



The Diocesan Council

Episcopal Diocese of Michigan

November 18, 2017 St. Paul's Episcopal Church, Brighton, MI
Organization and Full Business Meeting – APPROVED Minutes

Council Members Present: Bishop Wendell N. Gibbs, Askari Asante, Andy Anyanonu, Bruce Cann, Lynda Carter, Paul Castelli, Steve Chisholm, Steven Domienik, Claudia Hamlin, Martha Hanoian, Clare Hickman, Bruce Hinkle, Shirley Lappi, Linda MacDonald, Winfred Mandody, Joyce Munro, Imogen Rhodenhiser, Jenny Ritter, Bill Stech, Felicity Thompson, Diana Walworth, Roger Weekes, Edie Wakevainen (Secretary), Judith Schellhammer (Assistant Secretary), Mark Miliotto (Treasurer)

Council Members Absent: Katie Oppenheim (excused)

Diocesan Staff: Anna Schroen (Director of Communications), Jo Ann Hardy (Canon Administrator)

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

Organization/Orientation

Introductions

Binders

Bishop Gibbs reviewed the contents of the binder. Members were asked to complete the form inside the front cover with any changes to the listed contact information. Cell phone numbers are important so that we can notify everyone quickly if a meeting is to be held by conference call in case of a weather emergency. Instructions for phoning in for a conference call will be distributed by email. The attendance policy is important. Being absent three times in a row (unexcused) is grounds for being removed and replaced. Members who must be absent should contact Bishop Gibbs in advance. He is the only one who can grant an excused absence. He will communicate to Beth Rowley and the Council Secretary whether or not the absence is excused. The by-laws are included. The diocesan human resources policy is under review and update; it will be distributed later. In the back of the binder is a form to complete and hand in regarding the Safeguarding policy. Members are accountable to abide by it. The Constitution and Canons of the Diocese and the canons regarding church property are included in the binder. Bishop Gibbs reminded the group that they are accountable for everything in the binder.

Role of Diocesan Council Members:

This is the legal body of the diocese. If the diocese is sued, it is Council and the Bishop who are sued. The description of a fiduciary was reviewed. When votes are taken, the goal is what is good for the diocese as a whole. Anna Schroen, as Director of Communications, represents the people of the diocese. Meetings are open unless an executive session is voted in. No actions may be taken in executive session. Such a session must be adjourned and action voted upon in open session.

It is important to respect the confidentiality of information. Minutes do not reflect who said what in discussion, and there may be debates. Once a decision is made, everyone supports it. Draft minutes should not be shared or posted.

Committee work is just as important as meetings of the whole Council. Committees are expected to bring their completed work for discussion and vote.

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.

Committees: Members are expected to serve on one primary committee and one secondary committee. Those who serve as liaisons to other groups do so in addition to their two committee memberships. The committees are as follows:

Primary: Loans and Grants, Mission Budget, Resolution Review, Tithes and Offerings, Vital Congregations

Secondary: Audit, By-laws/Constitution & Canons, HR Policy Review, Property Advisory

Liaisons: Canterbury House U of M, One Community MSU, Covenant V, Whitaker Advisory Council, Emrich Advisory Council

Sign-ups will take place during the “lightning round” before lunch.

Other Diocesan Entities: Standing Committee is a canonical requirement. They are a Council of Advice to the Bishop. They handle buying and selling of property. The Bishop has no role or status in this committee. When there is not a bishop, the Standing Committee serves as the ecclesiastical authority for the diocese. The Standing Committee cannot, however, confirm or ordain.

Diocesan Council is the legal entity with budget oversight.

The Trustees have oversight of investments, sometimes including property. The Bishop is the President of the Trustees. They do not report to the Standing Committee or to Diocesan Council. Trustees are responsible to the shareholders.

All property is held in trust for the diocese and The Episcopal Church. Congregations do not own property.

Canonical Appointments to Council: *Council voted to confirm the Bishop’s appointments to Council.*

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

Registrar, Canon Jo Ann Hardy, Diocesan Administrator

Dean, Bill Stech

Warden, Steven Chisholm

Secretary, Edie Wakevainen

Assistant Secretary, Judith Schellhammer

Treasurer, Mark Miliotto

Diocesan Chancellor, Steven Ott

Vice Chancellor, Megan Norris

Diocesan Signatories: *The following were put forth as 2017-2018 signatories and approved. Bishop Gibbs, Mark Miliotto, Jo Ann Hardy, Bill Stech, Steven Chisholm*

Property Orientation

Canon Hardy explained the importance of the documents in the binder behind tab 9. She discussed the importance of communicating any question of property purchase or sale with the bishop and the Standing Committee. She also shared other situations that should result in a call or email. She made available the window clings stating “Pray in Peace” that congregations are asked to display in accordance with diocesan policy.

Break: 10:50 – 11:05

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.

