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**The Diocese of El Camino Real
The Diocesan Council
Minutes of a Regular Meeting
Thursday, October 20, 2005
Mission House, Seaside, California**

Members Present:

Ms. Pat Armstrong; Ms. Nancy Bowker; Ms. Denise Chouinard (Secretary); Ms. Diane Cooley; Ms. Kathleen Crowe; Ms. Dorothy Duckett (ECW Representative); Ms. Meryl Dun (E.A. Representative); The Rev. Ricardo Gonzales; The Rev. Caroline Hall; Ms. Diane Lovelace; Mr. Edgar Markham (Treasurer); The Rev. Mary Lou McKenney; Dr. Spence Myers; The Rev. Susan Miller; The Rev. Mary Morrison; Mr. Richard O. Mueller (Chair Finance Committee); Ms. Yvonne Nordhof; Mr. Robert G. Pomeroy; The Rev. Vincent Raj; The Rt. Rev. Sylvestre Romero; The Rev. Efren Garza (DIEM Representative)

Members Absent:

The Very Rev. David Bird; Ms. Rita Ching; The Rev. Canon James Thomas

Others Present:

The Rev. Brian Nordwick (Diocesan Administrator); The Rev. Juan Erazo; The Rev. David Breuer; Edy Unthank; Stephenie Cooper; Ann Wright; George Lockwood; Members of the Diocesan Funding Review Committee: Hugh Barton, The Rev. Chris Creed, John Ezell, Ed Markham (Council member), The Rev. Mary Lou McKenney (Council member), Richard Mueller (Council member), The Rev. Brain Nordwick (Council member), Tom Olcott, The Rev. Claudia Jo Weber, The Rev. Ken Wratten, The Rev. Canon Britt Olson.

Opening Prayer

The October 20th meeting of the Diocesan Council of The Diocese of El Camino Real was called to order at 10:00 AM after an opening prayer by The Rt. Rev. Sylvestre Romero. Lovelace chaired the meeting and the Secretary kept the minutes of the meeting.

Adoption of Meeting Agenda

The Agenda was distributed, a copy of which is attached and incorporated herein by reference.

Adoption of September 15, 2005 Meeting Minutes

The minutes of the September 15, 2005 regular meeting were adopted by general consent.

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Assisting Bishop's Report

The Rt. Rev. Sylvestre Romero

Assisting Bishop Romero reported on the following issues:

- Visitations, accompanied by a Standing Committee member, to each Parish and Mission in the Diocese continue on schedule.
- Ordination of Lance Bezier was celebrated
- The installation of The Rev. Britt Olson as Canon to Evangelism and Congregational Development was celebrated.
- Celebrated a House Blessing at the new residence of The Rev. Canon Britt Olson
- Attendance at the House of Bishop's meeting in Puerto Rico. Some highlights of which were:
 - Reports were received by all three Bishop's from the areas affected by hurricane Katrina.
 - All members encourage the continued support of Episcopal Relief Development (ERD) as a very effective way to assist those in need, especially when recovering from natural disasters.
 - Unity with diversity among the Episcopal Church is a goal. Pray for unity within the Episcopal Church then we can work to unity within the Anglican Community.
 - The closing service was an especially moving celebration that integrated and featured the culture of Puerto Rico in the service.
- The effectiveness and broad impact of the use of email as a method of communication was discussed.
- Having worked in Third World Countries, the Bishop has been on the receiving end of ERD funds. It is important to remember that by giving money relationships aren't created. We must stay in touch and develop relationships of support.

Ecclesiastical Authority Report

Meryl Dun, Standing Committee Liaison

Dun provided a written report on the recent activities of the Standing Committee. The report contained the following points:

- October Convention is planned for October 29, 2005 in Watsonville at All Saints.
- The Conference Planning Team in collating the comments from the September 17th Diocesan wide conference led by The Rev. Rob Voyle.
- Conference Planning Team is in the process of redefining their role for the coming year. Some possibilities are to bring a "big name" presenter on issues of Stewardship to the Diocese.
- The possibility of developing liaisons to assist the Assisting Bishop was discussed. The goal is to decrease the number of meetings required of the Bishop.
- With the December issue of Along the King's Highway (ATKH) we will return to the wrap around of The Episcopal Life format.
- The Rev. Donna Ross has been appointed by the Standing Committee to be the Communications Assistant for the Diocese.
- All Saints Palo Alto is in the process of calling a new rector.
- New leadership is needed for the Peace and Justice Commission for the Province and Diocese as The Rev. Carl Hansen has announced his retirement.

