

**Diocese of Milwaukee
Executive Council Meeting
September 13, 2014 10:00 a.m.
St. Mary's, Dousman**

Present: The Rt. Rev'd Steven A. Miller; The Rev'd Steve Capitelli; 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; The Rev'd Scott Seefeldt, President, Commission on Ministry and Ms. Janice Watter

Others present: Canon Peggy Bean, Bishop's Assistant for Congregational Development

Absent: The Very Rev'd Kevin Carroll, President, Standing Committee; The Rev'd Dr. Jonathan Grieser; The Rev'd Dr. Paula Harris; Mr. Patrick Johnson, Trustees of Funds & Endowments; The Rev'd Gary Lambert Diocesan Executive Secretary, The Rev'd Carla McCook, Bishop's Assistant for Christian Formation and Mr. Christopher Schatzman

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

The meeting was called to order at 10:05 a.m. and The Rev'd Gary Manning explained the process of prayer for the meeting. The Collect for Saturday was prayed and then a time of communal silence was observed “to allow the soul to catch up with the body.” Individual petitions were presented and then Bishop Miller offered a summary prayer.

It was determined that a quorum was present and Bishop Miller expressed his appreciation for the faithful commitment of the members present.

- **Action Items – Bishop Miller**

- 1. Approval of the Minutes from the May 31, 2014 Executive Council Meeting and the July 17, 2014 Conference Call Meeting**

Bishop Miller asked if there were any additions, deletions or changes to the minutes of the May 31, 2014 Executive Council Meeting and the July 17, 2014 Conference Call Meeting. The Rev'd Gary Manning moved that the minutes be approved as written. The Mr. Rob Mortenson seconded it. The minutes were approved as written.

Some general comments and reflections were made regarding the use of a conference call for the approval of the budget. Bishop Miller suggested that creating a structure for budget review be a piece of the January retreat.

- 2. Approval of Additional Amount of \$7,000.00 to St. Martin's, Brown Deer Loan**

Bishop Miller noted that, as happens, when one starts a project, “other stuff” services. St. Martin's, Brown Deer is requesting an additional \$7,000.00 to the previously approved \$20,000.00 loan (November 23rd, 2013 and January 18th, 2014 meeting) for replacing the parking lot.

It was further noted that they were debt free when the loan began and have a proven track record of repaying loans. The Finance Committee recommended the additional amount. The vote to approve the additional amount was unanimous.

3. Creation of the River Convocation

The Bishop provided a history of the “Cadle Deanery.” He also noted the importance of affording these parishes the ability to work together for mission and ministry.

Mr. Rob Mortenson moved the creation of a new convocation consisting of: St. Barnabas, Trinity, Mineral Point, Trinity, Platteville, Holy Trinity, Prairie Du Chein, Trinity, Baraboo, Holy Cross, Wisconsin Dells, and St. John the Baptist, Portage. The Rev’d Gary Manning seconded it. The vote to approve the creation of the River Convocation was unanimous.

It was determined that no break would be taken; the initial meeting items moved quickly.

- **Information/Discussion Items – Reports**

1 and 2. Report from the Treasurer and the Finance Committee – Mr. Steve Martinie

Mr. Steve Martinie explained:

- that the Finance Committee meets regularly
- that, though the St. Francis House investment worked out well, there was an additional tax amount (This is an FYI matter; plans to insure appropriate withholding of it are in place.)
- that an audit review for St. Peter’s. North Lake found an error; in their report they put monies that were used for capital improvement as used for operating expenses.

St. Peter’s North Lake is requesting an adjustment in their assessment amount; the Finance Committee recommends the adjustment.

It was moved by The Rev’d Dr. Miranda Hassett and seconded by Ms. Taryn Lantz that the assessment amount be adjusted.

The vote to approve the motion was unanimous.

