

THE DIOCESE OF NEWARK  
OUR DIOCESAN COUNCIL  
Wednesday, June 12th, 2013  
St. Agnes' Church, Little Falls  
Minutes of Meeting

**The next meeting will be the Annual Retreat September 13<sup>th</sup> & 14<sup>th</sup>  
Sacred Heart Retreat Center, Newton**

**Officers Present:** The Rev. Tim Burger, Vice-President, Mr. Paul Shackford, Treasurer; Mr. John King, Secretary; Ms. Diane Sammons, Esq., Chancellor

**Elected by Districts:** Mr. Alan Bowen, Mr. T. Donald Cairns, The Rev. Sheelagh A. Clarke, Ms. Martha Reiner, The Rev. Charles Hatfield, The Rev. Diana Wilcox, The Rev. Thomas Mathews, Jr., Ms. Barbara Piccirillo, The Rev. Deborah Drake, Ms. Lorraine Jones, Ms. Naomi Horsky, The Rev. Robert Rhodes

**Bishop's Appointments:** The Rev. Dr. Barrie Bates, The Rev. Manoj Zacharia

**Staff:** Ms. Kitty Kawecki, The Rev. Canon Greg Jacobs, Ms. Nina Nicholson,

**Absent:** The Rt. Rev. Mark Beckwith, President; [Sabbatical], Mr. Thomas Bisdale, Ms. Edith Gallimore, The Rev. Dr. Allison Moore (on sabbatical), The Rev. William Thiele

The meeting was opened with a prayer by Canon Jacobs.

**AGENDA:**

The agenda was adopted as prepared.

**MINUTES:**

**Motion:** It was moved and seconded to accept the minutes for the meetings of May 8, 2013. The motion was adopted.

**COMMUNICATIONS FROM CANON GREG JACOBS:**

Signs of God's Grace were shared among the members of the Council.

Update on Bishop's Sabbatical, (just returned from time in Tibet & India, headed to Sweden and Norway later this summer)

**St. John's, Union City**

- We are currently working with the All Saints Jubilee Center to continue the Puerta Abierta after-school currently operating out of St. John's Union City. The state has indicated that they will not renew the license unless we undertake some environmental testing for carbon monoxide, radon, and the like, and agree to do whatever remediation might be indicated.
- We did a walk-through recently and the Trustees have agreed to pay for the testing and remediation in order to get the license approved. The Puerta Abierta program is a ministry that the Diocese wants to succeed in an area where our presence and outreach to the community is important.

**Trustees**

- Trustees met this afternoon, June 12. Discussions regarding: Work has begun on the demolition of St. John's, Jersey City; negotiations are ongoing for the sale of the Christ Church, Belleville & Christ Church, Totowa properties

**St. Andrew's, Lincoln Park & Transfiguration, Towaco**

- Vestries have approved a proposal for the unification of the two congregations.
- They are now preparing for ratification of the unification by the two congregations, and preparing a financial and ministry plan.

### **Missional Church**

- Pentecost Event was a wonderful coming out celebration for taking the altar into the world. Video can be seen online and on Facebook.
- The Mission Strategy Committee is looking into holding a 1-2 day workshop,
- **Moving Back into the Neighborhood** led by Alan Roxburgh, who wrote [the Introduction to the Missional Church](#) that we distributed to congregations last year. The main workshop would be for all interested clergy and lay people, and would involve three basic presentations that all lead to creating confidence in our congregations for stepping out into the neighborhood. **Possible Date: September 20/21.**
- Ginny Dinsmore, our Coordinator for Missional Church is meeting with some of our congregational consultants who have expressed interest in becoming companions for our congregations
- Ginny wrote article on missional church for the Diocesan Voice (6/4/13).

### **Greenfaith Energy Services Project**

- Offering up to 40 congregations the opportunity to reduce their energy use and costs.
- Introductory webinar was on Tuesday
- Fletcher Harper is the contact person

### **Church Communications Training Day**

- Rebecca Wilson and Jim Naughton of Canticle Communications will lead a 2-day workshop June 14 & 15th
- Nina Nicholson is coordinating the program
- Friday, June 14th open to all. Saturday workshop is kickoff for pilot program on congregational publicity. Over 60 people are expected to attend the Friday program

### **Episcopal House Renovations**

- Nearly completed. Features: 2 new kitchens on the 1<sup>st</sup> and 2<sup>nd</sup> floors; additional office space on the 3<sup>rd</sup> and 4<sup>th</sup> floors; and renovated meeting space on 1<sup>st</sup> and 2<sup>nd</sup> floors.

