

**Diocese of Milwaukee
Executive Council Meeting
March 29, 2014 10:00 a.m.
St. Mary's, Dousman**

Present: The Rt. Rev'd Steven A. Miller; The Rev'd Steve Capitelli; The Very Rev'd Kevin Carroll, President, Standing Committee; The Rev'd Dr. Jonathan Grieser; The Rev'd Dr. Paula Harris; The Rev'd Dr. Miranda Hassett; Ms. Taryn Lantz; The Rev'd Gary Manning; Mr. Steve Martinie, Diocesan Treasurer; Mr. Rob Mortensen; Dr. Gust Olson; Mr. Henry Peter; Mr. Christopher Schatzman; The Rev'd Scott Seefeldt, President, Commission on Ministry and Ms. Janice Watter

Others present: Canon Peggy Bean, Bishop's Assistant for Congregational Development; The Rev'd Carla McCook, Bishop's Assistant for Christian Formation and The Rev'd David Pfaff, Canon to the Ordinary

Absent: Mr. Patrick Johnson, Trustees of Funds & Endowments and The Rev'd Gary Lambert, Diocesan Executive Secretary

- **Call to order/Opening Prayer – Bishop Miller and The Rev'd Gary Manning**

Bishop Miller called the meeting to order at 10:00 a.m. and turned the meeting over to The Rev'd Gary Manning.

The Rev'd Gary Manning offered a brief Taize experience (My soul is at rest in God alone) followed by several moments of silence. Bishop Miller concluded with a reflective prayer.

Bishop Miller announced that The Rev'd Fred Himmerich had suffered a stroke and was in the hospital. Prayers were requested for the family and for Father Himmerich

- **Additions/Deletions to the Agenda**

Bishop Miller stated that an Amendment of the previously approved Diocesan Loan Policy is added to the Action Items for discussion and approval.

The Rev'd Dr. Miranda Hassett noted that she had some concerns regarding the meeting dates as presented on the agenda.

- **Action Items – Loan Policy and Loan Request -- Mr. Steve Martinie**

Mr. Steve Martinie walked through the revised Diocesan Loan Policy. (See: Appendix A. Note: changes to the Diocesan Loan Policy by the Finance Committee are highlighted in blue; the change suggested by the Executive Council after the following discussion is highlighted in yellow.)

Mr. Steve Martinie noted that the purpose of the Diocesan Loan Policy was to insure:

- that parishes knew what to expect in applying for funds and
- that the monies from the foundation would be fairly distributed

Canon Peggy Bean stated that each group involved in the chain of decision making has/is creating standards for reviewing parish requests for funds. (See: Appendix B for the Mission and Development Standards)

Discussion RE: Loan Policy

The discussion regarding the loan policy included the following:

- The Rev'd Dr. Paula Harris and The Rev'd Dr. Jonathan Grieser brought up a concern regarding the amount of back diocesan assessments owed by Zion, Oconomowoc.
- Mr. Steve Martinie clarified Zion, Oconomowoc's assessment situation.
- The assessment situation of a parish requesting a loan became an overall concern for future loans.
- It was felt that assessment payment history be included in the loan policy itself, even though it is also a part of the Mission and Development Standards.
- Ms. Janice Watter suggested that it be added as an item under Loan Application Required Information
- Mr. Steve Martini revised the policy using this suggestion. (See: Appendix A)
- Ms. Janice Watter also wondered how the Diocesan Loan Policy will be distributed/communicated.
- Bishop Miller said that the revised Diocesan Loan Policy would be uploaded onto the diocesan website.
- Canon Peggy Bean also noted that all the groups involved in the chain of decision making have a copy of the policy and would make it known to parishes requesting funds.
- The Rev'd Dr. Jonathan wondered about specifying a limit on the loan amount.
- Mr. Christopher Schatzman and other members felt that it was not necessary to lock in specific amounts, since the requests are evaluated on a case by case basis.

Hearing no further discussion, Bishop Miller called for a vote regarding putting the amended Diocesan Loan Policy on the website. It was unanimously approved.

