

St Hugh of Lincoln, Bishop's Committee Meeting  
September 17, 2015 MINUTES

**In attendance: Neil Passage, Rick Martinez, Jacque Swerdfeger, Ron Kelley, Janet Reynolds, Fr. Dan Rondeau; Ed Hansen, Music Minister. Excused: Patricia Horkey, Nominee for Ordination.**

**Conversation started with "the process" discussion. This discussion started at 3:05. Varying degrees of satisfaction and dissatisfaction about our process of communication and decision making were aired.**

1. Call to Order

**3:10 meeting called to order**

2. Opening Prayer

**Father Dan opened with a prayer to guide us.**

3. Approve Minutes from 06/14/2015

a. Note: The BC did not meet in July or August 2015

**Neil moved to approve the minutes. Rick seconded. Approval was unanimous.**

4. Approve "Minutes" of Email Discussion and Decision re: Rear Deck Replacement

**Adoption moved by Rick. Seconded by Neil. Approval was unanimous.**

5. Reports

a. Treasurer's Report (Neil)

**Neil presented his detailed report. Available on Google Docs (arrange with Neil to view).**

b. Senior Warden's Report (Neil)

**Neil presented his report.**

c. Junior Warden's Report (Rick)

**Rick presented his report. Attached.**

d. Nominee Report (Patricia)

**Father Dan presented Patricia's report. She was not in attendance due to a psych exam as part of the process of ordination. Attached.**

e. Music Ministry Report (Ed)

**Ed presented his report. Highlights included his continuing work on**

the Feast of Saint Francis, Thanksgiving service on 25 or 26 Nov., the Service of Solace on 4 Dec., Christmas Eve and the choir.

f. Vicar's Report (Fr. Dan)

**Father Dan presented his report. Attached.**

**Jacque moved to approve payment of \$333.00 to Dr. Coburn as our share of the psychological evaluation in the ordination process of Patricia. Rick seconded. Approval was unanimous.**

6. Old Business

a. Status of Plaque for "Our Old Tree" (Jacque)

**Jacque gave report. Will get another estimate and do an average.**

b. Sign Thank you Certificate to Alpenglow for Lilac plants

**Certificate signed by all. Presentation of the certificate to be scheduled.**

c. Appointment of Fund Raising Committee

**Tabled.**

d. Designation of Yard Sale Funds

**Janet requested that we start a "rainy day" fund to include Patricia.**

**Janet moved that the 2015 Yard Sale money be designated to the "Contingency Fund." Rick seconded. Approval was unanimous.**

7. New Business

a. Laundry Ministry (Diana Kurr)

**Tabled.**

b. Approve new monthly meeting day and time

**Neil will send us a notice via email. Will be a moveable day.**

c. Items added at No. 4 (above)

**Money designated for the HELP Center. Neil moved that the plate income on the First Sunday of the Month—not to exceed \$250—be designated for and given to the HELP Center. Seconded by Rick. Approval was unanimous.**

8. Closing Prayer and Adjournment

**The Lord's Prayer was offered. Adjournment at 4:45 pm.**

9/17/15

## Bishops Committee Meeting - Jr. Warden Report

09/13/2015

### Irrigation:

Issues with gofers (?) Larger lines have been chewed/destroyed. All large lines have been buried in PVC pipe. Three (3) lilacs destroyed and replaced by Gary

### Electric Issues:

1. AA Coffee Bar plugs cause circuit breakers to pop. (Repair scheduled)
2. Memorial Garden electrical (previously approved) on schedule.

### Back Deck:

**Demo:** Permit has been renewed. Demo on October 5th. Once demoed another structural review by Robyn to determine any issues. Community Lumber has offered to provide "substantial" discount for materials.

### Safety Inspection:

1. Recommend insulation all pipes below church.
2. Father Dan's office: replace carpet, slip hazard
3. Install rail at step from street, slip hazard
4. Label Electrical Panel (Rick's list)

*P deck construction.*

\*\*\* Recommended "Volunteer Policy" (Father Dan?). "Recommend that church develop guidelines pertaining to when a new member may volunteer"

### Kneeler Update:

*COMING —*

Replacement kneelers in Bertolini's system. Should ship in a couple weeks.

