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AGENDA
February 1, 2020 Diocesan Council Retreat
Christ Church Cathedral
9:00-3:45

Retreat portion: Dave Robinson, facilitator

Canon David Robinson is a recent migrant to Winnipeg, Manitoba having moved there with his spouse and their daughter in the fall of 2017 after retiring as Director of Congregational Development for the Anglican Diocese of Toronto.

9:15 a.m. Morning Prayer

9:30 a.m. Dave Robinson: Morning Session

12:15 p.m. Lunch

1 p.m. Dave Robinson: Afternoon session

3:30 p.m. Closing

Business meeting portion 3:30 p.m.

Consent agenda:

- Minutes from November 21, 2019 meeting
- Financial Reports through November, 2019
- Real Estate Update

Vote to approve Operating Agreement between Wilbraham and Sheffield Congregations

Vote to approve Operating Agreement and Articles of Merger for Christ/Trinity, Sheffield

Vote to affirm request to reclassify St. Thomas, Auburn as a mission congregation

Assessment Reduction Request (maybe)

Adjourn

FUTURE MEETINGS

Thursday, April 2, 2020 2:00-4:30 p.m.

Thursday, June 11, 2020 2:00-4:30 p.m.

COUNCIL MEMBERSHIP

Officers and Appointed Members:

The Rt. Rev. Douglas Fisher, President

The Rev. Nancy Webb Stroud, Vice President

Ms. Wende Wheeler, Secretary

Ms. Kitty Dougherty, Treasurer

Mr. Frank Minasian, Trustee Representative

Term of Office Expires:

Convention of 2020 - Heather Blais, Donna Christian, Richard Delorme

Convention of 2021 - José Reyes Pérez, Mark Rogers, Eliot Moss, Rick Gore

Convention of 2022 - Janet Zimmerman, Janet Young, Beth Washburn

Minutes of the meeting of Diocesan Council

November 21, 2019

Diocesan House, Springfield

Present

The Rt. Rev. Doug Fisher, President
The Rev. Nancy Webb Stroud, Vice-President
Steve Abdow
The Rev. Heather Blais
Richard Delorme
Richard Gore
The Rev. Eliot Moss
Mark Rogers
The Rev. Rich Simpson
The Rev. Dcn. Beth Washburn
Wende Wheeler, Secretary
Janet Young
The Rev. Janet Zimmerman

Absent

Donna Christian
Kitty Dougherty, Treasurer
Frank Minasian
The Rev. José Reyes

3:05 p.m. Called to order

The meeting was opened with prayer by meeting chaplain Mark Rogers, who offered a reflection on Psalm 42.

Consent Agenda

The Consent Agenda, which included Minutes from the October 2019 meeting, the Q3 Financial Report, the Housing Allowance Resolution for Ordained Members of the Diocesan Staff, and the Real Estate were moved, seconded and unanimously approved.

Bishop's Time

Map of the Diocese Using Framework Grid

Janet Young, Rich Simpson, Pam Mott, John Cheek and Mac Murray met to consider where in the grid our parishes fall. The group is looking at a variety of elements, including numbers (ASA and budgets), websites, ministries, etc. to make evaluations. We recognize that the effort results in a snapshot in time of where a parish is on the grid. Some parishes change over time. There is the hope that a "diagnosis" can spark a conversation that may aid recovery where necessary.

The map will be presented to Council at the February 1 retreat where there can be a broader conversation around the categorization.

By grid category, there are 27 sustainable parishes, 11 strategic, 4 static and 8 unsustainable.

We will do this exercise on an annual basis. A question for the Council to consider is, what do we, as a body, do with this information? Grid evaluation is one of many tools to help a congregation move to a healthier position. Can point to opportunities for coaching and other tools.

All Saints', Worcester, Assessment Reduction Request

Request evaluation committee: Nancy Stroud, Steve Abdow, Dick Delorme

All Saints' was granted an assessment reduction for 2019. Since then, they've abided by Council's requests, and made good headway in responsible budgeting, making changes and have created impressive stewardship efforts. Because of the wild budget fluctuations over the past several years, the assessment calculation for 2020 would result in a significant increase for the year (would rise to over \$87,000). The committee recommends adjusting the calculation for the coming year to keep the assessment at approximately \$78,000 for another year. A motion was made to accept this recommendation. It was seconded and passed unanimously.

Discussion of Greening Grants

Council had conversation around possibility of using some Ministry Development Initiative Grant funding for Greening Grants. The MDI budget is somewhat fluid – currently around \$75,000 per year. The whole amount is not always allocated each year. Allowing for Greening Grants would be a further means of supporting Creation Care in the Diocese.

Issues to be tackled: need for criteria, and ways in which grants could be used to support grid-related efforts. Also – there is a danger of being swamped by larger bricks and mortar requests (ie new heating systems) vs. smaller projects. We don't have the resources to do large capital projects.

General consensus that we cannot change the 2020 MDI criteria as the cycle has started. After the current round (deadline is March 15), if total requests don't require the entire MDI budget, a second round could be announced with the balance, to focus on Creation Care. We agreed to take this "hybrid" approach, and consider in 2021 whether to be more intentional in asking for Creation Care oriented requests.

Use of unrestricted donations to the Diocese

Steve Abdow presented a proposal to direct unrestricted gifts up to \$10,000 to Human 2 Human. Up until this point, they've been put into the general operating budget. Larger gifts (particularly bequests) are put into the endowment. This would be a way to give Human 2 Human some funding as it develops its own sources of funding.

Motion: For the next three years (through December 2022), the first \$10,000 of unrestricted gifts annually to the Diocese will be directed to Human 2 Human.

Moved, seconded and passed unanimously.

Meeting was adjourned at 4:45 p.m.

Respectfully submitted

Wende T. Wheeler, Secretary

UPCOMING COUNCIL MEETING SCHEDULE

Saturday, February 1, 2020 9 a.m. – Council Retreat
Thursday, April 2, 2020 2:00-4:30 p.m. (Heather Blais, chaplain)
Thursday, June 11, 2020 2:00-4:30 p.m.

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Fanning the Flames - Budget

Fanning the Flames Budget	#	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Projected	
Affrican Ministry in Worcester	527			\$ 41,634	\$ 44,742	\$ 43,697	
Spiritual Formation Missioner			\$ 38,784	\$ 20,000		\$ -	
Bishop's Choir	520		\$ 7,500	\$ 4,100	\$ 7,000	\$ 7,500	
Associate in Worcester			\$ 72,648	\$ 70,656		\$ -	
Associater in Pittsfield	538		\$ 69,252	\$ 68,083	\$ 35,910	\$ -	
Trinity Ware	553		\$ 8,700	\$ 18,408	\$ 18,741	\$ 18,776	
Clare House, Holden	519			\$ 25,000	\$ 25,000	\$ 25,000	
Rabbi in Residence	547			\$ 10,565	\$ 10,800	\$ 12,000	
Latino/Hispanic Ministry	540				\$ 92,588	\$ 100,000	
Cathedral of the Beloved				\$ 5,000		\$ -	
Street Stories - Grant	599				\$ 5,000		
Episcopal Charities of WMA	580				\$ 21,600		
TOTALS		\$ 86,988	\$ 196,884	\$ 263,446	\$ 261,380	\$ 206,973	
					Actuals Thru 2018	\$ 808,699	
Note: Trinity Ware started on July 1, 2016							
		2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Projected	Totals
Additional Draws		\$ -	\$ 190,000	\$ 400,000	\$ 290,000	\$ 120,000	\$ 1,000,000
Actual Expenses		\$ (86,988)	\$ (196,884)	\$ (263,446)	\$ (261,380)	\$ (206,973)	\$ (1,015,672)
							\$ (15,672)
Fanning the Flames 2.0 Budget	#	2020 Projected					
Bishop's Choir	520	\$ 7,000	Bishop's Funds				
Trinity Ware	553	\$ 18,700	Bishop's Funds				
Rabbi in Residence	547	\$ 13,000	Bishop's Funds				
Assisting Bishop - Mark Beckwith	550	\$ 25,000	Parish Vitality Fund				
Lawrence House - 2020 ???			Parish Vitality Fund				
TOTALS		\$ 63,700					

Report on Human to Human 2019 YTD Financials and 2020 Budget

January 13, 2020

The attached spreadsheet shows activity for 2018, YTD thru November 2019, and the budgets for 2019 and 2020.

Revenues for 2019 consisted of \$300,000 from Diocesan funds and another \$45,000 (thru year end) from fundraising efforts.

The first \$100K from the Diocese was the last contribution from the Bishop's Discretionary account to support Walking Together and Building Bridges. \$200,000 was allocated from the Parish Vitality Fund (closed church assets).

Expenses in 2019

We spent \$18,500 on one time startup expenses for fundraising consulting, website designs, branding consulting. These expenses were not included in the budget for 2019 when it was created. The budget for 2020 for these items is \$5000.

The budget for Building Bridges should be close to forecast. Mileage and food costs are expected to come in a few thousand over budget. We anticipated this as we added a lunch in Leominster in 2019 and that has increased expenses. The cost to operate Building Bridges which serves approximately 350 lunches per week in 8 locations to vets struggling with isolation and seeking community will be ~\$135 for the year.

The budget for Walking Together had been increased by \$9000 after the budget was created to increase the PT site manager position so we could expand hours. Also, the budget for programs expenses for Laundry Love and to stock the storefront will come in ~\$10,000 over budget due to a mistake in budgeting. The cost to operate for the year will be ~\$100,000.

2020 Budget

The budget for 2020 is \$330,000. That includes \$25,000 for grants to parishes, \$100,000 to operate Walking Together, and \$135,000 to operate Building Bridges. The remaining \$70,000 is for personnel expenses for the H2H director (\$58,000) and business expenses (\$12,000).

The Episcopal Diocese of Western Massachusetts						
2020 Human to Human 2019 YTD report and 2020 Budget						
			2018 YTD Actual	Nov 2019 YTD Actual	2019 BUDGET	2020 BUDGET
			2018	Nov-2019	BUDGET	BUDGET
REVENUES						
Use of Investment - Trustees						
	Walking Together Ministry	Use of Investment - Additional Draw	\$100,000.00	\$0.00	\$0.00	\$0.00
	H2H Administration	Use of Investment - Additional Draw	\$0.00	\$200,000.00	\$150,000.00	\$175,000.00
		Total Use of Investment - Trustees	\$100,000.00	\$200,000.00	\$150,000.00	\$175,000.00
Program Income						
	Building Bridges -Veteran's Ministry	Program Income	\$7,780.00	\$8,377.00	\$0.00	\$50,000.00
	Walking Together Ministry	Program Income	\$18,939.13	\$22,972.00	\$0.00	\$50,000.00
	Human to Human	Program Income	\$0.00	\$5,756.00	\$100,000.00	\$50,000.00
		Total Program Income	\$26,719.13	\$37,105.00	\$100,000.00	\$150,000.00
Other Income and Gifts						
		Misc Income	\$0.00	\$108,037.00	\$100,000.00	\$15,000.00
		Total Other Income and Gifts	\$0.00	\$108,037.00	\$100,000.00	\$15,000.00
Interest Income						
		Interest Income	\$0.00	\$0.00	\$0.00	\$0.00
		Total Interest Income	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL Human-2-Human REVENUES		\$162,719.13	\$345,142.00	\$350,000.00	\$340,000.00

			2018 YTD Actual	Nov 2019 YTD Actual	2019 BUDGET	2020 BUDGET
			2018	Nov-2019	BUDGET	BUDGET
EXPENSES						
Building Bridges - Veterans Ministry						
Wages and Benefits						
	Building Bridges -Veteran's Ministry	Salary - Clergy	\$0.00	\$0.00	\$0.00	\$0.00
	Building Bridges -Veteran's Ministry	Salary - Lay	\$38,916.40	\$34,407.00	\$42,000.00	\$42,500.00
	Building Bridges -Veteran's Ministry	Long-Term Disability Insurance - Lay	\$121.56	\$114.00	\$106.00	\$106.00
	Building Bridges -Veteran's Ministry	Social Security/Medicare Taxes - Lay	\$2,977.00	\$2,632.00	\$3,213.00	\$3,251.25
	Building Bridges -Veteran's Ministry	Pension Benefits - Lay	\$3,502.50	\$4,129.00	\$5,040.00	\$5,100.00
	Building Bridges -Veteran's Ministry	Life Insurance - Lay	\$144.00	\$180.00	\$156.00	\$156.00
	Building Bridges -Veteran's Ministry	W/C Insurance - Clergy	\$297.36	\$294.00	\$150.00	\$320.00
	Building Bridges -Veteran's Ministry	W/C Insurance - Lay	\$594.60	\$294.00	\$300.00	\$320.00
	Building Bridges -Veteran's Ministry	Housing & Related Expense	\$38,250.00	\$35,750.00	\$38,250.00	\$40,000.00
		Total Wages and Benefits	\$84,803.42	\$77,800.00	\$89,215.00	\$91,753.25
Business Expenses						
	Building Bridges -Veteran's Ministry	Food and Refreshments	\$183.60	\$177.00	\$0.00	\$0.00
		printing		\$504.00		\$750.00
	Building Bridges -Veteran's Ministry	Grant	\$5,000.00	\$0.00	\$0.00	\$0.00
	Building Bridges -Veteran's Ministry	Program	\$23,793.59	\$26,686.00	\$27,500.00	\$30,000.00
	Building Bridges -Veteran's Ministry	Professional Services/Consultants	\$740.00	\$3,150.00	\$1,000.00	\$500.00
	Building Bridges -Veteran's Ministry	Auto - Mileage & Tolls	\$7,609.34	\$10,406.00	\$7,500.00	\$11,000.00
	Building Bridges -Veteran's Ministry	Other Travel or Meal Expense	\$21.09	\$300.00	\$0.00	\$0.00
		Total Business Expenses	\$37,347.62	\$41,223.00	\$36,000.00	\$42,250.00
		Total Building Bridges	\$122,151.04	\$119,023.00	\$125,215.00	\$134,003.25

