



The Diocesan Council

Episcopal Diocese of Michigan

November 21, 2015 St. Paul's Episcopal Church, Brighton, MI
Organization and Full Business Meeting – APPROVED Minutes

Council Members Present: Bishop Wendell N. Gibbs, Andy Anyanonu, Rae Lee Baxter, Victoria Behnke, Bruce Cann, Lynda Carter, Steve Chisholm, Don Dersnah, Claudia Hamlin, Clare Hickman, Brian Johnson, Deon Johnson, Traci Johnson, Karen Lewis, Rob Matras, Joyce Matthews, Christopher Moran, Joyce Munro, Juan Perez, Jenny Ritter, Linda Shafer, Rob Sherry, Geoffrey Smereck, Bill Stech, Felicity Thompson, Edie Wakevainen (Secretary), Mark Miliotto (Treasurer)

Council Members Absent: none

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

9:00 – Morning Worship led by Bishop Gibbs
Roll Call

Organization/Orientation

Binders and Norms

Bishop Gibbs reviewed contents of binders and Diocesan Council norms:

Members are accountable to and responsible for everything in the binders.

Sexual Misconduct Policy should be filled out and returned to Edie.

Meeting Schedule – All meetings held at St. Paul's, Brighton. Except for Orientation, they last from 10 am until 2 pm. At these meetings Council acts on committee reports and requests; committee work is very important. Presentations by Diocesan Staff will be scheduled. Information about meetings by conference call is in the binder if the need arises.

Attendance – We meet only seven times, including today. Being absent three times in a row (unexcused) is grounds for being removed and replaced. If you have to be absent, contact Bishop Gibbs in advance. He is the only one who can grant an excused absence.

Role of Diocesan Council Members:

- Know that you are here for the Diocese, to ensure that the Diocese has the resources it needs to continue its mission.
- You represent your deanery, not your congregation.
- Rick Schulte represents the people of the Diocese, as Director of Communications and Editor of *The Record*.
- Meetings are open unless an Executive Session is called. There is a place on each agenda for one; generally they regard personnel matters. You can share general topics from open sessions but not who said what about the topic as context is missing.
- Respect confidentiality of information
- Committee meetings are very important, because they are where Council work is done

Term Limits – Two successive three-year terms; those who replace another member finish that term and are entitled to two full terms of their own; must take a year off after two three-year terms. As a result, one third of Council members are new each year. Some members are elected and some are appointed.

Canonical Appointments to Council: *Bishop Gibbs put forth the following appointees and Council voted to confirm:* Jenny Ritter, Victoria Behnke, Andy Anyanonu, and Felicity Thompson

Appointees: *Bishop Gibbs put forth the following appointees and Council voted to confirm:*

Registrar, Canon Jo Ann Hardy, Diocesan Administrator
Dean, Don Dersnah
Warden, Rob Sherry
Secretary, Edie Wakevainen
Treasurer, Mark Miliotto
Diocesan Chancellor, Steven Ott
Vice Chancellors, Megan Norris, Natalie Yaw

Diocesan Signatories: *The following were put forth as 2015-2016 signatories and approved.* Bishop Gibbs, Mark Miliotto, Jo Ann Hardy, Don Dersnah, Rob Sherry

Clarification Regarding Roles of the Standing Committee and the Trustees: The Standing Committee is the ecclesiastical authority in the Bishop's absence. They oversee property matters and must grant permission to a congregation that desires to renovate a building, sell a building, or buy property. All real property is held in trust for The Episcopal Church and the Diocese. Standing Committee must give approval for any transaction over \$10,000. If a congregation is a mission, Diocesan Council is also involved. The Standing Committee also has oversight regarding ordinations. The Trustees report to the investors.

Property Orientation

Canon Hardy reviewed the canons regarding church property. She provided a list of "hot button issues" on which congregations should contact the Bishop's Office in advance. She provided copies of "Guidelines for Memorial Gardens in the Diocese of Michigan," as well as information about safeguarding assets, building accessibility, and the regular property report she presents at Council meetings regarding the properties overseen by the Diocese. There was a question about outside groups meeting in a congregation's facility. It is important to have a Building Use Agreement, and groups should have their own insurance. The Vestry or Bishop's Committee should designate individuals to lock up the building or rotate responsibility among the members.

Break: 10:42 – 10:57

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. In an orientation to the budget, he presented the final 2016 Operating Budget approved at Convention. Council will prepare the same for 2017. He noted that pledges are up \$35,000 and that every single congregation made a pledge.

