (less the bathrooms and kitchen which currently have no direct heat or AC—For those rooms we would count on circulation from the Parish Hall). A first look internet research indicates we would experience a 40% energy savings by using the new system vs propane. This is in addition to the added feature of AC.**
- 2. As many of you are aware, gophers and other creatures (ground squirrels, rabbits, deer?) have created havoc with our irrigation system. The initial plastic pipe had to be replaced with hard PVC as something was chewing on the pipe and leaks were everywhere. Also many of the sprinkler heads were gnawed off. Almost all the lilacs were attacked to now there are wire cages around them. Although the gophers are still around the remaining plants are not to their taste.**
- 3. Arrangements have been made with Patti Perez to clean the bathrooms, kitchen and Parish Hall counter every Saturday afternoon so that all is clean for Sunday morning. The cost is \$40 per week. This is on top of what we pay for the whole church cleaning twice a month (\$?). Do we want to continue this?**
- 4. New counters in the kitchen and Parish Hall. Hans has been busy all summer with a project in the desert and it is unknown when he will be back. Suggest we "do it ourselves". Volunteers?**
- 5. Suggest Earmarking our Donation to the Help Center.**

ESTIMATE



Rick Martinez
53155 Double View
Idyllwild

(760) 409-2289

Mountain Mechanical Services

P.o. Box 1389
Idyllwild, Ca 92549

Estimate # 000060
Date 07/19/2016
Business / Tax # CL#922929

Phone: (951) 692-0877
Email: timolivier80@gmail.com
Web: www.hvacmountain.com

Description

Total

Install new mini ductless split system \$6,475.00

1st system: 36k btu (3 ton) in Sanctuary. Media unit: cassette style evaporator (indoor) m#MEHSU-36CSC2, installed in ceiling with matching condenser mounted on pad (outside), Model#MCHSU-36CSH2
Includes electrical supply run from panel and refrigerant line set.
System will be a heat pump (heating and cooling)

Install new mini ductless split system \$6,450.00

2nd system: 2 evaporators, one in office, 12k btu (1 ton) , one in parish hall, 18k (1.5 ton), 1 condenser for both evaporators. Media brand, model # mehsu-18 or similar.
Condenser m#mch4u-36phh2
Includes electrical supply from panel, refrigerant line set and line set cover.
System will be a heat pump (heating and cooling)

Subtotal \$12,925.00

Total \$12,925.00

Notes:

Job location: 25525 Tahquitz dr, idyllwild

Please make checks payable to: Mountain Mechanical Services P.O. Box 1389 Idyllwild CA 92549

ST. HUGH'S EPISCOPAL CHURCH
SEPTEMBER 13, 2016 BISHOP'S COMMITTEE REPORT

Patricia Horkey – Postulant's Report:

In the Summer months and now as Fall begins I:

1. Will be participating in an Advanced Field Education Ministry Program (through the Claremont School of Theology) at St. John Episcopal Church in Indio for duration of the Fall Semester.
 - a. I will be involved in the various outreach ministries of the church.
2. Continue to attend Claremont School of Theology.
3. Have completed my eight-week internship ministry program at St. Paul in the Desert.
 - a. Part of the ordination process is to serve as an intern at another parish within the San Diego Diocese. During the months of July and August, I have been asked by Bishop Mathes and Rev. Dr. Alex Nagy to continue to serve in ministry at St. Paul's in the Desert.
4. Continue to meet with Fr. Dan as my pastoral care advisor.
5. Continue 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.
6. Continue to serve our elders in Idyllwild through the Precious Elder Ministry/Mountain Community Alliance Team.
7. Continue as a member of the St. Hugh's Prayer Team.
8. Continue to give pastoral care by contacting members by phone and by writing and sending prayer cards to the members of St. Hugh's.
9. Continue to be a part of St. Hugh's liturgical team, including the Altar Guild.

Thank You!

Blessings to you all,

Patricia

Music Ministry Report | 13 September 2016

Varying styles and degrees of liturgical practice are found in the Episcopal Church, including traditional hymns and anthems, more modern religious music, and Anglican Chant. As varied as Services can be, the central binding aspect is the Book of Common Prayer, which has been in existence since the 1500's.

Episcopal Services are similar in structure and liturgy to the Roman Catholic Church, as the Holy Eucharist is the central focus of the Service or Mass. The Hymnal 1982 is the principal source of music for the liturgy.

The Hymnal is divided into two primary sections: Service music and an extraordinary collection of hymns. There are 288 pieces of music in the Service music section and 720 diverse hymns. These hymns are arranged for:

1. Daily Office use (1 - 46);
2. Hymns appropriate to seasons of the Church Year (Advent, Christmas, Epiphany, Lent, Holy Week, Easter, Pentecost, Saint's Days, Baptisms, Confirmations, Ordinations, Holy Matrimony, *Theotokos* (Mary, Mother of God), etc.
3. Then there is a large section of general hymns. These hymns are arranged by broad theological topics - Holy Trinity, Praise to God, the Holy Spirit, Jesus Christ, the Church's Mission, etc.
4. The Hymnal concludes with rounds and canons and some general National Songs.

