



The Diocesan Council

Episcopal Diocese of Michigan

November 23, 2013 St. John's Episcopal Church, Plymouth, MI
Organization and Full Business Meeting – Approved Minutes

Council Members Present: Bishop Wendell N. Gibbs, Ron Byrd, Claudia Hamlin, Patrice Thornton, Shannon MacVean Brown, Rob Sherry, George Davinich, Patti Klaver, Clare Hickman, Rob Matras, Deon Johnson, Judith Schellhammer, Cindy Corner, Joyce Matthews, Geoffrey Smereck, Rae Lee Baxter, Bill Stech, Indira Samuels, Jenny Ritter, Don Dersnah, Roger Weekes, Liam O'Connor, Lizzie Anderson, Edie Wakevainen (Secretary), Mark Miliotto (Treasurer)

Council Members Absent: Rick Smith (excused), Richard Pina (excused)

Diocesan Staff: Rick Schulte (Director of Diocesan Communications), Jo Ann Hardy (Canon Administrator)

8:30 – Refreshments Available

9:00 – Morning Prayer led by Bishop Gibbs

Roll Call

Bishop Gibbs welcomed three new members to Council and asked each member to introduce her/himself.

Organization/Orientation

Notebooks and Norms

Bishop Gibbs reviewed contents of binders and Diocesan Council norms:

Meeting Schedule – all meetings held at St. John's Plymouth; will notify early by phone in case of weather-related cancellation

Attendance – if you have to be absent, reply to Sue McCune's meeting reminder (Copy Bishop Gibbs for decision re excused/unexcused absence)

Contact Information Sheet

Sexual Misconduct Policy

Role of Diocesan Council Members:

- Be prepared for meetings (read reports, bring questions, bring concerns from your Deanery)
- Respect confidentiality of information
- In Executive Session, non-members leave the room, nothing discussed can be shared, and no action can be taken; can draft action in ES, and then close ES and vote (Example: personnel matters)
- Attend your committee meetings, participate, and help with the work
- Council serves as the corporation of the Diocese of Michigan: be familiar with the Constitution and Canons

Term Limits – 3 years; those who replace another member finish that term and are entitled to a full term of their own; must take a year off after two three-year terms

Appointees: *Bishop Gibbs put forth the following appointees; each was properly seconded and approved.*

Registrar, Canon Jo Ann Hardy, Diocesan Administrator

Dean, Ron Byrd

Warden, Rob Sherry

Secretary, Edie Wakevainen

Treasurer, Mark Miliotto

Diocesan Chancellor, Steve Ott

Vice Chancellors, Megan Norris, Natalie Yaw

Diocesan Signatories: *The following were put forth as 2013-2014 signatories; each was properly seconded and approved.* Bishop Gibbs, Mark Miliotto, Jo Ann Hardy, Ron Byrd, Rob Sherry

Property Orientation

Canon Hardy provided an orientation to church property:

- All properties are held in trust for the diocese and the Episcopal church
- If church votes to close, items cannot be taken as “souvenirs”
- It can be expensive to separate church from other buildings on property (e.g., rectory), or buildings that share services such as water and sewer
- Permission of the Standing Committee is required for anything related to property:
 - Must approve sales, and all monies from sales go into the Land Purchase Properties Sold Fund (used for loans for property purchase, care for properties)
 - Must approve leases, encumbrances (anything that encumbers a portion of the building)
- Recommendation is to stay with Church Insurance, as Church Mutual is not covering well; discuss with Canon Hardy before changing insurance
- Land contract is entered into when buyer does not qualify for mortgage; buyer pays down payment, monthly payments, and balloon at end of term, and pays insurance and utilities; can end up recycling and/or renegotiating

10:30 – 10:45 Break

Budget/Finance Information and Overview

Mark Miliotto reviewed a handout describing the corporation, the entities that process diocesan finances, monthly reports provided to Diocesan Council (narrative description of year-to-date activity and projections, Balance Sheet, Statement of Revenues and Expenditures, and Statement of Cash Flows), and designations of Executive Council funds. He also reviewed a handout that describes the Diocesan Council funds.

He also reviewed the financial commitment of the six Total Ministry congregations. In addition to apportionment, they pay \$10,000 per year (but they do not pay clergy or supply priests). The real expense to the diocese is for the Ministry Developer.

