*“Now Into the World”*

**The 2019 Executive board**

**Meeting No. 2**

**April 11, 2019**

St. Paul’s, Ivy

10 a.m.-3 p.m.

**Minutes of Meeting:**

**Board members present:** The Rt. Rev. Susan Goff, Mr. John Savage, Mr. Kurt Aschermann, Mr. Bob Steventon, Mr. Ken Royston, Mr. Jack Schick, the Rev. Susan Hartzell, Ms. Diane Miller, the Rev. Cayce Ramey, Mr. Steve Clifford, the Rev. Laura Lockey, the Rev. Andrew Moore, The Rev. Ben Maas, the Rev. Barbara Marques and Ms. Cindy Helton

**Board members absent:** Ms. Janet Taylor, the Rev. Ellen White and Mr. Roger Inger.

**Diocesan Staff present:** The Rt. Rev. Bob Ihloff, Mr. Ted Smith, the Rev. Canon Mary Thorpe, the Rev. Sarah Brockenbrough, Mr. Bill Martin, Ms. Julie Simonton, Ms. Kate Wettstein and Ms. Nancy Chafin

**Others present:** The Rev. Carol Hancock

Bishop Goff opened the meeting with prayer at 10:10 a.m.

Bishop Goff welcomed the members to the Executive Board and the regional presidents to today’s meeting. All introduced themselves to the group.

Bishop Goff thanked the Rev. Justin McIntosh and his staff at St. Paul’s, Ivy, for their hospitality in hosting today’s meeting. She asked Mr. McIntosh to share information about St. Paul’s.

Mr. McIntosh explained that St. Paul’s was started in the 1830’s but has only been a parish at this location for 69 years. The church has always had a relationship with nearby Mt. Calvary Baptist Church. In fact, the two congregations were together until the African-Americans left the congregation in the late 1800’s to form the separate Mt. Calvary. Today, the two congregations have again established a growing and deepening relationship in mission. Archbishop Meade was affiliated with this church and established many of the mountain mission churches during his time at St. Paul’s’. Today, they are a programmatic church and hold a very popular Celtic service once a month.

**Approval of Minutes of March 8, 2018 Meeting**

Bishop Goff asked for questions and clarifications. There was one addition to the minutes regarding the appointment of the ad hoc committee on diocesan giving.

**Mr. Schick moved that the minutes be approved the minutes as amended. Mr. Savage seconded the motion. The amended minutes of the board meeting of March 8, 2019, were approved without objection.**

The Rev. Carol Hancock, current President of the committee, gave the board a primer of the role of the Standing Committee. She explained that the Standing Committee is a canonical requirement of every diocese in the Episcopal Church. It is made up of twelve people, six clergy and six lay, who are elected by Diocesan Convention. Each member serves a term of three years and two clergy and two lay people rotate off each year. They cannot serve two consecutive terms. The Standing Committee has four basic responsibilities:

* To be a Council of Advice for the Bishop
* To approve postulants to become candidates for ordination
* To approve a church’s request to take on debt or to improve or change their property in some way (cell phone tower, selling part of their land, building low income housing or housing for seniors, etc.)
* Approve requests by other dioceses to elect a bishop, and to approve the election of bishops.

**Continued Discussion of Annual Convention Logistic for 2021 and Beyond**

Bishop Goff asked the members what they have heard from their regions on possible changes to annual convention. Some noted that their region was in favor of keeping things the way they are currently run but others received more mixed comments about changes. The cost of convention is a major point of contention. Potential other venues were discussed as well as changing the agenda to allow people to only have to spend one night instead of two. There was discussion around the need to complete the business of convention and allowing time for connecting with other delegates.

Bishop Goff appointed an ad hoc committee of Mr. Moore, Ms. Marques and Mr. Savage to work with the diocesan staff to explore ways to adjust the agenda to allow for only one night stay and also to look at other possible venues to hold the convention to reduce costs.

