

September-20-2018-Council-Agenda-1	2
DC-06_14_18-Council Minutes	4
update-on-closed-church-properties-09.05.18	8
EMWM-06_14_18-Minutes	9
2019-Budget-Statement	11
budget-notes	18
CLERGY-RENEWAL-LEAVE-POLICY-updated-2018	20
Clergy-Renewal-Leave-Grant-Application-REVISED-1	21
SABBATICAL-EVALUATION-FORM-revised-1	24
Diocesan-Council-Secretarys-Certificate	26
EDWMA-Transfer-of-Bennington-St.-Fund-to-Strategic-Ministry-Reserve-Fund	28
Collateral-Assignment	29

September 20, 2018 Meeting of Diocesan Council  
Diocesan House, Christ Church Cathedral  
2:00 - 4:30 PM

**AGENDA**

- 2 PM Opening prayer- *Jose*
- Question / Sharing (15-20) - *Pam*
- Bishop's Report (15) - *Doug*
- Report from Missioner for Latino Ministry (10) - *Jose*
- Parish Assessment Program (55) - *Janet*
  - a. Status of Project
  - b. Assessment process
  - c. Initial pilot result
  - d. Next steps

**BUSINESS PORTION (30)**

- Consent Agenda (on portal)
  - a. Approve Minutes from June 14, 2018 Meeting
  - b. Treasurer's Report through July 2018
  - c. Real Estate Update
- 2019 Budget
- Development Plan update (*Steve*)
- Clergy Renewal Leave / Sabbatical Policy update (*Rich*)
- Line of Credit Collateral Approval (*Steve*)

**ADJOURN COUNCIL MEETING**

**EMWM BOARD MEETING (5)**

1. Approve Minutes from June 14, 2018 Meeting
2. Loan for Grace Oxford
3. Adjourn

Closing Prayer - *Jose*

## UPCOMING COUNCIL MEETING SCHEDULE

November 15, 2018, 2:00 - 4:30 Diocesan House

February 2, 2019, 9 AM - 3 PM Annual Retreat (Location TBD)

April 11, 2019, 2:00 - 4:30 PM Diocesan House

June, 13, 2019, 2:00 - 4:30 PM Diocesan House

## COUNCIL MEMBERSHIP

### Officers and Appointed Members:

The Rt. Rev. Douglas Fisher, President

The Rev. Nancy Webb Stroud, Vice President

The Rev. Mac Murray, Secretary

Mr. Wayne Gass, Treasurer

Mr. Frank Minasian, Trustee Representative

### Term of Office Expires:

Convention of 2018 - José Reyes Pérez, John Cheek, Mark Rogers

Convention of 2019 - Janet Zimmerman, Jesse Abell, Janet Young

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

**Minutes of Diocesan Council Meeting**  
**Diocese of Western Massachusetts, Springfield MA**  
**June 14, 2018**

**In Attendance:**

*The Rt. Rev. Douglas J. Fisher, President*

*The Rev. Nancy Webb Stroud, Vice President*

*The Rev. Mac Murray, Secretary*

*Ms. Jill Senecal, Asst. Secretary*

*Mr. Steven Abdow, Asst. Treasurer*

*Mr. Frank Minasian, Trustee Representative*

*The Rev. Rich Simpson – Executive Staff*

*Pioneer Valley Corridor – The Rev. Derrick Fetz; Ms. Janet Walsh Young; Ms. Donna Christian*

*Berkshire Corridor – Mr. John Cheek; The Rev. Dr. Janet Zimmerman*

*Worcester Corridor – Mr. Dick Delorme; The Rev. José Reyes; Mr. Mark Rogers*

**Excused:**

*The Rev. Pamela Mott – Asst. Secretary*

*Mr. Wayne Gass – Treasurer*

*The Rev. Jesse W. Abell – Worcester*

*The Rev. Heather Blais*

**Absent:**

NA

**2:00 pm – Meeting called to order:**

The Rev. Dr. Richard Simpson, Council Chaplain, led opening prayer.

**Check in – Steve Abdow:**

Committee members asked to walk around the quad in pairs discussing crossroads in their lives.

**Bishop's Time:**

The Presiding Bishop Michael Curry (will not be here for the Berkshire Corridor portion)

- Reclaiming Jesus – **(Appendix A, 1-3)**
- Bible Reading Challenge
- Revival
  - Creation Care; Immigration; Public Health Crisis
- Social Justice and Sanctuary
  - Bus to Washington D.C. re: Puerto Ricans displaced due to hurricane

- General Convention:
  - BUAGV – Daily Prayer
  - Resolutions
    - Investing instead of Divesting in some companies to have a voice at stock holders meetings
      - Mercy Group will go and speak on your behalf
    - Socially Responsible Investing
  - Transition Ministry
  - Clergy Couples

**Resource Mission Initiative Update – Janet Walsh Young, Steve Abdow, Derrick Fetz and Mac Murray - (Appendix B, 1-4)**

Committee was to come up with an assessment tool and a plan to use it Meeting of Council Sub-Committee on Resourcing Mission Assessment

- An analysis should be done yearly
- Congregational Coaches:
  - Trained volunteer coaches
- Discussion followed
  - Work with churches to get them help before it is too late

Two main concepts:

- “Holy Cow” assessment company
- Core of trained volunteer coaches – to walk with and have dialogue with the parishes to help with leadership skills in the congregations

Coach / Parish relationships are key to looking at current assessments, but to also see long term outcomes

