



**THE EPISCOPAL DIOCESE OF PENNSYLVANIA**  
**Diocesan Council Meeting – Saturday 23 Mar. 2019 – 09:00 AM-01:00 PM**  
**Nevil Memorial Church of St. George**  
**1 W Ardmore Ave - Ardmore PA 19003 - 610-642-3500**  
**parishoffice@stgeorgeschurch.org**

Celebration of Holy Communion (20 minutes)  
(Blessing of Manna bags)

(Transition to meeting – 5 minutes)

**MINUTES**

**Those attending:**

Rt Rev Daniel GP Gutiérrez

Brandywine Deanery: Rev Dee Dohenny Faison, Elizabeth Curtis Swain

Bucks Deanery: Rev Marlee Norton, Dave Dixon, George Pollitt

Delaware Deanery: Rev Marjorie Oughton

Merion Deanery: Rev Karen Kaminskis, Stephen Krouse, Christopher Hart

Montgomery Deanery: Rev Winston Smith, Warren Wanlund, Susan L Hunsicker

Pennypack Deanery: No representative present

Schuylkill Deanery: Rev Marclair Partee Carlsen, Renae Rutherford Lowe

Southwark Deanery: Rev John Gardner, Peggy Buescher

Valley Forge Deanery: Rev Dr Mike Sowards, John Wallace, Faith Parshall

Wissahickon Deanery: Evelyn Partridge

James Pope, Treasurer; Jerome Buescher, Secretary; Canon Douglas J Horner, Finance & Business;  
Rev Canon Toneh Smyth, Mission; Rev Canon Shawn Wamsley, Canon to the Ordinary

George Vosburgh, Standing Committee Liaison

Those notifying of non-attendance in advance of meeting: Jeff Dean, Dina L Harvey

1. Call to Order The Rt. Rev. Daniel Gutiérrez  
9:54 AM
2. Host – Welcome, information about parish & community (10 minutes) – The Rev. Joel C. Daniels, PhD. Rector of St George, spoke on the history of the parish and its perception as being “Catholic.”

3. Opening of the meeting (5 minutes)

The Rt. Rev. Daniel Gutiérrez, Presider

- a. The Bishop welcomed everyone in attendance.
- b. Adoption of the agenda:

The Bishop announced that he would prefer to dispense with the agenda for this meeting to permit discussion of larger issues facing the diocese and diocesan council, largely in conjunction with the movement toward diocesan incorporation. A motion was made, seconded, and approved by voice vote.

4. Minutes of the 19 Jan 2019 meeting of Diocesan Council (5 minutes)

Jerome Buescher, Secretary

A motion to accept the minutes was made, seconded, and approved.

5. Incorporation – recommended actions for Diocesan Council

Elizabeth Swain

Elizabeth Swain distributed a handout titled “Incorporation Update.” A scanned PDF of that handout is appended first at the end of these minutes.

Page one of the handout delineates action items, pertinent to incorporation, for Diocesan Council.

Page two of the handout delineates a timeline for the incorporation process, leading up the Diocesan Convention 236 in November of 2019.

In regard to the Permanent Committees mentioned in item 6.2.6, Dave Dixon circulated sign-up sheets requesting that Council members indicate their interest in the six committees being formed. Dave impressed upon Council members the importance of getting this effort underway. These committees were established (as part of the Incorporation resolution passed at the November 2018 Convention) in November. It is now March.

Elizabeth Swain added that the committees can have meetings outside Diocesan Council meetings. The committees need to staff and empower themselves to carry out their function as described in Section 6.2.6 of the distributed handout.

6. Bishop’s Report (15 minutes)

The Rt. Rev. Daniel Gutiérrez

The Bishop noted that the budget is going forward, with attention to the historic distinction between mandatory and voluntary contributions. The Bishop affirmed that he is aware that we, the DioPA, have to make cuts. But the Bishop is also aware, as he has heard over his three years in the DioPA, that we have crushing poverty – and that that is a sin. We have racism. We have classism. Parishes in DioPA need support; but the Bishop pointed out that this diocese has staff that is one-quarter to one-half the size of similarly sized dioceses. We have a single bishop, not two or three. We, as an Episcopal diocese, are responsible for proclaiming the good news.