2013-2014 Diocesan Council Committee Overview & Appointments/Sign-Ups (*primary committee)

Executive Committee

President/Chair: Bishop Gibbs, Jr.
 Secretary (non-voting): Edie Wakevainen
 Treasurer (non-voting): Mark Miliotto
 Dean: Ron Byrd
 Warden: Rob Sherry
 2014: Cindy Corner
 2015: Judith Schellhammer
 2016: Bill Stech

***Tithes & Offerings**

Staff support: Mark Miliotto
 1. Chair: **Rob Matras**
 2. Cindy Corner
 3. Liam O'Connor
 4. Judith Schellhammer
 5. Rick Smith
 6. Patrice Thornton

***Mission Budget**

Staff support: Mark Miliotto, Jo Ann Hardy
 1. Chair: **Rob Sherry**
 2. Lizzie Anderson
 3. Claudia Hamlin
 4. Patty Klaver
 5. Joyce Matthews
 6. Geoffrey Smereck

***Vital Congregations**

Staff support: Jim Gettel
 1. Chair: **Deon Johnson**
 2. Rae Lee Baxter
 3. George Davinich
 4. Clare Hickman
 5. Indira Samuels
 6. Bill Stech

***Loans & Grants**

Staff support: Jo Ann Hardy

1. Chair: **Jenny Ritter**
2. Roy Waters (non-council)
3. Richard Pina
4. Ron Byrd
5. Don Dersnah
6. Shannon MacVean-Brown

HR Policy Review

Staff support: Jo Ann Hardy

1. Chair: Roger Weekes
2. Don Dersnah
3. Clare Hickman
4. Deon Johnson

Audit Committee

Staff support: Mark Miliotto

1. 2014: Cindy Corner
2. 2015: Judith Schellhammer
3. 2016: Bill Stech

Diocesan Council Liaison to College Chaplaincies

One Community (MSU): Ron Byrd

Canterbury U of M: Rob Matras

Emrich Advisory Council

Staff liaison: Joann Hardy

Two Council representatives:

1. Indira Samuels
2. Deon Johnson

12:00 – 1:00 Lunch

Members were asked to sit by primary committee membership to discuss the work of the upcoming year.

Business Meeting**Approval of Minutes from September 14, 2013**

Motion was made and properly seconded to accept the minutes as presented, with two corrections to spelling of names. Motion passed.

Communications to Council – none

Bishop's Update

- Requests for prayers for those experiencing grief and loss
- Update on the Latino/Latina Consultation
 - Bishop Gibbs, the Bishop of the ELCA Southeast Synod, Marcia Ledford, Juan Perez, and their counterparts toured the Southwest Detroit area touched by the Lutheran social justice outreach efforts
 - Role of the Episcopal church will be to “push church”
 - Basic Spanish language courses will be offered through Whitaker

By-law/Constitution & Canons Committee

Steve Ott, Chancellor

1. Chair: **Geoffrey Smereck**
2. Rae Lee Baxter
3. Liam O'Connor
- 4.

Property Advisory

Staff support: Jo Ann Hardy

1. George Davinich
2. Rob Matras
3. Joyce Matthews
4. Geoffrey Smereck

Resolutions Review

Staff support: Rick Schulte

1. Chair, **Judith Schellhammer**
2. Lizzie Anderson
3. Cindy Corner
4. Patty Klaver

- Spanish-speaking population is growing in Southwest Detroit and migrating down the I-75 corridor and out to Macomb, with different generations wanting different things from the church

Executive Committee Actions

The following recommendation was approved by the Executive Committee on October 9, 2013: Recommended the Diocesan Council accept the offer of \$60,000 for the purchase of the Advent West Bloomfield rectory, and that, the balance (after closing costs) borrowed from diocesan council be considered as a forgiven loan to the congregation of Advent West Bloomfield.

A motion was made and properly seconded to ratify the action of the Executive Committee in approving this request. Motion passed.

Finance Report

Mark Miliotto presented current financial reports for review and acceptance.

A motion was made and properly seconded to receive the Treasurer's report and file for audit. Motion passed.

