



# THE EPISCOPAL CHURCH

THE DOMESTIC AND FOREIGN MISSIONARY SOCIETY  
OF THE PROTESTANT EPISCOPAL CHURCH IN THE UNITED STATES OF AMERICA

FOUNDED 1821 • INCORPORATED 1846

Adopted on: Feb 24, 2019

## **ECEC 001 Appointments to Executive Council Committees**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That the Executive Council appoints the following people for three-year terms, beginning 1/1/2019 and ending 12/31/2021:

### **Executive Council Investment Committee:**

Ms. Holli Powell Diocese of Lexington, IV Executive Council member

### **Executive Council Committee on Corporate Social Responsibility**

The Rt. Rev. John Taylor Diocese of Los Angeles, VIII Member

Ms. Diane Pollard Diocese of New York, II Executive Council member (from JSC Finance)

The Very Rev. Mark Goodman Diocese of Rio Grande, VII Executive Council member (from Ministry Beyond The Episcopal Church)

### **Executive Council Economic Justice Loan Committee**

The Rt. Rev. Anne Hodges-Copple Diocese of North Carolina, IV, Executive Council member (from JSC Finance)

### **The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

The Domestic and Foreign Missionary Society

of the Protestant Episcopal Church in the United States of America



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Adopted on: Feb 24, 2019

## **ECEC 002 Appointments to Ecumenical Committees**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That in accordance with Canon I.4.3(k), the Chair and Vice Chair nominate and Executive Council elects the following people as members of the Ecumenical Committees for a three-year term beginning January 1, 2019 and ending December 31, 2021:

### **Lutheran – Episcopal Coordinating Committee**

The Rt. Rev. Douglas Sparks (Chair) Diocese of Northern Indiana, V Second term

The Rev. Nils Chittenden Diocese of New York, II Second term

The Rev. Nancy McGrath Green Diocese of Eastern Oregon, VIII Second term

The Rev. T. Stewart Lucas Diocese of Maryland, III First term

The Rev. Canon David W. Perry Diocese of Oregon, VIII Second term

### **Anglican Roman Catholic Dialogue in the USA**

The Rev. Dr. Denise Yarbrough Diocese of Rochester, II Second term

Dr. John Kiess Diocese of Maryland, III Second term

The Rt. Rev. Catherine Waynick Diocese of Indianapolis, V First term The Rev. Dr. Michael Cover Diocese of Dallas, VII Second term

The Rev. Dr. Daniel Joslyn-Siemiatkoski Diocese of California, VIII Second term

The Rt. Rev. John Bauerschmidt (Chair) Diocese of Tennessee (IV) Second term

### **Episcopal Moravian Coordinating Committee**

The Rev. T. Scott Allen Diocese of Bethlehem, III Second term

The Rt. Rev. Samuel Rodman Diocese of North Carolina, IV First term

The Rt. Rev. Kevin Nichols Diocese of Bethlehem, III First term

Mrs. DeDreana Freeman Diocese of North Carolina, IV First term The Rev. Maria Tjeltveit (Chair) Diocese of Bethlehem, III Second term

### **Presbyterian Episcopal Dialogue Committee**

Ms. Elizabeth Ring Diocese of Maine, I Second term

The Rev. Canon Elise Johnstone Diocese of Lexington, IV Second term

The Rev. Dr. Joseph G. Wolnyak Diocese of Pennsylvania, III Second term

The Rt. Rev. Eugene Sutton (Chair) Diocese of Maryland, III Second term

Dr. Michael Booker Diocese of Missouri, V First term

**United Methodist Dialogue Committee**

Dr. Deirdre Good (Chair) Diocese of Maine, I Second term

Dr. Thomas Ferguson Diocese of Massachusetts, I Second term

The Rev. Mariclaire Partee Carlsen Diocese of Pennsylvania, III Second term

The Rt. Rev. David Rice Diocese of San Joaquin, VIII Second term The Rev. Karen Coleman Diocese of Massachusetts, I First term

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**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

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Adopted on: Feb 24, 2019

**ECEC 003 Approve UTO Focus and Criteria**

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The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

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*Resolved*, That the Executive Council approves the UTO Focus and Criteria as defined in the attached document.

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**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

The Domestic and Foreign Missionary Society

of the Protestant Episcopal Church in the United States of America



August 14, 2018

Dear Members of Executive Council,

On behalf of the United Thank Offering (UTO) Board and Staff I want to welcome those of you who are new and send our greetings to those of you who are continuing.

For those of you not familiar with UTO or needing a refresher, I want to provide you with a brief note on our work and how/when it comes before Executive Council. Each year, UTO invites every Episcopalian to develop and strengthen a personal spiritual discipline of gratitude by noticing the good things happening around them, giving thanks to God for each blessing, and making a thank offering via a UTO Blue Box or the Blue Box app. The thank offerings are collected at parishes, then at the diocese (usually at convention), and sent in to UTO. 100% of the money collected is given away the following year by the UTO Board through grants to support innovative mission and ministry in the Episcopal Church and Anglican Communion. We offer two grant cycles a year, one for young adults and seminarians (YAS!) in the fall and our annual grant process in the winter. Per the agreement with Executive Council from a few years ago, two steps in the UTO grant process require Executive Council approval: approval of the grant focus and criteria and approval of the awarded grant list. The grant focus and criteria will come to you a few months before it is released to the public. We ask that you keep the information confidential until the official release date to allow us time to finalize the application materials and invitation letters. Grant awards once approved are announced immediately (except in General Convention years), so you can share the good news as soon as your meeting adjourns. We follow a standard calendar for granting so you can anticipate receiving materials at the same time every year. The YAS! focus and criteria will come to you in June for approval, we open the YAS! process on the first Friday of August, applications are due the first Friday of November, and we send you the list of grants to approve for your first meeting of the new year. The annual grant application materials are released on the first Friday of December, applications are due the first Friday of March, and we send the chosen grants to you for approval at your June meeting. We send the annual grant focus and criteria for your approval in the fall.

This triennium we are trying something new based on feedback we've received—we'll be releasing the focus and criteria for the triennium instead of one year at a time, so you'll only need to approval the annual focus and criteria this one time for the triennium. It is attached for your consideration and approval. Please know that our staff is available during your meeting to answer any questions by phone or email. At all other times, please feel free to contact Heather or me and we would be happy to help. Thank you for all of the ways you support the United Thank Offering.

Sherri Dietrich, UTO Board President

United Thank Offering of the Episcopal Church  
815 Second Avenue, New York, NY 10017

[episcopalchurch.org/uto](http://episcopalchurch.org/uto)

UNITED THANK OFFERING



# United Thank Offering Grant Focus and Criteria

*UTO was founded to support innovative mission and ministry  
that the Church budget has not yet expanded to fund.*

## **The 2019 United Thank Offering Grant session will focus on the following:**

**Go:** Crossing boundaries created by race, culture, and economics to create communities that listen deeply and learn to live like Jesus.

## **The 2020 United Thank Offering Grant session will focus on the following:**

**Bless:** Share faith, practice generosity and compassion, and proclaim the Good News of God in Christ with hope and humility.

## **The 2021 United Thank Offering Grant session will focus on the following:**

**Act:** Turn love into action by caring for God's creation to protect the most vulnerable who will bear the largest burden of pollution and climate change.

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### **The United Thank Offering will accept:**

- grant applications for start-up costs for a new ministry, not for the continuation of an ongoing ministry unless there is a definite new direction added to the existing program beyond simply increasing the number of participants in the current program;
  - grant applications for seed money for start-up positions, either full- or part-time for a new ministry (*see above*);
  - **one** grant application per diocese within The Episcopal Church and one per province of the Anglican Communion;
  - **one** additional application from a diocese of The Episcopal Church for a companion/partnership grant
    - this relationship may be with a diocese from The Episcopal Church and a diocese of the Anglican Communion, or
    - this relationship may be with a diocese of The Episcopal Church and one of the aided dioceses of The Episcopal Church (*for a full list of aided dioceses, please see the Application Process Form*);
    - only one additional application per aided diocese or diocese of the Anglican Communion will be accepted;
    - the application must indicate how both partners are involved in the project/program;
    - the sponsoring diocese will be responsible for the final accounting of the grant.
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### **A United Thank Offering grant application must:**

- spend grant money within one year of receipt of the grant;
- return the final report of the funds within one year of receipt of the grant;
- show a connection with The Episcopal Church or Anglican Communion;

- show that any property, land, or structure is owned by an Episcopal congregation or diocese or province of the Anglican Communion by including a proposed bill of sale for land or property purchases;
  - show how computer equipment, if requested in the budget, will be protected, maintained and supported going forward (please note: UTO cannot fund service contracts for computers);
  - spell out construction costs in detail (see the sample construction budget for help);
  - show financial or in-kind support.
- 

### **The United Thank Offering will NOT fund:**

- project site/programs for two consecutive years;
- capital campaigns or debt reductions;
- deferred maintenance (repairs or upgrades to the physical plant or facility must be tied to the specific ministry or project of the current application);
- operational budgets (meaning the proposed budget and program is the same as the year before);
- debts obligated or incurred before the date of the grant award;
- consultancy fees, stipends or honoraria;
- employment benefits or fees, taxes, or social security costs;
- purchase of consumable items (e.g., food, medicine, paper goods, toiletries, fuel of any kind, school supplies, anything that is given to those attending a program, travel, mileage, overnight accommodations, etc.);
  - For garden projects, UTO will fund: Soil, manure, trees, bushes
  - UTO will NOT fund: fertilizer, plants, flowers, seeds
- maintenance or printing of marketing materials, or a website; however, the initial development/creation of materials, videos, or a website **can** be funded;
- fees of architects or engineers, permits or insurance of any kind, shipping costs, background checks, or fingerprinting;
- contingency funds or overhead costs;
- rent or leasing of any kind;
- modifications or construction of property NOT owned by an Episcopal or an Anglican Communion entity;
- scholarships, tuition, camp fees, or attendance incentives;
- previously funded requests;
- programs regarded to be diocesan operating budgets;
- incomplete grant applications;
- grant applications from an Episcopal or Anglican diocese that has a current delinquent/outstanding grant;
- grant applications that have 51% or more of the total requested from UTO out of criteria (*these items may appear on the budget, but it must be indicated who is funding them; see sample budget for more information*);
- emergency response requests.

**In Episcopal dioceses within the United States, the United Thank Offering WILL NOT fund:**

- a vehicle with a 12 or 15 passenger chassis (due to stability and insurance matters);
- any vehicles that are not the property of a church or diocese of The Episcopal Church.

**Additionally, the United Thank Offering:**

- will only fund **one-half** of the amount of the cost of a vehicle requested in the United States except in aided dioceses and the budget must show where the other half of the funding is coming from;
- requires a proposed bill of sale, which must accompany **all** applications requesting a vehicle, land or building (both in the United States and in other countries);
- will fund a vehicle for one year only - there will be **NO** extensions allowed after the one year (both in the United States and in other countries).

**Please note - any grant application submitted that is not within the criteria guidelines will not be considered.**

**Please join the United Thank Offering Board for one of the webinars concerning the grants listed on our blog at [www.UnitedThankOffering.org](http://www.UnitedThankOffering.org) and posted on our Facebook page, or contact our office with questions!**



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**ECEC 004 Approve potential lease to Midtown Hardware**

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The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

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Resolved, that Executive Council approves potential lease of 815 Second Avenue to Midtown Hardware.

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**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

The Domestic and Foreign Missionary Society

of the Protestant Episcopal Church in the United States of America

ECEC 004

## **Potential lease at 815**

From: Geoffrey Smith

In: [Executive Committee of Executive Council](#)

Date: Thu Oct 25 2018 at 8:18am

We propose to lease to Midtown Hardware, a very highly qualified tenant, the ground floor retail space and mezzanine space of 3,463 square feet, for a 15 year, 6 month term. Our financial analysis estimates the gross revenue over the term of the lease will be \$2,564,380, less our costs (preparation of the space and broker commission) incurred in the first year of \$168,412, or \$2,395,968 net. Security will be six months' rent in cash or Letter of Credit.

As discussed at with the Governance and Operations Committee, the space leased to Midtown Hardware is currently subject to New York City property taxes, under a current revision to the tax regulations in New York. The generally accepted market process for sharing this tax liability between landlord and tenant is for the tenant to pay only the increase in property taxes generated by the lease above a base year (2019). Under this market approach, Midtown would pay us over the life of the lease \$243,000. The proposal we have made, which they are prepared to accept, increases their contribution towards the property taxes to \$392,449.

This lease will generate 95% of the income targeted for this space, as measured against our expectations set in November, 2017. We believe that should this proposal not be approved, it is conceivable the space could remain vacant for at least another 6-12 months, as the retail leasing market in New York City is extraordinarily weak. We urge you to approve this proposal. Thank you



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Adopted on: Feb 24, 2019

**ECEC 005 Approve UTO Emery Grant request**

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The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

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*Resolved*, That the Executive Council approves \$36,000 grant from Emery Trust.

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**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

The Domestic and Foreign Missionary Society

of the Protestant Episcopal Church in the United States of America



# UNITED THANK OFFERING

November 1, 2018

Dear Executive Committee of Executive Council,

Greetings! We hope that this letter finds you well. As you know, earlier this year we discovered a file on the Emery Trust in the UTO office. After discussions with David Copley and Kurt Barnes, the UTO Board with support from the UTO Staff (since the UTO Coordinator/Staff Officer is listed as the person to determine the use of the funds) determined that a better use of these funds would be to support an ongoing retreat for the missionaries instead of a Christmas gift or furlough. The UTO Board requested that the Emery Trust original language still be allowed (see attached), particularly for 2018, so that the items from the former Emery Lounge could be restored and preserved as indicated in the trust language.

