

**Diocese of Milwaukee
Executive Council Meeting
February 16, 2012 6:00 p.m.
St. Michael's, Racine**

Present: The Rt. Rev'd Steven A. Miller; The Rev'd Andrew Bunting; The Rev'd Paula Harris; The Very Rev'd Andrew Boyd Jones; The Rev'd Gary Lambert, Diocesan Executive Secretary; Ms. Taryn Lantz; The Rev'd Scott Leannah; The Rev'd Mark Moore, President, Commission on Ministry; Mr. Rob Mortensen; Mr. Gust Olson; Ms. Giannina Radcliffe

Others present: Ms. 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 Mr. Mike Hagon, Executive Director of Trustees of Funds & Endowments substituting for Mr. Patrick Johnson, President

Guests: Mr. David Skidmore and Mr. Donald Romanik, President of the Episcopal Church Foundation

Absent: Ms. Diane Blank, Bishop's Assistant for Finance; Mr. Patrick Johnson, Trustees of Funds & Endowments; Ms. Barb Lentz; Ms. Margaret Schumacher, Diocesan Treasurer; The Rev'd Joan Smoke; The Rev'd Steve Teague, Standing Committee President and The Very Rev'd Deborah Woolsey

Call to order/Opening Prayer – Bishop Miller

Bishop Miller called the meeting to order at 6:15 p.m. and opened with prayer.

Bishop Miller introduced The Rev'd Terry McGugan, Rector, St. Michael's, Racine, who welcomed the Executive Council. He called attention to the flyer that he had distributed which gave the Mission Statement and some of the mission highlights of St. Michael's.

Bishop Miller noted that he would be keeping his cell phone on temporarily to be available to members still on their way.

• **Additions/Deletions to the Agenda**

St. Francis House Development Update was moved to an action item.

The Rev'd David Pfaff called attention to the draft of the Web Privacy Policy for the Diocese of Milwaukee which had been sent out. He stated that it would be an action item at the next Executive Council meeting.

Bishop Miller said that the Committee Reports were received by name:

--These documents appear as attachments to the minutes.

--It was noted that action items for the next Executive Council meeting appear in the body of the Christian Formation Report.

There was no Finance Committee/Treasurer report.

• **Approval of the Minutes from the January 19, 2012 Executive Council Meeting**

Bishop Miller asked if there were any additions, deletions or changes to the minutes of the January 19, 2012 Executive Council Meeting. The Rev'd Gary Lambert moved that the minutes be approved as distributed. Mr. Gust Olson seconded it. The minutes of the January 19, 2012 Executive Council Meeting were approved as distributed.

- **Diocesan Website Redesign – Mr. David Skidmore**

Mr. David Skidmore introduced himself. He outlined the planning process to date:

- Met with leadership for overall understanding
- Met with diocesan staff for input
- Performed individual interviews with staff
- Launched an on-line survey

Mr. Skidmore then, through power point, presented the data gathered from the surveys and interviews offering his insights and conclusions.

A task force was formed to work with Mr. Skidmore. Website review members are:

- The Rev'd Kenny Miller
- The Rev'd Peter Floyd
- Ms. Kate McKey
- Mr. David Skidmore, consultant
- Mr. Gust Olson
- The Rev'd Diane Markevitch
- Mr. Brian Hutchinson

Mr. Skidmore will return in April with final recommendations.

- **Strategic Planning with the Episcopal Church Foundation – Mr. Donald Romanik**

Mr. Donald Romanik presented the Episcopal Church Foundation's proposal for a Strategic Solutions Initiative as a way for The Episcopal Diocese of Milwaukee "to make ongoing strategic decisions that are consistent with its mission and identity."

Mr. Romanik then, outlined the five-phase process, gave a suggested timeline, listed the fees and explained the tangible deliverables which are:

- A Diocesan Strategy Road Map to guide the Diocese over the next 3 to 5 years
- Criteria and measurable outcomes for strategic tasks
- Identification of resources needed to accomplish goals

A task force was formed to work with the proposal.. The Strategic Planning Task Force is:

- The Rev'd Dr. Jonathan Grieser
- The Very Rev'd Andrew Boyd Jones
- Mr. Rob Mortenson
- The Rev'd Lisa Saunders
- Ms. Meredie Scrivner
- Ms. Jill Heller
- The Rev'd April Berends
- Mr. Mike Hagon

An intensive work day with the Executive Council was set for May 9th from 2:00-8:00 p.m.