**Report of the Ad Hoc Committee on Diocesan Giving**

Mr. Kurt Aschermann reported that he, Mr. Ken Royston and Mr. Bob Steventon had looked at how other dioceses receive pledge funds. Ten years ago, there were four main ways of diocesan giving: voluntary, partial voluntary, partial mandatory and mandatory pledging. Currently, Virginia is one of only two dioceses that still has all voluntary pledging. There are a good deal of discussion about making a more concerted effort to explain ways that the diocese gives back to the parishes, educate parishes on what they receive from the diocese and the need for increased parish pledging. The committee was asked to work with Ms. Julia Randle to look at the recent history of efforts to increase diocesan pledging and report back at the June meeting. Ms. Marques volunteered to speak to the Chancellor to investigate what amendments to the Constitution and Canons if the board decides to pursue some form of mandatory pledging.

**The board adjourned for lunch at 12:05 p.m. to meet in their working groups.**

**Bishop Goff called the meeting back to order at 1:00 p.m.**

**Trustees of the Funds (TOTF) update**

Mr. Clifford updated the board on his continuing negotiations with the Trustees of the Funds. He announced that a separation agreement has been finalized and Mr. Mike Kerr will be leaving his position as the Chief Executive Officer (CEO) on April 30. Mr. Arthur Brinkley will serve as the interim CEO beginning May 1. The TOTF board has agreed to add an ex-officio member appointed by the Executive Board; that member will have voice and vote on the board. The TOTF board member will now be elected directly by annual convention instead of being approved by the annual convention through the related organization, process. Mr. Clifford will bring a resolution to the June meeting codifying the agreement with TOTF and rescinding the TOTF resolution the Executive Board approved last year.

**Report of the Bishops**

Bishop Goff reported that Ms. Anita Lisk has begun work as the Assistant to the Bishop and the Rev. Sarah Brockenbrough has come on board as the new Minister for Transition Ministry. As part of the reorganization of the diocesan office, Ms. Sissy Bice and Ms. Mary Anne Bryant have left the Mayo House staff. Bishop Goff announced that she plans to present the names of a new Assistant Bishop and Secretary/Chief of Staff to the Standing Committee at their May 2 meeting and ask for their consent to bring these two people onto the diocesan staff.

As a follow-up to the Listening Sessions, Bishop Goff plans to send out letters to the diocese centered around the four main themes that emerged from those sessions. The first will be about connectedness and how parishes and the diocese are part of one another and how we can work together more closely. The other themes that emerged were about youth, money and racial reconciliation.

Bishop Ihloff reported that he has been working closely with the Clericus of each region and the regional councils. He participated in a Lenten program in Harrisonburg. He and Ms. Kate Wettstein are working on the upcoming regional presidents’ retreat at Shrine Mont in June.

**Report of the Secretary/Treasurer**

Mr. Smith distributed the status list of parish’s parochial reports. He explained that 160 of the 178 parishes have completed and submitted their report or they are in progress. He also distributed the operational summary report and noted that the diocese has received $706,000 and expended $1,097,000. Mr. Smith distributed copies of the budget process for the 2020 budget.

Mr. Smith announced that the auditors have completed their field work for the 2018 audit and he anticipates having the draft audit by the June meeting. One issue that the auditor noted was several fund accounts that have negative balances. They suggested that these be cleaned up by transferring funds from another account to bring those balances to zero. The Budget working group will discuss this issue today and bring a recommendation to the board for action.

Mr. Smith also announced that the diocese has received a bequest from the Blakemore estate. The bequest will be approximately $15 million and will be used to fund healthcare expenses or scholarships for clergy children. There will be more information on this at the next meeting.

**Report of the Canon to the Ordinary**

Ms. Thorpe announced that there were currently thirty-two parishes in some phase fo the search process. She hoped to have an announcement about a few of these callings very soon. They are looking at possibilities to make the Vocational Deacons’ School more flexible for participants. Ms. Thorpe continues to work on a handful of Title IV cases to bring them to resolution.

Ms. Thorpe presented the proposed new Diocesan Alcohol Abuse Policy for consideration. She asks for the Executive Board to endorse the policy and it will be presented to Annual Convention for final approval. She is also asking the Standing Committee to endorse the policy. She stated that it will help put some good boundaries around the use of alcohol on church property and at church events. It also models what is appropriate alcohol behavior to our youth.

**Mr. Savage moved to endorse the new Diocesan Alcohol Policy as presented. Mr. Moore seconded the motion. The motion passed without dissent.**

**Regional Reports and Budgets**

Bishop Goff noted that the regional reports had been sent out in advance. There were no additions to the reports. She noted that there were three 2019 region budgets submitted for approval from the North Richmond, Alexandria and Culpeper regions.