Enclosed is a grant award of \$36,000 for your final approval to the Archives of the Episcopal Church from the Emery Trust "for the furnishing, equipping, and re-equipping of the Emery Room (which then became the Emery Lounge) at National Headquarters" (Emery Trust February 20, 1958) and "that the Emery Rest Rooms for women missionaries at headquarters be established from the income of this fund" (1923). When the Emery Room was closed, the Archives dutifully packed up all of the UTO materials and took them to Austin. These items are not accessible in their current format. Through this grant, the Emery Trust will support the Archives in establishing a "Digital Emery Lounge" (or the re-establishment of the Emery Rest Rooms) where individuals can access historic UTO materials. Additionally, this will repair and preserve the materials in the care of the archives, which were once housed in the Emery Room and under the care of this trust. The remainder of the funds available for 2018 will not be disbursed but returned to the principle.

Finally, we believe that this grant will also allow UTO to address one of the recommendations of INC-055, which is to develop leaders through storytelling. The creation of the digital Emery Lounge will allow us a space to share the history of UTO, addressing two of the recommendations from INC-055: "to publish a history of UTO" and to find ways to "honor and celebrate regularly the history of UTO and the accomplishment of women in ministry."

Thank you for your support of our awarding of the Emery Trust for 2018.

Sincerely,

A handwritten signature in cursive script that reads "Sherri Dietrich".

Sherri Dietrich, UTO Board President

United Thank Offering of the Episcopal Church  
815 Second Avenue, New York, NY 10017

[episcopalchurch.org/uto](http://episcopalchurch.org/uto)



**United Thank Offering (UTO)  
Grant Proposal  
November 1, 2018**

**Purpose**

The Archives of the Episcopal Church submits this grant proposal of \$36,000 to the Board of the United Thank Offering to carry out preservation treatment of historical records and memorabilia of the UTO. This includes restoration work on the Julia Chester Emery portrait, digitization of official records related to the development of the United Thank Offering as an outgrowth of women in ministry in the Episcopal Church, and digital conversion/treatment of audio-video records of UTO-funded outreach projects from the 1970s and early 1980s. Preservation costs are based on estimates from past digitization and preservation projects and estimates obtained from trusted vendors serving the archival preservation community. Due to the nature and relative age of the items, final costs may require adjustment as detailed specifications and change orders are processed.

**Scope of Work**

**Restoration of the Julia Chester Emery Portrait**

Framed oil on canvas, approximately 20.5" x 24.5"

*Preservation to include restoration of flecked paint and age-related miniature pin holes; cleaning of the portrait; re-stretching of canvas; cleaning of the frame; re-framing; and digital imaging*

**Digital Preservation/Appraisal of UTO Audio and Visual Records**

*Appraisal and digital transfer of master motion picture film and out take footage from 35 mm reels to archival digital formats for preservation and user access (one 35 mm and approx. 250 reels of raw footage); and approximately 109 audio recordings. Film titles include: Venture (1978), Yes, A Difference (1979), Hope for a New Life (1981), The Next Step (1982). Cost includes metadata creation and appraisal/identification.*

**UTO Scrapbooks of Historical Publications and Ephemera, ca. 1893-1985**

*Three loose-leaf scrapbooks binders of historical records known as the "UTO Binders," containing printed material (publications, pamphlets, brochures), artifacts, photos, and clippings. Material to be sorted and arranged before digitization; hand scanning of individual items and metadata creation.*

**Preservation Scanning: Women's Auxiliary Annual Reports (1940-1961)**

*Preservation scanning and production of user access copies of Women's Auxiliary Reports containing Triennial Women's Auxiliary Meeting minutes, 1940-1961 (10 vols, approx. 2,500 pages); Executive Board Meeting Minutes, 1919-1957 (22 vols, approx. 2,500 pages)*

**Project Budget**

Requests are based on best estimates from past preservation work and vendor estimates. Any amount exceeding the grant request of \$36,000 will be covered by the budget of The Archives of the Episcopal Church.

Restoration of the Julia Chester Emery Portrait	\$15,000.00
Digital Preservation/Appraisal of UTO Audio and Visual Records	23,585.00
UTO Scrapbooks of Historical Publications and Ephemera	5,000.00
Preservation Scanning: Women's Auxiliary Annual Reports (1940-1961)	5,000.00
Total Project Budget	\$48,585.00
<b>Total Requested from UTO</b>	<b>\$36,000.00</b>
Archives Budget	\$12,585.00

## **Survey of the UTO Audio and Visual Records**

Confirmation that it is mostly 16mm with a count of the reels and determination what was master versus cuts and a high level appraisal of the physical state of the media.

The collection is comprised of:

109 – 1/4" mag audio reels (est. \$40/unit, \$4,360)

203 – 16mm reels ranging from approximately 5-8 inches in diameter (est. \$75/unit, \$15,225)

250 – 16mm reels ranging from 1-3 inches in diameter that appear to be cuts (est. \$40/unit, \$10,000)

Survey notes: “There are 7 transfer cases of reels plus 3 large canisters all of which are in very rough shape. . All the contents appear to have been packed haphazardly and roughly grouped by film title. All of the boxes are labeled as "original negatives." The film itself is not as it is described on the large metal canisters but, in fact, contain multiple smaller reels stored within each canister. Some reels are numbered, some have titles/topics, but without an extensive appraisal, it's very difficult to identify the individual reel's identity with any certainty. The sheer number of reels precluded further review and additional appraisal is required and will be a challenge due to presence of extensive vinegar syndrome and what appeared to be red rot. Regardless of the outcome of this proposal, these materials must be rehoused in more appropriate containers.”

The Project Budget reflects a 20% increase to cover the cost of materials preparation, rudimentary preservation work, rehousing, and Federal Express Overnight shipment of materials to and from the vendor.

## **Archives Preservation Output Requirements for Audio/Film/Image digitization**

### **Audio**

Preservation Master (24-bit/96kHz BWF)

Normalized Master (Noise reduction, volume normalization), (24-bit/96kHz BWF)

Access/Edit Master (16-bit/44.1kHz BWF)

Streaming Copy (MP3 @ 192kbps)

Standard xml technical metadata file

### **Video**

Preservation Master (AVI uncompressed video)

Normalized Master (Noise reduction, volume normalization) AVI uncompressed

Derivative 1, DV50, created from #2, Cleaned Up AVI

Derivative 2, MPEG4/H264 video, created from #2, Cleaned Up AVI

Standard xml technical metadata file

### **Images/Text**

Preservation Master (TIF)

Access derivative 1 (JPG)

Access derivative 2 (PDF -- OCR'd for text search if requested)

Access derivative 3 (TXT -- Plain text files for text search if requested)

Standard xml technical metadata file

<b>RESOLUTION</b>
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To: Executive Council  
 From: The Joint Standing Committee on Finances for Mission  
 Date: April 23, 2018  
 Subject: Trust Fund #335 – The Emery Fund for Missionaries Home on Furlough (1921)

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**Resolved**, that the original language of the trust be amended to include usage identified in the following paragraphs, being

**Resolved**, that annual income derived from The Emery Fund for Missionaries Home on Furlough be made available beginning January 1, 2019 to programs for missionaries appointed by The Episcopal Church; and be it further

**Resolved**, that such programs provide training or retreats with educational and recreational components not otherwise included in the annual operating budget; and be it further

**Resolved**, that such programs, designed by Mission Personnel and senior staff, be reviewed and agreed by an appropriate committee of Executive Council; and be it further

**Resolved**, that any annual income not used be reinvested.

### EXPLANATION

The 1919 Woman’s Auxiliary resolution giving rise to this trust states that the Emery Fund is to be

for all time a Trust Fund, the interest of which shall be used for women missionaries on furlough in such way as the Executive Committee of the Woman’s Auxiliary or its successors shall approve.

The Woman’s Auxiliary further resolved that the

income from the Emery Fund [is] understood to care for such items as are not the legitimate responsibility of the Department of Missions in regard to our women missionaries . . . [and] this fund shall be used for recreation, educational courses, summer schools, scholarships and such other benefits as the . . . committee may approve. (Emery Fund Resolution, paragraphs 4 and 5 (emphasis added).)

Over the past 20 years the Emery Fund has been used in various ways which reflected both the wishes of the United Thank Offering and the needs of the missionary program, including Christmas gifts for retired women missionaries, a retreat for missionaries working in Africa, and support for long-term missionaries on furlough.

Because the missionary program has transitioned away from long-term career missionaries to shorter-term placements, largely due to the one-year program of the Young Adult Service Corps, and Episcopal Volunteers in Mission, furlough periods are rare.

Training and retreats for missionaries are in keeping with the original intent of providing “R and R” for missionaries.

## EMERY FUND

### RESOLUTION UNDER WHICH THE FUND WAS CREATED IN DETROIT

That there shall be created an Emery Fund for Missionaries Home on Furlough, to be given over to the Board of Missions or their successors, to be for all time a Trust Fund, the interest of which shall be used for women missionaries on furlough in such a way as the Executive Board of the Woman's Auxiliary or its successors shall approve.

1. That the Emery Rest Rooms for women Missionaries at Headquarters be established from the income of this Fund. ~~as~~ Amended.

2. That a committee be formed consisting of two members of the Executive Board of the Woman's Auxiliary, and the Executive Secretaries of the Auxiliary and the Department of Missions. This committee be empowered to consider all requests for aid from the income of the Emery Fund and to act on the same. Aye.

3. That the Executive Secretaries of the Auxiliary and the Department of Missions be empowered to draw upon the fund in emergencies. Aye.

4. That the income from the Emery Fund be understood to care for such items as are not the legitimate responsibility of the Department of Missions in regard to our women missionaries. Aye.

This fund shall be used for recreation, educational courses, summer schools, scholarships and such other benefits as the aforementioned committee may approve. Aye.

5. Requests for grants from the fund may be presented either through the Woman's Auxiliary or the Department of Missions. Aye.

(1) was amended to read "That the Emery rest room for Women Missionaries at Headquarters be established from the income of this fund."

(Extract from February 1923 Minutes)

February 20, 1958

MEMORANDUM TO: MR. RABBAGE

FROM: MARGARET M. SHERMAN

Following is an extract from the Minutes of the February 1958 meeting of the National Executive Board of the Woman's Auxiliary regarding the use of the Emery Fund for Missionaries on Furlough:

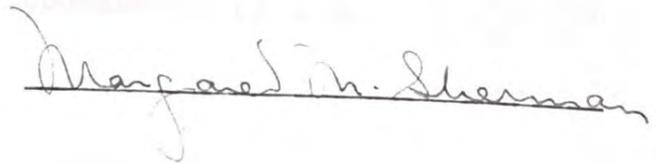
EMERY FUND

The National Executive Board reaffirms the purposes for which the Emery Fund for Missionaries on Furlough shall be used, as follows:

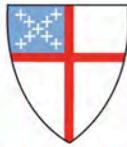
For gifts to women missionaries on furlough; for expenses for women missionaries for such purposes as attendance at summer conferences and the Triennial Meetings; for Christmas gifts to retired women missionaries.

For the furnishing, equipping, and re-equipping of the Emery Room at National Headquarters.

Appropriations from this account may be made upon the authority of the National Executive Board of the Woman's Auxiliary, or between sessions of the Board by the Executive Secretary of the Woman's Auxiliary.



MIMS:pc



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Adopted on: Feb 24, 2019

## **ECEC 006 Clergy Housing Allowance**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That a portion of the total compensation paid to each clergy employee for calendar year 2019 shall be designated to be a housing allowance; and be it further

*Resolved*, That the ECEC designates as a tax-deductible housing allowance for 2019 those allowances requested and presented by clergy employees of the DFMS to the Treasurer as indicated in the attached list; and be it further

*Resolved*, That these allowances will be made pursuant to Internal Revenue Code Section 107 and Internal Revenue Service Regulations S1.107 up to 100% of the annual cash salary of such clergy; and be it further

*Resolved*, That the ECEC designates as a tax-deductible housing allowance for 2018 a revised allowances requested and presented by a clergy employee of the DFMS to the Treasurer as indicated in the attached list.

**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

The Domestic and Foreign Missionary Society

of the Protestant Episcopal Church in the United States of America



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Adopted on: Feb 24, 2019

**ECEC 007 Approve Lease**

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The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

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*Resolved*, That the Executive Committee of Executive Council gives approval to lease roughly one-half of the 7th floor (4,000 RSG) to H&D Physical Therapy for a ten year term with a five year renewal option. A copy of the proposal is attached.

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**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

The Domestic and Foreign Missionary Society

of the Protestant Episcopal Church in the United States of America

TO: Executive Committee of Executive Council  
FROM: Geof Smith, COO  
DATE: January 3, 2018  
RE: APPROVAL OF LEASE TO H&D PHYSICAL THERAPY

*Resolved*, That the Executive Committee of Executive Council gives approval to lease roughly one-half of the 7<sup>th</sup> floor (4,000 RSG) to H&D Physical Therapy for a ten year term with a five year renewal option. A copy of the proposal is attached.

#### Explanation

We propose to lease to H&D Physical Therapy, a well-qualified professional tenant, the balance of the vacant space on the 7<sup>th</sup> floor of 4,000 rentable square feet, for a 10 year term. Our financial analysis estimates the net revenue over the term of the lease will be \$1,922,980, based on a base rent of \$41 per rentable square foot in years 1 – 5, and \$46 per rentable square foot in years 6 – 10, plus a 2.75% operating expense escalation, compounded annually. There is a five year renewal option within the lease. Security will be equal to the Tenant Improvement Allowance, or between \$100,000 and \$140,000, depending on the work to be done. This lease will be net of real estate taxes, and the tenant will be responsible for their proportionate share of the taxes, as has been our practice with the other taxable office space tenants.

