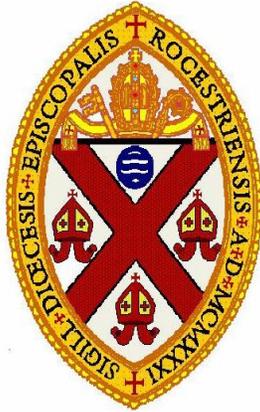


**EPISCOPAL DIOCESE OF ROCHESTER  
87th CONVENTION OFFICIAL REPORTS**

**DIOCESAN COUNCIL  
STANDING COMMITTEE  
TRUSTEES  
COMMISSION ON MINISTRY  
DISTRICTS**

**October 27, 2018**



**OFFICIAL REPORTS  
Convention 2018**

Episcopal Diocese of Rochester

*Published in the following order:*

**Reports from Elected Offices:**

Commission on Ministry  
Diocesan Council Summary of Minutes  
Standing Committee and Official Acts  
Trustees

**Reports from Districts:**

Northeast District  
Rochester and Monroe Districts  
Southeast District  
Southwest District

**87th Convention of the Episcopal Diocese of Rochester  
Commission on Ministry Official Report**

**Name of Organization:** Commission on Ministry

**Officer(s):** Co-Chair – Rev. Jimmie Sue Deppe, Co-Chair – Dr. Rob Ferris  
Secretary/Grants Coordinator – Rev. Phil Kasey

Additional Committee Members: Mr. Allison Bourne, Rev. Dahn Gandell, Rev. Krista Cameron, Mr. James Garner, Ms. Elizabeth Daddis, Ms. Ellen Ralston, Rev. Georgia Carney, Rev. Kenneth Pepin, Ms. Robin Yergeau, Rev. Andrew Van Buren, Rev. Keith Patterson, Ms. Judith Day  
Ex officio: The Rt. Rev. Prince Singh and The Rev. Canon Johnnie Ross

Report:

It is both my joy and privilege to share with you the great work of the Commission on Ministry this past year. The work of the Commission is one of shepherding, assessing, listening, providing honest feedback and opportunities for those in the discernment process for leadership ministry in the diocese. We serve those seeking ordination as well as professional lay ministry. Our work is not done in isolation but rather in concert with the Bishop's office, Standing Committee, Seminary and our parishes.

This past year has been a blessing in that we have recommended to our Bishop the following:

**Ordination to the priesthood: Michael Laver**

**Ordination to the priesthood: Padraic Collins Bohrer**

**Postulant for the vocational diaconate: Sue Ouellette**

In addition, this past year we have worked with parishes who are working with aspirants in one level of discernment or another, and we implemented parish discernment catalyts. We truly have much to be excited about as a diocese!

For the Commission,  
The Rev. Jimmie Sue Deppe

## **87th Convention of the Episcopal Diocese of Rochester Diocesan Council Official Report**

**Name of Organization:** Diocesan Council

**Members:**

Clergy: Bishop Prince Singh, (Chair)  
The Revs, Leslie Burkardt; Dan Burner (Chair, Budget);  
Billy Daniel (Co-Chair, CDPC); Stephen Meister; Troy Preston;  
Carol Stewart; Chris Streeter (Vice-Chair); Catherine Tatem (Co-Chair, MPC);

Lay: Margy Ashley, (Co-Chair MPC); Floyd Bayley; Al Carvill;  
Linda Ketchum-Pompili; Liz Porter; Linda Raide; Julie Syracuse;  
Dawn Wilkins (Co-Chair CDPC);

Ex Officio: Terry Butwid, Diocesan Treasurer; Phil Fileri, Chancellor;  
Bliss Owen, Assistant Diocesan Treasurer; J  
Johnnie Ross, Canon to the Ordinary;  
Todd Rubiano, Chief Financial Missioner;  
Kristy Estey, Benefits and Operations Manager;  
Christa Moore-Levesque, Secretary;

During the 2017-2018 season, Diocesan Council has been hard at work in its collaborative efforts to support the parishes and missions of our diocese. Council is made up of sixteen lay and clergy delegates elected from around the Diocese of Rochester. The full Council meets monthly with the occasional exception of July and August. This year Council met ten times at various parishes around the Diocese. Additionally, the three subcommittees of council have each met 6-10 times to accomplish their work.