- Numbers alone are not good enough

Natural Church Development (NCD) – uses objective measures

- Questionnaires and help from coaches
- 8 Quality Characteristics
  - Empowered Leadership; Give Base Ministry; Passionate Spirituality; Effective Structures; Inspiring Worship; Holistic Small Groups; Lead Oriented Evangelism; Loving Relationships

Congregational Assessment Tool (CAT) – Helpful during Transitional Times in the Congregations

- Organizational Intelligence; Conflict in the Congregation; Readiness for Change

Assessments can vary depending on how Clergy member interprets data for Parochial Reports

- Need to be accurate when reporting of attendance
- Look for trends
- Important numbers
  - Pledges; Givers; Attendance; Church School Enrollment; Market Value of Investments at Year End

Questions for discussion:

- Use initial observations to determine if help is needed
- Does the Congregation have a mission
- Is the Congregation surviving on Endowments only
- How to evaluate/ interpret assessments
- When in transition how soon should a new cleric be called in
  - Should assessments be done before new cleric is brought in
  - Want to set up new cleric and congregation for success
- Should qualifiers and perimeters be set to determine need for help
- Assessment tools have been in the Diocese of WMA, just haven't been utilized

Create a committee made up of members of the clergy and lay people to start with two/three parishes to start asking questions

- Will start a practice "run" committee
  - Derrick Fetz and Janet Walsh Young
  - Mac Murray and John Cheek
- Parishes represented at DC meeting will be the "guinea pigs"
  - St. Andrew's, Longmeadow and Atonement, Westfield volunteered their parishes
- Committee will report back at September meeting

**Business - Steve**

**Consent Agenda**

[A vote to approve Consent Agenda, was moved, seconded and passed unanimously](#)

- Minutes of April 12, 2018 DC Meeting (**Appendix C, 1-4**)
- Treasurers Report through April 12, 2018 (**Appendix D, 1-14**)
- Real Estate update (**Appendix E**)
- Fanning the Flames update (**Appendix F, 1-2**)
- Correspondence: Clergy Compensation Equity (**Appendix g, 1 – 2**)

Development Plan update

- Funding non-parish based programs
  - ex. Building Bridges, Laundry Love, Walking Together, etc
  - possible new programs – ex. Chaplain to the Women's Correctional Center in Chicopee
- Create a culture of philanthropy in the Diocese beyond what happens at the parish level
- Try for foundation money not given to religious organizations
- Maybe partner with other entities already doing this to better understand how it works
- Steve Abdo would be the Development Officer

2019 Budget Process

- Still in process

## **Memorial Garden – Derrick Fetz**

A vote to approve was motioned, seconded and passed unanimously

- Vote to ...[amend first paragraph of Memorial Garden Guidelines to state that each parish is responsible for checking with state and local regulatory agencies regarding codes for scattering of ashes.](#)

A vote to approve was motioned, seconded and passed unanimously

- Vote to ...[present Memorial Garden Guidelines at Convention 2018 as recommended guidelines from Diocesan Council.](#)

## **4:15 pm - Meeting adjourned**

### **2018-19 meeting schedule**

- Thursday, September 20, 2018, 2 – 4:30 PM at Diocesan House
- Thursday, November 15, 2018, 2 – 4:30 PM at Diocesan House
- Saturday, February 2, 2019, 9 AM – 3 PM, Annual Retreat
- Thursday, April 11, 2019, 2 – 4:30 PM at Diocesan House
- Thursday, June 13, 2019, 2 – 4:30 PM at Diocesan House

### **Council Membership:**

Officers and Appointed Members

The Rt. Rev. Douglas Fisher, President

The Rev. Nancy Webb Stroud, Vice President

The Rev. Mac Murray, Secretary

Mr. Wayne Gass, Treasurer

Mr. Frank Minasian, Trustee Representative

### **Term of Office Expires:**

Convention of 2018 – John Cheek, José Reyes, Mark Rogers

Convention of 2019 – Janet Zimmerman, Jesse Abell, Janet Young

September 5, 2018

## **Update on Diocese's Real Estate Portfolio**

**Otis-** Don Allison is working on quieting the title to the property, after which time the deed will be transferred to the town of Otis. The path to deed transfer is now clear and I expect to close this fall.

**North Grafton-** The bishop's office is acting as agent for the parish for this sale. The town has expressed serious interest in acquiring the property. They have a clear path to accomplish that. Frank Streeter and Marty Green, the realtor, have done a great job putting this together. The leadership at the merged parish, Holy Spirit, Sutton, has been apprised regularly and are pleased.

The REAC approved a NLT sales price of \$400,000. We listed it in late winter for \$599,000.

**Blackinton-** The folks at The Chapel of St. Andrew's have signed the certificate of vote and affidavit we needed. We have put Rick Moon in touch with Frank Streeter who is going to come up with a suggestion for a sale price for the building. The abutting neighbor has expressed interest in the building for a couple of years. Fr. Tom Damrosch has served as Vicar to the chapel and has helped finally get us here.

