

THE EPISCOPAL CHURCH

# COMMITTEES, COMMISSIONS, AGENCIES & BOARDS

The Work of General Convention  
Between Conventions

12 – 15 November 2012

THE  
*Episcopal*  
CHURCH





## A Prayer by John Wesley

Oh Lord, take full possession of my heart, raise in it your throne and rule there as you rule in heaven. Being your creature, let me live for you. Being your creature, let me act for you. Being redeemed by you, let me surrender to you what is yours, and let my spirit dwell with you alone; for your name's sake. *Amen.*



## GCO Staff Introductions

General Convention Manager – Lori Ionni

Staff Ass't for the GC – Marian Conboy

Meetings Manager – Patrick Haizel

Staff Ass't for Administration – Cheryl Dawkins

Staff Ass't for Publications – Christopher Barajas

Meetings Ass't – Brian Murray



## Governance & Structure

What is a Standing Commission of the General Convention?

- Established by Canon I.2.
- Bishop members appointed by PB
- Clergy & Lay members appointed by PHoD
- Develops policies for GC consideration
- Reports to General Convention



## Governance & Structure Cont'd

### What is a Committee of Executive Council?

- Established by resolution
- Membership chosen in differing ways
- Advises Executive Council, works to coordinate program, informs GC on area of expertise
- Reports to GC through Executive Council



## Governance & Structure Cont'd

### What is a Board?

- A Board is established by Canon
- Membership elected by the GC
- Supervises area of the church's work
- Reports to General Convention



## Governance & Structure Cont'd

What is a Joint Standing Committee of the General Convention?

- Established by Joint Rules of Order
- Members elected or appointed
- Duties set forth in Canons and/or Rules
- Reports to the General Convention





## Who attends meetings?

- Members
- The PB, PHoD or Representative
- A member of the DFMS staff
- The Executive Officer as coordinator of the work of interim bodies
- A liaison from Executive Council
- Consultants engaged by the interim body
- The public



## Presiding Bishop / President of the House of Deputies

- Seat, voice and vote, when present
- May send a personal representative
  - seat and voice



## Staff

- Presiding Bishop appoints a DFMS liaison
- Duties
  - seat and voice
  - act as conduit for communication between Presiding Bishop and interim body
  - inform and counsel interim body about on-going and former work



## Executive Officer

- Duties
  - seat and voice
  - coordinate interim bodies' work
  - serve as conduit with GCO
  - advise on writing resolutions



## Executive Council Liaisons

- Appointed by Presiding Bishop and President of the House of Deputies
- Duties
  - seat and voice
  - serve as conduit with Executive Council
  - keep Executive Council apprised of body's work via written report



## The Public

- Church meetings are open to the public
- Agendas must be posted before a meeting
- Methods for corresponding with an interim body must be announced
- Provision must be made for public at attend
- Public may speak, if recognized



## Duties of CCAB Members

- Prepare for meetings
- Attend meetings (face-to-face and virtual)
- Take part in the body's deliberations
- Bring experience to the table
- Vote conscience
- Volunteer for work on subcommittees
- View triennium's work through lens of anti-racism/anti-oppression



## Officers

- Standing Commissions elect Officers
- Convenors
  - Open first session with prayer
  - Facilitate self-introductions
  - Hold election of Chair



## Officers Cont'd

- Chairs
  - at First Meeting
    - conduct election of Vice Chair and Secretary
    - submit list of officers to Secretariat
    - submit plan for triennium to Secretariat
    - attend Breakfast on 15 November
  - At all meetings
    - preside at meetings
    - work with GCO to schedule meetings
    - develop agendas
    - post meeting date/time/place and agenda
    - keep track of legislation referred to the body
    - keep in touch with subcommittees and monitor their work
    - inform the appointing Presiding Officer(s) and the GCO if a member misses two meetings unexcused



## Officers Cont'd

- Vice Chairs
  - at First Meeting
    - Attend Breakfast on 15 November
  - at all meetings
    - preside at meetings in the absence of Chair
    - undertake Chair's duties when delegated
    - chair major subcommittees



## Officers Cont'd

- Secretaries
  - attributes
    - be computer savvy, own a laptop and bring it to meetings
    - attend Breakfast on 14 November
  - take minutes
    - include date, time and place of meeting
    - record members and others who are present
    - record any motion that is brought to a vote
    - note tasks and the member(s) who agree to do them
    - post draft minutes on Extranet site
    - receive and note corrections to minutes
    - publish approved minutes on-line



