

The Diocesan Council
Episcopal Diocese of Michigan



November 16, 2019 St. Paul's Episcopal Church, Brighton, MI
Organization and Full Business Meeting – APPROVED Minutes

Council Members Present: Bishop Wendell N. Gibbs (President and Chair), Askari Asante, Dan Buchin, Bruce Cann, Lynda Carter, Paul Castelli, Steve Chisholm, Anthony Estes, Martha Hanoian, Bruce Hinkle, Shirley Lappi, Linda MacDonald, Katie Oppenheim, Bill Stech, Steven Steinberger-Domienik, Felicity Thompson, Luke Thompson, Diana Walworth, Roger Weekes, Judith Schellhammer (Assisting Secretary), Mark Miliotto (Treasurer), Edie Wakevainen (Secretary)

Council Members Absent: Toni Dennis (excused), Sandy Hite (excused), Teresa Wakeen (excused)

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

Also Attending: Bishop-elect Bonnie Perry

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

Organization/Orientation

Introductions

Binders

Bishop Gibbs reviewed the contents of the binder. Make a note of Council meeting dates for this term. The longest meeting is the November meeting for orientation. Others are scheduled for 10 until 2. If committees do their work, it is possible to end early. Check your information on the Council roster, particularly emails. The attendance policy is important. You can be removed for too many unexcused absences. Members who must be absent should contact the Bishop in advance, the only one who can grant an excused absence. The Bishop will communicate to Beth Rowley and the Council Secretary whether or not the absence is excused. The severe weather meeting instructions are included; make sure the Secretary has your cell phone number for a text notification group. The by-laws are included; please become familiar with them. The diocesan clergy and lay human resources handbook is included. Make sure to read the section on Sexual Harassment and Other Prohibited Conduct. The Safe Church: Creating a Healthy Environment for Children, Youth, and Vulnerable Adults policy is in the binder; members are accountable to abide by it. Everyone completed a form acknowledging agreement of the Policy and Code of Conduct. The Constitution and Canons of the Diocese (as recently amended) and information regarding church property are included in the binder.

Role of Diocesan Council Members

Council is in reality the board of directors of the diocese. Members are here representing their deanery (if elected) or general region (if appointed) or constituency group (Youth and Young Adults). If a matter concerning your congregation comes up, you may speak to it, but you must abstain from voting. The description of a fiduciary was distributed and reviewed. Council has budgetary authority. Council is a legal entity. A fiduciary is bound to act in the other's best interests, in other words the interests of the diocese. It is your duty to show up and participate. Diocesan staff attend in specific roles. Anna Stania represents the people of the diocese as editor of The Record. Meetings are public. We do have provision for Executive Sessions. Mostly they are for personnel matters. When you report, include results but not who said what. Confidentiality is expected.

Term Limits

The limit is two successive three-year terms; those who replace another member finish that term and are entitled to two full terms of their own. You must take a year off after two three-year terms. Some members are elected, and some are appointed.

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

Assisting Secretary, Judith Schellhammer

Treasurer, Mark Miliotto

Diocesan Chancellor, Steven Ott

Vice Chancellor, Megan Norris

Canonical Appointments to Council

The Bishop introduced Dan Buchin and Roger Weekes.

Council voted to confirm the Bishop's appointments to Council.

Diocesan Signatories

The following were put forth as 2019-2020 signatories and approved. President (Bishop-Elect Bonnie Perry), Secretary (Jo Ann Hardy), Acting Secretary (Mark Miliotto), Dean of Diocesan Council (Paul Castelli), Warden of Diocesan Council (Martha Hanoian)

Property and Policy Orientation

Canon Hardy explained the documents in the binder regarding property. All property is held in trust for the diocese. The Bishop and Standing Committee must approve property sale, major renovation, encumbrance (lease, license, easement, etc.), or purchase. Be aware of insurance requirements. You are liable for others who use your building. Putting a key on the ledge is not a good idea! Be aware of the Alcohol Use Policy and the Guidelines for Memorial Gardens (note: There is no expectation that you will find anyone's grandma 30 years later.) There is a firearms policy passed by the four Michigan dioceses (no firearms allowed). Contact information for diocesan staff is included, along with "when to call for help." If a congregation closes, property becomes responsibility of Council. This body gives approval to sell properties, to get a caretaker, to lease, etc.

