

MINUTES: January 8, 2019

St. Hugh's Bishop's Committee

Jacque Swerdfeger (Bishop's Warden), James Sales (2020, People's Warden), Julie Roy (2019), Fr. Dan Rondeau (Vicar), Carol Rondeau (Clerk and Sunday School), Neil Passage (Treasurer). Permanent Guests: Ed Hansen (Music Minister), Rev. Patricia Horkey (Priest).

Excused: Terry Kurr (2019), Robyn Ritchey (2020), Diana Kurr (Altar Guild)

1. Prayer -**Opened with a prayer**
2. Call to Order -**9:44 meeting called to order**
3. Review and Update Agenda
4. Approve Minutes from the December 11, 2018 Meeting - **Julie made a motion to approve and Jacque seconded the motion. All were in favor.**
5. Treasurer's Report (Neil) –**Report submitted.**
 - a. Establish Church Accessibility Fund
 1. **Jacque moved that: "The Bishop's Committee instructs our Treasurer to create a Church Accessibility Fund. This will be a Designated Fund to use for upgrading and maintaining our building and grounds to be more accessible." Julie seconded the motion. All were in favor.**
 2. **Jacque moved that: "The Bishop's Committee instructs our Treasurer to contact those who have contributed to the Back Deck Fund asking those donors to allow their funds to be transferred to the Church Accessibility Fund. Julie seconded it. All were in favor.**
 3. *Notes from our Treasurer in the Agenda for January 8th: I would like Bishop Committee Authorization to contact donors to the Back Deck Fund regarding the Funds change of status from the Back Deck Fund to the Church Accessibility Fund (or some such other wording to be determined). Notification would consist of a formal letter, mailed or emailed, explaining the change including details on the Church Accessibility Fund. Said authorization would allow me to archive the Back Deck Fund and establish a Church Accessibility Fund with monies as approved by the contacted donors.*

4.

- b. 2019 Budget Discussion and Adoption –**Jacque made a motion to accept the budget as presented. James seconded the motion. All were in favor.**
 - c. New Business –**No new Business at this meeting.**
6. Continuing Business
- a. Nominees for BC (2019-2021) [Fr. Dan] –**Report submitted. Potential members will be contacted in the week to come.**
 - b. Update: requesting THS to increase their stipend for use [Fr. Dan]. –**No new information on this. However, there is a rumor that the Rabbi is no longer serving the Temple.** *(Note: subsequent to the meeting it was determined that the Rabbi has some health issues, but is, indeed, serving the Temple).*
 - c. Update on signage for St. Hugh’s and Temple Har Shalom –**On hold until it is determined if the rabbi is still serving.**
7. Reports
- a. Bishop’s Warden’s Report (Jacque) –**Report submitted.**
 - i. Update: the plan for church safety and security
 - b. People’s Warden’s Report (James) –**Report submitted.**
 - i. Accessibility and Revised Deck Project [James] -**Jacque made a motion to accept the proposal/bid to improve accessibility at St. Hugh’s. Julie seconded the motion. All were in favor.**
 - c. Community Relations (Julie) –**Report submitted.**
 - d. Music Ministry Report (Ed) –**Report submitted.**
 - e. Altar Guild Report (Diana) –**Report submitted.**
 - f. Sunday School (Carol) –**Report submitted.**
 - g. Vicar’s Report (Fr. Dan) –**Fr. Dan introduced Rev. Patricia as our Curate. Rev. Patricia explained her position at St. Hugh as curate. Conversations with The Rev. Laura Sheridan-Campbell and the Diocese are ongoing. Report submitted.**
8. Closing Prayer and Adjournment –**The Lord’s Prayer was offered. Meeting adjourned at 11:20 AM. Next meeting is scheduled for Tuesday, February 12, 2019.**