Property Report

Canon Hardy provided an updated property report including the following action items:

Property of St. Peter's, Detroit– Recommend that \$2228.44, the amount by which the cost of environmental testing and roof repairs exceed Council's allocation of \$15,000, be paid from LPPS (Land Purchase Properties Sold). *A motion to this effect was made and properly seconded. Motion passed.*

Property of St. Matthew's, Flat Rock – Recommend reduction of monthly land contract payments to \$1,000, on the condition that payments are brought current. *A motion to this effect was made and properly seconded. Motion passed.*

Updates/Committee Reports

Primary Committees

Mission Budget – no report

Tithes & Offerings

Rob Matras reviewed a handout showing the trends in expected and actual 2013 tithes and offerings by month and listing congregations that moved up from one “giving group” to another. There was discussion concerning acknowledging these accomplishments. There are 20-25 that have been in Group A (pledging and paying a tithe) for ten years or longer.

Loans and Grants

For the committee, Jenny Ritter brought several recommendations for Council approval:

1. St. Michael's, Lansing - \$6,000 for furnace replacement and parking lot seal. (Committee recommends that the congregation accept the bid for a furnace that is 95% efficient to help control heating costs.) *A motion was made and properly seconded to approve the grant for St. Michael's. Motion passed.*

2. Canterbury University of Michigan - \$10,000 for exterior painting. *A motion was made and properly seconded to approve the grant for Canterbury University of Michigan. Motion passed.*

3. St. George's, Milford - \$10,000 for installation of handicap-accessible bathroom. *A motion was made and properly seconded to approve the grant for St. George's, Milford. Motion passed.*

The committee also reviewed an application from All Saints', Brooklyn, for the Tretheway Fund of the Trustees. The application will be forwarded to the Trustees with committee comments and recommendations.

The committee will review the application form for the Social Justice Ministries grant and distribute the form and criteria prior to the end of the year.

Vital Congregations

Deon Johnson reported that the Committee's major project will be working with Canon Gettel on developing a team of consultants/companions to work with churches in transition in the Diocese.

Secondary Committees*Resolution Review*

Judith Schellhammer reported:

1. There is now a Facebook page for Resolution Review. It has a link to the Nuts and Bolts Blog.
2. Congregations will report resolution-related activities to Covenant V, and Covenant V will report to Diocesan Council.
3. The committee will write a letter to send to parishes regarding a special collection for Haiti recovery on January 12th.

By-laws/Constitution & Canons

Geoffrey Smereck reported that their meetings will be scheduled to follow Council meetings.

HR Policy Review – no report

Audit – no report

Advisory:

Property Advisory – no report

Emrich Advisory Council – no report

Other:*Ruach*

Deon Johnson will bring materials to add to binders.

Other BusinessRecord Advisory Council Nominations

The following individuals were put forth and approved by Council to serve on the Record Advisory Council:

Class of 2014: Jim Hamilton, Larry Parrott

Class of 2015: Indira Samuels, Steve Findlay

Class of 2016: Mark Lawyer, Deon Johnson

Housing Allowance Resolutions for Clergy Staff

Mark Miliotto presented the following resolutions for Council approval:

Whereas the Right Rev. Wendell N. Gibbs is employed as a minister of the Gospel of the Episcopal Diocese of Michigan, which does not provide a residence for him, the Diocesan Council resolves that, of the total salary of \$165,051 to be paid to Bishop Gibbs during 2014, \$70,000 be designated as parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986. *A motion was made and properly seconded to approve this resolution. Motion passed.*

Whereas the Rev. Michelle Meech is employed as a minister of the Gospel of the Episcopal Diocese of Michigan, which does not provide a residence for her, the Diocesan Council resolves that, of the total salary of \$61,200 to be paid to Rev. Meech during 2014, \$12,300 be designated as parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986. *A motion was made and properly seconded to approve this resolution. Motion passed.*

Affirmation of Attendance Policy

The Attendance Policy provided in the pre-meeting documents was presented for Council approval. It was noted that the words “Diocesan Council” should be capitalized. A vacancy provision was also discussed. *A motion was made and properly seconded to approve the Attendance Policy. Motion passed.*

Adjournment

Next Meeting:

Meeting Date & Time	Agenda/Focus	Location
Saturday, January 11, 2014 9:00am – 3:00pm	Full Business Meeting	St. John’s Episcopal Church, Plymouth MI