There are three subcommittees of Diocesan Council. These include the Mission Partnership Committee (MPC), the Congregational Development Partnership Committee (CDPC), and the Budget Committee. Additionally, the Steering Committee is made up of the Bishop, committee chairs, vice-chair, and key leadership staff. The Steering Committee of Council prepares the agenda for each Diocesan Council meeting.

In addition to the summary overview provided in this report, regular business at Council meetings includes: Meditation and prayer; Approval of the Agenda/Consent Agenda (as prepared and presented by the Council Steering Committee); Approval of Minutes; Highlights from the Bishop's Activities; Budget and Finance Reports, including the year-to-date status of parish apportionments for approval subject to audit; Reports to Diocesan Council from diocesan committees, staff and Council members; and Reports by the sub-committees of Council.

### **Mission Partnership Committee**

The Mission Partnership Committee (MPC) helps encourage mission outreach in the diocese. It is charged with awarding grant funding for three types of Diocesan grants: Parish, Partnership and Sustainable Development Grants (SDG). Parish grants are designed to support local missions

and funds are given directly to parishes. Partnership grants are just that-partnerships between parishes and not-for-profit organizations that have 501(c)(3) status. Funds are given directly to the not-for-profits. Sustainable Development Grants (SDG) is a United Nations program that focuses on ending world poverty and supporting human rights. The SDG grants awarded by the Mission Partnership Grant Committee focus on mission outside the Diocese.

Limited Diocesan resources, paired with growing requests for mission grants funding, led the MPC to make revisions in 2017 to grant criteria for all three grant categories. 2018 saw the committee continuing to live into these revisions. A cap has been placed on Parish grant requests for missions that have been receiving funding for 10 years or more, and congregations were limited to two mission applications. Similarly, a cap has been placed on Partnership grant request amounts, proof of a direct relationship between the parish and the not-for-profit was required, and only one Partnership grant request per parish was accepted. Finally, a cap has been placed on awards for SDG requests, and for the first-time funding was on a matching-funds basis. MPC met in June to review all grant applications, utilizing these guides to help ensure faithful stewardship.

### **Congregational Development Partnership Committee**

The Congregational Development Partnership Committee (CDP) oversees the actions taken by the diocese to help develop and support congregations as they seek to discover and embrace their unique ministry. This includes oversight of Congregational Development Partnership (CDP) grants and the College for Congregational Development.

Congregational Development Partnership grants are designed to empower parishes that are discovering new opportunities for their growth and ministry and lacking the financial resources to meet their opportunities. These grants typically provide funding to help these parishes call or maintain their clergyperson. Applicant parishes must provide a strategic plan focused on mission and ministry, a complete budget, and a projected budget model for the next five years. The parish must also demonstrate that it has fully engaged lay leadership and clearly defined goals and objectives to achieve its strategic plan. The parish must be actively seeking a path to economic sustainability.

In 2018 the Congregational Development Partnership Committee once again saw an increase in parishes seeking funding for CDP grants. Diocesan CDP grants now support fifteen parishes. Several of these parishes are achieving increased economic self-sufficiency and receiving smaller diocesan grants. However, a few have extended their timeline. When parishes apply for CDP grants, the CDP grant model assumes that the parish could achieve self-sufficiency within five years. Unfortunately, that assumption has proven to be too aggressive for some parishes and their funding requests have not declined as quickly as initially projected. CDP worked hard this year to establish guidelines for coaches, ensuring that every applicant parish receives personal support from a member of the committee.