- **Discussion/Action Items**

- Letter Regarding Strategic Planning in the Diocese of Milwaukee – The Rev'd Gary Lambert**

The Rev'd Gary Lambert presented the letter regarding strategic planning for the Diocese of Milwaukee

and clarified that it would be sent out on the diocesan letter head.

--He wondered who would sign.

--It was agreed that all Executive Council members would sign and a sheet was sent around for the signatures.

The Rev'd Gary Lambert moved for the acceptance of the letter; The Rev'd Mark Moore seconded it.

Discussion followed as to who would receive the letter and how.

--It was determined that all parishes and other diocesan entities would receive the letter.

--The letter would appear with a cover letter from the Bishop in the e-news.

Hearing no further discussion, Bishop Miller called for a vote on the motion. The motion passed unanimously.

Bishop Miller thanked The Rev'd Gary Lambert for his leadership.

Approval of Accounting Correction

It was noted that St. Peter's, West Allis submitted their 2010 parochial report after the assessments were calculated for the 2012 budget.

It is recommended that the 2012 assessment for St. Peter's, West Allis be based on the actual figure.

The Rev'd Andrew Boyd Jones moved that the assessment for St. Peter's West Allis be corrected; The Rev'd Scott Leannah seconded it. The motion was approved unanimously.

St. Francis House Development Update – Bishop Miller

Bishop Miller stated that:

--as part of the Joint Venture with LZ \$150,000.00 is given to St. Francis House for its ministry;

--but, the St. Francis House Board cannot receive the funds directly;

--it is recommended that the diocese hold the money in trust.

The Rev'd Scott Leannah moved that the diocese act as a pass through for the St. Francis House funds; it was seconded by The Rev'd Mark Moore and The Rev'd Andrew Bunting. The motion passed unanimously.

• Informational Items

St. Edmund's Update – Bishop Miller

Bishop Miller noted that:

--On January 31st, 7 p.m. St. Edmund's was returned to the diocese.

--On February 1st, he, along with The Rev'd David Pfaff, The Very Rev'd Kevin Carroll, The Very Rev'd Steve Teague and The Rev'd Regs Scheeler celebrated a Restoration of Things Profaned.

--It appears that some things are missing.

--The altar had writing on it.

--The rectory was left filthy.

--The attorneys are compiling lists and bills.

- The buildings are available for diocesan use.
- Its future is linked with the diocesan strategic planning process.

Final Items:

The next Executive Council meeting will be March 22, 2012 from 6-8 p.m. in the Madison area, site to be determined.

It was moved and seconded to adjourn the meeting. The vote was unanimous. The meeting was adjourned at 8:10 p.m.

Respectfully submitted,
Rev'd Margaret M. Kiss
Deacon
Recorder of the Minutes

Committee Reports

STANDING COMMITTEE REPORT

February 16, 2012

The Standing Committee met on Thursday, February 2 at St. Mary's in Dousman to receive recommendations from the Commission of Ministry for ordination to the priesthood. The Standing Committee met with Kyle Oliver and then with Oscar Rozo. Both were unanimously approved for ordination to the priesthood. Since both gentlemen were still at St. Mary's they returned and were told of the news. They flew back to Washington, DC and Virginia Theological Seminary to finish their final semesters.

On February 14 Bishop Miller contacted me seeking SC approval for permission that the University Commission to assign some of its property to the LLC that will develop and build the apartment building that will fund the ministry. The request for approval was made via email to the SC members. A motion was made and seconded. After some discussion the motion was approved. The Bishop Miller was informed of the approval on February 15.

The Standing Committee meets again on Thursday, March 1 at St. Mary's in Dousman.

Commission on Ministry Report.

February 16th, 2012

The COM's only action since our last meeting was to conduct the ordination interviews for Kyle Oliver and Oscar Rozo on February 2nd. Both were recommended for ordination and they met with the Standing Committee in the afternoon.

Schedule:

March 8th will be the candidacy interviews for Dorota Pruski, and John Reese and our next business meeting.