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President's / Chair's Report

Diane Lovelace, Chair

Lovelace presented the following issues for consideration by Council:

- On behalf of Council Lovelace welcomed The Rev. Efren Garza, Vicar at Santa Maria de Virgen as the new liaison to Council from DIEM. She thanked The Rev. Sylvestre Romero, Jr. for his service in this same capacity and accepted his resignation.
- On the 7th of October the narrative budget was sent out to all for their review. It is also posted on the Diocesan website.
- Per Council by-laws, the Chair and Vice-Chair of Council need to be elected in the meeting before Annual Convention. To achieve this a nominating committee was formed which includes the following individuals: The Rev. Susan Miller, Nancy Bowker, The Rev. Vincent Raj. All agreed to serve on the nominating committee and will bring names of those willing to serve in these two roles for 2006.
- The Rev. Susan Miller, The Rev. Mary Lou McKenney and The Rev. Brian Nordwick will meet prior to Council's next meeting to develop a policy for the use of our limited translation services. Some priorities to consider are:
 - Primary Translation needs: Diocesan Newsletter, Diocesan Policy, Diocesan Budget, Diocesan Organized events
 - Secondary Priorities: Requests served on a first come first served basis as funding is available
 - Can also develop fee based translation services and develop a list of others in the Diocese who are able to provide translation services.
 - Possibility of language development services to encourage both English and Spanish fluency.
- Robert Pomeroy will, before next Council meeting, review the Council By-Laws to and provide a proposal for changes that might be needed to clarify, simplify or outright change the bylaws. He will make a report and recommendations at the November Council meeting
- Lovelace indicated that there may be another change to the Canons necessary to complete our transition to October annual conventions. She will review the election policy for Council members and, if necessary, provide a suggested resolution change to the Chair of Resolutions for review and then submit it to Council for review at the November meeting.
- The 2006 proposed budget contains a line item for a Diocesan coordinated Stewardship program. Lovelace suggested that a committee be formed that is composed of two members of each of Council, Corporation, ECR Foundation, and the Stewardship Commission, along with The Rev. Canon Britt Olson. Olson stated a preference to develop program then select the appropriate administrative / oversight committee. Olson will bring ideas for development to the next Council meeting for discussion.

Vice Chair's Report

The Rev. Jim Thomas , Vice Chair

Council Vice Chair was absent and no report was submitted.

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Diocesan Administrator's Report

The Rev. Brian Nordwick

The Diocesan Administrator reported on the following issues:

- Presentation of the Personnel Committee's draft Resolution for Minimum Compensation of Full Time Parochial Clergy (3% salary increase is proposed for 2006).
- Personnel Commission is working to develop a matrix of clergy compensation as guidelines for vestry use. This matrix is to include measures of clergy years of experience, size of congregation, congregational budget as a means to develop a "more than minimum" clergy compensation grid. The matrix is meant to provide parishes with additional tools for determining appropriate clergy compensation.
- Personnel Commission has also expressed a desire to bring Clergy together with some frequency to discuss or complete training on issues such as Safe Church Training, Anti-Racism, Sexual Conduct training, and health insurance issues.
- The 2006 Diocesan health insurance program will be of the same format as 2005 as it is felt that not enough education has been done yet to offer a Health Savings Account (HAS).
- Convention planning team will meet later today regarding both the October 05 and January 06 conventions.
- Several improvements are needed on diocesan properties including:
 - repair parking lot at Mission House—bids are being taken and it is hoped that the project will be completed within the available budgeted Repairs & Maintenance amounts.
 - provide additional file storage for Mission House-Rental of additional offsite storage will begin November 1st and will be kept within budget.
 - Additional on site storage is needed. If the budget can bear it in 2005 an outside storage facility will be purchased
 - Quotes are being requested for the work to replace the bathroom flooring in Gonzales
 - Quotes are being requested for the work to replace shower in rental property in Seaside

Budget Advisory Committee Report & Presentation of the 2006 Proposed budget

The Rev. David Breuer & Diane Lovelace

The 2006 proposed budget that was previously accepted by Council for distribution to the Diocese, actually was a deficit budget due to a calculation error. The error has been corrected and an additional \$20,000.00 of income has been added in order to balance the budget. This additional income will come from the estimated 2005 budget surplus. This \$20,000.00 is a conservative estimate of the total estimated budget surplus (actual estimate is between \$40,000.00 and \$50,000.00). Additionally, Personnel Commission has now completed their clergy minimum compensation requirements and therefore more accurate benefit calculations were completed and entered in the budget.

The budget committee presented the revised 2006 proposed Diocesan Budget in summary format for discussion and requested approval for distribution to members of the Diocese as well as presentation at the October 2005 Convention.

