

BCC Agenda February 15, 2024

Fr. T - Father Tim Backus
SM - Sean McGaughey, Bishop's Warden
JN - Jeff Nieusma, Property Warden
GSC - Geri Sue Coe, Member at Large
AM - Ann Magnuson, Member at Large
AP - Alechia Potter, Member at Large

DS - Dakota Solas, Member at Large
GM - Ginger Miller, Member at Large
NJB - Nancey JohnsonBookstein, Deacon
JS - Jeff Solas, Treasurer
MDM - Michelle Mrsan, Clerk

Opening Prayer - Father Tim

BCC check in. (10 minutes)

Core Values: (3 minutes)

Children: A place where children are welcomed and learn to love God and one another. (Luke 18:15-17)

Outreach: A strong emphasis on outreach to communities with both urgent and continuing needs in Christ's Name. (Matthew 25:34-36)

Hospitality to All: A place that includes and offers hospitality to ALL. (Luke 10:25-37)

Christian Formation: A place that nurtures the pursuit of lifelong Christian formation. (Romans 12:1-2)

Caring Well/Home: A place where we care well for one another and a place we call home. (John 15:12-13 & John 13:12-14)

Safety: A place that provides physical, emotional, and environmental safety for all and responds to the urgent needs of the communities around us. (Jeremiah 32: 37b-38)

Approval of Minutes: 01-18-2024 (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: JS (8 Minutes)

Technology Team: MDM, GSC (5 minutes)

Nonprofit Report(s): (5 minutes)

BBCR: MDM

BV: Fr T, JN or Paul Prentiss

Scout Report: MDM (5 minutes)

- Vinyl Logos?, trailer?
- Eagle Scout Projects: GSC - submit to Tracy

Old Business: (10 minutes)

- St. Brigit BCC retreat
- 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

- Appreciation for In-Kind Donations, Special Helpers: Darin/Kirsten. Mike Wilson, MDM, Jerry VanSambeek, George and Marcia Andrews, Jim Rhoads, Dominic Florin. GSC for hand making linens. Anyone else? Tabled until January
- BCC Vestry Training - virtual?
- Parochial Report - January 4 to March 1

- Address Parish Admin salary vs Admin Asst. (\$8400 vs \$9900)

New Business: (10 minutes)

1. Hospitality Team Budget?
 - Line item exists in budget for coffee hour (\$150) so we could just change the name or use that and add \$ to it
- Welcome New BCC Members: AM(2), GM, DS, AP - what are new terms of service?
- BCC support: MDM(∞), NJB,(∞) JS (3)(new treasurer)
- Intro to BCC Procedures - Agenda, Communications, Minutes
- New Sign - possible Eagle Scout project
- Bishop's Visitation on March 17th - what that schedule looks like for the BCC.
- Formal Rule for 'FRIENDS of St Brigit' category for giving

FRIENDS:
 Jeff gave one time, member, out of state
 Rick does EOG and a separate large donation
 out of state? Non-member? One time donations

MDM definitions:

Friends of St Brigit is used for any donation that is a one time donation and not an ongoing pledge, or a donation from a non-member of the church.

In-Kind donations are where someone donates special services instead of cash. Stuff the church would have had to pay for if the person did not donate that service. This is not counted in the budget numbers but is needed so the church knows what it would have to pay if these in-kind donations went away.

Prayers and adjournment:

BCC Minutes February 15, 2024

Call to Order: 7:04pm MT

Present At Meeting: SM, NJB, JN, GSC, AM, AP, JS, MDM

Absent: DS, GM (JS in at 7:30, DS out at 7:30), Fr T in at 7:08pm

Opening Prayer: SM

BCC check in: (10 minutes)

Core Values: (3 minutes)

Children: SM

Outreach: NJB

Hospitality to All: MDM

Christian Formation: GSC

Caring Well/Home: JN

Safety: JS

Approval of Minutes: 01/18/2024 (1 minute)

One correction was made to the minutes by JN. His name was added to the 'Special Helpers' list.