It is worth noting our expected revenue for this space when we made the initial projections in November, 2017 was \$1,671,387, or \$38.87 per rentable square foot. This lease has been accomplished at an average rent of \$45.79 per rentable square foot, or 118% of target.

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# The Episcopal Church

815 Second Avenue, Partial 7th Floor

Landlord Income Analysis

H&D PT

1/2/2019



Intelligent  
Real Estate  
Solutions

	Leasing Guidelines Proforma 11.6.2017 Landlord Income Analysis		Landlord's Offer 12.21.2018 Net Lease		H&D PT Counter 12.22.2018 Net Lease	
<b>Rentable Square Feet</b>	4,000		4,000		4,000	
<b>Lease Commencement</b>	4/1/2019		4/1/2019		4/1/2019	
<b>Free Rent</b>	9 months		6 months		6 months	
<b>Rent Commencement</b>	1/1/2020		10/1/2019		10/1/2019	
<b>Lease Expiration</b>	12/31/2029		9/30/2029		9/30/2029	
<b>Lease Term</b>	10 years and 9 months		10 years and 6 months		10 years and 6 months	
<b>Base Rent (Per SF)</b>	<b>\$40.00 &gt; \$45.00 (Net)</b>		<b>\$42.00 &gt; \$47.00 (Net)</b>		<b>\$41.00 &gt; \$46.00 (Net)</b>	
	\$40.00 - \$160,000 (4/1/19 to 12/31/24: 5 Years, 9 Months) \$45.00 - \$180,000 (1/1/25 to 12/31/29: 5 Years)		\$42.00 - \$168,000 (4/1/19 to 9/30/24: 5 Years, 6 Months) \$47.00 - \$188,000 (10/1/24 to 9/30/29: 5 Years)		\$41.00 - \$164,000 (4/1/19 to 9/30/24: 5 Years, 6 Months) \$46.00 - \$184,000 (10/1/24 to 9/30/29: 5 Years)	
<b>Operating Expenses</b>	2.00% Increases in Lieu of OpEx		2.75% Increases in Lieu of OpEx		2.75% Increases in Lieu of OpEx	
<b>Real Estate Tax</b>	Excluded From Analysis		NET LEASE - TAXES PAID DIRECTLY BY TENANT		NET LEASE - TAXES PAID DIRECTLY BY TENANT	
<b>Electricity Estimate</b>	Sub-Metered (\$2.50/RSF - No Admin Fee)		Rent Inclusion (\$3.00/RSF)		Rent Inclusion (\$3.00/RSF)	
<b>Capital</b>	Total Build Out Cost: \$60.00 Lease Commission (150%): \$19.61 <b>Total Capital Outlay: \$79.61</b>		Total Build Out Cost: \$35.00 Lease Commission (150%): \$20.72 <b>Total Capital Outlay: \$55.72</b>		Total Build Out Cost: \$35.00 Lease Commission (150%): \$20.25 <b>Total Capital Outlay: \$55.25</b>	
	Tenant Contribution: \$0.00 <b>Net Landlord Capital Contribution: \$79.61</b>		Tenant Contribution (Amortized @ 6%): (\$10.00) <b>Net Landlord Capital Contribution: \$45.72</b>		Tenant Contribution (Amortized @ 6%): (\$10.00) <b>Net Landlord Capital Contribution: \$45.25</b>	
	<b>Total Capital Outlay: \$318,428</b>		<b>Total Capital Outlay: \$222,875</b>		<b>Total Capital Outlay: \$220,989</b>	
	<b>Net Capital Contribution: \$318,428</b>		<b>Net Capital Contribution: * \$182,875</b>		<b>Net Capital Contribution: ** \$180,989</b>	
<b>Analysis Start Date: 4/1/2019</b>						
	<b>Total Revenue</b>	<b>PSF</b>	<b>Total Revenue</b>	<b>PSF</b>	<b>Total Revenue</b>	<b>PSF</b>
Year 1: 4/1/2019 - 3/31/2020	-\$268,428	-\$67.11	-\$121,757	-\$30.44	-\$121,871	-\$30.47
Year 2: 4/1/2020 - 3/31/2021	\$173,200	\$43.30	\$187,428	\$46.86	\$183,373	\$45.84
Year 3: 4/1/2021 - 3/31/2022	\$176,464	\$44.12	\$192,112	\$48.03	\$187,945	\$46.99
Year 4: 4/1/2022 - 3/31/2023	\$179,793	\$44.95	\$196,924	\$49.23	\$192,643	\$48.16
Year 5: 4/1/2023 - 3/31/2024	\$183,189	\$45.80	\$201,869	\$50.47	\$197,470	\$49.37
Year 6: 4/1/2024 - 3/31/2025	\$191,653	\$47.91	\$216,949	\$54.24	\$212,430	\$53.11
Year 7: 4/1/2025 - 3/31/2026	\$210,286	\$52.57	\$232,445	\$58.11	\$227,801	\$56.95
Year 8: 4/1/2026 - 3/31/2027	\$214,292	\$53.57	\$238,366	\$59.59	\$233,595	\$58.40
Year 9: 4/1/2027 - 3/31/2028	\$218,378	\$54.59	\$244,451	\$61.11	\$239,548	\$59.89
Year 10: 4/1/2028 - 3/31/2029	\$222,545	\$55.64	\$250,702	\$62.68	\$245,664	\$61.42
Year 11: 4/1/2029 - 3/31/2030	\$170,016	\$42.50	\$126,935	\$31.73	\$124,382	\$31.10
	<b>Total Revenue</b>	<b>\$1,671,387</b>	<b>Total Revenue</b>	<b>\$1,966,425</b>	<b>Total Revenue</b>	<b>\$1,922,980</b>
	<b>Annualized Revenue</b>	<b>\$155,478</b>	<b>Annualized Revenue</b>	<b>\$187,279</b>	<b>Annualized Revenue</b>	<b>\$183,141</b>
		<b>\$417.85</b>		<b>\$491.61</b>		<b>\$480.74</b>
		<b>\$38.87</b>		<b>\$46.82</b>		<b>\$45.79</b>

\* Tenant to amortize any cost over \$25.00/RSF, up to \$35.00/RSF (Landlord Cap). This analysis assumes the max budget is reached.  
**Tenant to build space.**

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**NOTES:**

1. Annualized Revenue is the NPV shown as equal payments over the term using no interest factor.

The information in this document has been prepared using certain estimates, assumptions and variables which are deemed reasonable or have been implemented at the instructions of the client. Actual results may differ from projections made herein, which differences may be material. The estimates, assumptions and variables underlying the projections contained herein are stated herein. Some information and data used in preparing this document was produced by third parties believed to be reliable. However, no representation as to the truthfulness or accuracy of such data and information is provided. Much of the data and information upon which the projections are based is continuously impacted by events and transactions occurring subsequent to the date of preparation.

**ASSUMPTIONS**

**OCCUPANCY SUMMARY**

<b>Lease Term</b>	<b>10 years and 9 months</b>
<b>Analysis Start Date:</b>	<b>4/1/2019</b>
<b>Fiscal Year Ends:</b>	03/31
<b>Lease Commencement:</b>	<b>4/1/2019</b>
<b>Rent Commencement:</b>	1/1/2020
<b>Lease Expiration:</b>	12/31/2029

**BASE RENT SCHEDULE**

Free Rent: 9 months
\$40.00 - \$160,000 (4/1/19 to 12/31/24: 5 Years, 9 Months)
\$45.00 - \$180,000 (1/1/25 to 12/31/29: 5 Years)

**ADDITIONAL INCOME & EXPENSES**

Item	Type	Base Amount	Base Year	Inflation Estimate
Operating Expenses	2.00% Increases in Lieu of OpEx			
Real Estate Taxes	Excluded From Analysis			
Electricity Costs	Sub-Metered (no admin fee)	\$2.50	---	0.00%

**LANDLORD CAPITAL EXPENSES**

	Per RSF	Total
Total Build Out Cost	\$60.00	\$240,000
Lease Commission (150%)	\$19.61	\$78,428
Total Capital Outlay	\$79.61	\$318,428

ANALYSIS SUMMARY	
Aggregate Income	\$1,671,387
Discount Rate	0.00%
Net Present Value	\$1,671,387
Annualized	\$155,478
Annualized (per RSF)	\$38.87

Rentable Square Feet (RSF): **4,000**

**LEASE CASH FLOW PROJECTIONS (PRE-TAX)**

Year Starting:	4/1/2019	4/1/2020	4/1/2021	4/1/2022	4/1/2023	4/1/2024	4/1/2025	4/1/2026	4/1/2027	4/1/2028	4/1/2029	Aggregate Total	NPV as of 4/1/2019	NPV Annualized
<b>TOTAL INCOME (per RSF)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>			
Base Rent	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$41.25	\$45.00	\$45.00	\$45.00	\$45.00	\$33.75	\$455.00	\$455.00	\$42.33
Less: Free Rent	(\$30.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(30.00)	(30.00)	(2.79)
Base Rent Increase (In Lieu of OpEx)	\$0.00	\$0.80	\$1.62	\$2.45	\$3.30	\$4.16	\$5.07	\$6.07	\$7.09	\$8.14	\$6.88	45.58	45.58	4.24
Real Estate Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
<b>Base Rental Income</b>	<b>\$10.00</b>	<b>\$40.80</b>	<b>\$41.62</b>	<b>\$42.45</b>	<b>\$43.30</b>	<b>\$45.41</b>	<b>\$50.07</b>	<b>\$51.07</b>	<b>\$52.09</b>	<b>\$53.14</b>	<b>\$40.63</b>	<b>\$470.58</b>	<b>\$470.58</b>	<b>\$43.77</b>
Electricity	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$1.88	26.88	26.88	2.50
<b>Total Income</b>	<b>\$12.50</b>	<b>\$43.30</b>	<b>\$44.12</b>	<b>\$44.95</b>	<b>\$45.80</b>	<b>\$47.91</b>	<b>\$52.57</b>	<b>\$53.57</b>	<b>\$54.59</b>	<b>\$55.64</b>	<b>\$42.50</b>	<b>\$497.45</b>	<b>\$497.45</b>	<b>\$46.27</b>
Landlord Capital Cost	(\$79.61)											(79.61)	(79.61)	(7.41)
<b>Total Landlord Capital Cost</b>	<b>(\$79.61)</b>											<b>(\$79.61)</b>	<b>(\$79.61)</b>	<b>(\$7.41)</b>
<b>Total Income Before Tax (per RSF)</b>	<b>(\$67.11)</b>	<b>\$43.30</b>	<b>\$44.12</b>	<b>\$44.95</b>	<b>\$45.80</b>	<b>\$47.91</b>	<b>\$52.57</b>	<b>\$53.57</b>	<b>\$54.59</b>	<b>\$55.64</b>	<b>\$42.50</b>	<b>\$417.85</b>	<b>\$417.85</b>	<b>\$38.87</b>
<b>TOTAL INCOME IN DOLLARS</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>	<b>Aggregate Total</b>	<b>NPV as of 4/1/2019</b>	<b>NPV Annualized</b>
Base Rent	160,000	160,000	160,000	160,000	160,000	165,000	180,000	180,000	180,000	180,000	135,000	1,820,000	1,820,000	169,302
Less: Free Rent	(120,000)	0	0	0	0	0	0	0	0	0	0	(120,000)	(120,000)	(11,163)
Base Rent Increase (In Lieu of OpEx)	0	3,200	6,464	9,793	13,189	16,653	20,286	24,292	28,378	32,545	27,516	182,315	182,315	16,960
Real Estate Taxes	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>BASE RENTAL INCOME</b>	<b>40,000</b>	<b>163,200</b>	<b>166,464</b>	<b>169,793</b>	<b>173,189</b>	<b>181,653</b>	<b>200,286</b>	<b>204,292</b>	<b>208,378</b>	<b>212,545</b>	<b>162,516</b>	<b>\$1,882,315</b>	<b>\$1,882,315</b>	<b>\$175,099</b>
Electricity	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	7,500	107,500	107,500	10,000
<b>TOTAL INCOME</b>	<b>50,000</b>	<b>173,200</b>	<b>176,464</b>	<b>179,793</b>	<b>183,189</b>	<b>191,653</b>	<b>210,286</b>	<b>214,292</b>	<b>218,378</b>	<b>222,545</b>	<b>170,016</b>	<b>\$1,989,815</b>	<b>\$1,989,815</b>	<b>\$185,099</b>
Landlord Capital Cost	(318,428)											(318,428)	(318,428)	(29,621)
<b>TOTAL LANDLORD CAPITAL COST</b>	<b>(318,428)</b>											<b>(\$318,428)</b>	<b>(\$318,428)</b>	<b>(\$29,621)</b>
<b>TOTAL REVENUE</b>	<b>-\$268,428</b>	<b>\$173,200</b>	<b>\$176,464</b>	<b>\$179,793</b>	<b>\$183,189</b>	<b>\$191,653</b>	<b>\$210,286</b>	<b>\$214,292</b>	<b>\$218,378</b>	<b>\$222,545</b>	<b>\$170,016</b>	<b>\$1,671,387</b>	<b>\$1,671,387</b>	<b>\$155,478</b>

**COMMENTS**

- 1) Annual calculations are based on the entire lease term and reflect discounting of all cash flows.
- 2) Fixed increases (in lieu of OpEx) occur on each anniversary of the Lease Commencement Date.
- 3) Tenant does not pay Real Estate Tax escalations for the first 12 months of the lease.
- 4) Tenant does not pay Operating Expense escalations for the first 12 months of the lease.