The diocese is working to formulate a budget that deals with all those things. But we are the diocese, he needs us, the Diocese needs us. He challenges us to “think differently,” not to think as though we were still in the 1950s, but as preparing for at least through the next five years.

We need to do it together, as a diocese. It’s not Hispanic ministry, it’s not black ministry, it’s our ministry, our mission. The way we are doing it now is death by 1,000 cuts. As the Bishop put it: This is your church! Throw it open!

Rev Dr Mike Sowards pointed out that increasing contributions to DioPA means cuts to the local staff. The goal has to be achieved by a multi-year plan, not by a one-shot action.

It was pointed out that there are some outside-the-diocese funds available from the national church and other granting agencies. Grants from those entities might help fund outreach efforts.

Faith Parshall – conflicted about spending on bricks, mortar, empty facilities at expense of human need. There needs to be attention paid to stewardship and its broader implications.

Rev Marlee Norton – there’s a budget axiom: reduce expenses, increase income. It’s widely felt that there’s an issue with larger, wealthier churches of the diocese who don’t pull their DioPA weight.

Warren Wanlund – helped to merge two churches, proud of that effort. It was painful, difficult. But it worked.  
Bishop – Holy Trinity Lansdale. Tried valiantly, but found they were past point of help, and simply needed to cease operations. So, let’s look at options. Ceasing or merging does not mean the church is a failure. But we do need to consider and be willing to DO THINGS DIFFERENTLY.

John Wallace – There are local wishes & global wishes. Churches, by and large, are dead zones outside 4 hours on Sunday and some weekday evenings. An issue for people in the 21st century: peace and quiet. People can find that at some churches that aren’t “programming” in those hours. That’s serving a need beyond what serves this parish, what serves me. It’s a global outreach – outreach to the next generation. One more point: there’s no reason for every parish to have a food pantry; we’re often really close geographically.

Christopher Hart – going outside, thinking differently, leveraging technology. It is possible to work collaboratively when not physically co-located. Bishop – there’s some symbolic need but it doesn’t need to be extravagant.

Rev Dee Faison – how much campus effort is there at the diocesan level? The answers that were proffered were St Mary Hamilton Village with U Penn, a parish with Swarthmore College. Temple U is out of Advocate.

Bishop – we need to reclaim our diocese!

7. Treasurer’s Report (10 minutes) Mr. James Pope, Treasurer

Mr Pope presented a succinct and non-alarming review of DioPA’s financial position.

8. Financials Canon Douglas Horner

Canon Horner presented more detailed figures. A scan of the diocese’s summary financial position is appended at the end of these minutes.

9. Standing Committee Report (5 minutes) Standing Committee Liaison

George Vosburgh – presented a short report. The Standing Committee has been occupied in working people through the ordination process. That process is now up and running, ordinations are scheduled. The process is greatly improved from the Commission on Ministry’s (COM’s) perspective and the candidates’ perspective. Anti-Racism Commission (ARC) – all ordinands, all clergy entering DioPA, and DioPA staff will complete training in a one-year cycle.

10. Committee Reports (oral and written) (10 minutes)

11. Old business

Anti-Gun Violence Commission (AGV) overview, budget, plans

Rev Canon Sarah Hedgis

AGV is now a Commission, no longer a Committee. This violence touches all of us, every week. Two things to talk about today: bear witness to what we've seen the AGV doing; and the Year of Faithful Witness, a memorial to the lost. The size of the actual memorial varies by area and number over 5-year period. People find names of their families in the churchyard. Hosts expected to do some education, depending on their abilities. E.g., at St Christopher's, changed exhibit because of local needs. Worked well, led to partnership with other religious institutions. Rev Dee Faison works on recruiting new members. At present, many clergy on the Commission; need lay members. E.g., field hockey game postponed because of threat of violence. Impact on those present. See handout, last page: calendar for Year of Faithful Witness. [A PDF of a scan of that page is appended after these minutes. JGB] Rev Karen Kaminkas – St Mary's Ardmore, just did a presentation, very moving. Rev Michelle Bullock – the Commission has available many resources. At present, restructuring into 8 different groups with a budget. Resource to be created: people's supper. See handout. Host parish. Meal, Conversation about gun violence. Rev Dr Mike Sowards – need to look at gun issues when renovating buildings. Elizabeth Swain – Church of the Advent is part of Chester County emergency response event. Rev Maricclair Partee Carlsen – 13 Apr at St Mary Hamilton village – can see their work on Faithful Witness.