## Who are the members?

- Voting members of Committees, Commissions and Joint Standing Committees are appointees. The Presiding Bishop appoints bishops; the President of the House of Deputies appoints priest/deacons and lay persons.
- Voting members of Boards are elected by the General Convention or appointed by a Presiding Officer and confirmed by the General Convention
- The Presiding Bishop and the President of the House of Deputies are voting members of Standing Commissions, Committees of Executive Council and Joint Standing Committees and may attend all meetings



## Vacancies

- Members resign to the person who appointed them
- Copy the General Convention Office:  
[bmurray@episcopalchurch.org](mailto:bmurray@episcopalchurch.org)
- GCO keeps rosters current
- Appointing officer(s) make(s) new appointment



## Absence from Meetings

- Members of CCABs who have two unexcused absences from meetings (including telephone/electronic) lose their seats
- To be excused from a meeting a member must ask the CCAB's chair
- The CCAB votes to accept the excused absence or not



## Reasons for Resigning

- Change of ordination status
- Change of canonical residence (PB&F)
- Not being reelected as Deputy to General Convention (Nominations, PB&F, State of the Church, Joint Nominating Committee for the Election of the PB)
- Inability to attend meetings
- Personal reasons



## Mandates

- Each interim body has a mandate
- Standing Commissions' and Boards' mandates are canonical
- Joint Standing Committees' mandates are in the Canons or in the Joint Rules of Order
- Committees of Executive Councils' mandates are in authorizing resolutions
- Committees of a House of General Convention may be canonical (State of the Church), in the Rules of that House or in the charge of the Presiding Officer



## What is a mandate?

- Mandates are areas of inquiry reserved to a CCAB
- Mandates are not for a triennium, but for the life of the body
- In addition to carrying out work referred by General Convention, CCABs choose some small portion of their mandate to address in each triennium



## Where to Find Mandates

- The Mandate of each body is posted on the body's Extranet site
- Mandates are posted on line on the General Convention Office's (GCO's) website under "CCABs"
- [www.generalconvention.org/ccab](http://www.generalconvention.org/ccab)



## What do mandates include?

- The area of policy the authorizing body or appointing officer expects the interim body to investigate
- The membership of the interim body
- How and by whom members are appointed
- Terms of office



## Resolutions

- The General Convention and/or Executive Council has directed some interim bodies to undertake specific work by resolution
- The Secretary of the General Convention has referred resolutions that affect all interim bodies
- Resolutions are posted on the Extranet
- Work must be reported to appropriate body



## Reporting

- Standing Commissions, Joint Standing Committees, Committees of a House of General Convention, Agencies and Boards report to General Convention in the Blue Book
- Committees of Executive Council report to General Convention through Executive Council



## Reporting Cont'd

- All interim bodies report to Executive Council throughout the Triennium
- Council liaisons report in writing to the appropriate Joint Standing Committee of Council
- Bodies without liaisons report in writing to the appropriate Joint Standing Committee of Council



## Meetings

- Face-to-face and virtual meetings both count as meetings
- Most interim bodies have no fixed meetings budget, but must apply for funds to Executive Council



## Types of Meetings

- Plenary Meetings
  - Open to the Public
  - Public may speak when recognized
- Executive Session
  - Closed to Public
  - For a stated reason
  - Votes cannot be taken in Executive Session



## Triennial Work Plan

- Task for this Meeting
  - Develop a two-year plan for addressing your body's work
  - Remember that resources are very limited, so plan to do most work electronically
  - Submit the plan to the GC Office with an Asking Budget—More on Budgets Upcoming
  - Revise the plan at each meeting



## Transparency

- Rosters kept up-to-date by GCO
- Meeting dates and times posted by chairs
- Interim Reports to Executive Council
- Reports to General Convention
- Meeting minutes posted on GCO website



## Minutes

- Minutes serve two functions
  - within the interim body
    - keep members on task
    - inform absent members of work
  - outside the interim body
    - inform the church of the body's work



## Translation of Documents

- If you have a person on your committee that is non-English speaking, anything for the committee must be translated, including
  - Minutes
  - Messages posted to Extranet
  - Files posted to Extranet
- The GCO will have documents translated. Please submit the documents **30 days in advance of the meeting.**
- Send requests to Marian Conboy at:  
[mconboy@episcopalchurch.org](mailto:mconboy@episcopalchurch.org)