The Bishop spoke about the importance of human resources matters. Canon Hardy is a senior professional in human resources. Talk to her before making any personnel changes.

Break: 10:35-10:47

Budget/Finance Information and Overview

Mark Miliotto reviewed the section of the binder describing budget and finance. 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 description of restricted and designated funds. He described the budget process and the details of the budget.

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, Resolutions Review*, Vital Congregations/Tithes and Offerings
*Resolutions Review involves responding to resolutions from Diocesan Convention, General Convention, and Executive Council. All members of the committee will take responsibility for educating the diocese about these resolutions via the established blog.

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

Liaisons: Canterbury U of M, CanterburyMSU, Covenant V, Whitaker Advisory Council, Emrich Advisory Council

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

2019-2020 Diocesan Council Committees (*primary committee)

Executive Committee

President/Chair: Bishop Gibbs (until 12/31/19), Bishop-elect Bonnie Perry (beginning 1/1/20)

Diocesan Administrator: Canon Jo Ann Hardy

Secretary (non-voting): Edie Wakevainen

Assisting Secretary (non-voting): Judith Schellhammer

Treasurer (non-voting): Mark Miliotto

Dean: Paul Castelli

Warden: Martha Hanoian

2020: Katie Oppenheim

2021: Luke Thompson

2022: Dan Buchin

Primary Committees

Loans & Grants

Chair: **Martha Hanoian**

Staff support: Jo Ann Hardy

Roy Waters (non-council), Katie Oppenheim, Felicity Thompson, Dan Buchin, Sandy Hite

Mission Budget

Chair: **Lynda Carter**

Staff support: Mark Miliotto, Jo Ann Hardy

Teresa Wakeen, Bruce Hinkle, Steve Chisholm, Linda MacDonald, Bruce Cann

Resolutions Review

Chair: **Judith Schellhammer**

Anthony Estes, Diana Walworth, Luke Thompson

Vital Congregations/Tithes & Offerings

Co-Chairs: **Bruce Cann, Paul Castelli**

Staff support: Jim Gettel, Mark Miliotto

Shirley Lappi, Roger Weekes, Askari Asante, Bill Stech, Steve Steinberger-Domienik, Toni Dennis

Secondary Committees

HR Policy Review

Chair: **Katie Oppenheim**

Staff support: Jo Ann Hardy

Audit Committee

Chair: **Mark Miliotto**

Lynda Carter (2020), Bruce Cann (2021), Bill Stech (2022)

By-Law/Constitution & Canons Committee

Chair: **Steve Steinberger-Domienik**

Staff support: Steve Ott, Chancellor

Martha Hanoian, Luke Thompson, Anthony Estes, Toni Dennis

Property Advisory Committee

Chair: **Jo Ann Hardy**

Lynda Carter, Steve Chisholm, Bruce Hinkle, Diana Walworth, Linda MacDonald, Felicity Thompson

Diocesan Council Liaisons

To College Chaplaincies:

Canterbury MSU: Linda MacDonald

Canterbury U of M: Katie Oppenheim

To Covenant V: Anthony Estes

To Whitaker Advisory: Shirley Lappi

To Emrich Advisory Council: Steve Steinberger-Domienik, Bruce Hinkle

Lunch

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

Business Meeting

The **Standing Committee** does not have any direct connection with Diocesan Council. It is a council of advice for the Bishop and in the Bishop's absence is the ecclesiastical authority. The **Trustees** invest on behalf of Council and congregations.