- that an Assessment Collection Policy is recommended with letters for 3, 6, and 9 month Delinquency sent to the parish; it was unanimously received. (See: Appendix A, B, C and D)

A discussion regarding the purpose of parish assessment followed. Key elements were:

- breaking out the purpose of the parish budget relates it to the larger body of the diocese
- a clearly defined one page narrative diocesan budget sheet would help to clarify where the monies are used
- an educational process needs to be developed and incorporated at convention time

3. Report Concerning the Properties at St. Edmund's, Elm Grove and St. Nicholas', Racine

St. Edmund's, Elm Grove

- is on the market
- historic cross was moved to St. Bartholomew's, Waukesha
- survey of property was completed
- rectory can be sold separately

St. Nicholas', Racine

- 2 signed counter offers have been submitted with 2 weeks for us to counter
- may be sold soon

4. Update Regarding St. James', Milwaukee

- The Congregation has decided to sell St. James'; they plan to move to another location as a community.
- When approval of the Standing Committee is secured, they will sell pieces of the property.
(Example: Tiffany and other stained glass windows; they do not count as part of the Architectural Building)
The money will help with overall necessary repairs.

5. Reports from Committees

Commission on Mission and Development (COMD) – Canon Peggy Bean and The Rev'd Dr. Miranda Hassett

They reported that

- they were in the middle of the aid process
- they were developing a multi-cultural group
- they were working with The Rev'd Michael Tess (Good Shepherd, Sun Prairie) on a bilingual service that was "not separating"

Christian Formation – By written report -- The Rev'd Carla McCook (See Appendix E)

6. Items regarding upcoming Convention

Dates and Places:

- 2014 October 10th-11th at Madison Marriott West Hotel-Middleton WI
 - 2015 one day in October at St. John's Northwestern Military Academy
- Bishop Oscar Mnung'a will preach at the Eucharist

7. Overnight EC retreat: January 9-10, 2015

The beginning date for new Executive Council members is being altered by a canonical resolution at this convention in order to “facilitate new member orientation, clarity of the Council’s ongoing leadership role, and to foster a greater sense of community amongst the members of Council”.

A two day retreat will start the new term.

The new members will be invited to the November meeting, but the meeting is geared to specifically finishing the work of the current group.

Additional details (time, schedule, and location) will be forthcoming.

8. Bishop’s Report -- Bishop Steven Miller

Bishop Miller reported that:

--On Monday, he would be flying to Taiwan for House of Bishops.

Though expensive, some monies from Lambeth account are being used. (The future of Lambeth is not sure; it is being repurposed)

It is an opportunity to meet with International Partners

--On October 1st, he would be greeting Bishop Oscar Mnung’a who arrives for

“whirlwind” weeks (Wisconsin, Diocesan Convention, Virginia, New York)

--On October 30th, he would be traveling to New Hampshire for a Standing Committee meeting in preparation for the 2015 General Convention.

Bishop Miller also reflected briefly on

--the continuing conversation regarding the implementation of A049 in the Milwaukee diocese

--Episcopal Service Corps (in hiatus to order to restructure and rebuild)

Feedback for Bishop and Steering Committee

Ms. Taryn Lentz felt that it had been the most conversational meeting so far.

The Rev’d Dr. Miranda Hassett expressed concern regarding the time spent getting to the meeting versus the time spent at the meeting. Bishop Miller noted that the meeting had flowed more efficiently than the Steering Committee had anticipated.

Ms. Janice Watter suggested the exploration of “skyping” for the “distance” travelers.

Canon Peggy Bean expressed the value of “time to talk” face-to-face, and that today’s group was smaller which may have affected the amount of “talk time.”

Final Items:

Next meeting is November 15, 2014.

Executive Council Meeting Dates 2015

January 9-10, 2015	TBD	DeKoven, Racine
March 14	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

The Rev'd Steve Capitelli moved and Ms. Taryn Lentz seconded adjournment. The vote was unanimous.

Appendix A

Assessment Collection Policy

Background: The Diocese of Milwaukee relies primarily on the annual assessment, paid monthly by member parishes, for its financial support. Member parishes can experience financial problems that cause them to get behind in their assessment remittances. This causes the diocese to struggle to meet its operating expenses and general church obligations. Further, parishes that drift into arrears may be falling into a deficit from which they cannot reasonably recover. Finally, it is a matter of fairness to the majority of parishes that all members contribute their assessment payments on a timely basis.

