

The 2018 Narrative Budget (Proposed)

Account	Name	2018 Budget Amount
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INCOME

Assessments

170100	Assessments Based on the Normal Operating Income (NOI) reported by each congregation on the Parochial Report for the calendar year ending one year prior to the start of the budget year, i.e. 2016 Parochial Report NOI is used for the 2018 Assessment calculation. Each congregation will pay: 5% of the first \$10,000 of NOI reported by each congregation. All NOI in excess of \$10,000 will be multiplied by a percent sufficient so the combination of each of these steps applied to all congregations in the Diocese will raise the total funds specified in the annual Diocesan budget that are to be provided by the annual assessment upon congregations. For the budget year 2018, the remainder percentage is 15.0%.	1,362,118
170101	Prior Year Assessments Payments made that are clearly designated as fulfilling assessment commitments for the previous year(s).	35,000

Endowments

Endowment funds managed by the Trustees of Diocesan Funds:

171602	Episcopate Fund Income Income received from an endowment designated for the Bishop's stipend and pension.	75,000
179000	Investment Income Income received from diocesan endowments designated for diocesan mission purposes.	107,000
179100	Clergy Intern Endowment Income received from various endowments designated for support of internships for clergy to serve in a teaching congregation or other worship community in Maine.	11,000
179200	Income from Codman Fund Income received from an endowment designated for Loring House expenses.	16,000
179300	Trustee Income for Bishop Housing Income received from an endowment designated for the Bishop's housing.	7,000
179400	Reserve Medical Income Income received from an endowment designated for the Bishop's medical insurance costs.	3,000
179500	Other Grants (Foundation for Ministry – Ministry portion) Income received from an endowment created by the Foundation for Ministry capital campaign designated for Fulfill our Mission Priorities programs.	13,000
179550	Other Grants (Foundation for Ministry – Interns portion) Income received from an endowment created by the Foundation for Ministry capital campaign designated for support of internships for clergy to serve in a teaching congregation or other worship community in Maine.	14,000
179560	Other Grants (Foundation for Ministry – New Initiatives Fund portion) Income received from an endowment created by the Foundation for Ministry capital campaign designated for support of grants to congregations and other Diocesan organizations to "seed" new programs or mission ventures.	16,000
179600	One in Christ/Assessment Relief Income received from an endowment created by the One in Christ capital campaign designated to reduce congregations' assessments.	8,000
179700	One in Christ/Campus Ministry Income received from an endowment created by the One in Christ capital campaign designated to support young adult ministry.	16,000

179800 One in Christ/Clergy Compensation Assistance 21,000
Income received from an endowment created by the One in Christ capital campaign to support congregations through the Strategic Mission Support program.

179900 One in Christ/Clergy Interns 10,000
Income received from an endowment created by the One in Christ capital campaign designated for support of internships for clergy to serve in a teaching congregation or other worship community in Maine.

Other

170400 Summer Chapels 25,000
The 18 summer chapels in the Diocese of Maine have no formal requirement for participation or support of the Diocese. Each year we make an appeal to these summer chapels for contributions to the support of the Mission Program of the Diocese.

170500 Miscellaneous Income 25,000
Income received from various non-regular sources as well as reimbursement from the Trustees of Diocesan Funds for staff support provided by the Bishop's Staff.

179920 Trustees-Episcopate Transition 30,000
Income received from the Trustees of Diocesan Funds to assist with the cost of the Episcopate search and transition.

Reserves

179940 Transfer from Reserves 26,355
Transfer from the "Jeremiah" fund. The intent was to add to the Jeremiah fund for two to three years in order to take and add to the annual budget for the following three to five years. This is the second year of taking and is year five of the fund.

EXPENSES

Episcopal Identity

BEYOND THE DIOCESE

180101 National Church Asking 247,220
The asking is 15.0% of 2016 diocesan income after an exemption of \$150,000 had been deducted, and is reduced from prior years as a result of General Convention action.

180300 Provincial Synod Assessment 7,225
The Dioceses of the New England states comprise the Province of New England. Each Diocese is assessed a portion of the total Provincial program budget based on the number of communicants in good standing.

180310 Maine Council of Churches 8,250
This line covers the cost of the diocese's share of support as a member of the Maine Council of Churches.

180320 Wilson Center 2,000
Support for the campus ministry center at the University of Maine, Orono.

180400 Travel, General Convention 14,000
Reserve funds for the deputies from our Diocese to attend the 2018 General Convention to be held in Austin, Texas.

180500 Travel, Provincial Synod 300
Costs of travel for our delegates and alternates to the Provincial Synod at its several meetings and convocations during the year.

180750 Travel, Triennial (Episcopal Youth Event) 2,300
Reserve funds to assist in sending youth and adult chaperones to the Triennial Episcopal Youth Event in 2020.