### Executed Items

1. Installed smoke detector at Hall / replaced all batteries
2. Installed Fire Extinguisher in Father Dan's Office / Fellowship Hall
3. Installed address numbers on building / Exit signs throughout
4. Finished Bell Tower Painting/ Doors
5. Installation of new Kitchen Faucet

### Han's to Do List:

1. Door Overhangs
2. Hall (Bathroom) upgrade
3. Install hand rail at step from street
4. Different Slip attachment to deck ramp

ST. HUGH'S EPISCOPAL CHURCH  
SEPTEMBER 13, 2015 BISHOP'S COMMITTEE REPORT

Patricia Horkey- Nominee Report:

- I. St. Hugh of Lincoln hosted an interfaith meeting with the Mountain Community Leaders, on Tuesday July 28, 2015, addressed the growing need and concern for the wellbeing of the elderly. Guest Speaker Supervisor Doreen Cahill from Long-term Care Ombudsman's Office located in Hemet.
- II. Spiritual Living Center hosted an interfaith meeting with the Mountain Community Leaders, on Tuesday August 25, 2015, addressed the resources of MediCal and Medicare, Meals on Wheels, Food Stamps, Social Security, etc. available to seniors and their families. Guest Speaker Supervisor MJ Arevalo from the Riverside County Office on Aging (RCOA).
- III. Spirit Mountain Retreat Center will host the Precious Elder Ministry, on Tuesday September 29, 2015, to address Veterans Benefits for seniors who are veterans and benefits for their family members. Guest Speaker Supervisor Linda Nunez from the California Veterans Alliance Non-profit organization.
- IV. In the past six weeks with the guidance of the Precious Elder Ministry,
  - a. 3 Elders received help from the Office on Aging with CAREGIVING ASSISTANCE.
  - b. 1 Elder received help from the Office on Aging with FOOD STAMPS.
  - c. 1 Elder received help from the Office of Aging with Social Security to receive BENEFITS that were owed.
  - d. 1 Elder received assistance with HOSPICE CARE. And
  - e. 1 Elder received HELP from the Long-term Care Ombudsman.
- V. Thursday, September 17, 2015, in La Jolla, will be taking an in-depth psychological exam for the diocese.
- VI. Monday, September 21, 2015, Rev. Gwynn from St. Mary's Church in Ramona, will be coming to St. Hugh's for a visit and to share the Precious Elder Ministry with her.
- VII. Bringing Holy Communion to our members of St. Hugh's who are not able to come to church. In the home and hospital. Visiting Chris' brother Eric in the hospital.
- VIII. Intercessory Prayer List/Get Well Cards sent out to members and driving a member to appointments. Grocery shopping, yard work, and dump runs for Jeff T.

- IX. Continue to give Pastoral Care to Alzheimer's patients and family members in the desert. (Three times a week)
- X. Help with the unloading of food supplies at the help center.
- XI. On Thursdays giving Pastoral Care with Bob from St. Margaret's in Palm Desert to visit and bring Communion to the elderly in convalescent homes/hospitals. Daniel also came with me to visit in the convalescent home on Thursday June 25 and July 2, 2015.
- XII. Intercessory Prayer List: Continue prayers being offered
- XIII. Assisting with the Altar's Guild Team
- XIV. Attended (School For Ministry) SFM Information Day at the San Diego Diocese on Saturday July 25, 2015.
- XV. Assisting with the Liturgical Ministry on Sundays.

# Vicar's Report | 13 September 2015

Thank you for your leadership and service to this community.