Submitted by Steve Abdow



Minutes: Special Meeting of EMWM  
Diocese of Western Massachusetts, Springfield MA  
June 14, 2018

Minutes of Diocesan Council Meeting  
Diocese of Western Massachusetts, Springfield MA  
June 14, 2018

**In Attendance:**

*The Rt. Rev. Douglas J. Fisher, President*

*The Rev. Nancy Webb Stroud, Vice President*

*The Rev. Mac Murray, Secretary*

*Ms. Jill Senecal, Asst. Secretary*

*Mr. Steven Abdow, Asst. Treasurer*

*Mr. Frank Minasian, Trustee Representative*

*The Rev. Rich Simpson – Executive Staff*

*Pioneer Valley Corridor – Ms. Janet Walsh Young; Ms. Donna Christian*

*Berkshire Corridor – Mr. John Cheek; The Rev. Dr. Janet Zimmerman*

*Worcester Corridor – Mr. Dick Delorme; The Rev. José Reyes; Mr. Mark Rogers*

**Excused:**

*The Rev. Pamela Mott – Asst. Secretary*

*Mr. Wayne Gass – Treasurer*

*The Rev. Jesse W. Abell – Worcester*

*The Rev. Heather Blais*

*The Rev. Derrick Fetz*

**Absent:**

NA

**4:15 pm – Meeting called to order**

A vote to approve Minutes of April 12, 2018 meeting was moved, seconded and passed unanimously

- Minutes of EMWM meeting (**Appendix A**)

A vote to approve was motioned, seconded and passed unanimously (**Appendix B**)

- Vote to transfer...[the investments previously for a the benefit of Grace Church, Chicopee, MA, listed below, and held by the Trustees for the Diocese to Trinity Episcopal Church, Chicopee, MA;](#) and
- Vote to authorize ...[any duly elected Officer of the Diocesan Council of The Episcopal Diocese of Western Massachusetts, acting alone, to execute such Authorizations or Certificates as may be required to evidence this Vote.](#)

○ <u>Fund Name</u>	<u>Trustee #</u>
Samuel Ervine Christmas	E00801
Esther & Sadie Adair	E00803
Newton Black Memorial	E00804
Mary Elizabeth Lombard	E00805
Spofford Perkins	E00806
Margaret H. Smith	E00808
Rectory	E00809
Delanronde Trust	E00810
Grace Sale Proceeds	

**Chaplain at next meeting:** The Rev. José Reyes

**4:20 pm – Meeting adjourned**

# The Episcopal Diocese of Western Massachusetts

## Proposed 2019 Budget

	YTD Actual Jun-2018	2018 ANNUAL BUDGET	2019 PROPOSED BUDGET
<b>REVENUES</b>			
Assessment for Common Ministry	\$562,191.00	\$1,118,904.00	\$1,125,000.00
Use of Investment - Trustees	\$718,457.50	\$1,397,037.00	\$1,550,000.00
Program Income	\$38,119.86	\$112,710.00	\$28,500.00
Other Income and Gifts	\$44,824.89	\$42,720.00	\$9,600.00
Internal Grant Funding	\$28,250.22	\$54,000.00	\$0.00
Interest Income	\$135.48	\$600.00	\$400.00
<b>TOTAL DIOCESAN INCOME AND GIFTS:</b>	<b>\$1,391,978.95</b>	<b>\$2,725,971.00</b>	<b>\$2,713,500.00</b>

# EXPENSES

---

## BISHOP'S MINISTRY

---

### PROGRAMS

Communications	\$63,312.26	\$117,043.00	\$123,792.79
Social Justice	\$1,830.85	\$3,750.00	\$2,750.00
Retired Clergy Gatherings	\$2,714.69	\$0.00	\$2,500.00
Special Diocesan Events	\$17,017.97	\$0.00	\$2,500.00
Wanderings and Special Journeys	\$2.00	\$3,000.00	\$0.00
Total PROGRAMS	<u>\$84,877.77</u>	<u>\$123,793.00</u>	<u>\$131,542.79</u>

### PERSONNEL EXPENSES

Wages and Benefits	\$155,130.89	\$298,960.00	\$324,129.86
Business Expenses	\$17,904.50	\$30,098.00	\$31,207.56
Total PERSONNEL EXPENSES	<u>\$173,035.39</u>	<u>\$329,058.00</u>	<u>\$355,337.42</u>

<b>TOTAL BISHOP'S MINISTRY</b>	<u>\$257,913.16</u>	<u>\$452,851.00</u>	<u>\$486,880.21</u>
--------------------------------	---------------------	---------------------	---------------------

**CONGREGATIONAL SUPPORT: Mission with Congregations**

## GRANTS and SCHOLARSHIPS

Clergy Children Educational Grants	\$3,000.00	\$6,000.00	\$6,000.00
College Scholarships	\$22,214.50	\$42,500.00	\$42,700.00
Continuing Education Grants	\$566.00	\$4,000.00	\$4,000.00
Deanery	\$731.50	\$2,600.00	\$2,600.00
Ministry Development Initiatives	\$60,765.00	\$80,000.00	\$75,000.00
Sabbatical Grants	\$5,628.39	\$5,000.00	\$5,000.00

<b>Total GRANTS and SCHOLARSHIPS</b>	<b>\$92,905.39</b>	<b>\$140,100.00</b>	<b>\$135,300.00</b>
--------------------------------------	--------------------	---------------------	---------------------

## OPERATIONAL EXPENSES

Special Assistance to Congregations	\$9,687.50	\$5,000.00	\$5,000.00
Transition Ministry	\$2,758.22	\$4,750.00	\$4,850.00
Christian Formation Missioner	\$17,059.90	\$65,760.00	\$53,437.03
Latino Ministries	\$32,049.90	\$42,000.00	\$155,657.24
Safe Church Training and Prevention	\$2,173.34	\$4,450.00	\$4,200.00
Stewardship	\$1,326.00	\$14,700.00	\$11,450.00
Youth Ministry	\$11,438.84	\$32,934.00	\$25,574.63

<b>Total Operational Expenses</b>	<b>\$64,047.98</b>	<b>\$159,844.00</b>	<b>\$250,318.91</b>
-----------------------------------	--------------------	---------------------	---------------------

<b>TOTAL</b>	<b>\$76,493.70</b>	<b>\$169,594.00</b>	<b>\$260,168.91</b>
--------------	--------------------	---------------------	---------------------

## PERSONNEL EXPENSES

Wages and Benefits	\$99,999.97	\$196,270.00	\$207,563.99
Business Expense	\$5,152.56	\$10,093.00	\$8,593.12

<b>TOTAL PERSONNEL EXPENSES</b>	<b>\$105,152.53</b>	<b>\$206,363.00</b>	<b>\$216,157.11</b>
---------------------------------	---------------------	---------------------	---------------------

<b>TOTAL CONGREGATIONAL SUPPORT</b>	<b>\$274,551.62</b>	<b>\$516,057.00</b>	<b>\$611,626.01</b>
-------------------------------------	---------------------	---------------------	---------------------

<b>FORMATION &amp; LEADERSHIP DEVELOPMENT for the Baptized</b>		YTD Actual Jun-2018	2018 ANNUAL BUDGET	2019 PROPOSED BUDGET
OPERATIONAL EXPENSES				
David Allen Seminars		\$2,119.45	\$0.00	\$0.00
Education for Ministry		\$2,575.00	\$4,900.00	\$1,750.00
Parish Leadership Day		\$6,730.64	\$9,950.00	\$10,600.00
Formation and Leadership Development		\$2,621.41	\$6,500.00	\$47,500.00
Clergy Conferences		\$15,898.43	\$20,900.00	\$17,650.00
Commision on Ministry		\$1,414.15	\$4,500.00	\$3,750.00
Diaconate Formation		\$825.60	\$3,600.00	\$0.00
Fresh Start		\$593.27	\$3,950.00	\$2,900.00
Seminarian Assistance		\$857.00	\$12,500.00	\$6,000.00
TOTAL OPERATIONAL EXPENSES		<u>\$33,634.95</u>	<u>\$66,800.00</u>	<u>\$90,150.00</u>
PERSONNEL EXPENSES				
Wages and Benefits		\$89,919.87	\$177,665.00	\$187,017.74
Business Expense		\$8,639.48	\$11,099.00	\$10,220.20
TOTAL PERSONNEL EXPENSES		<u>\$98,559.35</u>	<u>\$188,764.00</u>	<u>\$197,237.94</u>
<b>TOTAL LEADERSHIP DEVELOPMENT</b>		<u><b>\$132,194.30</b></u>	<u><b>\$255,564.00</b></u>	<u><b>\$287,387.94</b></u>

	YTD Actual Jun-2018	2018 ANNUAL BUDGET	2019 PROPOSED BUDGET
<b>MISSION IN THE WORLD</b>			
OPERATIONAL EXPENSES			
Anglican Communion Partners	\$0.00	\$2,500.00	\$2,500.00
Outdoor Worship Communities			
Wages and Benefits	\$39,526.37	\$77,279.00	\$54,107.96
Business Expenses	\$5,000.00	\$10,000.00	\$36,000.00
Total Cathedral of The Beloved	<u>\$44,526.37</u>	<u>\$87,279.00</u>	<u>\$90,107.96</u>
Creation Care	<u>\$18,852.16</u>	<u>\$35,288.00</u>	<u>\$38,220.00</u>
Ecumenical Relations			
Berkshire Organizing Project	\$1,250.00	\$2,500.00	\$3,500.00
Ecumenical Officer	\$1,669.03	\$2,250.00	\$0.00
Interfaith Council	\$350.00	\$300.00	\$350.00
Mass Council of Churches	\$7,500.00	\$15,000.00	\$15,000.00
Province One	\$7,374.52	\$9,749.00	\$9,749.00
Total Ecumenical Relations	<u>\$18,143.55</u>	<u>\$29,799.00</u>	<u>\$28,599.00</u>
The Episcopal Church Apportionment	\$171,415.50	\$342,831.00	\$349,947.00
Global Mission	\$3,659.97	\$25,000.00	\$25,000.00
Lambeth	\$999.96	\$2,000.00	\$2,000.00
Sustainable Development Goals	\$9,436.00	\$18,872.00	\$20,000.00
<b>TOTAL MISSION IN THE WORLD</b>	<u><u>\$366,810.26</u></u>	<u><u>\$698,082.64</u></u>	<u><u>\$556,373.96</u></u>

		YTD Actual Jun-2018	2018 ANNUAL BUDGET	2019 PROPOSED BUDGET
<b>GOVERNANCE</b>				
OPERATIONAL EXPENSES				
Chancellor's Conference		\$22,491.57	\$45,250.00	\$43,000.00
Diocesan Convention				
	Wages and Benefits	\$3,843.72	\$8,615.00	\$6,500.00
	Business Expenses	\$98.50	\$33,850.00	\$24,850.00
	Total Diocesan Convention	<u>\$3,942.22</u>	<u>\$42,465.00</u>	<u>\$31,350.00</u>
Diocesan Council		\$1,809.52	\$1,400.00	\$2,700.00
General Convention		(\$556.00)	\$15,000.00	\$15,000.00
House of Bishops		\$2,235.37	\$7,000.00	\$6,500.00
Retired Clergy and Lay Support		\$29,403.20	\$88,036.00	\$66,495.00
Standing Committee		\$28.24	\$500.00	\$500.00
Title IV		\$21,410.06	\$2,000.00	\$2,000.00
	<b>TOTAL GOVERNANCE</b>	<u>\$80,764.18</u>	<u>\$201,651.00</u>	<u>\$167,545.00</u>