2018 also saw the second year of our College for Congregational Development, led by the Rev. Paul Frolick. Developed and established in the Diocese of Olympia in Washington State, the College for Congregational Development provides a proactive approach to help congregations. Open to all parishes, the college is an intensive seven-day, six-night training

program for lay and clergy leaders offered over two summers. It seeks to develop healthy, faithful, sustainable congregations able to fulfill their calling to be the body of Christ in a place, time, and community. The college equips leaders to look at their current reality, discern their future, and work on strategies, goals, and actions to get to that future. The training includes exploring theory, engaging in applied exercises and experiential learning, and planning, doing, and reflecting on projects in the parish.

Our diocese has been investing in training local instructors to lead our own college for congregational development programs in the future. Now in its third year of planning and training, our diocese hosted our first college retreat experience this summer. Skilled trainers from the Diocese of Olympia travelled to Canandaigua and led a weeklong summer retreat for parish leaders. The retreat was open to parishes across our Diocese and the eastern US. Simultaneously, local trainers were learning how to facilitate and learn to lead future college experiences. Participant evaluations were very positive and Diocesan Council looks forward to supporting another week-long retreat in 2019, along with weekend options.

### **Budget Committee**

The Budget Committee works closely with Chief Financial Officer, Treasurer, and the Diocesan Accountant to review the budget prior to presentation at the regular Council meetings. The Budget Committee does not make financial decisions on Council's behalf. Rather, it makes preliminary financial analysis and suggestions to bring to Council for its consideration. Budget Committee members may also serve as liaisons to the Human Resources committee. In 2018, the Budget Committee of Council had two main charters: guide the Diocesan Budget Process and work with the Trustees, through the Steering Committee of Council to ensure good communication regarding the budget and operations. There are three parallel efforts to guiding the Diocesan Budget Process: close out the previous years (2017) budget, actively maintain the current years (2018) budget, and create the proposed, upcoming years (2019) budget.

As reported in the financial reports provided in the Convention materials, the year-end estimate for the 2018 diocesan budget forecasts both expenses and income running 2% over budget.

In preparing the 2019 budget, Council's review of historical budget reductions since 2010 has shown that the Diocese has maximized its steady reduction of administrative costs. Administrative reductions will be minimal moving forward. Previous years budgets have had "levers" to pull (staff assessment and reductions, administrative office savings, health care restructuring, etc.) that allowed us to reduce the administrative costs by approximately \$500,000 in 7 years. These reductions have allowed programmatic expenditures to remain steady at about \$950,000 annually. Programmatic expenses are those that support parishes and outreach directly. This includes all diocesan grants, outreach and educational programs, etc. In the future, the budget committee believes that any reductions in expenses will need to be programmatic or a significant change in Diocesan vision would need to occur.

The Budget committee has worked with Council to review Apportionment. The recent Tax Law changes created an influx of income to the parishes which would increase apportionment significantly. The Budget committee decided in its review of apportionment to look at a new formula for apportionment which would minimize the impact of this increase to the parishes

while still providing the necessary funding to operate the diocese and programmatic expenses. This approach, which would move the diocese toward a biblical based tithe, would also provide several levers which can in any year provide the option to adjust rates within guidelines. The Council approved this apportionment plan which is included in the budget recommendation.

To develop the 2019 budget, Council used the proposed apportionment plan rates and the endowment draw rate set by the Trustees.

**Additional Work of Council and Council Members**

Members of the Council Steering Committee and Trustee Steering Committees met throughout the year so that both groups could communicate about short and long term issues and initiatives within the Diocese. Topics of discussion have included: the effects of decreasing budgets; protocol for handling budget deficits; and funding contributions, among others. Regular meetings and communications are ongoing between both Steering Committees.

In June, each of the elected leaders - Presidents and Vice-Chairs of Council, Trustees, Standing Committee and the Diocesan Treasurer - all met to discuss and review the performance of the Bishop. Each governance group was represented. The group noted we do not currently engage in a Mutual Ministry Review with our Bishop. We are working together to implement this initiative, utilizing the services of an experienced facilitator.

Council representatives are thankful to have worked in support of our parishes and missions across our diocese this year. We are even more appreciative of the many volunteers, lay leaders, clergy, and staff members who give life to our vibrant faith communities. Diocesan Council works in support of your efforts. Together we hope we all can live into our diocesan vision.