## Action Items

1. **Funding Approval:**
  - a. **We approve the disbursement of \$333.00 payable to Dr. Marjorie Coburn, PhD as required by the Diocesan Policy for Nominees in the ordination process.**
  - b. See "P. 12" of the Diocesan Ordination Process (attached PDF)
  - c. Patricia, our Nominee, has already paid her portion and the Diocese is committed to pay their portion of the cost of this evaluation (\$1000.00)
2. **Appoint: A Fund Raising Committee.**
  - a. The Fund Raising Committee will schedule, coordinate, and supervise efforts to raise funds beyond pledges
    - i. Yard Sale(s)
    - ii. Music and Food Evenings
    - iii. "Products" (T-shirts, sweatshirts, caps, pens, cups, and so on)
    - iv. "Other" fund raising events, products, or inspirations
  - b. The BC will be responsible for designating the use of funds raised by the Committee

## Communications

1. Updated the St. Hugh's Email List for the Diocese
2. Working on a St. Hugh's Directory Update
3. Maintaining our website (Thank you Rick for the domain name registration)
4. Maintaining our Facebook Page (seeking other "editors")
5. Weekly E-newsletter and other occasional all-members-and-friends emails

## 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. Membership Update continues
3. Ron Kelley contacted our "inactive" members in July
  - a. Appreciative to be contacted
  - b. No actions required at this time
4. Recent activity in July and August (**Potential Members** of St. Hugh's)
  - a. Ramon (Summer Guest from Palm Springs)
  - b. **Bob Parish (joined St. Hugh's in July)**
  - c. **Dorothy Brooks (joined St. Hugh's in July)**
  - d. Joshua, Kevin, and Ethan (Guests from Palm Springs)
  - e. Stacey and David (Guests from 29 Palms)
  - f. **Kelly Armantage (Friend of St. Hugh's. Returned for the summer)**
  - g. **Gloria (RC) joined St. Hugh's in July**
  - h. Kim Burton (Guest in July, single Mom of two, new Idy Resident)
  - i. **Suzanne Petersen (Palm Desert) joined St. Hugh's in August**
  - j. Daniel Bissler and Randy Echito left St. Hugh's in September

## Membership and Attendance

Members: 70 (Baptized Members recorded in our Journal)

Daniel and Randy have withdrawn as St. Hugh's members

Bob Parish, Dorothy Brooks, Gloria Esqueda, and Suzanne Petersen became members

We have 9 Inactive Baptized Members and 1 Seeker

Communicants: 66

Friends of St. Hugh's: 97 (Source: Email list)

Sunday Attendance through August 31: 2014 | **2015: 1040 | 1419**

Average Sunday Attendance through August 31: 2014 | **2015: 27 | 37**

## Ordination Process

1. Patricia Horkey continues her journey to ordination. She is "Our Nominee."
  - a. I have attached a summary of the Ordination Process for reference.
    - i. Complete document available upon request.
  - b. A Parish Discernment has been formed
    - i. Diocesan Chair: Susan Ward
    - ii. Diocesan Member: Richard Bonacci
    - iii. St. Hugh's Members: Joy Woodman, Robyn Ritchey, Terry Kurr
      1. Terry replaces Daniel Bissler on the PDC
    - iv. Meetings of the PDC: 10/4/15 and 10/25/15 in Joy's Hemet Home
    - v. After the PDC has met we will complete "Form 8" (attached)
  - c. Patricia will complete the required Psychological Exams this month.

## Pastoral Care and Serving Others

1. Healing and Holy Communion (Attendance: 143, Average: 6)
  - a. Regular contact with homebound
  - b. Eric Knutson (Chris' brother; at DRMC)
  - c. Fr. Larry (on hospice and nearing the end)
  - d. Susan Simmons (Thank you to the whole community for their care)
  - e. Jeff Turner (Thank you to the whole community for their care)
2. **Precious Elder Ministry** has begun under Patricia's Leadership
  - a. With my encouragement and participation Patricia has begun 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, Idyll-Elders, interested individuals, and local individual care providers.
    - ii. The next meeting of the Alliance is scheduled for Tuesday, Sep. 29 at Spirit Mountain Retreat Center (9 am)
  - b. Patricia and I have begun a collaborative ministry to the elderly with the Pastoral Care Team of St. Margaret's in Palm Desert
3. **Mountain Communities Alliance Against Gender-based Violence**
  - a. With my encouragement and participation Callie Wight has taken leadership of a local effort to participate in global work to end Gender-based Violence
  - b. To date we have enlisted the support of the Idyllwild Rotary, the Idyllwild Soroptimists, Spirit Mountain Retreat Center, and the Idyllwild Arts Academy.