For these reasons, the Diocese of Milwaukee, is establishing the following policy to reduce the risk of major financial shortfalls while helping parishes understand and manage their assessment responsibilities if they experience the misfortune of falling into arrears.

Policy:

1. Assessment payments for the current month are due on the 15th of each month to be considered current.
2. Parish clergy and wardens will be notified in writing when their parish falls 90 days (3 payments) behind in their assessment payments with a request for an explanation and plan for recovery.
3. The vestries and clergy of parishes that fall 180 days (6 months) behind in their assessments will be asked to meet with the Diocesan Finance Committee and the Commission on Mission and Development to explain their special reasons for not making timely payments and to present a formal recovery plan.
4. After 270 days (9 months) the Bishop will ask that the clergy, wardens, and treasurers meet with him at Nicholson House to develop an acceptable plan with the help of the Diocese.

The Bishop may call the parish clergy to personal meetings should the parish be unable to meet any of the above milestones to fully understand any of the parishes special situations. In addition, he or she may offer planning and analytical support from the diocese, including volunteer lay support, toward reaching a timely resolution of any problems.

Appendix B

Dear _____

I am writing today on behalf of the Diocesan Finance Committee regarding your monthly parish assessment. Our records show that it has been 3 months since you last submitted a payment. As the Diocese of Milwaukee relies primarily on the monthly assessments from member parishes for its financial support, it is important that parishes remit assessments in a timely manner.

I have attached an account statement for your review, along with a copy of the Diocesan Assessment Collection Policy. Please review the statement for accuracy and contact me as soon as possible to discuss your account and your plans to pay overdue assessments.

We understand that from time to time parishes experience budget irregularities, including slow pledge payments from members and unexpected expenses. The diocesan staff and Finance Committee are available as a resource to member parishes and we look forward to working with you and your congregation regarding your financial stewardship.

Please contact me at your earliest convenience at (414) 272-3028 x157, or at finance@diomil.org.

Sincerely,

Marlene Udovich
Finance Officer

cc: The Rt. Rev. Steven A. Miller
Peggy Bean, Canon for Congregations

Appendix C

Dear _____

I am writing today on behalf of the Diocesan Finance Committee regarding your monthly parish assessment. Our records show that it has been 6 months since you last submitted a payment. As the Diocese of Milwaukee relies primarily on the monthly assessments from its member parishes for its financial support, it is important that parishes remit assessments in a timely manner.

I have attached an account statement for your review, along with a copy of the Diocesan Assessment Collection Policy. As discussed in point #3 of the policy, parishes that are 6 months behind in assessment payments must meet with the Diocesan Finance Committee and the Commission on Mission and Development to discuss their account, and to present a formal recovery plan to bring their account balance up to date. The purpose of this letter is to alert you to this requirement, and to request that you contact me to schedule a time to meet with the above two committees.

If you would like assistance in preparing to meet with the Finance and Mission and Development Committees, I encourage you to contact Peggy Bean (ext. 158) in our office. Peggy works closely with both committees and can help you better understand the purpose of and information needs for the meeting.

I look forward to hearing from you at your earliest convenience. You can contact me at (414) 272-3028 x157, or at finance@diomil.org.

Sincerely,

Marlene Udovich
Finance Officer

cc: The Rt. Rev. Steven A. Miller
Peggy Bean, Canon for Congregations

Appendix D

Dear _____

I am writing today on behalf of the Diocesan Finance Committee regarding your monthly parish assessment. Our records show that it has been 9 months since you last submitted a payment. As the Diocese of Milwaukee relies primarily on the monthly assessments from its member parishes for its financial support, it is important that parishes remit assessments in a timely manner.

I have attached an account statement for your review, along with a copy of the Diocesan Assessment Collection Policy. As discussed in point #4 of the policy, the clergy, wardens and treasurer of a parish which is 9 months behind in paying assessments must meet with the Bishop at Nicholson House to discuss their account, and to develop an acceptable plan to rectify the situation.

Please contact Patty Jaffke (ext. 156) in the Bishop's office at to schedule an appointment. If you have any questions about your account prior to meeting with Bishop Miller, please feel free to contact me at (414) 272-3028 x157 or finance@diomil.org.