			2018 YTD Actual	Nov 2019 YTD Actual	2019 BUDGET	2020 BUDGET
			2018	Nov-2019	BUDGET	BUDGET
Walking Together						
Wages and Benefits						
	Walking Together Ministry	Salary - Clergy	\$20,614.00	\$19,725.00	\$17,599.00	\$19,434.00
	Walking Together Ministry	Salary - Lay	\$11,492.00	\$13,056.00	\$12,000.00	\$17,773.68
	Walking Together Ministry	Medical/Dental Insurance - Clergy	\$4,380.00	\$4,268.00	\$6,185.10	\$4,935.36
	Walking Together Ministry	Social Security/Medicare Taxes - Clergy	\$2,303.76	\$2,175.00	\$2,303.72	\$2,444.10
	Walking Together Ministry	Social Security/Medicare Taxes - Lay	\$879.11	\$999.00	\$918.00	\$1,359.69
	Walking Together Ministry	Pension Benefits - Clergy	\$5,835.24	\$5,909.00	\$5,420.52	\$5,750.82
		Pension Benefits - Lay		\$1,035.00		
	Walking Together Ministry	W/C Insurance - Clergy	\$297.36	\$294.00	\$0.00	\$40.00
	Walking Together Ministry	W/C Insurance - Lay	\$297.36	\$294.00	\$0.00	\$320.00
	Walking Together Ministry	Housing & Related Expense	\$12,000.00	\$11,000.00	\$12,515.00	\$12,515.00
		Total Wages and Benefits	\$58,098.83	\$58,755.00	\$56,941.34	\$64,572.65
Business Expenses						
	Walking Together Ministry	Continuing Education	\$0.00	\$471.00	\$1,000.00	\$0.00
	Walking Together Ministry	Printing & Binding	\$122.19	\$0.00	\$0.00	\$0.00
	Walking Together Ministry	Professional Conferences	\$500.00	\$35.00	\$0.00	\$0.00
	Walking Together Ministry	Program	\$8,883.07	\$17,038.00	\$8,000.00	\$19,500.00
	Walking Together Ministry	Gas Electric and Oil	\$3,082.49	\$3,033.00	\$2,100.00	\$3,750.00
	Walking Together Ministry	Internet - general exps	\$989.78	\$1,734.00	\$0.00	\$1,000.00
	Walking Together Ministry	Rent	\$10,200.00	\$9,800.00	\$10,200.00	\$10,800.00
	Walking Together Ministry	Supplies - Office	\$33.86	\$0.00	\$150.00	\$0.00
	Walking Together Ministry	Auto - Mileage & Tolls	\$0.00	\$0.00	\$500.00	\$500.00
	Walking Together Ministry	Conference Travel & Meals	\$1,297.00	\$1,000.00	\$0.00	\$1,000.00
		Total Business Expenses	\$25,108.39	\$33,111.00	\$21,950.00	\$36,550.00
	Total Walking Together		\$83,207.22	\$91,866.00	\$78,891.34	\$101,122.65

			2018 YTD Actual	Nov 2019 YTD Actual	2019 BUDGET	2020 BUDGET
			2018	Nov-2019	BUDGET	BUDGET
H2H Administration						
	Wages and Benefits					
	H2H Administration	Salary - Clergy	\$0.00	\$0.00	\$0.00	\$0.00
	H2H Administration	Salary - Lay	\$0.00 *	\$45,194.00	\$52,131.50	\$45,641.00
	H2H Administration	Medical/Dental Insurance - Lay	\$0.00 *	\$2,662.00	\$3,163.00	\$2,836.00
	H2H Administration	LTD Insurance - Lay	\$0.00 *	\$219.00	\$0.00	\$260.00
	H2H Administration	Social Security/Medicare Taxes - Lay	\$0.00 *	\$3,661.00	\$3,988.00	\$3,390.00
	H2H Administration	Pension Benefits - Lay	\$0.00 *	\$5,423.00	\$6,256.00	\$5,832.00
	H2H Administration	Life Insurance - Lay	\$0.00	\$121.00	\$0.00	\$144.00
	H2H Administration	W/C Insurance - Lay	\$0.00	\$135.00	\$597.00	\$160.00
		Total Wages and Benefits	\$0.00	\$57,415.00	\$66,135.50	\$58,263.00
	Business Expenses					
01-7015-80-8	H2H Administration	Continuing Education	\$0.00	\$131.00	\$0.00	\$0.00
01-7020-80-8	H2H Administration	Food & Refreshments	\$71.10	\$134.00	\$0.00	\$0.00
01-7030-80-8	H2H Administration	Internal Program Funding Exp	\$0.00	\$0.00	\$0.00	\$0.00
01-7055-80-8	H2H Administration	Memberships/Dues/Subscriptions	\$349.93	\$4,610.00	\$2,000.00	\$2,750.00
01-7070-80-8	H2H Administration	Printing & Binding	\$0.00	\$189.00	\$0.00	\$3,500.00
01-7072-80-8	H2H Administration	Professional Conferences	\$0.00	\$0.00	\$0.00	\$0.00
01-7075-80-8	H2H Administration	Program	\$0.00	\$238.00	\$0.00	\$0.00
01-7220-80-8	H2H Administration	Internet - general exps	\$0.00	\$0.00	\$0.00	\$0.00
01-7222-80-8	H2H Administration	Website Expenses	\$0.00	\$3,912.00	\$0.00	\$500.00
01-7240-80-8	H2H Administration	Professional Svcs/Consultants	\$15,248.00	\$14,500.00	\$0.00	\$5,000.00
01-7280-80-8	H2H Administration	Supplies - Office	\$0.00	\$200.00	\$0.00	\$0.00
01-7296-80-8	H2H Administration	Auto - Mileage & Tolls	\$0.00	\$0.00	\$0.00	\$0.00
01-7298-80-8	H2H Administration	Conference Travel & Meals	\$0.00	\$0.00	\$0.00	\$0.00
		Total Business Expenses	\$15,669.03	\$23,914.00	\$2,000.00	\$11,750.00
	Program Grants					
01-7040-80-8	H2H Administration	Grants to Parishes	\$9,000.00	\$18,500.00	\$25,000.00	\$25,000.00
		Total Program Grants	\$9,000.00	\$18,500.00	\$25,000.00	\$25,000.00
		Total H2H Administration	\$24,669.03	\$99,829.00	\$93,135.50	\$95,013.00
		TOTAL Human-2-Human EXPENSES	\$230,027.29	\$310,718.00	\$297,241.84	\$330,138.90
		GRAND TOTAL Human-2-Human INCOME (LOSS)	(\$67,308.16)	\$34,424.00	\$52,758.16	\$9,861.10

Notes on the November 2019 Income Statement of the Administrative Offices of the Diocese of Western MA

Summary

At the end of November we show a bottom line deficit of \$8,542 against a projected deficit of \$18,848 leaving us with a variance of \$9,306 to the good. I believe this puts us in a good position for our year end.

Here are notes on the major variances from the budget.

Revenue

- Actual revenue through November exceeds budgeted revenue by \$2000.
- Income from investments is \$6000 under projection and Other Income and Gifts are over \$7500 leaving us in good shape.

Bishop's Ministry

- We are over budget in this category by \$15K on a budget of \$452K.
- We incurred \$14,000 for travel expenses (trip to the Holy Land and the Consecration in Paris) that were not anticipated when the budget was created.

Congregational Development: Mission with Congregations

- We are under projection in this category by \$35K with a YTD budget of \$559K.
- Budgeted program and conference expenses for Hispanic Ministry in the Diocese have been postponed and we are \$17,000 under budget to date.
- There is a lot going on in Worcester, Springfield and Holyoke. To date there is a new Hispanic congregation meeting on Thursday evenings in Holyoke, and the Hispanic congregation in Worcester is moving into St. Mark's in Worcester and is seeking to attain Mission Congregation status.
- We are \$11,000 under budget on the youth ministry line as our missionary for youth ministry answered a call away from the diocese over the summer.
- We are \$9000 under budget on the stewardship line. Our major investment in stewardship development this year was the Stewardship workshop held on Parish Leadership Day. The \$7500 expense for the Workshop was charged to the PLD budget line.
- Expenses related to the work of our Christian Formation Missioner are \$7200 over budget. \$5000 of this is due to a mistake budgeting for clergy pension benefits.

Leadership Development for the Baptized

- This area of the budget is over projection by \$4000 on a budget of \$262K.

Mission with the Larger Church/World

- This category shows expenses under budget by \$26K on a budget of \$515K.
- The grant line for our Outdoor Worship Communities was reduced and is under budget by \$12K.
- Requests for Global Mission Grants have dwindled and we reduced that budget mid-year by \$10,000. As of the end of November that line is under budget the original \$25K budget by \$14,000.
- Our outreach efforts and investments have become local and regional at this time with ministries like Building Bridges Veteran's Initiative and Walking Together.

Governance

- This category is \$26K over its budget of \$159K for the year.
- We have incurred \$19,000 in unanticipated expenses related to Title IV work on matters of clergy discipline.
- Chancellor's expense is over budget by \$5000 for unexpected Title IV work

Administration and Finance

- This area of the budget is over by \$8160 on a budget of \$420K.
- We are over budget by \$7000 for wages and benefits as a result of staff changes in 2019. Some of the overage was for one time transition costs. These changes have resulted in marked improvements in our financial operation.
- Another variance of note is \$5600 in interest expense over projection. We have used our line of credit to help with cash flow as the rate was low and return on our invested funds was relatively high. This is still the case this year, but it is costing us more than in previous years as the short term interest rates rose. That overage was offset by other variances in the budget

Agency Function

- Expenses YTD are \$615 over the budget of 131K.

The Episcopal Diocese of Western Massachusetts
Unaudited Activity Statement - Diocesan Ops w/o Audit Aje's
2019 Summary Statement as of November 30, 2019

01 - Operations Unrestricted

	1st Qtr 2019	2nd Qtr 2019	3rd Qtr 2019	October 2019	November 2019	YTD Actual as of 11/30/2019	2019 Budget as of 11/30/2019	Variance YTD to Budget YTD	2019 Annual Budget
REVENUES									
Assessment for Common Ministry	\$286,355	\$286,017	\$286,017	\$95,339	\$95,839	\$1,049,567	\$1,049,583	(\$16)	\$1,145,000
Use of Investment - actual distribution received at end of qtr	\$349,782	\$350,843	\$349,966	\$0	\$0	\$1,050,591	\$1,292,500	(\$241,909)	\$1,410,000
Other Investment Income (Additional Draws)	\$0	\$102,300	\$0	\$0	\$0	\$102,300	\$100,000	\$2,300	\$100,000
Program Income	\$8,740	\$3,864	\$8,231	\$5,018	\$1,609	\$27,462	\$27,917	(\$455)	\$28,500
Other Income and Gifts	\$2,550	\$9,028	\$2,857	\$900	\$880	\$16,215	\$8,800	\$7,415	\$9,600
Internal Grant Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Income	\$134	\$76	\$55	\$9	\$38	\$312	\$367	(\$55)	\$400
TOTAL REVENUES	\$647,561	\$752,127	\$647,127	\$101,265	\$98,366	\$2,246,446	\$2,479,167	(\$232,720)	\$2,693,500
Unrealized Gain / Loss - TD Ameritrade	\$0	(\$146)	(\$632)	\$246	\$332	(\$200)	\$0	(\$200)	\$0
**based on 1/12th Annual Budget for Distribution	\$0	\$0	\$0	\$117,500	\$117,500	\$235,000			
	\$647,561	\$751,981	\$646,495	\$219,011	\$216,198	\$2,481,246	\$2,479,167	\$2,079	\$2,693,500
EXPENSES									
BISHOP's MINISTRY	\$142,289	\$123,689	\$116,417	\$48,669	\$36,136	\$467,200	\$451,899	\$15,301	\$491,045
CONGREGATIONAL DEVELOPMENT: for Congregations	\$139,059	\$184,185	\$129,456	\$34,748	\$36,290	\$523,739	\$558,507	(\$34,769)	\$596,503
FORMATION & LEADERSHIP DEVELOPMENT for the Baptized	\$85,625	\$80,905	\$56,845	\$24,497	\$18,028	\$265,899	\$261,936	\$3,963	\$280,067
MISSION IN THE WORLD	\$123,571	\$159,697	\$121,953	\$44,474	\$38,789	\$488,483	\$514,747	(\$26,264)	\$555,874
GOVERNANCE	\$43,259	\$44,191	\$38,983	\$26,511	\$31,943	\$184,886	\$159,120	\$25,766	\$170,331
DIOCESAN FINANCE & ADMINISTRATION	\$112,208	\$130,775	\$113,281	\$35,113	\$37,035	\$428,412	\$420,251	\$8,160	\$456,676
PARISH PAYROLL & BENEFITS	\$36,665	\$36,444	\$35,388	\$11,323	\$11,349	\$131,168	\$130,554	\$615	\$142,422
TOTAL EXPENSES	\$682,676	\$759,885	\$612,322	\$225,336	\$209,569	\$2,489,787	\$2,497,014	(\$7,227)	\$2,692,918
NET SURPLUS/(DEFICIT)	(\$35,115)	(\$7,904)	\$34,173	(\$6,325)	\$6,629	(\$8,542)	(\$17,848)	\$9,306	\$582

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UNAUDITED Activity Statement - Diocesan Ops w/o Audit Aje's
NOV 2019 YTD- LVL 3 (Ops-Agency only) (Steve's 2019 VCO)