Discussion RE: Zion Loan

The discussion regarding the Zion Loan included the following:

- Mr. Steve Martinie reminded the members that at the November 23rd, 2013 meeting the Executive Council moved that, the representatives from Zion, Oconomowoc meet with the Finance Committee to "crunch" the numbers and return in January with the assurance of the assistance of the Executive Council.
- Mr. Steve Martinie stated that the Finance Committee met twice and voted to recommend that the Executive Council approve the loan described below:
A loan to Zion, Oconomowoc, from the Foundation, to pay off the existing First Bank Financial Center loan for @ \$122,000.00 (or balance of existing loan) for a term of 20 years, with amortization for 20 years at an interest rate of 2% locked in for five years, and after the five years at an interest rate subject to an increase based on market rates with a 6% cap.
- The loan request had previous approval from the Commission on Ministry and Development (COMD) and tentative approval from the Executive Council contingent on the review by the Finance Committee.
- Ms. Linda Georgeson of Zion, Oconomowoc indicated to the Finance Committee that the above modification of the previous request was acceptable.
- The history of diocesan assessment payment for Zion, Oconomowoc was reviewed, as per the newly approved diocesan loan policy, and was deemed acceptable.

Bishop Miller stated that the loan request from Zion, Oconomowoc was before the Executive Council for approval. It was approved unanimously.

- **Action Items – Meachem Funds Reallocation – Canon Peggy Bean**

Canon Peggy Bean said that she appreciated the request by the Executive Council to further define the role of the hospitality ministry director (as it is currently named). (See: Appendix C)

Canon Peggy Bean noted that the Commission on Ministry and Development (COMD):

- honed in on the responsibilities of the hospitality ministry director
- determined what drives this expansion of the hospitality culture

She stated that:

- the “future is in a network of ministries centered on hospitality”
- the first priority is to provide clarity regarding the vision, community and a network of volunteers and partnerships

The ensuing conversation centered on:

- how this approach relates to the Vision of the Diocese, to its four core values:

discipleship, relationship, stewardship and worship

(Canon Peggy Bean addressed this question defining each item in the program as it pertains to the core values. The Rev'd Dr. Miranda Hassett stated that she saw it as “living out our faith during the week.”)

- how the hospitality ministry director is a diocesan ministry given that a number of presbyters are currently engaged in start-up hospitality ministries in his/her community (Can an outsider really be helpful?) It was noted that:

1. The assistance may be contextual depending on the program, well established program vs. brand new
2. The assistance may be as a resource
3. The assistance may center on marshalling forces in parishes that do not have full time clergy
4. The hospitality ministry is deep in our DNA (Bishop Miller)
5. It involves serving people in the wide community as well as driving partnerships with other entities in the community

- how the nursing ministry will be sustained (Canon Bean stated that it would be covered by Mission and Development)

The discussion concluded with the Executive Council accepting the reallocation percentages of the Meachem Funds with 70% being allocated” to support, strengthen and grow Hospitality Ministries throughout the Diocese of Milwaukee” being more specifically defined in the hospitality ministry director report presented by Canon Peggy Bean. (This reallocation was approved by the Executive Council on January 18th, 2014 contingent on further clarification of the plan for the 70 %.)

A brief review of the Vestry/Leadership Day indicated that it was a positive experience.

- attendance@ 60 people from 10 parishes
- the guest presenter was helpful

Mr. Henry Peters stated that “it was a chance for different vestries to get together to share common concerns and issues as well as to have an opportunity to explore best practices, studying the relationship piece in a structured way.”

BREAK 10:55-11:05

- **Information/Discussion Items – Executive Council Member Job Description –The Rev'd Gary Manning**

The Rev'd Gary Manning distributed a copy of **Proposed Position Description for the Executive Council of the Diocese of Milwaukee.**

He indicated that this document was meant to:

- simply flesh out what already is “on the ground” and
- help frame” our work” with recruiting new members to Executive Council

Canon Peggy Bean noted that it would be helpful to have such job descriptions for all committees.

The discussion of the job description for Executive Council centered on the following:

- As written, it appears to focus more on management vs. leadership.
- It does not appear to clearly define the relationship with other committees.
- The job description effects the substance of what the Executive Council does and who should be present at the meetings.
- Is the role of the Executive Council to be more managerial overseeing other visioning committees?
- The terms: Committee; Commission and Council were clarified. (Council-an elected body; Commission-a specific mission or ministry; Committee/task force-a certain time/a certain issue)

The Rev'd Paula Harris, The Rev'd Miranda Hassett and Ms. Taryn Lantz volunteered to work on tightening and clarifying the job description of the Executive Council. This revised job description will be disseminated to the Executive Council for review and editing by April 3rd. It will then be published with the convention material calling for nominees to this position.

