

**HOLY FAITH EPISCOPAL CHURCH  
BISHOPS COMMITTEE MEETING  
NOVEMBER 18, 2013**

**Presiding:** Fr. Orlando J. Addison

**Committee Members Present:** Bonnie Claren, George Cleary, Leandus Campbell, Elias Jansen, Carmen Mendoza, Hazel Walcott.

**Excused:** Wayne Griffin, Aurora Mata, Aquinda Toppin.

**Others Present:** Arlene Mighty, Interim Secretary; George Adams, Treasurer.

**1. Opening Prayer, Teaching and Spiritual Moment @ 6:40pm.**

**2. Information:**

a. Approval of November's minutes; Motion- H. Walcott; 2<sup>nd</sup>- G. Cleary; All in favour.

b. Parish Information and Activities:

- i. Bishop's Committee Candidates for election in 2014. Annual meeting will be held on January 19<sup>th</sup>, 2014. Candidates are needed to replace those whose terms have expired. G. Cleary, C. Mendoza, and W. Griffin. Information will be included in the inserts about the responsibilities of being an elected Vestry member.
- ii. Youth Ministry – Visited Nursing Homes and distributed fruit baskets. Congratulations to Cecelia, Juan and Elias, for the wonderful job they are doing. A wash is one of the activities being planned for 2014.
- iii. Newcomer's Ministry – Jean Stone to set dates in the Spring for training members of the Ministry. The idea is to educate the new members of our congregation, about Holy Faith and on being an Episcopalian. Members come from other denominations and have no idea on what is expected of them.
- iv. 50<sup>th</sup> Anniversary Ministry – more information will be forthcoming. A leader for the Golf Tournament is needed.
- v. Outreach Ministry (Diapers Ministry) – Carmen Mendoza comes every Tuesday morning to help with this activity. There is also another person – Jeanitae - that has volunteered to help. Information has been given to a local Spanish Radio Station.
- vi. Jazz N Spirit – Thursday Nov. 21<sup>st</sup> ; Thurs. Dec 12 & 19<sup>th</sup> at 7pm.
- vii. Stewardship Campaign – Marilyn Coffey has resigned as Leader of Stewardship Ministry, due to health issues. The next program that was scheduled will be postponed until the spring of 2014. The treasurer and Fr. Orlando are working on the stewardship letter to be sent out to the congregation. It will be translated into Spanish.
- viii. Cursillo – Reunion is held one Saturday each month. Application forms and information was given to several perspective candidates.
- ix. Vision Ministry – will meet on December 7. A Parish retreat is being planned, to come up with Core Values of the Parish. A survey will be given to the congregation. Carolline Campbell is the responsible person.
- x. Liturgical Ministry – has put together the program for advent, starting on Dec. 1<sup>st</sup>. Banners have been made, families have been chosen to carry the banners.
- xi. Others – Vending Machines in the Parish Hall is not making a profit. They will be moved to Harrison Hall. Someone is needed to be the responsible person. To restock and collect any money that is made.

**3. Discussion (Vision and Mission)**

a. Parish Secretary – Aurora will be away for sometime. She was discharged from the Hospital and is at present staying with friends. She still is healing. We are looking for a temporary, part time secretary. A candidate was interviewed, she is a member of the Parish, is bilingual, and attends the 12pm Service. Valentina Silva.

- b. Discussion of Church Property by George Cleary, Jr. Warden. Discussion of Paving the drive-way up to the Parish Hall. Three estimates were received. The least expensive is from Precision Paving, for \$12,008. Motion by Hazel to proceed with the paving of the Driveway, by Precision Paving. 2<sup>nd</sup> by Bonnie. All in favour.  
Saturday Dec. 14<sup>th</sup> for a clean-up day, from 9am to 12pm.

#### 4. Decisions -

- a. The Bishop's Committee needs to know that it is responsible for coming up with ideas to close the weekly shortfall.
- b. Resolutions need to be made on closing the many small accounts at various Banks and the monies transferred to the church's main account.
- c. Treasurer's Report by George Adams, Treasurer –  
Next year the monies received from the Diocese will cease, which will increase the shortfall, unless the Bishop's Committee can propose ways of making up this shortfall. Needs a steady source of income. Maybe an Annual fundraiser that can generate the extra income needed for the entire year.  
The leader of the Thrift shop has been invited to research ways of generating more income; to speak with the Executive Director of Mustard Seed Ministries about their ministry, and their method of generating funds, and how to manage a Thrift Shop. She will also speak with Catholic Ministry to get different ideas, on generating income.  
The Budget will be presented in January for approval.  
Holy Faith needs an Endowment fund. The Wells Fargo Fund needs to be rebalanced to generate more income.  
Suggestion was made for a weekly Flea Market.

There are several accounts that are completely separate from the main account. This is not a good business practice. No ministry should have their own separate account. This is not supported by the Canons of the church which states that all monies should be managed by the treasurer of the institution, of the Church. All accounts should be approved and managed by the Vestry. There should not be individual and separate accounts and no one should be signing checks, for separate accounts, rather than those approved by the Vestry/Bishop's Committee. This prevents misuse of funds.

A check request can be made to the Treasurer, by the various Ministry for funds.

There are about three or four accounts in question. A line item will show how much money is available for that Ministry.

Any money that comes into the church needs to be managed by the treasurer. The Vestry/Bishop's Committee is legally responsible if the funds are not managed correctly.

Audits can be done for three years, by members of the Vestry/Bishop's Committee as per the Diocese.

A professional Audit needs to be done every three to four years.

The Outreach Ministry has a checking account at TD Bank. Resolution to give authority to the Treasurer to close this account and also the accounts for the Choir Ministry and the Thrift Shop at PNC and transfer the monies to Holy Faith General Account. Motion was made by B. Claren, 2<sup>nd</sup> by G. Cleary; All in favour.

Accept the Treasurer's Report – Motion H. Walcott, 2<sup>nd</sup> L. Campbell. All in favour.

#### 5. Closing Prayer at 9pm.

Respectfully submitted:

Arlene Mighty,

Interim Secretary of the Vestry/Bishop's Committee.