### **Other**

- Sent check to Diocese of Oklahoma (\$1000) to support disaster relief
- Arthur Perkins, husband of Terry Perkins died on June 9.
- Senior Ministries gathering was wonderful. Over 500 people attended.
- New bishop of ELCA New Jersey Synod is the Rev. Tracie Bartholomew who begins a 6-year term with her installation on September 29.

### **Clergy Transitions**

- Current list distributed to Council members.

### **Council Vacancies**

- There are currently vacancies on Council for:
  - District #3—Clergy
  - District #6—Clergy and Lay
  - District #8—Clergy and Lay
- Council members are urged to identify and recruit possible candidates and pass suggestions to John King.

### **FINANCE REPORT:**

Mr. Paul Shackford presented a finance status report and reported on several items of interest.

### **Summary of Significant Matters**

As reported for the period ended March 31, 2013, the Diocese received a grant of \$30,000 from the Lydia Collins deForest Trust to support the missional initiatives which the Diocese is undertaking in 2013. As a result of this grant, we will be able to use \$30,000 less from the New Ministry Initiatives Fund to support the part-time missioner who began in April.

### **Details of Information Reflected on the Financial Statement**

There are a number of variances in actual results as compared with the budget, most of which are considered to be timing differences.

### **Income**

#### **Pledge Revenue (line 1)**

- The methodology used to create the monthly budget was to base the estimated 2013 monthly pledge income on the actual pattern of pledge receipts in 2012 and 2011. Historically, a significant portion of the full year's pledges occurs in December of the year as well as in the subsequent months of the following year.
- Through the first five months, we are in line with our budgeted pledge receipts.

#### ***Non-Operating Income (line 2)***

- There are a number of expenses that are included in the full-year budget which will be funded through the use of income from several sources that are included in Non-Operating Income:
- The New Ministry Initiatives Fund will pay (a) \$45,000 for the expenses of the development department (which expenses are included in line 11) as well as (b) \$65,000 for the part-time missioner position and \$18,000 representing a portion of the missional church initiatives expenses (which are reflected in line 12)
- The Marge Christie Congregational Growth and Development Fund will pay \$32,000, the remaining portion of the missional church initiatives expenses (in line 12)
- A portion of the proceeds from the sale of property in North Bergen in 2012 will be used to (a) reduce the underfunded lay pension plan liability (the expense of which is included in line 45) and (b) create a fund for the search and call of the next bishop (in line 51)
- Alleluia Fund donations will be used to pay a portion of the domestic and international outreach grants (in lines 30 and 31)
- The Bishop's Discretionary Fund will provide funds to pay general expenses of the operating budget
- For the year-to-date period, there is a \$27,529 unfavorable variance, representing a lower total amount of income received from these funds than was budgeted. This variance is the result of:
  - Lower than the required usage of funds for the Development Department because we have not yet hired an Advisor to the Bishop for Fund Development (\$10,963);
  - Lower than expected usage of funds for missional church initiatives than had been expected in the budget (\$10,469);
  - Alleluia Fund donations are lower than budgeted (\$16,647);
  - Offset in part by the receipt earlier this year of a \$30,000 grant to support the part-time missioner position as compared with an expected income of \$19,500 for the same period, leading to a \$10,500 favorable variance
  - During the first five months, income from a portion of the 2012 sale of property in North Bergen was used to pay \$111,000 to reduce the underfunded lay pension plan liability (the expense is included in line 45) and \$30,000 was put into a separate fund relating to the search and call of the next bishop (the expense is included in line 51). These amounts represent the full annual budget for these two items.

#### ***Expenses***

In general, variances of actual expenses as compared with budgeted amounts represent timing differences. We will monitor all variances in the upcoming months.

#### ***Compensation (lines 10, 17, 27, and 44)***

- Compensation expense, which includes salaries and benefits for employees at Episcopal House, is slightly higher than budget principally due to the timing of the payment of certain benefits as well as the impact of higher medical insurance costs as a result of changes in employee coverage.

#### ***Development Department (line 11)***

- The budget assumed that an Advisor to the Bishop for Fund Development would have been retained in March; however, we were not able to identify and retain a consultant to fill this position. It was decided to retain a consultant who could focus efforts on the Alleluia Fund, and we retained a consultant at the end of April to develop the program for the Alleluia Fund for 2013. This accounts for the favorable variance for the five-month period.

#### ***Missional Church Initiatives (line 12)***

- This expense, which includes the cost of the part-time missioner as well as missional church initiative expenses, is favorable to budget by \$22,124, reflecting that we have spent less than we had budgeted to spend through May. This favorable variance is a result of two factors: (a) the part-time missioner did not commence working until April 2013 (accounting for \$11,655 of the variance); and (b) costs relating to the missional church initiatives have not been incurred to the extent assumed in the budget (accounting for the remaining \$10,469 of the total variance).