QUESTIONS





*Using*  
**GCO EXTRANET**

*A Guide for Utilizing Electronic Communications*



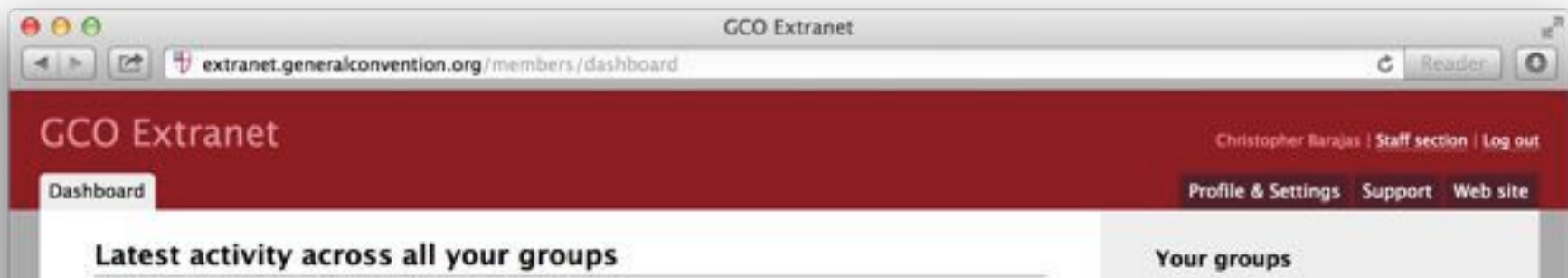
## What is the Extranet?

- Collaboration
- Communication
- Organization
- Logistics



## The Dashboard

- Latest Activity
- Your Groups
- Profile & Settings





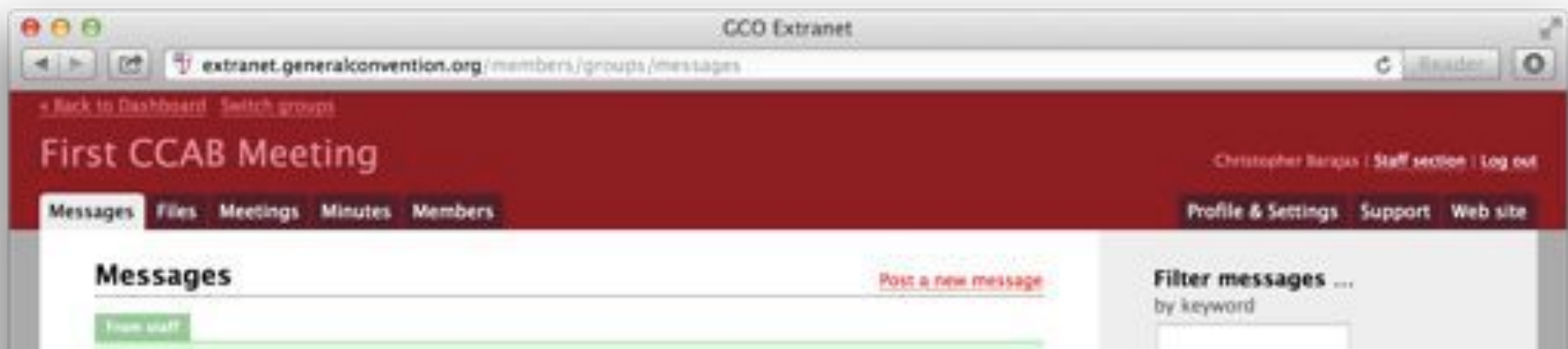
## Profile & Settings

- Email Notifications (**ON**, please)
- Contact information
  - Email address is your login
  - Formal title used in publications (e.g., Blue Book)
- Your avatar
  - Square photo



## Group Page

- Messages
- Files
- Members





## Messages

- Treat messages like memos
- Subject lines are important
  - Copy & paste, use “RE:”
- Email notifications
  - Be aware of how message notifications look



## Attachments & Files

- How and where to upload files
  - Message attachments vs. Files section
- File types & names are important
  - Editable and read-only material
  - UCAA (Use consistent acronyms and abbrev.)
  - Prefixes, “v3” vs. “draft” and “final”