**ASSUMPTIONS**

OCCUPANCY SUMMARY		BASE RENT SCHEDULE		ADDITIONAL INCOME & EXPENSES			LANDLORD CAPITAL EXPENSES				
Lease Term	10 years and 6 months	Free Rent: 6 months		Item	Type	Base Amount	Base Year	Inflation Estimate	Per RSF	Total	
Analysis Start Date:	4/1/2019	\$42.00 - \$168,000 (4/1/19 to 9/30/24: 5 Years, 6 Months)		Operating Expenses	2.75% Increases in Lieu of OpEx				Total Build Out Cost	\$35.00	\$140,000
Fiscal Year Ends:	03/31	\$47.00 - \$188,000 (10/1/24 to 9/30/29: 5 Years)		Real Estate Taxes	NET LEASE - TAXES PAID DIRECTLY BY TENANT				Lease Commission (150%)	\$20.72	\$82,875
Lease Commencement:	4/1/2019			Electricity Costs	Rent Inclusion	\$3.00	---	0.00%	Total Capital Outlay	\$55.72	\$222,875
Rent Commencement:	10/1/2019										
Lease Expiration:	9/30/2029										

ANALYSIS SUMMARY	
Aggregate Income	\$1,966,425
Discount Rate	0.00%
Net Present Value	\$1,966,425
Annualized	\$187,279
Annualized (per RSF)	\$46.82

Rentable Square Feet (RSF): 4,000

**LEASE CASH FLOW PROJECTIONS (PRE-TAX)**

Year Starting:	4/1/2019	4/1/2020	4/1/2021	4/1/2022	4/1/2023	4/1/2024	4/1/2025	4/1/2026	4/1/2027	4/1/2028	4/1/2029	Aggregate Total	NPV as of 4/1/2019	NPV Annualized
<b>TOTAL INCOME (per RSF)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>			
Base Rent	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$44.50	\$47.00	\$47.00	\$47.00	\$47.00	\$23.50	\$466.00	\$466.00	\$44.38
Less: Free Rent	(\$21.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(21.00)	(21.00)	(2.00)
Base Rent Increase (In Lieu of OpEx)	\$0.00	\$0.58	\$1.75	\$2.95	\$4.19	\$5.46	\$6.83	\$8.31	\$9.83	\$11.40	\$6.09	57.39	57.39	5.47
Real Estate Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
<b>Base Rental Income</b>	<b>\$21.00</b>	<b>\$42.58</b>	<b>\$43.75</b>	<b>\$44.95</b>	<b>\$46.19</b>	<b>\$49.96</b>	<b>\$53.83</b>	<b>\$55.31</b>	<b>\$56.83</b>	<b>\$58.40</b>	<b>\$29.59</b>	<b>\$502.39</b>	<b>\$502.39</b>	<b>\$47.85</b>
Electricity	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$1.50	31.50	31.50	3.00
Amortized Work (\$10psf @ 6%)	\$1.28	\$1.28	\$1.28	\$1.28	\$1.28	\$1.28	\$1.28	\$1.28	\$1.28	\$1.28	\$0.64	13.44	13.44	1.28
<b>Total Income</b>	<b>\$25.28</b>	<b>\$46.86</b>	<b>\$48.03</b>	<b>\$49.23</b>	<b>\$50.47</b>	<b>\$54.24</b>	<b>\$58.11</b>	<b>\$59.59</b>	<b>\$61.11</b>	<b>\$62.68</b>	<b>\$31.73</b>	<b>\$547.33</b>	<b>\$547.33</b>	<b>\$52.13</b>
Landlord Capital Cost	(\$55.72)											(55.72)	(55.72)	(5.31)
<b>Total Landlord Capital Cost</b>	<b>(\$55.72)</b>											<b>(\$55.72)</b>	<b>(\$55.72)</b>	<b>(\$5.31)</b>
<b>Total Income Before Tax (per RSF)</b>	<b>(\$30.44)</b>	<b>\$46.86</b>	<b>\$48.03</b>	<b>\$49.23</b>	<b>\$50.47</b>	<b>\$54.24</b>	<b>\$58.11</b>	<b>\$59.59</b>	<b>\$61.11</b>	<b>\$62.68</b>	<b>\$31.73</b>	<b>\$491.61</b>	<b>\$491.61</b>	<b>\$46.82</b>
<b>TOTAL INCOME IN DOLLARS</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>	<b>Aggregate Total</b>	<b>NPV as of 4/1/2019</b>	<b>NPV Annualized</b>
Base Rent	168,000	168,000	168,000	168,000	168,000	178,000	188,000	188,000	188,000	188,000	94,000	1,864,000	1,864,000	177,524
Less: Free Rent	(84,000)	0	0	0	0	0	0	0	0	0	0	(84,000)	(84,000)	(8,000)
Base Rent Increase (In Lieu of OpEx)	0	2,310	6,994	11,806	16,751	21,831	27,327	33,248	39,332	45,584	24,376	229,558	229,558	21,863
Real Estate Taxes	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>BASE RENTAL INCOME</b>	<b>84,000</b>	<b>170,310</b>	<b>174,994</b>	<b>179,806</b>	<b>184,751</b>	<b>199,831</b>	<b>215,327</b>	<b>221,248</b>	<b>227,332</b>	<b>233,584</b>	<b>118,376</b>	<b>\$2,009,558</b>	<b>\$2,009,558</b>	<b>\$191,386</b>
Electricity	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	6,000	126,000	126,000	12,000
Amortized Work (\$10psf @ 6%)	5,118	5,118	5,118	5,118	5,118	5,118	5,118	5,118	5,118	5,118	2,559	53,742	53,742	5,118
<b>TOTAL INCOME</b>	<b>101,118</b>	<b>187,428</b>	<b>192,112</b>	<b>196,924</b>	<b>201,869</b>	<b>216,949</b>	<b>232,445</b>	<b>238,366</b>	<b>244,451</b>	<b>250,702</b>	<b>126,935</b>	<b>\$2,189,300</b>	<b>\$2,189,300</b>	<b>\$208,505</b>
Landlord Capital Cost	(222,875)											(222,875)	(222,875)	(21,226)
<b>TOTAL LANDLORD CAPITAL COST</b>	<b>(222,875)</b>											<b>(\$222,875)</b>	<b>(\$222,875)</b>	<b>(\$21,226)</b>
<b>TOTAL REVENUE</b>	<b>-\$121,757</b>	<b>\$187,428</b>	<b>\$192,112</b>	<b>\$196,924</b>	<b>\$201,869</b>	<b>\$216,949</b>	<b>\$232,445</b>	<b>\$238,366</b>	<b>\$244,451</b>	<b>\$250,702</b>	<b>\$126,935</b>	<b>\$1,966,425</b>	<b>\$1,966,425</b>	<b>\$187,279</b>

**COMMENTS**

- 1) Annual calculations are based on the entire lease term and reflect discounting of all cash flows.
- 2) Fixed increases (in lieu of OpEx) occur on each anniversary of the Rent Commencement Date.
- 3) Tenant does not pay Operating Expense escalations for the first 12 months of the lease.

**ASSUMPTIONS**

OCCUPANCY SUMMARY		BASE RENT SCHEDULE	ADDITIONAL INCOME & EXPENSES				LANDLORD CAPITAL EXPENSES			
Lease Term	10 years and 6 months	Free Rent: 6 months	Item	Type	Base Amount	Base Year	Inflation Estimate	Per RSF	Total	
Analysis Start Date:	4/1/2019	\$41.00 - \$164,000 (4/1/19 to 9/30/24: 5 Years, 6 Months)	Operating Expenses	2.75% Increases in Lieu of OpEx				Total Build Out Cost	\$35.00	\$140,000
Fiscal Year Ends:	03/31	\$46.00 - \$184,000 (10/1/24 to 9/30/29: 5 Years)	Real Estate Taxes	NET LEASE - TAXES PAID DIRECTLY BY TENANT				Lease Commission (150%)	\$20.25	\$80,989
Lease Commencement:	4/1/2019		Electricity Costs	Rent Inclusion	\$3.00	---	0.00%	Total Capital Outlay	\$55.25	\$220,989
Rent Commencement:	10/1/2019									
Lease Expiration:	9/30/2029									

ANALYSIS SUMMARY	
Aggregate Income	\$1,922,980
Discount Rate	0.00%
Net Present Value	\$1,922,980
Annualized	\$183,141
Annualized (per RSF)	\$45.79

Rentable Square Feet (RSF): 4,000

**LEASE CASH FLOW PROJECTIONS (PRE-TAX)**

Year Starting:	4/1/2019	4/1/2020	4/1/2021	4/1/2022	4/1/2023	4/1/2024	4/1/2025	4/1/2026	4/1/2027	4/1/2028	4/1/2029	Aggregate Total	NPV as of 4/1/2019	NPV Annualized
<b>TOTAL INCOME (per RSF)</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>			
Base Rent	\$41.00	\$41.00	\$41.00	\$41.00	\$41.00	\$43.50	\$46.00	\$46.00	\$46.00	\$46.00	\$23.00	\$455.50	\$455.50	\$43.38
Less: Free Rent	(\$20.50)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(20.50)	(20.50)	(1.95)
Base Rent Increase (In Lieu of OpEx)	\$0.00	\$0.56	\$1.71	\$2.88	\$4.09	\$5.33	\$6.67	\$8.12	\$9.61	\$11.14	\$5.96	56.06	56.06	5.34
Real Estate Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
<b>Base Rental Income</b>	<b>\$20.50</b>	<b>\$41.56</b>	<b>\$42.71</b>	<b>\$43.88</b>	<b>\$45.09</b>	<b>\$48.83</b>	<b>\$52.67</b>	<b>\$54.12</b>	<b>\$55.61</b>	<b>\$57.14</b>	<b>\$28.96</b>	<b>\$491.06</b>	<b>\$491.06</b>	<b>\$46.77</b>
Electricity	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$1.50	31.50	31.50	3.00
Amortized Work (\$10psf @ 6%)	\$1.28	\$1.28	\$1.28	\$1.28	\$1.28	\$1.28	\$1.28	\$1.28	\$1.28	\$1.28	\$0.64	13.44	13.44	1.28
<b>Total Income</b>	<b>\$24.78</b>	<b>\$45.84</b>	<b>\$46.99</b>	<b>\$48.16</b>	<b>\$49.37</b>	<b>\$53.11</b>	<b>\$56.95</b>	<b>\$58.40</b>	<b>\$59.89</b>	<b>\$61.42</b>	<b>\$31.10</b>	<b>\$535.99</b>	<b>\$535.99</b>	<b>\$51.05</b>
Landlord Capital Cost	(\$55.25)											(55.25)	(55.25)	(5.26)
<b>Total Landlord Capital Cost</b>	<b>(\$55.25)</b>											<b>(\$55.25)</b>	<b>(\$55.25)</b>	<b>(\$5.26)</b>
<b>Total Income Before Tax (per RSF)</b>	<b>(\$30.47)</b>	<b>\$45.84</b>	<b>\$46.99</b>	<b>\$48.16</b>	<b>\$49.37</b>	<b>\$53.11</b>	<b>\$56.95</b>	<b>\$58.40</b>	<b>\$59.89</b>	<b>\$61.42</b>	<b>\$31.10</b>	<b>\$480.74</b>	<b>\$480.74</b>	<b>\$45.79</b>
<b>TOTAL INCOME IN DOLLARS</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>	<b>Aggregate Total</b>	<b>NPV as of 4/1/2019</b>	<b>NPV Annualized</b>
Base Rent	164,000	164,000	164,000	164,000	164,000	174,000	184,000	184,000	184,000	184,000	92,000	1,822,000	1,822,000	173,524
Less: Free Rent	(82,000)	0	0	0	0	0	0	0	0	0	0	(82,000)	(82,000)	(7,810)
Base Rent Increase (In Lieu of OpEx)	0	2,255	6,827	11,525	16,352	21,311	26,682	32,476	38,429	44,546	23,823	224,227	224,227	21,355
Real Estate Taxes	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>BASE RENTAL INCOME</b>	<b>82,000</b>	<b>166,255</b>	<b>170,827</b>	<b>175,525</b>	<b>180,352</b>	<b>195,311</b>	<b>210,682</b>	<b>216,476</b>	<b>222,429</b>	<b>228,546</b>	<b>115,823</b>	<b>\$1,964,227</b>	<b>\$1,964,227</b>	<b>\$187,069</b>
Electricity	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	6,000	126,000	126,000	12,000
Amortized Work (\$10psf @ 6%)	5,118	5,118	5,118	5,118	5,118	5,118	5,118	5,118	5,118	5,118	2,559	53,742	53,742	5,118
<b>TOTAL INCOME</b>	<b>99,118</b>	<b>183,373</b>	<b>187,945</b>	<b>192,643</b>	<b>197,470</b>	<b>212,430</b>	<b>227,801</b>	<b>233,595</b>	<b>239,548</b>	<b>245,664</b>	<b>124,382</b>	<b>\$2,143,969</b>	<b>\$2,143,969</b>	<b>\$204,188</b>
Landlord Capital Cost	(220,989)											(220,989)	(220,989)	(21,047)
<b>TOTAL LANDLORD CAPITAL COST</b>	<b>(220,989)</b>											<b>(\$220,989)</b>	<b>(\$220,989)</b>	<b>(\$21,047)</b>
<b>TOTAL REVENUE</b>	<b>-\$121,871</b>	<b>\$183,373</b>	<b>\$187,945</b>	<b>\$192,643</b>	<b>\$197,470</b>	<b>\$212,430</b>	<b>\$227,801</b>	<b>\$233,595</b>	<b>\$239,548</b>	<b>\$245,664</b>	<b>\$124,382</b>	<b>\$1,922,980</b>	<b>\$1,922,980</b>	<b>\$183,141</b>

**COMMENTS**

- 1) Annual calculations are based on the entire lease term and reflect discounting of all cash flows.
- 2) Fixed increases (in lieu of OpEx) occur on each anniversary of the Rent Commencement Date.
- 3) Tenant does not pay Operating Expense escalations for the first 12 months of the lease.