		1st QTR	2nd QTR	3rd QTR	OCTOBER	NOVEMBER	YTD Actual as of 11/30/2019	2019 Budget as of 11/30/2019	Variance YTD to Budget YTD	2019 Annual Budget	% of ANNUAL BUDGET USED
01 - Operations Unrestricted											
REVENUES											
Assessment for Common Ministry											
01-4000-99	Common Ministry - Parishes and Missions										
999 - Default		\$286,355.00	\$286,017.00	\$286,017.00	\$95,339.00	\$95,839.00	\$1,049,567.00	\$1,049,583.33	(\$16.33)	\$1,145,000.00	91.7%
Total Assessment for Common Ministry		\$286,355.00	\$286,017.00	\$286,017.00	\$95,339.00	\$95,839.00	\$1,049,567.00	\$1,049,583.33	(\$16.33)	\$1,145,000.00	91.7%
Use of Investment - Trustees											
01-5100-99	Use of Investment - Spending Rule										
999 - Default		\$349,782.46	\$350,843.01	\$349,965.70	\$0.00	\$0.00	\$1,050,591.17	\$1,292,500.00	(\$241,908.83)	\$1,410,000.00	74.5%
01-5200-99	Use of Investment - Additional Draw										
999 - Default		\$0.00	\$102,300.00	\$0.00	\$0.00	\$0.00	\$102,300.00	\$100,000.00	\$2,300.00	\$100,000.00	102.3%
Total Use of Investment - Trustees		\$349,782.46	\$453,143.01	\$349,965.70	\$0.00	\$0.00	\$1,152,891.17	\$1,392,500.00	(\$239,608.83)	\$1,510,000.00	76.4%
Use of Investments											
01-4940-99	Unrealized Gains & Losses										
999 - Default		\$0.00	(\$146.45)	(\$632.00)	\$246.00	\$332.00	(\$200.45)	\$0.00	(\$200.45)	\$0.00	0.0%
Total Use of Investments		\$0.00	(\$146.45)	(\$632.00)	\$246.00	\$332.00	(\$200.45)	\$0.00	(\$200.45)	\$0.00	0.0%
Program Income											
01-4500-20	Program Income										
270 - Communications		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
01-4500-25	Program Income										
252 - Diocesan Convention		(\$50.00)	\$0.00	\$2,695.00	\$4,485.00	\$1,244.40	\$8,374.40	\$9,000.00	(\$625.60)	\$9,000.00	93.0%
01-4500-30	Program Income										
313 - Ministry Development Initiat		\$0.00	\$0.00	\$3,606.46	\$0.00	\$0.00	\$3,606.46	\$0.00	\$3,606.46	\$0.00	0.0%
315 - Youth Ministry		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,666.66	(\$3,666.66)	\$4,000.00	0.0%
324 - Christian Formation Missione		\$0.00	\$330.00	\$600.00	\$500.00	\$0.00	\$1,430.00	\$0.00	\$1,430.00	\$0.00	0.0%
326 - Safe Church Training & Preve		\$875.00	\$850.00	\$860.00	\$25.00	\$375.00	\$2,985.00	\$2,750.00	\$235.00	\$3,000.00	99.5%
01-4500-40	Program Income										

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		1st QTR	2nd QTR	3rd QTR	OCTOBER	NOVEMBER	YTD Actual as of 11/30/2019	2019 Budget as of 11/30/2019	Variance YTD to Budget YTD	2019 Annual Budget	% of ANNUAL BUDGET USED
103 - Parish Leadership Developmen		\$2,265.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,265.00	\$3,000.00	(\$735.00)	\$3,000.00	75.5%
124 - Clergy Conferences		\$5,400.00	\$2,603.78	\$0.00	\$0.00	\$0.00	\$8,003.78	\$9,500.00	(\$1,496.22)	\$9,500.00	84.3%
128 - Strategic Leadership Dvlpmn		\$250.00	\$80.00	\$470.00	\$7.50	(\$10.00)	\$797.50	\$0.00	\$797.50	\$0.00	0.0%
Total Program Income		\$8,740.00	\$3,863.78	\$8,231.46	\$5,017.50	\$1,609.40	\$27,462.14	\$27,916.66	(\$454.52)	\$28,500.00	96.4%
Other Income and Gifts											
01-4200-50	Other Income and Gifts										
037 - Creation Care		\$0.00	\$380.00	\$260.00	\$100.00	\$80.00	\$820.00	\$0.00	\$820.00	\$0.00	0.0%
01-4200-99	Other Income and Gifts										
999 - Default		\$150.00	\$6,247.65	\$197.38	\$0.00	\$0.00	\$6,595.03	\$0.00	\$6,595.03	\$0.00	0.0%
01-4700-10	Accounting Services										
450 - Archives		\$240.00	\$240.00	\$240.00	\$80.00	\$80.00	\$880.00	\$880.00	\$0.00	\$960.00	91.7%
01-4700-30	Accounting Services										
399 - CongDev Canon Personnel		\$1,080.00	\$1,080.00	\$1,080.00	\$360.00	\$360.00	\$3,960.00	\$3,960.00	\$0.00	\$4,320.00	91.7%
01-4700-40	Accounting Services										
199 - LeadershipDev Canon Personne		\$1,080.00	\$1,080.00	\$1,080.00	\$360.00	\$360.00	\$3,960.00	\$3,960.00	\$0.00	\$4,320.00	91.7%
Total Other Income and Gifts		\$2,550.00	\$9,027.65	\$2,857.38	\$900.00	\$880.00	\$16,215.03	\$8,800.00	\$7,415.03	\$9,600.00	168.9%
Interest Income											
01-4300-99	Interest Income										
999 - Default		\$134.06	\$75.99	\$55.22	\$8.64	\$37.80	\$311.71	\$366.66	(\$54.95)	\$400.00	77.9%
Total Interest Income		\$134.06	\$75.99	\$55.22	\$8.64	\$37.80	\$311.71	\$366.66	(\$54.95)	\$400.00	77.9%
TOTAL REVENUES		\$647,561.52	\$751,980.98	\$646,494.76	\$101,511.14	\$98,698.20	\$2,246,246.60	\$2,479,166.65	(\$232,920.05)	\$2,693,500.00	83.4%
EXPENSES											
BISHOP'S MINISTRY: Programs											
PROGRAMS											
203 - Special Clergy Gatherings		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,291.66	(\$2,291.66)	\$2,500.00	0.0%

The Episcopal Diocese of Western Massachusetts

UNAUDITED Activity Statement - Diocesan Ops w/o Audit Aje's

NOV 2019 YTD- LVL 3 (Ops-Agency only) (Steve's 2019 VCO)

	1st QTR	2nd QTR	3rd QTR	OCTOBER	NOVEMBER	YTD Actual as of 11/30/2019	2019 Budget as of 11/30/2019	Variance YTD to Budget YTD	2019 Annual Budget	% of ANNUAL BUDGET USED
225 - Special Diocesan Events	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	\$2,291.66	(\$1,891.66)	\$2,500.00	16.0%
227 - Social Justice	\$0.00	\$928.72	\$112.84	\$0.00	\$67.49	\$1,109.05	\$2,520.82	(\$1,411.77)	\$2,750.00	40.3%
270 - Communications	\$38,678.66	\$29,461.41	\$28,621.71	\$19,011.96	\$8,985.20	\$124,758.94	\$122,783.88	\$1,975.06	\$132,237.00	94.3%
Total PROGRAMS	\$38,678.66	\$30,790.13	\$28,734.55	\$19,011.96	\$9,052.69	\$126,267.99	\$129,888.02	(\$3,620.03)	\$139,987.00	90.2%
PERSONNEL EXPENSES										
291 - Bishop Business Expenses	\$21,627.92	\$11,902.30	\$5,581.19	\$3,535.33	\$2,546.82	\$45,193.56	\$28,815.24	\$16,378.32	\$31,207.56	144.8%
299 - Bishop Personnel Expenses	\$81,982.75	\$80,996.27	\$82,101.30	\$26,122.10	\$24,536.27	\$295,738.69	\$293,196.22	\$2,542.47	\$319,850.46	92.5%
Total PERSONNEL EXPENSES	\$103,610.67	\$92,898.57	\$87,682.49	\$29,657.43	\$27,083.09	\$340,932.25	\$322,011.46	\$18,920.79	\$351,058.02	97.1%
Total BISHOP'S MINISTRY: Programs	\$142,289.33	\$123,688.70	\$116,417.04	\$48,669.39	\$36,135.78	\$467,200.24	\$451,899.48	\$15,300.76	\$491,045.02	95.1%
CONGREGATIONAL DEVELOPMENT: Mission with Congregations										
GRANTS and SCHOLARSHIPS										
302 - Clergy Children Educationa	\$3,000.00	\$0.00	\$1,125.00	\$750.00	\$375.00	\$5,250.00	\$5,500.00	(\$250.00)	\$6,000.00	87.5%
312 - Deanery Programs	\$0.00	\$489.87	\$161.56	\$0.00	\$0.00	\$651.43	\$2,383.33	(\$1,731.90)	\$2,600.00	25.1%
313 - Ministry Development Initiat	\$0.00	\$70,163.00	\$5,235.00	\$0.00	\$0.00	\$75,398.00	\$75,000.00	\$398.00	\$75,000.00	100.5%
314 - Bement/Waterfield Edu. Grant	\$23,075.00	\$60.85	\$17,500.00	\$875.00	\$0.00	\$41,510.85	\$42,683.33	(\$1,172.48)	\$42,700.00	97.2%
322 - Continuing Education Grant	\$1,000.00	\$1,000.00	\$1,300.00	\$0.00	\$0.00	\$3,300.00	\$3,666.66	(\$366.66)	\$4,000.00	82.5%
328 - Sabbatical Grants	\$0.00	\$2,000.00	\$2,500.00	\$0.00	\$0.00	\$4,500.00	\$4,583.33	(\$83.33)	\$5,000.00	90.0%
Total GRANTS and SCHOLARSHIPS	\$27,075.00	\$73,713.72	\$27,821.56	\$1,625.00	\$375.00	\$130,610.28	\$133,816.65	(\$3,206.37)	\$135,300.00	96.5%
OPERATIONAL EXPENSES										
301 - Spec. Assist. Congreg.	\$300.00	\$125.00	\$0.00	\$0.00	\$0.00	\$425.00	\$4,583.33	(\$4,158.33)	\$5,000.00	8.5%
315 - Youth Ministry	\$4,914.93	\$7,160.47	\$326.05	\$26.74	\$26.74	\$12,454.93	\$23,443.39	(\$10,988.46)	\$25,574.64	48.7%
320 - Stewardship	\$1,295.00	\$45.00	\$116.34	\$15.00	\$15.00	\$1,486.34	\$10,599.99	(\$9,113.65)	\$11,450.00	13.0%
324 - Christian Formation Missione	\$15,276.48	\$14,721.01	\$15,279.79	\$4,973.03	\$5,991.47	\$56,241.78	\$48,983.93	\$7,257.85	\$53,437.04	105.2%
326 - Safe Church Training & Preve	\$1,542.24	\$1,488.91	\$1,266.85	\$560.90	\$728.93	\$5,587.83	\$3,849.99	\$1,737.84	\$4,200.00	133.0%
329 - Transition Ministry	\$2,292.71	\$1,990.98	\$1,010.86	\$158.69	\$555.49	\$6,008.73	\$4,762.50	\$1,246.23	\$4,850.00	123.9%
355 - Latino Ministries	\$35,285.97	\$35,376.72	\$33,280.44	\$10,984.11	\$11,730.59	\$126,657.83	\$143,935.78	(\$17,277.95)	\$155,657.24	81.4%
TOTAL CONGREGATIONAL EXPENSES	\$60,907.33	\$60,908.09	\$51,280.33	\$16,718.47	\$19,048.22	\$208,862.44	\$240,158.91	(\$31,296.47)	\$260,168.92	80.3%

The Episcopal Diocese of Western Massachusetts

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PERSONNEL EXPENSES										
391 - CongDev Canon Business Ex	\$2,934.12	\$1,377.92	\$2,211.90	\$336.16	\$819.14	\$7,679.24	\$8,127.01	(\$447.77)	\$8,593.12	89.4%
399 - CongDev Canon Personnel	\$48,142.52	\$48,185.19	\$48,142.54	\$16,068.84	\$16,047.51	\$176,586.60	\$176,404.51	\$182.09	\$192,441.31	91.8%
TOTAL PERSONNEL EXPENSES	\$51,076.64	\$49,563.11	\$50,354.44	\$16,405.00	\$16,866.65	\$184,265.84	\$184,531.52	(\$265.68)	\$201,034.43	91.7%
TOTAL CONGREGATIONAL DEV: Mission with Congregations	\$139,058.97	\$184,184.92	\$129,456.33	\$34,748.47	\$36,289.87	\$523,738.56	\$558,507.08	(\$34,768.52)	\$596,503.35	87.8%
FORMATION & LEADERSHIP DEVELOPMENT for the Baptized										
OPERATIONAL EXPENSES										
103 - Parish Leadership Developmen	\$9,730.82	\$0.00	\$0.00	\$0.00	\$0.00	\$9,730.82	\$10,600.00	(\$869.18)	\$10,600.00	91.8%
120 - Comm. on Ministry	\$3,473.58	\$577.61	\$1,887.14	(\$2,061.45)	\$1,371.89	\$5,248.77	\$3,437.48	\$1,811.29	\$3,750.00	140.0%
121 - Seminarian Assistance	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$5,500.00	(\$5,000.00)	\$6,000.00	8.3%
124 - Clergy Conferences	\$4,505.95	\$15,081.62	\$3,297.56	\$980.42	\$50.63	\$23,916.18	\$17,595.82	\$6,320.36	\$17,650.00	135.5%
127 - Fresh Start Program	\$863.50	\$254.54	\$800.00	\$1,127.93	\$216.07	\$3,262.04	\$2,900.00	\$362.04	\$2,900.00	112.5%
128 - Strategic Leadership Dvlpmn	\$16,369.89	\$11,692.19	\$5,250.58	\$2,712.68	\$301.83	\$36,327.17	\$45,624.99	(\$9,297.82)	\$47,500.00	76.5%
129 - Education for Ministry	\$0.00	\$1,750.00	\$175.00	\$0.00	\$0.00	\$1,925.00	\$1,604.16	\$320.84	\$1,750.00	110.0%
130 - Diaconate Formation	\$4,366.12	\$2,606.00	(\$1,323.00)	\$770.00	\$242.66	\$6,661.78	\$3,000.00	\$3,661.78	\$3,000.00	222.1%
143 - Lawrence House	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00	0.0%
TOTAL OPERATIONAL EXPENSES	\$39,309.86	\$32,461.96	\$10,087.28	\$8,529.58	\$2,183.08	\$92,571.76	\$90,262.45	\$2,309.31	\$93,150.00	99.4%
PERSONNEL EXPENSES										
191 - LeadershipDev Canon Busines	\$2,890.22	\$3,837.33	\$2,128.55	\$1,001.71	\$622.76	\$10,480.57	\$9,701.65	\$778.92	\$10,220.00	102.5%
199 - LeadershipDev Canon Personne	\$43,424.52	\$44,605.43	\$44,628.77	\$14,965.59	\$15,222.32	\$162,846.63	\$161,971.90	\$874.73	\$176,696.66	92.2%
TOTAL PERSONNEL EXPENSES	\$46,314.74	\$48,442.76	\$46,757.32	\$15,967.30	\$15,845.08	\$173,327.20	\$171,673.55	\$1,653.65	\$186,916.66	92.7%
TOTAL FORMATION & LEADERSHIP DEVELOPMENT	\$85,624.60	\$80,904.72	\$56,844.60	\$24,496.88	\$18,028.16	\$265,898.96	\$261,936.00	\$3,962.96	\$280,066.66	94.9%
MISSION IN THE WORLD										
OPERATIONAL EXPENSES										
001 - Nat'l Church Apportionmen	\$87,861.75	\$87,861.75	\$87,861.75	\$29,287.25	\$29,287.25	\$322,159.75	\$322,159.75	\$0.00	\$351,447.00	91.7%
012 - Province of N.E.	\$2,437.26	\$2,437.26	\$2,437.26	\$812.42	\$812.42	\$8,936.62	\$8,936.58	\$0.04	\$9,749.00	91.7%