Treasurer's Report: December 2018

St. Hugh Episcopal Church 25525 Tahquitz Drive Idyllwild CA 92549-0506				
General Fund/Income Expense Statement 12/31/2018				
	<u>2018 Budget</u>	Budget YTD 12/31/2018	Actual YTD 12/31/2018	Delta fav (unfav)
REVENUE				
Plate Income	\$ 32,000.00	\$ 32,000.00	\$ 38,698.56	\$ 6,700.00
Pledge Income	\$ 15,000.00	\$ 15,000.00	\$ 8,121.45	\$ (6,900.00)
Facilities Use	\$ 5,000.00	\$ 5,000.00	\$ 5,268.00	\$ 300.00
Non Cash Donations	\$ 500.00	\$ -	\$ 400.11	\$ 400.00
Vicar's Discretionary Fund	\$ (1,000.00)	\$ (1,000.00)	\$ (1,000.00)	\$ -
Transfers to "Designated Outreach Idyllwild Help Center"	\$ (3,000.00)	\$ (3,000.00)	\$ (1,000.00)	\$ 2,000.00
Building & Grounds Contingency Fund	\$ (4,000.00)	\$ (4,000.00)	\$ (4,000.00)	\$ -
Transfer to/from Designated Funds		\$ -	\$ (39.32)	\$ -
Total Revenue	\$ 44,500.00	\$ 44,000.00	\$ 46,448.80	\$ 2,500.00
EXPENSES				
Mission Share	\$ 5,700.00	\$ 5,700.00	\$ 5,642.00	\$ 100.00
	\$ 5,700.00	\$ 5,700.00	\$ 5,642.00	\$ 100.00
PERSONNEL				
Clergy - Housing Allow	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ -
Supply Clergy	\$ 1,000.00	\$ 1,000.00	\$ 1,820.76	\$ (800.00)
Organist	\$ 10,400.00	\$ 10,400.00	\$ 10,525.00	\$ (100.00)
Janitorial	\$ 3,000.00	\$ 3,000.00	\$ 1,463.83	\$ 1,500.00
	\$ 27,400.00	\$ 27,400.00	\$ 26,809.59	\$ 600.00

St. Hugh Episcopal Church 25525 Tahquitz Drive Idyllwild CA 92549-0506				
General Fund/Income Expense Statement 12/31/2018				
	<u>2018 Budget</u>	Budget YTD 12/31/2018	Actual YTD 12/31/2018	Delta fav (unfav)
<i>PROGRAM & WORSHIP-SWEEPS</i>				
<u>Service</u>	\$ 100.00	\$ 100.00	\$ -	\$ 100.00
<u>Worship</u>	\$ 200.00	\$ 200.00	\$ 434.83	\$ (200.00)
<u>Evangelism</u>	\$ 3,000.00	\$ 3,000.00	\$ 2,472.37	\$ 500.00
<u>Education</u>	\$ 200.00	\$ 200.00	\$ 177.74	\$ -
	\$ 3,500.00	\$ 3,500.00	\$ 3,084.94	\$ 400.00
<i>ADMINISTRATIVE</i>				
Office	\$ 100.00	\$ 100.00	\$ 48.92	\$ 100.00
Postage	\$ 100.00	\$ 100.00	\$ 155.27	\$ (100.00)
	\$ 200.00	\$ 200.00	\$ 204.19	\$ -
<i>FACILITY REPAIR</i>				
Utilities - Water, Gas, Elec, Cable	\$ 5,400.00	\$ 5,400.00	\$ 5,356.67	\$ -
Other Operating Exps	\$ 900.00	\$ 900.00	\$ 334.93	\$ 600.00
Insur - Prop & Liab, Bond	\$ 1,800.00	\$ 1,800.00	\$ 2,480.25	\$ (700.00)
Facility Repair	\$ 2,700.00	\$ 2,700.00	\$ 1,376.60	\$ 1,300.00
Termite Insurance	\$ 250.00	\$ 300.00	\$ 250.00	\$ 100.00
Property Tax	\$ 100.00	\$ 100.00	\$ 100.00	\$ -
	\$ 11,150.00	\$ 11,200.00	\$ 9,898.45	\$ 1,300.00
<i>MISCELLANEOUS</i>				
Miscellaneous	\$ 400.00	\$ 400.00	\$ 327.42	\$ 100.00
TOTAL EXPENSE	\$ 48,350.00	\$ 48,400.00	\$ 45,966.59	\$ 2,500.00
NET INCOME	\$ (3,850.00)	\$ (4,400.00)	\$ 482.21	\$ 5,000.00