People in Process:

Aspirants:

Randy Ridout D
Steve Luchies P
Nancy Hills P
Brendan O'Conner P
Helen Dauer P
Jana Troutman-Miller P
Bill Dunlop D

Postulants:

Dorota Pruski P
John Reese D
Emily Vaill Pfaff P
Pickett Wall P

Candidates:

Kyle Oliver P
Oscar Rozo P

Christian Formation Report February 16, 2012

Safe Guarding God's Children:

Thank you for your approval last month on our policy updates.

Just a quick update: Our current policy needed some re-formatting to be useable by Church Pension Group (CPG) to upload to our new Safeguarding On-line test site. As soon as they have it up we will be able to move ahead with the 2012 roll out plan as described in January report.

There has been one Trainer led class in February. The next opportunity will be March 10. Also, the Rev. John Rasmus, trained trainer for Safeguarding God's People (SGGP) will hold a special class open to the diocese on March 23, 9-3 at St. Dunstan's, Madison. I want to thank John for his willingness to do this for one person in chaplaincy program and for making the class available to anyone in the diocese who may need to take or re-take it. SGGP is required by CPG every five (5) years for clergy and others as required (see our Misconduct Prevention Manual for complete list). Currently CPG is not training any more trainers in SGGP. CPG plans to get SGGP in an on-line only format by middle of 2012 and then each diocese will be able to create a roll-out plan for that on-line test as well. I am waiting with eagerness to get that up and running as soon as we have a green light from CPG.

I have met with two parishes currently creating their own Safeguarding policies at the parish level. One new piece that we will need to review and include in our next update of our own diocesan misconduct prevention policy is guidelines for using social media. I have included the additional guidelines I would like for us to add into Appendix A: Computer Policy and Guidelines Using Social Media. Due to time limits of this February meeting I would ask that we read and study and be ready for action item in March.

Life Long Christian Formation Commission:

LCFC met with the Bishop in January. We listened and discussed his hope and vision for Christian Formation in the diocese. His dream is for us to create a Life Long Learning Center. The commission discussed this after the bishop's departure. We are eager to begin creating a process and plan for what this learning center may look like, including webinar, classes, podcasts, etc. The LCFC next meetings will be February 29 and March 28.

Youth and Camp Ministries:

Kate McKey has planned a weekend for youth to gather on February 24-25 at St. Aidan's, Hartford for a Service Project Weekend. The youth will work to fill two food packs, have fun and talk about how serving others affect us.

In March will be the Happening Reunion Weekend. Kate will also be putting together the program for Camp Webb.

Kate has attended two conferences lately. The first was to the Episcopal Camp and Conference Center (ECCC) Conference. She was able to begin to network and make connections with other Camping Ministers. The second conference we both attended: National Association of Episcopal Christian Education Directors (NAECED), in New Orleans. We had a wonderful time. We made great connections with other Formation Officers throughout the Episcopal Church. At the conference we voted to change the name to FORMA. This will be the new name as FORMA is more nominative of the whole group at NAECED. We were not just Christian Education Directors, but formation officers in a wide variety of roles. I am excited to be a member of this group.

Faithfully,
Carla+

GUIDELINES USING SOCIAL MEDIA

Social media now accounts for the largest share of internet usage, surpassing even email. It is essential that the church be present in this mission field, as it has changed the internet from a place where people go to find information, to a place where people meet in virtual community, expecting to share their lives, thoughts, and their beliefs with others.

In churches, social media and email can promote nearly viral outreach, deepen the real life sense of community at a church, and build a feeling of week-long togetherness. But just like real-life relationships and interactions, digital communications need to be lived into with the appropriate boundaries to protect yourself and others.

The following recommendations and guidelines for web and social media use are in alignment with the Diocese of Milwaukee's accepted principles of healthy boundaries and safe church practices.

Commonly Accepted Principles of Healthy Boundaries and Safe Church

1. Adults have more power than children and youth
2. Clergy have more power than people with whom they have a pastoral relationship.
3. The mutuality of friendship cannot exist when there is a disparity of power.
4. Two unrelated adults must be able to maintain visual contact with each other any time they engage in ministry with children or youth.
5. Windows in doors allow transparency of interactions with children, youth and adults who may be vulnerable.