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020 - Ecumenical Officer	\$300.00	\$1,738.33	\$0.00	\$0.00	\$0.00	\$2,038.33	\$2,500.00	(\$461.67)	\$2,500.00	81.5%
021 - Interfaith Council	\$350.00	\$400.00	\$0.00	\$0.00	\$0.00	\$750.00	\$350.00	\$400.00	\$350.00	214.3%
026 - Mass Council of Churches	\$3,750.00	\$3,750.00	\$3,750.00	\$1,250.00	\$1,250.00	\$13,750.00	\$13,750.00	\$0.00	\$15,000.00	91.7%
028 - Berkshire Organizing Projec	\$875.00	\$875.00	\$875.00	\$875.00	\$0.00	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00	100.0%
029 - Outdoor Worship Communitie	\$13,309.62	\$38,309.60	\$13,309.59	\$4,436.53	\$4,436.53	\$73,801.87	\$85,598.95	(\$11,797.08)	\$90,107.97	81.9%
030 - Global Mission	\$0.00	\$8,825.00	\$0.00	\$0.00	\$0.00	\$8,825.00	\$22,916.66	(\$14,091.66)	\$25,000.00	35.3%
035 - Sustainable Development Goa	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	100.0%
037 - Creation Care	\$9,687.38	\$10,499.91	\$8,719.28	\$2,812.74	\$3,002.35	\$34,721.66	\$35,034.98	(\$313.32)	\$38,220.00	90.8%
Total OPERATIONAL EXPENSES	\$123,571.01	\$159,696.85	\$121,952.88	\$44,473.94	\$38,788.55	\$488,483.23	\$514,746.92	(\$26,263.69)	\$555,873.97	87.9%
Total MISSION IN THE WORLD	\$123,571.01	\$159,696.85	\$121,952.88	\$44,473.94	\$38,788.55	\$488,483.23	\$514,746.92	(\$26,263.69)	\$555,873.97	87.9%
GOVERNANCE										
OPERATIONAL EXPENSES										
250 - Chancellor's Expenses	\$14,460.79	\$14,575.00	\$10,500.00	\$3,500.00	\$3,500.00	\$46,535.79	\$41,500.00	\$5,035.79	\$45,000.00	103.4%
252 - Diocesan Convention	\$2,780.97	\$1,692.57	\$2,348.10	\$2,999.59	\$21,163.48	\$30,984.71	\$30,704.90	\$279.81	\$31,350.80	98.8%
253 - Diocesan Council	\$4,066.75	\$0.00	\$0.00	\$0.00	\$0.00	\$4,066.75	\$2,700.00	\$1,366.75	\$2,700.00	150.6%
254 - General Convention	\$3,750.00	\$3,750.00	\$3,750.00	\$1,250.00	\$1,250.00	\$13,750.00	\$13,750.00	\$0.00	\$15,000.00	91.7%
255 - House of Bishops	\$1,754.88	\$136.87	\$2,040.07	\$2,017.98	\$6.94	\$5,956.74	\$6,500.00	(\$543.26)	\$6,500.00	91.6%
256 - Retired Clergy Benefits	\$8,021.77	\$8,201.04	\$8,282.76	\$2,760.92	\$2,760.92	\$30,027.41	\$28,586.24	\$1,441.17	\$31,185.00	96.3%
257 - Retired Lay Benefits	\$8,173.65	\$8,169.55	\$8,167.50	\$2,722.50	\$2,722.50	\$29,955.70	\$30,117.07	(\$161.37)	\$32,855.00	91.2%
258 - Standing Committee	\$13.94	\$11.60	\$12.93	\$0.00	\$0.00	\$38.47	\$458.33	(\$419.86)	\$500.00	7.7%
259 - Title IV Disciplinary Committe	\$113.19	\$6,680.06	\$2,955.84	\$10,906.25	\$0.00	\$20,655.34	\$1,833.33	\$18,822.01	\$2,000.00	1,032.8%
TOTAL OPERATIONAL EXPENSES	\$43,135.94	\$43,216.69	\$38,057.20	\$26,157.24	\$31,403.84	\$181,970.91	\$156,149.87	\$25,821.04	\$167,090.80	108.9%
PERSONNEL EXPENSES										
251 - Governance Admin Staff	\$122.71	\$973.84	\$925.50	\$353.84	\$539.23	\$2,915.12	\$2,969.84	(\$54.72)	\$3,239.83	90.0%
Total PERSONNEL EXPENSES	\$122.71	\$973.84	\$925.50	\$353.84	\$539.23	\$2,915.12	\$2,969.84	(\$54.72)	\$3,239.83	90.0%
TOTAL GOVERNANCE	\$43,258.65	\$44,190.53	\$38,982.70	\$26,511.08	\$31,943.07	\$184,886.03	\$159,119.71	\$25,766.32	\$170,330.63	108.5%

The Episcopal Diocese of Western Massachusetts
UNAUDITED Activity Statement - Diocesan Ops w/o Audit Aje's
NOV 2019 YTD- LVL 3 (Ops-Agency only) (Steve's 2019 VCO)

	1st QTR	2nd QTR	3rd QTR	OCTOBER	NOVEMBER	YTD Actual as of 11/30/2019	2019 Budget as of 11/30/2019	Variance YTD to Budget YTD	2019 Annual Budget	% of ANNUAL BUDGET USED
DIOCESAN FINANCE & ADMINISTRATION EXPENSES										
ARCHIVE EXPENSES										
450 - Archives	\$1,753.07	\$1,612.60	\$1,638.11	\$539.11	\$534.38	\$6,077.27	\$6,496.19	(\$418.92)	\$7,079.51	85.8%
Total ARCHIVE EXPENSES	\$1,753.07	\$1,612.60	\$1,638.11	\$539.11	\$534.38	\$6,077.27	\$6,496.19	(\$418.92)	\$7,079.51	85.8%
OPERATIONAL EXPENSES										
400 - General Operation Expense	\$3,586.99	\$10,230.89	\$7,171.70	\$570.91	\$3,933.45	\$25,493.94	\$27,912.47	(\$2,418.53)	\$30,450.00	83.7%
420 - General Property Expenses	\$30,138.31	\$29,243.80	\$28,682.33	\$9,302.73	\$9,392.08	\$106,759.25	\$108,300.98	(\$1,541.73)	\$118,146.54	90.4%
430 - Financial Management Expense	\$5,938.10	\$3,988.70	\$6,523.56	\$1,543.82	\$517.36	\$18,511.54	\$13,520.81	\$4,990.73	\$14,750.00	125.5%
440 - Accounting Expenses	\$0.00	\$19,500.00	\$0.00	\$0.00	\$0.00	\$19,500.00	\$19,500.00	\$0.00	\$19,500.00	100.0%
TOTAL OPERATIONAL EXPENSES	\$39,663.40	\$62,963.39	\$42,377.59	\$11,417.46	\$13,842.89	\$170,264.73	\$169,234.26	\$1,030.47	\$182,846.54	93.1%
PERSONNEL EXPENSES										
491 - Finance Business Expenses	\$2,067.46	\$2,305.61	\$4,559.56	\$1,034.61	\$257.27	\$10,224.51	\$9,757.88	\$466.63	\$10,645.00	96.0%
499 - Finance Personnel Expense	\$68,724.43	\$63,893.65	\$64,705.39	\$22,121.93	\$22,399.96	\$241,845.36	\$234,763.11	\$7,082.25	\$256,105.24	94.4%
TOTAL PERSONNEL EXPENSES	\$70,791.89	\$66,199.26	\$69,264.95	\$23,156.54	\$22,657.23	\$252,069.87	\$244,520.99	\$7,548.88	\$266,750.24	94.5%
TOTAL DIOCESAN FINANCE & ADMINISTRATION EXPENSES	\$112,208.36	\$130,775.25	\$113,280.65	\$35,113.11	\$37,034.50	\$428,411.87	\$420,251.44	\$8,160.43	\$456,676.29	93.8%
PARISH PAYROLL & BENEFITS										
OPERATIONAL EXPENSES										
700 - Agency Administrative Cost	\$4,724.58	\$3,598.46	\$2,352.06	\$778.66	\$804.71	\$12,258.47	\$12,054.16	\$204.31	\$13,150.00	93.2%
Total OPERATIONAL EXPENSES	\$4,724.58	\$3,598.46	\$2,352.06	\$778.66	\$804.71	\$12,258.47	\$12,054.16	\$204.31	\$13,150.00	93.2%
PERSONNEL EXPENSES										
791 - Agency Business Expenses	\$208.58	\$288.95	\$934.28	\$5.00	\$5.00	\$1,441.81	\$2,016.64	(\$574.83)	\$2,200.00	65.5%
799 - Agency Personnel Expenses	\$31,731.66	\$32,556.41	\$32,101.41	\$10,539.34	\$10,539.34	\$117,468.16	\$116,482.99	\$985.17	\$127,072.38	92.4%
Total PERSONNEL EXPENSES	\$31,940.24	\$32,845.36	\$33,035.69	\$10,544.34	\$10,544.34	\$118,909.97	\$118,499.63	\$410.34	\$129,272.38	92.0%
TOTAL PARISH PAYROLL & BENEFITS	\$36,664.82	\$36,443.82	\$35,387.75	\$11,323.00	\$11,349.05	\$131,168.44	\$130,553.79	\$614.65	\$142,422.38	92.1%

The Episcopal Diocese of Western Massachusetts
UNAUDITED Activity Statement - Diocesan Ops w/o Audit Aje's
NOV 2019 YTD- LVL 3 (Ops-Agency only) (Steve's 2019 VCO)

	1st QTR	2nd QTR	3rd QTR	OCTOBER	NOVEMBER	YTD Actual as of 11/30/2019	2019 Budget as of 11/30/2019	Variance YTD to Budget YTD	2019 Annual Budget	% of ANNUAL BUDGET USED
TOTAL EXPENSES	\$682,675.74	\$759,884.79	\$612,321.95	\$225,335.87	\$209,568.98	\$2,489,787.33	\$2,497,014.42	(\$7,227.09)	\$2,692,918.30	92.5%
NET SURPLUS/(DEFICIT)										
001 - Nat'l Church Apportionment	(\$87,861.75)	(\$87,861.75)	(\$87,861.75)	(\$29,287.25)	(\$29,287.25)	(\$322,159.75)	(\$322,159.75)	\$0.00	(\$351,447.00)	91.7%
012 - Province of N.E.	(\$2,437.26)	(\$2,437.26)	(\$2,437.26)	(\$812.42)	(\$812.42)	(\$8,936.62)	(\$8,936.58)	(\$0.04)	(\$9,749.00)	91.7%
020 - Ecumenical Officer	(\$300.00)	(\$1,738.33)	\$0.00	\$0.00	\$0.00	(\$2,038.33)	(\$2,500.00)	\$461.67	(\$2,500.00)	81.5%
021 - Interfaith Council	(\$350.00)	(\$400.00)	\$0.00	\$0.00	\$0.00	(\$750.00)	(\$350.00)	(\$400.00)	(\$350.00)	214.3%
026 - Mass Council of Churches	(\$3,750.00)	(\$3,750.00)	(\$3,750.00)	(\$1,250.00)	(\$1,250.00)	(\$13,750.00)	(\$13,750.00)	\$0.00	(\$15,000.00)	91.7%
028 - Berkshire Organizing Project	(\$875.00)	(\$875.00)	(\$875.00)	(\$875.00)	\$0.00	(\$3,500.00)	(\$3,500.00)	\$0.00	(\$3,500.00)	100.0%
029 - Outdoor Worship Communities	(\$13,309.62)	(\$38,309.60)	(\$13,309.59)	(\$4,436.53)	(\$4,436.53)	(\$73,801.87)	(\$85,598.95)	\$11,797.08	(\$90,107.97)	81.9%
030 - Global Mission	\$0.00	(\$8,825.00)	\$0.00	\$0.00	\$0.00	(\$8,825.00)	(\$22,916.66)	\$14,091.66	(\$25,000.00)	35.3%
035 - Sustainable Development Goals	(\$5,000.00)	(\$5,000.00)	(\$5,000.00)	(\$5,000.00)	\$0.00	(\$20,000.00)	(\$20,000.00)	\$0.00	(\$20,000.00)	100.0%
037 - Creation Care	(\$9,687.38)	(\$10,119.91)	(\$8,459.28)	(\$2,712.74)	(\$2,922.35)	(\$33,901.66)	(\$35,034.98)	\$1,133.32	(\$38,220.00)	88.7%
103 - Parish Leadership Development Da	(\$7,465.82)	\$0.00	\$0.00	\$0.00	\$0.00	(\$7,465.82)	(\$7,600.00)	\$134.18	(\$7,600.00)	98.2%
120 - Comm. on Ministry	(\$3,473.58)	(\$577.61)	(\$1,887.14)	\$2,061.45	(\$1,371.89)	(\$5,248.77)	(\$3,437.48)	(\$1,811.29)	(\$3,750.00)	140.0%
121 - Seminarian Assistance	\$0.00	(\$500.00)	\$0.00	\$0.00	\$0.00	(\$500.00)	(\$5,500.00)	\$5,000.00	(\$6,000.00)	8.3%
124 - Clergy Conferences	\$894.05	(\$12,477.84)	(\$3,297.56)	(\$980.42)	(\$50.63)	(\$15,912.40)	(\$8,095.82)	(\$7,816.58)	(\$8,150.00)	195.2%
127 - Fresh Start Program	(\$863.50)	(\$254.54)	(\$800.00)	(\$1,127.93)	(\$216.07)	(\$3,262.04)	(\$2,900.00)	(\$362.04)	(\$2,900.00)	112.5%
128 - Strategic Leadership Dvlpmnt	(\$16,119.89)	(\$11,612.19)	(\$4,780.58)	(\$2,705.18)	(\$311.83)	(\$35,529.67)	(\$45,624.99)	\$10,095.32	(\$47,500.00)	74.8%
129 - Education for Ministry	\$0.00	(\$1,750.00)	(\$175.00)	\$0.00	\$0.00	(\$1,925.00)	(\$1,604.16)	(\$320.84)	(\$1,750.00)	110.0%
130 - Diaconate Formation	(\$4,366.12)	(\$2,606.00)	\$1,323.00	(\$770.00)	(\$242.66)	(\$6,661.78)	(\$3,000.00)	(\$3,661.78)	(\$3,000.00)	222.1%
143 - Lawrence House	\$0.00	\$0.00	\$0.00	(\$5,000.00)	\$0.00	(\$5,000.00)	\$0.00	(\$5,000.00)	\$0.00	0.0%
191 - LeadershipDev Canon Business Exp	(\$2,890.22)	(\$3,837.33)	(\$2,128.55)	(\$1,001.71)	(\$622.76)	(\$10,480.57)	(\$9,701.65)	(\$778.92)	(\$10,220.00)	102.5%
199 - LeadershipDev Canon Personnel E	(\$42,344.52)	(\$43,525.43)	(\$43,548.77)	(\$14,605.59)	(\$14,862.32)	(\$158,886.63)	(\$158,011.90)	(\$874.73)	(\$172,376.66)	92.2%
203 - Special Clergy Gatherings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,291.66)	\$2,291.66	(\$2,500.00)	0.0%
225 - Special Diocesan Events	\$0.00	(\$400.00)	\$0.00	\$0.00	\$0.00	(\$400.00)	(\$2,291.66)	\$1,891.66	(\$2,500.00)	16.0%
227 - Social Justice	\$0.00	(\$928.72)	(\$112.84)	\$0.00	(\$67.49)	(\$1,109.05)	(\$2,520.82)	\$1,411.77	(\$2,750.00)	40.3%
250 - Chancellor's Expenses	(\$14,460.79)	(\$14,575.00)	(\$10,500.00)	(\$3,500.00)	(\$3,500.00)	(\$46,535.79)	(\$41,500.00)	(\$5,035.79)	(\$45,000.00)	103.4%
251 - Governance Admin Staff	(\$122.71)	(\$973.84)	(\$925.50)	(\$353.84)	(\$539.23)	(\$2,915.12)	(\$2,969.84)	\$54.72	(\$3,239.83)	90.0%
252 - Diocesan Convention	(\$2,830.97)	(\$1,692.57)	\$346.90	\$1,485.41	(\$19,919.08)	(\$22,610.31)	(\$21,704.90)	(\$905.41)	(\$22,350.80)	101.2%

