

MINUTES: May 12, 2020 (Zoom)

St. Hugh's Bishop's Committee

Jacque Swerdfeger (Bishop's Warden), James Sales (2022, People's Warden), Fr. Dan Rondeau (Vicar), Julie Roy (2021), Merrie VonSeggern (2021), Lisa Uhl (2022), Carol Rondeau (Clerk and Sunday School), Neil Passage (Treasurer). Permanent Guests: Ed Hansen (Music Minister), David Haddad (Convention Delegate)

1. Prayer and Call to Order –**Prayer led by Fr. Dan. Call to order at 11:00 AM**
2. Review and Update Agenda –**No Additions**
3. Approve Minutes of April 14, 2020 Meeting –**Lisa Uhl moved to accept, Jacque seconded; All in favor.**
4. Treasurer's Report (Neil) –**Report submitted. Merrie moved to approve the Adjusted 2020 Budget proposed by our Treasurer, James seconded. All were in favor.**
5. Continuing Business
 - a. Update Weekly Town Crier Church Ad –**Changes completed. Will change ad again as needed for both digital and in-person worship and study.**
 - b. Keeping in touch with our Members & Friends –**Will establish a phone tree to improve communication.**
6. Reports
 - a. Bishop's Warden's Report (Jacque) –**Report submitted.**
 - b. People's Warden's Report (James) –**Report submitted.**
 - c. Fund Raising and Community Relations (Julie) –**Will submit report.**
 - d. Music Ministry Report (Ed) –**Report submitted.**
 - e. Altar Guild Report (Diana) –**No report at this time.**
 - f. Sunday School (Carol) –**Report submitted.**
 - g. Vicar's Report (Fr. Dan) –**Report submitted.**
7. New Business
 - a. **James moved to release the suspended Vicar's Housing Allowance (March and April 2020) and restore the Housing Allowance on a monthly basis, Jacque seconded; All were in favor.**
 - b. **EXPLORATION: A PATH TO PHASED REOPENING –Preliminary discussion about logistics and the Bishop's guidelines. The conversation will continue.**
8. Closing Prayer and Adjournment –**Led by Fr. Dan; adjournment at 12:21 PM**

NEXT MEETING: TUESDAY, June 9, 2020 at 11:00 AM

MINUTES: April 14, 2020

St. Hugh's Bishop's Committee A Zoom Meeting

Present: Jacque Swerdfeger (Bishop's Warden), James Sales (2022, People's Warden), Fr. Dan Rondeau (Vicar), Julie Roy (2021), Merrie VonSeggern (2021), Lisa Uhl (2022), Carol Rondeau (Clerk and Sunday School), Neil Passage (Treasurer). Permanent Guests: David Haddad (Convention Delegate)

1. Prayer **"The strife is o'er" (A YouTube Video)**
2. Call to Order **–11:05 AM**
3. Review and Update Agenda **–No items added**
4. Approve Minutes from Meetings of February 11, 2020 and March 26, 2020 **–James moved and Lisa seconded approval of February 11 and March 26 Minutes. All were in favor.**
5. Treasurer's Report (Neil) **–Report submitted.**
6. New Business
 - a. Keeping in touch **–All members of the BC made verbal reports of their conversations with and knowledge of our parishioners and their circumstances.**
 - b. Update Weekly Town Crier Church Ad **–Fr. Dan to follow up**
7. Continuing Business
8. Reports
 - a. Bishop's Warden's Report (Jacque) **–Report submitted**
 - b. People's Warden's Report (James) **–Verbal Report**
 - c. Fund Raising and Community Relations (Julie) **–Verbal Report**
 - d. Music Ministry Report (Ed) **–No Report**
 - e. Altar Guild Report (Diana) **–No Report**
 - f. Sunday School (Carol) **–Verbal Report**
 - g. Vicar's Report (Fr. Dan) **–Verbal Report**
9. Closing Prayer and Adjournment **–Fr. Dan led us in prayer. Adjourned at 12:05 PM**

NEXT MEETING: TUESDAY, May 12, 2020 at 11:00 AM on ZOOM

APRIL 2020 TREASURER'S REPORT

Here is a link to the [2020 April Financials \(published to the web\)](#) and [allied files](#).