#### ***Stewardship (line 15)***

- The budget for this line item includes the annual membership in The Episcopal Network for Stewardship (TENS), which provides stewardship resources to individuals and congregations in the diocese. The actual amount of expense incurred to date is higher than budget due to costs associated with attendance at the TENS conference and stewardship workshops that have been held this year.

***Prison Ministry (line 41)***

- This line reflects a negative variance, but that is a timing difference. This committee collects money and passes it through to its grantees, and there is often a difference between the timing of receipts and disbursements.

***Post-Retirement Pension & Insurance (line 45)***

- As indicated above with respect to Line 2, income of \$111,000 was received from the 2012 sale of property and was used to reduce the underfunded lay pension plan liability.

***Building and Grounds (line 47)***

- Actual spending is higher than budgeted due to necessary spending for repairs to the boiler, radiators, and heating/air conditioner system and utility costs at Episcopal House.

***Search & Call of Next Bishop (line 51)***

- As indicated above with respect to Line 2, income of \$30,000 was received from the 2012 sale of property and was used to create a fund that will be used in the future to pay the expenses of the search and call of the next bishop.

***Net Result***

- It is too early in the year to determine if there are any significant permanent variances from the budget that was adopted by Convention in January. At this point the favorable and unfavorable variances are generally considered to be timing differences. Based on the higher than budgeted pledge receipts and lower than budgeted expenses, the bottom line reflects a favorable variance of \$32,244 as compared with budget.

***Other Matters***

- The final total amount of pledge income recorded in 2012 included an accrual of \$140,000 which represented the amount of 2012 pledges that was expected to be collected in 2013. This amount has been collected.

**Motion:** It was moved and seconded to accept the Treasurer's Report as presented. The motion was adopted.

**ADDITIONAL FINANCE INFORMATION:**

Mr. Paul Shackford reported on the following items:

- 90 Parochial Reports have been submitted. (Deadline was March 1<sup>st</sup>)
- Reviewing Budget Process for 2014, Process as designed last year worked, the plan is to use the same format for this year.
- Funding Requests will be due Sept 23.
- Budget Presentation will occur at October 9<sup>th</sup> Council Meeting
- November Meeting will consider additional requests. Council can accept or reject.
- Planned Giving Seminar
  - On June 4<sup>th</sup>. 18 people attended.
  - Between three Stewardship workshops over 100 individuals from over half of our congregations represented.
- Clergy Tax Workshop is still in the planning stages for late September.
- Green Faith Deadline for program is July 15<sup>th</sup>.

**STEERING COMMITTEE REPORTS:**

**Jersey City Area Ministry(JCAM):**

The Rev. Barrie Bates spoke on JCAM and progress that has taken place, in part for the format of the Action teams of Council, allowed for a focused effort by a specific group of individuals.

- Thanks to the efforts of The Rev. Barrie Bates, Mr. Alan Bowen, Ms. Edie Gallimore, The Rev. Rob Rhodes, The Rev. Canon Greg Jacobs, and Mr. Paul Shackford. *"These are they who have come out of the great ordeal."*
- One of the things we have been able to achieve as a team (that Council could not accomplish as a whole)
- I am pleased to report there has been a real shift with regard to JCAM:
  - Away from a culture of competition between the three congregations,
  - Away from a culture of suspicion between this council and JCAM,
  - And toward a commitment to work together for the long-term benefit of collaborative ministry for all of Jersey City.

***First a bit of history:***

- Jersey City funds resulted from conversations dating back to the '80s
- Suffragan Bishop Jack McKelvey led the call for a unified mission strategy, 1995
- Assets from the closing, sale, and disposition of the Church of the Ascension; Grace Church, Greenville; St. John's Church; St. Matthew's Church; and St. Stephen's Church.
- St. John's and a vacant property on Carter Avenue are still in possession of the diocese.
- Restricted to Episcopal Church ministry in Jersey City.
- Administered under the stewardship of Diocesan Council.
- In 1998 (15 years ago), Council divided these funds in two:
  - Two-thirds for new ministries, and
  - One-third for ministries recommended by JCAM.
- Council's actions tonight are related only to that latter portion, which today is roughly \$1m and about one-quarter of the total of \$4m
- Over the years, more than \$1m has already been expended from the JCAM portion of these funds.

**Motion:** It was Moved and seconded to ratify the the proposed JCAM Guidelines. The motion was adopted.

**Motion:** It was Moved and seconded to approve a one-time carry over of \$26,500 from 2012 for the Church of the Incarnation. The motion was adopted.