## Attachments & Files

- Tags are *recommended*
- Meetings are ***strongly*** recommended





## Feedback

- Questions
- Comments
- Blind spots
- Opportunities
- *Thank You!*



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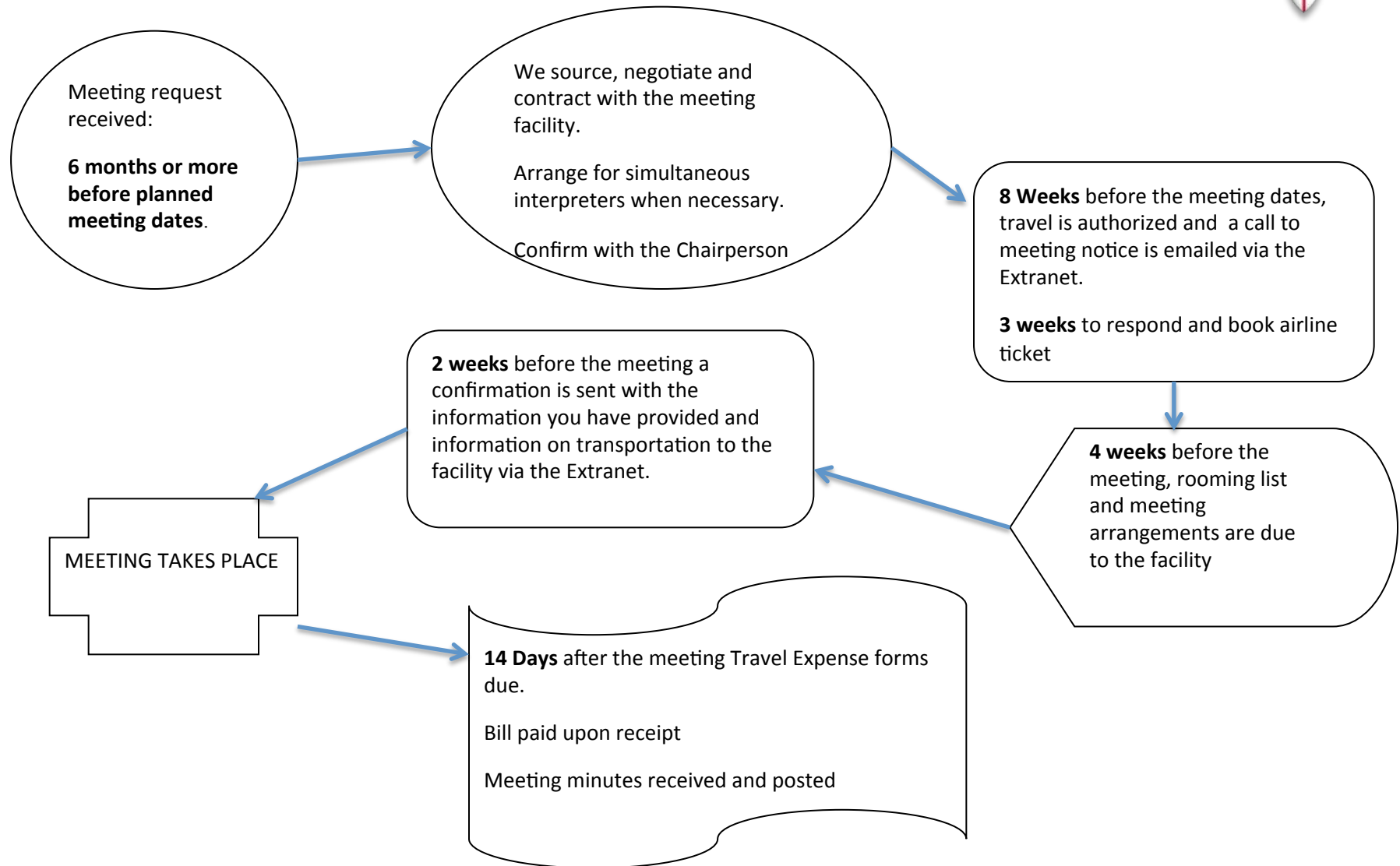


## Be Ready (Really)

- Keep track of meetings and other details
  - Minutes, Attendance, Referred Resolutions
- Estimated Timeline
  - Summer 2014: Final Instructions Available Online
  - Fall 2014: Reports to Executive Council Due
  - Advent 2014: All Other Reports Due to GCO

# MEETINGS

# MEETINGS





## Face-to-Face Meetings

- Site Selection considerations.
  - Meeting Location.
    - Demographic location of the majority of membership.
    - A need to observe a specialized ministry or meet with people involved in them.
    - A location where one or more members live.
  - Cities with lower average airfares.
    - We check the Bureau of Transportation quarterly Statistics on average airfares to keep updated.
  - Selection of the committee.
    - A committee's requested location, if financially feasible.