[Here is a "downloadable" link in .xlsx format.](#)

Carol, [here is a pdf copy of the April's Treasurer's Report for attachment to the digital version of the minutes](#). The pdf copy should keep links alive so anyone viewing the pdf would have access to the full panoply of financial information.

Budget Mea Culpa

Publishing the Quarterly Donation Statements involves control procedures that turned up a ***material error*** in accumulating the Budget figures for Pledges.

I use a spreadsheet to annualize pledges, some of which are monthly, some weekly, and a few yearly. I copy the preceding year's spreadsheet, update it for the current year pledges and use the totals in the current year's budget.

[During that process for the 2020 Budget I mistakenly annualized some monthly pledges as weekly pledges.](#)

This resulted in an overstatement of \$4,000.00 in Budgeted Pledge income for the year.

This reduces the Approved Budget Pledges from \$18,400.00 to \$14,400.00.

After correcting the 2020 Budget for the annualization error, the yearly change in the General Fund goes from an ***increase of \$1,600.00 to a decrease of \$2,400.00***.

I would ask that the ***"Adjusted 2020 Budget"*** be approved at the next Bishop's Committee Meeting.

Links to the [2020 Budget](#) and [Adjusted 2020 Budget](#).

[The 2020-04 Financials incorporate the Adjusted Budget as part of the Concatenated Budget.](#)

I apologize for the fact that the Budget is starting to look like a refuge from the Spanish Inquisition!

To recap (hopefully for clarity's sake):

(1) we have the original [***Approved Budget***](#)

(2) the [***Adjusted Budget***](#) (the Approved Budget adjusted for the Pledge Income error).

(3) the [***CV Budget***](#) (a monthly budget used for the duration of the temporary closure)

(4) the [***Concatenated Budget***](#) (the Budget for each close, comprising the Adjusted Budget with the CV Budget for the applicable months. Each month's close has a Concatenated Budget unique to that particular month.).

Budget Concatenation

[Here is my concatenation for the Budget shown in the 2020-04 Financials.](#)

[Here is a spreadsheet summarizing the changes in the 2020 Budget as of the April Financials.](#)

April Donations

Below is a summary of April Donations:

<i>Date</i>	<i>Donation Type</i>	<i>Amount</i>
04/01/2020	Mobile Deposit	\$ 10,000.00
04/05/2020	Mobile Deposit	\$ 400.00
4/1/20-4/6/20	PayPal	\$ 210.00
04/10/2020	Mobile Deposit	\$ 300.00
04/12/2020	Mobile Deposit	\$ 475.00
4/8-4/12	PayPal	\$ 220.00
4/15/2020	Mobile Deposit	\$ 440.00
4/19/2020	Mobile Deposit	\$ 700.00
4/22/2020	Mobile Deposit	\$ 5,060.00
4/24/2020	PayPal	\$ 60.00

4/26/2020	Mobile Deposit	\$ 331.75
04/30/2020	MTD Total	\$ 18,196.75

[2019 Audit Review](#) (in addition to my [March Treasury Report Addendum](#))

[I was recently contacted by Erin Sacco-Pineda regarding an Audit Review of 2019 Financial data.](#)

She has made no mention of submitting paperwork for an Audit Committee, Audit type or any of the normal paperwork involved in the Audit process.

[A similar review](#) was conducted for the [2015 Books by Rosa Feeney](#).

General Fund

[The General Fund Balance at 4/30/2020 is \\$9,388.86.](#)

[Bank Balance is \\$34,209.39.](#)

Neil Passage



Treasurer, St. Hugh's Episcopal Church
Idyllwild, California

BISHOP'S COMMITTEE MEETING
BISHOP'S WARDEN REPORT
MAY 12, 2020

FELLOWSHIP

As there are no church services, there is no activity for fellowship.

