**Good Samaritan Episcopal Church**

**Bishop’s Committee Minutes**

Wednesday, October 19, 2022

The Bishop’s Committee met at the Huang home in Brownsburg.

**Members present:** Reverend Jim Said, David Huang, Melinda Sowers, Charlee Mitchell, Anne Davis, Susan Burt (remotely), and Clerk Tina Lamb. Katy Hilts was on vacation.

Opening Prayer and Check-Ins, 7:13 pm

Father Jim led the group in a discussion of Luke 18:9-14 and invited personal and professional sharing of each attendee. He then announced and explained the significance of Barbie Russell’s invitation to serve on a diocesan youth panel (see below).

**Approval of September Meeting Minutes & Consent Agenda:** Anne moved that the minutes be approved, and Melinda seconded. All were in favor.

**Treasurer’s Update:**

* Checking: $152,551.43
* Savings: $120,617.77
* Melinda explained that she is researching acquiring a Good Sam’s credit card for purchasing.

**Vicar’s Report:** Barbie was approved as youth minister, which will be announced Sunday the 23rd, mid-service. Jim will also share news of her being appointed to the Youth Ministry Renovation Team and Task Force. She will have an increase in responsibility and time commitment.

Jim stated that every employee should have a letter of agreement that would outline what work the employee is doing, and this will be implemented going forward.

Rachel will, officially, be moving out of state, so we will be losing her but are in the process of looking for replacements. Tina mentioned that Ivy Tech Community College’s Early Childhood Education Program Chair Rose Wilson may be a good resource, and agreed to contact Rose.

**Ministry Liaison Reports:** David had conversation with Kendall Ludwig a couple of weeks ago, and Kendall would like to look into getting new and better wireless mics; ours are dated and not high quality. These should be considered when budgets are planned. This is being discussed already, per Jim. For this coming Sunday Kendall will make sure his microphone is on so people attending remotely won’t miss anything. David wondered if the kids are coming in too early to the service; they used to come in later, or at least not causing a traffic jam during offering. Jim agreed that we will need to make sure they don’t come in too early, and the children should sit closer to the altar, by his invitation, creating an aisle to be clear of the seats.

Charlee had no updates on Outreach, but noted the transition from Lucy to Becky as leader is well in progress. When Bri and Charlee get back from Italy, they will audit and update the Good Sam’s website, making sure to add Jim’s photo. Discussion ensued re: a need for a new church video, the original of which was filmed by Gray’s friend.

David noted a date error in VIC’s Report.

**Stewardship Campaign:** Jim commended Anne’s work thus far on the stewardship campaign. Letters will go out to the congregation next week. Pledge cards will be presented on November 20th; Bri is getting quotes for a catered lunch. Letters will include an RSVP for lunch. Charlee will speak briefly about this during announcements this Sunday. Anne will send Charlee the info. Jim noted the need to explain the money that’s needed to come in for our programs.

**Member on Duty Signups (to close Harris):** We need to figure out a rotation for closing the school after services; Jim will take one Sunday per month. What about the Bishop’s Committee member on duty taking responsibility for closing? David explained this would entail making sure all doors that should be locked and closed are; resetting everything back to school mode, including bathrooms; turning lights off; removing the box of programs (for recycling); etc. It’s important to note that whoever does this needs a card key and interior door keys; this would have to be figured out. Anne noted that a really clear checklist would be needed; the key responsibility is extremely important; maybe BC members could assist Jim—who hasn’t yet handled it.

Anne suggested: “Maybe as you [Jim] are doing it, brainstorm how we might turn it into a rotation in the future.”

David noted: “When I handed the keys over to you [Jim], I did get one internal key and it’s either with me or in my car…it doesn’t have exterior access. What should be done with that?”

Jim replied: “We as a congregation have five keys; let’s table this and bring it back up at the next meeting.” David suggested that if we ever do split it up, we should we create a separate column in our Excel spreadsheet, to make room for staff members’ participation.

**What do we want to communicate and how?** Jim requested the ability or access to be able to send congregation-wide messages and the Committee agreed. Jim will work with Bri on getting the right account settings.

**Pastoral Care:** It was noted that everyone has pastoral care issues. Jim explained All Saints Day is a feast day that can be moved to a Sunday, and we’re moving it to November 6th. Attendees can give names of people who died, and those offering up the names will speak them, themselves, during the service. People are grieving for many reasons including Covid, the loss of Gray, etc. Jim expressed a desire to revamp the pastoral care team, to be more effective, explaining he didn’t “want to miss somebody.” Anne noted that we had a pastoral care team pre-Covid, including Heidi; it became the prayer team—more of something to fill a gap. She suggested that if Jim could find the list of people involved before, they would probably be happy to be involved again.

**Profile and Holy Conversations:** David suggested that five to seven names be put forward for a discernment committee. Charlee will serve as committee liaison.

Purpose: create a profile and help with the discernment process going forward, working through the Holy Conversations process with Jenn Phelps to set up larger group feedback sessions, process learnings, etc. Anne suggested that we keep diversity in mind and get a solid starter list created. David will create a survey to give everyone a chance to express interest, also. Jim stated that it will be important for the congregation to understand what will be expected. The committee agreed to have a draft survey out around November 5th and Charlee and David agreed to meet the week of the 6th.

**Miscellaneous:** David asked if Good Sam’s and Brownsburg schools’ use agreement would be out soon and Jim noted that news would be coming out this Friday, pre-programmed. David asked about reimbursement for mileage in the past, in the context of expense reports. He had noticed mileage, in signing off on one of Jim’s, but hadn’t seen one of these in the past. Susan noted that what we do is what the IRS guidelines are, which can be looked up. There hadn’t been much mileage for a while due to Covid; it is less about the actual rate and more about what should be covered. Jim explained it’s in his employment agreement that the church would cover mileage, except for his drive to and from work; it’s a little high right now due to currently living in Zionsville. But we cover his phone, mileage and continuing education. He stated the church should cover Barbie’s mileage in this new role, and her phone.

David explained, “It’s not about whether we want to or not…I want to confirm this, but want to talk about it so we can budget adequately for the future…goals are being met. We should expect to see more mileage and factor that into the budget, with less needed once Fr. Jim moves to Brownsburg…this is strictly about budgeting properly, not about worth, etc.—just budgeting, no need to justify.”

Rachel is leaving and we need to give her something as a thank you. Two newcomer meals occurred this week. A question was raised about gifts for those leaving ministry roles, and Jim explained “if they’re not leaving the congregation, we probably should not spend on gifts.” Anne suggested that a card is appropriate. Jim noted that Rachel will give two weeks’ notice.

Melinda explained that deposit documentation would now go in the plastic container in the sacristy room and Jim will take it and make sure he scans it and sends to Pat and Melinda. Originals are required for the auditors. David asked attendees: “If you’re the BC member on duty, make sure to put it in the plastic bin, not in the zipper pouch.”

Melinda noted there would be new committee members for 2023, but “I’ll still be coming because I’m treasurer.” (David and Melinda’s Bishop’s Committee terms are ending.) David suggested checking in with Kevin Samples, based on his experience with BC selection in the past. Jim said that in his prior parish it was done by nomination and election; “You guys have had it harder than any other vestry…Gray left, Beth left, and Covid.” David stated that our bylaws do allow the vicar to have full control of naming junior and senior warden. Jim agreed to find out what the process is and take that on.

The committee agreed to meet next on November 16th at Tina Lamb’s home in Speedway.

Jim closed the meeting with a prayer from St. Francis, and the group adjourned at 8:57.