

## Diocesan Council Minutes

January 24, 2024

6:00 pm on Zoom

**Attending:** Cheryl Abney, Jim Segovis, Rev. Ed Beaudreau, Rev. Christa Moore-Levesque, Margaret Clifton, Bob Fye, Allison Huff, Rev. Beth Sherman, Olive Swinski, Vicki Escalera, Rev. Tanya Watt, Phyllis Spaziano, Rev. Peter Tierney

**Staff:** Ed Biddle, Kristin Knudson

**Absent:** Rev. Jack Lynch

**Opening Devotion** – The Rt. Rev. W. Nicholas Knisely

**Election of Executive Committee:** Cheryl Abney as Vice President, Margaret Clifton, Bob Fye, Rev. Jack Lynch. Motion to close nominations made by Bob and seconded by Olive. **Approved.** Motion to elect the slate in a single ballot made by Jim, seconded by Olive. **Approved.**

**Approval of Agenda** –

**Consent Agenda** Motion from Allison, seconded by Beth, **Approved.**

- Review Diocesan Council December minutes.
- Review Episcopal Housing Foundation minutes.
- Grants and Loans recommendations:
  - Holy Spirit \$10,000 for exterior work. DRF
  - St James, Woonsocket \$20,000 for roof. DRF

**Staff Reports** Jim moved to accept reports, seconded by Margaret. **Approved.**

- Canon to the Ordinary – written report submitted.
- Chief Financial Officer – written report submitted.

**Finance Committee Report** Bob moved to accept, Olive seconded. **Approved.**

- Treasurer - written report submitted. Full 2023 results reported. Unaudited, but positive balances expected. Working on job description for Finance Director.

**Action Items**

- Council workday – Topic ideas? Ask Alissabeth Newton to speak on congregational vitality. Time to consider what is the purpose of Council. How do we deepen our sense of community as a Diocese? Suggested dates: 4/20, 27; 5/4, 11, 18; 6/1.
- Commission on Finance recommendation:

- Exclude funds received from Employee Retention Credit from apportionable income. Motion from Jim, seconded by Tanya. **Approved.**
- Budget \$110,000 of DRF funds to be allocated for congregational grants in 2024. Motion made by Christa, seconded by Margaret. **Approved.**

February Meeting – Safe Zone training in person. Dinner will be provided.

Grants and Loans Working Group to be chaired by Rev. Tim Rich.

**Bishop Time:** Exec. Director has offered to come to the February meeting to update the status of matters at St Mary's Home for Children.

Attachments:

Minutes, December Meeting

Minutes, EHFRI

COF Action Items

COF Minutes

Canon's Report

CFO Report

Treasurer's Report

Financial Reports

## **Canon's Report to Council January 2024**

1. Transitions- The Transition Ministry Conference (TMC) is a network of 30 dioceses in The Episcopal Church. The next meeting is March 25-28, 2024.
  - Trinity Church, Newport- The Rev. Timothy Watt announced his call to serve as Dean of the Cathedral in Reno, Nevada. His last Sunday was January 21. We are in conversation with Interim candidates.
  - Trinity Church, Cranston- The Rev. Tanya Watt announced her departure and will be moving to Reno, Nevada. Her last Sunday is January 28. We are in conversation with an Interim.
  - Christ Church, Westerly- Fr. Anthony Dinoto serving as Interim. I will lead the first transition workshop for them February 4 and the second transition workshop February 11.
  - St. Mark's, Warwick – The Rev. John Alexander is serving as Interim. I led the first transition workshop on January 14 and will lead the second transition workshop February 25.
  - Holy Trinity, Tiverton- The Rev. John Higginbotham will conclude his ministry as Rector on January 28. They are in conversation with an Interim.
  - St. James, North Providence- The Rev. Eddy Lopez resigned as ¼ time Priest-in-Charge. His last Sunday will be January 28. I met with him and the congregation on December 10, and preached, celebrated, and met again with the congregation January 21.
  - Ascension, Cranston- The Rev. Sarah Saxe resigned as Associate. Her last Sunday will be January 28.
  - St. Paul's, Pawtucket- The Rev. Jo-Ann Drake resigned as Priest-in-Charge December 31 and The Rev. Michael Pearson is the new Priest-in-Charge.
  - St. James, Woonsocket is in conversation with St. Mark ELCA congregation with whom it has been in relationship for a possible co-location. A series of co-location discernment meetings has been held, followed by leadership conversations last week.
  - St. Augustine's, Kingston- The Rev. Beth Sherman announced her retirement this coming July. The Bishop and I have been in conversation with a candidate to succeed her as Vicar.
  - St. Paul's, Wickford- The Vestry continues in its process of discerning with the Vicar.
  - Several additional priests are in some phase of discernment.
  
2. Center for Reconciliation – The second clergy antiracism training was scheduled for January 13 and was canceled due to power outages and flooding at St. Paul's, Wickford. We have rescheduled it for February 11 at St. John's, Barrington, and will include lay Deputies to General Convention, who are required to be certified in racial reconciliation training by the end of February. Active clergy, including clergy functioning in any capacity, are required to complete the training to be in good standing. We will use the same Becoming Beloved Community curriculum that Diocesan Council completed.