WITHIN OUR DIOCESE

181000	Episcopate Transition Reserve	60,000
Reserve funds for Bishop search, selection and transition.		
184000	Ordination Process	50,000
This line supports education and internships for those in the ordination process and for the newly ordained.		
184100	Commission on Ministry Expense	6,000
The Commission on Ministry assists the Bishop by determining the present and future needs for ministry in the diocese, recruiting and selecting persons for Holy Orders.		
184101	Deacon Formation Program	15,000
The Deacon Formation Program is a program of preparation for ordination to the Diaconate. This line covers the cost of facilitators and student expenses. Income from tuition is used to offset training expenses.		
185000	Chaplain to Retired Clergy	750
This line covers the expenses incurred by the Chaplains to Retired Clergy.		
185800	Community of Deacons	1,500
This line item covers expenses related to Deacons' assignments carried out for the Bishop, for dues to the national organization and its publications, for meetings of the Community of Deacons, and for the expenses of the Archdeacon.		
190100	Diocesan Council Meetings	14,000
This account covers meeting costs and travel reimbursement for Diocesan Council members.		
190103	Finance Committee	1,000
Travel reimbursement, postage and copying costs are covered under this line.		
190110	Disciplinary Process	5,000
To cover travel and training costs for Maine members of the three-diocese Disciplinary Board.		
190113	Diocesan Coordinators/Representatives	800
Reserve funds to cover the expenses for diocesan participation in provincial and church-wide meetings.		
190115	2020 Bi-Centennial Celebration Reserve	10,000
To reserve for the diocese's two hundredth anniversary celebration (2020).		
190200	Other Diocesan Meetings	500
While most program groups budget within their own line items the reimbursement for travel expenses incurred by members attending meetings, there are some groups that do not receive Central Diocesan Fund financial support yet occasionally seek reimbursement for travel and meeting costs.		
190201	Standing Committee	5,000
Monies from this line covers postage, copying, meeting expenses and travel reimbursement for members.		
190500	Convention Arrangements	28,000
Budget for setting up and running the 2018 Diocesan Convention. Cost of facilities, refreshments and meals, equipment, and printed convention materials are included in this line.		
190600	Diocesan Audit	6,500
This account covers the cost of the annual audit of the diocese's 2017 financial reports.		
190802	Diocesan Communications/Web Site	6,080
This line covers the cost for the diocesan website, domain services, and the free-to-congregations diocesan Wordpress Project, Basecamp for project management, Zoom video conferencing, social media promotions, Survey Monkey, live-streaming and video production.		
190805	Information Technology	21,000
This line covers the cost of acquiring and maintaining the software and computer hardware systems at Loring House.		
191100	Archives	4,000
This line covers costs required to safely store and catalogue diocesan and parish records and to support occasional technical assistance by a professional archivist.		

191800 Diocesan Use of Cathedral 24,960
This line covers the amount paid to the Cathedral Church of St. Luke to help defray the costs of the diocese's use of the Cathedral. The amount is equal to 5% of the "All Other Operating Expenses" line of St. Luke's 2015 Parochial Report.

192202 Multicultural Awareness Programming 5,000
This line covers the cost of speakers and resources for training.

STRATEGIC MISSION SUPPORT (see chart) 86,750

BISHOP & STAFF

194XXX Salaries/Housing/Benefits 736,716
See the detailed schedule for individual positions making up the Bishop and Staff budget category for the 2018 budget year. This line covers cash compensation, Social Security employer contribution (lay employees), self-employment tax reimbursement (clergy employees), the employer portion of the medical/dental/life insurance package and casual labor.

194300 Pension 104,959
This line covers the employer pension payments for Bishop and staff.

194500 Business Travel Expenses 25,000
This line covers the cost of Bishop and staff travel, lodging, meals on the road, and mileage reimbursement.

194600 Staff Continuing Education 8,000
This line covers the cost of enabling staff to obtain continuing education and update their skills.

LORING HOUSE OPERATIONS

Loring House Operations

192001 Utilities - Electric 3,600

192002 Utilities - Water/Sewer 700

192003 Utilities - Heating Oil 8,500

192100 Supplies 6,500

These lines cover the costs of utilities, janitorial supplies; refreshments for visitors to Loring House and office supplies such as paper, envelopes, toner, paper clips, etc.

192200 Property & Casualty Insurance 14,300

This line covers the cost of the diocese's commercial insurance package, i.e. property, liability, automobile, Directors and Officers, Worker's Compensation, Crime insurance, and other coverages.

192201 Safe Church Training 50

This line covers the cost of training materials used by the Safe Church Training program.

192300 Parking 3,600

This line covers the cost of parking space rental for Bishop and staff.

192301 Maintenance – Cleaning 11,500

This line covers the cost for cleaning and general maintenance of Loring House.

