



## MEETING OF THE DIOCESAN COUNCIL

*12 December 2020*

*Via Zoom*

8:45AM Meeting convened by Bishop Brown (via Zoom)

Present: The Rt. Rev. Thomas Brown, Cn. Barbara Martin, Mr. Steve Ward, Mr. Dick Rozene, Cn. Terry Reimer, Ms. Christine Talbott, Rev. Gail Chandler, Rev. Steve Summerson, Rev. Lynn Rutledge, Ms. Holly Sargent, Rev. John Balicki, Rev. Ann McAlhany, Ms. Melissa Sparks, Rev. Suzanne Roberts, Rev. Nancy Moore, Mr. Fred Fowler, Rev. Peter Jenks, Mr. John Hennessey, Mr. Tom Ward, Ms. Rita Redfield, Rev. Sarah D'Angio White, Rev. Lael Sorensen, Cn. Michael Ambler, Ms. Nancy Mooers.

Absent: Ms. Katie Clark

Moore

Presentation

Group norms and confidentiality / expectations

Canonical requirements / responsibilities of Council members

Diocesan Council Structure

Sub-committee Membership / Officers

Executive Committee - Bishop, Vice-Chair, Finance Chair  
(appointed), at-large Member

Finance Committee

Mission Priorities (MP)

Strategic Mission Support (SMS)

Worship Planning for Council Meetings

Brown

Thanked Tom Ward for his work with the Wilson Center. Tom Ward will be the Council liaison to the Wilson Center for 2021.

Thanked Katie Clark and John Hennessey for their work with the Committee on Indian Relations. Also thanked Steve Ward for his work and he will be the liaison to the Committee on Indian Relations for 2021.

Brief description the other diocesan governing bodies, the Standing Committee and the Trustees of Diocesan Funds

Important to note the Commission on Ministry is important although not a governing body.

Sorensen      Finance Committee Report  
Rozone        Third quarter financials

Sorensen      Strategic Mission Support Resolutions

**Resolution:** St. Augustine's Dover Foxcroft: The Finance Committee recommends a SMS 2021 award adjustment to \$11,848 in order to cover half the salary package of a quarter time Priest in Charge

**Vote:** by acclimation, no opposed  
Resolution so ordered.

**Resolution:** Trinity Lewiston: The Finance Committee recommends a SMS award of \$10,000 for 2021

**Vote:** by acclimation, no opposed.  
Resolution so ordered

Sorensen      Comparison of 2019 to 2020 (9 months) financials  
                    Understanding trends  
                    Pandemic Impact to date  
                    2020 budgeted vs actual

Brainstorming Session to assist and support congregations that have suffered economic losses due to the pandemic:

- In the first 6 months of 2021, do a fundraiser for the whole diocese.

- Abatement idea – provide relief from assessments by taking that over. Maybe do it for 6 months and then a review – to those congregations who reported a decline. 9% would be about \$124,000 – it would be paid by set of cost reductions, money from the trustees, or a combination of the two?
- Members were asked to be in touch with the Rev. Sorensen if they have interest in forming a subcommittee to explore moving forward with these, and/or other ideas.

Reimer        Clergy Housing Resolutions for Staff

#### HOUSING RESOLUTION FOR THE RT. REV. THOMAS BROWN 2021

WHEREAS the Rt. Rev. Thomas Brown is employed as a minister of the Gospel by the Episcopal Diocese of Maine, which provides a residence rent free for him, the Diocesan Council of the Episcopal Diocese of Maine resolves that of the total compensation from January 1, 2021 through December 31, 2021 paid to Bishop Brown, that \$10,250.00 be designated a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

#### HOUSING RESOLUTION FOR THE REV. CANON MICHAEL AMBLER 2021

WHEREAS the Rev. Canon Michael Ambler is employed as a minister of the Gospel by the Episcopal Diocese of Maine, which does not provide a residence for him, the Diocesan Council of the Episcopal Diocese of Maine resolves that of the total compensation from January 1, 2021 through December 31, 2021 paid to Canon Ambler, that \$25,000.00 be designated a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986

#### HOUSING RESOLUTION FOR THE REV. SHIRLEY BOWEN 2021

WHEREAS the Rev. Shirley Bowen is employed as a minister of the Gospel by Episcopal Diocese of Maine, which does not provide a residence for her, the Diocesan Council of the

Episcopal Diocese of Maine resolves that of the total compensation from January 1, 2021 through December 31, 2021 paid to Rev. Bowen, that \$21,000.00 be designated a housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.