The CFR Advisory Board met on January 19, including the Bishop, Ivy Swinski, James DeWolf Perry, Kristin Knudson, and me. We developed an outline for relaunching a process to clarify the purpose and work of the CFR. More information will be forthcoming after the February and March meetings.

Ms. Kristin Knudson and I continue our work with the African American Ambassadors Group (AAAG), which met online with Mayor Smiley on December 14 to discuss the plans for distributing federal grant funds in the City of Providence. We meet again with Mayor Smiley on March 28.

3. Congregational Development Commission- The CDC hosted a two-part webinar on *Vital Christian Community: 12 Characteristics of Healthy Congregations* with author the Rev. Canon Alissa Newton on January 11 and 18. The recording will be available on the diocesan website.

**Project Resource of the College for Bishops will offer a five-part stewardship workshop on Tuesdays in Lent beginning February 20, 2024. The Bishop and CDC strongly encourage congregational participation.** The link for more information and registration is here [ProjectResource2024\\_Flyer.pdf \(episcopalri.org\)](#)

The CDC will also host a Learn and Lead focused on Evangelism and Church Growth on Saturday, November 9, with the Rev. Dr. Hillary Raining as the keynote speaker and workshop leader. Please save the date.

CDC grants are available with an easy fillable application form found on the website <https://episcopalri.wufoo.com/forms/z13vscqg1fbjbvd/> Deacon Mary Ann Mello, Chair Patrick Greene, and shepherds are willing to assist churches who have questions.

4. Commission on Ministry- The COM met on Saturday, January 20 and interviewed Delight Bucko from St. Augustine's, Kingston. She was recommended to the Bishop for Postulancy.

The Diocese has three Postulants in the Province One Deacons School: Tom Hobin, who began in April, and Ron Bailey and Tom May, who began their studies in October. All three are engaged in internships in local congregations. The COM has scheduled four in person meetings for 2024, along with online conversations.

Virginia Buckles was ordained as a transitional Deacon on August 5. She will be ordained to the priesthood February 22, 2024, at St. George's Chapel. Virginia will be participating in a priest mentorship with the Rev. Anne Bolles-Beaven at St. Columba's, Middletown beginning in February 2024.

Drake Douglas was ordained as a transitional Deacon on December 7. He continues his studies at Yale Divinity School and in an internship at St. Peter's by the Sea, Narragansett. Drake took

the General Ordination Exams (GOEs) in January. He is scheduled to be ordained to the priesthood on July 27 at Grace Church, Providence.

There are several Aspirants who are in discernment with congregations, and either are or will be working with Discernment Teams in 2024.

5. Finance, Compensation and Benefits- The Compensation and Benefits guidelines for clergy compensation, health and dental insurance for 2024 are posted on the diocesan website, along with a Frequently Asked Questions (FAQ) information page [Diocesan-Health-and-Dental-FAQs-updated-11.8.23.pdf \(episcopalri.org\)](#)

I continue to attend Commission on Finance meetings and meet regularly with the CFO.

6. Legal concerns- The Bishop and I are attending the Province One Chancellor's Conference on January 24 and 25 in Portland, Maine. I serve as staff liaison for the Diocesan Committee on Canons and present Resolutions from the Committee for Convention. I also work with the Vice Chancellor for Human Resources to address HR concerns as needed.

7. Diocesan Staff- The Bishop had to cancel his sabbatical to address an emergency legal situation. We hope that he will be able to reschedule it, either later this year or next. We recently engaged the services of Elizabeth Higginbotham as Event Coordinator for diocesan events. The staff meets regularly and has a quarterly meeting to address planning and shared calendar information. As Chief of Staff, I work with staff members to update position descriptions for everyone on the Bishop's staff and conduct performance evaluations.

8. Pastoral Care- The Bishop, Deacon Mary Ann Mello, and I respond to pastoral care needs and requests.

9. Title IV- I serve as the Case Manager for Title IV concerns, working with the Reference Panel and Province One colleagues. The President of the Disciplinary Board, the Rev. Joan Testin, and I met with the Disciplinary Board in December and she subsequently appointed members of the Disciplinary Board to standing Conference Panels and Hearing Panels. If you have questions about the process, please refer to the Episcopal Church Title IV website <https://www.titleiv.org/> or ask me.

10. Safe Church- The Rev. Craig Swan and The Rev. Mary Ann Mello offer Safe Church training for lay leaders in the Diocese. They are implementing a revised curriculum and seeking additional trainers.

11. Clergy and congregational concerns- Offering workshops, webinars, and resources in response to the expressed needs of clergy and congregations. Responding to the needs and concerns of clergy and congregations.

12. Churches- I met with the Bishop's Committee and congregation of St. James, North Providence on December 10 and returned to preach, celebrate, and lead a conversation on January 21. I will preach, celebrate, and lead a transition conversation at Trinity, Newport on

January 28. I am scheduled to lead transition workshops for St. Mark's, Warwick; Christ Church, Westerly; and Trinity, Cranston.

