

Bishop's Committee Agenda
April 24, 2022 1:00 p.m.

Agenda Item	Who leads?	Action Needed	Suggested Time
Opening Prayer and Check-Ins	Bishop's Committee		5 minutes
Approval of March meeting minutes (<i>attached</i>)	Bishop's Committee	Approval	2 minutes
Treasurer's Update <ul style="list-style-type: none"> Review and approval of March reconciliation and financial reports 	Melinda	Approval	5 minutes
Transition coverage <ul style="list-style-type: none"> Supply Staff coordination Warden leadership of BC 	Beth, Wardens	Updates	10 minutes
VIC search <ul style="list-style-type: none"> Next steps 	Wardens	Update, discussion	30-40 minutes
Administrator and Youth Minister job postings	David		8 minutes
Employee Handbook update	Beth	Approval	3 minutes
Final questions/comments for Beth before May 1	BC	Discussion	10-20 minutes
Schedule summer BC meeting	Wardens	Decision	5 minutes
Ministry Liaison reports	BC	Acceptance, clarification	5 minutes
Member on Duty signups	BC	Sign up	3 minutes
Vicar's Report (<i>attached</i>)	Beth	Acceptance, clarification	4 minutes
What do we want to communicate out and how?	BC	Decision	5 minutes
Thank yous and prayer requests	Beth	Discussion	5 minutes
TOTAL			100-120 minutes

Good Samaritan Episcopal Church
Bishop's Committee Meeting Minutes
Sunday, April 24, 2022

The Bishop's Committee met via Zoom.

Members Present: The Rev. Beth Scriven, Melinda Sowers, Anne Davis, David Huang, Katy Hilts, Charlee Mitchell, Susan Burt, and Clerk Tina Lamb

Susan Burt needed to leave the meeting at 1:47.

Mother Beth called the meeting to order at 1:05 pm. Committee members shared joys and concerns.

March Meeting Minutes: The minutes from the March meeting were reviewed. With no edits or corrections necessary, Charlee moved to approve the minutes. Katy seconded and the motion was approved unanimously.

Treasurer's Update: Melinda explained that she is actively training Pat Harris as assistant treasurer. Pat will be writing checks and Melinda will sign, forwarding to David and Anne when needed. Regarding the audit, Melinda said she would send it to the entire committee. The amount in checking was \$164,112.43, with \$120,534.04 in savings. Susan moved to approve the treasurer's report and Anne seconded; the motion was approved unanimously.

Beth reviewed transition coverage and Sunday supply through Memorial Day, explaining that from that date through July was in progress and would likely be finished in about a week. She explained that Yvonne Brandenburg and Amy Lindeman Allen agreed to help with coverage. David and Anne thanked Beth and discussed possible "jam" scenarios. In response to Melinda's question about paying the individuals providing coverage, Beth explained they would be paid if both preaching and presiding. May 15 is scheduled as a youth service with Amy presiding. Beth urged the committee and the staff to stay in good communication with the Bishop. Anne will be the primary staff liaison, via Zoom. For clarity, the wardens will lead the congregation in the absence of vicar and may be able to answer the congregation's questions.

David presented an updated plan (below) for the new vicar in charge search, and discussion ensued.

Plan to have new VIC in place by July or August

- a. Collecting criteria input from BC, Ministry Leaders, Staff, and some congregation members via survey by April 28
- b. Share blinded applicant materials with BC for all candidates as well as rubric based on input from Survey (by May 2)
- c. Ask BC to review and reply with Ranking 1, 2, 3, 4...or a "not a good fit at all" BY DATE: DUE May 8 end of day
- d. Wardens process feedback/input from BC and decide on Top X (min 2; max 3) (May 9-11)
 - i. Communicate Warden Decision to BC "based on everyone's input" May 12
 - ii. Release the others from discernment May 13

- e. On May 13, Inform continuing candidates of invitation to interview and Schedule interview with candidates (interview via Zoom window: May 23, 25-27 (evening times; 60 minutes; 7PM ET)
- iii. All of BC invited to participate in interview process but MUST commit to ALL interviews (All interviews will be recorded with consent)
- f. Visit/trip target JUNE (try to catch Bishop before her Summer of All Things)
- i. TBD – Need to build out details and logistics and ideas for itinerary
- g. New VIC start: Start in July/August

Reminders:

- May 10 Bishop visit
- May 22 GS Community Meeting
- Congregation 1 question survey (link in e-news): “What question(s) would you like the Vicar Search Committee to ask...?” May 13 e-news, survey closes May 18

Anne suggested: “If we’re sure someone isn’t the right fit, we will let the candidate know promptly. Clear is kind and kind is clear.” She mentioned that it would be appropriate to ask candidates, “Are you interviewing for other positions as well?”