The Episcopal Diocese of Western Massachusetts
UNAUDITED Activity Statement - Diocesan Ops w/o Audit Aje's
NOV 2019 YTD- LVL 3 (Ops-Agency only) (Steve's 2019 VCO)

	1st QTR	2nd QTR	3rd QTR	OCTOBER	NOVEMBER	YTD Actual as of 11/30/2019	2019 Budget as of 11/30/2019	Variance YTD to Budget YTD	2019 Annual Budget	% of ANNUAL BUDGET USED
253 - Diocesan Council	(\$4,066.75)	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,066.75)	(\$2,700.00)	(\$1,366.75)	(\$2,700.00)	150.6%
254 - General Convention	(\$3,750.00)	(\$3,750.00)	(\$3,750.00)	(\$1,250.00)	(\$1,250.00)	(\$13,750.00)	(\$13,750.00)	\$0.00	(\$15,000.00)	91.7%
255 - House of Bishops	(\$1,754.88)	(\$136.87)	(\$2,040.07)	(\$2,017.98)	(\$6.94)	(\$5,956.74)	(\$6,500.00)	\$543.26	(\$6,500.00)	91.6%
256 - Retired Clergy Benefits	(\$8,021.77)	(\$8,201.04)	(\$8,282.76)	(\$2,760.92)	(\$2,760.92)	(\$30,027.41)	(\$28,586.24)	(\$1,441.17)	(\$31,185.00)	96.3%
257 - Retired Lay Benefits	(\$8,173.65)	(\$8,169.55)	(\$8,167.50)	(\$2,722.50)	(\$2,722.50)	(\$29,955.70)	(\$30,117.07)	\$161.37	(\$32,855.00)	91.2%
258 - Standing Committee	(\$13.94)	(\$11.60)	(\$12.93)	\$0.00	\$0.00	(\$38.47)	(\$458.33)	\$419.86	(\$500.00)	7.7%
259 - Title IV Disciplinary Committee	(\$113.19)	(\$6,680.06)	(\$2,955.84)	(\$10,906.25)	\$0.00	(\$20,655.34)	(\$1,833.33)	(\$18,822.01)	(\$2,000.00)	1,032.8%
270 - Communications	(\$38,678.66)	(\$29,461.41)	(\$28,621.71)	(\$19,011.96)	(\$8,985.20)	(\$124,758.94)	(\$122,783.88)	(\$1,975.06)	(\$132,237.00)	94.3%
291 - Bishop Business Expenses	(\$21,627.92)	(\$11,902.30)	(\$5,581.19)	(\$3,535.33)	(\$2,546.82)	(\$45,193.56)	(\$28,815.24)	(\$16,378.32)	(\$31,207.56)	144.8%
299 - Bishop Personnel Expenses	(\$81,982.75)	(\$80,996.27)	(\$82,101.30)	(\$26,122.10)	(\$24,536.27)	(\$295,738.69)	(\$293,196.22)	(\$2,542.47)	(\$319,850.46)	92.5%
301 - Spec. Assist. Congreg.	(\$300.00)	(\$125.00)	\$0.00	\$0.00	\$0.00	(\$425.00)	(\$4,583.33)	\$4,158.33	(\$5,000.00)	8.5%
302 - Clergy Children Educational Grant	(\$3,000.00)	\$0.00	(\$1,125.00)	(\$750.00)	(\$375.00)	(\$5,250.00)	(\$5,500.00)	\$250.00	(\$6,000.00)	87.5%
312 - Deanery Programs	\$0.00	(\$489.87)	(\$161.56)	\$0.00	\$0.00	(\$651.43)	(\$2,383.33)	\$1,731.90	(\$2,600.00)	25.1%
313 - Ministry Development Initiatives (\$0.00	(\$70,163.00)	(\$1,628.54)	\$0.00	\$0.00	(\$71,791.54)	(\$75,000.00)	\$3,208.46	(\$75,000.00)	95.7%
314 - Bement/Waterfield Edu. Grants	(\$23,075.00)	(\$60.85)	(\$17,500.00)	(\$875.00)	\$0.00	(\$41,510.85)	(\$42,683.33)	\$1,172.48	(\$42,700.00)	97.2%
315 - Youth Ministry	(\$4,914.93)	(\$7,160.47)	(\$326.05)	(\$26.74)	(\$26.74)	(\$12,454.93)	(\$19,776.73)	\$7,321.80	(\$21,574.64)	57.7%
320 - Stewardship	(\$1,295.00)	(\$45.00)	(\$116.34)	(\$15.00)	(\$15.00)	(\$1,486.34)	(\$10,599.99)	\$9,113.65	(\$11,450.00)	13.0%
322 - Continuing Education Grants	(\$1,000.00)	(\$1,000.00)	(\$1,300.00)	\$0.00	\$0.00	(\$3,300.00)	(\$3,666.66)	\$366.66	(\$4,000.00)	82.5%
324 - Christian Formation Missioner	(\$15,276.48)	(\$14,391.01)	(\$14,679.79)	(\$4,473.03)	(\$5,991.47)	(\$54,811.78)	(\$48,983.93)	(\$5,827.85)	(\$53,437.04)	102.6%
326 - Safe Church Training & Preventio	(\$667.24)	(\$638.91)	(\$406.85)	(\$535.90)	(\$353.93)	(\$2,602.83)	(\$1,099.99)	(\$1,502.84)	(\$1,200.00)	216.9%
328 - Sabbatical Grants	\$0.00	(\$2,000.00)	(\$2,500.00)	\$0.00	\$0.00	(\$4,500.00)	(\$4,583.33)	\$83.33	(\$5,000.00)	90.0%
329 - Transition Ministry	(\$2,292.71)	(\$1,990.98)	(\$1,010.86)	(\$158.69)	(\$555.49)	(\$6,008.73)	(\$4,762.50)	(\$1,246.23)	(\$4,850.00)	123.9%
355 - Latino Ministries	(\$35,285.97)	(\$35,376.72)	(\$33,280.44)	(\$10,984.11)	(\$11,730.59)	(\$126,657.83)	(\$143,935.78)	\$17,277.95	(\$155,657.24)	81.4%
391 - CongDev Canon Business Expense	(\$2,934.12)	(\$1,377.92)	(\$2,211.90)	(\$336.16)	(\$819.14)	(\$7,679.24)	(\$8,127.01)	\$447.77	(\$8,593.12)	89.4%
399 - CongDev Canon Personnel Expense	(\$47,062.52)	(\$47,105.19)	(\$47,062.54)	(\$15,708.84)	(\$15,687.51)	(\$172,626.60)	(\$172,444.51)	(\$182.09)	(\$188,121.31)	91.8%
400 - General Operation Expenses	(\$3,586.99)	(\$10,230.89)	(\$7,171.70)	(\$570.91)	(\$3,933.45)	(\$25,493.94)	(\$27,912.47)	\$2,418.53	(\$30,450.00)	83.7%
420 - General Property Expenses	(\$30,138.31)	(\$29,243.80)	(\$28,682.33)	(\$9,302.73)	(\$9,392.08)	(\$106,759.25)	(\$108,300.98)	\$1,541.73	(\$118,146.54)	90.4%
430 - Financial Management Expenses	(\$5,938.10)	(\$3,988.70)	(\$6,523.56)	(\$1,543.82)	(\$517.36)	(\$18,511.54)	(\$13,520.81)	(\$4,990.73)	(\$14,750.00)	125.5%
440 - Accounting Expenses	\$0.00	(\$19,500.00)	\$0.00	\$0.00	\$0.00	(\$19,500.00)	(\$19,500.00)	\$0.00	(\$19,500.00)	100.0%
450 - Archives	(\$1,513.07)	(\$1,372.60)	(\$1,398.11)	(\$459.11)	(\$454.38)	(\$5,197.27)	(\$5,616.19)	\$418.92	(\$6,119.51)	84.9%
491 - Finance Business Expenses	(\$2,067.46)	(\$2,305.61)	(\$4,559.56)	(\$1,034.61)	(\$257.27)	(\$10,224.51)	(\$9,757.88)	(\$466.63)	(\$10,645.00)	96.0%

The Episcopal Diocese of Western Massachusetts
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	1st QTR	2nd QTR	3rd QTR	OCTOBER	NOVEMBER	YTD Actual as of 11/30/2019	2019 Budget as of 11/30/2019	Variance YTD to Budget YTD	2019 Annual Budget	% of ANNUAL BUDGET USED
499 - Finance Personnel Expenses	(\$68,724.43)	(\$63,893.65)	(\$64,705.39)	(\$22,121.93)	(\$22,399.96)	(\$241,845.36)	(\$234,763.11)	(\$7,082.25)	(\$256,105.24)	94.4%
700 - Agency Administrative Costs	(\$4,724.58)	(\$3,598.46)	(\$2,352.06)	(\$778.66)	(\$804.71)	(\$12,258.47)	(\$12,054.16)	(\$204.31)	(\$13,150.00)	93.2%
791 - Agency Business Expenses	(\$208.58)	(\$288.95)	(\$934.28)	(\$5.00)	(\$5.00)	(\$1,441.81)	(\$2,016.64)	\$574.83	(\$2,200.00)	65.5%
799 - Agency Personnel Expenses	(\$31,731.66)	(\$32,556.41)	(\$32,101.41)	(\$10,539.34)	(\$10,539.34)	(\$117,468.16)	(\$116,482.99)	(\$985.17)	(\$127,072.38)	92.4%
999 - Default	\$636,421.52	\$745,337.20	\$635,603.30	\$95,593.64	\$96,208.80	\$2,209,164.46	\$2,442,449.99	(\$233,285.53)	\$2,655,400.00	83.2%
TOTAL NET SURPLUS/(DEFICIT)	(\$35,114.22)	(\$7,903.81)	\$34,172.81	(\$123,824.73)	(\$110,870.78)	(\$243,540.73)	(\$17,847.77)	(\$225,692.96)	\$581.70	(41,867.1)%

The Episcopal Diocese of Western Massachusetts

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02 - Operations Temp. Restricted										
REVENUES										
TEMPORARY RESTRICTED ACTIVITY										
02-4500-99Program Income										
999 - Default	\$111,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$111,800.00	\$0.00	\$111,800.00	\$0.00	0.0%
Total TEMPORARY RESTRICTED ACTIVITY	\$111,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$111,800.00	\$0.00	\$111,800.00	\$0.00	0.0%
TOTAL REVENUES	\$111,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$111,800.00	\$0.00	\$111,800.00	\$0.00	0.0%
EXPENSES										
TEMPORARY RESTRICTED ACTIVITY										
02-7075-99Program										
999 - Default	\$107,829.66	\$3,970.34	\$0.00	\$0.00	\$0.00	\$111,800.00	\$0.00	\$111,800.00	\$0.00	0.0%
TOTAL TEMPORARY RESTRICTED ACTIVITY	\$107,829.66	\$3,970.34	\$0.00	\$0.00	\$0.00	\$111,800.00	\$0.00	\$111,800.00	\$0.00	0.0%
TOTAL EXPENSES	\$107,829.66	\$3,970.34	\$0.00	\$0.00	\$0.00	\$111,800.00	\$0.00	\$111,800.00	\$0.00	0.0%
NET SURPLUS/(DEFICIT)										
999 - Default	\$3,970.34	(\$3,970.34)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%
TOTAL NET SURPLUS/(DEFICIT)	\$3,970.34	(\$3,970.34)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%

The Episcopal Diocese of Western Massachusetts
UNAUDITED Activity Statement - Diocesan Ops w/o Audit Aje's
NOV 2019 YTD- LVL 3 (Ops-Agency only) (Steve's 2019 VCO)

	1st QTR	2nd QTR	3rd QTR	OCTOBER	NOVEMBER	YTD Actual as of 11/30/2019	2019 Budget as of 11/30/2019	Variance YTD to Budget YTD	2019 Annual Budget	% of ANNUAL BUDGET USED
04 - Agency										
EXPENSES										
PARISH PAYROLL & BENEFITS										
Special Payruns										
999 - Default	\$0.00	\$2,235.99	\$0.00	\$0.00	\$1,590.58	\$3,826.57	\$0.00	\$3,826.57	\$0.00	0.0%
Total Special Payruns	\$0.00	\$2,235.99	\$0.00	\$0.00	\$1,590.58	\$3,826.57	\$0.00	\$3,826.57	\$0.00	0.0%
TOTAL PARISH PAYROLL & BENEFITS	\$0.00	\$2,235.99	\$0.00	\$0.00	\$1,590.58	\$3,826.57	\$0.00	\$3,826.57	\$0.00	0.0%
TOTAL EXPENSES	\$0.00	\$2,235.99	\$0.00	\$0.00	\$1,590.58	\$3,826.57	\$0.00	\$3,826.57	\$0.00	0.0%
NET SURPLUS/(DEFICIT)										
999 - Default	\$0.00	(\$2,235.99)	\$0.00	\$0.00	(\$1,590.58)	(\$3,826.57)	\$0.00	(\$3,826.57)	\$0.00	0.0%
TOTAL NET SURPLUS/(DEFICIT)	\$0.00	(\$2,235.99)	\$0.00	\$0.00	(\$1,590.58)	(\$3,826.57)	\$0.00	(\$3,826.57)	\$0.00	0.0%

EMWM Real Estate Update

January 16, 2020

Blackinton- This is an EMWM owned property. No change in status since the 9/24 update. The Chancellor is in the process of quieting the title with an expert title attorney in the Berkshires. The Attorney General has questions that need to be resolved. We have had a hard time getting the other attorney to act further on this matter. The buyer has been patient. Sale is for \$100,000.