MOTION: JN SECOND: GSC APPROVAL: UNANIMOUS

Treasurer Report: JS (8 Minutes)

Budget:

There have been changes to the budget due to some EOG sent in after the Annual Meeting. We received an additional \$3500 and we now have a balanced budget!! Way to go JS, 1st day and you balanced the budget! You have set the bar pretty high now. The

money is scaled to the Diocese (%10), the Front Range (%5), and Outreach (%2). We started with about at \$60K budget deficit.

AP: it has taken 15 years and we finally made it to the black! Woot Woot!!

Jan Report: no big items to call out. Pledge is significantly ahead of predicted, almost double.

The discretionary fund: is very low, we could move some of the pledge/plate to that fund.

JS: Now we are at a critical point to decide how to direct our resources. We are moving from survival mode to outreach and the possibilities are boundless! We are like antelope bouncing across the plains.

CD matured: CD matured on Jan 29 and JT took care of transition.

New Signers:

GSC and JS, GSC is done.....not so much for JS. (Uh oh!)

Vicar Report: Fr T (8 minutes)

Bishop Kym will be visiting on March 17. The BCC will meet with her after the coffee hour/reception.

Deacon Report: NJB (8 minutes)

Lenten Series/Outreach:

The team is melding and looking for outreach projects. The first will be a Lenten Series that is an educational series and will have a hybrid platform.

They will be using new Zoom speaker for lenten series. SM would like to know the distance for bluetooth, GSC also has speakers they can borrow.

Bishop's Warden Report: SM (8 minutes)

Welcome new BCC members!!

BCC Retreat: SM wants to do a BCC retreat. It will have to be a hybrid. Maybe February 24? No for MDM, JN, and NJB. SM will send out proposed weekends (5hr 11am to 3pm) to have retreat.

Insurance Claim: There is an issue with what is going to be covered. SM will provide info to JN and he will work to get it straightened out.

ACTION ITEMS:

SM send out proposed weekends for BCC retreat

JN work to get all hail damage claims covered

MDM find out distance for zoom speaker Bluetooth.

Property Warden's Report: JN (8 minutes)

Items to fix:

Boilers/furnaces: We have boilers and furnaces inspected and we have some maintenance work that needs to be done. The quote from the company who inspected it was >2K. Luckily we have a FRIEND of St, B who is a plumber and will do the work for free, we just have to buy parts. JN will coordinate repairs.

Swamp Cooler: Nick Nieusma came and fixed the church swamp cooler mother board.

Lighting: We need 15 new flood light bulbs, and two fixtures (north and east doors)

ACTION ITEMS:

JN speak with the FRIEND - Chris about repairs to furnaces/boilers

ALL give MDM list of lights that need new bulbs or replacement

Technology Team: MDM, GSC (5 minutes)

Xfinity: We have a new router for our internet. ~~MDM will ask JS to set it up.~~ Eric Potter will set up. Make sure to use the same username and password.

Realm: congregation is loaded and we are starting to send out invitations. NJB will send MDM a list

Fr T's mic: SM wanted to know status. Nobody has let MDM know what needs to be done. They are using 2 lapel mics right now but they are on the same channel. That needs to be fixed. Fr T is open to using lapel mic as long as the sound comes across well.

Zoom: We need more people on zoom team

ACTION ITEMS:

MDM get Xfinity info to Eric Potter

SM grab Sean Mercer and David Arnold about fixing the lapel mic's using same channel

MDM contact manufacturer about returning Fr T headset mic

BORG!! We are all sharing Fr T's brain!!

Nonprofit Report(s): (5 minutes)

BBCR: MDM BBCR is making positive progress. We have a possible new board member, George Andrews and new Garden Coordinator, Jerry VanSambeek
Insurance needs list of plants lost in hail storm

BV: JN There was a set back because the Town of Frederick wants BV to pay for new sewer drains and a retaining pond. It will cost around 350K and will cancel all of the amenities planned for the site. Hopefully it will this gets ironed out and BV will break ground in June and be ready to open in 2025.

