

MINUTES

St Hugh of Lincoln, Bishop's Committee Meeting

-January 10, 2017

In attendance: Jacque Swerdfeger (Sr. Warden), Fr. Dan Rondeau (Vicar), Jeff Turner (2017), Joy Woodman (2017), Chris Knutson (2018), Ed Hansen (Music Minister), Neil Passage (Treasurer), Carol Rondeau (Clerk). Excused: Jim Sales (Jr. Warden, 2018).

1. Prayer

Lord Jesus Christ, you stretched out your arms of love on the hard wood of the cross that everyone might come within the reach of your saving embrace: So clothe us in your Spirit that we, reaching forth our hands in love, may bring those who do not know you to the knowledge and love of you; for the honor of your Name. Amen.

BCP 101 A prayer for mission in the Office of Morning Prayer

2. Call to Order –**10:02 am**

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

4. Approve Minutes from December 13, 2016 Meeting –**Jacque moved that we approve the minutes and seconded by Chris. All approved.**

5. Reports [Written Reports, please]

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

b. Junior Warden's Report (Jim) -**No report**

c. Seminarian's Report (Patricia) -**No report**

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

e. Altar Guild Report (Diana) -**No report**

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

g. Treasurer's Report (Neil) [**Available in Google Docs**]

i. Adopt 2017 Budget -**Fr. Dan made the motion to adopt, there were many seconds, no discussion and it was approved by all.**

ii. Proposal Regarding HELP Center Donation -**Joy made a motion (attached) and it was seconded by Jacque. Reference the copy handed to us by Neil. All were in approval.**

6. Old Business

a. Feb. 14th Fundraiser Update (Christina Nordella) -**was moved to beginning of meeting. Jacque has requested everything be in writing before we go ahead with the event. Christina will talk to Pat to see what the Temple will provide. Jacque has requested that all parties involved sit together and talk.**

b. Proposal to join the Temple for a 2017 Labor Day Weekend Yard Sale.

i. Pat Schnetzer will serve as the Co-Chair from THS.

- ii. St. Hugh's needs a Co-Chair to work with Pat – **Jeff Turner will co chair from St. Hugh.**
 - c. Nominating Committee Recommendations –**Roland Gaebert was suggested, Fr. Dan to follow up; Joy volunteered to be an Alternate Delegate to Diocesan Convention; Fr. Dan to ask the Kurrs and Robyn Ritchey about their willingness to serve this in 2018.**
 - d. Building a “standard step” (up) platform for both our worship and for creating a small performing venue for our community –**Continued to February meeting**
7. New Business
- a. **Finalize Snow Day Policy -will be publicized and become St. Hugh's official policy; able bodied volunteers are needed to help escort folks in parking lot; agreed to develop a list of volunteer drivers and publicize the list**
 - b. Items added at No. 3 (above)
8. Closing Prayer and Adjournment –**The meeting was adjourned at 11:02 am with prayer led by Fr. Dan.**

BISHOP'S COMMITTEE MEETING
SENIOR WARDEN'S REPORT
1/9/2017

Fellowship

Birthday/anniversary monthly Sunday celebrations continue. As new members arrive, their information are entered on the calendar.

Sign-ups for fellowship goodies continue and soliciting them through the announcement reminder is successful. The Community Lunch continues to be provided by members of the community at large rather than a set community lunch community at St. Hugh's.

A farewell gathering for Becky and Jessie will be held January 15th after church service. Members of the community at large have also been invited.

Communication

Updates to the St. Hugh's Directory continue to be made on the "master" copy in the Fellowship Hall and will be transferred to the computer record. Hard copies are available at the church for those members who prefer them.

Art Work

Several artist members of St. Hugh's, as a group, have made plans to continue providing artwork for the various covers of the service program as the new programs are needed (as the seasons change.)

Respectfully,

Jacque Swerdfeger
Senior Warden
St. Hugh's

Music Ministry Report | 10 January 2017

The Sundays after Epiphany focus on the Baptism of the Lord by John, the Baptizer, and on to the ministry of Jesus. These Sundays recall Jesus calling his disciples, his subsequent miracles, and on the final Sunday of Epiphany (February 26), the focus is the Transfiguration, where Jesus reveals Himself to his close friends. God proclaims the Sonship of Jesus while admonishing us to "listen to Him." After beholding Jesus' glory on the mountain, we descend to the desert to walk with Him into the holy season of Lent (which begins with Ash Wednesday on March 1).

The hymns and anthems follow the Readings through these events while gently and gradually leading us to the desert, also.

