

## The 2020 Narrative Budget (Proposed)

Account	Name	2020 Budget Amount
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### INCOME

#### Assessments

170100	Assessments	1,402,107
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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. 2018 Parochial Report NOI is used for the 2020 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 2020, the remainder percentage is 15.0%.

170101	Prior Year Assessments	20,000
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Payments made that are clearly designated as fulfilling assessment commitments made for the previous year(s).

#### Endowments

Endowment funds managed by the Trustees of Diocesan Funds:

171602	Episcopate Fund Income	59,000
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Income received from an endowment designated for the Bishop's stipend and pension.

179000	Investment Income	116,000
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Income received from diocesan endowments designated for diocesan mission purposes.

179100	Clergy Intern Endowment	12,000
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Income received from various endowments designated for support of internships for clergy to serve in a teaching congregation or other worship community in Maine.

179200	Income from Codman Fund	17,000
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Income received from an endowment designated for Loring House expenses.

179300	Trustee Income for Bishop Housing	7,000
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Income received from an endowment designated for the Bishop's housing.

179400	Reserve Medical Income	3,000
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Income received from an endowment designated for the Bishop's medical insurance costs.

179500	Other Grants (Foundation for Ministry – Ministry portion)	14,000
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Income received from an endowment created by the Foundation for Ministry capital campaign designated for Fulfill our Mission Priorities programs.

179550	Other Grants (Foundation for Ministry – Interns portion)	15,000
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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.

179560	Other Grants (Foundation for Ministry – New Initiatives portion)	16,000
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Income received from an endowment created by the Foundation for Ministry capital campaign designed for support of grants for congregation or other organization programs.

179600	One in Christ/Assessment Relief	11,000
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Income received from an endowment created by the One in Christ capital campaign designated to reduce congregations' assessments.

179700	One in Christ/Campus Ministry	21,000
Income received from an endowment created by the One in Christ capital campaign designated to support young adult ministry.		
179800	One in Christ/Clergy Compensation Assistance	27,000
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	13,000
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	30,000
Income received from various non-regular sources as well as reimbursement from the Trustees of Diocesan Funds for staff support received from the Bishop's Staff.		

## **EXPENSES**

### **Episcopal Identity**

#### **BEYOND THE DIOCESE**

180101	National Church Assessment	259,208
The assessment formula is 15.0% of 2018 diocesan income after an exemption of \$140,000 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	8,850
The Diocese of Maine's contribution to the group formed of State of Maine religious organizations for promoting similar advocacy goals.		
180320	Wilson Center	1,000
The Diocese of Maine's contribution to programs at the Wilson Center for Spirituality at the University of Maine, Orono.		
180400	Travel, General Convention (2021)	5,000
Reserve funds for the deputies from our Diocese to attend the General Convention to be held in 2021.		
180500	Travel, Provincial Synod	150
Costs of travel for our delegates and alternates to the Provincial Synod at its several meetings and convocations held during the year.		
180600	Travel, Lambeth (2020)	11,000
Reserve funds for Bishop and spouse to attend the 2020 Anglican Communion gathering in England.		
180750	Travel, Episcopal Youth Event	2,300
Reserve funds to assist in sending youth and adult chaperones to the Triennial Episcopal Youth Event.		

## WITHIN OUR DIOCESE

184000	Ordination Process	50,000
This line supports education and internships for those in the ordination process.		
184100	Commission on Ministry Expense	4,000
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	8,000
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	250
This line covers the expenses incurred by the Chaplains to Retired Clergy.		
185800	Community of Deacons	1,250
This line item covers expenses related to Deacons' assignments carried out for the Bishop, for dues to the national organization and its publications, for the meetings of the Community of Deacons, and for expenses of the Archdeacon.		
190100	Diocesan Council Meetings	7,500
This account covers meeting costs and travel reimbursement for Diocesan Council members.		
190103	Finance Committee	500
Travel reimbursement, postage and copying costs are covered under this line.		
190108	End of Year Reserves	15,714
Reserves proposed budget surplus.		
190110	Disciplinary Process	5,000
To cover travel and training costs for Maine members of the three-diocese Disciplinary Board.		
190113	Diocesan Coordinators/Representatives	2,100
Reserve funds to cover the expenses for diocese participation in provincial and churchwide meetings.		
190115	2020 Bi-Centennial Celebration Reserve	20,000
To cover the expenses for the diocese's two hundredth anniversary celebration (2020).		
190200	Other Diocesan Meetings	250
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	2,500
Monies from this line covers postage, copying, meeting expenses and travel reimbursement for members.		
190500	Convention Arrangements	20,000
Costs of setting up and running the 2020 Diocesan Convention. Cost of facilities, refreshments and meals, equipment, and printed materials are included in this line.		
190600	Diocesan Audit	5,200
This account covers the cost of the annual audit of the diocese's 2019 financial reports.		
190802	Diocesan Communications/Web Site	7,500
This line covers the cost for the diocesan website and domain services, Basecamp for project management, WebEx video conferencing for the various web hubs within the Diocese, social media promotions, Survey Monkey, live-streaming and video on demand of events.		
190805	Information Technology	19,200
This line covers the cost of acquiring and maintaining the software and computer hardware systems at Loring House.		