David discussed plans for Bishop Jennifer’s upcoming May 10th visit with the congregation and wardens, re: how the Episcopal Church works, and her plan to answer questions with the wardens regarding the tough spot Good Sam’s is in. The May 22nd community meeting by the Bishop’s Committee was also discussed, including updates on the vicar search, staffing transitions, and the Village Hub. In preparation, an email would be sent to the Bishop’s Committee and key members of the congregation in lieu of a congregation-wide survey. Melinda suggested giving the congregation an opportunity for input with one question in the e-news: “What question or questions would you like the Bishop’s Committee to consider in interviews?” Wording could be crafted with David. Discussion followed.

Beth mentioned that Astrid’s last day on staff would be June 15th. David said he’d hoped for an overlap in staffing for training and led a discussion regarding a job posting for the position. Anne moved to include: \$18 - \$20 an hour, 4% 403(b) contribution, and 5% match. Melinda seconded the motion and it was unanimously approved. Conversation ensued regarding Astrid’s pay for the duration of her time at Good Sam’s and Anne moved that Astrid’s pay be increased from \$17.85 to \$20.00 an hour, effective April 16th through the end of her employment. Katy seconded and the motion was unanimously approved. Beth agreed to share the news with Astrid, and she agreed to share job description information with the committee, Rowen Squire-Willey, and Barbie Russell.

Responsibilities for interviews were discussed. Charlee offered to partner with Barbie for youth minister selection. Once final candidates are identified, the committee would sign off on making offers and choosing start dates. Beth explained that admin is a committee hire and doesn’t have to be a warden role. Melinda volunteered to interview and suggested that Astrid be the second person. Beth suggested enlisting Cal Brandenburg as well. Anne moved that Melinda, Cal and Astrid handle the process and Charlee seconded the motion, which was unanimously approved.

Beth discussed a conversation she had with Cal regarding a proposed small update to the employee handbook: pulling holidays out of PTO and listing specific paid holidays separately. Melinda moved for these changes to be implemented and Charlee seconded the motion, which was unanimously approved.

Beth, attending her last Bishop's Committee meeting, mentioned exploring another one-year-ish plan to make space for long-term planning. She mentioned that Cal and Yvonne would be available to provide pastoral care and that seminarian Courtenay's last Sunday would be May 8th. Beth said that pastorally her role would be done May 2nd but "you can ask me questions like 'Where can I find this thing?' e.g. clarifying questions." Keys to the diocese offices will be given to Astrid and keys to Harris will be given to the wardens. Specifics regarding opening the building and setup were reviewed. It was agreed that a combined June-July Bishop's Committee meeting would take place July 19th at 7:00 pm.

Ministry Liaisons: Charlee stated that *Outreach* is going well, planning dates and factoring in Lucy's transition out. Beth Hannon-Penny is looking for a co-lead and would like committee input. Melinda and David suggested asking Rita O'Connor.

Village Hub: David had a check-in with Megan from Trinity Wall Street recently in which a "pause" was discussed, to allow focus to be on the vicar and staff selection.

Connection: Katy said that Nanci wants to know who to send people to who have questions about the Episcopal Church. It was agreed that Katy herself, Lara Dreyer, and Barbie would do well with this. Katy mentioned Nanci's desire to focus more on internal connections, with someone else handling externals such as the farmer's market. Discussion ensued and the group decided to check pledge cards for involvement interest.

Stewardship: Anne explained that Laurel Hensel had returned to her family's Lutheran Church, so a replacement would be needed. Conversation followed, with a suggestion to give the new person Gray and Anne's folder of information, for familiarization.

Administration: Beth mentioned that Cal expressed a wish to step out, and she considered Mary Kay Conley a "definite maybe" for admin chair.

Beth presented the sign-up link for BC member on duty. She said she'd had coffee with several newcomers and noted that Astrid is checking the mail at the post office in Brownsburg. She said the box has to be opened in the presence of a non-family member in case there are checks, so a decision has to be made re: who gets the second key.

Anne suggested opening the server sign-up to a wider span of dates and the committee agreed.

Beth noted that the church calendar has been updated and that she plans to talk with Barbie and Astrid about job posting and selection. May 10th and 22nd activities will be included in the e-news. She extended a big thank you to the group and the "exceptional" individuals: "One of the best parts of Good Sam's has been working with you all, and I will miss you." The committee members responded with gratitude and warm wishes. Beth mentioned plans to write thank-yous to other church members as well. She followed with prayer and the meeting was adjourned.

Vicar's Report:

By the numbers... Measures and Benchmarks as of April 21, 2022

- Number of people in "base": (members and regular participants): 268 (178 adults, 90 children/youth)
- Number of newcomers (people in the pipeline yet to go through Newcomer Initiation): 22 adults

- Rolling attendance last 4 weeks: (91, 88, 89, 114) avg. 95.5 ○ does not include Easter which had an in person attendance of 128 - will calculate online/total next month)
- Year to date average Sunday attendance: 88 ○ 2021 in person ASA: 56 ○ 2021 online ASA: 88 ○ 2021 total ASA: 77.6
- Year to date average Sunday attendance last year at this time: 113.3
- 2022 amount pledged: \$151,616.16
- 2022 amount given: \$47,046.86
- Vicar's newcomer connections: