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DIOCESAN COUNCIL AGENDA

May 25, 2023

3 p.m. Diocesan House

Opening Prayer

Consent agenda: (on portal)

Resolutions from Budget and Financial Planning (Mark)

3:30 Joint Gathering with Standing Committee

Gathering time for all (Carolyn)

Presentation of DioWMA Property Questions & Conversation

Bishop's time

4:15 Council Adjourns

COUNCIL MEMBERSHIP

Officers and Appointed Members:

The Rt. Rev. Douglas Fisher, President

The Rev. Tanya Wallace, Vice President

Ms. Wende Wheeler, Secretary

The Rev. Dr. Richard Simpson, Assistant Secretary

Mr. Mark Rogers, Treasurer

Mr. Frank Minasian, Trustee Representative

Term of Office Expires:

Convention of 2023 - Richard Delorme, Charlotte LaForest, Reynolds Whalen

Convention of 2024 - Eliot Moss, Rick Gore, Tom Callard, Kurt Hultgren

Convention of 2025 – Mary Rosendale, Michael Tuck, vacancy

**Minutes of the Diocesan Council of
the Diocese of Western Massachusetts**

December 8, 2022

2:00 p.m. via Zoom

Present

The Rt. Rev. Doug Fisher, President
Richard Delorme
Richard Gore
Kurt Hultgren
The Rev. Charlotte LaForest
Frank Minasian
Mark Rogers, Treasurer
The Rev. Rich Simpson
The Rev. Michael Tuck
Reynolds Whalen
The Rev. Tanya Wallace, Vice-President
Wende Wheeler, Secretary

Absent

The Rev. Eliot Moss
The Rev. Tom Callard

The meeting was called to order at 2:00 p.m. The meeting opened with Reynolds Whalen leading the prayer time.

Consent Agenda

The Consent Agenda was moved, seconded and passed with one absention.

Affirmation of Kurt Hultgren

An email vote to affirm the appointment of Kurt Hultgren, a member of All Saints', Worcester, to fill the unexpired term for the Lay Worcester seat on Council was held and passed in the first week of December, 2022. Because the vote was taken by email in order to include Kurt in subsequent Council communictaions, a voice vote was taken in this meeting to confirm the email vote. The motion was seconded and passed unanimously. The Bishop welcomed Kurt as a new member of Council, as well as the Revs. Mary Rosendale and Michael Tuck.

Overview of Diocesan Council and Episcopal Missions of Western Massachusetts (EMWM)

Wende gave a brief overview of the work that Council has been engaging with over the past 18 months, as well as an introduction to EMWM as a legal entity.

Human to Human recommendation from Budget and Financial Planning subcommittee

The Budget & Financial Planning Committee has recommended the following motion to Council (supporting rationale is attached):

Motion: to authorize an additional draw of \$177,000 from the Mission Vitality Fund in support of the 2022 Human to Human budget, to be taken in December 2022.

The motion was seconded and passed unanimously.

Motion on Housing Allowances for ordained members of Diocesan Staff

The motion to accept the 2023 Housing Allowances as outlined in the attached documentation was seconded, and passed unanimously.

Bishop's Time

The items noted by the Bishop included:

- Recently finished with a successful retreat of Province I bishops.
- Outlined the recent work of the group working on socially responsible investing.
- Participated in a recent zoom meeting of churches that have large buildings and attendant high energy and maintenance costs, with the aim of determining better ways of using these facilities.

Meeting was adjourned at 2:50 p.m.

Respectfully submitted

Wende T. Wheeler, Secretary

**Minutes of the Diocesan Council of
the Diocese of Western Massachusetts**

February 14, 2023

8 a.m. via Zoom

Present

The Rt. Rev. Doug Fisher, President
The Rev. Tom Callard
Richard Delorme
Kurt Hultgren
Frank Minasian
Mark Rogers, Treasurer
The Rev. Mary Rosendale
The Rev. Rich Simpson
The Rev. Tanya Wallace, Vice-President
Wende Wheeler, Secretary

Absent

Richard Gore
The Rev. Charlotte LaForest
The Rev. Eliot Moss
The Rev. Michael Tuck
Reynolds Whalen

The meeting was called to order at 8:00 a.m. with prayer from the Bishop.

The special meeting was called to address a letter of request from Christ Church in Fitchburg to reduce their assessment for 2023.

It has been recent practice of Council not to grant assessment reductions, but instead to direct parishes to evaluate other options, including a parish loan, and working with Diocesan staff to find other ways of addressing budget issues.

After conversation, Council determined to hold with the current practice of directing the parish to evaluate other ways of meeting their deficit. The Secretary drafted a letter expressing the Council's support, and offering options including making a team from the Budget and Financial Planning Subcommittee, and/or Diocesan CFO Kim Foster available. Because Christ Church is going through a clergy transition, Canon Rich Simpson will shortly be meeting with parish leadership. The issues of budget can be addressed through the conversations that will be held in this time of transition.

Meeting was adjourned at 8:45 a.m.

Respectfully submitted

Wende T. Wheeler, Secretary

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				2021 BUDGET	2021 ACTUALS Thru Dec 31st	2022 BUDGET	2022 ACTUALS Thru Dec 31st	2023 BUDGET	%
EXPENSES									
Building Bridges - Veterans Ministry									
Wages and Benefits									
01-6010-80-842	Building Bridges -Veteran's Ministry	Salary - Clergy		\$0.00	\$0.00	\$0.00	\$0.00		
01-6020-80-842	Building Bridges -Veteran's Ministry	Salary - Lay		\$43,350.00	\$43,138.08	52,449.98	\$52,432.29	55,054.02	
01-6220-80-842	Building Bridges -Veteran's Ministry	Long-Term Disability Insurance - Lay		\$106.00	\$223.80	348.00	\$434.64	348.00	
01-6320-80-842	Building Bridges -Veteran's Ministry	Social Security/Medicare Taxes - Lay		\$3,316.28	\$3,300.00	\$4,012.42	\$4,011.09	\$4,211.63	
01-6420-80-842	Building Bridges -Veteran's Ministry	Pension Benefits - Lay		\$5,202.00	\$5,176.56	\$6,294.00	\$6,211.84	\$6,606.48	
01-6520-80-842	Building Bridges -Veteran's Ministry	Life Insurance - Lay		\$156.00	\$288.00	\$288.00	\$288.00	\$288.00	
01-6610-80-842	Building Bridges -Veteran's Ministry	W/C Insurance - Clergy		\$320.00	\$299.44	\$320.00	\$337.26	\$320.00	
01-6620-80-842	Building Bridges -Veteran's Ministry	W/C Insurance - Lay		\$320.00	\$299.44	\$320.00	\$337.26	\$320.00	
01-6810-80-842	Building Bridges -Veteran's Ministry	Housing & Related Expense		\$40,000.00	\$40,600.08	\$41,818.00	\$41,818.08	\$43,908.90	
		Total Wages and Benefits		\$92,770.28	\$93,325.40	\$105,850.40	\$105,870.46	\$111,057.03	
Business Expenses									
01-7015-80-842	Building Bridges -Veteran's Ministry	Continuing Education		\$0.00	\$0.00	\$0.00	\$0.00		
01-7020-80-842	Building Bridges -Veteran's Ministry	Food and Refreshments		\$0.00	\$0.00	\$0.00	\$0.00		
01-7040-80-842	Building Bridges -Veteran's Ministry	Grant		\$0.00	\$0.00	\$0.00	\$0.00		
01-7070-80-842	Building Bridges -Veteran's Ministry	Printing & Binding		\$750.00	\$0.00	\$750.00	\$0.00	\$750.00	
01-7075-80-842	Building Bridges -Veteran's Ministry	Program		\$15,000.00	\$12,826.37	\$20,000.00	\$26,323.17	\$25,000.00	
01-7210-80-842	Building Bridges -Veteran's Ministry	Gas Electric and Oil		\$0.00	\$0.00	\$0.00	\$0.00		
01-7222-80-842	Building Bridges -Veteran's Ministry	Website Expenses		\$150.00	\$192.00	\$150.00	\$0.00	\$500.00	
01-7240-80-842	Building Bridges -Veteran's Ministry	Professional Services/Consultants		\$1,500.00	\$2,649.60	\$10,000.00	\$47,877.84	\$20,000.00	
01-7270-80-842	Building Bridges -Veteran's Ministry	Computer / Software		\$0.00	\$79.65		\$1,134.19		
01-7270-80-842	Building Bridges -Veteran's Ministry	Telephone / Communications		\$0.00	\$0.00	\$0.00	\$95.56	\$0.00	
01-7296-80-842	Building Bridges -Veteran's Ministry	Auto - Mileage & Tolls		\$12,000.00	\$6,481.44	\$12,000.00	\$12,916.86	\$13,500.00	
01-7297-80-842	Building Bridges -Veteran's Ministry	Other Travel or Meal Expense		\$0.00	\$0.00	\$0.00	\$0.00		
01-7315-80-842	Building Bridges -Veteran's Ministry	Bank Fees		\$0.00	\$9.52	\$0.00	\$29.28		
01-7370-80-842	Building Bridges -Veteran's Ministry	Legal Fees		\$0.00	\$0.00	\$0.00	\$0.00		
		Total Business Expenses		\$29,400.00	\$22,238.58	\$42,900.00	\$88,376.90	\$59,750.00	
		Total Building Bridges		\$122,170.28	\$115,563.98	\$148,750.40	\$194,247.36	\$170,807.03	

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Wages and Benefits

01-6010-80

Business Expenses

01-7015-80-844	Laundry Love (Walking Together)	Continuing Education	\$0.00	\$0.00	\$0.00	\$0.00	
01-7070-80-844	Laundry Love (Walking Together)	Printing & Binding	\$0.00	\$0.00	\$0.00	\$0.00	
01-7072-80-844	Laundry Love (Walking Together)	Professional Conferences	\$0.00	\$0.00	\$0.00	\$0.00	
01-7075-80-844	Laundry Love (Walking Together)	Program	\$19,500.00	\$11,879.48	\$12,000.00	\$12,716.79	\$15,000.00
01-7210-80-844	Laundry Love (Walking Together)	Gas Electric and Oil	\$3,750.00	\$2,435.60	\$1,875.00	\$1,611.38	
01-7220-80-844	Laundry Love (Walking Together)	Internet - general exps	\$1,200.00	\$1,371.76	\$600.00	\$875.35	
01-7222-80-844	Laundry Love (Walking Together)	Website Expenses	\$0.00	\$192.00	\$0.00	\$0.00	
01-7245-80-844	Laundry Love (Walking Together)	Rent	\$10,800.00	\$10,800.00	\$5,400.00	\$5,400.00	
01-7280-80-844	Laundry Love (Walking Together)	Supplies - Office	\$0.00	\$0.00	\$0.00	\$0.00	
01-7290-80-844	Laundry Love (Walking Together)	Telephone	\$0.00	\$79.65		\$0.00	
01-7296-80-844	Laundry Love (Walking Together)	Auto - Mileage & Tolls	\$1,500.00	\$104.84	\$750.00	\$0.00	
01-7298-80-844	Laundry Love (Walking Together)	Conference Travel & Meals	\$0.00	\$0.00	\$0.00	\$0.00	
01-7299-80-844	Laundry Love (Walking Together)	Continuing Education Travel & Meals	\$0.00	\$0.00	\$0.00	\$0.00	
01-7315-80-844	Laundry Love (Walking Together)	Bank Fees	\$0.00	\$22.68	\$0.00	\$8.66	
		Total Business Expenses	\$36,750.00	\$26,886.01	\$20,625.00	\$20,612.18	\$15,000.00

Total Walking Together

MOTIONS MADE and CARRIED by B&FP COMMITTEE, TUESDAY, MARCH 21st, 2023:

- The B&FP Committee unanimously agreed to recommend to Council the 2023 Human to Human budget as presented by Mark Rogers, to include an additional draw of **\$176,000** during 2023 from the Mission Vitality Fund to balance the 2023 H2H budget.
- The B&FP Committee unanimously agreed to recommend to Council to transfer the 2022 Diocesan budget surplus in the amount of **\$105,000** as follows: **\$35K** to Episcopal Transition Fund; **\$35K** to Rainy Day Fund; **\$20K** to Mission Vitality Fund; **\$15K** to the Creation Care Fund.

From time to time in the life of a congregation, God may call that congregation to make decisions about the real property that has been entrusted to their care. Usually, these decisions come in one of three ways:

1. The sale, acquisition, or encumbrance of the congregation's property
2. The merger of two congregations into a new congregation
3. The end of a congregation's ministry and the disposition of their assets

1. The sale, acquisition, or encumbrance of the congregation's property

The sale, acquisition, or other encumbrance of any congregation's property requires the approval of the **Standing Committee**. This includes events such as the sale of a rectory or vicarage, taking out a mortgage or loan, or other major events such as a long-term lease. The **Standing Committee** has policies with regard to these sorts of events and approval must be given prior to the event.

2. The merger of two congregations into a new congregation

When several congregations wish to merge in order to more effectively witness to the Gospel, there can be complications with regard to their residual property. If the merged congregation wishes to sell some of their property, they must seek approval from the **Standing Committee** of the diocese. These situations are unique and will require special attention from the **Standing Committee** to ensure that the merged congregation is best positioned for the work God has for them to do.

The congregations should also contact the **Diocesan Committee on Parishes and Missions** as their status relative to diocesan convention will also be affected.

3. The end of a congregation's ministry and the disposition of their assets

Should a congregation come to believe that their work has been completed, and God is calling the members to live as Christians in another congregation, the vestry or bishop's committee should contact the diocese for assistance in this process of discernment. They should also communicate to the **Standing Committee** and **Diocesan Council** that they are considering this decision. After this period of prayer and discernment, the vestry or bishop's committee would vote to conclude their ministry and notify the **Standing Committee** and **Diocesan Council** of their vote.

At this point, two processes begin – one pastoral and one administrative. These processes are detailed on the following page.

Pastoral

1. Vestry or Bishop's Committee votes to conclude their ministry and notifies the **Standing Committee** and **Diocesan Council**.
2. **Standing Committee** thanks the congregation for their ministry and votes to allow any consecrated buildings to be deconsecrated.
3. The congregation celebrates the work they have done and makes plans for their future work.
4. The congregation works with the diocese to schedule appropriate celebrations.

Administrative

1. If the congregation is a free standing parish, the **Vestry** votes to petition that they be converted to a mission.
2. [Who approves that? Standing Committee? Missions and Parishes?]
3. The (now) **Bishop's Committee** votes to make the **Bishop** the sole voting member
4. The **Bishop** casts a vote to merge the congregation with the **Episcopal Mission of Western Massachusetts (EMWM)**.
5. **EMWM** votes to merge with the congregation.
6. **EMWM** works with appropriate real estate professionals to produce a fair value appraisal together with a 'Not less than' price set typically at 80% of the fair value appraisal.
7. The **Standing Committee** approves the sale of the property based on the fair value appraisal and the 'Not less than' price.
8. **EMWM** solicits offers and concludes the sale.