

**St Hilda-St Patrick Episcopal Church  
Bishop's Committee Meeting March 16, 2025  
Minutes**

**In attendance**

Joseph Peters-Mathews, Vicar  
Kerry Fitzgibbons, Junior Warden  
Chris Kelley, Senior Warden  
Gerry Thompson  
Cris Simmons  
Amy Squire  
Carol Rypkema, Treasurer  
Dawn Fitzgibbons

**Absent**

Stephanie MacLachlan  
Susy Hessel  
Monica Isbell, Clerk

*Note: These minutes were prepared from an audio recording of the meeting.*

**11:32am**

**Call to Order** – Joseph called the Bishop's Committee (BC) to order.

**11:32am**

**Opening Prayer** – Gerry led the BC in the opening prayer. Chris volunteered to be time keeper

**11:32am**

**Routine Business Consent Agenda** – The senior warden's report was stricken from the consent agenda because there was no senior warden report. Joseph asked for adoption of the Consent Agenda by unanimous consent. There was no objection.

**11:34am**

**Finances Discussion** – Carol shared that we're not as in the hole as we expected to be because of generous plate gifts. At the end of February we were \$12,000 not \$14,000 behind. Kerry shared that part of the deficit was \$1,700 to repair the roof over the parish hall. Another was servicing the HVAC system for \$358. The splits in the Parish Hall are still turning off and not back on. Those workers will be back on Thursday. Unless there are parts involved, this assessment and continued repair are included in the warranty. The roller doors between the kitchen and the parish hall have to be certified every year, so that has been done. That was \$500.

**11:40am**

**Bishop's Committee Election** – Stephanie MacLachlan resigned immediately after the February meeting, which had been communicated to the Bishop's Committee via email. Joseph noted that he failed at good procedure for communicating Amy Squire's agreement to serve in Stephanie's stead. Joseph opened the floor for nominations. Chris corrected Joseph that Amy will serve until the next congregational elections,

not the remainder of Stephanie's term. Kerry nominated Amy to serve through the next Annual Meeting. Gerry seconded Kerry's motion. Amy accepted the nomination. Amy was elected unanimously.

Joseph asked the Bishop's Committee to pray for Susy and her ongoing health concerns.

**11:40**

**Archivist Presentation on Digitization** – Dawn shared a handout from a session at the Diocesan Leadership Conference on "Going from Paper to Digital." Dawn has started this work, but we need to keep in mind that there's a difference between digitization and preservation. Preservation has started, and right now it's mostly her. Digitization is looking at legacy records and making them accessible without actually digging. Dawn has begun this by scanning parish records books. She has gained experience and may do this again for better quality and accessibility.

What needs to be digitized? Everything on the handout! We have most of the materials, and now we need a plan. In-house digitization is fine. The diocese is exploring getting a special scanner for smaller congregations to use, and Dawn has a good relationship with the Latter-Day Saints Family History Center and has their scanner on loan. Dawn talked about the importance of backups, including financials and Carol's backups.

Because St. Hilda St. Patrick is a "young" church almost nothing that is scanned – particularly names – can be released or shared with anyone. The records need to be secured. They're being stored on an external hard drive and can be put in Google Drive. Carol said that we should do both, and Cris agreed. Our preservation plan is currently cobbled together, but Dawn is putting this together. What this project needs is a team and possibly a budget. She's looking for at least three people who are willing to work on this and ideally have some kind of knowledge about our congregation's records. Charleen and Kathleen may be people who can add to the team. Hopefully this won't cost anything because of the borrowed scanner. Dawn wants this to have a deadline and not drag on forever.

Amy asked for clarification on if these directions came from the diocese – and if we'd need to report anything to them. Even though we're a mission there is nothing in place at the moment for our needing (or being able) to share with the diocesan office. Chris asked what Dawn needs from the Bishop's Committee. Dawn said she needs the BC's blessing and some people to help. More support may be needed later. All of the information / files should be available, but finding and organizing the Google Drive. Joseph said that because the handout has a naming convention to use he can implement it going forward and begin retroactively applying it. Carol volunteered to help with the financial records.

Joseph asked if there was objection to Dawn proceeding with digitization. There was no objection – especially since there is no budgetary impact. Gerry asked if Dawn will be asking people above if they'd be participating or opening it. Dawn will be adding an announcement to the bulletin and newsletter inviting all volunteers.

**11:49**

**Diocesan Investment Fund Update, if any** – Carol assumes that the diocese will be in touch with Joseph about the DIF. She and Joseph sent the documents the diocesan Board of Directors asked for, and the board was pleased with the congregation's turn around. The meeting was February 18, and we still haven't heard anything. Chris noted his having met with members of the board last week and mentioning the desire to access the DIF. The treasurer out at St. Margaret's has casually mentioned to Carol that it's very difficult to get money out of the DIF.

**11:50**

**Ongoing Discernment — “Dinners for Eight”** – Susy has been in touch with potential hosts. Joseph shared that there have been some concerns or anxieties that this will be one gathering (in multiple locations) as opposed to multiple gatherings. Joseph opened the floor for discussion. Kerry thinks there needs to be more than one conversation because it takes time for groups to get comfortable enough to discuss topics that arouse emotions, concerns, and interpretations. Kerry is hoping for several sessions. Carol noted that that one night may not be available for everyone. She suggested that even if there's only one set of dinners, there be several different nights.

Chris Kelley proposed something in the middle: Dinners for 8 are organized and have their first group, then leave it to that group to decide whether they want to reconvene and at what frequency. Joseph suggested “pre-convening” as an option: Sorting and assigning today and letting people know what their groups are and let them decide if they want to get together as wholes or smaller spin offs before the May 4 date. Joseph will follow up with Susy.

