



# THE DIOCESAN SYNOD OF FREDERICTON

115 CHURCH STREET, FREDERICTON NB E3B 4C8

(506) 459 1801 [o] (506) 460 0520 [f]

Approved 17 November 2004

## MINUTES OF THE MEETING OF DIOCESAN COUNCIL

15 September 2004

Guild Hall, Parish of Gagetown

Pre-meeting circulation:

- The Agenda
- Draft Minutes (19 May 2004)
- Team Roles and Responsibilities (Sept 2004)
- Team Priority Item Summary
- Camp Medley Construction - Memo from Finance Committee (03 September 2004)
- Camping Project Update (Financial)
- Residential Schools Funding Proposal
- Memo from the Treasurer and 2005 Budget Draft 2
- 2005 Budget Overlay (towards a narrative budget)
- Brief to Council re Tele-conferencing (M. Iype 28 August 2004)

Meeting circulation:

- Draft motion re appointment of Diocesan Executive
- RNS Mission Statement and Site Development Plan (Paul Kitchen)
- Camp Project Campaign Report (Judith Arbow)

The Meeting was preceded by an informal tour of Camp Medley at 9:45 a.m..

### 1. OPEN

1.1 The Meeting was called to order at 10:36 a.m. with welcome by the Chair, Bishop Claude Miller..

#### 1.2 Attendance

Regrets: Rod Black, Heather Carr, Ed Coleman (on leave), David Edwards, Shara Golden, Gloria Jennings, Keith Joyce, Ginny McEwen.

Attending: Stuart Allan, Murry Arnott, Douglas Barrett, Malcolm Berry, Kevin Borthwick, John Cathcart, Charles Ferris, Geoffrey Hall, Vicars Hodge, Trevor Holder, Mohan Iype, Christopher Ketch, Richard McConnell, Claude Miller, Elizabeth Murray, Keith Osborne, Elizabeth Reid, Fred Scott, Donald Thompson, David Watts.

Observer: Ana Watts

Guests: Bev Harrison; Paul Kitchen.

1.3 G. Hall agreed to record minutes.

#### 1.4 Bishop's Remarks

The Bishop made reference to happenings since the last meeting of Diocesan Council on 19 May 2004 including progress on the Camping Project, Clergy College, the planning of a Leadership Development Day on Stewardship, on-going Episcopal visitations, Rothesay Netherwood School, Choir School, and Council Team work over the summer months. He concluded with reference to the need for renewed focus on mission and the reversal of maintenance and mission priority in the Diocese.

1.5 Vice-chair Mohan Iype offered comments about a vision of his role. After consultation with the Bishop, the following has been proposed:

Vice-chair of Diocesan Council - Duties and Responsibilities:

- Chair meetings of Diocesan Council in the absence of the Chair
- Undertake specific tasks and responsibilities as requested by the Chair
- Share and support in general the full workload range of the Chair
- Work actively with the Chair to co-ordinate the work of the Council
- Oversee key strategic directions of the Diocesan Council
- Coordinate the activities of the committees of the Council

MOTION 1: T. Holder / V. Hodge. **That duties and responsibilities of the role of Vice-chair of Diocesan Council be affirmed as outlined.**

MOTION 1: Carried unanimously

## 2. MINUTES OF LAST MEETINGS

### 2.1 19 May 2004 Minutes

MOTION 2: M. Berry / M. Arnott. **That the minutes of the last meeting (19 May 2004) be accepted as circulated.**

MOTION 2: Carried unanimously.

### 2.2 10 December 2003 Minutes correction

MOTION 3: M. Arnott / S. Allan. **That minutes of the 10 December 2003 minutes be amended to read: "... a suggestion was made that perhaps ..." concerning the discussion on the UNB Chaplaincy.**

MOTION 3: Carried unanimously.

## 3. AGENDA APPROVAL

MOTION 4: M. Berry / K. Osborne. **That the proposed Agenda be approved with the addition of the appointment of a the Diocesan Executive Committee.**

MOTION 4: Carried unanimously.

## 4. STUDY AND DISCUSSION - Luke 16:1-13

## 5. WORKING SESSION

### 5.1 Towards a Narrative Budget

F. Scott provided an insightful presentation outlining a new approach to the format of the Diocesan Budget. The overlay format will lend itself to a narrative presentation. With the exception of budget items funded in parishes by parishes (employment expenses etc...), the seven areas of Council's focus (plus 1 - Human Resources) were calculated as to percentage of the "total" budget. Youth - 11%; Spiritual Development - 6%; Parish Development - 12%; Stewardship - 0%; Mission - 21%; Episcopal - 18%; Administration - 10%; Human Resources 24%.

Canon Scott pointed out that these figures are revealing as indicators of our priorities. Although the 2005 Budget will be prepared in a way similar to past years, this new format can be used for presentation purposes this year with hopes that Teams can be more proactive in managing their area budgets in the future.