COMMUNICATION

I continue receiving phone calls on the church number on my cell phone.

Respectfully submitted,
Jacque Swerdfeger
Bishop's Warden
Saint Hugh's Episcopal Church
Idyllwild, CA

Report of the People's Warden

12 May 2020

AA Meetings

Need to discuss whether to allow AA to meet outside. Per Riverside County Health, these types of groups are allowed to meet. Father Dan was to check with the Diocese to see if it was permitted. As the recent Riverside County decision to not mandate social distancing or masks I guess it would be up to us to do that. We could insist on masks and that the chairs are set 6 feet apart. If we approve that, then there is the question of kitchen and bathroom access.

Water Usage

I have no idea why the water usage was so high in April (?). The irrigation system is back on but that was only as of two weeks ago. My experience with Idyllwild Water is that they will be of no help but I can reach out to them and ask to have the meter rechecked (if they will do it).

Column Refacing

This was brought up in a previous BC meeting by me. I am pretty sure Tim Doyle and I will be doing it this month. The cost of the materials will be about \$1400. We have leftover roof money that will cover it.

Sign

After the columns are done and I return from Colorado to pick up a puppy, I would like to start in on the new sign. (Also brought up at a previous meeting.

Recent Improvements at the church

Hans Bu put a new coat of sealer on the deck outside Pineo Hall. He also stabilized the gas line on the back side of the building—it was sagging and could easily have been damaged.

I have been working in the gardens and still have more to do. The Saint Hugh of Lincoln lilacs will soon be planted (2) that Gary Parton has donated. Also I will be putting a coat of sealer on the outdoor chapel benches this month.

**Respectfully submitted,
James Sales**

Music Ministry Report | 12 May 2020

At this point, there is not too much to report musically except that I am anxiously awaiting to return to Saint Hugh's Music Ministry. I cannot tell you how much I have missed playing the organ and piano every Sunday morning for such a beautiful congregation. Believe me, I am counting the days.

During our absence, I have been sending suggested music to members of the clergy, vestry, and congregation. In several weeks we can begin singing them again. But I believe that we must take things slowly. We have been victims of an assault and we need time to heal and make some changes.

I think that using hymnals on a regular basis is a very unwise idea and we should use printed music that is easy to copy and read, nothing too challenging or daunting. I plan to use hymns/songs that are familiar, nurturing, and uplifting. And not too many verses of anything! Fortunately, the Holy Eucharist music is pretty familiar to everybody, and (at least temporarily) I suggest that the hymns emphasize familiarity over strict liturgical content. It's going to take a few months to "return to normal" if returning to normal is even going to occur.

I welcome any suggestions you may have during this unprecedented time in our church history. Thank you!

Edwin Hansen
Saint Hugh's Director of Music

Sunday School Report
To the Bishop's Committee
5/12/2020

Due to the current COVID-19 crisis and in accordance with the bishop's closure of St. Hugh there is nothing to report in regard to the Sunday School.

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

Vicar's Report | 12 May 2020

Membership Updates

1. During the Coronavirus mitigation efforts we have added no new Members.

Membership and Attendance

Total Active Baptized Members (31 December 2019)	93
Total Active Baptized Members (30 April 2020)	93
Friends of St. Hugh's (31 December 2019)	170
Friends of St. Hugh's (30 April 2020)	185

My activities since "Safer-at-home" orders

With the exception of leading worship on Sunday, I am working steadily 20-30 hours a week.