13. Diocesan Clergy- The Rev. Maggi Dawn will lead a clergy spiritual retreat on Saturday, March 16. This is the first of new series of quarterly clergy spiritual retreats, introduced following the positive feedback received after the December retreat.

14. Province One- The Province One Chancellors Conference is January 24-25. The Province One Canons gathered in-person December in Portsmouth, NH.

15. Episcopal Church- I am a Deputy to General Convention 2024 and have been appointed to the House of Deputies Congregational Vitality and Data-Driven Initiatives Legislative Committee. The Deputation elected the Rev. Patrick Greene as Chair.

*The Rev. The Canon Dr. Dena Cleaver-Bartholomew+*

# Finance and Property Operations (CFO Report)

## January 2024

### **1. Diocesan Council Update**

Diocesan Council met December 20, 2023. Relevant resolutions passed are listed below:

Diocesan Council approves the appropriation of \$179,808 from the Diocesan Resource Fund (DRF) to be allocated to Church and Parish Grants in 2023. This is in addition to Diocesan capital expenses charged to the DRF. The amount of income received by the DRF Fund from the DIT in 2023 was \$178,842. The balance of the DRF DIT fund is approximately \$4.5 million.

Diocesan Council accepts the grant from the Episcopal Housing Foundation of Rhode Island (EHFRI) of \$450K from its DIT holdings for the purpose of rehabilitating 62 Benefit St. and restoring it to R1 zoning status, and any remaining funds after that expenditure may be used elsewhere on the Diocesan campus.

Diocesan Council authorizes the transfer of \$180,000 from the DIT Cash Fund to the apportionment checking account prior to December 31, 2023, with the purposes to: 1) reverse a transfer of surplus unrestricted cash that the Commission on Finance authorized on February 18, 2018, which had the effect of designating unrestricted funds to function as endowment; 2) ensure a positive unrestricted cash position in the year-end financial statements of the Diocese; and 3) make more cash available for short-term investments in treasury bills or certificates of deposit in 2024.

At the recommendation of CDC, Diocesan Council appropriates the remaining 2023 funds by dividing them among the congregations of the Diocese and send a check for that amount to each congregation as a grant to use as they see fit, with encouragement to write a brief report on how they use the funds (\$497/each).

### **2. Budget 2025**

The 2025 Budget will be presented to Convention on Saturday October 26. Budget cycle Commission on Finance meetings are scheduled for July 11, August 8, September 12, and October 10. Two Diocesan-wide information sessions will be held this year, Tuesday September 10 (by Zoom) and Wednesday September 11 (in-person). Diocesan Council meets September 25 and October 23.

### **3. Succession Planning**

A draft position description that would fulfill the requirements for succession for Joan DeCelles was shared with Commission on Finance at the September 14 meeting. It assumes an approximate 1.5 full time equivalent (FTE) employee allocation to Finance, and the availability of Joan to consult on a continuing basis after her retirement. A new part-time bookkeeper, Barbara Stevenson, began October 10. It is our hope that she can grow into the job quickly working closely with Joan in the Finance Office. The CFO and Treasurer will interview first-round candidates for this important position. They are currently working to complete the final job posting to fill Joan's position. Please forward any names of potential candidates as the market for accounting professionals is a tight one at present.

### **4. Treasurer Training**

The tenth Treasurers Roundtable was held via Zoom on November 27. The meeting featured Rev. Veronica Tierney who continued our discussion on recommended practices for the chart of accounts for parishes. We also discussed financial software for churches including Realm in which there is considerable interest since the cost is scaled to the size of the congregation. There is interest in continuing the Roundtables in 2024 (we were on holiday break in December). There is also interest in financially-themed learn and lead opportunities, and ways in which new Treasurers can be developed and recruited to support transitions in parish financial leadership.

CFO to continue to work with Treasurer to develop training since this is a "pinch point" for many congregations.

### **5. Diocesan Council Sub-Committee on Business Model/Methods**

At Diocesan Council Work Day June 11, 2022, Council created several "Adaptive Challenge Working Groups" including one to address broad questions of business model, resources, and how the Diocese can address new trends in/serve new needs of congregations. The Sub-Committee on Business Model/Methods met five times during 2022 and early 2023. Important topics discussed include standardization of financial record-keeping (general ledger format and software selection), addition of a centralized payroll service similar to what has been developed in the Maine and Western Massachusetts Dioceses, staffing requirements responsive to accounting skills and requirements, and thorough reviews of what financial functions can and cannot be reasonably performed remotely for churches and Diocese central office. Streamlining Diocese central office and making more functions remote compatible is a high priority.



## **6. Thrivent Line of Credit**

The Thrivent Credit Committee has recommended a new covenant to replace the one that stated “Investment returns for current operations cannot exceed 7% of the prior year-end endowment balance” with “Endowment Fund balance cannot decline 15% or more in any given year based on the prior 3-year average balance of the endowment. Endowment balance calculation to use FYE audited statements when calculating the covenant”. The prior language was deemed unsuitable due to the decline in market value for year-end 2020.