- c. Other organizations being approached include schools, the Riverside District Attorney's Office, and other local, faith-based communities.
- d. The International Event—16 Days of Activism Against Gender-based Violence—is sponsored by and coordinated by the Center for Women's Global Leadership at Rutgers University.
- 4. HELP Center support
  - a. Monthly food delivery with the support of St. Margaret's and Thrive On
  - b. Reminder: Callie and Conor now on the Board
- 5. 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
- 6. 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
- 7. Can we partner with/support the Cheyenne River Episcopal Mission in South Dakota.
  - a. The Rev. Margaret Watson (a former co-worker of mine) is the Vicar.
  - b. This would become another "Beyond-the-Hill" ministry partner.
  - c. Partnership will include prayers, communications between St Hugh's and the Cheyenne River Episcopal Mission, and may include financial support (with BC approval).
- 8. Mountain Communities Interfaith Alliance (St. Hugh's leads the way)
  - a. Met with Mary Morse (SMR) to plan future work in developing this Alliance
  - b. Planning has begun for our Service of Solace (December 4, 2015 at 6:00 pm)

## Education

- 1. I have invited Butch Glosson (Good Shepherd, Hemet) to address our congregation
  - a. Butch was a Delegate to the recent General Convention
  - b. Butch was elected to the Executive Council of the Episcopal Church
- 2. Sunday Morning Forum is being reworked (October start planned)
- 3. The "Keep Learning" feature of our weekly newsletter is my attempt to extend our Educational Ministry to members and friends

## 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
- 2. Committees
  - a. Stewardship Committee 2015:
    - i. Me and a Ron Kelley
      - 1. Planning has begun
  - b. Fund Raising Committee
    - i. A committee to schedule, coordinate, and supervise efforts to raise funds beyond pledges



ii. Who: ?

### **Worship Notes**

1. Grateful to The Rev. Paul Kowalewski for his ministry on 8/23/15 and 8/30/15
2. The Rev. David Burgdorf will be our Preacher on 9/27/15
3. The Rev. Clark Trafton will be Celebrant and Preacher on 10/11/15
4. The Rev. Paul Kowalewski will be Celebrant and Preacher on 10/18/15
5. Listen to our members in order to help Ed and me evaluate and plan our worship

### **Calendar items**

1. Wed. 9/23/15.....Taizé Service
2. Sat. 10/3/15.....Blessing of the Animals
3. Wed. 10/28/15.....Taizé Service

**FORM 8, EDSD Discernment for Ordination**

**Letter of Support for Postulancy**

(In accordance with Title III. Canon 6 Sec. 2(a) and Title III. Canon 8 Sec. 2(a); 2009 Canons)

To: The Right Rev. James R. Mathes  
ATTN: Bobbi Hoff  
The Episcopal Diocese of San Diego  
2728 Sixth Avenue  
San Diego, CA 92103

Name of Sponsoring Parish/Mission: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Place \_\_\_\_\_

We (the Sponsoring Priest and two-thirds majority of the Vestry), whose names are hereunder written, testify to the best of our belief and personal knowledge that \_\_\_\_\_ is a communicant of \_\_\_\_\_ in good standing, and has met with a Parish Discernment Committee, at least one member of that committee not being members of this parish. Based on the recommendation of the Parish Discernment Committee, we do furthermore recommend admission as a Postulant and continuing discernment for Holy Orders.

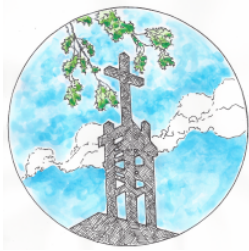
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Attestation of Clerk or Recording Secretary:  
I hereby certify that the foregoing certificate was signed at a meeting of the Vestry.

Signed: \_\_\_\_\_ (Clerk of Vestry)

Note: No person seeking Holy Orders shall sign any of the certificates prescribed by the Canons (Title III.5.2a; 2009 Canons).



# SAINT HUGH OF LINCOLN EPISCOPAL CHURCH

A Mission of the Episcopal Diocese of San Diego:

*We are here to enable questioning, open-minded people  
to discover for themselves the significance of Jesus Christ.*

6 August 2015

Grace and Peace to all.