- Site Selection considerations. (Con't)
  - Facility type
    - City Hotels:
      - Usually more expensive lodging , food and meeting room rental charges.
      - Longer travel time and additional transportation costs.
    - Airport Hotels:
      - Complimentary shuttle transportation.
      - Typically less expensive hotel brands available.
    - Retreat and Conference Centers:
      - Generally less expensive
      - May not have the facilities required (i.e. Internet)
      - Travel distances from the airport can be a deterrent
      - Weekend dates more challenging than weekday meeting dates.
      - Potential for less privacy. (Shared bathrooms, common areas)



## Face-to-Face meetings

- Please respond to the call to meeting in a timely manner.
  - Responses are due 5 weeks prior to meeting date.
  - Booking your flight earlier saves money.
- Fill out any special requirements during the response process.
  - Dietary
  - Lodging
- Let us know if you have any accessibility requirement
- Will arrange for simultaneous interpreters to attend the meeting, if needed.



## Teleconference Meetings

- Historically, this has been used for subcommittee meetings, preliminary work prior to a face-to-face meeting and as a way to check in on ongoing assignments or projects.
- The MIS dept. at the Church Center offers us access to a free proprietary teleconference system.
  - Limited availability of teleconference lines.
  - International callers must dial a toll-number to access the meeting.
  - There is currently no equipment available to provide simultaneous interpretation during these meetings.



## Teleconference Meetings Cont'd

- Timeline:
  - No Less than 4 Weeks Before the Teleconference:
    - Chair contacts the GC Office with the call date, start time, end time and participant list.
    - A call-to-meeting notice is sent to the group
  - 2 Weeks Before the Teleconference
    - All invitees have responded to the call-to-meeting notice.
    - A confirmation email, with dial-in instructions is sent to confirmed attendees.
    - The list of confirmed attendees is sent to the chair.



## Teleconference Meetings Cont'd

- Timeline Cont'd:
  - 1 Business Day Before the Teleconference:
    - A reminder email is sent to all confirmed attendees with dial-in information
  - No Later than 4 Weeks after the Teleconference
    - CCAB Secretary to submit minutes to the GC Office for posting.



## Web-Conference Meetings

- Allows groups to conduct a more robust alternative to teleconference meetings.
- Offers the ability to see other participants and share documents while meeting.
- The GC Office will utilize Adobe Connect as its web-conferencing provider.



## Web-Conference Meetings

- There is an annual licensing fee for Adobe Connect which would need to be paid by each CCAB group.
  - Unlimited meetings for the year.
  - We will arrange for the use of the free teleconference system for audio.



## Web-Conference Meetings

- System Requirements for Adobe Connect
  - A desktop/laptop computer
  - Web camera
  - High-speed, hard-wired internet connection
  - Landline telephone.



## Web-Conference Meetings

- Chairs should notify the GC Meetings Department if the CCAB group is interested in utilizing this option for meetings.
- Training on Adobe Connect
  - Will begin in January
  - CCABs should select a 2-week window, when all members are available, to train on the application.
  - Training will take approximately 1 hour per member
  - The group should plan to have their first Adobe Connect meeting within 1 month of training
  - Chair, or a designee, will need to receive additional host training



## Web-Conference Meetings

- Timeline (after members have been trained):
  - 6 Weeks Before the Web-Conference:
    - Chair contacts the GC Office with the call date, start time, end time and participant list.
      - Notify GC Office 8 weeks in advance if interpretation/translation is required
    - A call-to-meeting notice is sent to the group
  - 2 Weeks Before the Web-Conference:
    - All invitees have responded to the call-to-meeting notice.
    - A confirmation email, with log-in and dial-in instructions is sent to confirmed attendees.
    - The list of confirmed attendees is sent to the chair.



## Web-Conference Meetings

- Timeline Cont'd:
  - 1 Business Day Before the Web-Conference:
    - A reminder email is sent to all confirmed attendees with log-in and dial-in information
  - No Later than 4 Weeks after the Web-Conference:
    - CCAB Secretary should submit minutes to the GC Office for posting.



## Web-Conference Meetings

- Documents that are shared on Adobe Connect must also be uploaded to Extranet.
- If you have non-English speaking participants
  - Consecutive interpretation is the only option
    - A person speaks; stops; it is interpreted and the speaker starts again.
    - This will require longer meeting times
  - Documents to be translated for the meeting must be submitted to the GC Office at least 30 days prior to the meeting.



## Budget Planning for Meetings

- For budget purposes you should plan the following:
  - For a 2 ½ day face-to-face meeting, the cost is approximately \$1100 per person.
  - To obtain a license for Adobe Connect web-conferencing, the cost is approximately \$425 per year for each CCAB.