DIOCESAN FINANCE & ADMINISTRATION EXPENSES		YTD Actual Jun-2018	2018 ANNUAL BUDGET	2019 PROPOSED BUDGET
ARCHIVE EXPENSES				
	Wages and Benefits	\$3,150.39	\$6,351.00	\$6,499.52
	Business Expenses	\$146.06	\$580.00	\$580.00
	TOTAL ARCHIVE EXPENSES	<u>\$3,296.45</u>	<u>\$6,931.00</u>	<u>\$7,079.52</u>
OPERATIONAL EXPENSES				
	Financial Management	\$9,210.11	\$29,600.00	\$34,250.00
	Property - Plant	\$62,608.66	\$111,902.00	\$114,214.54
	General Operations	\$14,968.41	\$30,630.00	\$30,450.00
	TOTAL OPERATIONAL EXPENSES	<u>\$86,787.18</u>	<u>\$172,132.00</u>	<u>\$178,914.54</u>
PERSONNEL EXPENSES				
	Wages and Benefits	\$119,536.62	\$235,609.00	\$244,072.62
	Business Expenses	\$5,062.38	\$9,595.00	\$10,645.00
	TOTAL PERSONNEL EXPENSES	<u>\$124,599.00</u>	<u>\$245,204.00</u>	<u>\$254,717.62</u>
	TOTAL DIOCESAN FINANCE & ADMINISTRATION EXPENSES	<u>\$214,682.63</u>	<u>\$424,267.00</u>	<u>\$440,711.67</u>
DIOCESAN AGENCY EXPENSES FOR CONGREGATION SUPPORT				
OPERATIONAL EXPENSES		\$7,056.66	\$10,214.00	\$13,150.00
PERSONNEL EXPENSES				
	Wages and Benefits	\$87,355.74	\$163,440.00	\$147,873.12
	Business Expenses	\$140.00	\$2,500.00	\$2,200.00
	TOTAL PERSONNEL EXPENSES	<u>\$87,495.74</u>	<u>\$165,940.00</u>	<u>\$150,073.12</u>
	TOTAL DIOCESAN AGENCY EXPENSES	<u>\$94,552.40</u>	<u>\$176,154.00</u>	<u>\$163,223.12</u>
	TOTAL EXPENSES	<u>\$1,421,468.55</u>	<u>\$2,724,626.64</u>	<u>\$2,713,747.91</u>
2019-Budget-Statement	NET Income (Loss)	<u>(\$29,489.60)</u>	<u>\$1,344.36</u>	<u>(\$247,171.17)</u>

## 2019 Budget Notes

The categories of the budget in 2019 have been altered. We added the category of Governance, which we feel more accurately describes the operation of the Bishop's Office.

We are blessed to have the financial resources available to do our work and carry on Jesus's mission of mercy, compassion and hope in the world.

### Revenues

- Revenue is projected to be just \$12,000 less than 2018 at \$2.713 million.
- \$100,000 is from the balance of the Fanning the Flames initiative.
- Internal grants from Bishop's Funds and Fanning the Flames have been eliminated.
- The budget income for Walking Together and Building Bridges is eliminated as those programs will be on the budget for the Episcopal Charities entity.

### Expenses

- Total Expenses for 2019 are just \$10,000 less than in 2018 at the same \$2.7 million figure that we see on the revenue line.
- We have budgeted for a 6% increase in health insurance expenses and have budgeted for salary increases in the 2-3% range.
- Our single largest expense is our apportionment to TEC of \$350,000.

### Personnel changes

- Steve's compensation gets split up between the Diocesan Budget and Episcopal Charities 65/35.
- FT Missioner for Latino Ministries gets paid 100% out of Diocese budget. Last year the compensation came out of FTF.
- In the financial services team, Carol is retiring, Esther is reducing her schedule to 80% of FT, and we have hired a Controller for 25 hours/week. The impact on the budget is neutral.
- There are questions about the continued service of two of our PT missioners. They are in the budget for 2019, but may be transitioning out of their positions.

### Highlights

- MDI grant budget stays the same at \$80K
- Global Mission grants stay at \$25K
- Sustainable Development Goals stays at \$20,000 (currently directed to ER&D)
- \$35K budgeted for Latino Ministry program expenses
- Ecumenical Relations budget stays at \$30K
- Strategic Leadership Development and Formation budget of \$60K (for CF and for the Council Priority Project of training volunteer coaches)
- Outdoor Ministries budget includes \$35,000 for grants to the five communities in our network

Episcopal Charities (working name)

