

## BCC Agenda January 18, 2024

Fr. T - Father Tim Backus  
NJB - Deacon Nancey JohnsonBookstein  
SM - Sean McGaughey, Bishop's Warden  
JN - Jeff Nieusma, Property Warden  
AF - Alicia Florin, Children and Safety

TP - Tracy Platz, Member at Large  
GSC - Geri Sue Coe, Member at Large  
VE - Vicky Emerson, Member at Large  
JT - Jim Thoming, Treasurer  
MDM - Michelle Mrsan, Clerk

Opening Prayer - Father Tim

BCC check in. (10 minutes)

Core Values: (3 minutes)

Children:

Outreach:

Hospitality to All:

Christian Formation:

Caring Well/Home: Safety:

Approval of Minutes: 11/16/2023 and 12/21/2023 (1 minute)

Vicar Report: Fr T (8 minutes)

Deacon Report: NJB (8 minutes)

Outreach and Safety

Bishop's Warden Report: SM (8 minutes)

Property Warden's Report: JN (8 minutes)

Treasurer Report: JT (8 Minutes)

Technology Team: MDB, TP, GSC (5 minutes)

Nonprofit Report(s): (5 minutes)

BBCR: MDM

BV: Fr T, JN or Paul Prentiss

Scout Report: TP (5 minutes)

- Vinyl Logos
- Charters
- Lock-In

Old Business: (10 minutes)

- St. Brigit annual meeting - Jan 28th
- St. Brigit BCC retreat
- BCC Training
- 2024 Budget Approval
- In-Kind Donations: Potential large expenses due to the large amount of cost savings from folks that are volunteering time.

Examples: Parish Admin \$8400 Pianist \$9180 Property Warden \$7094.59/\$16405.76

- Celtic Fest PayPal Account: \$597.28 Y-JN,GSC,TP,VE
- King Sooper: 10-01 to 12-31, 26 hh, \$256.40
- Tech Grant: MDM completed the spreadsheet for the tech grant. There was \$10.86 left of the \$2000 we received. **\*\*correction: two returns were not completed so we actually spent \$40.28 over the \$2000\*\***
- New BCC members for 2024:
- Treasurer as voting member?
- Appreciation for In-Kind Donations, Special Helpers: Darin/Kirsten. Mike Wilson, MDM, Jerry VanSambeek, George and Marcia Andrews, Jim Rhoads, Dominic Florin. Anyone else? Tabled until January yes Geri Sue Coe for hand making new linens for Sunday Services

New Business: (10 minutes)

Parochial Report - January 4 to March 1

Suggestion for Prayers of the People

Reports for Annual Meeting - to Bookie by Jan 25

Tim's Microphone

St Brigit Directory access: two directories, one was public...

Ministry List (attachments)

BCC members: who is staying: SM(3), GSC(3), JN(2), Tim(∞) voting if all hell breaks loose

who is leaving: VE, TP, AF

who is joining: AM(2), GM, DS, AP

what are new terms of service?

BCC support: MDM(∞), NJB,(∞) JS (3)(new treasurer)

this will make 8 voting members and 3 support

2023 Membership Changes

Prayers and adjournment:

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## BCC Minutes January 18, 2024

**Call to Order:** 7:11pm

**Present At Meeting:** Fr T, SM, NJB, TP, GSC, VE, JT, MDM

**Absent:** JN, AF - joined at 8:14pm

**Opening Prayer:** Father Tim

**BCC check in:** (10 minutes)

**Core Values:** (3 minutes)

Children: SM

Christian Formation: GSC

Outreach: TP

Caring Well/Home: JT

Hospitality to All: GSC

Safety: MDM

**Approval of Minutes:** 11/16/2023 and 12/21/2023 (1 minute)

**MOTION: TP SECOND: GSC APPROVAL: UNANIMOUS**

**Vicar Report:** Fr T (8 minutes)

- Christian Formation Group: new group is meeting and coming up with stuff to do, stay tuned.
- Recognition of BCC members who are leaving: TP, VE, AF, JT and those coming on.