St. Hugh Episcopal Church 25525 Tahquitz Drive Idyllwild CA 92549-0506				
Account Summary Ending 12/31/2018				
	Cash Balance 1/1/2018	YTD Receipts	YTD Disbursements	Cash Balance 12/31/2018
General Fund	\$ 14,320.21	\$ 46,448.80	\$ 45,966.59	\$ 14,802.42
https://docs.g...gid=880025368 Altar Fund	\$ 1,297.97	\$ 1,350.00	\$ 1,473.17	\$ 1,174.80
Back Deck Fund	\$ 27,427.77	\$ 1,885.00	\$ 3,072.89	\$ 26,239.88
Building & Grounds Contingency Fund	\$ -	\$ 12,978.87	\$ -	\$ 12,978.87
Building Fund	\$ 5,103.42	\$ -	\$ 5,103.42	\$ -
Designated Contingency Fund	\$ 3,125.45	\$ (6,295.48)	\$ (3,170.03)	\$ -
Designated Outreach	\$ 5.00	\$ 511.25	\$ 516.25	\$ -
Designated Outreach Help Center	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -
ECW Fund	\$ 107.00	\$ -	\$ -	\$ 107.00
Elder Care Fund	\$ 904.02	\$ -	\$ -	\$ 904.02
Labyrinth Fund	\$ 100.00	\$ -	\$ -	\$ 100.00
Memorial Garden Prepayment	\$ 714.00	\$ 600.00	\$ -	\$ 1,314.00
Misc. Mem. Funds	\$ 100.00	\$ -	\$ -	\$ 100.00
Oak Tree Age Fund	\$ -	\$ -	\$ -	\$ -
Ordination Fund	\$ -	\$ -	\$ -	\$ -
Roof Fund	\$ 761.00	\$ -	\$ -	\$ 761.00
Vicar's Fund	\$ 633.30	\$ 1,470.00	\$ 1,185.95	\$ 917.35
Total Designated	\$ 40,278.93	\$ 13,499.64	\$ 9,181.65	\$ 44,596.92
Grand Total	\$ 54,599.14	\$ 59,948.44	\$ 55,148.24	\$ 59,399.34

Preliminary 2019 Budget

St. Hugh Episcopal Church 25525 Tahquitz Drive Idyllwild CA 92549-0506			
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Auto Mileage-Ministry	\$ -	\$ -	\$ -
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BISHOP'S COMMITTEE
BISHOP'S WARDEN REPORT
JANUARY 8, 2019

FELLOWSHIP

Reminders for sign-ups for fellowship, flowers continue to be needed. At present this is done unstructured during fellowship.

Perhaps a tally sheet of some kind can be utilized to better keep track of needed supplies for the kitchen.

COMMUNICATION

The insert for announcements works when people read it. The Birthday/anniversary calendar continues to be updated. Perhaps the names should be given to Father Dan at the beginning of each month giving adequate time for them to be placed in bulletin.

As the Bishop's Warden, I appreciated getting the prayer group update information.

Calling those out of the area to alert to closure of church on Sunday due to snow was appreciated.

Jacque Swerdfeger
Bishop's Warden
St. Hugh's Episcopal Church
Idyllwild, CA

People's Warden Report

08 Jan 2019

Back Deck

As previously brought forward, the Back Deck project has been shelved due to high cost. We need to cancel the permit.

Handicap Accessibility Project (HAP)

Eric Townsend Construction has submitted costs for this project based on my specifications (with input from Robyn, Bruce Bainbridge, Eric and Sean Townsend). Please see attachment. Based on Eric's reputation and understanding of the project I propose that we accept his bid.