Maintenance of a certificate of deposit at Thrivent for \$150,000 allows us to avoid a fee for lack of utilization (in lieu of interest) of \$5,000 annually for the \$1.5 million line of credit. On September 25 an 8-month CD at a promotional rate of 4.5% was purchased. This matures at the end of May 2024.

## **7. Investments of Excess Liquidity**

As approved by the CoF in the March meeting, the CFO is authorized to invest excess liquidity in a variety of safe short-term instruments including bank overnight sweep, certificates of deposit (CDs), or US Treasury Securities (Treasuries) in consultation with the Treasurer. A total of \$359,009.32 is currently invested in a short-term Treasury Note maturing 1/31/2024 yielding approximately 5%.

## **8. Endowment Attorney Review**

Elizabeth Manchester represented us in our successful petition to expand the use of the Widows, Orphans and Clergy (WOC) restricted assets. Final Judgment and Order was issued after the hearing held on October 12. The purpose as now modified appears below:

- a) Continue to provide support to widows, children of deceased clergy, and infirmed clergy as the highest priority and primary allocation of funds, and
- b) Apply residual distribution of funds in excess of priority (a) to offset the health (including medical and dental) contribution cost and the pension assessment cost for active Diocesan clergy staff.

## **9. Grants and Loans Update**

There are three programs included in Grants and Loans: Diocesan Resource Fund (DRF) Grants, Congregational Development Commission (CDC) Grants, and Revolving Loans. Since 2020, requests for any of these are directed to a portal on the Diocesan website called Grants and Loans.

The **DRF** was established in 2010 with funds that had been generated from the closure and sale of church assets. It now contains approximately \$4.5 million. At a special meeting of Diocesan Council held 10/19/10 it was resolved:

*That the Diocese of Rhode Island hereby creates a fund to serve as an endowment fund to which the Diocese shall transfer funds from the closure of parishes and missions as set forth below:*

*Diocesan Resource Fund. The Diocesan Resource Fund shall hold funds from the closure of parishes and missions for the specific purpose of congregational development, especially the acquisition or development of church facilities, in accordance with policies that may be adopted by Convention or Diocesan Council.*

**CDC** funds contain monies donated by many individuals (approximately 20), going back to the 19<sup>th</sup> century. It now contains approximately \$2.1 million. Although a distinction had historically been made between amounts available for missions and parishes, legal work performed by Elizabeth Manchester on the original language in the bequests indicates that no distinction needs to be drawn between the two, and the funds can be administered as one fund.

The **Revolving Loan Fund** was started in the early 1970s with original investments of between \$5,000 and \$10,000 per year from the Diocesan budget. The original funding amount of \$32,000 was added to with proceeds from sales of property and a few small legacies. It now contains approximately \$1.6 million and the current amount of loans is approximately \$425,000, indicating a total value of over \$2 million. Prime minus one percent is the standard rate. Prime is currently 8.5%.

2023 Activity. Late applications for Diocesan Resource Fund (DRF) grants required a late December appropriation to satisfy all requests for 2023. Congregational Development Commission (CDC) allocated fully its budgeted figure for 2023. Revolving Loan Fund requests have recently been low, probably due to the increase in rates.

## **10. Diocesan Property Working Group**

Participants in the Diocesan Property working group (originally Diocesan Block Working Group) have agreed to continue to act as sounding board for property issues and are considering adding new members.

Portfolio of property requires differentiated strategy. Efforts will be on identifying highest ministry-aligned use, cost recovery, and generating and allocating limited capital. Land use alterations under consideration such as curb cut on Church Avenue and off-street parking behind Benefit Street houses.

This group met with Stewardship Realty November 29 to review various steps required in anticipation of any future redevelopment plans for the Diocesan Block including upzoning actions.

**Benefit Street Properties**

#	AKA	Sq. Feet.	Use	Occupancy	Mission
62	Amos Allen House	2,763	Office	Vacant	Pending
66	Clarke- Slater House	Incl in HH	Office	BD and WB	Hallworth House use
74	14 Star Street (moved)	3,060	3 apts	1/3	Edwards
78	Thomas Burgess	3,522	3 apts	1/3	Edwards
80	Peleg Brown	2,991	5 apts	3/5	Edwards
84	Josiah Crooker	4,410	4 apts*	4/4	Edwards
88	Sara Helen Whitman Residence	3,861	5 apts	4/5	Edwards

\*one additional apartment finished, but no longer in use.

Sites requiring specific attention are listed on the following pages:

**Amos Allen House (62 Benefit Street)**

Property sustained significant interior damage due to heating pipe (baseboard water) freeze. First release of insurance funds of \$97,267.32 received with balance as a reimbursement to cost of construction. Project in planning and development phase, 1974 Zoning Agreement

indicates return to R1 (single family residential) use. Episcopal Housing Foundation of Rhode Island (EHFRI) met November 28. From the funds remaining under its control, EHFRI granted the Diocese \$450,000 for investments in this property with any balance to be used for the Diocesan Block.