Chris presented a print out of the current directory with all the family units. These were printed on business card card stock. The BC punched out the cards, put them in a basket, and drew names. The BC clarified who the hosts were so that the right number of hosts had cards drawn. The hosts will be Adrienne Reynolds and Peter Smith, Susy Hessel, Cris Simmons, Gerry Thompson (who will ask the Croccos to host), Dawn and Kerry Fitzgibbons, and Chris and Valerie Kelley. After all names were drawn, some paring happened based on church attendance vs connection to the congregation. The final assignments are [recorded on this spreadsheet](#).

**12:13**

**Bishop's Committee Retreat – April 5** – Joseph clarified that the date on the agenda for the retreat was wrong. The retreat is April 5 at St. Hilda St. Patrick. Joseph asked for feedback about what members need. Carol asked if the BC would be meeting that day as well and if she would need to have financials ready. Joseph hoped that the meeting could be this day, so she would need financials. The third Sunday of April is Easter. The Sunday before is Passion Sunday. The last Sunday is the Second Sunday of Easter and Joseph does not want to have a meeting then. The BC will meet 9:15-10:30 am on April 5. Amy asked what the point of the retreat is and Joseph talked about some of the options.

**12:17**

**Janitorial Services Update** – Carol and Kerry have rewritten the specs to note what is actually being done and moved some of the items that are supposed to be monthly items for the janitorial service provider

to the Saturday morning work party lists. The specs are shorter and simpler now, and we can begin looking for bids. Carol needs to back away from this project because she'll be teaching a 135% load and working two part days a week. She passed off this project to Amy. Carol has ideas for four potential cleaners to solicit bids. Chris added context about the financial impact of janitorial services: getting better value for the money or ways to spend less money. Carol reminded the BC that a gift last year has helped have janitorial services, and that gift is about to run out. She quickly walked through concerns over contract termination requirements (a month) and the necessity of having the diocese approve all contracts.

#### **12:20**

**By-Laws** – There is a process for amending the bylaws. Chris has looked at the bylaws and noticed that some pieces are missing (like what defines a quorum for the BC). Chris sought volunteers to be on a subcommittee. If nothing else he wants people to read the bylaws and notice how they don't match our practice. Chris needs to set a BC deadline because the congregation needs 30 days advance notice (before the June 1 all congregation meeting). Anyone planning to submit anything to Chris should let him know by March 21.

#### **12:20**

**Mutual Ministry Goals / Agreement** – Diocesan Letter of Agreement between SHSP and Joseph says that three mutual ministry goals should be adopted each year with a mutual ministry review each year as well. We have never had a mutual ministry review. Because the diocese never follows up, it falls in our priorities. Joseph explained what a mutual ministry review is and how mutual ministry goals are an agreement between vicar and BC about their roles and how they work together to accomplish them. Carol suggested that we work on these at the retreat. Joseph observed that there is work from Partnership for Renewal we can continue working on, especially in light of the ongoing congregational discernment.

#### **12:25**

**Good of the Order** – Chris was on a call with diocesan leadership about the cell tower. The diocese sent redlines back to the vendor who felt the redlines weren't worth taking forward. Diocesan leadership wanted to get the mission's perspective. A small aside about the restrictions and market for the rear parcel of land. Any money from a cell tower would go to paying down the loan on the "new" part of the building and then income would come to the mission. Chris told them that we don't have that kind of runway, so the diocese should act in its interest.

Cris's friend is not interested in going forward on parking lot regrading. For one day rental among three places it's \$1,600-2,000. The initial cost estimate was \$2,500. Cris is concerned about draining and underground cable. Kerry has a layout for drainage. Chris said electrical cabling should be 18" below the surface. Kerry plans to reach out to the neighbor to see if he'll rent for a day. Cris's friend is still willing to consult but doesn't want his equipment and taxes involved.

Carol asked the Bishop's Committee to make necessary votes for updating the signature card. As chair, Joseph entertained a motion to remove Valerie Conner as check signer, to add Chris Kelley as a check signer, and to leave Carol Rypkema, Kerry Fitzgibbons, and Tiffany Smith as signatories. Kerry made that motion. Cris seconded the motion. There was no discussion. The motion passed unanimously.

Carol notified the Bishop's Committee that the treasurer, by title, maintains the offsite backup of the financial records. Chris updated the BC that it's also backed up to the Google Drive.

There are problems with the bill with ZiplyFiber – the bills are not arriving soon enough for a check payment to be considered on time. They offer a \$10 discount for autopay. This is a departure from our usual bill-pay method and Carol wants approval before doing that. Gerry moved that St. Hilda St. Patrick transition to paying its ZiplyFiber bill to autopay. Kerry seconded the motion. Chris Kelley wants there to be a process to record what's not paid so that there's no forgetting that it's autopaid. Joseph said that we'd work on a fuller process. There are ways of logging in in Carol's absence. Kerry asked how the company will manage that and Carol explained that she gives the bank information to Ziply and they draw the due. Gerry asked if it's always the same amount. Carol said that it is and that it will decrease because of going to autopay. Chris asked if we need a motion because the internal control of signatories goes missing. Where are the checks and balances? Amy shared Chris's worries about a backdoor for money to disappear from our accounts. The motion passed unanimously.

Four other items are paid without checks: IRS, Joseph's 403b, quarterly state taxes are paid electronically. The IRS and Joseph's 403b require electronic transfers. Carol does not want the quarterly tax check to get lost.

**12:28**

**Closing Prayer and Adjournment** – Chris moved to adjourn pending a closing prayer. Kerry seconded the motion. The motion was passed unanimously. Chris led the closing prayer.

The next meeting is April 5 as part of the Bishop's Committee Retreat.

Minutes were prepared by the Rev. Joseph Peters-Mathews, vicar, and acting clerk.