- 12 February - SEPTUAGESIMA SUNDAY (Third Sunday before Ash Wednesday, Ninth Sunday before Easter)
- 19 February - SEXAGESIMA SUNDAY (Second Sunday before Ash Wednesday, Eighth Sunday before Easter)
- 26 February - QUINQUAGESIMA SUNDAY (Sunday before Ash Wednesday, Seventh Sunday before Easter).
- These Sundays (2/12 – 2/26) are in SHROVETIDE - The Sundays before Shrove Tuesday, the day before Ash Wednesday.

Thank you,

Edwin Hansen

Minister of Music

Vicar's Report | 10 January 2017

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 "BC Permanent Visitors")
 - i. Jim Sales
 - ii. Patricia Horkey
 - b. Pictures of Pets wholeheartedly encouraged
 - i. Helpful as part of our Disaster Preparedness
2. Maintaining our website
 - a. The address: www.sthughsidyllwild.org
 - b. Use the site yourself. Your feedback is valuable.**
 - c. Encourage others to use the site.
3. **Wind in the (Idyllwild) Pines Blog initiated**
 - a. Introduced in Wind in the Pines of 1/8/17
 - b. The address: <http://bit.ly/idywind>
 - i. Longer address: <https://windintheidyllwildpines.wordpress.com/>
 - c. Intended to allow daily posts in areas of interest
 1. Prayers
 2. Wellness Notes
 3. Precious Elder Ministry Notes
 4. Christian Formation
 5. General Info re: St. Hugh's Episcopal Church
 6. "Episcopalian Stuff"
 - d. Easy to expand
 - i. Would you like to be an author? See me.
4. Maintaining our Facebook Page. In addition I maintain:
 - a. Hear what the Spirit is saying (Christian Formation)
 - b. MC Alliance Against Gender-Based Violence
5. Send: Weekly E-newsletter and other occasional all-members-and-friends emails
6. Continue: Regular phone conversations
7. **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. From our Guest Book (**Likely Member**)
 - a. Kitty Thorne (lives off the hill)
 - b. Suzanne Avalon (baptized/confirmed here, returning now)**
 - c. Pam Parsons (friend of Suzanne Grant)**
 - d. David Wilson (made a pledge)**

Membership and Attendance

| | |
|---|-------------|
| Total Active Baptized Members (31 December 2015) | 78 |
| Total Active Baptized Members (31 December 2016) | 80 |
| Friends of St. Hugh's (31 December 2015)..... | 115 |
| Friends of St. Hugh's (31 December 2016)..... | 135 |
| Total Attendance 2015 through December 31 | 2549 |
| Total Attendance 2016 through November 30 | 2325 |
| Sunday Attendance 2015 through December 31 | 2102 |
| Sunday Attendance 2016 through December 31 | 2027 |
| Average Sunday Attendance 2015 through December 31..... | 42 |
| Average Sunday Attendance 2016 through December 31 | 41 |

Ordination Process

1. Patricia Horkey continues her journey to ordination. She is a Postulant, "Our Seminarian"
 - a. **Patricia is nearly done with the Fall Semester at Claremont School of Theology & Bloy House.**
 - i. I have begun to explore "Candidacy" with her.
 1. The Bishop's Recommends her to be a candidate
 2. We support her with a Letter to the Bishop
 3. The COM and Standing Committee interview her
 4. She becomes a Candidate for Ordination
 - b. She has finished her "Field Work" at St. John's in Indio.
 - i. Continues in a weekly program with the folks of St. John's

Pastoral Care and Serving Others

1. **I am now serving on the ICF Board as a service to the community**
2. Through Patricia and others I have regular contact with homebound
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 and St. John's in Indio.
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. The Alliance intends to meet in early 2017 for calendar planning
 - i. April is Domestic Violence Awareness month
 - d. The Alliance uses Facebook to continue to keep the work "in front of" our neighbors in the Mountain Communities.
 - i. If you have a Facebook account please "Friend" us and "Like" us:
<https://www.facebook.com/MCAAllianceAgainstGBV/>

5. HELP Center support
 - a. I am grateful for the financial support offered by our BC/Members.
 - i. Those who are involved with the IHC share their thanks with me, as well.
 - b. I am grateful for the response to the Christmas Giving Tree and Cookie Sunday
 - c. Monthly food delivery continues with the support of St. Margaret's and Thrive On
 - d. Reminder: Callie (Chair) and Conor are members of the HELP Center Board
6. ERD support
 - a. My hope is to be a partner with ERD in healing a hurting world
 - b. This is a "Beyond-the-Hill" ministry effort
7. Temple Har Shalom
 - a. Thank you Jim for coordinating our work and hospitality with THS
 - b. May our efforts with THS continue and bear fruit in our Mountain Communities
8. Mountain Communities Interfaith Alliance (St. Hugh's leads the way)