191100	Archives	2,500
This line covers costs required to safely store and catalogue diocesan and parish records, and to support occasional technical assistance from a consultant.		
191800	Diocesan Use of Cathedral	27,810
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 2018 Parochial Report.		
192202	Multicultural Awareness Programming	5,000
This line covers the cost of speakers to address multicultural issues.		
19203	Parish Administrator's Collaborative	1,000
This line covers the cost of meetings of congregation administrators.		
	<b>STRATEGIC MISSION SUPPORT</b>	<b>84,750</b>

**BISHOP & STAFF**

194XXX	Salaries/Housing/Benefits	843,447
See the detailed schedule for individual positions making up the Bishop and Staff budget category for the 2020 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	85,008
This line covers the employer pension payments for Bishop and staff.		
194500	Business Travel Expenses	23,000
This line covers the cost of Bishop and staff travel, lodging, meals on the road, and mileage reimbursement.		
194600	Staff Continuing Ed	5,500
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	4,000
192002	Utilities - Water/Sewer	800
192003	Utilities - Heating Oil	7,000
192100	Supplies	8,000
These lines cover the costs of utilities, maintenance and janitorial supplies; refreshments for visitors to Loring House and office supplies such as paper, envelopes, toner, paper clips, etc.		
192200	Property & Casualty Insurance	15,000
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	15,000
This line covers the cost for cleaning and general maintenance of Loring House.		
192302	Maintenance - Capital Expense	10,000
This line covers the costs of major maintenance and replacement items for Loring House.		
102303	Maintenance – Capital and Roof Reserve	10,000
This line reserves funds for planning the rehabilitation and remodeling of the interior of Loring House.		

192500	Phone/Internet	13,700
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	2,300
This line covers the cost of mail and package service for diocesan administration.		
192700	Depreciation	2,200
This line covers annual depreciation of capitalized furnishings and equipment.		
192701	Maintenance contracts/leases	8,200
This line covers the cost of maintenance contracts and leases for copiers, phone system, postage meter and alarm system.		
192800	Bank service fees	2,100
This line covers bank-related service costs.		
192900	Miscellaneous	100
This line covers miscellaneous expenses not covered by other expense lines.		
193000	Legal Expenses	1,700
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	30,000
This line covers the costs of New Initiative grants.		
190111	Stewardship and Evangelism	1,500
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	2,500
This line covers available grants for use by congregations to support needs that arise in their own communities.		

### **Ministry and Transition**

182600	Transition Ministry	2,000
This line covers the cost of support for congregations' search processes.		
182601	Congregational Consultants	3,000
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.		
182602	Fresh Start Clergy Continuing Ed	450
This line covers the cost of a program for clergy in new cures and for newly ordained clergy.		

### **Formation**

182900	Youth Ministry Program/Youth Events	12,900
This line covers the cost of support for diocesan youth programs and events including BION Camp, middle school weekends, high school events and an event for young adults.		

182940	Christian Ed Collaboration	2,525
This line covers the cost of a collaboration of Christian Ed providers.		
182970	Adult Formation	1,900
This line covers the cost of support for Adult Formation.		
184400	Education for Ministry	2,250
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	Diocesan Spring Workshop Day	1,100
This line covers the expenses of a Spring gathering of clergy and lay people for workshops and an address by the Bishop.		
185805	Clergy Continuing Education	1,300
This line covers the expenses for organizing periodic continuing education for clergy.		

### **Communications and Advocacy**

180800	Advocacy	30,000
This line covers the cost of 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 2002 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 2020 budget continues the diocese's commitment to international outreach.		
180950	Domestic Outreach	5,000
This is the diocese's commitment to domestic outreach.		
185804	Project and Networks Incubator	1,000
This line covers support for fledgling networks, workshops and projects coached and/or mentored by the Bishop and Staff.		
185901	Episcopal Peace Fellowship Maine Chapter	1,000
This line covers the cost of support for the Maine chapter in its peace activist work.		
186900	Committee on Indian Relations	250
This line indicates that there is further discussion to be had with regard to the Diocese's commitment to this Committee's mission.		
186xxx	Augusta – Bridging the Gap	5,000
This line covers the cost of diocesan support for a community-based outreach program in Augusta.		
186xxx	Rockland – Loaves & Fishes	5,970
This line covers the cost of diocesan support for a community-based outreach program in Rockland.		
186xxx	Auburn – Pleasant Street Neighborhood Group	5,000
This line covers the cost of diocesan support for a community-based outreach program in Auburn.		
186970	Trinity Jubilee Center	5,000
This line covers the cost of diocesan support for the Trinity Jubilee Center in Lewiston.		
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 and Seeds of Hope Jubilee Center in Biddeford on an application basis.		