**Deacon Report:** NJB (8 minutes)

• **Discretionary Fund:**

- Due to cold and increased need the money in the discretionary fund is getting low. Fr T and NJB have had to turn people away. They had 5K in November and only \$985 in December. (Money was not spent it was bookkeeping error of 4K that went in wrong fund)These funds are used for the congregation and the community.
- Can we use the FRIENDS donations? No restrictions on FRIENDS money.
- Ceili will have donations bucket that will go to the discretionary fund
- There is money in the Outreach fund that can be moved to discretionary fund. (Let Marlene know at staff meeting). We could buy cards from Outreach fund.
- Should use Raise Right to buy cards so StB gets money back from cards.
- **Afghan Report:** The Afghan family has moved to Boulder from Broomfield. NJB is still doing transport for medical. It will be less driving for her now.
- **Firemen** were SOOOOOO appreciative of the food we gave them.

## ACTION ITEMS:

- NJB Let Marlene know to move money from Outreach to Discretionary fund or use Outreach to buy \$50 cards.

### **Bishop's Warden Report:** SM (8 minutes)

- **Appreciation** for baptism service for Kaia Nicole Schlichter
- **Appreciation** for BCC members: They did so much during their tenure!
  - Dealt with COVID. No meetings in person since then.
  - Search Committee: Found Tim
  - Budget Woes: Overcame huge obstacles with budget deficits!
- **Hail Claim:** Still struggling with Ethos + Insurance Agent on the adjustment made, looks like we are in limbo until spring.
- **Cursillo Retreat:** Many of the old Cursillo members want to restart the spiritual retreat weekend. It was stopped due to COVID. The hope is to have it April 24. More to come...

### **Property Warden's Report:** JN (8 minutes)

- **Below ZERO temps:** run faucets, open any cabinet with plumbing that is on outside wall
- **Snow Removal:**
  - Jim Rhoads will remove snow in parking lot but cannot shovel sidewalks. Mark and AJ Fasano have been doing shoveling on Sundays when needed
  - Need more volunteers to help with shoveling or they can use the John Deere
  - Maybe we can find someone on Nextdoor, Facebook, Frederick Newsletter etc
  - What about Truly? Could someone ask her?

## ACTION ITEMS:

- SM/Fr T Search for more volunteers to help with clearing sidewalks. Ask Truly?

### **Treasurer Report:** JT (8 Minutes)

- No big changes or concerns. Income numbers are way higher than we expected so we are looking great. We expected 24K shortfall but instead we have a 66K surplus!! (Maybe not 100% but definitely a surplus) OP account has 52K plus CD has 20K plus around \$500 interest.
- **Admin Asst salary changes:** see excel spreadsheet. SA was hourly for a set number of hours in 2022 but kept going over. She was changed to salary in 2023 at \$7200/year and then increased again to \$750/month = \$9K annually. For 2024 salary was increased to \$9900. Percentage change is high but dollar amounts are not that big.
- **Parish Admin:** Parish admin is making less annually than Admin Asst. \$8400 vs \$9900. Does this need to be addressed? Should the same percentage increases be applied to the Parish Admin?
- Discussion about savings CD and what we should do for the future. We got a good return and it rolls in 6 days. Motion made to roll the CD and the interest for another 6 months.

## MOTION: TP SECOND: GSC APPROVAL: UNANIMOUS

- Discussion about new signers: who will be new signers and can we start using mobile deposit.

## ACTION ITEMS:

- Parish Admin salary increase needs to be addressed. Should it be equal to Admin Asst.
- JS must pay attention to CD and when it will mature (in 6 months)

**Technology Team:** MDB, TP, GSC (5 minutes)

- **Tech Grant:** MDM completed the spreadsheet for the tech grant. There was \$10.86 left of the \$2000 we received. **\*\*correction: two returns were not completed so we actually spent \$40.28 over the \$2000\*\***

**ACTION ITEMS:**

- MDM send Tech Grant spreadsheet to Marlene

**Nonprofit Report(s):** (5 minutes)

- **BBCR:** MDM
  - We are trying to figure out what BBCR will look like going forward. We have 6 board members and no paid staff.
- **BV:** Fr T
  - BV may be breaking ground in Summer 2024!!
  - GSC asked if StB is responsible to pay any money for the project. Answer is NO. A discussion followed about tax credits and how BV traded those for funding for the project. HOW EXCITING!!