Old Stone Chapel in Lanesboro- We have had no showings since listing this in early summer. We will lower the list price from \$149K to \$99K. This could be a very difficult property to dispose of. The congregation is a mission and therefore the Diocese (EMWM) owns this property outright.

The lead from another Episcopal church in the Berkshires is not interested in acquiring the building at this time.

The Historical Preservation Restriction that is on the building is onerous. Frank Streeter is in conversation with a key contact at the Historical Commission to explore how someone else may use the unheated, unplumbed building given the restrictions. FYI, the restriction is from grants received in 1978 and again in 2001. The grant in 2001 was for \$56K. I need to do more research about the amount of the 1978 grant but I believe it was approx. \$150K

St. Thomas, Auburn- This parish is likely to decide to leave their building soon. They may close or join another parish as an experiment. We may be merging them with EMWM and marketing the church property sometime in the near future.

EPISCOPAL MISSIONS OF WESTERN MASSACHUSETTS
DIOCESAN COUNCIL

SECRETARY'S CERTIFICATE AND ECCLESIASTICAL APPROVAL

The undersigned duly elected Secretary or Assistant Secretary of the Diocesan Council of the Episcopal Diocese of Western Massachusetts, does hereby certify that a duly called meeting of the Diocesan Council, held on February 1, 2020, at which a quorum was at all times present and voting, the following vote was unanimously adopted:

VOTED: To approve the request of St. Thomas Episcopal Church, Auburn, Massachusetts submitted pursuant to Diocesan Canon 16A, to be reclassified as a Mission in union with the Diocesan Convention and to adopt the Mission By-Laws adopted in accordance with Diocesan Canon 16.11.b, effective as of this date.

I certify that Rt. Rev. Douglas J. Fisher, is the duly consecrated and serving Bishop of the Episcopal Diocese of Western Massachusetts.

I certify that as of the date hereof, said vote is unchanged and remains in full force and effect.

Executed under the penalties of perjury this ____ day of _____, 2020.

Name: _____
Secretary
Episcopal Missions of Western Massachusetts

Ecclesiastical Approval

I hereby approve and endorse the foregoing vote of the Diocesan Council of the Episcopal Diocese of Western Massachusetts.

Date: _____, 2020

Rt. Rev. Douglas J. Fisher

AGREEMENT

THIS AGREEMENT FOR A FEDERATED – INTERDENOMINATIONAL CONGREGATION (“Agreement”) is made as of the ____ day of January 2020 by and among Christ the King Lutheran Church (“Christ the King”), the Episcopal Church of the Epiphany (“Epiphany”), the New England Synod of the Evangelical Lutheran Church in America (“Synod”) and the Episcopal Diocese of Western Massachusetts (“Diocese”) to create and do business as Christ the King - Epiphany Church, Wilbraham, Massachusetts (the “Congregation”).

Background Recitals

Christ the King, incorporated as a congregation of the Evangelical Lutheran Church in America (“ELCA”) in July 1966, is a congregation of the Synod, and has continued in its active Christian ministry to today. Epiphany, was organized as a congregation of The Protestant Episcopal Church in the United States of America, predecessor in name to The Episcopal Church (“TEC”), in January 1958, was incorporated in May, 2019, is a parish of the Diocese, and has continued in its active Christian ministry to today. In 2013, Christ the King and Epiphany began exploring shared ministry, including but not limited to sharing clergy. Christ the King invited Epiphany to share facilities with them beginning in January 2018 and since that time the two congregations have also shared worship, social ministry, and clergy leadership. The congregations integrated their resources, outreach/mission supports in 2017 and fully integrated their finances, Vestry, and Council leadership into one body in January 2020.

The Constitutions, Bylaws, and Continuing Resolutions of the ELCA provide that an ELCA congregation may form a federated congregation with a congregation of another church body with which a relationship of full communion has been established by a Church-wide Assembly of the ELCA. The Canons of the Diocese provide that “[w]orshiping communities that have joined together under the provisions of *Called to Common Mission* and that have entered ecclesiastically approved operational agreements are considered as Parish Congregations, all clergy and all members thereof eligible to participate in and subject to the Constitution and Canons of the [Diocese]”. On January 1, 2001, the terms of *Called to Common Mission* became effective and achieved full communion between the ELCA and TEC, with the goal of strengthening fellowship and enabling common witness, life and service. The ELCA, TEC, Synod and Diocese are referred to collectively as the “Judicatories.”

By appropriate votes in congregational meetings, the baptized, voting members of Christ the King and Epiphany, responding in faith to the call of the Holy Spirit through the Gospel, and desiring to unite into one congregation affiliated with both the ELCA and the TEC, desiring to preach the Word, administer the Sacraments, and carry out God's mission, have approved and adopted this Agreement and pledged themselves to be governed by its provisions under the jurisdiction of the Bishop of the Diocese and the Bishop of the Synod, in the Name of the Father and of the Son and of the Holy Spirit.

ACCORDINGLY, the parties agree:

1. Purpose. The purpose of forming a single, federated/interdenominational congregation is to fulfill the primary purposes of the ELCA and the TEC for ministry and mission in this Congregation, and to be a witness to the prayer of unity of Jesus Christ (John 17:20-24). Through this federation, the members of this Congregation seek to engage in a common mission whereby all congregants share their resources in all aspects of ministry, including but not limited to worship, Christian formation, outreach, pastoral care, administration and fellowship.

2. Organization.

2.1 Name. The Congregation shall be called and will do business as “Christ the King-Epiphany” and/or “CTK-Epiphany”.

2.2 Incorporation. The Congregation is an unincorporated not-for-profit religious association between and among Christ the King and Epiphany both of whom shall retain their individual corporate status with the Commonwealth of Massachusetts.

2.3 Approvals.

- . 2.3.1 The Diocese agrees to recognize the Congregation as a congregation in union with the TEC, and shall include the Congregation as a congregation affiliated with the Diocese for purposes of the TEC Group Exemption from Federal Income Tax.
- . 2.3.2 The Synod agrees to recognize the Congregation as affiliated with the ELCA, and shall include the Congregation on the official roster of congregations of the ELCA eligible for the ELCA's Group Exemption from Federal Income Tax.

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2.4 Principal Office. The principal office for the transaction of the activities and affairs of the Congregation shall be 758 Main Street, Wilbraham, Massachusetts.

2.5 The property at 758 Main Street, Wilbraham, will remain the property of Christ the King. The Congregation agrees to invest Epiphany's two endowed scholarship funds and all funds received as a result of the sale of ~~any Epiphany's~~ real property ~~of Epiphany~~ with the Trustees for the Diocese ~~(the "Trustees"~~ continue and to invest Epiphany's two (2) scholarship funds with the Trustees of Western Massachusetts.—The Congregation shall be bound to administer any trust property in accordance with the provisions of the original establishment of trust.

2.6 Debts and Obligations. Upon the effective date of this Agreement any debt or other legal obligation of either Christ the King or Epiphany shall become the legal obligation of the Congregation.

3. Confession of Faith. The Congregation confesses that Jesus Christ is Lord. It affirms that the Word of God is revealed in the Scriptures of the Old and New Testaments. It agrees to be guided by the expressions of the Christian faith contained in the Constitution of the ELCA, as amended, in the Book of Common Prayer, and in the Agreement in the Doctrine of the Faith in Called to Common Mission.

4. Membership.

4.1 Members of this Congregation shall be those baptized persons who sign the roll of the Congregation (or otherwise designate themselves as members in accordance with the practices and procedures used by the Congregation) at the time the Congregation is established or thereafter.

4.2 Members of this Congregation shall be considered members of this Congregation and of the ELCA and TEC and the Synod and the Diocese.

4.3 Persons desiring membership shall not be hindered or prevented so to become by race, ethnic identity, sexual orientation or gender identity and shall not be restricted from any service, ministry or participation in this Congregation based solely on their identity.

4.4 Confirmed members of this Congregation shall be all those who are Confirmed by the TEC or the ELCA or have been Received into membership.

4.5 Communicant members are those who, during the preceding year, have received Holy Communion at least three (3) times in the Congregation where their membership is recorded.

4.6 Communicants in good standing members are those communicant members who have been faithful in corporate worship, unless for good cause prevented, and in working, praying and giving for the spread of the kingdom of God.

4.7 Voting members are confirmed-communicant-in-good-standing members who are 16 years of age or older and who have made a contribution of record during the preceding calendar year. Confirmed members 16 years of age or older who are still living in the household of their parent(s) or guardian(s) or who are dependent students or dependent members of the Armed Services shall be considered voting members by virtue of the voting status of their parent(s) or guardian(s).

5. Clergy.

5.1 One purpose of Called to Common Mission is to permit the full interchangeability and reciprocity of the clergy of the ELCA and TEC. To serve under call or contract with the Congregation, the member of the clergy and any other member(s) of the clergy shall be ordained presbyters in good standing in either TEC or the ELCA.

5.2 This Congregation agrees to call pastoral leadership in accordance with call procedures established under the direction of both the bishops of the Diocese and the Synod, and with the guidance and approval of both bishops. In the event of the need for the replacement of the member of the clergy, the Congregation shall notify the bishops of the Judicatories and request their assistance in initiating the search. The process shall follow the standard procedures of the Diocese and the Synod, except as those procedures may be modified and harmonized with the approval of both bishops.

5.3 The Judicatories agree to accept and recognize the status, actions and ministries of an ordained member of the clergy serving the Congregation under approved call or contract without regard to the ordained member of the clergy's denominational affiliation. The member(s) of the clergy of this Congregation shall be under the canonical jurisdiction of the bishop of the Judiciary in which (s)he is rostered and holds membership and shall be subject to the discipline of the Judiciary to which (s)he is accountable. The specific duties of the member of the clergy, compensation, and other matters pertaining to the service of the member of the clergy shall be included in a letter of call, which shall be attested by the bishops of the Synod and the Diocese.

5.4 The duties of member(s) of the clergy of this Congregation are described in the canons and constitutions of TEC and the Diocese, and the ELCA, and the member(s) of the clergy of this Congregation shall fulfill them to the best of their ability. The member(s) of the clergy serving under call or contract with the Congregation will make diligent effort to comply with the requirements of both Judicatories in serving the Congregation.

5.5 The member of the clergy serving as the lead member of the clergy of the Congregation may be referred to as Pastor, Rector, or equivalent title, and for purpose of this document shall be referred to hereafter as "Chief Presbyterian." The Chief Presbyterian shall, among his/her other duties, be responsible for presiding at and providing for the worship life of the Congregation. He or she may delegate presiding roles to other clergy or authorized presiders and assisting roles to those properly chosen and trained at his/her discretion. The worship life of the Congregation shall make faithful use of and be primarily based upon or derived from the approved rites and ceremonies of TEC and the ELCA. The

Chief Presbyter and those who assist in worship planning shall endeavor to make use of and to creatively and responsibly combine liturgical resources of both churches and other appropriate resources and to effectively enculturate the rites and ceremonies in such a way as to express the mission of the Congregation in worship.

5.6 When a member of the clergy is called to serve in company with another member(s) of the clergy, the privileges and responsibilities of each member of the clergy shall be specified in documents to accompany the call and to be drafted in consultation involving the members of the clergy, the Vestry Council, and the bishops of the Synod and Diocese. As occasion requires, the documents may be revised through a similar consultation.

5.7 The Synod will grant the Chief Presbyter seat, voice and vote at the Synod's assemblies, provided the Congregation is otherwise qualified to be seated at the Judicatory's convention/assembly. The Diocese will grant the Chief Presbyter seat, voice and vote in Diocesan Convention. In the future event the Congregation is served by a member of the clergy in addition to the Chief Presbyter, covenant shall be made in order to provide seat, voice and vote in an appropriate manner at each respective convention or assembly.

5.8 If a member of the clergy is rostered in the ELCA and is under full-time call to the Congregation, (s)he shall be a member of this Congregation.

5.9 A member of the clergy serving this Congregation shall be compensated in a manner that meets or exceeds the compensation standards of both Judicatories, this being considered the minimum compensation, said compensation agreement to be a signed contract attached to the document by which the member of the clergy is called and annually revised and renewed thereafter. The member of the clergy of this Congregation shall participate in the pension and benefits plan of the Judicatory in which (s)he is rostered with appropriate contributions by this Congregation.

5.10 Termination of the service of the member of the clergy of this Congregation may occur as described in the policies and procedures of the Judicatory with which he/she is rostered.