A definite decision was made regarding the name of the document

From: **Proposed Position Description for the Executive Council of the Diocese of Milwaukee**

To: **A Description of the Work of the Executive Council of the Diocese of Milwaukee.**

- **Information/Discussion Items – Of the Relationship Between Executive Council and other Committees/Commissions – The Rev'd Gary Manning**

The Rev'd Gary Manning began with a brief history of the current make-up of the Executive Council, especially the number of *ex-officio* members. He noted that the questions before the Executive Council for consideration are:

- How does the presence of these *ex officio* members of Executive Council enhance/assist the EC in its work?
- Should the Canons of the Diocese be amended to alleviate the necessity of these *ex officio* members attending the Executive Council meetings?

The discussion of the relationship of the Executive Council with *ex-officio* members focused on the following:

- What would be lost if they were not present—immediate communication; expansion of the work of the Executive Council?
- Are the tasks of the respective Commissions/Committee related to or germane to the work of the Executive Council?

--Practically speaking, by adding additional meetings to the *ex-officio* members, do we discourage quality individuals from taking those positions?

At the end of the discussion it was determined that:

--*The present composition of the Executive Committee with members of Diocesan staff, elected EC members (clergy and lay), and ex officio members, has over time, become somewhat ungainly in its processes and that there has been an overall lack of clarity around “who’s who” at the Executive Council table.* (from Narrative Agenda)

In his capacity as Chairman of the Executive Committee, Bishop Miller will have a conversation with the Chancellor of the Diocese to prepare appropriate language to present to the 2014 Diocesan Convention, amending the Canons regarding the membership of the Executive Council *so that Executive Council can work in a more efficient and streamlined fashion, not only for the good of the Council itself, but for the good of the Diocese as a whole.* (from Narrative Agenda)

- **Information/Discussion Item – Of the Minutes, Clerk/Secretary and “Communication of Actions” of the Executive Council**

The Rev’d Gary Manning explained that:

--*The Rev’d Marge Kiss functions as the **Clerk** of the Executive Council. In this capacity, Deacon Kiss records and distributes the minutes of EC meetings. She corrects said minutes as necessary in order that there be a clear record of the actions EC takes over the course of its meetings.*

--*When the occasion arises that certain actions of EC need to be broadly communicated (usually in the form of letters to individuals, groups of individuals, other entities or the Diocese at large), it is the responsibility of the **Secretary of the Diocese** (presently the Rev’d Gary Lambert), to insure that such communication has, indeed, taken place. The Secretary may be aided in these tasks by the Clerk, other members of the Executive Council or members of the Diocesan Staff, but such communication must take place in a clear, timely and consistent fashion and should be signed by either the Secretary or the Bishop.* (All above from Narrative Agenda)

The Bishop reiterated that communication of official actions of the Executive Council is taken care of by the Secretary of the Diocese and The Bishop.

- **Action Item -- Approval of the Minutes from the January 18th, 2014 Executive Council Meeting**

Bishop Miller asked if there were any additions, deletions or changes to the minutes of the January 18th 2014 Executive Council Meeting. The Rev’d Gary Manning moved that the minutes be approved as written. Mr. Christopher Schatzman seconded it. The minutes were approved as written.

- **Information/ Discussion Item -- Remaining Meeting Dates for 2014:**

May 31, 2014	10:00 a.m. - 12:30 p.m.	St. Mary’s, Dousman
July 17, 2014	5:00 p.m.	Conference Call
September 13, 2014	10:00 a.m. - 12:30 p.m.	St. Mary’s, Dousman
November 15, 2014	10:00 a.m. - 12:30 p.m.	St. Mary’s, Dousman

Meeting Dates for 2015

January 10, 2015	10:00 a.m. - 2:00 p.m.	St. Mary's, Dousman
March 28	10:00 a.m. - 12:30 p.m.	St. Mary's, Dousman
May 2	10:00 a.m. - 12:30 p.m.	St. Mary's, Dousman
July 16	5:00 p.m.	Conference Call
September 12	10:00 a.m. - 12:30 p.m.	St. Mary's, Dousman
November 14	10:00 a.m. - 12:30 p.m.	St. Mary's, Dousman

It was noted that March 28th is the Saturday before Palm Sunday.

Some wondered if four hours for the Executive Retreat on January 10, 2015 was sufficient time to do large scale reflection on and integration of the visions and values found in the strategic plan document. A Friday/Saturday retreat was suggested. Dates will be reconfigured.