Sincerely,

Marlene Udovich
Finance Officer

cc: The Rt. Rev. Steven A. Miller
Peggy Bean, Canon for Congregations

Appendix E

Christian Formation

Tuesday, August 26, 2014

Members: Rev. Carla McCook, Ms. Kris Reed, Mr. Bill Dunlop, Rev. Liz Tester, Rev. Jonathan Melton, Rev. David Simmons, Rev. Marge Kiss, Mrs. Lori Masset, Rev. Seth Raymond, Rev. REGS Scheeler, (in attendance are underlined)

Opening Prayer - Carla

Camp Webb Update

Liz Tester is taking over as Director of Camp Web. Liz provided an update, please see attached. Highlights—fully booked at 40, 2 no shows. No medical emergencies. Discussion followed on finances. Liz will be reviewing the contract with Lutherdale. Our contract with Lutherdale is the biggest cost for Camp Webb, \$18,000 for the two weeks and she will try to re-negotiate some contract items with Lutherdale. Liz is working on the scheduling for 2015.

Also, Liz would like to have the Lifelong Christian Formation Committee support her in her motion to consider purchasing a Storage Unit that would stay at Lutherdale year-long. Currently, they rent a truck & pay for gas for approximately \$300/year. Liz's motion was for a DuraMax WoodBridge 10' x 8' Storage Building for \$519.00. Bill moved we approve the shed, Kris Reed seconded, motion passed.

Update on Christian Formation

David Pfaff is no longer with the diocese. His duties were spread throughout the current diocesan staff.

EYE – 6 youth and 2 adults went to Kenny Miller & Oscar (Kenny is already on board for EYE in 2017, he want to promote now to get it going, get the kids excited about it)

General Convention – there was some discussion about taking youth to Utah in summer 2015.

We will become more assertive in going to other parishes and saying, I hear you're doing such and such, how can we help spread the word and get others outside your parish to attend? There is no youth presence at our convention this year, discussion on how to incorporate youth next year.

Christian Formation E-News – the last one was sent out, we will now be adding our updates to the weekly e-news that comes out from the Diocese

Youth Council - Discussion about creating a Youth Council that will assist in creating and scheduling events throughout the year. The members would be 16-18 years old, so they can drive and meet during the year to do this. We would like to aim to develop a youth council – look to develop a series of events, including acolyte event, EYE, general convention, etc. Liz will put together the first draft of that. Carla, Liz, Jonathan, & Bill will skype a meeting the week of September 8th.

Miscellaneous - Minnesota is pioneering a Creating Faith After High School retreat, and would like some presence from our diocese to observe and give feedback. The following year we would send some high school youth to observe and train and bring the program back to our diocese. Jonathan is researching all Active Campus ministries in the State of Wisconsin, to try to do a young adult event.

Post College – 25-38 years old - Jonathan would like to find ways to connect young adults in staying with the church. Figure out a short list of people who would be interested in doing this.

Acolyte Festival – next one is 2016

Episcopal Service Corp – Bill is gathering information. We have to create a new board. Jane Carroll was on the last board. We are re-creating the vision of what this is going to be for our diocese. Amity Carruba is the national director.

Mission Trip 2016 – in 2013 we had 3 youth and 6 adults go to Appalachian Mountains in Kentucky to St. Timothy's to assist with a day care and working on local's houses. In 2016, can we get the current parishes that do mission trips, to open up to other parishes/people to plan on going as a large group? We would like to reach out to Christ Church, St. Andrews and St. Mary's to see what their interest would be.

For 2015:

- All Saints is doing Lenten study and the bishop will be live-streaming his teaching on the Passion Narratives.
- Scott Leanna is presenting a webinar in January that St. Mary's would host in Dousman, "Creating Common Good for Economic Equality". The commission approved to support funding of \$400 and St. Mary's the other \$100 and diocese to help promote the materials.

Meetings:

October 28th – quarterly CFC meeting, 6:00-8:00, we will try to meet at St. Mary's in Dousman instead of St. Paul's in Watertown – Carla to update

February 10th – quarterly CFC meeting – meet at St. Mary's, Dousman