As you know Patricia Horkey, our member, is a Nominee for Ordination to the Priesthood in the Episcopal Diocese of San Diego. This is an event and process of great importance for our Mission, the Diocese, the Episcopal Church, and, indeed, the Church founded on the Apostles by Jesus Christ. For over 2,000 years the Church has prayed to and depended on God to call men and women to ordained ministry. Now, **a member of our congregation** is responding to God's call.

What follows is a document which summarizes the journey upon which Patricia has entered with my support and the support of those who heard her story when she preached. Over the coming days I hope more people will hear her story and be as convinced as I am that God has called her to ordained ministry. You will see (especially if you read the entire manual for ordination) that many people will have a role in discerning Patricia's call over weeks, months, and years.

You will also see that part of the process is the formation and work of a Parish Discernment Committee (PDC). Susan Ward from Christ Church in Coronado is the Convener, Richard Bonacci from the Cathedral is a second diocesan member, and Daniel Bissler, Robyn Ritchey, and Joy Woodman from St. Hugh's complete the PDC. "The group's principal tasks are to listen to [Patricia] articulate [her] call and to join [her] in discernment about vocation....The Chair's final assignment is to prepare a report for the Bishop, [Commission on Ministry] Chair and [Patricia's] Sponsoring Priest." (See "p. 13" in the following document.)

In the coming days please take the time to talk with Patricia, share a meal with her, listen to her story, ask questions about how she sensed God's call, and learn about the process and requirements for a person to be ordained in the Episcopal Church. In other words, keep learning. I invite you to speak with me about the process, about discerning God's call, about my own experiences of responding to God, being affirmed by the community, and then being ordained for God's service as a priest.

We join Episcopalians nationwide as we pray:

O God, you led your holy apostles to ordain ministers in every place: Grant that your Church, under the guidance of the Holy Spirit, may choose suitable persons for the ministry of Word and Sacrament, and may uphold them in their work for the extension of your kingdom; through him who is the Shepherd and Bishop of our souls, Jesus Christ our Lord, who lives and reigns with you and the Holy Spirit, one God, for ever and ever. *Amen.* —*Book of Common Prayer*, p. 256

May God bless us all

Dan

# Ordination in the Diocese of San Diego

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URL: <http://www.edsd.org/com/>

## Terminology

Some helpful definitions around discernment and ordained ministry.

**Nominee** – (formerly Aspirant) is a person identified as a potential future ordained leader

**Listening Hearts Meeting** – the initial meeting between nominee and diocesan members trained in the Listening Hearts discernment process

**Parish Discernment Committee (PDC)** – meets with nominee several times. PDCs will be trained by two at-large diocesan members who have been trained for this process, and will also participate in local PDCs.

**Postulant** - a nominee who, upon completion of Ministry Retreat, and fulfilling all other canonical requirements for postulancy, is permitted by the bishop to progress in the discernment process.

**Candidate** – a postulant who has fulfilled all canonical requirements for candidacy, and is permitted by the bishop to progress to ordination.

**Note from the book *Listening Hearts*** (by Suzanne Farnham et al.), used by the Diocese in this process: **DISCERNMENT** comes from the Latin word *discernere*, which means “to separate,” “to distinguish,” “to determine,” “to sort out.” In classical spirituality, discernment means identifying what spirit is at work in a situation: the Spirit of God or some other spirit. Discernment is “sifting through” our interior and exterior experiences to determine their origin. Discernment helps a person understand the source of a call, to whom it is directed, its content, and what response is appropriate. Discernment also involves learning if one is dodging a call, is deaf to a call, or is rejecting a call. (Chapter 3 in the Kindle Edition of *Listening Hearts*)

## Ordained Leaders

Some qualities and competencies that we look for in potential ordained leaders are:

- self-awareness, transparent, authentic, honest
- communication skills
- conflict resolution
- skilled at self-management
- demonstrates fiscal responsibility
- adept at telling the story
- critical thinker
- grounded spirituality
- genuine charisma
- possesses a servant’s heart
- sense of humor
- global perspective and engagement with world
- sacramental sensibility