General Information about Digital Communications

1. All communications sent digitally (email, social networking sites, notes or posts, etc.) are NOT CONFIDENTIAL and may be shared or reposted to others.
2. Interactions in the virtual world need to be transparent, as a window in the door provides transparency in the physical world.
3. In the virtual world healthy boundaries and safe church practices must be adhered to as they are in the physical world.
4. In the virtual world, "friend" can mean anyone with whom you are willing to communicate through that medium. In the physical world, friend can mean much more in terms of intimacy, self- disclosure, mutuality and expectations for relationship.
5. Laws regarding mandated reporting of suspected abuse/neglect/exploitation of children, youth, elders and vulnerable adults apply in the virtual world as they do in the physical world.

Recommended Practices and Guidelines for Interactions with Children and Youth: Social Networking Sites-Relationships

1. Adults who minister to children and youth are strongly encouraged to set very stringent privacy settings on any social networking profile.
2. Individual personal profiles are to be used to interact with real friends, family and peers. Adults should not submit "friend" requests to minors or youth. Youth may not be able to

decline such requests due to the disparity of power between youth and adults. Youth may ask to be "friends", and adults should discern the level of contact they want to maintain with youth prior to responding to these requests.

3. If an adult chooses to accept friend requests from minors or youth who are associated with their community of faith, other adult leaders must have full access to all aspects of that adult's profile and correspondence.
4. Adults who want to connect via a social networking website with youth to whom they minister are strongly encouraged to set up a closed group page or official organization page that youth may join. Youth requesting to "friend" an adult can then be invited to join this closed group or organization page rather than be accepted as a friend on an adult's personal profile account. The purpose of these two separate accounts/profiles is to create a line of privacy and maintain healthy boundaries with youth and real family, friends and colleagues.
5. Any material on any site (whether affiliated with the church or not) that raises suspicion that a child has been or will be abused/neglected/exploited should be immediately reported to the clergy and to the Department of Children, Youth and Families (DCYF). If the material is on a church affiliated site, that material should be documented for church records and then removed from the site after consultation with authorities.

Recommended Practices and Guidelines for Interactions with Children and Youth: Groups/Organization Pages on Social Networking Sites

1. Clergy and Lay leaders should carefully discuss whether a closed group page or an official organization page would better serve their Social Networking purposes. Consideration of the specific purpose of the group should be given (ex. Confirmation, pilgrimage, mission trips etc.). Privacy and publicity settings are very different depending which you choose.
2. Groups/Organization pages should have at least two unrelated adult administrators as well as at least two youth. Closed groups, but not "hidden" groups, should be used for youth groups (J2A, Rite 13, administrators).
3. Invitations to youth to join a group should be made by youth administrators, unless a youth previously asked an adult administrator to invite him/her to join the group. This is not an issue with official organization pages, as all invites appear from the organization itself rather than an individual.
4. Behavioral covenants should be created to govern what content is appropriate and inappropriate for an online youth group of either type.
5. Any material on any site (whether affiliated with the church or not) that raises suspicion that a child has been or will be abused/neglected/exploited should be immediately reported to the clergy and/or Office of the Bishop. If the material is on a church affiliated site, that material should be documented for church records and then removed from the site after consultation with the Office of the Bishop and/or police.
6. Inappropriate material that does not raise suspicion that a child has been or will be abused/neglected/exploited should immediately be removed from the site.
7. Any content that details inappropriate behavior (outside of the bounds of the established behavioral covenant) during a church sponsored event or activity should be addressed by adult youth leaders and parents.

8. Social networking groups for youth should be open to parents of current members.
9. Parents should be informed that the content of youth organization pages or groups that are not sponsored by the church are NOT within the purview of adult youth leaders.
10. Adult leaders of youth groups and former youth members who, due to departure, removal from position, or are no longer eligible because they "aged-out" of a program should be immediately removed from digital communication with youth groups via social networking sites, list serves, etc.

Recommended Practices and Guidelines for Interactions with Adults:

Social Networking Sites-Relationship

1. Clergy are strongly encouraged to set very stringent privacy settings on any social networking profile to shield both adult and youth members from viewing personal content that may be inappropriate.
2. Individual personal profiles of clergy are to be used to interact with real friends, family and peers. Clergy should not submit "friend" requests to parishioners and others to whom they minister. The disparity of power may not give the other person the ability to decline such request.
3. Clergy who want to connect via a social networking website with parishioners are strongly encouraged to set up an official Organization Page that all parishioners may join. The purpose of having a personal profile and an Official Organization page is to create a line of privacy and maintain healthy boundaries with parishioners and real family, friends and colleagues.
4. The Diocese of Milwaukee recommends official organization pages for parishes rather than group pages, which are unofficial and have limited tools for both privacy/security and outreach.
5. Clergy should consider the impact of declining a "friend" request from parishioners. These encounters may create a tension in "real world" relationships. Clergy can direct "friend" requests from parishioners to the parish's official organization page.
6. Clergy who work directly with youth are encouraged to establish separate church sponsored digital communications groups/pages for youth, to maintain contact with youth members.
7. When a cleric's ministry at a parish or other ministry setting ends, the cleric should remove parishioners as "friends" or contacts in all forms of digital communications.