# BUDGETS

# BUDGETS



## How much money do we have?

- CCABs do not have fixed budgets for next triennium
- GC voted \$630,000 for all CCAB work, which is half the present triennium's total
- Executive Council will allocate budgets to individual CCABs



## The Executive Council Timeline

- In December a subcommittee will make a recommendation to Council
- At the February meeting Joint Standing Committees of Council will review the recommendations of CCABs that report to them
- JSC on Governance & Administration will prepare a resolution for Council's consideration

# BUDGETS



## The Executive Council Timeline Cont'd

- No CCAB will have a budget before the EC meeting of 25 – 27 February
- CCABs should not plan meetings before end of April 2013
- Budgets will be posted on CCAB Extranet sites after Council's meeting



## Expenses charged to Meetings Budgets

- Face-to-face and virtual meetings costs
  - telephone charges
  - Adobe Connect annual contract per group
  - airfare
  - hotel
  - meals
  - individual expenses
  - consultants' fees and travel

# BUDGETS



## Expenses not charged to Meetings Budgets

- Translation of documents
- Translators at meetings
- Staff travel
- Executive Officer's travel
- Executive Council liaisons' travel



## Keeping Track of Budgets

- Real time budget available on Extranet
- Help from General Convention Office:
  - budgets – Cheryl Dawkins
  - face-to-face meetings – Patrick Haizel
  - virtual meetings – Brian Murray



## Modifications to your Budget

- Requests for revisions of budgets may be asked of Executive Council through Council's Liaisons or in writing to a Joint Standing Committee of Council
- Each year Council reviews the following year's budget at its October meeting



## Budget Tasks for this Meeting

- Review referred resolutions
- Review mandate
- Determine timeline for work
- Plot number and kind of meetings necessary
- Develop a budget request for Council
  - Face-to-face meetings
  - Virtual meetings
  - Consultants
  - Conferences in which CCAB is a member

The background is a solid blue color with a subtle, embossed texture that resembles a map of the United States. The map is centered and slightly faded, showing the outlines of the states. The text "CONSTABLE FUND" is centered over the map in a white, serif font.

# CONSTABLE FUND

# THE CONSTABLE FUND

*The Gift of a  
Faithful & Visionary  
Philanthropist*

# Some Background & History

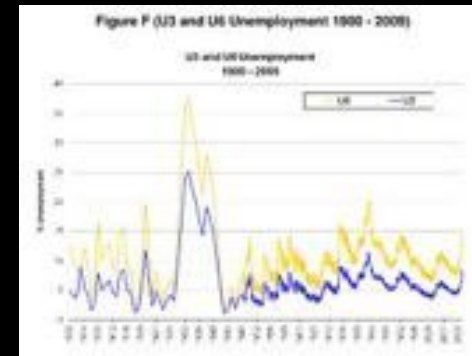
## Miss Mary Louise Constable

- Born in 1892; died in 1951 – 59 years
- Prominent Episcopal family
  - Grandfather built St. Thomas', Mamaroneck, NY
- Religious Educator – St. James, NYC
  - Associated with Sunday School – 30+ years
  - Sunday School Head
  - Authored *St. James Lessons*
    - Sunday School series



# Some More Background & History

Initial Gift Made in 1935  
In Midst of the Great Depression



**\$2,500**

Upon her  
death in 1951

**Another \$600,000**



# Parameters – Her Wishes

## *Stipulations from Constable Estate*

- Hold in perpetuity
  - Invest and reinvest
- Collect net income and apply it
  - “...for the purposes of the Society
    - Preferably for work in religious education not provided for in the Society’s budget