Education

1. The "Keep Learning" feature of our weekly newsletter is my attempt to extend our Educational Ministry to members and friends
 - a. **The Wind in the Pines Blog is now part of this effort**
 - b. I continue to invite others to sign up for Hear the Spirit newsletter and blog
 - c. I continue to work on finding and presenting an Email/web based Bible Study geared to the Revised Common Lectionary (RCL)
 - d. I continue to investigate ways to have an internet based study group (using either Facebook or Google)
2. **I've discontinued taping Sunday homilies. Comments?**
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. **Thank you Jacque and Neil for shepherding this year's Pledge Campaign.**
2. 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).
2. Taizé Service continues with the leadership of Diana Kurr and Ed Hansen
 - a. Attendance in 2016: 60 (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 01/25/17Taizé Service
2. Sun 01/29/17Annual Meeting after Worship

**St. Hugh Episcopal Church
25525 Tahquitz Drive
Idyllwild CA 92549-0506**

2017 Budget

| REVENUE | | \$'s |
|---|--|--------------------|
| <i>Plate Income</i> | | 25,000.00 |
| <i>Pledge Income</i> | | 23,200.00 |
| <i>Facilities Use</i> | | 4,800.00 |
| <i>Non Cash Donations</i> | | 700.00 |
| <i>Vicar's Discretionary Fund</i> | | (1,000.00) |
| <i>Transfers to "Designated Outreach Idyllwild Help Center"</i> | | (3,000.00) |
| Total Revenue | | 49,000.00 |
| EXPENSES | | |
| <i>Common Life Share Pledge/Mission Share</i> | | 5,700.00 |
| <i>Special Projects</i> | | 0.00 |
| <i>Clergy Special</i> | | 0.00 |
| | | 5,700.00 |
| PERSONNEL | | |
| <i>Clergy - Housing Allow</i> | | 13,000.00 |
| <i>Educational Stipend</i> | | 3,000.00 |
| <i>Supply Clergy</i> | | 1,000.00 |
| <i>Organist</i> | | 9,500.00 |
| <i>Janitorial</i> | | 2,100.00 |
| <i>Auto Mileage-Ministry</i> | | 0.00 |
| | | \$28,600.00 |
| PROGRAM & WORSHIP-SWEEPS | | |

| | |
|--|--------------------|
| <i>Service</i> | 600.00 |
| <i>Worship</i> | 600.00 |
| <i>Evangelism</i> | 3,300.00 |
| <i>Education</i> | 200.00 |
| <i>Pastoral Care</i> | 0.00 |
| <i>Stewardship</i> | 0.00 |
| | \$4,700.00 |
| ADMINISTRATIVE | |
| <i>Office</i> | 500.00 |
| <i>Postage</i> | 100.00 |
| | \$600.00 |
| FACILITY REPAIR | |
| <i>Utilities - Water, Gas, Elec, Cable</i> | 5,400.00 |
| <i>Other Operating Exps</i> | 900.00 |
| <i>Insur - Prop & Liab, Bond</i> | 1,800.00 |
| <i>Facility Repair</i> | 6,300.00 |
| <i>Termite Insurance</i> | 300.00 |
| <i>Property Tax</i> | 100.00 |
| | \$14,800.00 |
| MISCELLANEOUS | |
| <i>Miscellaneous</i> | 500.00 |
| TOTAL EXPENSE | \$54,900.00 |
| DECREASE IN GENERAL FUND | -\$5,900.00 |

IHC 2017 MEDICAL VOUCHERS FUND DONATIONS MOTION REQUEST

Date: 1/10/17

To: Bishop's Committee

**Subject: 2017 Idyllwild Help Center Medical Vouchers Fund
Donations**

From: Neil

I need a motion from the Bishop's Committee to continue the monthly Medical Fund \$250.00 Help Center donations for 2017. Included in the motion, I would like the following language;

Such donations are conditional on provision of quarterly reports detailing opening balance, expenditures from the fund (anonymous in nature), additions, ending balance. Prior to the January 2017 donation, a quarterly report would be provided for the last quarter of 2016.

Subsequent to the motion, I will convey our funding requirements to the IHC treasurer, cc'ing Conor, Callie, Colleen, and Bishop's Committee.

Thanks.