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Approve the proposed 2006 Diocesan Budget for presentation to Convention

DC 200510200001			Issue: Approve the proposed 2006 Diocesan Budget for presentation to Convention
Resolved that Council approves the revised 2006 proposed Diocese of El Camino Real Budget and authorizes its presentation to all members of the Diocese for their discussion at the October 29, 2005 convention (voting to take place on January 28, 2006).			Discussion:
			Action: Approve the proposed 2006 Diocesan Budget for presentation to Convention
Yes: 20	Table:0	Abstain: 0	Keywords: 2006 proposed budget, Convention

FUNDED MISSION REPORT

As part of its responsibility for oversight of diocesan program and budget, funded-mission Vicars are invited to report to Council.

San Pablo, Salinas

The Rev. Juan Erazo, Vicar

The Rev. Juan Erazo reported on Mission San Pablo, Salinas which has a 100% Latino congregation and a history of 20 years with St. Paul’s in Salinas. Some key points of the presentation were as follows:

- The Rev. Erazo was trained in the Episcopal tradition and brings 16 years of experience, including 8 years as an Episcopal priest in Rome, to this Mission.
- The short version of the mission statement of San Pablo Salinas is “To grow in God”. They do so while continuing to grow in membership and in pledging units with an objective of being financially strong enough to consider construction of their own Church building.
- Additional objectives of Faith development, formation and education for leadership, stewardship education, and education about the Episcopal Church were discussed. To achieve these goals they have developed or have translated many documents. Copies of the documents that that were presented are attached and may be of use to other Mission Churches of the Diocese.
- The Mission’s Bishop’s Committee functions well and is in good dialogue with the Diocesan Administrator for ongoing guidance and support.
- In 2006 a small budget request was made via DIEM. These funds would be used to support a part time Church secretary position. If approved the secretary would share office space with Fr. Erazo in his office at St. Paul’s / San Pablo.
- St. Paul’s Salinas has indicated that additional funding (in excess of the \$200 per month facility rental that the San Pablo Mission currently pays) is needed to adequately underwrite the additional costs of this Mission’s shared use of the St. Paul’s Church facility. (A request for additional funding was placed for the consideration for inclusion in the 2006 Diocesan budget but action was not completed on the request.) This issue of adequately covering costs for shared facility Missions highlights the need to fully assess all factors that impact existing Churches before and while Missions are initiated.

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Program Chair Report

As part of its responsibility for oversight of diocesan program and budget, program chairs are invited to report to Council to provide a status update and advise of any needs. The focus of the October meeting was the Communications Commission.

Communications Commission

Edy Unthank, Stephenie Cooper

Edy Unthank discussed the various ways in which the Diocese is currently handling written communication and asked for feedback regarding the success or failure of each mode.

- Newsletter:
 - Attempts to use email to deliver the Diocesan newsletter, Along the King's Highway, have met with only moderate success. It is felt that by returning to a wrap-around of the National Church's monthly newsletter, Episcopal Life, there will be broader distribution and receipt of the information to members of the Diocese. Beginning with the December 2005 issue we will return to the wrap-around format.
 - The newsletter will continue to be translated into Spanish and will be printed out and delivered to the Churches with a need for this format.
 - Because of the change back to the printed wrap-around format, new software will need to be purchased and Edy is researching this.
- Email notices
 - News n' Notes, a weekly bulletin of Diocesan happenings, is sent by email to all Parishes and Mission offices, clergy and Diocesan Communication Liaisons (DCL) at each Parish/ Mission.
 - Additional notices of events etc. are sent out by email as needed.
 - It was felt that the role of the DCL needs to be better defined and provided to the DCL's so that the information is broadcast more effectively to all members of the Diocese. It is felt that most often the information stops at the DCL or Parish office and is not broadcast any further.
 - The length of reports of the official Diocesan bodies needs to be brief enough so that they are read and processed.

Stephenie Cooper, the diocesan web sacristan, discussed issues surrounding the Diocesan website and effectiveness of email communication.

- Website
 - The current website was developed using a very basic software that is limiting both the functionality and size of the site. In order to create a more dynamic, ever changing and widely developed website new software and considerable translation work to transition from the current format to a new format will be required. Stephenie is working with other individuals within the Diocese who are also skilled in website development and translation to minimize time and cost of this website upgrade.

Council offered commendations to Edy Unthank, Stephenie Cooper and Patricia Catalano for the phenomenal job they do in communicating the work of the diocese and its parishes and missions.

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Working Lunch

Treasurer's / Finance Committee Report

**Mr. Ed Markham, Diocesan Treasurer,
Mr. Richard Mueller**

The Treasurer reported that there were no anomalies that needed to be pointed out and that the Fair Share shortfall continues to be less than expected and projects a surplus in the 2005 budget by year-end.