**Joy in Christ, as a way of life.**

*Respectfully submitted by: Chris Streeter, Vice Chair, in partnership with submissions by Dan Burner, Budget Committee Chair*

**87th Convention of the Episcopal Diocese of Rochester  
Standing Committee Official Report**

**Name of Organization:** The Standing Committee

**Officer(s):** Sarah M. Peters, President  
Michael Hartney, Secretary

**Committee Members:**

Lay: Lois Giess, Susan Woodhouse, Carolyn Mok  
Clergy: Richard Hamlin, Robert Picken, Cam Miller

**Report:** The Committee met 8 times between November 2017 and September 2018. Details may be found on the Diocesan website. Minutes of meetings are published each month as they are approved. The Committee met at the end of September and is scheduled to meet in late October 2018. The minutes for those meetings at the writing of this report have not yet been approved.

The Committee consented to following Diocesan elections:

Consent for Election of a Bishop Suffragan of the Diocese of Virginia

Consent for Election of a Bishop Diocesan of the Diocese of Bethlehem

Consent for Election of a Bishop Diocesan of the Diocese of the Rio Grande

Consent for Election of a Bishop Diocesan of the Diocese of Newark

The Committee certified to the:

Ordination of Michael Laver to the Priesthood

Ordination of Padraic Collins-Bohrer to the Priesthood

The Committee consented to the:

Lease agreement between St. Peter's Church, Geneva and St. Peter's Academy

The sale of a piece of property owned by St. Luke's, Fairport

Transfer of Membership Interests in Upper South Street Housing Development Inc. by St.

Michael's Geneseo and the Episcopal Diocese of Rochester

Approval of the sale of the Rectory of Zion Church, Avon

The Standing Committee confers and consults with the Bishop on many other matters monthly pertaining to the Diocese. We continue to work closely with Bishop Singh using the Behavioral Covenants adopted in 2016 to cooperatively and collaboratively make decisions for the benefit of the Episcopal Diocese of Rochester.

## **87th Convention of the Episcopal Diocese of Rochester Trustee Official Report**

**Name of Organization:** The Diocesan Trustees, including the committees of Audit, Building and Property, Investment Review and Prichard Scholarship. In addition, the Human Resources Committee is a shared resource for the Bishop, Staff and all the standing committees of the Diocese.

**Officers:** **Chairperson:** Bishop Singh; **Vice Chair:** Les Kernan; **Chief Financial Officer:** Todd Rubiano; **Treasurer:** Terry Butwid; **Assistant Treasurer:** Bliss Owen; **Clerk:** Lyn Omphroy

**Members:** Carl D'Angio, Gil Ferris, Doug Lyon, Susan Scanlon, Scott Seabridge, Virginia Tyler Smith, Ron Young, Charles Zettek

**Structure:** The Diocesan Trustees are supported by several standing committees, including the Investment Review Committee, the Audit Committee, the Building and Property Committee, the Prichard Scholarship Committee and the Human Resources Committee. In addition to the four scheduled Trustee meetings, the Trustees continue to look for opportunities to collaborate with the Standing Committee, the Diocesan Council and the Commission on Ministry. Actions of the Trustees and all committees are found in the minutes of the Trustees located in the office of the Diocese. Committee meetings took place several times during the year.

**Committee Members:** Several outside members served on sub-committees, strengthening the committees and bringing more representation from a broad group of congregations. Included were:

*Human Resources Committee outside members:* Elizabeth Bakken, Sherry Ralston and Amy Moyer

*Investment Review Committee outside members:* Greg VanLaeken, Peter Greaves-Tunnell and John Johnson

*Audit Committee outside member:* Aaron Kane

*Building and Property Committee outside members:* Jay Benesh and Richard Krapf

*Prichard Scholarship outside members:* Diane Prichard, Ian Prichard and Marti St. George.