### **Church of the Beloved and Rectory, 158 Broad Street, Pascoag**

This property was the subject of legal action dismissed by the RI Supreme Court. The cloud on the title has been cleared, and leases or sales are now possible. A one-year lease for the Rectory (“the Vicarage”) was signed in May with a local resident who has some maintenance credentials, useful since the property has been vacant for some time. ECC is currently using the undercroft space to recondition the metal and wooden benches that are familiar features of the barn. This project is using ECC volunteer labor.

### **ECC**

Solar Energy Project permitting has been completed by Town of Gloucester. There is capacity available to bring on additional end users to meet size of credit production pool. Contractually, this is an obligation of RER (our development partner).

### **Hallworth House (66 Benefit Street)**

Westbay Community Action and the State of RI Dept of Health operating Medical Respite pilot program with areas reserved for Quarantine and Isolation (Q&I). Current six month agreement expires 6/30/23. A night watchperson service has been introduced for the Diocesan Block with the cost split 50/50 with Westbay (our share \$5,000 per month). In mid-January Westbay expects to replace its security service contractor. This has been a difficult area of Hallworth House operations.

### **May House and May Cottage**

Roof repairs, siding and paint were completed this summer at the cost of \$44,102.68 charged to DIT 609 Hope Brown Russell Fund (Surplus). Kitchen cabinets and surfaces need replacement and final specifications and estimates are in process.

### **St Georges (San Jorge) Central Falls**

San Jorge is now worshipping at St Luke’s Pawtucket, holding services there beginning December 3. All outstanding financial obligations to the Diocese have been fully satisfied. Meetings have been held with State of Rhode Island, Central Falls School District, and CF

Mayor to discuss future of the building. Heating system and chimney upgrades are required before cold weather occupancy.

### **St John's Cathedral Church Providence**

Synod Hall requires HVAC upgrade to allow heating season usage. Doors into the lower level would improve thermo-dynamics. Estimates have been obtained. The Cathedral Chapter may apply for a Diocesan Resource Grant for the doors.

Markus Berger renewed lease for the Thomas Upjohn-designed addition (the Library). His RISD-associated group assembles artwork from discarded objects. There is leakage associated with a lack of flashing around the chimney in the occupied area and this has damaged interior plaster. Furnace and chimney repairs have been made.

### **St Mary's Episcopal Church and Rectory, 81 Warren Avenue, East Providence**

Bread of Life (Pastors Rudy and Latoya Moseley) have leased the church and rectory with long-term interest in acquiring both for their congregation. Parking area on opposite side of Warren Avenue has been approved with funding from the State – now in the RFP process. The shutdown of the Washington Bridge and Warren Avenue exit had an impact on the whole neighborhood and Bread of Life's operations, but now they are nearly back to normal. Effective January 1, 2023, St. Mary's Episcopal Church East Providence (RI Corporation) has been legally dissolved by the Chancellor.

**Commission on Finance meeting Thursday, January 11, 2023**  
(all members attended via Zoom)

***ACTION ITEMS***  
***for Diocesan Council consideration***

**In attendance:** Mr. Jim Segovis (Chair), Mr. Ed Biddle *ex officio* (non-voting), Mr. Bob Bergstrand, Ms. Elaine Burress, the Rev. Mary Ann Canavan, Ms. Joan DeCelles (Staff), Ms. Vicki Escalera *ex officio*, Mr. Andrew Faulkner, Ms. Jane Peach, Mr. Stan Schofield, the Rev. Dante Tavolaro, the Rev. Veronica Tierney

**Treasurer's Report**

**Andrew moved, Dante and Jane seconded to recommend excluding funds received from Employee Retention Credit from apportionable income.**

**CFO's Report**

**Vicki moved, Stan seconded to recommend budgeting \$110,000 of DRF funds to be allocated for congregational grants in 2024.**

**New Business**

- Holy Spirit Charlestown: DRF Grant Request for \$10,000
  - Exterior work

**Vicki moved, Jane seconded to recommend allocation of \$10,000 from DRF to Holy Spirit Charlestown. Motion passed.**

- St. James Woonsocket: DRF Grant Request for \$20,000
  - Roof repair for Atrium and Parish Hall.

**Dante moved, Andrew seconded to recommend allocation of \$20,000 from DRF to St. James. Jane and Veronica recused. Motion passed.**

**Commission on Finance meeting Thursday, December 14, 2023**  
**Adopted by COF January 11, 2024**  
(all members attended via Zoom)

**In attendance:** Mr. Jim Segovis (Chair), Mr. Ed Biddle *ex officio* (non-voting), Mr. Bob Bergstrand, Ms. Elaine Burress, the Rev. Mary Ann Canavan, Cn. Dena Cleaver-Bartholomew (Staff), Ms. Joan DeCelles (Staff), Ms. Vicki Escalera *ex officio*, Mr. Andrew Faulkner, Ms. Jane Peach, Mr. Stan Schofield, the Rev. Dante Tavolaro, the Rev. Veronica Tierney

The meeting opened with prayer offered by Andrew.