**Resolution**

Second

Vote by acclimation; no opposed

Resolution so ordered

Reimer Brief overview of the new Special Parochial Report for 2021

Brown Nominations for Executive Committee were opened via private chat message to Canon Martin.

**Resolution:** to Mr. Paul Beaudette for his Ministry and Leadership as Chair of the Mission Priorities Committee.

**Second:** Ward, T.

Resolution so ordered (see attachment at the end of these minutes)

Brown Review of the grant programs of the Diocese of Maine:

- Wolf Fund (lay education) and the Loring Fund (clergy education) are grants administered by the Wolf-Loring Funds Committee.
- Grant Programs of Diocesan Council are:
  - ✓ New Initiatives (NIG)
  - ✓ Domestic and International Outreach
  - ✓ Lovett Fund
  - ✓ Strategic Mission Support
  - ✓ Mission Priorities (needs a chair)
  - ✓ Digital Onboarding Grants

(see attachment at the end of these minutes)

Council will discuss the structure of grant review processes further at the March meeting.

Bishop Nominations for Executive Committee were closed.

- Brown Convention Debrief – Bishop believes that convention went beautifully and smoothly. Bishop gave thanks to Canon Barbara Martin, Ms. Teresa Pinney and Ms. Katie Clark for their very hard work.
- Bishop told council of an idea of doing videos throughout the year to be shown at convention to show the vitality of the whole diocese
- Sargent Ms. Sargent requested adding a short something from the National Church / Cathedral at the next Convention
- Bishop Forming a New Task Force: 2-3 members of Council, a staff liaison, and a member of the Standing Committee to examine the current “Area” structure and make recommendations to Diocesan Council for updates and adaptations to the current configuration.
- Members of Task Force from Dio Council: Rev. John Balicki, Ms. Rita Redfield, Mr. Fred Fowler, and Rev. Gail Chandler.
- Martin as Archivist of the Diocese regarding a donation to Maine Historical Society  
**Resolution:** to release the family papers of Rev. Larry Clark to the Maine Historical Society, but retain the documents pertinent to the Diocese of Maine  
 Seconded  
 Vote: by acclamation; no opposed  
 Resolution so ordered
- Moore Task Force: Continuing Education of the Clergy - has met and discussed the matters of a) lifetime cap on sabbatical grants from the Loring Fund and b) training and resources for good sabbatical planning.
- Bishop dismissed the Task Force with his thanks for their work, but reserved reconvening the Task Force at a later date as needed.
- Reimer Digital Onboarding grant process and program review.

- Bishop      Polls are open for voting  
For Vice-Chair: Nancy Moore (17)  
For Member-at-Large: Tom Ward(11) / Melissa Sparks (6)
- Martin      Introduction of Domestic and International Outreach grant applications.  
Discussion
- Resolution:** to not consider these grants right now and to have the Executive Committee form a subcommittee to make recommendations for funding and report back to the whole Council.
- Amendment:** dismiss decisions already made  
Second  
Vote by acclimation, no opposed
- Vote on Amended Resolution:** by acclimation, no opposed
- Spahr, M    General Convention will be held in 2022 in Baltimore, MD. Deputation has begun to organize and Gay Clark Jennings will be joining them for a meeting in January
- Martin      Meeting calendar for 2021 will be distributed via Basecamp
- 12:30PM    Meeting adjourned

*EXISTING Committees*

Executive Committee the Rt. Rev. Thomas J. Brown, chair; the Rev. Cn. Nancy Moore, Vice-chair; the Rev. Lael Sorensen, Finance Committee chair; Ms. Melissa Sparks, at Large to the Committee Staff: Cn. Barbara Martin

Finance Committee: the Rev. Lael Sorensen, chair; the Rev. John Balicki; the Rev. Rebecca Grant; Mr. Dick Rozene; Ms. Holly Sargent; (Mr. Peter Bickford); Mr. Tom Ward; Mr. Rick Lombardi Staff: Cn. Terry Reimer

Mission Priorities (Mr. Paul Beaudette, chair; Ms. Kim Wallace), Mr. Tom Ward, the Rev. Gail Chandler Staff: Cn. Terry Reimer

Strategic Mission Support: the Rev. Lael Sorensen, chair; Mr. Dick Rozene; the Rev. John Balicki; the Rev. Ginny Urbanek; Ms. Melissa Sparks; Ms. Christine Talbott; Mr. Rick Lombardi Staff: Cn. Terry Reimer