Diocesan Funding Review Committee

Kathleen Crowe

Earlier in 2005, Council, in response to a resolution at the January 2005 convention created an ad hoc Diocesan Funding Review Committee (DFRC) to study the funding of diocesan programs, services and support. This committee served as an ad hoc, advisory committee of the Diocesan Council and was initially composed of 12 representatives, both clergy and lay, from large and small parishes, missions, and was culturally and geographically diverse. The committee actually consisted of 12 core members; plus liaisons from Council, Corporation, and Standing Committee; and resource consultants: Diocesan Treasurer, Finance Committee, and Diocesan Administrator.

The purposes of this committee was to:

- explore the Fair Share Formula;
- explore alternative funding models
- explore the relationship between the Strategic Plan and the goals of funded ministries, commissions, and activities

Their objectives were to :

develop a funding formula for the Diocese of El Camino Real that executed the Strategic Plan through diocesan programs, services, and support while maintaining Diocesan Council's oversight responsibility for diocesan programs, services and support.

The Diocesan Funding Review Committee was also tasked by the diocesan bodies of Diocesan Council, Corporation, and Standing Committee to fulfill the charge of 25th Annual Meeting of Convention Resolution #1:

“Resolved, that the 25th Convention of the Diocese of El Camino Real charge the formal bodies of the Diocese of El Camino Real to study mission strategies committed to the support of local ministry, Diocesan budgeted mission, and to study diocesan funding alternatives including a 10/10/10 model as a financial structure for mission, and to report the results of the study to the Convention in January/February 2006 together with recommendation for revision of funding for diocesan mission.”

The Diocesan Funding Review Committee reported on their study of mission strategies committed to the support of local ministry, diocesan-funded mission, and diocesan funding alternatives. This committee recommended for the 2007 budget year a 10% mandatory Fair Share based on current income. Further, understanding their roles as partners in ministry, parishes and missions will be highly encouraged to voluntarily contribute over and above this amount in order that diocesan and community programs may continue and grow. With the goal of moving the diocese from a posture of dealing with scarcity to creating abundance, the diocese and its parishes and missions fund and implement evangelism programs and stewardship programs based upon the tithe as our standard of giving

The DFRC report was handed out at this meeting and Council members have not had an opportunity to review its contents therefore no action on this report was taken at this time.

The full report will be available on the diocesan website at the following link:
<http://www.ecrweb.org/f/Council-DFRC-20051020.pdf>. The report will be presented in tri-deanery meetings during November.

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Additional Agenda items:

Due to lack of time the following agenda items were delayed until the November Council meeting:

Conference Planning Team

Ann Wright

Diocesan Youth & Education Ministries

The Rev. Caro Hall

Episcopal Church Women

Dorothy Duckett

Deanery Reports

Deanery Representatives

DIEM Report

The Rev. Efren Garza

RPPFTA—Robert Pomeroy Perpetual Fine Tooth Award

Due to the length of the meeting the RPPFTA was not passed on, but instead remains in the care of Rita Ching.

Words In Passing

Due to the length of the meeting words in passing were not exchanged.

Closing Prayer

The meeting was closed by prayer.

The next meeting of Council is scheduled for Thursday, November 17, 2005 beginning at 10:00 am at Mission House in Seaside.

Respectfully Submitted,

Denise Chouinard, Secretary

enc. (by hardcopy)

October 20, 2005 Council Meeting Agenda

September 2005 draft financials (Profit & Loss Statement, Balance Sheet, Fair Share Sheet)

Diocesan Funding Review Committee purpose statement

Report of the Diocesan Funding Review Committee to the Diocesan Council dated October 20, 2005

Email dated October 19, 2005 from Robert Pomeroy with draft changes proposed for Council Bylaws

Mission Plan for Iglesia Episcopal de San Pablo Salinas dated April 8, 2005 (English and Spanish versions)

2005/2006 Vision Statement for Iglesia Episcopal de San Pablo Salinas (Spanish)

Membership and Attendance records for Iglesia Episcopal de San Pablo Salinas

History of the Mission of San Pablo, Salinas (Spanish)

Sample monthly calendar (October 2005) of events for Iglesia Episcopal de San Pablo Salinas (Spanish)

Bishop's committee minutes and financials for Iglesia Episcopal de San Pablo Salinas (Spanish)

Pledge and time and talent sheets for Iglesia Episcopal de San Pablo Salinas (Spanish)

Brochures about Iglesia Episcopal de San Pablo Salinas and the Episcopal Church in general (Spanish)

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