**Ms. Marques moved, and Ms. Lockey seconded, to approve the 2019 budgets for the North Richmond, Alexandria and Culpeper regions. The budgets were approved unanimously.**

**Working Group Reports**

Mr. Maas gave the report of the Program Working Group. He explained that the group reviewed the projects and recommended funding levels for the Mustard Seed Fund and the Peter James Lee Small Church Revitalization Fund. The working group agreed with the review committee’s recommended funding levels. They even decided to award additional funds to several worthwhile projects for Mustard Seed grant, which will still have a surplus balance after the awards.

**Mr. Maas moved that the list projects and funding levels below be approved for the Mustard Seed grant and Peter James Lee Small Church Revitalization fund:**

|  |  |  |
| --- | --- | --- |
|  | **Request** | **Recommended Award** |
| **Mustard Seed Grant** |  |  |
| St Paul’s, Ivy | $2,000 | $2,500 |
|  |  |  |
| McIlhaney Parish | $2,000 | $3,000 |
|  |  |  |
| St. Gabriel's Leesburg | $2,000 | $2,500 |
|  |  |  |
| St. Peter's, Richmond | $2,000 | $5,000 |
|  |  |  |
| **PJL Small Church Revitalization Grant** | |  |
|  |  |  |
| Christ Church, Spotsylvania | $5,000 | $5,000 |
|  |  |  |
| Epiphany, Henrico | $5,000 | $5,000 |
|  |  |  |
| Emmanuel, Woodstock | $5,000 | $5,000 |
|  |  |  |
| Grace, Casanova | $5,000 | $5,000 |
|  |  |  |
| St. Andrew's, Mt. Jackson | $5,000 | $5,000 |
|  |  |  |
| St. Francis, Manakin-Sabot | $4,577 | $4,577 |
|  |  |  |
| St. John's, Richmond | $5,000 | $5,000 |
|  |  |  |
| St. John's, Tappahannock | $5,000 | $5,000 |
|  |  |  |
| St. Paul's, Haymarket | $5,000 | $5,000 |
|  |  |  |
| Trinity, Charlottesville | $3,000 | $3,000 |

**The motion does not require a second because it comes from a working group. The motion passed unanimously.**

Mr. Savage presented he report from the Budget Working Group. He noted that they had discussed the current status of the diocesan financial reports and the group reviewed the budget process. Mr. Smith explained that in order to clean up some of the inactive accounts on the diocesan books, the auditors recommended that some unused, unrestricted funds be move to zero out some of these unused accounts. The fund balance that is being recommended to move is the Cursillo account which is an inactive program. The funds will be transferred to offset negative balances in other accounts.

**Mr. Savage moved, on behalf of the Budget working Group, that the unrestricted funds in account #115 (Cursillo) be used to write off other negative fund balances. The motion does not require a second because it comes from a working group. The motion passed unanimously.**

Mr. Smith noted that he had forgotten to include information regarding the Canon 31 exemption request that had been submitted by the Rev. Cayce Ramey. It was decided that Mr. Martin would send out the information about this request and have the board vote electronically.

**NOTE: On April 15, 2019, the Canon 31 exemption for the Rev. Cayce Ramey was approved by the Executive Board by a vote of 16-0 with Mr. Ramey abstaining from the vote.**

Bishop Ihloff reported on his meeting with the regional presidents. The group reviewed the information that the Christian Formation staff has created about identifying regional youth delegates to annual convention. They also discussed topics for the regional president’s retreat in June. They discussed having diocesan staff attend and talk to them about what the diocese does and how it might improve the way it provides the various services it offers.

**Announcements**

Ms. Julie Simonton announced that the third annual Church Vitality Day will be held at Aquia Church, Stafford on June 1 from 9:00 a.m. to 3:30 p.m. The event teaches annual giving for the fall and has been expanded to include workshops on other areas of ministry. Ms. Simonton also announced that the Spring Clergy retreat at Shrine Mont will be held on May 6-8 with Dr. Thomas Long, noted homilist, as the highlighted guest speaker.

Bishop Goff thanked everyone for attending and reminded the Executive Board that their next meeting will be on June 20 at St. James, Warrenton.

There being no further business, the meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Ted Smith

Secretary