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# THE EPISCOPAL CHURCH

THE DOMESTIC AND FOREIGN MISSIONARY SOCIETY  
OF THE PROTESTANT EPISCOPAL CHURCH IN THE UNITED STATES OF AMERICA

FOUNDED 1821 • INCORPORATED 1846

Adopted on: Feb 24, 2019

**FIN 015 Trust Fund #1194**

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The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

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*Resolved*, That Trust Fund # 1194, St. Brendan's be established as an investment account for St. Brendan's Episcopal Church of Juneau in Alaska, which may withdraw principal and/or income upon request, and may add to the principal at its discretion.

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**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

The Domestic and Foreign Missionary Society

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Adopted on: Feb 24, 2019

**FIN 016 Trust Fund #927 (Bequests)**

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The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

---

*Resolved*, That the Executive Council extends its thanks to those who have included The Episcopal Church in their wills; and be it further

*Resolved*, That the Executive Council recognizes the generosity of all those who endow The Episcopal Church and thus support its ministries.

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**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

The Domestic and Foreign Missionary Society

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Adopted on: Feb 24, 2019

### **FIN 017 Appreciation for Service of Members of the Investment Committee for the 2016-2018 Triennium**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That the Executive Council recognizes the diligent and effective work of its Investment Committee and extends its profound thanks for the time and expertise the members of that committee devoted to the investment portfolio.

Mr. Michael Kerr (Chair)

Mr. David Lorenzo Alvarez-Roldan

The Rt. Rev. Clifton Daniel

The Rt. Rev. Rodney Michel

Ms. Dena Frith Moore

Mr. B. Waring Partridge IV

Ms. Maibeth J. Porter

Mr. Ronald W. Radcliff, Jr.

**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

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Adopted on: Feb 24, 2019

**FIN 018 Appreciation for Service of Members of the Economic Justice Loan Committee for the 2016-2018 Triennium**

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The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

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*Resolved*, That the Executive Council expresses its gratitude for the service of the following retiring members of the Economic Justice Loan Committee:

Ms. Diane Aid, Ms. Kim Jackson, and The Rt. Rev. Rodney Michel.

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**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

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Adopted on: Feb 24, 2019

**FIN 019 Appreciation for Service of Members of the Executive Council Committee on Corporate Social Responsibility for the 2016-2018 Triennium**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That the Executive Council expresses its gratitude for the service of the following retiring members of the Executive Council Committee on Corporate Social Responsibility:

The Rev. Canon Kathleen Cullinane

The Rev. N. Chase Danford

The Rev. John Floberg

Mr. William McKeown

Mr. William Smith

**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

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Adopted on: Feb 24, 2019

**FIN 020 Trust Funds 888.01 AND 888.02**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That the Executive Council extend appreciation for the life of the late Rev. Alden Besse, who included The Episcopal Church in his will; and be it further

*Resolved*, That the Executive Council recognize the generosity of the Rev. Alden Besse, who endows The Episcopal Church and thus support its ministries.

**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

The Domestic and Foreign Missionary Society

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Adopted on: Feb 24, 2019

## **FIN 021 Trust Fund #1195 DFMS Long Term Reserve Fund**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That Trust Fund 1195, the Domestic and Foreign Missionary Society Long-term Reserve Fund, be established as investment account for the general purposes of the Society, with an initial investment of \$16,120,000; and be it further

*Resolved*, That income be available to support the budget of the Society; and be it further

*Resolved*, That principal may be withdrawn and additional funds may be added, in consultation with the Treasurer.

**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

The Domestic and Foreign Missionary Society

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Adopted on: Feb 24, 2019

## **FIN 022 Outstanding Loans to Episcopal Church in Navajoland**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That Executive Council, hereby agree to the following terms in order to conclude all outstanding principal (\$200,000) and accrued interest (\$33,614.38) on all loans extended by The Domestic and Foreign Missionary Society to the Episcopal Church in Navajoland through December 31, 2018:

The Episcopal Church in Navajoland shall pay the sum of \$100.00 (One Hundred Dollars) as payment in full to The Domestic and Foreign Missionary Society through deduction from its next monthly block grant payment.

The Church in Navajoland shall pay its full assessment to The Episcopal Church beginning in calendar year 2019.

**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

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Adopted on: Feb 24, 2019

### **FIN 023 2019 Budget for The Episcopal Church**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That the Executive Council approves the proposed revisions and their funding sources for the 2019 Budget for The Episcopal Church as follows:

Non-government refugee ministry budget is increased from \$113,000 to \$319,816, which can be funded through the \$339,000 budget approved for the triennium. Future year adjustments will be funded through funds raised, of which \$260,000 are in hand at 1/31/2019.

Addition of \$125,000 for Spanish translation of the Title IV training website and \$449,000 for ongoing software development; licensing, hosting and maintenance fees; and technical requirements of General Convention. This \$574,000 total addition to budget will be funded through sources to be identified by the Treasurer.

**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

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Adopted on: Feb 24, 2019

## **FIN 024 Native American Dioceses Sustainability Grants**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That \$270,000 of the total \$667,000 Long-term Development Grants (budget line 402) for the four principal dioceses engaged in Native American ministry (Alaska, Navajoland, North Dakota, and South Dakota), be distributed and released as follows:

- Navajoland: Hozho Center, Fort Defiance AZ, work to complete the hospital, \$100,000, 2019
- Navajoland: St. Christopher's, Bluff, Utah, renovation work on the church buildings, \$100,000, 2019
- South Dakota: Renovation of a house on Standing Rock Indian Reservation, McLaughlin, SD, to make it usable for youth ministry programming and rental, \$40,000, 2019
- Navajoland, South Dakota, North Dakota, and Alaska: Indigenous Theological Education programming throughout the four principal areas \$30,000 (to Iona at \$10,000 per annum if continuing; otherwise \$20,000 to other programs)

**The Rev. Canon Michael Barlowe**

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Adopted on: Feb 24, 2019

## **FIN 025 Trust Fund #809 CETALC**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That the Canons to the Presiding Bishop for Ministry Within the Episcopal Church and for Ministry Beyond The Episcopal Church be authorized to use income distributed during 2018 from Trust Fund No.809, up to \$61,700, for additional expenses around educational and theological programs (including continuing education and individual scholarships), as recommended by the Commission on Theological Education for Latin America and the Caribbean (CETALC) at its meeting in the Dominican Republic, July 31 – August 4, 2018; and be it further

*Resolved*, That disbursement of funds will be conditioned upon the receipt of appropriate documentation to secure financial and operational accountability acceptable to the Canons and the Treasurer; and be it further

*Resolved*, That any balance not awarded by the Canons during 2019 be reinvested.

**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

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Adopted on: Feb 24, 2019

**FIN 026 Appreciation for Service of Members of the Audit Committee for the 2016-2018 Triennium**

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The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

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Resolved, That the Executive Council recognizes the diligent and effective work of its Audit Committee and extends its profound thanks to Nancy Koonce, Michele Racusin, and Jeff Fisher, the members of that committee, for the time and expertise devoted to this work for the Council and the DFMS.

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**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

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Adopted on: Feb 24, 2019

## **FIN 027 Assessment Review Committee Waiver Recommendations**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That the Executive Council grants a waiver of payment of their assessments for the 2019-2021 triennium to the Diocese of the Central Gulf Coast, according to the following schedule: 12% - 2019; 14% in 2020; 15% in 2021; and be it further

*Resolved*, That the Executive Council grants a one-year waiver of payment of their assessments for 2019 to:

the Diocese of Colombia – will pay \$1,500 for 2019

the Diocese of the Dominican Republic –will pay \$15,000 for 2019

the Episcopal Church in Taiwan - will pay \$3,000 for 2019; and be it further

*Resolved*, That the Executive Council denies the waiver request from the Episcopal Diocese of Dallas as submitted to the Assessment Review Committee.

**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

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Adopted on: Feb 24, 2019

**FIN 028 Trust Fund #1196**

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The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

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*Resolved*, That Trust Fund # 1196, St. Mary's Cadillac Investments be established as an investment account for St. Mary's Episcopal Church of Cadillac in Michigan, which may withdraw principal and/or income upon request, and may add to the principal at its discretion.

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**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

The Domestic and Foreign Missionary Society

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Adopted on: Feb 24, 2019

## **FIN 029 Short Term Reserves**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That the Executive Council, pursuant to Resolution FFM-078 (June 2017), allocate 20 percent, or \$920,000, of the estimated budgetary surplus for the 2016-2018 triennium to the short-term reserves; and be it further

*Resolved*, That the balance of the estimated surplus, \$3,680,000, remain in the cash operating account, which has been used to fund various non-budgetary actions approved by Executive Council; and be it further

*Resolved*, That \$2,880,000 of the proceeds from the sale of Block 87 (Austin) be allocated to the short-term reserves.

**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

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Adopted on: Feb 24, 2019

## **GO 001 Amending The DFMS Policy on EEO Anti-Discrimination and Anti-Exploitation**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That the Executive Council meeting in Midwest City, Oklahoma hereby approves the amended Domestic and Foreign Missionary Society Employee Handbook Policy on Equal Employment Opportunity.

From the Employee Handbook

Section 1: What You Can Expect From Us

Equal Employment Opportunity (Section 103, Pages 3-4)

### A. Illegal Classifications

In accordance with the law, The Society provides equal employment without regard to race, color, national origin, age, sex, religion, genetic information, disability, military or veteran status, uniform service member status or any other class protected under federal, state or local law.

### B. Church Prohibited Classifications

Additionally, in accordance with General Convention Resolution D032: 76th General Convention, 2009, and Resolution D019: 77th General Convention, 2012, The Society will not discriminate in employment on the basis of an individual's race, color, national origin, age, sex, familial status, disability, sexual orientation, gender identity, or gender expression.

### C. Equal Employment

The Society is committed to and fully supports the principle of Equal Employment Opportunity in all of its employment practices.

Classifications protected by either law or by General Convention Resolution D032 (or any other internal Church canons, resolutions, policy or practice whether issued by General Convention or the Society) are not and will not be, considered with regard to any terms and conditions of employment, including, but not limited to hiring, classification, training, placement, promotion, termination, layoff, recall, transfer, overtime, compensation, associate benefits, application of policies or any other employment action.

Nothing contained in this Policy is intended to create a legal right where none otherwise exists in the absence of this Policy or General Convention Resolution D032:76th General Convention, 2009 (or any other internal Church canons, resolutions, policy or practice (whether issued by General Convention or Diocesan Convention)).

#### D. All Employees to Support Equal Employment Opportunity and Diversity

All employees are responsible for supporting the concept of equal employment opportunity and diversity, and assisting The Society in meeting its objectives. In addition, every employee is expected to comply with The Society's Equal Employment Opportunity guidelines. If you believe you have not been treated in accordance with these guidelines, or have observed behavior that may violate these guidelines, you must report it to the Society in accordance with The Society's Reporting Procedure (Policy No. 102).

#### E. Policy Regarding Employees' Religion

In some instances, The Society may require employees in certain positions to be Episcopalians, Christian and/or Baptized Christians, or individuals actively pursuing Baptism in an Episcopal or other Christian Church.

#### Anti-Discrimination/Anti-Harassment (Section 107, Pages 5-6)

The Society does not tolerate harassment of or discrimination against any of our applicants, employees, parishioners, vendors, volunteers or other individuals in the workplace. Any form of harassment or discrimination which violates federal, state or local law including, but not limited to, harassment or discrimination related to an individual's race, color, national origin, age, sex (including same sex), religion, genetic information, handicap or disability or citizenship status, or any other category protected by applicable federal, state or local law is a violation of this policy and will be treated as a disciplinary matter. In accordance with General Convention Resolution D032:76th General Convention, 2009, The Society also prohibits harassment or discrimination based on familial status, sexual orientation, gender identity, or gender expression.

Employees of The Society are required to provide an acknowledgment of The Sexual Harassment and Sexual Abuse Policy for Participants in Activities Under the Auspices of the General Convention and Executive Council of the General Convention found here.

The term "harassment" as used in this policy includes, but is not limited to, the following examples of unacceptable behavior:

- unwanted sexual advances;
- offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity;
- Offensive remarks, comments, jokes, slurs, or verbal conduct;
- Offensive pictures, drawings, photographs, or other graphic conduct or communications, including e-mail, faxes, and copies;
- Offensive sexual remarks, sexual advances, or requests for sexual favors
- Offensive physical conduct, including touching;
- Threatening reprisal for an employee's refusal to respond to requests for sexual favors or for an employee reporting a violation of this policy.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss your questions with your supervisor, another Manager or the Human Resources Department.

The Society's Supervisors and Managers are also covered by this policy and are also prohibited from engaging in any form of harassing or discriminating conduct. No Supervisor or other member of management has the authority to suggest to any employee or applicant that employment, continued employment, or future advancement will be affected in any way by the individual entering into (or refusing to enter into) any form of personal relationship with the Supervisor or Manager. Such conduct is a direct violation of this policy.