It is the duty of the Music Director to match these hymns with the theme (the Readings and Holy Gospel) of the day; this is achieved by reading the Liturgy of the Word of a particular day and finding appropriate music. Right now we are in the season of the "Sundays after Pentecost." This season will conclude on Christ, the King Sunday (20 November 2016). Then we start all over again with Advent, when it is completely appropriate to wish everyone a "Happy New Year."

Thank you,

Ed Hansen

Music Minister

Vicar's Report | 13 September 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: Need to resume our efforts**
 - a. Missing pictures 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. **The address: www.sthughsidyllwild.org is again functional.**
 - b. Use the site yourself. Your feedback is valuable.
 - c. 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. Thank you for your help with Guests
 - a. SEEK OUT AND WELCOME GUESTS
 - b. **Let's continue to help them sign Guest Book or Guest Card**
2. Guests in July and August (**Member or potential Member**)
 - a. **Gary Engle & Greg ("the Valley"/Pine Cove)**

Membership and Attendance

Total Active Baptized Members (31 December 2015)	78
Total Active Baptized Members (31 August 2016)	77
Friends of St. Hugh's (31 December 2015).....	115
Friends of St. Hugh's (31 August 2016)	130
Total Attendance 2015 through August 31	1609
Total Attendance 2016 through August 31.....	1619
Sunday Attendance 2015 through Aug 31	1419
Sunday Attendance 2016 through Aug 31.....	1425
Average Sunday Attendance 2015 through Aug 31	42
Average Sunday Attendance 2016 through Aug 31	42

1. Updated "Active" Status in our Parish Register
 - a. Status: "Removed" (due to moving and so on)
 - i. **Daniel Bissler, Barbara Burgess, Betty Clopine, Bob Clopine, Randy Echito, Craig Elliott, Pat Elliott, Bob Hildebrand, Laurel Owen, Adele Voell, Ron Voell**

- b. Status: “Inactive”
 - i. Roy Davidson, Chanel Friesen, Jeff Friesen, Georgia O’Farrell, Phil Strong
- 2. Status of “Friend of St. Hugh’s”
 - a. Daniel & Randy, Craig & Pat, Bob Hildebrand, Laurel Owen, Adele & Ron

Ordination Process

- 1. Patricia Horkey continues her journey to ordination. She is a Postulant, “Our Seminarian”
 - a. Patricia has begun the Fall Semester at Claremont School of Theology & Bloy House.

Pastoral Care and Serving Others

- 1. **Healing and Holy Communion (Attendance in 2016: 51, Average: 4)**
- 2. Through Patricia and others I have regular contact with homebound
 - a. **Elliots (Patricia is the main contact)**
 - i. Pat continues to convalesce
 - b. Annamarie continues to heal
 - c. **Diane Noble & Tom (Dona is the main contact)**
 - i. Surgery scheduled in October
 - ii. Tom may require a higher level of care
 - d. Fr. Larry Bernier (continues on hospice and is weakening)
- 3. Precious Elder Ministry continues under Patricia’s Leadership
 - a. With my encouragement and participation Patricia continues to maintain 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 is currently being scheduled
 - b. Patricia continues a collaborative ministry to the elderly with the Pastoral Care Team of St. Margaret’s in Palm Desert.
- 4. 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. **Stop Human Trafficking: an Event on Tuesday, Nov. 1, 2016 with Soroptimists of Idyllwild.**
- 5. 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 (Chair) and Conor are members of the HELP Center Board**
- 6. 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

7. 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
8. Mountain Communities Interfaith Alliance (St. Hugh’s leads the way)
 - a. An Interfaith Thanksgiving Service is being discussed
 - b. The Service of Solace will again be offered to the Mountain Communities

Education

1. The “Keep Learning” feature of our weekly newsletter is my attempt to extend our Educational Ministry to members and friends
 - a. I continue to invite others to sign up for Hear the Spirit newsletter and blog
 - b. I continue to work on finding and presenting 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 (using either Facebook or Google)
2. The Sunday homilies are being recorded and posted on our website
3. **I have begun to send a weekly “Hear what the Spirit is saying” update to over 100 friends and members of St. Hugh’s as a “keep learning” invitation/opportunity**
 - a. The update includes material not used on Sunday (sometimes, whole essays).

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

Worship Notes

1. Diana Kurr continues to direct the work of the Altar Guild (Susan Simmons, Neil Passage, and Patricia Horkey). Job Description is in process.
2. **Taizé Service continues with the leadership of Diana Kurr and Ed Hansen**
 - a. **Attendance in 2016: 52 (Average: 8)**
3. Listen to our members in order to help Ed and me evaluate and plan our worship
 - a. **Music planning is progressing and the expansion seems to be well-accepted**
 - b. Let’s all work to maintain a prayerful reverence before and after worship and at the Peace.