Mailing Address:

Email: jes97209@gmail.com

Job Description: Handicap access renovation.

#1: Raise Floor in Parish Hall so level with nave and kitchen \$22,000
(cabinet and electrical modifications, new custom entry door
in new location, close off old doorway, flooring estimated at \$6 per square foot).

#2: Widen door at entrance to kitchen. \$2800

#3: Raise door at entrance from outside to Parish Hall. Install crash bar. N/A

#4: Modify door to conference Room to accommodate new deck height. N/A
(may not be necessary).

#5: Install handicap bar in restroom off kitchen. \$100

#6: Create storage room in same restroom. \$9200
(New wall mount sink, custom pantry cabinet, new vinyl floor in bath and
kitchen, demo old cabinet, trim work, drywall patching and painting)

#7: Rebuild deck outside Parish Hall to accommodate changed floor height \$7500
and bring ramp to code.
(The deck will most likely need to be rebuilt entirely – if anything can
be salvaged, it will be credited against the estimate of \$7500).

#8: Widen hallway and door from Parish Hall to conference room. \$12500
(demo wall and doorway, demo vanity and shower in bathroom,
re-frame and hang new door, reverse bathroom door for out-swing,
custom pine pantry cabinet, electrical, plumbing and structural modifications,
new flooring, new paneling and trim as needed, stain to match).

Note: the nature and extent of structural, electrical and plumbing modifications
will not be known until the demo is done - \$12500 is a reasonable estimate.

#9: Move organ to left west side of church. N/A

#10: Create entry from nave to parish hall to the left of fireplace. \$4800
(two way swinging wooden door with ½ light, move electrical, trim
and paneling, stain to match).

#11: New handicap ramp to the deck, \$6000
(pending additional estimates – we are hoping to get a lower price).

#12: utility deck, douglas fir, stained, to access electrical panel. \$2400
(4x20 feet. Accessed by the two 2nd floor doors that currently open
into thin air).

Total: \$67300

Music Ministry Report | 8 January 2019

The Season of Advent started on December 2, 2018. Musically, we began the Season in the shape of a tunnel. The First Sunday's program was austere and minimal. The Second Sunday we added the admonitions of St. John the Baptizer in "making straight" your path to salvation. The Third Sunday the liturgy expanded to proclaim that "every road shall be exalted." *Gaudete* Sunday stressed that we should "rejoice as believers," that we shall see the King sooner than we think and that "every highway shall be exalted." This is a very important aria from Handel's *Messiah*. And, of course, the Fourth Sunday was the traditional Marian Sunday which emphasizes the timeless story of the Annunciation of Mary and her Fiat. She proclaims that "my soul magnifies the Lord (the Magnificat) and that all generations shall call me blessed." This year we were treated to the Prelude music of Erec VonSeggern, son of new member, Merrie VonSeggern. Erec as very well received and most everyone arrived in ample time to relax and meditate. Dr. David Haddad videotaped the event and Merrie shared it on the internet for us to enjoy. I gave Erec a small monetary donation to thank him for his time and effort. I think a small musical program is always an inspiration for the community, especially during the seasons of Advent and Lent. I would like to work to expand and grow these kind of musical offerings, if desired.

Christmas Eve was bit cooler in temperature but it did not discourage people from attending the Carols and Holy Eucharist at 5:00 PM. We began with the traditional singing of carols at brisk tempos and the Christmas Proclamation was chanted. There were many carols sung during the entire Eucharistic celebration (at least thirteen). The hymns were jubilant. We returned to the Service Music used in the Pentecost Season during the Eucharist (Gloria or Hymn of Praise, the Doxology the Sanctus and Agnus Dei, and the singing of the Lord's Prayer). The Season of Epiphany is extraordinarily lengthy this year—concluding in March.

Thank you,

Edwin Spencer Hansen,
Director of Music
Church of Saint Hugh

Altar Guild | 8 January 2019

I have receipts ready to hand to Neil for the 30 church calendars for \$97.13 and for the poinsettias from 3 different Wal Marts for \$135.81.