2017-2018 Diocesan Council Committees (*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: Bill Stech
 Warden: Steven Chisholm (YAYA)
 2018: Felicity Thompson
 2019: Paul Castelli
 2020: Lynda Carter

***Mission Budget**

Chair: **Claudia Hamlin** Staff support: Mark Miliotto, Jo Ann Hardy
 Lynda Carter, Steven Chisholm, Imogen Rhodenhiser, Linda MacDonald, Andy Anyanonu

***Tithes & Offerings**

Chair: **Paul Castelli** Staff support: Mark Miliotto
 Bruce Hinkle, Askari Asante, Roger Weekes

***Vital Congregations**

Chair: **Clare Hickman** Staff support: Jim Gettel
 Jenny Ritter, Bruce Cann, Shirley Lappi, Katie Oppenheim

***Loans & Grants**

Chair: **Bill Stech** Staff support: Jo Ann Hardy
 Roy Waters (non-council), Winfred Mandody, Martha Hanoian, Edie Wakevainen

***Resolution Review**

Chair: **Judith Schellhammer**
 Joyce Munro, Felicity Thompson, Diana Walworth, Steve Domienik

HR Policy Review

Chair: **Imogen Rhodenhiser** Staff support: Jo Ann Hardy
 Katie Oppenheim, Martha Hanoian, Winfred Mandody

Audit Committee

Chair: **Mark Miliotto**
 Winfred Mandody (2018), Bill Stech (2019), Shirley Lappi (2020)

By-law/Constitution & Canons Committee

Chair: **Paul Castelli** Staff support: Steven Ott, Chancellor
 Clare Hickman, Askari Asante, Joyce Munro

Property Advisory Committee

Chair: **Jo Ann Hardy**
 Lynda Carter, Felicity Thompson, Steve Domienik, Diana Walworth

Whitaker Advisory Council

Steve Domienik

Emrich Advisory Council

Staff liaison: Jo Ann Hardy

Chair: **Deon Johnson** (non-Council)

Two Council representatives: Joyce Munro, Jenny Ritter

Diocesan Council Liaison to College Chaplaincies

One Community (MSU): Claudia Hamlin

Canterbury U of M: Felicity Thompson

Diocesan Council Liaison to Covenant V

Bill Stech

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 16, 2017**

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

Communications to Council

From the Office of the Treasurer of The Episcopal Church, an acknowledgement of the diocese's commitment to respond at the 15% level (\$316, 612).

From the Office of the General Convention of The Episcopal Church, the Joint Standing Committee on Planning and Arrangements, a request for permission to consider Detroit as the site of the 81st General Convention in 2024.

Bishop's Update

- Visits to Christ Church, Adrian; Nativity, Bloomfield Township; St. Michael's and All Angels, Cambridge Junction; Cathedral Church of St. Paul; Christ United, DeWitt
- House of Bishops, Alaska
- Standing Committee on Structure, Governance, Constitution and Canons
- Retired Community luncheon
- Deacons' Day
- AMEN Conference, Mackinac Island
- "Stand Up, Show Love" with middle school youth
- Preside at Fr. Chris Yaw's wedding
- Continuing education
- Diocesan Convention
- Keynote at the convention of the Diocese of Upper South Carolina
- Evening of Empowerment at St. Anne's Mead, part of their capital campaign, on elder abuse

Executive Committee Action -- none

Updates/Committee Reports**Primary Committees**

Mission Budget – written report

Tithes & Offerings – written report

Loans and Grants – no report

Vital Congregations – written report

Resolution Review – written report

Secondary Committees

HR Policy – no report

Audit – no report

By-laws/Constitution & Canons – no report

Property Advisory

Pursuant to a canon change at Diocesan Convention, Canon Hardy presented a document describing the minimum requirements for property and liability insurance for congregations in the diocese. *A motion was made and properly seconded to approve this policy. Motion passed.*

Liaisons

Canterbury House U of M – written report

One Community MSU – written report

Covenant V – met last week to consider grant requests

Emrich Advisory Council – shared brochure about brick campaign

Other Business

Fundraising letter for Church at Crossroads – Bishop Gibbs shared a letter that had been approved by Canon Hardy, Canon Gettel, and himself soliciting support for the Church at Crossroads. *A motion was made and properly seconded to approve the letter. Motion passed.*

Housing Allowance Resolutions for Clergy Staff

Whereas the Right Reverend Wendell N. Gibbs, Jr. 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 \$174,279 to be paid to Bishop Gibbs during 2017, \$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 Virginia K Hesse 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 \$69,345 to be paid to Reverend Hesse during 2018, \$30,000 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.*

Nominating Committee for Diocesan Convention

Clergy: Paul Castelli, Jenny Ritter, Diana Walworth, Lynda Carter
Lay: Martha Hanoian (chair), Bruce Cann, Shirley Lappi, Joyce Munro

Clergy Compensation Policy

This policy was initially approved in 2016. An updated version for 2018 was presented. *A motion was made and properly seconded to adopt the updated version. 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.

Adjournment – 2:13 pm

Next Meeting:

Meeting Date & Time	Agenda/Focus	Location
Saturday, January 27, 2018 10:00am – 2:00pm	Business Meeting	St. Paul's Episcopal Church, Brighton, MI