# What *Constable* is and is NOT

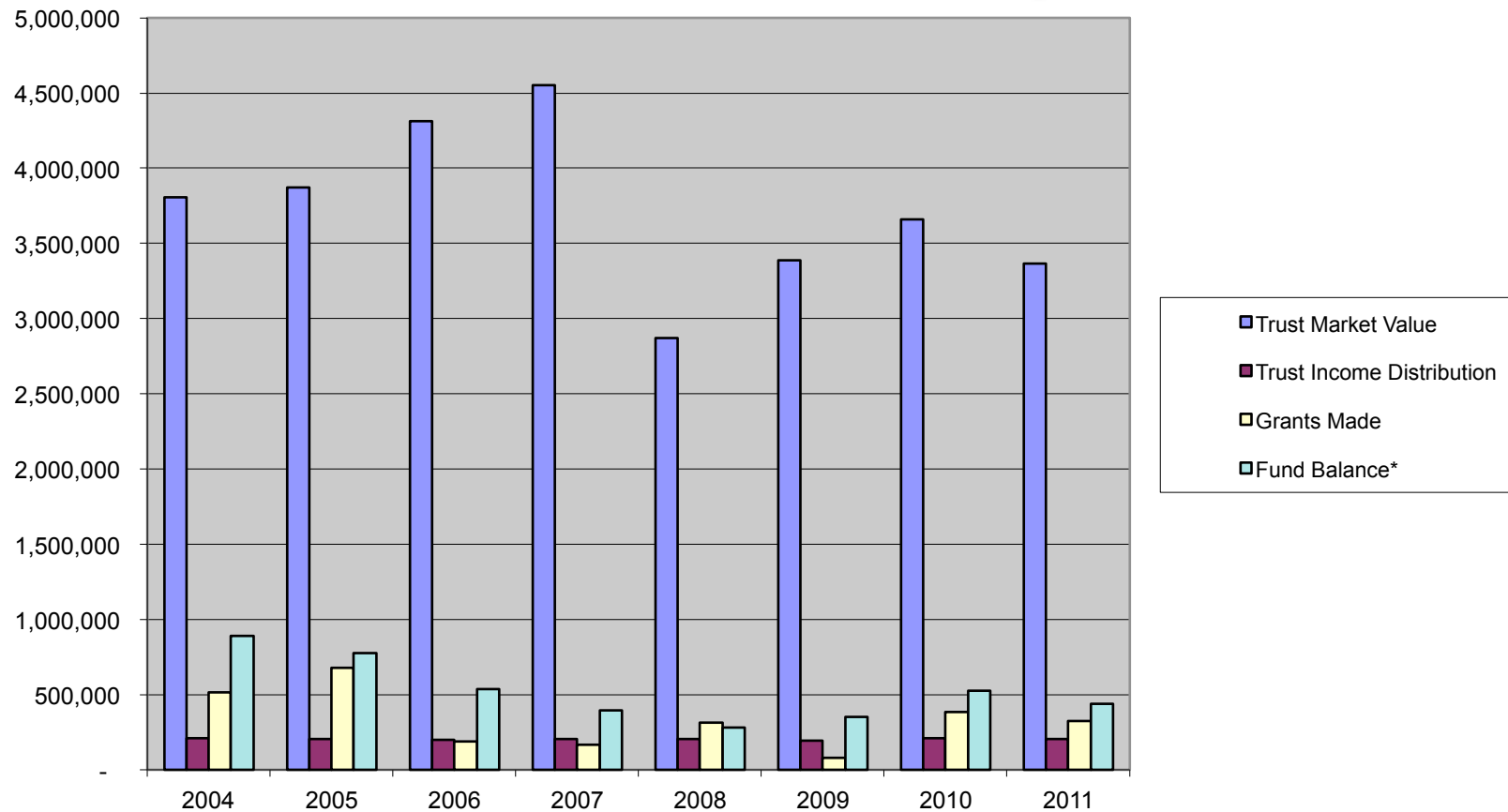
*Not all grant requests will be funded*

*Those which are funded may not be fully funded*

- The Constable Fund **IS**
  - Limited in what it can responsibly expend
  - A Sacred Trust
  
- The Constable Fund **IS NOT**
  - A *slush* fund for any good idea

# Recent Grant History

2013 - +/- \$343,000



# A New Process for a New Age

Still Based on the Core Values of  
Miss Mary Louise Constable

# Greater Knowledge & Wider Access

## *Who May Apply?*

- Domestic & Foreign Missionary Society (DFMS)  
Programmatic Staff
- Commissions, Committees, Agencies, & Boards  
(CCABs)
- Provinces
  
- 1 Grant Request from each

# Qualifying Proposals

*The following areas seems particularly relevant*

- General Convention (GC) & Executive Council(EC) Priorities
- The 5 Marks of Mission, particularly Mark #2
  - *Proclaim, teach, baptize, nurture new believers*
- Certain of the Millenium Development Goals (MDGs)
- Unfunded religious education resolutions of GC
  - Adult initiatives
  - Initiatives of strategic review and/or planning for religious education
  - Initiatives examining the larger picture of education/formation in our common life & mission
  - Resolutions and initiatives involving children, youth, and young adults

# Religious Education

## Working Definition:

Religious education forms Christians for active service through a process of critical reflection on the events of daily life in light of the Gospel.