It was a successful season of decorating, even if we didn't get to see the Magi arrive through the snow storm.

We will need new Advent candles next year.

I will try soon to make some purificators and lavabo towels because our supply has dwindled and needs constant washing.

All is well.

Diana

Community Relations | 8 January 2019

St. Hugh's Episcopal Church facilities were used by the Community in the following ways:

Dec 7 – for The Service of Solace

Dec 16 – by Spirit Mountain Retreat for the Winter Solstice Celebration.

Sunday School Report
To the Bishop's Committee
1/8/2019

***Worship Booklet covers**

The Sunday School has been invited to design a cover for the worship booklets. I need advance notice for this project. I will work with that committee to produce possible booklet covers.

***Children's Sunday Bulletin**

Six year olds are finding the majority of the current bulletin too easy. Not much of a challenge.

Four year olds need guidance for the entire bulletin.

I am differentiating the instruction for the current time. An example of this might be as follows. Questions like this are at a higher level of thinking.

Who brought gifts to Jesus?-Knowledge

How is a trip on a camel different than a trip in a car?-Comprehension

What would you bring if you were traveling on a camel?-Application

Why do you think the Wise Men brought gifts to Jesus?-Analysis

What was it like to travel on a camel watching a star?-Synthesis

What do we use today to help us travel?-Synthesis

Why is it better to travel in a car to cross the desert?-Evaluation

***Bishop Candidates Meet the People**

I hope to attend the St. Margaret's meeting. I have concerns about youth education in the diocese. The youth are the future of the Episcopal Church. What/who is guiding instruction? Every parish seems to do its own thing. Is this good or bad? Should there be some sort of uniformity? There might be a way to submit questions prior to the meeting. Also, I would like to know if the questions and answers might be posted so that we can all read the answers prior to selecting the new bishop.

"Let the children come to me....." Luke 18:15-17

Vicar's Report | 8 January 2019

Note: Items in **bold red** are suggested for further discussion and/or evaluation

New Member Updates

1. Thank you for your help with Guests
 - a. SEEK OUT AND WELCOME GUESTS

Membership and Attendance

Total Active Baptized Members (31 December 2017).....	90
Total Active Baptized Members (31 December 2018)	98
Friends of St. Hugh's (31 December 2017)	156
Friends of St. Hugh's (31 December 2018)	170
Total Attendance 2017 through December 31	*2377
Total Attendance 2018 through December 31.....	**2362
Sunday Attendance 2017 through December 31	*2086
Sunday Attendance 2018 through December 31	**2120
Average Sunday Attendance 2017 through December 31	*42
Average Sunday Attendance 2018 through December 31	**42
*Sunday 1/22/17 = Snow Day, no Service	
**Sunday 7/29/18 = No Service due to Cranston Fire	
Christmas Eve 2017	68
Christmas Eve 2018.....	67

Curacy at St. Hugh's

1. **A Curacy for Patricia**—including serving us at St. Hugh's—is under discussion (*Rev. Laura Sheridan-Campbell, Director of Formation and Transition for the Diocese, will lead and direct the effort*).
 - a. **Curate**: A cleric who assists a rector or vicar.
 - b. **Curacy**: The office, duties, or term of office of a curate.

Calendar items

1. Sun 1/27/19..... Annual Meeting of St. Hugh's
2. Sat 2/2/19 Electing Convention for Fifth Bishop of San Diego
3. Sun 3/3/19 Last Sunday After The Epiphany (Transfiguration)
4. **Wed 3/6/19 Ash Wednesday (Service at 5:30 PM ?)**
5. Sun 3/ 10/19..... First Sunday in Lent
6. Thu 4/18/19 Maundy Thursday
7. Fri 4/19/19 Good Friday
8. Sat 4/20/19..... Holy Saturday (Morning Prayer, Decorate for Easter)
9. Sun 4/21/19..... EASTER

This page is for notes