Recommendations for digital communications and content Behavioral Covenants

1. Covenants should acknowledge that materials posted on Church Sponsored sites (and/or group pages) are NOT CONFIDENTIAL.
2. Covenants should acknowledge that content deemed inappropriate will be removed from the site or group page.
3. Covenants for communities of faith should address the following issues:
 - a. Appropriate language
 - b. Eligibility of membership to join a closed social networking group
 - c. Things to consider include whether to allow those who are not yet members of a parish or youth group to join, and whether there are age requirements/restrictions for participation for youth groups

- d. Loss of eligibility of membership and removal from the social networking group
- e. Consider how and when members will be removed from the group due to moving away, leaving the faith community, becoming too old for youth group, clergy leaving to minister to another parish or exclusion from ministry positions for other reasons
- f. Who, how and when may photos be "tagged" (identified by name)? For example: individuals may tag themselves in photos but should not tag others. No one under the age of eighteen should be tagged by an unrelated adult.
- g. Appropriate and inappropriate behavior of members (bullying, pictures that depict abuse, violence, sexual acts, etc.) and the consequence for inappropriate behavior
- h. Compliance with mandated reporting laws regarding suspected abuse

Recommendations for Video Chats, Blogs or Video Blogs

- 1. Adults should refrain from initiating video chats with youth
- 2. Participants in a video chat or blog should consider what will be shown in the video such as their surroundings, their clothing/state of dress, etc.
- 3. All transcripts of on-line text chats, video chats, blogs or video blogs should be saved when possible.
- 4. All clergy and adults engaged in ministry with youth should consider the content and nature of any post that will be read by or visible to youth.
- 5. Your voice is often considered the voice of the church.

Recommendations for Publishing/Posting Content Online

- 1. Congregations must inform participants when they are being videoed because church buildings are not considered public space.
- 2. Any faith community that distributes video of its worship services or activities on the web or via other broadcast media MUST post signs that indicate the service will be broadcast.
- 3. All communities of faith should take care to secure signed Media Release forms from adults and guardians of minor children who will or may participate in activities that may be photographed or videoed for distribution.
- 4. Photos that are published on church sponsored sites should not include name or contact information for minor children or youth.

Recommendations for Use of Email or Texting (Includes Twitter)

- 1. Email can be an appropriate and effective means of communicating basic factual information such as the time of an event, agenda for a meeting, text of a document, etc.
- 2. Email is not an appropriate communication method for matters that are pastorally or legally sensitive, emotionally charged or require extensive conversation.
- 3. If an email message is longer than a couple of sentences, then the matter might more properly be addressed via live conversation.
- 4. Humor and sarcasm can be easily misinterpreted in an email.
- 5. All email users should take a moment to consider the ramifications of their message before clicking on the "send" or "reply to all" button.

Commission on Mission and Development
February 16, 2012

Commission on Mission and Development met Tues. Feb. 14 in Dousman. We had lengthy discussion on how the process of getting parishes to communicate about possible collaboration is going. We decided we may be involving too many parishes at a time and may have to do smaller groups. We learned that there are many levels of leadership in each parish and when trying to work together that can be a challenge we should be more aware of. There is one parish that has voted to close, and we are trying to find a way to handle the closing in a pastoral as well as positive way that allows the parish to celebrate their life. We are aware that we need resources for closing of a parish. We also had the "good" problem of having too many people interested in attending Vestry Leadership Day Feb. 25. We have had to turn people away and are trying to find creative ways to use the space at St. Luke's in Madison to accommodate the large number of participants (we are expecting close to 90 people). We also decided to start looking into offering a 3rd Vestry Leadership Day, and the tentative date of March 24 (Sat) has been set. We continue to work together to meet the interests and challenges of the diocese.

Respectfully Submitted,

The Very Rev. Deborah Woolsey