**TASK: Council Teams were asked to prepare a brief narrative for use in the Budget Consultation process by FRIDAY, 24 SEPTEMBER. The Vice-chair will facilitate collection of the narrations.**

## 6. REPORTS

### 6.1 Camp Medley

Mr. Bev Harrison, Camp Medley Board Chair, was welcomed to the meeting and offered a summary report of the status of the Camp Project and the summer at Camp Medley.

## Camp Project.

Targeting next year for celebration of the 60<sup>th</sup> Anniversary of the Camp Medley. Next phase of project is the multi-use facility. ACOA is interested in seeing success of the Project and an application is being prepared with an end of September 2004 deadline. Mr. Harrison emphasized the need for a positive message about the Project in the Diocese.

## Summer Camp 2004.

Numbers down slightly. Overall successful summer with good reaction from campers to the renovations thus far. Questions included: 1) ACOA restrictions and/or limitations on the Project. None known. 2) Scheduling and management of the new facility - site manager is expected and may be a need for a new diocesan body for facility oversight. 3) Religious focus - although secular use is expected, the main focus will be an Anglican summer camp. 4) Design concerns eg. Fire exits - current design has been modified significantly.

## Project Campaign Update

F. Scott facilitated a review of a report distributed from Judith Arbow, Campaign Co-ordinator. Although receipt of donations to date is minimal, it would seem that the Campaign could easily reach its target. Question concerning the expansion of the Project caused by ACOA involvement was acknowledged to substantially better the end product but that the initial campaign target will be needed.

## 6.2 Rothesay Netherwood School

Mr. Paul Kitchen, Head of School, was welcomed to the meeting and made a presentation on development plans for RNS. Vision and Mission and site plan documents were distributed and reviewed. Council members were invited to e-mail the Head with ideas or comments <[kitchenp@rns.cc](mailto:kitchenp@rns.cc)>. Mr. Kitchen invited Council to the Campus and suggested it as a meeting venue for a date in the future.

## 6.3 Team Reports

Each Council Team briefly presented Roles and Responsibilities and Priority Items with additional comments as noted.

### Stewardship and Financial Development

- Leadership Day on Stewardship 28 October, Sussex - Registrar is the Rev'd David Barrett.
- Development of Stewardship materials and resources for parishes is a possibility
- Stewardship Development officer is a long range goal.

### Administration

- As per Priority Item Summary

### Mission Outreach

- Paul Jeffries mission support. 20 September meeting with Paul. Team may undertake the past support group functions
- Recife Companion Diocese relationship will be explored.
- Hospital chaplaincies. Saint John and Fredericton. Moncton chaplaincy (Diocesan part-time position) should be included.
- Parish Nursing
- Refugees. Some indication of new refugees arriving in the province.
- Coverdale (support agency for women in contact with the law) to be reviewed.

### Youth

- Roles and Responsibilities and priority items to be circulated by T. Holder..
- Diocesan resource inventory with a contact and communications emphasis.
- Follow-up for Medley summer campers to be considered.
- Inner City Youth Ministry (Saint John)
- Support for parish youth leaders needs review

### Parish Support and Development

- Development of a questionnaire to assist in the issue of part-time / worker / retired clergy.

- Mission Grants should be part of this team purview?
- Demographic study of the Diocese and its regions.

#### Episcopal

- Additional item - Bishop Medley 200<sup>th</sup> anniversary of birth (December 2004) has been referred to the Archives Committee.

#### Spiritual Development

- Note recommended change of title - "Spiritual Development."
- Review of Roles and Responsibilities and Priority Items as circulated.

It was noted that there is some overlap in the original Team oversight assignments. Suggestion: that the Team Chairs collaborate and revise Groups and Links in Roles and Responsibilities as necessary.

### 7. ITEM FOLLOW-UP

- 7.1 Curacy Program (Episcopal Team) - refer to Business
- 7.2 Diocesan Recording Secretary (Administration Team) - advertised, no applications received to date.
- 7.3 Communications Officer (Administration Team) - refer to Business
- 7.4 Residential Schools Settlement Funding (Stewardship Team) - refer to Business
- 7.5 Policy re Diocesan Contracts (Administration Team) - no action to date
- 7.6 Over-site of Camp Project (Finance Committee)

### 8. BUSINESS

#### 8.1 Diocesan Executive Committee

**MOTION 5: S. Allan / D. Watts. That this Diocesan Council appoint an Executive Committee comprised of the following:**

**Vice-chair of Council (M. Iype); Secretary of Synod (G. Hall); Treasurer of Synod (F. Scott); Chancellor (C. Ferris) or Vice-chancellor (C. Spinney); Dean (K. Joyce); K. Borthwick; K. Osborne; W. Williams; M. Berry; S. Golden; D. Thompson; D. Watts.**

Discussion: The size of the Executive is set by Canon FOUR 17(1). A quorum is 50% plus 1. When the question was called,

MOTION 5: Carried unanimously.

#### 8.2 Budget Format

**MOTION 6: F. Scott / M. Berry. That our 2005 operating budget be formatted in the manner presented.**

MOTION 6: Carried unanimously.