### **Audit Committee:**

A significant portion of the work of the Trustees is to complete canonical requirements including the Diocesan Audit and assist with parish audits.

Mengel Metzger Barr & Co., LLP (MMB) conducted the 2017 audit. At its meeting on September 11, 2018, the Trustees unanimously passed a resolution to accept the 2017 Diocesan Audit and move the audit to Convention for review and approval. The audit is available for review on the Diocesan web-site.

### **Building and Property Committee:**

The committee worked on the following properties and assessed the requirements of each:

- The Diocese renewed a one-year, renewable lease for office space at St Peter's, Henrietta.

- Belmont: The Diocese continues to work with Ardent Solutions to provide housing for future medical students while considering other partnerships to support this program.
- Grace Church Lyons: Reviewing and approving capital budgets.
- Trinity Church, Geneva: The Diocese is working with parish leadership to consider redevelopment options.
- Bolivar: Legal work is completed to obtain marketable title to the property.
- Belvedere: The Diocese is exploring opportunities to transfer the property to a new owner.
- St. Andrews Chapel, Webster: The Diocese proposes to transfer the property and the related funds to Good Shepherd, Webster to streamline administration and management.

### **Investment Review Committee:**

The current Investment Policy Statement for funds invested in the combined endowment was reviewed and approved with slight modification to the Fixed Income Benchmark.

The portfolio performance since inception with Canandaigua National Bank (formally Genesee Valley Trust) on 12/01/11 was an average annual return of 8.9% through July 2018. This performance is somewhat behind our benchmark; however, returns are ahead of our Investment Policy Statement goal of 6.5%.

CNB client services, sub-accounting and reporting continues to do well with the simplified unitized method.

The Trustees continued efforts to ensure that the loan balances are in line with the current endowment level. The total balance of outstanding loans was just under \$1.5M as of 7/1/18, down about \$600,000 from 7/1/17, as the early payment discount program reduced the balance of congregational development loans by more than \$400,000.

### **Resolutions:**

- 2018 Housing Allowances
- Signatory Approvals
  - Certified the assets of South Wedge Mission, Rochester
- Approved one modification in the Fixed Income Index to the current Investment Policy Statement (IPS)
- Endowment draw for the 2019 Diocesan Budget
- Approved the transfer of membership interest in Upper South Street Housing (Geneseo) to Episcopal Senior Living Communities
- Approved the sale of parcel of property by St Luke's Fairport to the Town of Perinton
- Approved the sale of the rectory at Zion Church, Avon to ARC of Livingston & Wyoming Counties
- Trustees accept the 2017 Diocesan Audit
- Approved an additional \$2,500 (total \$11,500) to complete legal work to obtain marketable title for Bolivar
- Approved a capital budget for Grace Church, Lyons
- Authorized an early payment discount on the congregational development loans
- Approved a proposal for future funding of the Health Reimbursement Account

- Approved the continuation of CNB (formerly GVT) as Investment Manager for the Combined Endowment

**Prichard Scholarship Committee:**

The Rev. Canon James B. Prichard Memorial Scholarship Fund was created in 1998 in loving memory of James Prichard, who served the Diocese of Rochester so faithfully and effectively for 17 years as Canon to the Ordinary. Its purpose is to assist clergy children of the Diocese with expenses associated with higher education.

There were three complete applications submitted for awards in 2018;

- Lydia Ennis
- Hannah Gandell
- Lillian Gandell

**HR Committee:**

Each year, the Human Resources Committee of the Diocese reviews compensation guidelines including clergy salary ranges, salary increases and health insurance benefits for active/retired employees. The committee also worked on the following:

- Development of a process for a Bishop's Mutual Ministry Review
- Impact of the 2018 New York State Paid Family Leave Act
- Impact of New York State sexual harassment legislation

Respectfully submitted,

Lyn A. Omphroy  
Clerk, Trustees

Les Kernan  
Vice-Chair, Trustees

## **87th Convention of the Episcopal Diocese of Rochester Official Report**

**Name of Organization:** Northeast District

**Officer(s):** The Very Reverend Andrew VanBuren

**Committee Members:** The clergy and people of the Northeast District

**Report:** The Northeast District clergy and lay members have focused on building community and connections this past year. We met as a district on the same evenings that the diocese held their pre-Convention meetings in Henrietta, in the summer and in the fall. This format worked well. It gave us time to connect and discuss district matters; when we were finished, we ate dinner and joined other delegates from all over the diocese to the pre-Convention meeting.