ACTION ITEMS:

MDM needs to make list of plants lost in hail storm

Scout Report: MDM (5 minutes)

Vinyl Logos?, trailer? TP is still working on these

Eagle Scout Projects: submit to Tracy Platz or MDM

Ideas; new St. B sign, Opening up Kildare room

Please make sure that Eagle Scout project ideas help the community. They also have general scout projects that can be anything.

Old Business: (10 minutes)

St. Brigit BCC retreat: SM will send out email with dates/times.

Safe Church/Safe Kids: NJB and MDM will gather information. Everyone has classes to do!

In-Kind Donations: Potential large expenses due to the large amount of cost savings from folks that are volunteering time. WE NEED TO MAKE SURE EVERYONE IS REPORTING ANY TYPE OF IN-KIND DONATION SO WE CAN KEEP TRACK IN CASE THOSE DONATIONS STOP.

Examples: Parish Admin \$8400 Pianist \$9180 Property Warden \$7094.59/\$16405.76
~~Coffee Hour~~, Snow Removal, Lawn Care, Nick Nieuwma/electrician, Chris ?/plumber

Better to have more reporting than less so the BCC knows what possibilities are out there for possible future expenses.

Appreciation for In-Kind Donations, Special Helpers: Darin/Kirsten. Mike Wilson, MDM, Jerry VanSambeek, George and Marcia Andrews, Jim Rhoads, Dominic Florin, Nick Nieuwsma Jeff Nieuwsma GSC for hand making linens. Do we need a formal Thank You? (Table until retreat)

BCC Vestry Training: SM and Fr T are going on Feb 21 and will report back to BCC

Parochial Report: January 4 to March 1, MDM will work on it AFTER Fr T sends her the old reports! Did anyone get the license plate for that bus???



ALL send Fr T text about Parochial Reports!!

ACTION ITEMS:

NJB and MDM will gather information about safe church training

ALL make sure any type of In-Kind donation is reported to JS or MDM

MDM work on parochial report

New Business: (10 minutes)

Welcome New BCC Members: AM(2), GM, DS, AP: Each new member spoke a bit about who they are and where they came from.



I am pretty sure AP signed up to be Historian during her talk about herself!! Did anyone else catch that???

Intro to BCC Procedures: Agenda, Communications, Minutes, BCC vs BCC2

Bishop's Visitation: March 17th - what that schedule looks like for the BCC.

Formal Rule for 'FRIENDS of St Brigit' category for giving:

FRIENDS:

Jeff gave one time, member, out of state

Rick does EOG and a separate large donation

out of state? Non-member? One time donations

Discussion followed about what the definition of FRIEND of St Brigit donation. SM made a point that he has seen historically that people can make donations and 'designate' their funds.

Friends of St Brigit is used for any donation that is a one time donation and not an ongoing pledge, or a donation from a non-member of the church.

In-Kind donations are where someone donates goods or services instead of cash. Stuff the church would have had to pay for if the person did not donate that service. This is not counted in the budget numbers but is needed so the church knows what it would have to pay if these in-kind donations went away.

MOTION TO USE ABOVE DEFINITIONS FOR DONATIONS TO ST. BRIGIT.MOTION: SM SECOND: JN APPROVAL: UNANIMOUS

Prayers: MDM with an assist from NJB

Adjournment: 9:01pm MT

RECENT ACTION ITEM(S):