New Initiative Grants: (Ms. Kimberley Wallace) Staff: Cn. Barbara Martin

Gifts Committee: appointed as needed Staff: Cn. Terry Reimer

Worship Planning: the Rev. Nancy Moore Staff: Cn. Barbara Martin

Digital Onboarding: Mr. Tom Ward, the Rev. Peter Jenks  
Staff: Ms. Katie Clark, Cn. Terry Reimer

Lovett Fund: the Rev. Lael Sorensen, chair; the Rev. John Balicki; the Rev. Rebecca Grant; Mr. Dick Rozene; Ms. Holly Sargent; Mr. Peter Bickford; Mr. Tom Ward; Mr. Rick Lombardi Staff: Cn. Terry Reimer

# Affirmation for the Ministry and Leadership of Mr. Paul Beaudette

Whereas, Paul Beaudette, a member of Saint Michael's Church in Auburn, personifies calm and good nature; and

Whereas, Paul demonstrates unwavering commitment to the Gospel of Jesus Christ; and

Whereas, Paul advocates continually for the church to engage our local neighborhoods and communities; and

Whereas, Paul has served as a member of the Diocesan Council; and

Whereas, Paul has chaired the Mission Priorities Committee of the Episcopal Diocese of Maine;

Be it resolved, that the Diocesan Council affirms Paul's ongoing ministry in our church, and

Be it further resolved, that the Diocesan Council express profound gratitude for Paul's ministry and leadership on behalf of God's people in Maine. To God be the glory.

Respectfully submitted,



Ms. Leigh Spahr

Secretary of the Diocese



# Diocesan Grants



December 12, 2020

THE EPISCOPAL DIOCESE OF MAINE |  
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## Wolf Fund

### Purpose

- Grants from the Fund are made to lay persons, either as individuals or groups, to develop specific knowledge and/or skills to further their ministry in the Diocese of Maine.

### Process (same as Loring Fund)

- Applications (PDF) must support the Seven Criteria for Mission.
- Accepted on a rolling basis by the staff liaison
- Posted to Basecamp for Committee review/questions/conversation/processing
- The committee requires a short, written evaluation of the activity or project for the committee's review (within 30 days of completion of the activity)
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### Committee

- The Rt. Rev. Thomas J. Brown, Bishop of Maine
- The Rev. Larry Estey
- The Rev. Lynn Rutledge
- The Rev. Mary Lee Wile
- Ms. Rachel Zoller
- Ms. Tracy Shaffer
- Canon Barbara Martin, Staff Liaison

### Additional Notes

- Pending the availability of funds, the yearly limit on grant monies awarded to an individual is \$1000. There is no limit to the number of applications a person can submit per year. The lifetime cap for individuals on grant monies awarded is \$5000. The yearly/lifetime cap for group applications will be determined on a case-by-case basis at the sole discretion of the committee.
- Funding provided from Trustees' held, donor restricted funds, and limited to income from those funds.

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# Loring Fund

## Purpose

- Supports clergy in the Diocese of Maine by providing funds for continuing education and sabbatical programs which enhance a clergy person's preaching, pastoral care, counseling, and leadership roles.

## Process (same as Wolf Fund)

- Priests and deacons who are canonically resident or non-canonically resident, but licensed clergy (employed or appointed) who are serving a congregation in the Diocese of Maine and who have been determined eligible to vote at Diocesan Convention.
- Applications (PDF) must support the Seven Criteria for Mission.
- Accepted on a rolling basis by the staff liaison
- Posted to Basecamp for Committee review/questions/conversation/processing
- The committee requires a short, written evaluation of the activity or project for the committee's review (within 30 days of completion of the activity)

## Committee

- The Rt. Rev. Thomas J. Brown, Bishop of Maine
- The Rev. Larry Estey
- The Rev. Lynn Rutledge
- The Rev. Mary Lee Wile
- Ms. Rachel Zoller
- Ms. Tracy Shaffer
- Canon Barbara Martin, Staff Liaison

## Additional Notes

- Yearly limit on grant monies awarded to an individual is \$2000
- Suggested lifetime cap for clergy sabbatical grant monies awarded is \$6000
- Applications for continuing education and sabbatical grants may not be combined.
- Grant money is non-transferable, and any unused portion of the grant must be returned to the Loring (Wolf) Fund.
- There will be no commitment to continue any grant (Loring or Wolf) beyond its original term, multi-year funding not guaranteed.
- Funding provided from Trustees-held, donor restricted funds, and limited to income from those funds.



# New Initiative Grants

## Purpose

- For congregations and program groups in the Episcopal Diocese of Maine to request funding for new ministries and efforts or to expand existing ministries in new directions.