**Minutes**

Vicki noted two corrections:

- Treasurer's report regarding the audit, the final sentence should be "Management responses will be made available alongside the audit comments."
- CFO's report had an incomplete sentence that should be "Ed and Vicki will undertake options for finance office staffing."

**Jane moved, Dante seconded to accept October 12 minutes as amended. Motion passed.**

**Treasurer's Report – Vicki** (written report distributed)

- Council heard from Betsy Fornal about challenging fundraising environment (may also impact ECC and CBTW)
- Concern about ECC budget
- Apportionment aging report reflects ~\$82,000 of receivables; about \$10,000 repaid from St. George's
- Need to refresh To-Do list; notices to churches to go out in January
- Regular contact with church leaders looking for advice
- Priority to advertise and fill position for Finance staff

Question about apportionment arrears and how we deal with them.

Question about whether apportionment adjustments appear in aging report; question about cash on Balance Sheet.

Ed will provide cash management analysis for 2023 and consider strategy for 2024.

**Bob moved, Elaine seconded to receive Treasurer's report. Motion passed.**

**CFO's Report – Ed** (written report distributed)

- Added new section (8. Grants and Loans Update): DRF, CDC, and RLF background
- Property section regarding St. George's: fully satisfied all of their obligations to the Diocese (apportionment, salary recovery, revolving loan); property now under Diocesan responsibility.

Question about whether any of CDC funds were restricted

**Andrew moved, Vicki seconded to receive CFO's report. Motion passed.**

### **Old Business**

- Holy Spirit Charlestown: DRF Grant Request for \$8,200
  - Chimney repair (portion of application that was deferred from October)**Bob moved, Vicki seconded to recommend allocation of \$8,200 to Holy Spirit Charlestown for chimney repair. Motion passed**

Discussion about need for clear policy about how we evaluate grant and loan requests; effort to be transparent, equitable.

Discussion of use of income only vs income and principal for DRF funds. Not technically "principal" rather a "quasi-endowment".

Will create sub-group to construct policy/guidelines (including diocesan capital needs): Veronica, Bob, Dante, Jane, Andrew, Vicki. Ed will supply notes on DRF history.

### **New Business**

- St. James Woonsocket: DRF Grant Request for \$20,000
  - Roof repair for Atrium and Parish Hall. Total cost \$40,400.
  - Question about outreach expenses (Sue's Tithe is restricted)
  - Suggestion to consider \$20,000 for this year and \$20,000 next year**Dante moved, Stan seconded to recommend allocation of \$20,000 to St. James Woonsocket for roof repair, and invite them to reapply in 2024 for a second grant, pending completion of 2023 audit. Jane and Veronica recused. Motion passed**
- Holy Spirit Charlestown: DRF Grant Request for \$10,000
  - Exterior work**Dante moved, Veronica seconded deferring application to January. Motion passed.**
- Trinity North Scituate: DRF Grant Request for \$8000
  - Key fob system upgrade**Dante moved, Stan seconded to recommend allocation of \$8,000 for key fob system upgrade. Jim recused. Motion passed.**
- St. Elizabeth's Hope Valley: DRF Grant Request for \$34,000
  - Window replacement**Veronica moved, Dante seconded deferring application to January, to include additional information about fundraising, bids, Champlin grant. Motion passed**



- St. Thomas Alton: DRF Grant Request for \$14,945
  - Well, overhead lights, gutters**Vicki moved, Bob seconded to recommend allocation of \$14,945 for well, overhead lights, and gutter. Motion passed.**
  
- Transfiguration Cranston: DRF Grant Request for \$11,852.77
  - Fire alarm upgrade
  - Mandatory upgrade per Fire Marshall**Vicki moved, Veronica seconded to recommend allocations of \$11,852.77 for fire alarm upgrade. Motion passed.**
  
- St. Elizabeth's Hope Valley: DRF Grant Request for \$6,502
  - Step-Down Grant (second year; 75% of difference between 1/3 and 1/2 time)**Stan moved, Jane seconded to recommend allocation of \$6,502 be paid in 2024 for Step-down grant. Motion passed.**
  
- DRF Grant allocation for 2023  
**Veronica moved, Jim seconded that the Commission on Finance recommends that the Diocesan Council appropriate \$179,808 from the Diocesan Resource Fund (DRF) to be allocated to Church and Parish Grants in 2023. This is in addition to Diocesan capital expenses charged to the DRF. The amount of income received by the DRF Fund from the DIT in 2023 was \$178,842. The balance of the DIT fund is approximately \$4.5 million. Motion passed.**

**Veronica moved, Mary Ann seconded to adjourn. Meeting adjourned.**

## Diocesan Treasurer's Report for January 2024 COF & Diocesan Council

**2023 Budget-to-Actual Results:** Annual results are positive based on the unaudited numbers. As always, these numbers will undergo further adjustment during January and as a result of the annual audit. The unrestricted cash account is positive again. The latter was achieved due to about \$50K in apportionment catch-up payments and the Council's authorization last month to transfer \$180K of 2017 surplus funds designated in 2018 to function as endowment back again to unrestricted cash at year-end, making it available for shorter-term investments in 2024.

