

Episcopal Diocese of Pennsylvania  
Finance Committee Minutes  
Church of the Redeemer, Bryn Mawr, Pennsylvania  
March 29, 2016

Present: Eric Rabe, The Rev. Charles Flood, The Rev. George Master, Dana Hall, The Rev. Greg Wilson, Peter Datos, John Loftus, Pat Smith, The Rev. Adam Kradel, The Rev. Deidre Whitfield, Ann Booth Barbarin  
Ex-Officio Present: James Pope, Treasurer; Norman McClave, TCF; Rob Rogers, Staff  
Ex-Officio Not Present: The Rt. Rev. Clifton Daniel, CCCEB Representative  
Present by Invitation: Kirk Muller

The meeting opened with prayer at 6:30.

The Chair then provided opening comments recalling for all the Bishop election. He discussed that the Bishop-elect will visit at least one time in April prior to his move to the Diocese in June.

The consent agenda was considered and the minutes of the meeting of February 8, 2016 were unanimously approved.

The Chair then turned to Kirk Muller and Adam Kradel, respectively, who discussed a proposed Parish budget survey and the Budget Subcommittee update. Kirk Muller stated that the Subcommittee recommends a survey to assess if parishes have an understanding of the budgeting process and to assess likely pledge giving from each parish for 2017. Mr Muller discussed the process for designing the survey and agreed to make some additional adjustments suggested by the Finance Committee members. After discussion and motion it was unanimously agreed to move forward with the survey circulation to the parishes within the Diocese in April.

The Rev. Adam Kradel then provided a status update of the budgeting process. The group discussed that the dates for the Assessment calculation and the Diocesan Council decision regarding ministries, mission and grants would also affect when the Budget Subcommittee will be able to conclude its proposed budget for submission. It was suggested that the Finance Committee consider the dates for finalizing submissions that contribute to the budget to determine if any of the dates can be moved to make them logical and reasonable given time needed to prepare and submit the budget to the convention.

Next, the Finance Committee discussed insurance and the process for opting out of diocese insurance coverage. St. Thomas Whitemarsh is the latest parish to propose to "break away" or seek coverage separate from the Diocese group insurance policy provided by Sovereign Insurance. They have chosen property/liability insurance from Church Insurance, a unit of the Church Pension Fund with reduced coverage. It was explained that lower risk and wealthier churches sometimes may be able to save with finding lower alternative coverages, but the result affects the coverage and cost for those who stay in the Diocese policy.

Rob Rogers explained that the Canons do not mandate a particular type of coverage and only state that insurance must be maintained. After discussion it was agreed that a subcommittee should be established to consider the issue of insurance for all parishes in the Diocese. As this is in large part associated with the parish property, George Master was asked to arrange this subcommittee and to arrange for a meeting as soon as possible.

Next, the Chair noted that the Finance Committee needed to be briefed on the projections for income and expenses associated with the Servant year program. He noted that based on 2015

actuals Servant Year income under-ran significantly its budgeted income projections. The first two months of 2016 indicate that the trend continues. Rob Rogers explained that the Youth budget relies on three main programs which generate a significant part of the revenue for the budgeted activities. If any of the programs suffer, the overall budget is affected. He noted further that the staff for Youth and Young Adult ministries is a fixed cost and all programs are needed to generate the projected income to cover those costs.

There followed a discussion of the churches not yet pledging for 2017. It was agreed that Diocesan Council is in the position to assist in the conversation with churches about the pledge commitments. After discussion the finance committee requested that Diocesan Council contact parishes, first those not yet pledging for 2017, and then all parishes, to discuss the overall need for pledging. The committee acknowledged that there may be a need for the parochial relations committee or other resources when parishes undertake a conversation about finance and budget.

The Chair next considered the wishes of The Rev. Koshy Mathews, St. Peters, Phoenixville to conduct a fund-raising campaign in the Diocese in support of the "Global Mission Commission." After discussion it was acknowledged that the mission is timely and on motion it was approved.

There followed Discussion of Reports:

- a. Financial Statements – Rob Rogers – statements have been distributed. A short discussion on TD Bank "lock boxes" and the cost for using them. It was proposed that the system be kept through the end of the year and then assessed at year-end. The 2017 budget should include the associated bank fees until the assessment can be conducted. Rob Rogers discussed that next year we could evaluate the possibility of other more efficient ways for vendors to be paid
- b. Treasurer's Report – James Pope, Treasurer – nothing to report
- c. Standing Committee Report – Pat Smith. Pat Smith reported that a June celebration for Bishop Dan is being planned and the Bishop Transition Committee is working on transition for Bishop Gutierrez. .
- d. Subcommittees
  - i. Budget - no additional items not covered above – Adam Kradel
  - ii. Investment – nothing to report
  - iii. Parochial Relations – a report will be sent out before the next meeting
  - iv. Property – George Master discussed St John's Norristown and the lease of the first floor to the Center for the Homeless. Sean has recommended to continue the lease for 5 years with an escalator in the rent.

There being no further business, the meeting was adjourned with prayer a little after 8:00 PM. The next meeting is scheduled for April 18<sup>th</sup>, at Church of the Redeemer in Bryn Mawr.