Rev Sarah Hedgis – arrived late because of accident. She reminded members of Council that they should recognize – how anxiety-producing talk about gun violence in church can be. AGV – has a very broad spectrum. Need nuts and bolts issue approach – safety, locks, security, assault rifles, magazines. Key word is WITNESS – e.g., Mary at the tomb. Mary didn't understand, but knew she had to witness.

12. New business

Dave Dixon – Growth & Development grants. 3 years remaining. A list of those parishes awarded funding in the latest cycle was distributed. [A scanned copy PDF of that list is appended at the end of these minutes. JGB]

Dave asked the Bishop to speak about the new permanent committees at the retreat schedule for our next meeting. We need to get this going. An idea about having alternate members to Diocesan Council to increase lay participation was floated. We need data; the impression is that sometimes the laity are more consistent in attending Council meetings than the clergy members. Dave will collate info collected on signups.

13. Schedule of next meeting

Jerome Buescher, Secretary

22 Jun 2019 – Church of St. James the Greater Bristol – 225 Walnut St – Bristol PA 19007-4940 –  
The Rev Marlee R. J. Norton

Note: At the Bishop's request, this meeting will be a retreat time for envisioning together.

14. Reflections (5 minutes)

15. Closing Prayer

16. Adjournment

The Rt. Rev. Daniel Gutiérrez

12:07 PM

**\*\*A light lunch and onboarding for new members took place after adjournment of the meeting**

## Incorporation Update - Elizabeth Curtis Swain – March 23, 2019

### Action Items for Diocesan Council

The 235<sup>th</sup> Convention adopted changes to the Canons submitted by the Incorporation Committee. This summarizes action items for Council prior to the 236<sup>th</sup> Convention arising from amendments to Canon 6, Diocesan Council, Section 6.2 Powers and Responsibilities. After the action items is the Timeline for Steps for Incorporation.

#### Section 6.2.6 Permanent Committees

- Discuss and agree on Operating Statements for each Committee, using following suggested criteria:
  - Build upon roles of existing committees
  - Active voice, specific actionable steps
  - Programs and missions within Diocese not parishes
  - Operate within Diocese budget and canonical constraints - no 'unfunded mandates'
  - Meet fiduciary role of Diocese
  - Decide involvement by Deaneries to develop collaborations among parishes
- Identify members of each Committee from Council and whether need non-Council members
  - If need non-Council members, what is process to find and name such
  - Have member of Church House staff as liaison
- Discuss and agree on what action can be taken by each Permanent Committee [may vary by Committee] and what must be taken by full Council
- Discuss and agree on Permanent Committees' meeting process and reporting process to Council

#### Section 6.2.3

- 6.2.3.1 – Council is to act as the “Convention between Conventions coordinating and furthering the programs and mission of the Diocese
  - Understand what Council's role is, as Council or through Permanent Committees
- 6.2.3.2 – Council is to oversee and coordinate implementation of resolutions relating to programs and mission of the Diocese
  - Understand what Council's role is, as Council or through Permanent Committees
- 6.2.3.3 – Council is to consider, enact and implement emergency resolutions on matters not reserved to the Board of Trustees or the Standing Committee and that Council determines cannot be held until next Convention
  - Understand what Council's role is
- 6.2.3.4 – Council reports annually to Convention concerning its activities and actions
  - Council needs to report on the roles and responsibilities of each Permanent Committee

## Timeline for Steps for Incorporation

### Pre-236<sup>a</sup> Convention

- Nominations for Board of Trustees membership
  - Seek candidates meeting criteria of Canon 26.1.5
- Incorporation Committee review Due Diligence Checklist to identify, if any, additional changes to Canons to ensure smooth implementation post incorporation
- Diocesan Council prepare report to Convention describing implementation of Canon 6.2.6