Harassment of employees in connection with their work by non-employees may also be a violation of this policy.

If you feel that you are being harassed, discriminated or retaliated against or have witnessed any form of discrimination, harassment or

retaliation or are otherwise aware of such conduct, it is your responsibility to immediately report your concern to one or more of the following: your supervisor, anyone in your supervisory chain, anyone in the Human Resources Department, or any individual or entity to which a Whistleblower claim can be reported pursuant to The Whistleblowing Policy No. 110 (The Secretary and Executive Officer of the General Convention or the EthicsPoint hotline).

In addition to reporting the offending behavior to one of the people listed above, you are encouraged to speak directly to the individual whose conduct you find objectionable. You are not required to do this and it is suggested you consider doing so only if you are comfortable doing so. You may find that direct communication resolves the issue.

You are not required to complain to your department head, supervisor, manager or team leader or within your chain of command. If you are uncomfortable reporting the incident to any particular member of management or you make a report and the manager either does not respond or does not respond in a manner you deem satisfactory or consistent with this policy, you are required to report the situation to another member of management.

All complaints of harassment which are reported to management will be investigated as promptly as possible and corrective action will be taken where warranted. The Society prohibits employees from hindering our own internal investigations and our internal complaint procedure. All complaints of harassment which are reported to management will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation. You will not be penalized in any way for reporting improper conduct, harassment, or discrimination.

The Society prohibits retaliation against employees for reporting a complaint of harassment or for cooperating in a harassment investigation.

Your notification of the problem is essential to us. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so that we can take whatever steps are necessary to correct the problem.

If The Society finds that an employee has violated this policy, appropriate disciplinary action will be taken, up to and including termination.

#### Anti-sexual harassment

It is the Society's policy to prohibit harassment of or against our job applicants, contractors, interns, volunteers, or any employee by another supervisor, vendor, employee or visitor on the basis of sex or gender. Sexual harassment is a form of sex discrimination that violates Society policy and is unlawful under federal, New York State and local law. The purpose of this policy is not to regulate personal morality within the Society. It is to ensure that at the Society all employees are free from harassment on the basis of sex or gender. This policy is one component of the Society's commitment to a discrimination-free work environment. See the Society's Anti-Discrimination/ Anti-Harassment Policy above for additional information concerning discrimination and harassment on other protected groups.

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending sexually explicit e-mail, text messages, social media posts or voice-mail, and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually-related comments. Depending upon the circumstances, the conduct can also include sexual joking, vulgar conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, teasing or other conduct directed toward a person because of the person's gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Sexual harassment includes harassment on the basis of sex or gender (including pregnancy, childbirth and related medical conditions),

gender identity or gender expression (including transgender status), and/or sexual orientation. Sexual harassment encompasses, but may not be limited to the following:

- Any demand or subtle pressure for sexual favors that is accompanied by a promise or suggestion of favorable job treatment or threat against an employee's employment status; and/or
- Any behavior that is offensive to a reasonable person, including, without limitation, repeated sexual flirtations or propositions, comments or jokes of a sexual nature, suggestive gestures, leering, sexually degrading words, verbal or written comments about a person's body or other suggestive comments, the display of sexually suggestive objects or pictures, and uninvited physical contact or touching; and/or
- Retaliation based on rejection, in whole or in part, of sexual advances or for complaining about sexual harassment in the workplace.

#### Retaliation Defined

The Society does not tolerate and prohibits retaliation. Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to: any action that would discourage an employee from reporting sexual harassment or retaliation; shunning and avoiding an individual who reports sexual harassment or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting sexual harassment or retaliation; and denying employment benefits because an applicant or employee reported or encouraged another employee to report sexual harassment or retaliation or participated in the reporting and investigation process described below.

#### Reporting a Violation

Any employee who believes they have been subjected to conduct which violates this policy should report the matter to any manager, Director, Chief/Canon or the Human Resources Director, as soon as possible after an incident occurs. The employee is not required to report through any particular chain of command, and certainly is not required to report or discuss the matter with any supervisor engaging in improper conduct. Written complaints can be submitted internally using the form provided with this policy.

In the event that the allegations are being made against management, or you have not received a response within five (5) business days, the employee should contact the Human Resources Director who can be reached at (212) 716-6331 located at 815 Second Avenue New York, NY, 10017.

Every supervisor who learns of any individual's concern about conduct in violation of this policy, whether in a formal complaint or informally, or who otherwise is aware of conduct in violation of this policy, must immediately report the issues raised or conduct to a the Human Resources Director.

The Society shall promptly and thoroughly investigate all claims of unlawful harassment, discrimination, or retaliation to ensure due process for all parties. Employees are required to cooperate in all investigations conducted pursuant to this policy. The confidentiality and privacy of employees will be respected during the investigation to the extent possible under the circumstances, with efforts made to avoid any unwarranted publicity or invasions of privacy, but confidentiality cannot be guaranteed.

During the investigation, the Society generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. The Society will inform the complainant and the accused of the results of the investigation.

Depending on the results of the investigation of a claim of unlawful harassment, discrimination, or retaliation, disciplinary action, up to and including termination, will be taken against any employee the Society believes, in its sole discretion, to have violated this policy

against unlawful harassment, discrimination, or retaliation. This includes individuals engaging in sexual harassment, as well as supervisors who fail to report violations of this policy, or knowingly allow prohibited conduct to continue. Individuals who engage in conduct that rises to the level of a violation of law can be held personally liable for such conduct. The Society will inform the complainant and the accused of the results of the investigation. In the event of harassment or discrimination by an individual who is not employed by the Society, the Society will take whatever action is reasonable and appropriate under the circumstances.

Aside from the internal complaint process at the Society, employees may choose to pursue external legal remedies with the following governmental entities.

#### State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the Society does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

#### Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

#### Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

#### Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Remember, we cannot remedy claimed sexual harassment and other forms of harassment and retaliation unless you bring these claims to the attention of management. Please report any conduct which you believe violated the policy.

#### Anti-Sexual Exploitation (Section 108, Page 7)

The Episcopal Church does not tolerate sexual exploitation in any form. Sexual exploitation is the development or attempted development of a sexual relationship between a person in any ministerial position, lay or ordained, and an individual with whom he/she has a Pastoral Relationship. A Pastoral Relationship is a relationship between any clergy person and any person to whom such clergy person is authorized to provide and does provide: counseling; pastoral care; spiritual direction or spiritual guidance; ministration of any Sacrament (other than the distribution of the Bread and Wine by a lay person at a public service of Holy Communion); performance, life, leadership or peer coaching; and/or hearing of such person's confession, in the course of the duly authorized ministry.

Unless specifically stated in a job description, Society employees are not expected to assume nor may they of their own accord establish a Pastoral Relationship in the course of the discharge of their job duties and responsibilities. Nevertheless, Society employees whose work environment may include a variety of Church venues (diocesan offices, parishes, schools, camps and conference centers, hotels and resorts, etc.) should be aware of the Church's expectations pertaining to sexual exploitation. Society employees should report to the Human Resources Department any instances where they believe sexual exploitation may occur, is occurring, or has occurred.

Attachment: Anti-Harassment Complaint Form

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**The Rev. Canon Michael Barlowe**  
Secretary of Executive Council and  
The Domestic and Foreign Missionary Society  
of the Protestant Episcopal Church in the United States of America





# THE EPISCOPAL CHURCH

THE DOMESTIC AND FOREIGN MISSIONARY SOCIETY  
OF THE PROTESTANT EPISCOPAL CHURCH IN THE UNITED STATES OF AMERICA

FOUNDED 1821 • INCORPORATED 1846

Adopted on: Feb 24, 2019

## **GO 002 Amending the DFMS Policy on Professional Development**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That the Executive Council meeting in Midwest City, Oklahoma hereby approves the revised Domestic and Foreign Missionary Society Employee Handbook Policy 101 - Professional Development.

### 101. Professional Development

#### Tuition Reimbursement

The Society, at management's discretion, may assist with related expenses for degree programs. We believe that a well-rounded education, even outside of the working environment, can enhance an employee's skill base and make them more valuable to the organization.

Determination of reimbursement is based on the following criteria:

1. The degree.
2. Potential of continued employment with the organization.
3. Employment must be for a minimum of three consecutive years and presently performing at a minimum of "Meets Expectations" level.
4. Applicability of the degree to the job and/or future positions in the organization.
5. Statement from the candidate regarding purpose, intentions and personal commitment.

Tuition reimbursement is limited to \$1,250 per year.

#### Professional Training and Development

The Society and employee can each benefit from an employee keeping current in developments in their respective fields through job-related training courses that are not part of a degree program. Indeed, for some employees, continuing professional education and training may be a job requirement, as per their job description. Continuing education keeps employees up-to-date on the latest trends and technologies and knowledge, and offers a great chance to interact with peers.

Professional Training and development goals and specific courses will be identified in conjunction with the employee's supervisor, as part of an employee's development plan, and can include a variety of courses from an array of sources. The Society reimburses us to \$1,250 a year for related expenses, listed below. If it is required by the Society, the Society will pay for the time that the employee spends attending classes.

Criteria:

- Full or part-time employment with the Society.
- Training may occur any time, even during the probationary period.
- Prior written approval of supervisor.
- Employees have an obligation to attend classes and seminars paid for by the Society.

The Society will reimburse the following seminar / workshop expenses:

- Registration fees.
- Books and supplies prerequisite to the seminar / workshop.
- Parking.
- Meals while attending the seminar / workshop.
- Travel mileage or transportation costs between office and seminar / workshop.

#### Intensive Professional Development

The Society recognizes that both employees and the Society can benefit when provided with time for intensive professional growth.

Accordingly, all regular exempt employees are eligible to apply for Intensive Professional Development to pursue acquiring new skills through a period of continuous study, research and education, as set forth in this policy. Time spent on unpaid leave will be excluded from the service calculation for purposes of determining eligibility to request Intensive Professional Development.

Eligible employees may apply for Intensive Professional Development for a period not longer than 90 days. Employee expenses related to the Intensive Professional Development can be reimbursable as Professional Training and Development expense, subject to management approval and the \$1,250 limit.

#### Requesting Intensive Professional Development

Regular, full-time, exempt employees may request Intensive Professional Development if:

1. They have completed at least 5 years of continuous, full-time service;
2. They are presently performing at a minimum of "Meets Expectations" level;
3. They have not taken Intensive Professional Development within the past 5 years;
4. They have demonstrated a commitment to professional development by engaging in Continuing Education within at least 2 of the past 3 years.
5. The employee agrees to return to the his/her position at the Society for a period of not less than 1 year.

An application for Intensive Professional Development must be completed using the Intensive Professional Development Request Form and submitted to the employee's Director. If accepted by the Director, the form will be sent to the responsible Chief/Canon for review and acceptance. Final approval will be determined by the Executive Leadership Team. Once approved, the completed form will be sent to the Human Resources Department at least 6 months before the day on which the employee wishes to begin his or her Intensive Professional Development.

Applications for Intensive Professional Development will only be accepted for review and approval on March 31 and September 30 of each calendar year. Management approval will be in part dependent upon the development plan being considered and its benefit to the Society; and the ability of the department or office to accommodate the employee's period of absence. Prior to an Eligible Employee's Intensive Professional Development, the employee will be responsible for working with the Society to develop a plan for covering the employee's duties during the Intensive Professional Development. To help ensure an orderly transition, unless otherwise agreed to in writing as part of the terms of the Intensive Professional Development, employees going on Intensive Professional Development are not to be permitted to use vacation leave or other planned leave during the 4 weeks prior to or following a return from Intensive Professional

Development.

Intensive Professional Development requests may be approved, denied or deferred, as the Society deems appropriate in its sole discretion for any reason.

In all cases of Intensive Professional Development leave, employees are expected to make themselves available to their department for consultation by telephone or other means on projects that require their input. Where a Intensive Professional Development is unpaid or partially paid, employees will be paid for all time actually worked during the Intensive Professional Development.

#### Conclusion of the Intensive Professional Development

Without limiting the notion of employment at-will, an employee will be expected to return to work for a period of no less than 12 months upon conclusion of the Intensive Professional Development. In addition, upon returning from Intensive Professional Development, an employee must present a written report to his or her Director and the Director and Human Resources, explaining at a minimum: what the employee's goals for the Intensive Professional Development leave were; whether the employee met those goals (and, if not, why not); locations to which the employee traveled; topics the employee studied (including a copy of an academic transcript, where applicable); how the employee intends to share what he or she learned with The Society's community (e.g., plans for implementing a new curriculum, sharing a new form of prayer, how newly acquired skills will be utilized, etc.).

The Society reserves the right to terminate an employee's Intensive Professional Development at any time, upon notice to the employee.

If an employee does not return to work at the end of Intensive Professional Development or sooner if directed to do so by the Society, the employee will be considered to have voluntarily terminated employment. Similarly, if an employee accepts employment with another employer during Intensive Professional Development the Society will consider the employee to have resigned their employment effective on the date the employee accepted new employment with another employer.

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Adopted on: Feb 24, 2019

## **GO 003 Episcopal Church Women By-Laws and Board Members**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That the Executive Council approve the Episcopal Church Women's (ECW) By-laws as updated and adopted at the July 2018 Triennial Meeting, as attached hereto; and be it further

*Resolved*, That the Executive Council approve the slate officers and members of the National Board elected at the June 2018 Triennial Meeting and those since appointed by the Board, as attached hereto.