2015-2016 Diocesan Council Committee Overview & Appointments/Sign-Ups (*primary committee)

Executive Committee

President/Chair: Bishop Gibbs
 Diocesan Administrator: Canon Jo Ann Hardy
 Secretary (non-voting): Edie Wakevainen
 Treasurer (non-voting): Mark Miliotto
 Dean: Don Dersnah
 Warden: Rob Sherry
 2016: Juan Perez
 2017: Lynda Carter
 2018: Felicity Thompson
 YAYA: Victoria Behnke

Business Meeting

Approval of Minutes from September 19, 2015

Motion was made and properly seconded to accept the minutes as amended. Motion passed.

Communications to Council

A note from St. Andrew's, Livonia, confirming acceptance of their loan repayment terms was received.

Bishop's Update

- The Acolyte Festival was not held because no one signed up. A conversation with Youth and Young Adult ministries is in order. Perhaps we should look towards the national festival.
- Held a day with the Deacons of the Diocese
- Service and lunch with the retired community
- The AMEN (all-Michigan Episcopal Network) clergy conference was held on Mackinac Island
- The staff at 4800 Woodward participated in an in-service safeguarding training.
- Excellent feedback from the Convention
- Attended the Dominican Development Group board meeting in the Diocese of Western Louisiana
- Participated in the installation of the Presiding Bishop in Washington
- Clergy day at St. Paul's, Brighton to discuss the changes in the marriage rites
- Elected Vice Chair of the Standing Commission on Structure, Governance, Constitution and Canons
- Visits to St. Clare's, Ann Arbor; St. Paul's, Lansing; All Saints', Pontiac; St. Andrew's, Ann Arbor; St. Paul's, Brighton

Executive Committee Action

In October, the Executive Committee approved the following recommendation; That a loan of \$16,450 be awarded to St Clement's, Inkster for assistance in paying a severely past due Church Pension Fund invoice. The loan term will be 10 years with an interest rate of 3.0% and repayment will begin in April 2016.

A motion was made and properly seconded to affirm this Executive Committee action. Motion passed. (Steve Chisholm abstained.)

Property Report

Canon Hardy presented a written report.

Updates:

1. Property of St. Timothy's, Detroit: Issue with delinquent taxes has been resolved and a forfeiture of land contract to be filed.
2. Property of St. Andrew's, Clawson: Lawsuit regarding Memorial Garden was dismissed by the district court judge. Plaintiffs have sent case to appeals court for review and now wish to consider a settlement.

Action items:

1. Property of St. George's, Warren: Recommend granting a two-year extension of land contract (through December 2017) for the approximately \$50,000 due on balance of land contract. *A motion to this effect was made and properly seconded. Motion passed.*
2. Property of St. Alfred's, Lake Orion: Recommend crediting the buyer for the \$32,752 that they have paid towards principal, and write down the value an additional 30,000. The land contract would be re-negotiated for \$201,248 for an additional four years. *A motion to this effect was made and properly seconded. 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.

Updates/Committee Reports

Primary Committees

Mission Budget – no report

Tithes & Offerings

Rob Matras presented a handout detailing trends in tithes and offerings for 2015.

Loans and Grants – no report

Vital Congregations

The next Requiem or Renaissance will be held December 5. Contact Deon Johnson or Canon Jim Gettel for information.

Resolution Review

Judith Schellhammer sent a written report.

HR Policy – no report

Audit – no report

By-laws/Constitution & Canons – no report

Advisory:

Property Advisory – no report

Emrich Advisory Council

A written report was presented.

Other:

Campus Ministry Liaisons

Written reports were presented.

Other Business

Communications Advisory Council Nominations

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

Class of 2019: Dave Komer, Rev. Matthew Bode

Housing Allowance Resolutions for Clergy Staff

Whereas the Right Reverend 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 \$170,003 to be paid to Bishop Gibbs during 2016, \$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 Reverend 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 \$63,036 to be paid to Rev. Meech during 2015, \$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.*

Whereas the Reverend Marcia Ledford 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 \$53,308 to be paid to Rev. Ledford during 2016, \$21,323 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 Reverend Juan Perez is employed as a minister of the Gospel of the Episcopal of the Episcopal Diocese of Michigan, which does not provide a residence for him, the Diocesan Council resolves that, of the total salary of \$53,308 to be paid to Rev. Perez during 2016, \$16,645 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.*

1:50 pm Adjournment

Next Meeting:

Meeting Date & Time	Agenda/Focus	Location
Saturday, January 23, 2016 10:00am – 2:00pm (9:30 am Breakfast)	Full Business Meeting	St. Paul's Episcopal Church, Brighton, MI