	<u>4<sup>th</sup> QTR YTD</u>	<u>3<sup>rd</sup> QTR YTD</u>	<u>2<sup>nd</sup> QTR YTD</u>	<u>1<sup>st</sup> QTR YTD</u>
Operating revenues	\$4,446,903	\$3,173,935	\$2,179,905	\$1,094,203
Operating expenses	4,170,828	2,993,162	1,862,849	951,681
Operating surplus/(deficit)	276,075	180,773	317,055	142,522
Non-operating revenues	650,264	526,153	418,956	210,784
Non-operating expenses	320,180	109,241	84,815	48,252
Non-operating surplus	320,083	416,912	334,141	162,532
Combined surplus/(deficit)	606,158	597,685	651,196	305,054
Total assets	\$46,060,097	\$45,959,306	\$46,013,251	\$52,189,710

**To-do list** (☑ = finished; *italics* = activity/progress since last report)

- *Update and issue annual reporting and audit requirements to churches in January.*
- Work with CFO on staffing plan, job description(s), and position search to start by January in preparation for Finance Director's retirement in 2024.
- Hold 10 monthly Treasurers' Roundtable meetings in 2024 and offer other training.
- Respond in writing to the auditor's management letter comments; take planned actions.
- Meet with the Committee on Audit and Risk Management to review insurance coverage and other risk management issues, including responses to management letter comments.
- Compile & share data from church treasurers re: accounting systems, payroll services, etc.
- Develop & issue model chart of accounts.
- Issue calendar/check list of church treasurers' responsibilities. Year-end responsibilities were distributed and reviewed at a recent treasurers' roundtable.
- Develop a Classified Net Assets Worksheet regarding Council-designated funds; *with the CFO, develop related motions for Council action.*
- Revise Fiduciary Responsibility Checklist (provided to churches circa 2016).
- Upon request: Respond to church leaders seeking advice on accounting and auditing matters.

Respectfully submitted,

Vicki Escalera

January 8, 2024

Episcopal Housing Foundation of Rhode Island  
Minutes of the Annual Meeting  
December 20, 2023  
7:20 pm on Zoom

**Present:** The Rt. Rev. W. Nicholas Knisely, Margaret Clifton, Jim Segovis, the Rev. Jack Lynch, the Rev. Ed Beaudreau, Cheryl Abney, Alison Huff, the Rev. Peter Tierney, Vicki Escalera, Olive Swinski, Phyllis Spaziano, Robert Fye

**Staff:** The Rev. Canon Dena Cleaver-Bartholomew, Ed Biddle, Kristin Knudson

**Absent:** The Rev. Christa Moore-Levesque, The Rev. Tanya Watt, the Rev. Beth Sherman

**Motion** by Jim Segovis to convene *the Annual Meeting of the Corporation of the Episcopal Housing Foundation of Rhode Island*. **Approved.**

Minutes of Board of Directors meeting, November 28, 2023 presented.  
Form 990 and Hallworth House Financial statement presented. Motion to accept reports by Phyllis Spaziano, seconded by Margaret Clifton. Vicki Escalera recommended using full organizational names and non-use of acronyms. Ed Biddle will make those changes. **Approved, with Vicki abstaining.**

**Adjournment** Motion made by Bob Fye, seconded by Olive Swinski. **Approved.**  
7:25

The Diocese of Rhode Island  
Balance Sheet  
December 2023

Accounts

<b>Assets</b>		
<b>Current Assets</b>		
Cash	2,032,336	
Receivables	48,644	
Revolving Loans	394,126	
<b>Total Current Assets</b>		<b>2,475,106</b>
<b>Fixed Assets</b>		
Land & Building	13,897,068	
Less Accumulated Depreciation	(4,135,397)	
Equipment	263,643	
Less Accumulated Depreciation	(222,695)	
<b>Total Fixed Assets</b>		<b>9,802,619</b>
<b>Other Assets</b>		
Investments (DIT)	33,782,372	
<b>Total Other Assets</b>		<b>33,782,372</b>
<b>Total Assets</b>		<b>46,060,097</b>
<hr/> <b>Liabilities, Fund Principal, &amp; Restricted Funds</b> <hr/>		
<b>Liabilities</b>		
Reserves		111,642
Reserves Edwards Homes		4,206
<b>Total Liabilities</b>		<b>115,848</b>
<b>Fund Principal</b>		
Fund Balance	2,205,897	
Investment Fund Balance	34,321,906	
Property & Equip Fund Balance	9,416,446	
<b>Total Fund Principal</b>		<b>45,944,249</b>
<b>Total Liabilities, Fund Principal, &amp; Restricted Funds</b>		<b>46,060,097</b>