#### 8.3 Budget Content

**MOTION 7: F. Scott / M. Arnott. That the preliminary budget as drafted by the Finance Committee and reviewed by the Administration Team be considered by Council as a working document for use in budget consultations at the archdeaconry level.**

MOTION 7: Carried unanimously.

#### 8.4 Communications Officer

**MOTION 8: M. Berry / D. Thompson. That Council proceed with the appointment of a Communications Officer as recommended in the proposal presented to the May 19, 2004 meeting of Council and that this appointment be on a year to year contract basis.**

Discussion: Questions were raised to clarify the process of major cost line items being included in the Budget. The motion reads “proceed with the appointment” (01 October?) rather than delayed to 2005. Some understanding of decisions concerning the addition of major costs should be reached. (Administration Team?) When put to a vote,  
MOTION 8: Carried unanimously.

#### 8.5 Synod Office Telephone System

**MOTION 9: C. Ferris / M. Berry. That Council endorse the Administrative Team’s approval of the plan to purchase user-owned telephone equipment for the Synod Office, in order to address identified deficiencies and to reduce costs.**

MOTION 9: Carried unanimously.

#### 8.6 Data Management System

**MOTION 10: That the Administration Team (working with Diocesan Staff) be authorized to investigate and implement an integrated WEB-based data management system with a related start-up cost of up to \$15,000 and provision for an annual operating cost of up to \$6,000.**

Discussion: Some clarification was offered concerning the history of this project. The “start-up cost” will be distributed over 2 years. Operating cost includes internal and out-source overall cost of operation. Functionality to include contact management, document management, and statistical gathering and analysis capability. A final decision as to the exact way forward has not been reached. When put to a vote,

MOTION 10: Carried unanimously.

#### 8.7 Residential Schools Settlement Funding

**MOTION 11: That the proposed strategy to meet the remaining \$87,000 diocesan Residential Schools financial commitment be accepted as presented.**

Discussion: A question was raised as to whether most parishes considered the funding for settlement now completely covered. The remaining \$87,000 future commitment was clearly identified in the proposal for funding the settlement at the special Synod held for that purpose. When the question was called,

MOTION 11: Carried unanimously.

#### 8.8 Curacy Program

**MOTION 12: D. Watts / J. Cathcart. That the 2005 Budget include a provision for support of parish curacies for new ordinands in the amount of \$45,000, the Episcopal Team to develop a policy for administration and implementation.**

Discussion: The Bishop answered a question giving general background for the need of a program. D. Watts stated that the initial proposed motion was for provision of \$12,000, far less than would be required and suggested \$90,000 as a realistic amount. V. Hodge added that \$15,000 per curate might make it possible for a parish to partner with the Diocese to provide this program. The focus should be training for new clergy rather than ministry for parishes. Concern was expressed as to from where this additional funding will come. The Bishop stated that we are attempting to flip our priority from a budget-driven mission to a mission-driven budget. When the question was called,

MOTION 12: Carried unanimously.

#### 8.9 2005 Council Meeting Schedule.

**MOTION 13: C. Ferris / D. Thompson. That meetings of Council in 2005 be: 19 January; March 18-19 (Development Weekend); 18 May; 21 September; 09 November.**

Discussion: Some concern was raised regarding members being able to commit to this schedule in advance. It was suggested the value of the advanced scheduling is important to the work of Council and the Diocese. When put to the vote,  
MOTION 13: Carried unanimously.

## 9. NOTICES

9.1 Thanks was expressed to the Parish of Gagetown for hospitality, including lunch (D. Watts).

9.2 Council was reminded of the Leadership Development Day on narrative budgeting 28 October 2004. Please communicate attendance to the Rev'd David Barrett in advance (506) 433 3448 <[trchurch@nbnet.nb.ca](mailto:trchurch@nbnet.nb.ca)>.

9.3 Next meeting: 17 November 2004 - 10:00 a.m. - 4:00 p.m.. Location TBA.

## 10. ADJOURN

MOTION 14: V. Hodge. **That Council be adjourned (4:45 p.m.).**

Items referenced for follow-up

1. Council Teams were asked to prepare a brief narrative for use in the budget consultation process by FRIDAY, 24 SEPTEMBER. The Vice-chair will facilitate collection of the narrations. (Team Chairs)
2. Synod Office Telephone System. (Administration Team)
3. Data Management System (Administration Team)
4. Communications Officer Appointment (Administration Team)
5. Curacy Program Policy and Implementation (Episcopal Team)
6. Residential Schools Funding (Stewardship Team / Synod Staff)
7. Budget for November approval (Finance Committee / Administration Team)
8. Policy re addition of major cost items to Budget (Administration Team)
9. Policy re Diocesan Contracts (Administration Team)
10. Diocesan Recording Secretary (Administration Team)

Respectfully submitted,

Geoffrey Hall (The Ven.)  
Appointed Recording Secretary  
20 September 2004