5.11 This Congregation shall make satisfactory settlement of all financial obligations to a former member of the clergy before calling a successor. A member of the clergy shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.

5.12 During the period of service, an interim member of the clergy shall have the rights and duties in the Congregation of a regularly called member of the clergy and may delegate the same in part to a supply member of the clergy with the consent of the bishop of the Synod or Diocese and the Vestry/Council. The interim member of the clergy and any ordained member of the clergy providing assistance shall refrain from exerting influence in the selection of a member of the clergy. The interim member of the clergy shall have full control and use of the clergy discretionary fund.

5.13 Supply clergy shall be retired or active clergy on the supply rosters of either of the Judicatories or otherwise approved by one of the bishops to preside at services of Word and Sacrament.

6. Vestry/Council.

- . 6.1 The Vestry/Council shall be the governing body for the Congregation on behalf of the Congregation and subject to the actions of the congregational meetings. The Vestry/Council will make diligent effort to comply with the requirements of both Judicatories in governing the Congregation. The members of the Vestry/Council are leaders of this Congregation and role models and servants of Christ. Rules for composition, election and duties of the Vestry/Council shall be in accordance with the Bylaws and Canons of each Judiciary.
- . 6.2 All other committees, teams and organizations within the organization of this Congregation shall serve with the permission and oversight of the Vestry/Council.

The Vestry/Council shall see itself as an enabler of mission. All other committees, teams and organizations within this Congregation shall exist to aid the Congregation in its ministry of the Gospel of Jesus Christ.

7. Governing Provisions.

- . 7.1 The Congregation shall be subject to the constitutions, canons and other governing provisions of the Judicatories.
- . 7.2 The regular rules for governance of the Congregation shall be provided in this Agreement. This Agreement may not be in conflict with the canons and constitutions of the Judicatories except as described in Section 7.7 of this Agreement. Any amendments to this Agreement shall be submitted to the Diocese and the Synod for review and approval prior to any amendment.
- . 7.3 The Synod and the Diocese agree to work cooperatively with regard to procedures and methods for oversight and support of this Congregation, for calculating its membership, assessments and apportionments, and resolving disparities between the governing provisions of the various church bodies. No provision of this Agreement shall be construed as modifying or amending the constitutions and other governing provisions of the Judicatories in application to any matter or congregation other than this federated/interdenominational Congregation.
- . 7.4 Any actions of the Congregation or the Vestry/Council which are contrary to the constitutions, canons or other governing provisions of the Judicatories may be invalidated by the Judicatories. Substantive complaints against the actions of the Congregation or the Vestry Council may be taken under the constitutional provisions of appeal in a Judicatory, according to the choice of the complainant. Once a complainant has appealed to one Judicatory, the other Judicatory shall not accept simultaneous jurisdiction in the same matter, unless the Judicatories agree to a transfer of jurisdiction. If the complaint concerns actions that would be a violation of the constitution, canons or governing provisions of one Judicatory and not of the other, the Judicatory for which the actions do not constitute a violation shall transfer jurisdiction of the matter to the other Judicatory. Prior to rendering a final decision, the Judicatory with jurisdiction shall consult with the other Judicatory and obtain its concurrence in the decision. Decisions made by the Judicatory with jurisdiction shall be final and binding on the Congregation's members and the Vestry Council.

7.5 That which is cause for discipline of a member or removal of a member from membership in this Congregation shall be defined by the respective canons and constitutional provisions of both the Diocese and the Synod and shall be dealt with in full consultation with the bishops.

7.6 Adjudication of disputes among factions within this Congregation on substantive issues that cannot be resolved by the parties shall be dealt with through consultation with the bishops of the Diocese and the Synod.

7.7 This Agreement is intended to be a written reflection of the understandings of the signatories to this Agreement. The parties to this Agreement acknowledge that the Judicatory requirements may differ or conflict in some matters, including by way of example and not limitation: the construction of capital improvements, the borrowing of funds, the acquisition of property, conduct of worship, and changes in the status of a congregation. The signatories acknowledge that all potential and possible contingencies cannot be determined in advance. Recognizing the unique nature of the Congregation as a living witness to church unity and cooperation, each party to this Agreement accordingly pledges to cooperate with the other parties to implement the spirit and intention of this Agreement for the mutual use and benefit of the Congregation and Judicatories.

8. Operations.

8.1 Reporting. For the purposes of completing the parochial reports to the respective Judicatories, the Congregation will report 50% of its various membership to each. Numbers in categories of membership appropriate to each denomination shall be calculated. Notes will be appended to each report that the Congregation is a Federated/Interdenominational congregation and that its total membership is as noted. The Congregation will report church school and other numerical counts in a similar manner.

8.2 Assessments. Apportionments and assessments to the various Judicatories will be calculated on the same 50/50 basis as used for membership. Nothing in this Agreement shall limit the Congregation from responding financially or programmatically to special appeals from the Synod, or the Diocese or from other benevolent organizations affiliated with these Judicatories or unaffiliated

organizations as approved recipients by the Congregation's Vestry/Council or the Congregation.

8.3 Representatives to Judicatories. This Congregation shall send deputies/members to Diocesan Conventions and Synodical Assemblies in numbers according to established guidelines of the Judicatories, and shall participate in other ministries of the Synod and Diocese as possible and as equally as possible with good stewardship of persons' time.

8.4 Licensing. For purposes of licensing lay-persons to serve in ministries requiring licensure by a Judicatory, the Judicatories agree to accept the ministry of any Congregational member on an equal basis for purposes of certification, licensure, or similar sanction, regardless of the previous denominational affiliation of the Congregational member. This provision shall not otherwise affect a Judicatory's prerequisites and qualifications for the certification, licensure, or similar status of a Congregational member.

8.5 Endowments. The Congregation's Endowment Fund shall be managed in compliance with the requirements of the constitutions and other governing documents of TEC and the ELCA and consistent with a law and any donor restrictions on gifts. Should any requirements of the ELCA or TEC be inconsistent, the Judicatories will endeavor to resolve such issues in a manner that does not necessitate the creation of separate Endowment Funds governed solely by TEC or ELCA provisions.

9. Other Organizational Matters.

9.1 Relocation. Should this Congregation wish to relocate, it shall confer with the bishops of the Diocese and the Synod before any steps on such an action, with Diocesan and Synodical approval being necessary.

9.2 Change in Relationship. Should this Congregation desire to sever its relationship with either the Diocese or the Synod, or both, the bishops of the Diocese and the Synod shall consult with the Congregation as to the procedure and applicable constitutional and canonical provisions. Under no circumstances may any properties, real or otherwise, or any monies be distributed to anyone during a consideration to sever relationship to the Judicatory(s) without express approval of both bishops and/or of the diocesan and synodical governing bodies.

9.3 Dissolution. This Congregation may be dissolved by action which complies with applicable requirements of both the Diocese and the Synod, subject to the harmonizing rules of section 7.7 of this Agreement.

9.4 Properties. If this Congregation ceases to exist for any reason, including a dissolution, all properties of the Congregation, real and personal, shall pass to and be divided equally between the Diocese and Christ the King, provided, however, that real property owned in the name of Epiphany or in trust for the Diocese or Christ the King and any proceeds from the sale of any such real property or endowment funds of Epiphany currently invested with the Trustees of Christ the King shall devolve to them individually. In negotiating a division or sale of the real and personal property that is acceptable to both the Diocese and Christ the King, the parties agree to deal with each other in good faith, and to effectuate the purposes and goals of full communion notwithstanding the termination of this Agreement. In the event the parties cannot agree whether to accept a proposal for purchase, the issue of determination of the appropriateness of the proposed contract shall be subject to mandatory binding arbitration for the sole purpose of determining whether or not acceptance or rejection of a third party's purchase offer is reasonable or appropriate under the circumstances, with the determination at arbitration being binding upon the parties. The parties agree to use the American Arbitration Association for the purpose of such arbitration, and either of the parties may make application in the event of a deadlock, with all costs for arbitration being equally borne by them. The determination arising out of any such binding arbitration may be enforced by specific performance, with all costs or fees necessitated in such action to be awarded to the prevailing party.

10. Amendment. This Agreement may be amended or modified from time to time, provided that any such amendment or modification shall be approved by both Judicatories, a majority of the Vestry/Council, and a majority of the voting members of the Congregation present at a properly called congregational meeting.

I

IN WITNESS WHEREOF, the parties have executed this Agreement as of the ____ day of **January 2020**.

{11580701:1}

CHRIST THE KING LUTHERAN CHURCH

By:

CHURCH OF THE EPIPHANY

By:

EPISCOPAL DIOCESE OF WESTERN MASSACHUSETTS

By: Rt. Rev. Douglas Fisher

NEW ENGLAND SYNOD OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA

By: Rev. James E. Hazelwood

DRAFT JANUARY 3, 2020

AGREEMENT

THIS AGREEMENT FOR A FEDERATED – INTERDENOMINATIONAL CONGREGATION (“Agreement”) is made as of the ____ day of **January, 2020** by and among Trinity Lutheran Church, Christ Church Episcopal, the New England Synod of the Evangelical Lutheran Church in America (the “Synod”) and the Episcopal Diocese of Western Massachusetts (the “Diocese”) to create Christ Trinity Church, Sheffield, Massachusetts (the “Congregation”).

Background Recitals

Trinity Lutheran Church was incorporated as a congregation of the Evangelical Lutheran Church in America in September 2000, is a congregation of the Synod, and has continued in its active Christian ministry to today. Christ Church Episcopal, **formerly known as *Protestant Episcopal Society in Sheffield***, was incorporated as a congregation of The Protestant Episcopal Church in the United States of America, predecessor in name to The Episcopal Church (“TEC”) on **February 22, 1814**, is a parish of the Diocese, and has continued in its active Christian ministry to today. Christ Church Episcopal invited Trinity Lutheran Church to share facilities with them beginning in February 2007; since that time the two congregations have also shared worship, social ministry, and clergy leadership. The congregations integrated their resources, finances, outreach/mission supports in 2009 and fully integrated their Vestry and Council leadership into one body in 2014.

The Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America (the “ELCA”) provide that an ELCA congregation may form a federated congregation with a congregation of another church body with which a relationship of full communion has been established by a Church-wide Assembly of the ELCA. The Canons of the Diocese provide that **“Worshipping communities that have joined together under the provisions of Called to Common Mission and that have entered ecclesiastically approved operational agreements are considered as Parish Congregations, all clergy and all members thereof eligible to participate in and subject to the Constitution and Canons of the [Diocese]”**. On January 1, 2001, the terms of Called to Common Mission became effective and achieved full communion between the ELCA and TEC, with the goal of strengthening fellowship and enabling common

witness, life and service. The ELCA, TEC, Synod and Diocese are referred to collectively as the “Judicatories.”

By appropriate votes in congregational meetings, the baptized, voting members of Trinity Lutheran Church and Christ Church Episcopal, responding in faith to the call of the Holy Spirit through the Gospel, and desiring to unite into one congregation affiliated with both the ELCA and the TEC, desiring to preach the Word, administer the Sacraments, and carry out God's mission, have approved and adopted this Agreement and pledged themselves to be governed by its provisions under the jurisdiction of the Bishop of the Diocese and the Bishop of the Synod, in the Name of the Father and of the Son and of the Holy Spirit.

ACCORDINGLY, the parties agree:

1. Purpose. The purpose of forming a single, federated/interdenominational congregation is to fulfill the primary purposes of the ELCA and the TEC for ministry and mission in this Congregation, and to be a witness to the prayer of unity of Jesus Christ (John 17:20-24). Through this federation, the members of this Congregation seek to engage in a common mission whereby all congregants share their resources in all aspects of ministry, including but not limited to worship, Christian formation, outreach, pastoral care, administration and fellowship.

2. Organization.

2.1 Name. This Congregation shall be called Christ Trinity Church.

2.2 Incorporation. This Congregation is a continuation of the Massachusetts not-for-profit religious corporation previously known as Christ Church Episcopal. At a duly announced meeting of the congregation of Christ Church Episcopal, the name of the corporation was changed to Christ Trinity Church and this Agreement for a Federated-Interdenominational Congregation **was substituted in its entirety** for the existing Constitution and Bylaws for Trinity Lutheran Church, with the approval of the Synod.

2.3 Approvals.

- . 2.3.1 The Diocese agrees to recognize the Congregation as a congregation in union with the TEC, and shall include the Congregation as a

congregation affiliated with the Diocese for purposes of the TEC Group Exemption from Federal Income Tax.

. 2.3.2 The Synod agrees to recognize the Congregation as affiliated with the ELCA, and shall include the Congregation on the official roster of congregations of the ELCA eligible for the ELCA's Group Exemption from Federal Income Tax.

. 2.3.3 The Congregation shall file all appropriate papers with the State and the Federal Internal Revenue Service for change of name and continuation of the use of the existing corporate rights and privileges as well as existing tax identification numbers.

2.4. Principal Office. The principal office for the transaction of the activities and affairs of the Congregation shall be 180 Main Street, Sheffield, Massachusetts.

2.5. Property. Upon the effective date of this Agreement and its approval by the Diocese and the Synod, **the Congregation shall be the legal successor of Christ Church Episcopal and Trinity Lutheran Church and shall be bound to administer any trust property or moneys received in accordance with the provisions of the original establishment of the trust..**

2.6. Debts and Obligations. Upon the effective date of this Agreement any debt or other legal obligation of either church shall, become the legal obligation of the Congregation and the Congregation shall indemnify and hold harmless both of its constituent churches from and against any liability therefor. The Congregation shall, to the extent feasible and practicable, seek to assign and transfer any such obligation to the Congregation, but after the effective date of this Agreement, any such obligation shall be the obligation of the Congregation whether or not such assignment or transfer is formally accomplished.

3. Confession of Faith. The Congregation confesses that Jesus Christ is Lord. It affirms that the Word of God is revealed in the Scriptures of the Old and New Testaments. It agrees to be guided by the expressions of the Christian faith contained in the Constitution of the ELCA, as amended, in the Book of Common Prayer, and in the Agreement in the Doctrine of the Faith in Called to Common Mission.

4. Membership.

4.1 Members of this Congregation shall be those baptized persons who sign the roll of the Congregation (or otherwise designate themselves as members in accordance with the practices and procedures used by the Congregation) at the time the Congregation is established or thereafter.