It is also a procedure by which we examine and reflect on how faithfully we engage in that service and in formation.

By learning to see more clearly God's living presence in the world—Father, Son, and Holy Spirit—a Christian is prepared for Christ-like, loving service to God, neighbor, and all creation.

*Adapted from  
Called to Teach and Learn,  
a catechetical guide for the Episcopal Church.*

# Size of Grants

2013 - +/- \$343,000

72% of Grants:  
\$5,000 - \$50,000

\$70,000	1
\$55,000	1
\$50,000	8
\$40,000	4
\$35,000	3
\$30,000	6
\$25,000	6
\$20,000	6
\$15,000	3
\$10,000	5
\$5,000	6

# Application Process

- August 1, 2012 through January 15, 2013
- Download and complete Application Form
  - [www.generalconvention.org/ec](http://www.generalconvention.org/ec)
  - Narrative description (5 page maximum)
- Narrative description should address:
  - conformity with intent of the Fund
  - religious education objectives / outcomes
  - general objectives / outcomes & their evaluation
  - impact of the proposal
  - budget
  - coordination and/or collaboration
  - consistency with GC / EC policies and priorities

# Submitting the Application

- Domestic & Foreign Missionary Society (DFMS) Staff
  - through the Deputy COO / Director of Mission
- Commissions, Committees, Agencies, Boards (CCABs)
  - The General Convention Office
- Provinces
  - The General Convention Office
- Questions may also be addressed to:  
[annemw630@gmail.com](mailto:annemw630@gmail.com)

# Review Process

- Approval of Grants

  - Executive Council Meeting – June 2013

**HOW THIS WORKS**

**PRACTICE**

- Steps along the way **STEP 1**

  - Initial Review – February 2013 (Joint Standing Commission/Local Mission & Ministry)

  - April 30, 2013 deadline for resubmission

- Final Review

  - EC Constable Fund Grant Review Committee in May 2013



# Who's Who

EC Joint Standing  
Commission  
for Local Mission & Ministry

- Liza Anderson, *Secretary*
- Jane Cosby
- Charles Lafond
- Marion Luckey, *Vice-Chair*
- Sylvestre Romero, Jr.
- Terry Star
- Anne Watkins, *Chair*

EC Constable Fund Grant  
Review Committee

## HOW THIS WORKS IN PRACTICE STEP 1

- James Callaway
- Alpha Conteh, *Controller*
- Cheryl Dawkins
- Anita George
- Marion Luckey
- Sylvestre Romero, Jr.
- Anne Watkins, *Chair*

# TRAVEL POLICY

What can you claim?



## Why is there a policy?

- The policy allows the church to be good stewards of resources
- The policy for the upcoming triennium is posted on the following sites:
  - [www.episcopalchurch.org/finance](http://www.episcopalchurch.org/finance)
  - [www.generalconvention.org/ccab](http://www.generalconvention.org/ccab)

# TRAVEL POLICY



## Highlights of the Policy

- Travel must be by cheapest means
- Travelers must use DFMS agent: A&I Travel
- Use of car: consent of Executive Officer
- Traveler must reimburse DFMS for choosing a different route or airline than the cheapest
- Traveler must make air reservations no later than 3 weeks before a meeting
- Traveler must submit receipts within 14 days



## Travel Advances

- You may request a travel advance from the through the General Convention Office
- Cheryl Dawkins will help you through the process
- The amount of a travel advance must be justified after a meeting with appropriate receipts

# TRAVEL POLICY

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## What can I expense?

- Airport travel and/or parking
- Transfers
- Meals while traveling
- Tips
- Internet if not provided
- Health club if not provided

# TRAVEL POLICY

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*Episcopal*  
CHURCH



## What can't I expense?

- Meals when they are provided
- Transfers when they are provided
- Clergy supply/babysitting
- Alcoholic beverages
- Newspapers/magazines/in room movies



## What must I submit for reimbursement?

- A&I receipt
- Original itemized receipts for meals (not credit card receipts)
- Other receipts (like taxi, parking)
- Cash tips do not need to be itemized

# TRAVEL POLICY

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CHURCH



## What are the most common mistakes?

- Failure to sign the form
- Failure to include original receipts
- Failure to account for a travel advance

# TRAVEL POLICY

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## What accommodations are made for the disabled?

- Reasonable accommodation can be made for disabled person on a case-by-case basis
- Traveling companions, scooters, assisted hearing devices have been covered in the past