### 236<sup>a</sup> Convention – November 2019

- Final vote on changes required to Article VIII of the Constitution relating to Standing Committee
- Election of 9 members of Board of Trustees – 3 clergy, 6 lay [Canon 26.1.1] for term of three years [Canon 26.1.2] with terms staggered [Canon 26.1.4]
- Announcement of 3 members of Board of Trustees appointed by Bishop to serve term of three years [Canon 26.1.1, 26.1.2]

### Post-236<sup>a</sup> Convention

- Commencement of legal, financial, tax, human resources and business steps to effect incorporation and transition as required by applicable Pennsylvania and federal statutes and by Canons – Legal and Finance teams with Church House staff for as required by Due Diligence Checklist
- Board of Trustees first meeting to organize and commence operations [Canon 26.2]
- Board of Trustees appoint members of Finance Committee [Canon 26.2.4]
- Finance Committee first meeting to organize and commence operations [Canon 26.4]
- Diocesan Council first meeting to organize and commence operations [Canon 6.2.3]
- Standing Committee membership remain fixed at 10 with reduction to 8 effected by no election at 237<sup>a</sup> Convention

**Episcopal Diocese of Pennsylvania**  
**Statement of Financial Position**  
**February 28, 2019**

**Assets**

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Cash	\$ 1,975,723
Contributions Receivable	
Pledges	314,447
Other	-
Assessments Receivable	1,654,131
Other Receivables	152,674
Prepaid Expenses	5,358
Investments	63,515,632
Real Estate Held for Sale	-
Loans Receivable	946,491
Property and Equipment, Net	6,632,503
Beneficial Interest in Perpetual Trusts	4,425,956
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<b>Total Assets</b>	<b><u><u>\$ 79,622,915</u></u></b>

**Liabilities**

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Accounts Payable and Accrued Expenses	\$ 157,910
Post- Retirement Benefit Obligation	3,850,000
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<b>Total Liabilities</b>	<b>\$ 4,007,910</b>

**Net Assets**

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<b>Total Liabilities and Net Assets</b>	<b><u><u>\$ 79,622,915</u></u></b>
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**Cash Detail**

Bishop's Discretionary	\$ 7,339
Designated Funds	1,302,179
TD Payroll Account	-
Church House Operating	437,788
Closed Churches	5,437
Nunns Operating Account	222,730
Petty Cash	250
<b>Total Cash</b>	<b><u><u>\$ 1,975,723</u></u></b>

**Calendar for Year of Faithful Witness:**

Month	Congregation	Deanery
September	St. Peter's Glenside	Montgomery
	Church of the Good Samaritan	Brandywine
October	Incarnation Holy Sacrament	Delaware
	St. Thomas Whitemarsh	
November	Philadelphia Episcopal Cathedral	Schuylkill
	St. Peter's Church Phoenixville	Valley Forge
December	REST	
January	St. Christopher's Gladwyne	Merion
February	St. Asaph's	Merion
March	St. Peter's 3rd & Pine	Southwark
April	Trinity Buckingham	Bucks
May	St. Thomas Overbrook	Schuylkill
	St. Mary's Chester	Delaware
June	St. Luke & the Epiphany	Southwark
July	REST	
August	REST	
September	St. Mary's Cathedral Road	Wissahickon
October	St. Anne's Abbingdon	
November	Schuylkill Congregations	Schuylkill

<b>2019 Growth Development Fund Awards</b>			
	<b>Church Name</b>	<b>Grant Request Amount</b>	<b>Comments</b>
1	Calvary St. Augustine Church	30,000	repair and restore church walls
2	Incarnation, Morrisville	30,000	parking lot
3	Redemption, Southampton	30,000	remodel bathrooms
4	St. Andrew and St. Monica, Phila	30,000	renovate basement for outreach
5	St. Asaph, Bala Cynwyd	30,000	renovation of church basement for program
6	St. John's Church, Lower Merion	30,000	update church bathroom, build 2nd bathroom, add 12 parking spaces
7	St. John's, Essington	17,366	establish secure storage for food bank ministry
8	St. Mary's, Ardmore	30,000	upgrade kitchen to commercial quality
9	St. Mary's, Hamilton Village	30,000	create bathroom. entrance/foyer & large room in Parish hall for Nursery school
10	St. Stephen's, Norwood	20,000	replacing the concrete sidewalk, steps and curbing
11	Trinity, Ambler	21,990	roof repair
		<b>299,356</b>	