SPA 09.07.18

- We engaged with Rainmaker for development consulting in January 2018. Extensive work has been done and we are ready to move ahead with the work of finding a sustainable funding strategy for our ministries in communities that are connecting with and serving vulnerable populations. These ministries do not have an overtly religious component. The distinction is important for fundraising and grant writing. Costs to do this include administration expenses, as well as the operating budgets of the ministries.
- We propose engaging Clarity, Inc. for \$15K for a positioning and messaging program for the project. Through this work we will come up with a name for the entity and develop the language and other materials to market it.
- Building Bridges and Walking Together budgets move in entirety to Episcopal Charities.
- 35% of Steve Abdow's compensation will come out of the entity
- Our proposal is to fund Episcopal Charities in 2019 with \$100,000 from Bishop's Funds (one time gift; all other existing Bishop's Fund grants are eliminated in 2019) and ~\$150,000 from the Strategic Ministry Reserve (the accumulated assets of closed churches). The Budget and Financial Planning Committee recommends that Diocesan Council's also approve the allocation of up to \$250,000 in 2020 and 2021 from the Strategic Ministry Reserve. These funds will serve as seed capital for the Diocese's new Episcopal Charities entity. The allocation will be used to pay the entity's expenses above what comes in through development efforts. The project will be reviewed regularly by Council and the Budget and Financial Planning subcommittee.
- Fundraising and Grant writing start in earnest. The goal is \$100,000 in 2019.

#### Fanning the Flames

- At the end of 2018 we will have spent \$800K of the \$1 million.
- We propose transferring \$100,000 of the remaining balance to the Diocesan Budget to be used to help fund the Missioner for Latino Ministry. This position was funded out of FTF in 2018. The \$100,000 transfer to the budget would be to help with the transition of adding that new, FT position.
- We have obligations of \$70,000 scheduled out of that FTF fund in 2019. The last \$30,000 in potential distribution is up in the air at this time.

# ***Clergy Renewal Leave Policy***

*Revised September 2018 and approved by Diocesan Council on \_\_\_\_\_*

## **Introduction**

Research has demonstrated that Clergy Renewal Leave provides an opportunity for growth and health for both the priest and the congregation. The priest may garner or develop new ideas and directions and may return refreshed with deeper commitment to the parish. Congregations may also learn in deeper ways what it means to claim the ministry of the Baptized. Thus, renewal leaves for clergy are essential to the development of healthy, mission-focused congregations. The following policy is offered in the context of a series of expectations:

- It is the expectation that the renewal leave can be for education and refreshment.
- It is the expectation that the priest will provide to the Vestry an outline of a plan before the leave begins and a report after it is concluded.
- It is the expectation that the parish will set aside funds on an annual basis for renewal leaves.
- It is the expectation that the priest will remain in his/her cure for at least a year after a renewal leave.
- A renewal leave “prep session” will be offered for clergy and wardens each year in late October for all who are preparing for leaves during the following year to discuss “best practices,” including financial matters, preparing the congregation, and re-entry.

## **Policy**

- Each congregation in the Diocese of Western Massachusetts shall establish a line item in its parochial budget of at least \$500 per full-time priest per year, or make other adequate provisions so that at least \$2,500 will be available at the time of the study leave. This amount can be pro-rated for part-time priests. *Application for outside grants, especially from the Lily Foundation, is strongly encouraged.*
- Eligibility for leaves will be, at a minimum after five years of tenure, and priests who change cures within the Diocese will be eligible after four years in their new cure. Full time clergy will receive three (3) months study leave, and part-time clergy will be pro-rated as follows: half-time clergy - six (6) weeks of leave; and quarter-time clergy - four (4) weeks of leave. All renewal leaves are granted in addition to regular vacation time and annual continuing education time.
- The parish will continue to provide the priest with regular salary and benefits during their leave.
- The parish will provide not less than \$2,500 for clergy expenses and budget adequate funds per Diocesan guidelines for supply clergy during the priest's leave.
- The Diocese will provide \$2,500 per full-time priest for renewal leaves. The priest will present to the Diocese a request for funds, with a tentative plan and budget before the end of September of the calendar year preceding the leave. This allows the diocesan budget to be prepared for the next year's expenses.
- Congregations of the Diocese will include the provisions of this renewal leave policy in the priest's Letter of Agreement.

**DIOCESE OF WESTERN MASSACHUSETTS**  
**APPLICATION FOR RENEWAL LEAVE GRANT FOR DIOCESAN CLERGY**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL: \_\_\_\_\_

The Bishop requests the following information to evaluate your application for a diocesan grant.

1. I have been canonically resident in the Diocese of Western MA since \_\_\_\_\_  
(date and year)
2. I have been serving \_\_\_\_\_ since \_\_\_\_\_  
(parish, mission, or diocesan staff position) (date and year)
- 2A. I am: \_\_\_ Full time \_\_\_ Three-quarter time \_\_\_ Half time \_\_\_ One-quarter time
3. Is this your first application for a renewal leave? \_\_\_\_\_  
If not, what was the date of your last renewal leave? Year \_\_\_\_\_ Months \_\_\_\_\_
4. Your renewal leave and vacation schedule:
  - A. I plan to commence my leave on \_\_\_\_\_ (date and year)
  - B. I plan to conclude my leave on \_\_\_\_\_ (date and year)
  - C. Do you plan to take your vacation in conjunction with your renewal leave?  
Yes \_\_\_\_\_ No \_\_\_\_\_
  - D. If yes, what portion of the leave will be chargeable to your usual vacation?  
\_\_\_\_\_
  - E. If no, when will you take your vacation? \_\_\_\_\_
5. I have advised the wardens and parish of my intention to apply for this leave. I have received the Vestry's approval.  
  