## Process

- Application (online form) must support the Seven Criteria for Mission
- Project budget (including all income and expenses) must also be submitted
- Accepted on a rolling basis
- Submitted to staff liaison and posted to Basecamp for Diocesan Council review
- Reviewed at following Diocesan Council meeting

## Committee

- A Diocesan Council member is assigned as an advocate for each grant application
- Diocesan Council
- Canon Barbara Martin, Staff Liaison

## Additional Notes

- Each congregation and organization in the Diocese of Maine is eligible to apply for funding to support new ministries, expand existing ministries in new directions, or to discern ministry possibilities in their community.
- Funding provided from the diocesan budget.



# Int'l & Domestic Outreach Grants

## Purpose

- Support international and domestic efforts and ministries that help to alleviate poverty.

## Committee

- Diocesan Council
- Canon Barbara Martin, Staff Liaison

## Process

- A letter is submitted to Canon Barbara Martin and Bishop Brown that includes:
  - Full name of the organization or congregation submitting the grant request
  - Name and contact information for a point person from the organization receiving the funds
  - Narrative description that includes the scope of the need
  - Project description and how it addresses that need
  - Brief background of the organization and its mission statement (if available)
- Requests are posted to Basecamp for Council review, and action occurs at the December Diocesan Council meeting.

## Additional Notes

- Any Maine congregation or program group may offer a proposal to Diocesan Council for consideration to fund an international or domestic outreach or effort.
- Funding provided from the Diocesan budget.

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# Lovett Fund Grants

## Purpose

- Maintenance and building of mission churches. Improvements are to be made on the church building structure and not on vicarage or parish house if building is a separate entity.

## Committee

- Finance Committee
- Canon Terry Reimer, Staff Liaison

## Process

- Application (PDF)
- Reviewed by Finance Committee and then forwarded to Diocesan Council

## Additional Notes

- The maximum of any one grant to any one mission church will be \$4,500.
- The mission church is required to raise on its own an amount of money equal to one-third of the amount of money being requested from the Lovett Fund.
- When requesting payment of approved grants, missions must supply Diocesan Council with copies of bills and invoices or valid contracts to demonstrate that the grant money has or will be spent on the project for which it was granted.
- Funding provided from Trustees-held, donor restricted funds, and limited to income from those funds.

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# Strategic Mission Support

## Purpose

- The three components of strategic mission support are location, viability and vitality.
  - Viability represents the requirement that you have the minimum resources (human and financial) to maintain your parish or mission.
  - Vitality represents the requirement that your parish or mission is or is capable of human and spiritual growth and development and your presence is of continued value to the greater area where you are located.
  - Location involves issues of distance and accessibility.

## Process

- Application (Word) and congregation's 2019 year-end financial report, its 2020 budget, and the Mission Expense Analysis
- Deadline: July 17, 2020

## Committee

- Finance Committee
- Canon Terry Reimer, Staff Liaison

## Additional Notes

- A congregation will have a priest employed at minimum for a quarter time and that the congregation will be able to support at least 50% of the cost of that clergy compensation.
- Congregations with endowed funds will use the income from those funds fully to offset operational expenses.



# Mission Priorities

## Purpose

- Budget awards are granted to established programs with a proven track record. Budget funding for Mission Priorities will go to active, functioning program groups.

## Process

- Applications (Word) must support the Seven Criteria for Mission
- Applications are submitted to Mr. Paul Beaudette
- and Cn. Terry Reimer
- Deadline: July 17, 2020

## Committee

- Mission Priorities Subcommittee of Diocesan Council
- Canon Terry Reimer, Staff Liaison



# Digital Onboarding Grants

## Purpose

- To assist churches in pivoting to worship online or via broadcast. This could be through the purchase of livestreaming equipment, extending their Wi-Fi, purchasing video editing software for recorded services, purchasing technology for broadcast and more.
- The grant may only be used for services or equipment to allow for or to enhance the church or Diocese-related organization's ability to 'broadcast their ministry'; distributing worship, evangelism or outreach content electronically.

## Process

- Application (online)
- Reviewed on a rolling basis
- Uploaded to Basecamp for committee discussion, review, and approval

## Committee

- The Rev. Peter Jenks
- Mr. Tom Ward
- Ms. Katie Clark
- Canon Terry Reimer

## Additional Notes

- The maximum grant to a church or Diocese-related organization is \$2,000.
- Only one grant per church or Diocese-related organization.
- The funds may be used to pay for something already in place during 2020 or proposed for the remainder of 2020 or 2021.
- Funding provided from Trustee-held Bishop discretionary accounts