2. NJB Let Marlene know to move money from Outreach to Discretionary fund or use Outreach to buy \$50 cards.
3. SM/Fr T Search for more volunteers to help with clearing sidewalks. Ask Truly?
4. BCC Parish Admin salary increase needs to be addressed. Should it be equal to Admin Asst?
5. JS must pay attention to CD and when it will mature (in 6 months)
6. All: gets slides for Annual Meeting slide show and Ministry Reports done by Jan 25.
7. MDM send Tech Grant spreadsheet to Marlene
8. 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.
9. TP needs to get list of items and pictures so we can figure out storage.
10. MDM move money from CFB PayPal to CFB 1st Bank account
11. NJB/Fr T will come up with a plan for the Prayers of the People list and communicating it to the congregation
12. MDM Check on warranty for Fr T microphone headset
13. MDM fix the StB Directory and update it on website
14. AF will update the BCC picture frame in the entry hall
15. ALL Safe church modules must be done
16. NJB Safeguarding God's Children: everyone must redo, all expired. NJB will figure out what needs to be done.
17. MDM figure out the in-kind donation for the website.
18. Sound Team and MDM work on Tim's mic
19. SM Reach out to the Jaycox's about spearheading Raise Right (Fr T will send email they sent about volunteering more at St. Brigit)
20. ~~JN to look into getting a new pump for swamp cooler vs new shaft~~
21. ~~MDM/JN to contact Jim Rhoads about snow removal of sidewalks~~
22. ~~MDM/JN Look up Frederick rules for snow removal~~
23. Town of Frederick sidewalk ordinance/FAQ
24. FAQ Q3: Yes. Per Town ordinance, it shall be unlawful for any owner or occupant of any lot, block or parcel of ground within the Town, or for any agent in charge of such property, to allow any snow or ice to accumulate or remain upon any sidewalk alongside such property longer than twenty-four (24) hours from the time of the last accretion of such snow and ice.
- 25.
26. FAQ Q4: The Town recommends plowing your driveways and sidewalks after Town crews are done, and the new ordinance allows for this by giving you 48 hours after a storm to shovel.
27. ~~Nick Nieusma fix loose wire in church swamp cooler~~
28. ~~MDM to put together report of how the Diocese Tech Grant was spent~~

29. <https://docs.google.com/spreadsheets/d/1ynbKqBQ-cJobtgDQetsg9zmf5sTYqlzIn72w-3HoSHc/edit?usp=sharing>
30. TP investigate Troop 73 wanting to put their trailer in St. Brigit's name
31. GSC Look into getting an 'Episcopal Church: St. Brigit' street sign for Tipple? Town Manager of Frederick
32. ~~TP check with vinyl place about what type of file they need for St. Brigit logo~~
33. ~~MDM write blurb for Annual Meeting on January 28 — done by Shelly Arnold~~
34. 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:

HA! You all thought we were done here...

KEEP SCROLLING THERE IS MORE BELOW!

Ministries 2024

Worship - Mark Fasano, Deacon Bookie

Acolytes

Eucharistic Ministers

Lectors

Crucifers

Eucharistic Visitor - Deacon

Offering - Eric Potter

Choir - David Arnold

Altar Guild - Tracy Platz

Cheryl Sears

Alicia Florin

Melanie Chambly

Ginger Miller

Geri Sue Coe

Sound/Zoom

Sound System - David Arnold

Zoom - Sean McGaughey

Hospitality Team - Peg Nelson

Coffee Hour Host

Bishop's Visit

Greeters/Ushers - Laura Lewis

Welcoming Committee - Laura Lewis

Special Events

Shamrock Suppers/Gatherings - Alechia Potter.

Ceili - Nancy Trubee

Children/Youth

Sunday School - Emily Rayburn

Youth Group/Faith Formation - Juanita

Redfield

Outreach - Deacon Bookie, Laura Lewis

Bowls - Laura Lewis

Christmas Outreach - Deacon

Loaves & Fishes - Deacon

Help Center - Deacon

Emergency Needs - Clergy Discretionary

TBD by Laura Lewis

Adult Faith Formation - Tim Backus

Adult Faith Formation - Fr Tim; Alechia Potter

Celtic Prayer - Rick Hess, Nancy Trubee

Healing Prayer - Nancy Trubee

Prayer Chain - Deacon Bookie

FSV - Demi Prentiss

Finance and Stewardship

Fundraising

Sean McGaughey

Laura Lewis

Tim Backus

Jeff Nieuwma

Jeff Solas

Nancy Trubee

Safety - Alicia Florin, Deacon Bookie

Other

Landscaping and Grounds Maintenance - Jeff

Nieuwma

Technology Team - Michelle Mrsan, Tracy Platz,

Geri Sue Coe

Social Media - Alicia Florin, Michelle Mrsan