**Agenda – Bishop’s Committee Meeting of St. Mary’s Episcopal Church, Provo**

15 December 2019, 12:30 p.m.

**Bishop’s Warden:** Steven Nordstrom. **Bishop’s Committee:** Jim Meador (Junior Warden), Shaunna Gage (Clerk), George Benish (Treasurer), Taran Bhagat, Robert Redd, Patricia Castelli, Bryan Kreller.

**Clergy:** The Rev. Susan Toone. The Rev. Sandra Jones.

1. Opening prayer and devotional – 5 min.
2. Special discussion – Melody’s concern – 10 min.
3. Worship – 10 min.
   1. Feedback, suggestions
   2. Christmas Eve services (Dec. 24 at 6:30 and 11:00 p.m.) who will be there to help at each service?
   3. Epiphany pageant in early January
   4. Proposal from Alex Jensen to donate an icon of St. Mary to the church
4. Finance – 20 min.
   1. **Approve** 2020 Operating Budget
   2. Treasurer’s report for November -- **Approve**
   3. Film crew came. $1,250 for one-day use. B.C. to decide where to allocate these dollars
   4. Pledge drive update—B.C. reports on phone calls made
5. Facilities – 20 min.
   1. New custodian needed
      1. Come up with plan to celebrate Heidi’s long-time employment and contribution
   2. Flood and remediation efforts update (action items, financial impact, etc.)
   3. Furnaces need replacement
   4. Update on key fob idea
   5. ADA toilets in the bathrooms
   6. Emergency Preparedness/Disaster Response – resource from Diocese
6. Programs and Ministries – 20 min.
   1. Standing Committee requesting Electors for Search
   2. Annual report – reports from ministry leaders due Jan 15th
   3. Annual meeting
      1. **schedule date and time**
      2. Bishop’s Committee member ideas discussion
   4. Children’s Ministry—Ashley Haws would like to be involved
   5. Rooted in Jesus conference: what areas of emphasis would B.C. like to see attendees focus on?
      1. <https://rootedinjesus.church/conference-schedule/>
   6. Ushindi Children’s Choir—request 2020 visit and give concert and needs lodging and food
   7. Altar Guild – needs additional members
   8. CMOP—needs additional backup for Serena
7. **Approve** **minutes** of October and November meetings – 3 min.
8. Benediction and adjournment – 2 min.

Total time: est. 90 min.

Ongoing items not ready for additional work:

* 1. Audit follow ups
     1. Weekly counting and deposit process revision
     2. 1099 for supply clergy making $600 or more in one calendar year
     3. Tithely and Paypal fees accounting
  2. Set up bank accounts for priest and deacon discretionary funds
  3. Plaque to explain labyrinth
  4. Front doors fix and repaint
  5. Boy Scout Troop update
  6. Food and Care
  7. Committees and teams to support ministries and programs
     1. Vacancies and needs in various areas
  8. Formation: EfM
  9. Vacancy in the Bishop’s Committee: plan of action – 10 min.