Approval of Minutes from September 21, 2019

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

Communications to Council

1. Corner Shower Laundry at St. Peter's, Detroit—thank you for \$70,000 UTO gift.
2. St. Paul's, Brighton—A motion was made and properly seconded to convert the remaining term of their diocesan loan to interest only and apply savings to paying down their bank loan until it resets in October 2020. *Motion passed.*

Bishop's Update

- Visits to All Saints, East Lansing; St. Stephen's, Hamburg; St. Philip's, Rochester; Resurrection, Clarkston; St. John's, Clinton; Trinity, Monroe; St. Paul's, Jackson; St. James', Grosse Ile; Grace Church, Mt. Clemens; St. Katherine's, Williamston; St. John's, Howell; Christ Church, Detroit
- Special Conversion
- Whitaker Celebration
- Diocesan Ordinations
- OBM Council of Advice, New Orleans
- Retirement of Mary Honsel, from Crossroads
- Academy Graduation
- Scotland on behalf of Presiding Bishop
- Sabbatical/Vacation (technically 7/1-9/6)
- UBE Annual Meeting, Los Angeles
- Diocesan Picnic
- Walk for HOPE, St. David's, Southfield
- Funeral for Alma Mayson
- House of Bishops/Spouses, Minneapolis
- Renewal of Ministry/Welcoming, Romeo
- Consecration of Shannon MacVean-Brown, Vermont
- SCSGCC, Baltimore
- Renewal of Ministry/Welcoming, Hamburg
- Regional Retirement Celebrations
- AMEN Conference
- Renewal of Ministry/Welcoming, Howell
- Renewal of Ministry/Welcoming, Milford
- Diocesan Convention
- Ordination of Marion VanLoo
- Welcome Bishop-elect to diocese (11/1)
- Deacons Day
- Funeral for Bishop Montgomery, Chicago
- Driving Tour of Diocese
- Diocesan Eucharistic Celebration

Executive Committee Action – none

Property Report

Canon Hardy presented a written report, including an overview of the properties managed by the diocese and properties sold via land contract.

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 – no report

Loans & Grants – new forms are being created

Vital Congregations/Tithes and Offerings – Bruce Cann shared that 2020 Vestry Days will be February 22 (Cathedral) and March 7 (St. Paul's, Brighton). An Advanced Renaissance Workshop will be offered on December 5, 2020. Paul Castelli presented a written report.

Resolution Review – Judith Schellhammer presented a written report.

Secondary Committees

HR Policy Review – no report

Audit – no report

By-Laws/ Constitution & Canons – no report

Property Advisory – no report

Liaisons

Canterbury U of M – no report

CanterburyMSU – Linda MacDonald presented a report. Working together with Canterbury U of M to find and fund a development consultant.

Covenant V – no report

Whitaker – Shirley Lappi presented a report.

Emrich – Steve Steinberger-Domienik presented a written report.

YAYA – Luke Thompson presented a written report.

Other Business

Housing Allowances for Clergy Staff

Whereas the Reverend Anthony Estes is employed as a minister of the Gospel of the Episcopal Diocese of Michigan, which does not provide a residence for him, the Executive Committee of Diocesan Council resolves that, of the total salary of \$56,318 to be paid to Reverend Estes during 2020, \$10,448 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 \$71,089 to be paid to Reverend Hesse during 2020, \$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 McNeil is employed as a minister of the Gospel of the Episcopal Diocese of Michigan, the Diocesan Council resolves that, of the annualized salary of \$50,750 to be paid to Reverend McNeil during 2020, \$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 Bonnie Perry 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 \$24,167 salary to be paid to Reverend Perry during 2019, \$23,109 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 Bonnie Perry 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 \$145,000 salary to be paid to Reverend Perry during 2020, \$78,042 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 Halim Shukair is employed as a minister of the Gospel of the Episcopal Diocese of Michigan, which does not provide a residence for him, the Executive Committee of Diocesan Council resolves that, of the total salary of \$57,163 to be paid to Reverend Shukair during 2020, \$20,000 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 \$28,159 to be paid to Reverend Wakeen during 2020, \$9,000 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 – Katie Oppenheim, Shirley Lappi, Askari Asante

Clergy – Steve Steinberger-Domicnik, Bill Stech, Dan Buchin, Paul Castelli

2020 Clergy Compensation Guidelines

Canon Hardy presented a written report delineating the changes from the 2019 guidelines.

A motion was made and properly seconded to adopt the 2020 Clergy Compensation Guidelines. Motion passed.

Adjournment – 2:34 pm

Next Meeting:

Meeting Date & Time	Agenda/Focus	Location
Saturday, January 25, 2020 10:00am – 2:00pm	Business Meeting	St. Paul's Episcopal Church, Brighton, MI