Date of vestry meeting \_\_\_\_\_  
  
Signature of Clerk \_\_\_\_\_
6. In preparation for this leave, I have made the following tentative arrangements with the Parish, supply clergy, my family, etc.:

7. Please provide an outline of the proposed leave. Indicate the names of any classes, conferences or seminars, and the institutions that offer these programs.
8. Please discuss some of the features of your proposed program that will be of value to you personally and that will enrich your ministry.
9. Please discuss the ways in which your leave will benefit the parish and the Diocese.

10. The following is the budget proposed for supply clergy during my absence:

Salary \$\_\_\_\_\_ Car \$\_\_\_\_\_ Housing \$\_\_\_\_\_ Other \$\_\_\_\_\_

(The parish will budget for supply clergy during the priest's leave. )

12. The following is the budget proposed for my renewal leave:

A. **Expenditures\***

B. **Resources**

Transportation \$\_\_\_\_\_

Parish Grant to You \$\_\_\_\_\_

Housing \$\_\_\_\_\_

Personal Contribution \$\_\_\_\_\_

Tuition \$\_\_\_\_\_

Other Grants \$\_\_\_\_\_

Other \$\_\_\_\_\_

Other Sources \$\_\_\_\_\_

TOTAL EXPENDITURES \$\_\_\_\_\_

MINUS RESOURCES \$\_\_\_\_\_

DEFICIT \$\_\_\_\_\_

(The parish will provide \$2,500 in expense money to the priest)

C. AMOUNT OF DIOCESAN GRANT REQUESTED FOR YOUR RENEWAL LEAVE \*\* \$\_\_\_\_\_

\* Please explain these expenditures in detail below and on an attached sheet if necessary

\*\* Not to exceed \$2,500

**PLEASE SUBMIT APPLICATION BY SEPTEMBER 30<sup>TH</sup> OF THE YEAR PRIOR TO YOUR RENEWAL LEAVE TO:**

Karen Warren, Administrative Assistant to the Canons to the Ordinary

Diocese of Western Massachusetts

37 Chestnut Street, Springfield, MA 01103

## QUESTIONNAIRE TO EVALUATE RENEWAL LEAVE

DATE OF LEAVE \_\_\_\_\_

(Use additional sheets if more room is needed to answer questions.)

1. What were the stated goals and/or objectives of your Renewal Leave?
2. To what degree were the goals and/or objectives achieved? Not achieved?
3. What was the specific value of this Leave to you personally?
4. Has this Leave enriched your ministry? If so, how? If not, why not?
5. If your Leave included participation in a class, seminar, conference, or organized course of study, please describe this and comment on its value to you.



**\*OVER\***

6. Would you recommend this program (#5) to other clergy?  
Why or why not?
7. What benefits will your parish and/or the Diocese receive as a result of your participation in the clergy sabbatical leave program?
8. What would have made your leave more meaningful to you and your ministry?
9. Of what further help could the Bishop and the Diocesan Staff have been to you in this undertaking?

**RETURN TO:** Karen Warren, Administrative Assistant  
Diocese of Western Massachusetts  
37 Chestnut Street  
Springfield, MA 01103

**THE EPISCOPAL DIOCESE OF WESTERN MASSACHUSETTS  
DIOCESAN COUNCIL**

**SERETARY'S CERTIFICATE**

The undersigned duly elected Secretary of the Diocesan Council of the Diocese of Western Massachusetts of the Protestant Episcopal Church, now known as The Episcopal Diocese of Western Massachusetts (the "Diocese"), does hereby certify that at a duly called meeting of the Diocesan Council, held on \_\_\_\_\_, at which a quorum was at all times present and voting, the following votes were unanimously adopted:

VOTED:       To provide United Bank with security in the form of a Collateral Assignment of Funds dated \_\_\_\_\_ by and between the Bank and the Diocese (the "Assignment") for a line of credit issued by the Bank to the Diocese in the amount of One Million Five Hundred Thousand Dollars (\$1,500,000.00).

VOTED:       That the Bishop and the Assistant Treasurer, acting singly, shall each be authorized to approve and execute on behalf of the Diocese the Assignment and related documents which, in the judgement of either of them, are reasonable and necessary to carry out this vote.

I certify that the Rt. Rev. Douglas J. Fisher is the duly consecrated and serving Bishop of the Episcopal Diocese of Western Massachusetts and President of its Diocesan Council, that Wayne Gass is the Treasurer of the Diocese, and that Steven P. Abdow is the duly elected and serving Assistant Treasurer of the Diocese.

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 \_\_\_\_\_, 2018.

\_\_\_\_\_  
The Rev. William MacDonald Murray  
Secretary of the Diocesan Council of The Episcopal  
Diocese of Western Massachusetts

COMMONWEALTH OF MASSACHUSETTS

Hampshire, ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2018 before me, the undersigned notary public, personally appeared The Rev. William MacDonald Murray, Secretary of the Diocesan Council of The Episcopal Diocese of Western Massachusetts, proved to me through satisfactory evidence, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose.

\_\_\_\_\_  
, Notary Public  
My commission expires:

**EPISCOPAL DIOCESE OF WESTERN MASSACHUSETTS  
DIOCESAN COUNCIL  
CERTIFICATE OF VOTE**

The undersigned duly elected Secretary of the Episcopal Diocese of Western Massachusetts, does hereby certify that at a duly called meeting of the Episcopal Diocese of Western Massachusetts held on September 20, 2018 at which a quorum was at all times present and voting, the following votes were adopted:

VOTED:       To transfer the Bennington Street Fund, #E04805, which came to the Diocese through the closing of St. Barnabas and All Saints, Springfield, and which is classified as unrestricted, into Fund # E03602 known as Strategic Ministry Reserve Fund; and

              To authorize any duly elected Officer of the Diocesan Council of The Episcopal Diocese of Western Massachusetts, acting alone, to execute such Authorizations or Certificates as may be required to evidence this Vote.