**Scout Report:** TP (5 minutes)

- **Vinyl Logos:** TP working on this with sign company. Will let MDM know what she needs for StB logo
- **Charters:** Done for both troops
- **Trailer Title:** Troop 73 needs to transfer the title to someone?? If it is being towed would it be covered by whomever is towing the trailer. There is no policy for when it is sitting on our property. Would it be covered by church policy?
- **Storing items:** Troop 73 would like to store some items on our property. Shed? Garage?
- **Lock-In:** Boy Scout lock-in will be Friday, February 23 @5pm to Saturday, February 24 @8am.
- **Scout Sunday:** February 11, both troops will be there to help with the service. TP will arrange

**ACTION ITEMS:**

- SM to check the StB insurance policy to see how to handle Scout trailer. How it would be covered and what the terms would be.
- TP needs to get list of items and pictures so we can figure out storage.

**Old Business:** (10 minutes)

- **St. Brigit annual meeting:** Jan 28th. We did a review of slides, anyone with new slides must add them to slide show. Get in reports by JANUARY 23!! (NJB says 25 but aim for 2 days early). NJB needs to send out what needs to be included in each report.
- **St. Brigit BCC retreat:** SM would like to go away on a BCC retreat. Possible to Highlands Camp and Retreat Center in Allenspark, CO. It is \$38/night for a bunk room. Possible dates are February 17, February 24 or March 2. We would stay two days and one night. More discussion followed about other places like St Stephens, Cathedral Ridge or a lock-in at StB.
- **BCC Training:** Table the Diocese vestry training for now
  - Safe church modules must be done
  - Safeguarding God's Children: everyone must redo, all expired
- **2024 Budget Approval:** The budget total is now \$204,902 which puts us at -\$10,365.79. Motion to approve current budget.

**MOTION: GSC SECOND: TP APPROVAL: UNANIMOUS**

- EOG: \$137220 FRIENDS: \$40,200 plate \$15000 %10 to Diocese and %5 to Front Range

- **In-Kind Donations:** Potential large expenses due to the large amount of cost savings from folks that are volunteering time.  
Examples: Parish Admin \$8400 Pianist \$9180 Property Warden \$7094.59/\$16405.76 (if we hired out work)  
MDM did not include the in-kind for the website. She is not sure how to monetize.
- **Property Warden Team:** To help keep costs down. Jeff will stay Property Warden but will have an in town team to do the work.
- **Celtic Fest PayPal Account:** \$597.28 Y-JN, GSC, TP, VE all voted (via email) to move money to StB account. More discussion followed and a suggestion was made to move money to CFB bank account for now. BCC can revisit at a later date if CFB does not happen.

## MOTION: AF SECOND: SM APPROVAL: UNANIMOUS

- **King Sooper:** 10-01 to 12-31, 26 households, \$256.40
- **Treasurer as voting member?** NO we got enough BCC members
- **Appreciation for In-Kind Donations, Special Helpers:** Darin/Kirsten. Mike Wilson, MDM, Jerry VanSambeek, George and Marcia Andrews, Jim Rhoads, Dominic Florin. Anyone else? Tabled until January yes Geri Sue Coe for hand making new linens for Sunday Services, Jeff Nieusma

## ACTION ITEMS:

- **All:** gets slides for Annual Meeting slide show and Ministry Reports done by Jan 25.
- MDM send Tech Grant spreadsheet to Marlene
- MDM move money from CFB PayPal to CFB 1st Bank account
- NJB needs to send out what needs to be included in each report.
- **ALL:** Safe church modules must be done
- **NJB:** Safeguarding God's Children: everyone must redo, all expired
- MDM future out the in-kind donation for the website.