Further, it was determined that:

In his capacity as Chairman of the Executive Committee, Bishop Miller will request the Chancellor of the Diocese to prepare appropriate language to present to Convention 2014 to amend the Canons so that the terms of those elected to Executive Committee at the Diocesan Convention in October begin with the calendar year. Newly elected members will be invited to the November meeting of EC and will have voice at same, but the November meeting is rightly a time for saying farewell to retiring members of EC and closing business relating to a given year. In practical terms this would then allow for the first meeting of EC each year to be a time of orientation and planning. (from Narrative Agenda)

• Action Item -- Of the Elm Grove Property – The Rev'd David Pfaff

The Rev'd David Pfaff stated that the Property Committee, in conversation with other persons having specific areas of expertise, met on February 6, 2014 and determined that the diocese has no positive use for the property in Elm Grove. He continued that, therefore:

The Property Committee recommends to the Executive Council listing the property for sale with no specific use of the property in mind.

The Rev'd David Pfaff then asked if it was the will of the Executive Council to authorize listing the Elm Grove property For Sale?

Discussion regarding the sale of the property included the following:

--There are currently three conflicting appraisals regarding the property.

--There are three lots comprising the property.

--The Rectory is part of the sale.

--The cremains that are currently buried on the property will be prayerfully disinterred on May 22nd by the clergy of the diocese and reinterred at St. Alban's in June by Bishop Miller.

--The need to communicate this decision to "those who are left" and allow them an opportunity for closure. Bishop Miller said that he would appreciate any ideas or suggestions for this event.

Bishop Miller stated that the recommendation from the Property Committee to list the Elm Grove property for sale is before the Executive Council. Hearing no further discussion, he called for a vote. The vote was unanimously in favor of listing the Elm Grove property for sale.

Meeting Feedback: Many members were grateful for the Narrative Agenda.

Appendix A

Diocesan Loan Policy

Diocesan Loan Policy

The Diocese of Milwaukee can make loans to parishes at lower than commercial rates.

The Diocese could also guarantee loans.

The payback schedule would, **ordinarily**, be up to 5 years.

Interest Rates charged will depend on the interest rate environment, **but are intended to be below market rates.**

Chain of Decision Making

1. COMD (Commission Mission and Development) is the first to review these requests. The COMD makes recommendations to the Finance Committee.
2. The Finance Committee reviews the requests from a strictly financial perspective and makes recommendations to the Executive Council.
3. If parish property is to be encumbered, approval is also needed by the Standing Committee and the Bishop.
4. Final approval/rejection would rest with the Executive Council.

Loan Application Required Information

1. Name of borrowing entity
2. Is a loan or guarantee requested?
3. How much money is requested?
4. How will the money be used? Normally, loans should be for expenditures in the nature of an investment, such as improvements that save energy or serve more parishioners or repairs that avoid higher future maintenance costs. Loan should not be for operating costs.
5. Do they have a plan to pay it back? i.e. a capital funds drive or a special pledge campaign.
6. Provide 3 years' worth of Financial Statements.
7. **What is parish's history regarding payment of diocesan assessments?**

We May Also Ask

8. Has there been an appraisal?
9. Have bids been solicited?
10. Has a commercial loan been sought? Approved? At what interest rate?

Appendix B

MISSION AND DEVELOPMENT STANDARDS

To be used for those congregations applying for financial aid, loans, or other Diocesan support

1. Reason requesting financial aid?
2. State the amount of money being requested.
3. What will the impact be if the project or need is not funded?
4. What ways are being looked at to cut expenses or to raise capital such as a capital campaign, reduction of services etc.?

Assessing congregational health

- I. Vision
 - a. What is the congregation's vision and how is it communicated?
 - b. How is it lived out by the congregation?
- II. People (all ages)
 - a. How are people growing in their spiritual life?
 - b. How do people know the vision and mission of the church and live into it?
- III. Dynamics
 - a. How are you building community?
 - b. How are new members incorporated?
 - c. How are differences managed?
- IV. Structures and Processes
 - a. Describe your review process for ministries and goals.
 - b. Who was involved in applying for aid and what process did you use in determining the content to be included in the application?
- V. Leadership
 - a. How is the vestry/Bishop's Committee involved in oversight of the parish?
 - b. How does the vestry set direction for the parish?
 - c. How do leaders stay engaged with the congregation?
- VI. Environment
 - a. If you were to walk/drive around your neighborhood what kind of people and issues would you see?
 - b. What would your neighborhood miss if your church was no longer there?

Expectations if grant/aid given

- Provide current year budget;
- Provide pledge information for current year;
- Provide current balance sheet (assets and liabilities including current loans; amount of any large gifts or bequests recently received)
- The Congregation will remain current on assessments, audits or financial reviews and complete parochial report by due date.
- Review and evaluate clergy needs and time; possibilities of clustering with other congregations and/or looking at new ways to share leadership.
- Your leadership will attend a Vestry/Treasurers training day.