**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

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Adopted on: Feb 24, 2019

### **GO 004 Courtesy Resolution Honoring David Booth Beers, Esq.**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

The Committee on Governance and Operations recommends adoption of the following resolution honoring the long and faithful service of David Booth Beers, Esq., and retired Chancellor to the Presiding Bishop:

Whereas, David Booth Beers, Esq., served as Chancellor to the Presiding Bishop, beginning in 1991 and up until his retirement from that post on December 31, 2018, and

Whereas, David served through deeply challenging legal times for the Church, including management of unprecedented, extraordinarily complex, difficult and lengthy litigation attacking the legitimacy and polity of our Church during struggles for gender equality and full inclusion of LGBT persons at all levels of the Church; and

Whereas, David ably advised our Presiding Bishops and others in the Church in resolving highly sensitive issues in assuring the upright conduct of ministry at all levels in the Church; and

Whereas, David ably advised the Church and our Presiding Bishops on the wide variety of legal issues that arise in the life of a large, multi-national religious organization with millions of members and over 100 dioceses;

Now, Therefore be it

*Resolved*, by the Executive Council, meeting in Oklahoma City, Oklahoma, from February 21-24, 2019, that:

We recognize with great appreciation the long and steadfast service of David Booth Beers, Esq., as Chancellor to the Presiding Bishop; We extend our hearty thanks to David for his deeply faithful service to our Presiding Bishops, to our Church and to our Lord Jesus;

We extend our very best wishes to David and his wife, Peggy, for a very long, happy, and enjoyable retirement from the Chancellor position.

**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

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Adopted on: Feb 24, 2019

## **GO 005 Court of Review**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

Whereas Resolution A110 adopted by the 2018 General Convention established a new Court of Review but did not expressly include a method by which that court is to be initially populated; therefore, be it

*Resolved*, That the Executive Council accepts and supports the conclusions and the recommendations of the Working Group contained in the attached memorandum that the President of the House of Deputies appoint lay and Clergy members to the court with the consent of the lay and clergy members of Executive Council; and be it further

*Resolved*, That the Standing Commission on Structure, Governance Constitution & Canons be tasked with proposing to the 2021 General Convention an appropriate resolution ratifying the composition of the Court of Review and any actions of that court taken during this current triennium.

**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

The Domestic and Foreign Missionary Society

of the Protestant Episcopal Church in the United States of America

To: Executive Council Joint Standing Committee on Governance and Operations

From: Working Group on Provincial Court of Review

Date: January 29, 2019

RE: Populating the New Court of Review

**Summary:** General Convention amended the Canons in 2018 (eff. Jan.1, 2019) to eliminate Provincial Courts of Review for appeals from Title IV hearings for Priests and Deacons and replace them with one church wide Court of Review. This new Court of Review is to be composed of three Bishops elected by the House of Bishops; and six members of the Clergy and six laypersons to be elected by the House of Deputies. While the House of Bishops may elect its members at the March 2019 meeting of that House, no mechanism for selecting the Clergy and lay members of the new Court before the 2021 General Convention was provided in the amended canon creating the single Court of Review.

It is the conclusion of the Working Group that General Convention intended that a church wide Court of Review become functional before General Convention 2021. It is the further conclusion of the Working Group that the clearest indication of how the lay and Clergy positions on that Court should be filled in the absence of General Convention having provided a mechanism for doing so in the amended canon is found in General Convention's most recent instruction for the filling of positions on the Disciplinary Board for Bishops prior to the filling of them by election by the House of Deputies. That instruction provided that, in the absence of an election by General Convention, the President of the House of Deputies appoint lay and Clergy members with the consent of the lay and Clergy members of Executive Council. The Working Group recommends that the same process be followed here, and seeks Executive Council's support for its recommendation. The Working Group further suggests that a resolution be offered to the 2021 General Convention for that body to ratify the process set out here.

**History:** The Standing Commission on Structure, Governance and Constitution and Canons proposed Resolution A110 to amend the Canons to create one church wide Court of Review to replace the provincial Courts of Review to hear appeals in Title IV matters regarding Priests and Deacons. The proposal was adopted and became effective January 1, 2019. The amendment provides that the three Bishop members of the Court of Review be elected by the House of

Bishops. That may be done either at a meeting of General Convention or any other meeting of the House of Bishops. It further provides that the six members of the Clergy and six lay members (and alternates) be elected by the House of Deputies. That House meets only at a meeting of General Convention. No provision was included for filling the lay and Clergy positions between the effective date of the amendments and General Convention 2021.

**Process:** The Presiding Officers became aware of this issue and appointed a Working Group to consider the matter. The members of the Working Group are the Rev. Michael Barlowe, Executive Officer of the General Convention; Douglas Anning, Acting Chief Legal Officer; David Booth Beers, Chancellor to the Presiding Bishop;<sup>1</sup> Sally Johnson, Chancellor to the President of the House of Deputies; Christopher Hayes, Chancellor of the Diocese of California and member of the Standing Commission on Structure, Governance and Constitution and Canons; the Rt. Rev. Todd Ousley, Bishop for Pastoral Development of the Office of the Presiding Bishop; and Mary Kostel, Special Counsel to the Presiding Bishop for Property Litigation and Discipline.<sup>2</sup>

The Working Group met in October and developed a plan of work. The lawyers in the Group have conducted research and considered a number of alternatives with the aim of discerning which most closely reflects the intention of General Convention.

The attorneys reviewed the following relevant canons:

1. Canon IV.5.4, the new Canon, provides, in relevant parts:
  - (a) The Court of Review shall consist of: (i) Three (3) Bishops; six (6) Members of the Clergy, which and will include not fewer than two (2) Priests and not fewer than two (2) Deacons; and six (6) lay persons; and (ii) one (1) Bishop, one (1) Priest or Deacon, and one (1) lay person to serve as alternates as hereinafter provided. ...
  - (b) ... The clergy and lay members and alternates of the Court of Review shall be elected by the House of Deputies for a three-year term, such that one-third of clergy members and one-third of lay members shall come from Province I, II, or III; one-third shall come from Province IV, V, or VI; and one-third shall come from Province VII, VIII, IX. The Court of Review shall select a president from among its members. The President shall be a Priest, Deacon or lay person. ...

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<sup>1</sup> David completed his service as Chancellor to the Presiding Bishop on December 31, 2018.

<sup>2</sup> As of January 1, 2019 Mary became Chancellor to the Presiding Bishop.

(g) Vacancies on the Court of Review shall be filled by appointment by the President of the Court of Review of persons qualified as provided in Canon IV.5.4(a).

2. Canon IV.17.3 (2015), which was in effect until its revision as of January 1<sup>st</sup> this year. This set out how the lay and Clergy members of the new Disciplinary Board for Bishops created by General Convention in 2006 were chosen. In relevant part it stated:

. . . The Disciplinary Board for Board for Bishops shall consist of ten Bishops elected at any regularly scheduled meeting of the House of Bishops, and four Priests or Deacons and four lay persons initially appointed by the President of the House of Deputies with the advice and consent of the lay and clergy members of Executive Council and thereafter elected by the House of Deputies.

(Since this transitional provision is no longer needed, it was eliminated from Canon IV.17.3.)

Prior Canon IV.17.3 demonstrates how General Convention chose to fill the initial lay and Clergy positions on disciplinary bodies in the absence of an election by the House of Deputies. That is, it provided that the initial lay, Deacon and Priest members were appointed by the President of the House of Deputies with consent by the members of Executive Council of the same orders.

Taking into account this text and history, the attorneys considered the following alternatives and variations on these:

- Take no action to fill the lay and Clergy positions on the Court of Review;
- Call a Special Meeting of the General Convention so that the House of Deputies could elect members of the Court;
- House of Bishops elect Bishop members at its March meeting and those Bishop members fill the lay and Clergy vacancies;
- House of Bishops elect Bishop members at its March meeting and those Bishop members choose the lay or Clergy President of the Court who then could fill the vacancies under the new provision that authorizes the Court's President to fill vacancies;
- House of Bishops elect Bishop members at its March meeting and the full Executive Council elect the lay and Clergy members;
- House of Bishops elect Bishop members at its March meeting and President of the House of Deputies appoint lay or Clergy President of the Court who then could fill the vacancies under the same provision described above; and

- House of Bishops elect Bishop members at its March meeting and President of the House of Deputies appoint lay and Clergy members, with the consent of the lay and Clergy members of Executive Council.

In the light of the prior history and canon, the attorneys concluded that the method for filling the initial lay and Clergy positions on the new Court of Review that best reflects past actions of General Convention would be for the President of the House of Deputies to appoint the lay and Clergy members with the consent of the lay and Clergy members of Executive Council. The attorneys communicated their conclusion to the remainder of the Working Group, including the Presiding Bishop and the President of the House of Deputies, all of whom agreed to this method of filling the lay and Clergy positions.



# THE EPISCOPAL CHURCH

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FOUNDED 1821 • INCORPORATED 1846

Adopted on: Feb 24, 2019

## **GO 006 Exclusion of Spouses at Lambeth Conference - When does all mean all?**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

Whereas, the Executive Council of The Episcopal Church gives thanks for the Bishops of this Church and for all Bishops of the Anglican Communion; and

Whereas, the Executive Council recognizes the value of the Bishops of the Anglican Communion gathering at the Lambeth Conference for prayer, study, reflection and fellowship at the invitation of the Archbishop of Canterbury; and

Whereas, the announced theme of the Lambeth Conference scheduled for July in 2020 is “God’s Church for God’s World: walking, listening and witnessing together;” and

Whereas, it has been reported that several Bishops whose spouses are the same sex as the Bishops have been informed by the Archbishop of Canterbury that their spouse is not invited to the 2020 Lambeth Conference; and

Whereas, The Episcopal Church, acting through its governing body the General Convention, has taken a variety of actions over a period of more than forty years in support of homosexual, lesbian, gay, bisexual, and transgender persons, their partners, spouses and families, both in secular society and in the Church (Please see key resolutions below.); and

Whereas, several statements and resolutions have been issued by Anglican Communion entities relating to human sexuality:

Lambeth Conference 1998, Resolution 1.10 (c), in part:

We commit ourselves to listen to the experience of homosexual persons and we wish to assure them that they are loved by God and that all baptized, believing and faithful persons, regardless of sexual orientation, are full members of the Body of Christ;

Lambeth Conference 2008, Lambeth Indaba Reflection

Section A Introduction

7. We give thanks for the Conference in which our spouses have participated over the last three weeks, as they have lived and prayed alongside our own conference, studies and deliberations.

Anglican Consultative Council 15 in 2012 Resolution 15.33:

## Rites Relating to Marriage

ACC-15 welcomed the Canterbury Statement of the International Anglican Liturgical Consultation 'Rites Relating to Marriage' and commended it to the Provinces for study. Section 15.5 of the Statement reads:

15.5 Some in the Anglican Communion are discerning that much of what is held to be true of Christian marriage between a man and a woman is also found and given expression in faithful, committed, monogamous, lifelong relationships between two men or two women, whether it is called a marriage or something else. This provides an opportunity for continuing conversation within the Communion and listening to the experiences of gay and lesbian disciples of Christ.

and,

Whereas, the descriptions of the program and purposes of the upcoming Lambeth Conference from its official website ([lambethconference.org/about](http://lambethconference.org/about)) include the following:

“We will listen to God through one another. We will seek God’s wisdom to find ways to walk together build one another up as leaders and proclaim the God News of Jesus Christ to a world that needs it more than ever.”

“For the first time there will be a joint programme. Spouses of bishops will attend combined sessions at key points in the overall programme.”

“There will also be separate sessions on the specific responsibilities of the ministry for bishops and spouses.”

and,

Whereas, the Secretary General of the Anglican Communion has stated:

“I need to clarify a misunderstanding that has arisen. Invitations have been sent to every active bishop. That is how it should be – we are recognizing that all those consecrated into the office of bishop should be able to attend. But the invitation process has also needed to take account of the Anglican Communion’s position on marriage which is that it is the lifelong union of a man and a woman. That is the position as set out in Resolution I.10 of the 1998 Lambeth Conference. Given this, it would be inappropriate for same sex spouses to be invited to the conference.”

Now, Therefore, the Executive Council expresses its concern, regret and disappointment in the language posted by the Secretary General, that to invite certain spouses of Bishops in the Communion to the Lambeth Conference would be “inappropriate”; and

Resolved further that the Executive Council finds the choice not to invite certain spouses to be inconsistent with the positions of The Episcopal Church as expressed by General Convention and especially in Canon I.17.5 (see below); compared to the opposite sex spouses of Bishops who will be invited to participate in the Lambeth Conference; and

Resolved further that the Executive Council finds the decision not to invite certain spouses to be inconsistent with multiple statements of the Anglican Communion: Listening to LGBTQ persons is essential and would add invaluable perspectives to the discussions, listening and work of the Bishops and spouses at the Lambeth Conference; and

Resolved further, that while the Lambeth Conference 2020 planning group has made significant new efforts to include all Bishops and their spouses, Executive Council finds the exclusion of “same sex” spouses to be particularly misguided and inconsistent with the stated purposes of the Conference; and

Resolved further, that the Executive Council expresses its love, support, concern and prayers for the spouses who have not been invited or may not be invited to the Lambeth Conference; and

Resolved further, that the Executive Council affirms and laments the hurt and pain this action causes to gay, lesbian, bisexual, and transgender persons across the Anglican Communion; and

Resolved further, that Executive Council asks each Bishop, each spouse of a Bishop, and the House of Bishops collectively to prayerfully

and carefully consider her/his/their response, choices and actions in the light of these troubling circumstances.