- I have phone and email contact with Members, with the Diocese, and with other clergy.
 - Every Thursday I participate in a Zoom Meeting with our Bishop and the other clergy of the Diocese.
 - Rev. Patricia has made one pastoral call on my behalf. As need arises, she is the clergy person in Mission Area 6 to visit hospitals and care facilities.
- A lot of time is spent in curating material—spiritually nourishing, informative, practical—to send in regular emails to both Members and Friends of St. Hugh's.
 - On Monday: "Beyond the Hill."
 - On Tuesday: "Hear what the Spirit is saying;" this includes preparing the handout and lesson plan for the Bible Study on Wednesday.
 - On Friday: "Wind in the Pines."
 - On Saturday: "Sunday is coming" which includes Ed's music choices (were we to gather) and includes links to YouTube videos and music history from the United Methodist Church and Wikipedia.
 - On Sunday: "Fifth Sunday of Easter" including links to livestream worship, archived worship, sermons, music and more.
- On Wednesday I lead the Bible Study on Zoom. Our average attendance is 9 and has included Bobbie Glassheen in San Diego, Becky Atilano in Idaho, my sister (a priest) in Kansas, my son in Ohio, Douglas Burton in Cathedral City, and Carol Blischke in San Diego.
- I regularly update our website, our Facebook Page, and, in April, I formed a Facebook Group titled "Members & Friends of St. Hugh's" (currently with 23 Members) and regularly check its progress (you can find pictures of the St. Hugh of Lincoln lilac in the group, posted by Diana Kurr, who thanked Gary Parton for his generosity in giving away a number of plants to our members).
- I have spent hours reading and researching what is known (and still not known) about the SARS-CoV-2 virus, about recommended safe practices for reopening our church, and preparing to lead our discussion and exploration of how to be and do church in the age of the coronavirus, and how best to reopen St. Hugh's in compliance with our Bishop's instructions and the guidance of public health experts.

Planned and Phased Reopening of the Diocese

Bishop Susan has sent clear guidelines for reopening. At this writing she imagines the reopening is still months away. See: [A Path to Phased Reopening - Episcopal Diocese of San Diego](#) (April 30, 2020). As a guide to our preparations to reopen I highlight her:

Executive Summary

1. Prepare for a slow, phased reopening. Create a task force that includes clergy, wardens, worship leaders, formation leaders, and facilities people to make a plan for how to reopen safely on a limited basis, as described below.
2. Make a financial plan for a slow return to normal. Please apply for diocesan financial assistance if you need help.
3. Start thinking strategically about how our reality may have changed for a long time to come, and think about how to make disciples in a new kind of church.

Principles and Practices for Reopening

We will operate under these principles:

- We will act with love for our neighbor, as Jesus commands. Protecting people from catching a deadly illness is an act of love.
- We will respect the best guidance of government authorities and public health experts.
- This is a time of experimentation with a new way new of being the church. It is okay to try and to fail, and to try again. That's how we grow and learn.
- We will stay focused on the mission Jesus gave us, to make disciples of all nations, baptizing and teaching them to obey everything he has commanded us. We may need to invent new ways to accomplish this mission, but we will never forget that Jesus is with us, to the end of the age.

In her instruction to clergy Bishop Susan made clear that in Phase 2: Gradual Reopening with Restrictions:

People who are over 65 or in a high-risk group should be discouraged from attending in-person worship. ***Any clergy in a high-risk group who wish to lead in-person worship must be authorized by me personally. No one should be pressured to attend in-person worship.***

As we plan to reopen St. Hugh's I ask you to understand that by age and a compromised immune system I am at high-risk for serious illness or death should I become infected; it is not likely that the Bishop will authorize me to return to lead in-person worship in Phase 2 (nor am I likely to seek it). It pains me to admit that if I can return at all to lead in-person worship I believe it will be after an effective treatment and/or a successful vaccine is available.

Similarly, many of our Members are high-risk if infected and, like the Bishop, I believe these members should not be pressured to attend in-person worship. We will need to design ways to involve them and minister to them beyond our Sunday gathering for worship.

Calendar items

Thursday, May 21 Ascension
Sunday, May 31 Day of Pentecost
Sunday, June 7 Trinity Sunday

This page is for notes