As a district, we continue to disperse our district funds (\$4,000) to one ministry of each parish that applies. Presentations are made annually so that we can know the mission and ministry of our parishes more completely. In terms of a specific ministry, the Northeast District continues to sponsor the Storybook Project in Ontario County, which is administered through St. John's, Canandaigua.

Clergy of the NE District gather on the third Thursday of each month along with Bishop Singh to share information, program ideas, challenges, and concerns.

This year, we joyfully welcomed Rev. Gretchen Ratterree to St. Mark's in Newark. We also celebrated the new ministry of Rev. Cameron Miller at Trinity Place, Geneva, with a worship service led by Bishop Singh. I am grateful to all the other clergy and the laity of the NE District for their ministry and faithfulness.

Respectfully submitted,  
Andrew VanBuren+

## **87th Convention of the Episcopal Diocese of Rochester Official Report**

**Name of Organization:** Monroe & Rochester Districts

**Officer(s):** The Very Reverend Lance Robbins

Monroe Warden: Keisha Stokes

Rochester Warden: Dick Laidlaw

The Monroe/Rochester District met several times during the past year.

In March at the Church of the Incarnation, Penfield, we had several guest speakers including the Rev. Dan Burner and Rise campers. Also, our communications missionary, Steve Richards, gave a presentation on resources for effective parish communications. We ended our time with a discussion on the District grant application process.

At our June meeting at St. Peter's, Todd presented the proposed 2019 Diocesan budget for reflection and discussion. We voted to approve the new grant application process.

Further, we elected the Rev. Ken Pepin to the District Grant Board.

The Wardens and Deans met quarterly to plan our meetings and discuss District grant recipients.

The clergy of both districts continued our monthly gathering for Bible study and fellowship.

Mr. Dick Laidlaw, Rochester Warden

Ms. Keisha Stokes, Warden Monroe

Very Rev. Lance D. Robbins, Dean

**87th Convention of the Episcopal Diocese of Rochester  
Official Report**

**Name of Organization:** Southeast District  
**Officer(s):** The Very Reverend Lynne Sharp  
Warden: Pat Selwood  
Clerk: Denise Switzer (1-year term)

The Southeast District met, for a potluck supper and business meeting, three times: March 1<sup>st</sup> at St Mark's Penn Yan; June 6<sup>th</sup> following the Diocesan Wide Meeting at St Thomas in Bath; and September 10<sup>th</sup> at St James in Hammondsport. Delegates will attend one of the Diocesan Pre-Convention meetings in October. At each of these meetings we enjoyed fellowship with one another, reports on activities and ministries of the various congregations, and hearing a report from Diocesan Council. Each meeting concluded with the service of Compline led by the host parish.

We rotate the Clerk position each year, in an alphabetical rotation beginning with the June meeting. We give thanks to Carol Bidwell, Hammondsport for serving last year, and Denise Switzer, Catherine for serving this year.

We approved grants; \$2,500 Rise Camp to St Mark's Penn Yan (formerly Creation Week Camp); \$500 Vegetable bed renovation to St Thomas Bath; \$500 Materials for Jail Ministry to Christ Church Corning; and \$500 Shepherd's Cupboard to Good Shepard Savona.

Each year the Southeast District selects a mission and this year we selected "Shoes that Grow" offering; asking each parish to attempt to raise \$500 to fund the \$15 shoes that grow 5 sizes with the child. Each parish will send in their donation, and in the new year we will have the total.

We nominated and elected Troy Preston, Christ Church, Corning to serve another term on Diocesan Council.

Respectfully submitted,  
Lynne Sharp