

# The Diocesan Council

Episcopal Diocese of Michigan



November 17, 2018 St. Paul's Episcopal Church, Brighton, MI  
Organization and Full Business Meeting – APPROVED Minutes

**Council Members Present:** Bishop Wendell N. Gibbs, Askari Asante, Bruce Cann, Lynda Carter, Paul Castelli, Steve Chisholm, Steven Domienik, Anthony Estes, Martha Hanoian, Bruce Hinkle, Shirley Lappi, Linda MacDonald, Bill Stech, Felicity Thompson, Luke Thompson, Teresa Wakeen, Diana Walworth, Roger Weekes, Judith Schellhammer (Assistant Secretary), Mark Miliotto (Treasurer)

**Council Members Absent:** Claudia Hamlin (excused), Winfred Mandody (unexcused), Katie Oppenheim (excused), Imogen Rhodenhiser (excused), Anna Schroen (Director of Communications, excused), Edie Wakevainen (Secretary, excused)

**Diocesan Staff:** 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 are in the binder. 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. The new Safe Church policy is in the binder. Members are accountable to abide by it. In the back of the binder is a form to complete and hand in regarding agreement with this policy. Everyone signed and turned in the form. 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:**

Council is in reality the Executive Council 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 either one secondary committee OR as a liaison to another group. 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, CanterburyMSU, Covenant V, Whitaker Advisory Council, Emrich Advisory Council

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

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

**Registrar**, Canon Jo Ann Hardy, Diocesan Administrator

**Dean**, Paul Castelli

**Warden**, Martha Hanoian

**Secretary**, Edie Wakevainen

**Assistant Secretary**, Judith Schellhammer

**Treasurer**, Mark Miliotto

**Diocesan Chancellor**, Steven Ott

**Vice Chancellor**, Megan Norris

#### **Canonical Appointments to Council:**

The Bishop introduced Anthony Estes, Felicity Thompson, Luke Thompson, Steve Domienik, Roger Weekes, Askari Asante, and Steve Chisholm.

*Council voted to confirm the Bishop’s appointments to Council.*

**Diocesan Signatories:** *The following were put forth as 2018-2019 signatories and approved.* Bishop Gibbs, Mark Miliotto, Jo Ann Hardy, Paul Castelli, Martha Hanoian

#### **Property Orientation**

Canon Hardy explained the documents in the binder behind tab 9 and emphasized the importance of communicating any questions of property sale, major renovation or purchase with the Bishop and Standing Committee. Canon Hardy will mail a copy of the “Canon Regarding Real Property” from tab 9 to every congregation as requested.

**Break:** 10:34 – 10:49

#### **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, with a lengthy description of restricted and designated funds.

#### **2018-2019 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: Paul Castelli

Warden: Martha Hanoian

2019: Bill Stech  
 2020: Lynda Carter  
 2021: Luke Thompson

**\*Mission Budget**

Chair: **Claudia Hamlin** Staff support: Mark Miliotto, Jo Ann Hardy  
 Lynda Carter, Linda MacDonald, Imogen Rhodenhiser, Teresa Wakeen

**\*Tithes & Offerings**

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

**\*Vital Congregations**

Chair: **Bruce Cann** Staff support: Jim Gettel  
 Steve Domienik, Shirley Lappi, Katie Oppenheim

**\*Loans & Grants**

Chair: **Bill Stech** Staff support: Jo Ann Hardy  
 Steve Chisholm, Martha Hanoian, Winfred Mandody, Felicity Thompson, Roy Waters (non-council)

**\*Resolution Review**

Chair: **Judith Schellhammer**  
 Anthony Estes, Luke Thompson, Diana Walworth

**HR Policy Review**

Chair: **Imogen Rhodenhiser** Staff support: Jo Ann Hardy  
 Claudia Hamlin, Winfred Mandody, Roger Weekes

**Audit Committee**

Chair: **Mark Miliotto**  
 Bill Stech (2019), Diana Walworth (2020), Teresa Wakeen (2021)

**By-Law/Constitution & Canons Committee**

Chair: **Paul Castelli** Staff support: Steve Ott, Chancellor  
 Askari Asante, Bruce Cann, Luke Thompson

**Property Advisory Committee**

Chair: **Jo Ann Hardy**  
 Lynda Carter, Steve Chisholm, Martha Hanoian, Felicity Thompson