**Motion:** It was Moved and seconded to approve a 2013 allocation of \$145,000 from the JCAM fund, in response to the 29-page Funding Requests document. The motion was adopted.

**Diocesan Council Retreat – September 13<sup>th</sup> & 14<sup>th</sup> Sacred Heart Center Newton:**

- Discipleship, Having a Liturgical Meeting session. Starting with bible study and moving through to a culminating Eucharist.
- John will send out Registration form for retreat in July
- Planning retreat with Greg – Martha, Alan, Paul, Barrie. Also look at scheduling. Perhaps design the whole retreat in context of one liturgical event?
- Working Title: "No Longer Members, but Disciples"

**Summer Authorization Resolution:**

RESOLVED, That the authority to act on behalf of the Diocesan Council from this meeting until the next regularly scheduled meeting of the Diocesan Council be given to the elected officers (President, Treasurer and Secretary) and the members of the Steering Committee, in consultation with the Chancellor, in the event that a decision must be made during the summer recess. Any such actions will be reported to the Council at its September meeting or in email correspondence as is appropriate.

[The officers are: The Rt. Rev. Mark Beckwith, President; Mr. Paul Shackford, Treasurer; and Mr. John King, Secretary. The members of the Steering Committee are: The Rev. Tim Burger, Vice President; The Rev. Barrie Bates, The Rev. Manoj Zacharia, Ms. Martha Reiner, Mr. Tom Bisdale and Mr. Alan Bowen.]

**RATIFICATION OF HOUSING BOARD MEMBERS:**

It was moved and seconded to temporarily adjourn the meeting of Council.

The Vice-President called to order the Meeting of the Hillsdale Senior Housing Corporation.

**Motion:** It was moved by the Mr. John King and seconded that the following full slate be elected to the Board of Trustees for the terms noted. Explanation: Due to a misunderstanding of the process, the action taken at the May meeting was incomplete in that Council only ratified the Diocesan Representatives to the Board, and not the full board as necessary. The Secretary regrets this oversight. Below is the full slate of the Board of Trustees for Hillsdale Senior Housing Corporation. The motion was adopted.

**Motion:** It was moved and seconded to adjourn the Meeting of the Hillsdale Senior Housing Corporation. The motion was adopted.

The Vice-President called to order the Meeting of the Nutley Episcopal Senior Manor Corporation.

**Motion:** It was moved by the Mr. John King and seconded that the following full slate be elected to the Board of Trustees for the terms noted. Explanation: Due to a misunderstanding of the process, the action taken at the May meeting was incomplete in that Council only ratified the Diocesan Representatives to the Board, and not the full board as necessary. The Secretary regrets this oversight. Below is the full slate of the Board of Trustees for Nutley Episcopal Senior Manor Corporation. The motion was adopted.

**Motion:** It was moved and seconded to adjourn the Meeting of the Nutley Episcopal Senior Manor Corporation. The motion was adopted.

The Vice-President called to order the Meeting of the Rutherford Episcopal Senior Manor Corporation.

**Motion:** It was moved by the Mr. John King and seconded that the following full slate be elected to the Board of Trustees for the terms noted. Explanation: Due to a misunderstanding of the process, the action taken at the May meeting was incomplete in that Council only ratified the Diocesan Representatives to the Board, and not the full board as necessary. The Secretary regrets this oversight. Below is the full slate of the Board of Trustees for Rutherford Episcopal Senior Manor Corporation. The motion was adopted.

**Motion:** It was moved and seconded to adjourn the Meeting of the Rutherford Episcopal Senior Manor Corporation. The motion was adopted.

The President reconvened the meeting of the Diocesan Council.

#### **ACTION TEAM MEETINGS:**

- The Council Meeting moved into Action team sessions at 7:05 pm, for 40 minutes

#### **ACTION TEAM REPORTS:**

- The action teams reported on their discussions.
  - Equipping:
    - Only 5 minutes of JCAM discussion.
    - Hispanic Ministry Proposals were reviewed, how to start a dialogue with Hispanic Community
  - Empowering:
    - Crossroads Camp Road Trip, discover ways of supporting Camp program within the Diocese.
    - Showcasing Arts at Convention, ask Grantees (ACTS/VIM & Others) of art /music programs.
    - Spiritual Autobiography Kathryn Kerz.
  - Engaging:
    - Spoke more on Matthew Price's Work on Wealth Disparity.
    - Also spoke on how to maintain Episcopal Presence in towns that no longer have parishes.

#### **MEETING EVALUATION:**

- Time well spent.

#### **COMPLINE:**

- The meeting was adjourned into Compline at 8:03p.m.
- Compline was led by the Equipping action team.

Respectfully submitted,  
*John A. King*