#### Key resolutions and Canons of The General Convention of The Episcopal Church

1976 - A071 “. . .homosexual persons are entitled to equal protection of the laws with all other citizens, and calls upon our society to see that such protection is provided in actuality.”

1994 - D006 “. . . call[s] upon municipal council, state legislatures and the United States Congress to approve measures giving gay and lesbian couples protection[s] such as: bereavement and family leave policies; health benefits, pension benefits; real-estate transfer tax benefits, and commitments to mutual support enjoyed by non-gay married couples.”

1994 - Amended Canon I.17.5 to provide protections to persons based on, among other things, their sexual orientation.

Sec. 5. No one shall be denied rights, status, or access to an equal place in the life, worship, and governance of this Church because of race, color, ethnic origin, national origin, marital status, sex, sexual orientation, disabilities or age, except as otherwise specified by Canon.

1994 - Amended Canon III.4.1 to provide protections to persons based on, among other things, their sexual orientation.

Sec. 1. All Bishops of Dioceses and other Clergy shall make provisions to identify fit persons for Holy Orders and encourage them to present themselves for Postulancy. No one shall be denied access to the selection process for ordination in this Church because of race, color, ethnic origin, sex, national origin, marital status, sexual orientation, disabilities or age, except as otherwise specified by these Canons. No right to ordination is hereby established

2000 - C043 “. . . affirm and endorse the Cambridge Accord of October 1, 1999 and urge all members of the House of Bishops to affix their names to the Accord, the text of which follows.

#### THE CAMBRIDGE ACCORD

In the name of God, we, the bishops of the Anglican Communion who have affixed our names to this Accord, publish it as a statement of our shared opinion in regard to all persons who are homosexual. We affirm that while we may have contrasting views on the Biblical, theological, and moral issues surrounding homosexuality, on these three points we are in one Accord:

That no homosexual person should ever be deprived of liberty, personal property, or civil rights because of his or her sexual orientation.

That all acts of violence, oppression, and degradation against homosexual persons are wrong and cannot be sanctioned by an appeal to the Christian faith.

That every human being is created equal in the eyes of God and therefore deserves to be treated with dignity and respect.”

2009 - D052- “. . . That the 76th General Convention affirm the value of “listening to the experience of homosexual persons,” as called for by the Lambeth Conferences of 1978, 1988 and 1998, and acknowledge that through our own listening the General Convention has come to recognize that the baptized membership of The Episcopal Church includes same sex couples living in lifelong committed relationships “characterized by fidelity, monogamy, mutual affection and respect, careful, honest communication and the holy love which enables those in such relationships to see in each other the image of God” (2000-D039); and be it further

Resolved, That the 76th General Convention recognize that gay and lesbian persons who are part of such relationships have responded to God’s call and have exercised various ministries in and on behalf of God’s One, Holy, Catholic and Apostolic Church and are currently doing so in our midst; and be it further

Resolved, That the 76th General Convention affirm that God has called and may call such individuals to any ordained ministry in The

Episcopal Church, and that God's call to the ordained ministry in The Episcopal Church is a mystery which the Church attempts to discern for all people through our discernment processes acting in accordance with the Constitution and Canons of The Episcopal Church;

2012 - A049 "That the 77th General Convention commend "Liturgical Resources I: I Will Bless You and You Will Be a Blessing" for study and use in congregations and dioceses of The Episcopal Church" for the blessing of same sex relationships.

2012 - D011 ". . . That the 77th General Convention urge enactment of legislation to permit same-gender legal domestic partners and spouses of United States citizens and lawful permanent residents to seek lawful permanent resident status in the same manner as different-gender spouses of citizens and lawful permanent residents;"

2012 - D018 ". . . That the 77th General Convention urge members of the U.S. Congress to repeal federal laws that have a discriminatory effect on same-gender civilly married couples, and to pass legislation to allow the U.S. federal government to provide benefits to those couples;"

2015 - A036 amended Canon I.18 on the solemnization of Holy Matrimony to permit same sex marriage if permitted by civil law;

2015 - D047 ". . . That the 78th General Convention direct the Trustees of the Church Pension Fund to continue to review and revise the pension plan rules so that participants in the plan with same-gender spouses and their spouses are treated the same as participants with opposite-gender spouses in all respects;

". . . That, so as not to discriminate against same-gender couples who in the past were not able to marry under civil law, there be a transition period to provide equal benefits to married couples, including special provisions for surviving partners of deceased participants in the plan."

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**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

The Domestic and Foreign Missionary Society

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Adopted on: Feb 24, 2019

### **MB 002 Approval of The National Council of Churches Interreligious Convening Table Appointment**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That the Executive Council of The Episcopal Church, meeting at the Reed Conference Center in Midwest City, OK, February 21-24, 2019, approves the Presiding Bishop's and the President of the House of Deputies' appointments of The Rev. Ted Thompson, Swarthmore, PA and The Rev. Alfred E. Moss, Baltimore, Maryland, to the Interreligious Convening Table.

**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

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### **MB 003 Encouragement to the United Methodist Church, Meeting at a Special Session of General Conference**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

Whereas, The Episcopal Church is grateful for the continuing dialogue with The United Methodist Church, drawing together in friendship and warm collaboration kindred spiritual traditions, and

Whereas, The Episcopal Church, meeting in Austin, Texas, at its 79th General Convention, received “with gratitude the proposal ‘A Gift to the World, Co-Laborers for the Healing of Brokenness,’ which was prepared and distributed by The Episcopal Church-United Methodist Dialogue...” (A041), and

Whereas, we recognize the faithfulness of members of The United Methodist Church as you meet in a Special Session of the General Conference, from February 23-26, 2019, in St. Louis, Missouri, wrestling with important questions that affect deeply the interdependent life of Methodists around the world; therefore be it

*Resolved*, That the Executive Council of The Episcopal Church, meeting at the Reed Conference Center in Midwest City, Oklahoma, from February 21-24, 2019, sends our warmest greetings and most fervent prayers to you, our brothers and sisters, our siblings, in The United Methodist Church, and that we look forward eagerly to our continued dialogue with you, seeking God’s will for our two traditions to be knit more closely in ministry.

**The Rev. Canon Michael Barlowe**

Secretary of Executive Council and

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## **MB 004 Pastoral Response on Venezuela**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

Whereas, the Executive Council of The Episcopal Church, meeting at the Reed Conference Center in Midwest City, Oklahoma, heard, on the afternoon of Friday, February 22, the moving personal stories of two survivors of the Oklahoma City bombing, which took place on April 19, 1995, in which both Susan Urbach and Dianne Dooley gave witness to the fundamental importance of messages of solidarity received from around the world in the aftermath of that fateful day, messages of life-giving hope and light even in the midst of the dark days of sorrow, grief and struggle, which gave knowledge that “we were not alone,” and

Whereas, the people of Venezuela find themselves walking through the shadows of struggle, living through distressingly difficult times, facing challenges in their daily lives to the availability of basic necessities such as food, clean water, medical care, and personal safety, and

Whereas, these physical trials are compounded by spiritual challenges that arise as men, women, and children seek meaning and purpose while surrounded by physical and emotional burdens of each day, and

Whereas, while the Psalmist reminds us that, “...even though I walk through the valley of death, I will fear no evil, for you are with me...,” it is the solidarity of Christian community that holds out hope and life to all who feel separated, bereft, and forgotten, and

Whereas, “We remain steadfast in our prayerful advocacy for a peaceful resolution of the crisis facing our siblings in Christ in the Diocese of Venezuela and urge continued support for those seeking protection in neighboring countries,”<sup>1</sup> therefore be it

*Resolved*, That the Executive Council of The Episcopal Church, meeting at the Reed Conference Center in Midwest City, Oklahoma, on Sunday, February 24, 2019, expresses its deepest concern regarding the humanitarian and political crisis affecting Venezuela and sends greetings to our brothers and sisters, our siblings, in the Diocese of Venezuela, assuring them that they are not alone, that we remember them and are praying daily for their safety and well-being, and that we reach out to them in love and affection, even as we seek ways to bring peace and security to them, their families, and their churches.

1. In the final “Whereas,” the quote is taken from the statement from The Episcopal Church on the Diocese of Venezuela.

**The Rev. Canon Michael Barlowe**  
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## **MW 001 Young Adult and Campus Ministry Grants**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That the following Young Adult and Campus Ministry grants recommended by the YACM grant review committee, having been reviewed and recommended by the Joint Standing Committee on Mission Within The Episcopal Church, are approved and authorized for payment from line item 359 of the budget:

### Campus Ministry Grants:

- All Saints' @TheTable, The Diocese of Arkansas, Province VII, \$4,800
- Canterbury@Plymouth, Diocese of New Hampshire, Province I, \$3,400
- Episcopal and Lutheran Campus Fellowship of Macon, Diocese of Atlanta, Province IV, \$4,850
- Episcopal Campus Ministry at University of North Carolina Asheville, Diocese of Western North Carolina, Province IV, \$3,700
- Faithful Futures - Listening Post, Diocese of Connecticut, Province I, \$5,000

### Leadership Grants:

- Pastoral Universitaria- Iglesia Episcopal Puertorriqueña, Diocese of Puerto Rico, Province IX, \$30,000
- Georgia Tech, Diocese of Georgia, Province IV, \$14,000
- Pittsburgh University Chaplaincy, Diocese of Pittsburgh, Province III, \$14,000
- St. Luke's Episcopal Campus Ministry and the U R Loved Library, Diocese of Fort Worth, Province VII, \$14,000

### Project Grants

- Diocese of Northern Michigan/ Canterbury House, Diocese of Northern Michigan, Province V, \$1,000
- Episcopal Campus Ministry at Rutgers University, Diocese of New Jersey, Province II, \$900
- St. John's Episcopal Church, Diocese of Ohio, Province V, \$1,000

Young Adult Ministry Grants:

- 3rd Place- A Young Adult Ministry of the Episcopal Diocese of Western North Carolina and the Presbyterian Episcopal Campus Ministry at Appalachian State University, Diocese of North Carolina, Province IV, \$2,500.00
- Beloved in the Desert, Diocese of Arizona, Province VIII, \$5,000.00
- Emerging Communities, Diocese of El Camino Real, Province VIII, \$4,000.00
- Episcopal Camps & Conference Centers, Diocese of Virginia, Province III, \$5,000.00
- Johnson Service Corps, Diocese of North Carolina, Province IV, \$3,000.00
- Life Together, Diocese of Massachusetts, Province I, \$5,000.00
- Marquette Young Adult Ministry, Diocese of Northern Michigan, Province V, \$5,000.00
- Plainsong Farm & Ministry, Diocese of Western Michigan, Province V, \$3,000.00
- St. Thomas' Episcopal Church - Dinner Church, Diocese of New Jersey, Province II, \$4,000.00

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## **MW 002 Young Adult and Seminarian (YA/S) UTO Grants**

The following is a true copy of a Resolution adopted by the Executive Council at its meeting in Midwest City from February 21 – 24, 2019, at which a quorum was present and voting.

*Resolved*, That the following Young Adult and Seminarian grants recommended by the United Thank Offering (UTO) Board, having been reviewed and recommended by the Joint Standing Committee on Mission Within The Episcopal Church, are approved and authorized for payment from UTO grant funds:

Young Adult Grant Awards:

Taylor Devine, Diocese of Arizona, Beloved in the Desert Intentional Young Adult Community (BITD), \$5,000

[An intergenerational Episcopal Church will welcome the BITD Young Adult Intentional Community to the Borderlands to discern vocation and serve the community by seeking and serving Christ in Tucson and in one another through prayer, work, and study, walking toward fuller life of the Beloved Community.]

Victoria Hoppes, Diocese of Indianapolis, Young Adult Community Discernment Retreats, \$5,000

[This project will host two retreats designed to help develop a year-round, residential community for young adults at Waycross Camp and Conference Center. This program will include training in conflict transformation, reconciliation, and vocational discernment. Community members will also implement year round programming and provide operational support to Waycross Staff.]

Columba Maynus & Abigail Zimmerman, Diocese of Nebraska, Developing Benedictine Community for Discernment and Ministry, \$5,000

[The Benedictine Way is a place of prayer and hospitality for those desiring a deeper life in Christ, especially young adults and those living on the margins. Expanding our physical space and programming will allow us to expand our service to those discerning their myriad vocations in life.]

Courtney Watson, Diocese of Upper South Carolina, Textile Village Servant Corps, \$4,000

[This grant will support the creation of the Textile Village Servant Corps, which is a service-based intentional community in Greenville, for 21- to 29-year-olds looking for a year of personal discernment, community immersion, and spiritual formation.]

Megan Cox, Diocese of Western North Carolina, WNC Episcopal Service Corps, \$4,500

[The Diocese of Western North Carolina Episcopal Service Corps has recently been accepted into the larger network of ESC. We are a new program site and will officially launch in the Fall of 2019. We will be hosting up to a maximum of 5 young adults to participate in a year of living in intentional Christian community along with service at local nonprofits. Our project proposal is to develop both an

Orientation Retreat for the incoming corps members as well as ongoing Learning Modules that build on the Baptismal Covenant as well as the objectives of Beloved Community.]

Seminarian (People in Process for Ordination) Awards:

Andrea Lerena, Diocese of Idaho, Church Divinity School of the Pacific, Messy Church Congregation, \$4,600

[This project will develop a Messy Church congregation at Grace Episcopal Church, Nampa, ID. Messy Church, a hands-on program of story, interactive experience, and worship, will be ecumenical, oriented toward young families and children, and offer a weekday opportunity for hospitality, community, study, and worship.]

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A handwritten signature in black ink that reads "Michael Barlowe". The signature is fluid and cursive, with a long horizontal stroke at the end.

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