**Diocesan Council Liaison to Whitaker**

Shirley Lappi

**Diocesan Council Liaison to Emrich**

Steve Domienik, Bruce Hinkle

**Diocesan Council Liaison to College Chaplaincies**

CanterburyMSU: Claudia Hamlin, Linda MacDonald  
 Canterbury U of M: Katie Oppenheim

**Diocesan Council Liaison to Covenant V**

Anthony Estes

**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 20, 2018**

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

**Communications to Council** – none

### **Bishop's Update**

- Visits to St John's, Detroit; Christ Church Cranbrook (90<sup>th</sup> anniversary); Christ Church, Pleasant Lake; St James, Dexter; St Peter's, Detroit; St Paul's, Lansing; St Luke's, Ypsilanti
- Consecration of The Rt. Rev. Carlye J. Hughes, XI Bishop, Diocese of Newark
- Province V Gathering – Bishop's Spouses, Mackinac Island
- Epiphanies Conference – Prof. Amy-Jill Levine
- Annual Gathering of the Retired Community
- UBE Regional Meeting
- Final session continuing education in St. Louis
- Deacon's Day
- Cathedral Chapter
- Diocesan Convention
- Installation of The Rev. Dr. Kelly Brown Douglas as Dean, EDS @ Union, New York
- Retirement of The Rt. Rev. Shannon Johnston, Bishop, Diocese of Virginia
- 50<sup>th</sup> Birthday – Justin Anderson
- River Rhythm (Mariner's Inn Gala)
- Meeting of Interim Bodies, Maritime Center, Linthicum, MD
- Judiciary Leaders, St Francis, DeWitt
- Approval of Teresa Wakeen's fundraising letter on behalf of The Church at Crossroads  
*Motion was made and properly seconded to approve the letter. Motion passed.*
- Diocesan Alcohol/Cannabis Policy will be updated in consultation with the Chancellor

**Executive Committee Action** – none

### **Property Report**

Canon Hardy presented a written report. St Peter's Home for Boys had a letter of intent signed on November 1, 2018 and we are awaiting a purchase agreement. Correction of date on status of Haslett House: Land contract signed October 27, 2018 (not 2019).

**Financial Report** – Mark Miliotto presented current financial report for review and acceptance.

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

### **Committee Reports**

#### Primary Committees

- Mission Budget – written report
- Loans & Grants – no report
- Tithes and Offerings – written report
- Vital Congregations – written report
- Resolution Review – written report

#### Secondary Committees

- Property Advisory – written report
- HR Policy Review – in process
- Audit – no report
- By-Laws/ Constitution & Canons – no report

Liaisons

Canterbury House U of M – written report  
 CanterburyMSU – written report  
 YAYA – written report  
 Covenant V – no report  
 Whitaker – written report (sent out by Beth Rowley after the meeting)  
 Emrich – no report (ask Deon Johnson, Advisory Committee Chair, to attend January meeting)

**Other Business****Housing Allowance for Clergy**

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 \$176,022 to be paid to Bishop Gibbs during 2019, \$50,000 be designated as parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

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 \$70,038 to be paid to Reverend Hesse during 2019, \$30,000 be designated as parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

Whereas the Reverend Donna McNiel is employed as a minister of the Gospel of the Episcopal Diocese of Michigan, the Diocesan Council resolves that, of the annualized salary of \$50,000 to be paid to Reverend McNiel during 2018, \$2,000 be designated as parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

Whereas the Reverend Donna McNiel is employed as a minister of the Gospel of the Episcopal Diocese of Michigan, the Diocesan Council resolves that, of the annualized salary of \$50,000 to be paid to Reverend McNiel during 2019, \$2,000 be designated as parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

Whereas the Reverend Teresa Wakeen 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 annualized salary of \$27,880 to be paid to Reverend Wakeen during 2019, \$7,500 be designated as parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

**Nominating Committee for Diocesan Convention**

Chair – Martha Hanoian  
 Lay - Askari Asante, Katie Oppenheim, Luke Thompson  
 Clergy – Paul Castelli, Steve Domienik, Judith Schellhammer, Bill Stech

**Clergy Compensation Policy**

Mark Miliotto presented the report but realized that we had last year's. The date on the first page needs to be changed and the actual figures will be sent out.

*A motion was made and properly seconded to adopt the updated report. Motion passed.*

**Adjournment – 2:26 pm**

## Next Meeting:

Meeting Date & Time	Agenda/Focus	Location
Saturday, January 26, 2019 10:00am – 2:00pm	Business Meeting	St. Paul's Episcopal Church, Brighton, MI