And I further certify that as of the date hereof, said votes are unchanged and remain in full force and effect.

Executed as a sealed instrument under the penalties of perjury, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Signed\_\_\_\_\_

Name:

Office:

The Episcopal Diocese of Western Massachusetts

## COLLATERAL ASSIGNMENT OF FUNDS

THIS ASSIGNMENT is made this            day of            , 2018, by The Episcopal Diocese of Western Massachusetts, a Massachusetts religious corporation, having offices at 37 Chestnut Street, Springfield, Massachusetts (the "Borrower") to United Bank, a Connecticut state chartered bank having a place of business in West Springfield, Massachusetts (the "Lender").

WITNESSETH, that whereas the Borrower has title to certain funds held at Bank of America in the name of the Trustees for the Diocese of Western Massachusetts (the "Trustees") identified as Bank of America Account Number E17001 and known as the Bement Foundation Fund (the "Fund"), and the Lender now holds a Promissory Note in the amount of up to \$1,500,000.00 DOLLARS given by the Borrower (the "Note").

WHEREAS, the Lender requires security for the full and faithful performance of all conditions and covenants to be performed by the Borrower pursuant to the terms of the aforesaid Note, including any extensions, renewals, replacements, and modifications thereof:

NOW, THEREFORE, in consideration of the above-stated loan, the sum of up to \$1,500,000.00 DOLLARS and other good and valuable consideration given each to the other, the Borrower and the Lender agree as follows:

1. The Borrower does hereby transfer and assign unto the said Lender and its assigns forever, all of its right, title and interest in and to the Fund, now due and hereafter to become due, as collateral for the Note.
2. The Borrower, for itself, its successors and assigns, covenants and agrees that it will not cause or permit the total account balance of the Funds to drop below One Million Five Hundred Thousand and 00/100 (\$1,500,000.00) DOLLARS during the period in which the Note is outstanding.
3. The Lender is hereby given and granted full power and authority, as principal: To make demand upon the Trustees in an amount up to One Million Five Hundred Thousand and 00/100 (\$1,500,000.00) DOLLARS to be applied to the payment of the Note, or any portion thereof, including any interest or costs related thereto, with said Funds to be transferred to the Lender by the Trustees within seven (7) days of said demand.

4. Nothing in this instrument contained shall prejudice or be construed to prejudice the right of the said Lender to commence and prosecute, or to prevent the said Lender from commencing and prosecuting any action which it may deem advisable or which it may be entitled to commence and prosecute for the payment of the above-described Note, or to prejudice any other rights of the said Lender nor shall this instrument be construed to waive any defaults now existing or which may occur under said Note.

5. This Assignment of Funds shall be held by the Lender as security for the payment of the principal amount of the aforesaid Note and for the performance of all the terms, covenants, and conditions of said Note; it being understood, however, that the Lender shall not apply or enforce this Assignment of Funds so long as the Borrower shall fully and promptly pay the items required to be paid by said Note and provided further that the Borrower shall fully and faithfully perform all the terms, covenants, and conditions of the Note; and it being further understood that immediately upon default by the Borrower in the performance of any of the terms, covenants and conditions of said Note or immediately upon the failure of the Borrower to make any of the payments required to be made whatsoever, the Lender may immediately apply and enforce this Assignment of Funds and exercise the rights and remedies thereunder, without previous or prior notice to the Borrower; and thereupon this Assignment of Funds shall be and continue in full force and effect. Any failure or omission to enforce this Assignment of Funds for any period of time shall not impair the force and effect thereof or prejudice the rights of the Lender nor shall the Lender be required under this agreement to exercise or enforce any of the rights herein granted to it, all the matters herein contained being strictly discretionary with the said Lender.

6. The Borrower, for itself, its successors and assigns, covenants and agrees that it will not assign or pledge said Funds or contract for the same without written consent of the Lender. Any violations of this covenant shall constitute default under the Note, and in such event, the whole amount of the principal then remaining unpaid shall immediately become due and payable. These covenants shall continue in full and force and effect until the Note is paid in full.

Page 3

7. The Borrower may substitute and assigned a different Fund in place of the heretofore identified Bement Foundation Fund. The substitution and subsequent assignment of a different fund shall be subject to the banks sole approval.

Executed as sealed instrument on the day and year first above written.

WITNESS:

THE EPISCOPAL DIOCESE OF  
WESTERN MASSACHUSETTS

---

By: Steven P. Abdow,  
Treasurer

COMMONWEALTH OF MASSACHUSETTS

Hampden, ss.

On this       day of       , 2018, before me the undersigned notary public, personally appeared the above named Steven P. Abdow, as Treasurer for The Episcopal Diocese of Western Massachusetts, a religious corporation, proved to me through satisfactory evidence of identification, which was       , to be the person whose name is signed on the preceding or attached document, and that he signed it voluntarily for its stated purpose.

---

Notary Public  
My commission expires:

Page 4

ACKNOWLEDGED AND AGREED:

TRUSTEES FOR THE DIOCESE OF  
WESTERN MASSACHUSETTS

---

By: Peter J. Pappas,  
President