192302 Maintenance - Capital Expense 10,000

This line reserves funds for planning the rehabilitation and remodeling of the interior of Loring House.

192500 Phone/Internet 11,600

This line covers the cost of diocesan office phone service, long distance charges, incoming toll-free calls, and cell phone service for the Bishop and staff.

192600 Postage 3,000

This line covers the cost of mail and package service for diocesan administration.

192700 Depreciation 8,000

This line covers the expense of depreciating equipment at Loring House.

192701	Maintenance contracts/leases	9,000
This line covers the cost of maintenance contracts and leases for copiers, phone system, postage meter and alarm system.		
192800	Bank service fees	3,000
This line covers bank-related service costs.		
192900	Miscellaneous	100
This line covers miscellaneous expenses not covered by other expense lines.		
193000	Legal Expenses	3,000
This line covers the cost of legal consultations not handled by the chancellor (the chancellor is the bishop's counsel) and to continue building reserve monies for unanticipated legal expenses with funds not expended for current year expenses. This line also covers travel and registration fees for the Chancellor to attend provincial and other gatherings of diocesan chancellors		

Fulfilling Our Mission Priorities

Stewardship

190109	New Initiatives	26,000
This line covers the costs of New Initiative Fund grants, including endowment funding provided by Foundations for Ministry (New Initiative Fund portion).		
190111	Stewardship and Evangelism	5,000
This line covers the cost of a consultant for stewardship, diocesan membership in The Episcopal Network for Stewardship, and materials for planned giving, capital campaigns and annual giving campaigns.		
190114	Emergency Discretionary Fund	10,000
This line covers available grants for use by congregations to support needs that arise in their local communities.		

Ministry and Transition

182600	Transition Ministry	14,500
This line covers the cost of support for congregations' search processes, including the formation and use of a team of consultants who will work with the Canon to the Ordinary to support those transitions.		
182601	Congregational Consultants	5,000
This line covers the costs of a trained network of consultants available to provide outside expertise and facilitation in a wide variety of congregational situations. The 2018 allocation reflects a substantial increase in the number of anticipated clergy transitions and the need to form and call on a team of consultants who will work with the Canon to the Ordinary to support those transitions.		
182602	Fresh Start Clergy Continuing Ed	750
This line covers the cost of a program for clergy in new cures and for newly ordained clergy.		

Formation

182605	Living Local – Joining God	42,287
This line covers the cost of a diocesan initiative to take congregation out into their community, including program licensing, consultant costs and local transportation.		
182900	Youth Ministry Program/Youth Events	12,500
Support for collaborative diocesan youth programs for middle schoolers, high schoolers and young adults.		
182910	Music Network	1,500
Support and networking for musicians in our congregations.		
182940	Christian Ed Collaboration	3,875
This line covers the cost of a collaboration of Christian Ed providers.		
182970	Adult Formation	3,100
This line covers the cost of support for Adult Formation.		

6184400 Education for Ministry 2,400
Education for Ministry ("EfM") is a program of theological education by extension from The School of Theology Extension Center, the University of the South, Sewanee, Tennessee. This line covers the cost of the license.

185201 Bishopswood Support 25,000
This line covers the cost of support for the diocese's Camp Bishopswood.

185803 Spring Training 1,700
This line covers the cost of a Spring education day to gather of clergy and lay people for workshops and an address by the Bishop.

185805 Clergy Continuing Education 7,000
This line covers the expenses for organizing periodic continuing education for clergy.

Communications and Advocacy

180800 Advocacy 18,000
This line covers the cost of the diocese's expenses related to advocating in the public sphere on issues and values of concern across the Episcopal Church in Maine.

180900 International Outreach 13,000
Per a resolution passed at the 2007 Diocesan Convention, 0.7% of annual diocesan income is set aside to help achieve the United Nation's Millennium Development Goals in developing countries. 2015 marked the end of the United Nation's Program. The proposed 2018 budget continues the diocese's commitment of 0.7% to international outreach.

180950 Domestic Outreach 5,000
This line covers 0.3% of annual diocesan income set aside in addition to the International Outreach to support ministries and programs in Maine that work to alleviate poverty.

185804 Project and Networks Incubator 3,000
This line covers support for fledgling networks, workshops and projects coached and/or mentored by the Bishop and Staff.

186900 Committee on Indian Relations 1,600
The 172nd Convention passed a resolution commending all members and congregations in the Diocese of Maine to get to know the Native American people of Maine and join with them as we all share in the ministry of reaching out to all Tribal people of Maine in the name of Christ.

186980 Jubilee Centers Grant Reserve 5,000
This line covers the cost of diocesan support for the St. Elizabeth's Essentials Pantry Jubilee Ministry in Portland, Seeds of Hope Jubilee Center in Biddeford and Trinity Jubilee Center in Lewiston on an application basis.