“Snow Day” Policy for St. Hugh of Lincoln Episcopal Church

Policy for “Snow Days”

1. The Planned or Advertised Service or Event will be cancelled if the National Weather Service (NWS) issues a Winter Storm Warning that includes the words “only travel in an emergency.”
 - a. If the NWS issues a Winter Weather (Storm) Advisory or Winter Weather (Storm) Watch, the Vicar and Wardens will determine the best course of action and communicate that decision as early as possible. (See 2.f. below)
 - b. Members and Friends will be expected to exercise good judgment if the NWS issues either a Winter Weather/Storm Advisory or Watch.
2. Every reasonable effort will be made by the Vicar and the Wardens to have St. Hugh’s ready for the planned worship or event if it has snowed, is snowing, or if snow is forecast to start before the conclusion of the worship or event.
 - a. The Parking Lot will be plowed
 - b. Walkways and ramps will be cleared and salted if necessary
 - c. The heat will be on
 - d. Able-bodied helpers will be recruited to assist folks from their cars to the building as needed.
 - e. The Vicar and Wardens will recruit (and maintain a list of) Volunteers who will assist other Members (and/or Guests) to get to and from church if it has snowed, is snowing, or if snow is forecast to start before the conclusion of the worship or event.
 - i. The List of Volunteers will be made available to all Members via the Directory.
 - f. The Vicar and Wardens (or their designees) will be the point of contact (phone or email) for up-to-the-minute information about the status of worship or an event.
 - i. Phone and Email Contact for the Vicar and the Wardens will be prominent in the Directory.
 - ii. If one or more of these three persons is/are not available, the contact information for their designee(s) will be prominent in the Directory.
3. This proposed policy—awaiting your comments and suggestions—**will be finalized at the January 2017 BC Meeting**. It is a first effort to have a standard policy about Snow Days. It is a first effort to set up a reliable source of information for those seeking information. It is a first effort to develop and distribute a reliable list of helpers when the snow comes.

Background Information on Page Two

Background

1. Winter Storm Warnings from the National Weather Service are issued in order to keep individuals and communities safe and healthy. The Winter Storm Warning includes this line: "... SIGNIFICANT AMOUNTS OF SNOW ARE FORECAST THAT WILL MAKE TRAVEL DANGEROUS. ONLY TRAVEL IN AN EMERGENCY."
 - a. Attending and participating in worship is very important, but not an emergency.
 - b. An additional line of information that usually accompanies the Winter Storm Warning advises those who must travel (even a few miles from home to church): "IF YOU MUST TRAVEL...KEEP AN EXTRA FLASHLIGHT... FOOD...AND WATER IN YOUR VEHICLE IN CASE OF AN EMERGENCY."
 - c. Advisories and Watches issued by the NWS usually encourage the individual to be aware and use good judgment about travel.
2. Since 2014 our congregation has grown in size and average attendance at our services. Communicating with all Members has become a challenge as we have grown. Even though we are a small community within a small rural community, getting the message (of any sort) to all our Members is challenging. Naturally this is a cause for frustration and/or anger for those who didn't hear or get the message.
3. In 2015, due to snow and ice, the Senior Warden and Vicar made the decision to cancel a Sunday Service. In 2016, due to snow and ice, the Senior Warden and Vicar made the decision to cancel a Sunday Service and the Christmas Eve Service (the Junior Warden concurring about Christmas Eve).
4. In all instances of cancellation, despite good faith efforts to communicate to all, some of our Members heard about the cancellation and some did not. Visitors to the Hill, of course, did not hear. In all instances (since we are good Episcopalians) some Members agreed with the decision (and were happy and/or relieved) and some disagreed with the decision (and were disappointed and/or angry).
5. In the latest cancellation (December 24, 2016) some Members had volunteered to taxi other Members to and from St. Hugh's. Even with a good faith effort to communicate this, some Members knew of this offer, and others did not.
6. Cancelling a Sunday Service, and cancelling our Christmas Eve Service 2016, has a financial impact. This is always part of the decision making process.
7. Bishop's Committee Contact Information for your comments and suggestions:
 - a. Fr. Dan (Vicar)760-285-0834 drondeau910@gmail.com
 - b. Jacque (Sr. Warden)951-659-6276 jacqueswerdfeger@gmail.com
 - c. Jim Sales (Jr. Warden)503-422-9172 jes97209@gmail.com
 - d. Joy Woodman.....951-659-8339 popcornjoy@icloud.com
 - e. Jeff Turner949-633-8157 jeffhturner@sbcglobal.net
 - f. Chris Knutson951-527-0043 knoot@msn.com