## New Business: (10 minutes)

- **Parochial Report:** Due January 4 to March 1. NJB will do. Does she need help?
- **Suggestion for Prayers of the People:** VE suggesting some system needs to be in place for how people sign up and drop off the Prayers of the People list. She used herself as an example. Discussion followed about having a specific form, a card to fill out at the church...some kind of communication so people know what is happening.
- **Reports for Annual Meeting:** to Bookie by Jan 25 23!
- **Tim's Microphone:** Find warranty info, it is past Amazon return window. Still using channels 1/2. Board was professionally cleaned. Still needs investigation.
- **St Brigit Directory access:**
  - There were two directories, one under the admin google drive and one under Brigit of Kildare/ church google drive. The one on the Kildare drive was public. MDM is working on combing the two forms and will make them restricted via sharing or via the link. It will also be viewer only access through the Members Resources on the website.
- **Ministry List:** (see attachment) NJB and Fr T are reviewing
- **BCC members:**
  - who is staying: SM(3), GSC(3), JN(2), Tim(∞) voting if all hell breaks loose
  - who is leaving: VE, TP, AF
  - who is joining: AM(2), GM, DS, AP
  - what are new terms of service? Table

- **BCC support:** MDM(∞), NJB,(∞) JS(3)(new treasurer)
  - This will make 8 voting members and 3 support
- **New Signers for 1st Bank:** Approved 1/18/2024
  - Sean McGaughey: Bishop Warden
  - GeriSue Coe: BCC Member at Large
  - Jeff Solas: Treasurer
  - Shelly Arnold: Administrative Assistant
- **2023 Membership Changes:** StB got 11 new members in 2023 and 6-7 pending members who will most likely sign on in 2024!! Wow our little church is growing.

**ACTION ITEMS:**

- NJB/Fr T will come up with a plan for the Prayers of the People list and communicating it to the congregation
- Check on warranty for Fr T microphone headset
- MDM fix the StB Directory and update it on website
- AF will update the BCC picture frame in the entry hall
- Sound Team and MDM work on Tim's mic.

**Prayers:** ALL Go in Peace!

**Adjournment:** 9:24pm

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**RECENT ACTION ITEM(S):**

1. SM Reach out to the Jaycox's about spearheading Raise Right (Fr T will send email they sent about volunteering more at St. Brigit)
2. TP investigate Troop 73 wanting to put their trailer in St. Brigit's name
3. GSC Look into getting an 'Episcopal Church: St. Brigit' street sign for Tipple? Town Manager of Frederick
4. SM will look into the vestry training through the Diocese and can it be virtual?

**OLDER ACTION ITEM(S):**

- A. NJB - follow through with youth/children training for the church
- B. BCC - Find someone to update Emergency Preparedness Doc
- C. JN: put together an email that outlines swamp cooler, humidifier, other church and house maintenance
- D. SM - BCC roles

**Ministries** - ~~NJB and Fr T will complete (MDM has edited the ministry list)~~

~~BCC: Review Ministry List, find Ministry leads, and then leads need to write blurb for weekly update and monthly newsletter for ministry of the month~~

**St. B historian**

St. Brigit timeline stops at 2019, we need someone to do updates and keep up timeline going forward.

**NOTES FOR FUTURE:**

JS: do a valuation of assets and set up depreciation:

JS: after asset valuation let insurance company know to see if it will decrease rate new treasurer:

JS: do financial audit new treasurer:

## **Ministries**

### **Worship Team**

Acolyte - Nancey JohnsonBookstein

Chalice Minister

Eucharistic Minister

Lector

Crucifer

**Altar Guild** - Tracy Platz

### **Sound/Zoom**

Sound System - David Arnold, AJ Fasano

Zoom - Sean McGaughey

**Hospitality Team** - Peg Nelson

Coffee Hour Host

Greeter/Usher

Welcoming Committee - Laura Lewis

Shamrock Suppers/Gatherings - Alechia Potter

Ceili - Nancy Trubee

**Outreach and Safety** - Nancey

JohnsonBookstein

Outreach Opportunities Safety

### **Children/Youth**

Sunday School - Emily Rayburn, Ann Cooper

Youth Group - Juanita Redfield

### **FSV**

Finance and Stewardship - Demi Prentiss

Fundraising

Celtic Fest Brigit - David and Shelly Arnold

Counters for Offering - Eric Potter

### **Christian Formation**

Eucharistic Visitor - Nancey JohnsonBookstein

Christian Education - Nancey

JohnsonBookstein

Adult Formation - Rick Hess and Nancy Trubee

Healing Prayer - Nancy Trubee

Prayer Chain

### **Other**

Landscaping and Grounds Maintenance - Jeff

Nieusma

Choir - David Arnold

Technology Club - Michelle Mrsan, Tracy Platz,

Geri Sue Coe

Social Media - Alicia Florin, Michelle Mrsan