4.2 Members of this Congregation shall be considered members of this Congregation and of the ELCA and TEC and the Synod and the Diocese.

4.3 Persons desiring membership shall not be hindered or prevented so to become by race, creed, ethnic identity, sexual orientation or gender identity and shall not be restricted from any service, ministry or participation in this Congregation.

4.4 Confirmed members of this Congregation shall be all those who are Confirmed or have been **Received** into membership.

4.5 Communicant members are those who, during the preceding year, have received Holy Communion at least three (3) times in the Congregation where their membership is recorded.

4.6 Communicants in good standing members are those communicant members who have been faithful in corporate worship, unless for good cause prevented, and in working, praying and giving for the spread of the kingdom of God.

4.7 Voting members are confirmed-communicant-in-good-standing members who are 16 years of age or older and who have made a contribution of record during the preceding calendar year. Confirmed members 16 years of age or older who are still living in the household of their parent(s) or guardian(s) or who are dependent students or dependent members of the Armed Services shall be considered voting members by virtue of the voting status of their parent(s) or guardian(s).

5. Clergy.

5.1 One purpose of Called to Common Mission is to permit the full interchangeability and reciprocity of the clergy of the ELCA and TEC. To serve under call or contract with the Congregation, the member of the clergy and any other member(s) of the clergy shall be ordained presbyters in good standing in either TEC or the ELCA.

5.2 This Congregation agrees to call pastoral leadership in accordance with call procedures established under the direction of both the bishops of the Diocese and the Synod, and with the guidance and approval of both bishops. In the event of the need for the replacement of the member of the clergy, the Congregation shall notify the bishops of the Judicatories and request their assistance in initiating the search. The process shall follow the standard procedures of the Diocese and the Synod, except as those procedures may be modified and harmonized with the approval of both bishops.

5.3 The Judicatories agree to accept and recognize the status, actions and ministries of an ordained member of the clergy serving the Congregation under approved call or contract without regard to the ordained member of the clergy's denominational affiliation. The member(s) of the clergy of this Congregation shall be under the canonical jurisdiction of the bishop of the Judiciary in which (s)he is rostered and holds membership and shall be subject to the discipline of the Judiciary to which (s)he is accountable. The specific duties of the member of the clergy, compensation, and other matters pertaining to the service of the member of the clergy shall be included in a letter of call, which shall be attested by the bishops of the Synod and the Diocese.

5.4 The duties of member(s) of the clergy of this Congregation are described in the canons and constitutions of TEC and the Diocese, and the ELCA, and the member(s) of the clergy of this Congregation shall fulfill them to the best of their ability. The member(s) of the clergy serving under call or contract with the Congregation will make diligent effort to comply with the requirements of both Judicatories in serving the Congregation.

5.5 The member of the clergy serving as the lead member of the clergy of the Congregation may be referred to as Pastor, Rector, or equivalent title, and for purpose of this document shall be referred to hereafter as "Chief Presbyter." The

Chief Presbyter shall, among his/her other duties, be responsible for presiding at and providing for the worship life of the Congregation. He or she may delegate presiding roles to other clergy or authorized presiders and assisting roles to those properly chosen and trained at his/her discretion. The worship life of the Congregation shall make faithful use of and be primarily based upon or derived from the approved rites and ceremonies of TEC and the ELCA. The Chief Presbyter and those who assist in worship planning shall endeavor to make use of and to creatively and responsibly combine liturgical resources of both churches and other appropriate resources and to effectively enculturate the rites and ceremonies in such a way as to express the mission of the Congregation in worship.

5.6 When a member of the clergy is called to serve in company with another member(s) of the clergy, the privileges and responsibilities of each member of the clergy shall be specified in documents to accompany the call and to be drafted in consultation involving the members of the clergy, the Vestry Council, and the bishops of the Synod and Diocese. As occasion requires, the documents may be revised through a similar consultation.

5.7 The Synod will grant the Chief Presbyter seat, voice and vote at the Synod's assemblies, provided the Congregation is otherwise qualified to be seated at the Judicatory's convention/assembly. The Diocese will grant the Chief Presbyter seat, voice and vote in Diocesan Convention. In the future event the Congregation is served by a member of the clergy in addition to the Chief Presbyter, covenant shall be made in order to provide seat, voice and vote in an appropriate manner at each respective convention or assembly.

5.8 If a member of the clergy is rostered in the ELCA and is under full-time call to the Congregation, (s)he shall be a member of this Congregation.

5.9 A member of the clergy serving this Congregation shall be compensated in a manner that meets or exceeds the compensation standards of both Judicatories, this being considered the minimum compensation, said compensation agreement to be a signed contract attached to the document by which the member of the clergy is called and annually revised and renewed thereafter. The member of the clergy of this Congregation shall participate in the pension and benefits plan of

the Judicatory in which (s)he is rostered with appropriate contributions by this Congregation.

5.10 Termination of the service of the member of the clergy of this Congregation may occur as described in the policies and procedures of the Judicatory with which he/she is rostered.

5.11 This Congregation shall make satisfactory settlement of all financial obligations to a former member of the clergy before calling a successor. A member of the clergy shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting.

5.12 During the period of service, an interim member of the clergy shall have the rights and duties in the Congregation of a regularly called member of the clergy and may delegate the same in part to a supply member of the clergy with the consent of the bishop of the Synod or Diocese and the Vestry Council. The interim member of the clergy and any ordained member of the clergy providing assistance shall refrain from exerting influence in the selection of a member of the clergy. The interim member of the clergy shall have full control and use of the clergy discretionary fund.

5.13 Supply clergy shall be retired or active clergy on the supply rosters of either of the Judicatories or otherwise approved by one of the bishops to preside at services of Word and Sacrament.

6. **Vestry/Council.**

6.1 The **Vestry/Council** shall be the governing body for the Congregation on behalf of the Congregation and subject to the actions of the congregational meetings. The **Vestry/Council** will make diligent effort to comply with the requirements of both Judicatories in governing the Congregation. The members of the **Vestry/Council** are leaders of this Congregation and role models and servants of Christ. Rules for composition, election and duties of the **Vestry/Council** shall be in accordance with the **Bylaws and Canons of each Judicatory**.

- . 6.2 All other committees, teams and organizations within the organization of this Congregation shall serve with the permission and oversight of the **Vestry/Council**.

The **Vestry/Council** shall see itself as an enabler of mission. All other committees, teams and organizations within this Congregation shall exist to aid the Congregation in its ministry of the Gospel of Jesus Christ.

7. Governing Provisions.

- . 7.1 The Congregation shall be subject to the constitutions, canons and other governing provisions of the Judicatories.
- . 7.2 **The regular rules for governance of the Congregation shall be provided in this Agreement. This Agreement** may not be in conflict with the canons and constitutions of the Judicatories except as described in Section 7.7 of this Agreement. Any amendments **to this Agreement** shall be submitted to the Diocese and the Synod for review and approval prior to any amendment.
- . 7.3 The Synod and the Diocese agree to work cooperatively with regard to procedures and methods for oversight and support of this Congregation, for calculating its membership, assessments and apportionments, and resolving disparities between the governing provisions of the various church bodies. No provision of this Agreement shall be construed as modifying or amending the constitutions and other governing provisions of the **Judicatories** in application to any matter or congregation other than this federated/interdenominational Congregation.
- . 7.4 Any actions of the Congregation or the **Vestry/Council** which are contrary to the constitutions, canons or other governing provisions of the Judicatories may be invalidated by the Judicatories. Substantive complaints against the actions of the Congregation or the Vestry Council may be taken under the constitutional provisions of appeal **in a Judicatory**, according to the choice of the complainant. Once a complainant has appealed to one Judicatory, the other Judicatory shall not accept simultaneous jurisdiction in the same matter, unless the Judicatories agree

to a transfer of jurisdiction. If the complaint concerns actions that would be a violation of the constitution, canons or governing provisions of one Judicatory and not of the other, the Judicatory for which the actions do not constitute a violation shall transfer jurisdiction of the matter to the other Judicatory. Prior to rendering a final decision, the Judicatory with jurisdiction shall consult with the other Judicatory and obtain its concurrence in the decision. Decisions made by the Judicatory with jurisdiction shall be final and binding on the Congregation's members and the Vestry Council.

7.5 That which is cause for discipline of a member or removal of a member from membership in this Congregation shall be defined by the respective canons and constitutional provisions of both the Diocese and the Synod and shall be dealt with in full consultation with the bishops.

7.6 Adjudication of disputes among factions within this Congregation on substantive issues that cannot be resolved by the parties shall be dealt with through consultation with the bishops of the Diocese and the Synod.

7.7 This Agreement is intended to be a written reflection of the understandings of the signatories to this Agreement. The parties to this Agreement acknowledge that the Judicatory requirements may differ or conflict in some matters, including by way of example and not limitation: the construction of capital improvements, the borrowing of funds, the acquisition of property, conduct of worship, and changes in the status of a congregation. The signatories acknowledge that all potential and possible contingencies cannot be determined in advance. Recognizing the unique nature of the Congregation as a living witness to church unity and cooperation, each party to this Agreement accordingly pledges to cooperate with the other parties to implement the spirit and intention of this Agreement for the mutual use and benefit of the Congregation and Judicatories.

8. Operations.

8.1 Reporting. For the purposes of completing the parochial reports to the respective Judicatories, the Congregation will report 50% of its various membership to each. Numbers in categories of membership appropriate to each denomination shall be calculated. Notes will be appended to each report that the Congregation is a Federated/Interdenominational congregation and that its total

membership is as noted. The Congregation will report church school and other numerical counts in a similar manner.

8.2 Assessments. Apportionments and assessments to the various Judicatories will be calculated on the same 50/50 basis as used for membership. Nothing in this Agreement shall limit the Congregation from responding financially or programmatically to special appeals from the **Synod, or the Diocese** or from other benevolent organizations affiliated with these Judicatories or unaffiliated organizations as approved recipients by the Congregation's Vestry Council or the Congregation.

8.3 Representatives to Judicatories. This Congregation shall send deputies/members to Diocesan Conventions and Synodical Assemblies in numbers according to established guidelines of the Judicatories, and shall participate in other ministries of the Synod and Diocese as possible and as equally as possible with good stewardship of persons' time.

8.4 Licensing. For purposes of licensing lay-persons to serve in ministries requiring licensure by a Judicatory, the Judicatories agree to accept the ministry of any Congregational member on an equal basis for purposes of certification, licensure, or similar sanction, regardless of the previous denominational affiliation of the Congregational member. This provision shall not otherwise affect a Judicatory's prerequisites and qualifications for the certification, licensure, or similar status of a Congregational member.

8.5 Endowments. The Congregation's Endowment Fund shall be managed in compliance with the requirements of the constitutions and other governing documents of TEC and the ELCA. Should any requirements of the ELCA or TEC be inconsistent, the Judicatories will endeavor to resolve such issues in a manner that does not necessitate the creation of separate Endowment Funds governed solely by TEC or ELCA provisions.

9. Other Organizational Matters.

9.1 Relocation. Should this Congregation wish to relocate, it shall confer with the bishops of the Diocese and the Synod before any steps on such an action, with Diocesan and Synodical approval being necessary.

9.2 Change in Relationship. Should this Congregation desire to sever its relationship with either the Diocese or the Synod, or both, the bishops of the Diocese and the Synod shall consult with the Congregation as to the procedure and applicable constitutional and canonical provisions. Under no circumstances may any properties, real or otherwise, or any monies be distributed to anyone during a consideration to sever relationship to the Judicatory(s) without express approval of both bishops and/or of the diocesan and synodical governing bodies.

9.3 Dissolution. This Congregation may be dissolved by action which complies with applicable requirements of both the Diocese and the Synod, subject to the harmonizing rules of section 7.7 of this Agreement.

9.4 Properties. If this Congregation ceases to exist for any reason, including a dissolution, all properties of the Congregation, real and personal, shall pass to and be divided equally between the Diocese and the Synod, provided, however, that real property owned in the name of **or in trust** for the Diocese or the Synod shall devolve to them individually. In negotiating a division or sale of the real and personal property that is acceptable to both Judicatories, the Judicatories agree to deal with each other in good faith, and to effectuate the purposes and goals of full communion notwithstanding the termination of this Agreement. In the event the Judicatories cannot agree whether to accept a proposal for purchase, the issue of determination of the appropriateness of the proposed contract shall be subject to mandatory binding arbitration for the sole purpose of determining whether or not acceptance or rejection of a third party's purchase offer is reasonable or appropriate under the circumstances, with the determination at arbitration being binding upon the parties. The Judicatories agree to use the American Arbitration Association for the purpose of such arbitration, and either of the Judicatories may make application in the event of a deadlock, with all costs for arbitration being equally borne by them. The determination arising out of any such binding arbitration may be enforced by specific performance, with all costs or fees necessitated in such action to be awarded to the prevailing party.

10. Amendment. This Agreement may be amended or modified from time to time, provided that any such amendment or modification shall be approved by both Judicatories, a majority of the Vestry Council, and a majority of the voting members of the Congregation present at a properly called congregational meeting.

I

IN WITNESS WHEREOF, the parties have executed this Agreement as of the ____ day of
January 2020.

CHRIST EPISCOPAL CHURCH

By:

TRINITY LUTHERAN CHURCH

By:

EPISCOPAL DIOCESE OF WESTERN MASSACHUSETTS

By: Rt. Rev. Douglas Fisher

NEW ENGLAND SYNOD OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA

By: Rev. James E. Hazelwood

{11580701:1}

Minutes of the meeting of the Episcopal Missions of Western Massachusetts

November 21, 2019

Diocesan House, Springfield

Present

The Rt. Rev. Doug Fisher, President
The Rev. Nancy Webb Stroud, Vice-President
Steve Abdow
The Rev. Heather Blais
Richard Delorme
Richard Gore
The Rev. Eliot Moss
Mark Rogers
The Rev. Rich Simpson
The Rev. Dcn. Beth Washburn
Wende Wheeler, Secretary
Janet Young
The Rev. Janet Zimmerman

Absent

Donna Christian
Kitty Dougherty, Treasurer
Frank Minasian
The Rev. José Reyes

Called to order at 4:46 p.m.

Vote to approve the minutes from the October 2019 meeting.
Moved, seconded, approved.

Adjourned at 4:46:30 p.m.

Respectfully submitted

Wende T. Wheeler, Secretary