## Nominees for Ordained Ministry

Some qualities and attributes we look for in those discerning a call to ministry are:

- discretion
- sensitivity
- attentiveness
- well-developed sense of one's own ministry
- trainable
- balances the spiritual and the practical
- understands the Episcopal Church/Ministry
- collaborative thinker

## The Title III Revisions . . .

- emphasize recruitment of leaders for diaconate and priesthood;
- are about discernment in community (congregations are to become more intentional cultures of ministry discernment);
- provide both a framework and means for this discernment;
- place more initial responsibility on rectors/deans/vicars/priests-in-charge (clergy are discouraged from sending persons through the process who clearly do not have potential as ordained leaders);
- are more flexible and fluid than previous Title III Canons (no fixed times of postulancy and candidacy, and more flexible in terms of theological formation);
- increase both the involvement and accountability of congregational leaders and leading clergy (rectors/deans/vicars/priests-in-charge).

Note: Title III in the Constitutions and Canons of the Episcopal Church, 2009 can be viewed or downloaded as a PDF at: [http://www.episcopalarchives.org/pdf/CnC/CandC\\_2009pp65-121.pdf](http://www.episcopalarchives.org/pdf/CnC/CandC_2009pp65-121.pdf)

## New Process

Rector/Dean/Vicar/Priest-in-Charge (hereafter called rector) identifies potential nominee.

- Nominee meets with rector
- Nominee participates in initial Listening Hearts session
- Nominee meets again with rector
- Rector notifies bishop and COM chair that a Parish Discernment Committee (PDC) will be set up.
- PDC is gathered. Bishop designates two at-large members who will train local members. Vestry is notified.
- Concurrently, the nominee, in consultation with the rector, identifies and completes a Ministry Project (guidelines available through the COM and on the diocesan web site here).
- PDC prepares a report. The vestry then meets with the nominee. A two-thirds vote in favor is required for continuation.
- Nominee meets with the bishop and the COM chair.
- Nominee meets with COM, joined by the rector.
- COM may recommend that the nominee:
  1. attends two-day Discernment Retreat (formerly BACCM)
  2. enters into a period of additional study and prayer
  3. explores other ministry opportunities not requiring ordination
- If 1), then nominee meets with the Standing Committee. Psych tests are completed prior to the Discernment Retreat.
- Nominees participate in the Discernment Retreat (late winter/early spring), attended by COM members, the bishop and other diocesan staff, at the bishop's discretion.
- At retreat's conclusion, the bishop, in consultation with the COM, decides that the nominee:
  1. is named a postulant
  2. enters into a period of additional study and prayer
  3. explores other ministry opportunities not requiring ordination
- If 1), the COM supports the postulant in developing a formation plan (education and formation). The School for Ministry as well as available seminaries will play a key role in forming deacons. Seminary training will play a key role in forming priests.
- Postulants apply for candidacy toward the conclusion of formation. A similar process of discernment, consistent with the previous steps, will guide the COM, Standing Committee and the bishop (who makes the final decision).

A lay person who is interested in entering the discernment process must speak with his or her rector before taking further steps to pursue the new discernment process.

Are you, or others in your congregation, called to the ministry of discernment? If so, please contact the Rev. [Gwynn Freund](#), 760-789-0890.

Interested persons will be asked to dedicate one weekend to training, after which they will be asked to serve as at-large members of Parish Discernment Committees.

## **Commission on Ministry Roster**

The Rt. Rev. James R. Mathes, bishop

The Rev. Canon Allisyn Thomas, canon to the ordinary

The Rev. Gwynn Freund, chair and vicar of St. Mary's, Ramona

The Rev. Paige Blair, rector of St. Peter's, Del Mar

The Rev. Dr. Paul Carmona

The Rev. Dr. Laura Sheridan-Campbell, vicar of Holy Cross, Carlsbad

The Rev. Kenneth Simon, assistant at St. Michael's, Carlsbad

Dr. Midge Coburn, member of St. James, La Jolla

Mr. Gary Koch, member of St. Paul', Palm Springs

Mr. George Mercer, member of St. Andrew's, La Mesa