- A team of three or four from the congregation will participate in Church Development Institute within 18 months of receiving aid.
- Your leadership will be prepared to discuss the congregation's ministry review process and provide documentation.
- The leadership will meet with Mission and Development twice a year
- Your leadership will tell your story (how the aid supported Mission and Development in your Parish) at Convention either through a written report or if asked by video documentation.

Appendix C

*For I was hungry and you gave me food, I was thirsty and you gave me drink, I was a stranger and you welcomed me
Matthew 25:35*

Hospitality Ministry Director: Shares the vision and mission of the Episcopal Diocese of Milwaukee which is to *Strengthen congregations, form disciples to do the work of God's kingdom*. In translating this mission and vision to local communities by connecting, raising awareness and creating new ways to welcome through Christian Hospitality our communities are strengthened, disciples are formed as we experience God's kingdom together.

Definition: *The people we serve and partner with may not come into our churches on Sunday but they join us in community as we serve and minister to one another.*

Report to: Canon for Congregations and Commission on Mission on Development which will act as a resource and support to all Hospitality ministries.

Leadership and Management

1. Teach and Coach volunteer staff in a variety of ways such as:
 - How to connect with other churches, denominations, nonprofits, community leaders and business leaders of the local community.
 - How to build the competencies and confidence of volunteer base
 - How to review – reflect and do on a continual basis
 - to help on the ground leaders adapt a leadership style that will achieve effectiveness and success in moving a group to be empowered, equipped to make decisions/problem solve and take ownership
 - As we know as situations continue, develop or progress new problems may emerge, new tasks come to light, new goals or skills are needed etc.
 - Gives guidance, offers support
2. Communications/Fundraising support
 - Encourage/Share the Good news
 - Connect: agencies, nonprofits, granting sources, churches, ecumenical partners, businesses
3. Planning & New Business:
 - a. Design for expansion and complete the strategic planning process for the program expansion into new areas of the Diocese.
 - b. Begin to build partnerships in new markets, establishing relationships with the funders, and political and community leaders at each expansion site
 - c. Be an external local and national presence that publishes and communicates program results with an emphasis on the successes of the local program as a model for regional replication

The following ministries are in various states of development. Our first priority is to provide clarity regarding vision, purpose in community, and network of volunteers and partnerships.

March 11, 2014

*For I was hungry and you gave me food, I was thirsty and you gave me drink, I was a stranger and you welcomed me
Matthew 25:35*

Currently we have Hospitality Center at St. Luke's in Racine

Providing Racine's Largest Meal Program and Offering Hospitality Without Agenda
See additional information provided

Sunrise Center in Portage with Bethlehem Lutheran Church

Offer Monday and Wednesday services including food, conversation and they have a parish nurse on site. It is currently in a critical stage of development.

Episcopal Lutheran campus Ministry student meal

Free SPAGHETTI DINNERS

Monday's from 5 pm to 6:30 pm.

Who doesn't like spaghetti? better yet, free spaghetti? In 2011 LECM saw the need to create a dinner for students in which members from the Lutheran and Episcopal congregations could engage in conversation with UW community. From the first group that met, members of the churches and the college students found commonalities and an opportunity to create a space for conversation, growth and transformation. Since then, members of the LECM volunteer to cook and serve students... about 300 every Monday night.

Mary's Room – St. Paul's, Watertown

Tuesdays 1pm -3pm Wednesdays 5pm -7pm Fridays 10am - 12pm ****Story Time on Fridays!****

Mary's Room is a ministry of St. Paul's church in which members and volunteers help families who have young children, newborns to two years of age. Mary's Room provides diapers, clothing, car seats and other items. Mary's Room grew out of the need to create a program for the most needy in Watertown, WI.

Lydia's House – St. Barnabas, Richland Center

Lydia's House is a ministry of the Richland County Ministerial Association to provide emergency cold weather shelter for homeless families.

The shelter will be located on a monthly rotating basis among area churches including St. Barnabas Episcopal, Peace United Methodist, and Trinity United Methodist Church. The shelter will open October 15th and run through April 15th, 2013. ** Shelter will be provided to families Monday through Friday from 6:00 p.m. to 8:00 a.m.

Lazarus House, Trinity in Janesville

The Lazarus Foundation provides long-term assessment, transitional housing for up to 24-months, long term case management, essential services and life skills training for homeless adult men with alcohol/chemical addictions and professionally 'dual-diagnosed' with non-violent mental health conditions.

March 11, 2014