Calendar items

1. Wed 09/21/16.....10:00 am Healing and Holy Communion
2. Wed 09/28/16..... 6:00 pm Taizé Service
3. Sat 10/01/16Blessings of the Animals
4. Wed 10/04/16.....10:00 am Healing and Holy Communion
5. Sun 10/09/16.....Fr. Paul Kowalewski (Fr. Dan away) | Birthday Sunday
6. Sun 10/16/16.....Fr. George Keith (Fr. Dan away)
7. Wed 10/18/16.....10:00 am Healing and Holy Communion
8. Wed 10/25/16.....6:00 pm Taizé Service
9. Sun 11/06/16.....“All Saints Sunday”



Neil Passage <sthughfinance@gmail.com>

August Financials and Treasurer's Report

1 message

Neil Passage <npassage@gmail.com>

Tue, Sep 6, 2016 at 5:07 AM

To: Father Dan <drondeau910@gmail.com>, Jacque Swerdfeger <jacqueswerdfeger@gmail.com>, Joy Woodman <popcornjoy@icloud.com>, Jim Sales <jes97209@gmail.com>, jeffhturner <jeffhturner@sbcglobal.net>, Christopher Knutson <knot@msn.com>, Carol Rondeau <crondeau910@gmail.com>, Patricia Horkey <tricia.horkey@gmail.com>
Cc: Julie Young <jyoung@edsd.org>, Rosa Feeney <rfeeney@edsd.org>
Bcc: sthughfinance@gmail.com

[Here are the financials for August.](#)

Rosa, as you requested, I have attached copies in the .xlsx format.

If anyone needs other formats or has any other questions, don't hesitate.

[In my June email/report, I touched on cleaning up the balances in two designated funds.](#)

[The Designated Contingency Fund clean up was approved in the June Bishop's Committee Minutes \(page 2\).](#)

The Altar Fund clean up of unsupported balances hasn't been approved by the Bishop's Committee, even though I included the entry in the July financials. I anticipate the Bishop's Committee's approval at the next meeting.

On Wednesday morning, August 17, Jacque and I met with Rosa Feeney regarding the [Diocesan Review](#).

After a brief tour of the church, Rosa, her husband, Joe, Jacque and myself retired to my house for pizza, homemade ice cream and consideration of any outstanding questions Rosa might have regarding the review ([I previously answered most of her queries via email](#)).

I, and members of the Audit Committee, look forward to receiving a report of her findings.

[Carol, here is a pdf copy of this email for attachment to the electronic version of the August minutes as the Treasurer's Report.](#)

Thanks.

Neil Passage

Treasurer, St. Hugh's Episcopal Church
Idyllwild, California

Motion: To cover Registration Fees for Diocesan Convention

St. Hugh's will pay the Registration Fee of \$65.00 for Fr. Dan, Diana and Terry Kurr (Delegates), Robyn Ritchey and Joy Woodman (Alternates), and Patricia Horkey (Seminarian) that they may participate in the 2016 Diocesan Convention.

Notes:

1. If the Alternates are not attending, no Registration Fee needs to be paid.
2. Likewise, if Patricia is unable to attend, no Fee required.
3. Dinner cost (\$65/person) to be covered by those who choose to attend
4. This expense should be included in our 2017 Budget

Question

- Could we cover half this expense from the 2016 Education Budget and half from the 2016 Discretionary Fund?

Memorial Garden

Over the last two years the BC has considered updating the Procedures, Policies, and Fees for use of the St. Hugh's Memorial Garden. What follows is taken from our Minutes and Jr. Warden's Reports (2014-to date). As far as I can tell, the BC has not formally adopted any Procedures and Policies (beyond those set originally), nor has it formally updated or adopted a new Fee Schedule. I believe we should do this before the end of 2016. Also, if there was an email discussion after March 2015 I'm not able to locate the email thread. ~Fr. Dan

September 2014

Locate and review the paperwork regarding the Memorial Garden.

- i. Rick located the documents. Has them in his possession. Hans Bu (new member) has volunteered to maintain both the Memorial Garden and Chapel as his contribution to the life of the congregation.
- ii. Adele mentioned that Miller Jones Mortuary served as a consultant in establishing the Memorial Garden and would be a good source of continuing information and guidance.
- iii. Terry Kurr has refurbished the plaque for the Memorial Garden and Hans will reinstall the plaque.

February 2015

Memorial Garden Review (Hans Bu)

2/11/15 – Purchase of Vaults (\$190 each) a fund does exist for the Memorial Garden.

Hans Bu and Rick Martinez to report to BC [in] March 2015.

March 2015

(Jr. Warden's Report)

Memorial Garden

1. Miller Jones Mortuary and Crematory – [Hans and Rick met with] Curt Welshon
 - a. [Miller Jones Website: <http://www.miller-jones.com/>]
2. Direct Cremation Package [from Miller Jones]: Pick up, preparation and container \$1390.00
3. St. Hugh's Memorial Garden Fee: \$900.00 (?) (Welshon advised [us] to raise at 3X our current rate). Fee would include Memorial Service, burial, vault (\$195) and Wall Plaque (\$65)
4. Propose map of Memorial Garden. CD on file. Prepare display next to Garden (?)
5. Procedures, policies and forms being worked on by Hans and Rick to follow up via email