The Diocese of Rhode Island  
 Revenues & Expenses One Page  
 December 2023

Accounts	MTD Actual	YTD Actual	YTD Budget	Annual Budget 2023
<b>Revenues</b>				
1. CONGREGATIONAL DEVELOPMENT	\$109,924.45	\$445,232.84	\$344,760.00	\$344,760.00
2. YOUTH & FAMILY MINISTRY	\$125,578.98	\$538,791.34	\$626,256.00	\$626,256.00
3. OUTREACH & ADVOCACY	\$188,400.01	\$519,477.09	\$500,692.00	\$500,692.00
4. OFFICE OF THE BISHOP	\$22,080.16	\$89,256.43	\$92,333.00	\$92,333.00
6. GOVERNANCE	\$207,756.46	\$1,947,326.88	\$1,960,716.00	\$1,960,716.00
7. OTHER	\$13,401.89	\$906,818.47	\$263,222.00	\$263,222.00
<b>Total Revenues</b>	<u>\$667,141.95</u>	<u>\$4,446,903.05</u>	<u>\$3,787,979.00</u>	<u>\$3,787,979.00</u>
<b>Expenses</b>				
1. CONGREGATIONAL DEVELOPMENT	\$70,663.76	\$479,884.78	\$489,074.00	\$489,074.00
2. YOUTH & FAMILY MINISTRY	\$51,199.18	\$855,612.22	\$891,548.00	\$891,548.00
3. OUTREACH & ADVOCACY	\$269,563.90	\$435,530.75	\$512,980.00	\$512,980.00
4. OFFICE OF THE BISHOP	\$21,636.72	\$505,748.75	\$467,695.00	\$467,695.00
5. ADMINISTRATION & FINANCE	\$45,500.97	\$774,290.89	\$840,258.00	\$840,258.00
6. GOVERNANCE	\$24,700.08	\$310,564.65	\$311,451.00	\$311,451.00
7. OTHER	\$104,964.60	\$809,196.16	\$560,333.00	\$560,333.00
<b>Total Expenses</b>	<u>\$588,229.21</u>	<u>\$4,170,828.20</u>	<u>\$4,073,339.00</u>	<u>\$4,073,339.00</u>
<b>Net Operating Total</b>	\$78,912.74	\$276,074.85	(\$285,360.00)	(\$285,360.00)
<b>Non-Operating Revenue</b>				
CONGREGATIONAL DEVELOPMENT	\$4,604.58	\$18,383.88	\$14,428.00	\$14,428.00
YOUTH & FAMILY MINISTRY	\$1,113.25	\$229,560.94	\$22,224.00	\$22,224.00
OFFICE OF THE BISHOP	\$183.43	\$11,442.75	\$148.00	\$148.00
BISHOP'S RESTRICTED FUNDS	\$58,105.10	\$186,075.50	\$194,617.00	\$194,617.00
DIOCESAN OPERATIONS	\$6,433.88	\$25,350.48	\$21,325.00	\$21,325.00
CUSTODIAL FUNDS	\$7,481.54	\$29,732.43	\$269,751.00	\$269,751.00
RESTRICTED USE FUNDS	\$35,720.66	\$149,717.64	\$142,804.00	\$142,804.00
MISSION PROPERTIES	\$0.00	\$0.00	\$2,669.00	\$2,669.00
<b>Total Non-Operating Revenue</b>	<u>\$113,642.44</u>	<u>\$650,263.62</u>	<u>\$667,966.00</u>	<u>\$667,966.00</u>
<b>Non-Operating Expenses</b>				
CONGREGATIONAL DEVELOPMENT	\$0.00	\$0.00	\$12,356.00	\$12,356.00
BISHOP'S RESTRICTED FUNDS	\$5,206.26	\$118,829.11	\$194,617.00	\$194,617.00
CUSTODIAL FUNDS	\$757.94	\$8,984.61	\$25,525.00	\$25,525.00
RESTRICTED USE FUNDS	\$42,618.00	\$192,366.40	\$142,804.00	\$142,804.00
REVOLVING LOAN FUND	\$0.00	\$0.00	\$7,304.00	\$7,304.00
<b>Total Non-Operating Expenses</b>	<u>\$48,582.20</u>	<u>\$320,180.12</u>	<u>\$382,606.00</u>	<u>\$382,606.00</u>
<b>Net Total</b>	\$143,972.98	\$606,158.35	\$0.00	\$0.00

The Diocese of Rhode Island  
 Analysis of Revenues & Expenses - Summary  
 December 2023

Accounts	YTD Actual	YTD Budget	YTD Budget To Actual	Annual Budget 2023
<b>Revenues</b>				
<b>1. CONGREGATIONAL DEVELOPMENT</b>				
Congreg Develop - Parishes	27,629	27,629	0	27,629
Congreg Develop - Missions	57,108	57,108	0	57,108
Church Beyond the Walls	36,132	41,430	5,298	41,430
<b>Diocesan Resource Fund</b>				
Advent	21	0	(21)	0
Church of the Beloved	7,180	1,250	(5,930)	1,250
St. Mary's Church & Rectory EP	79,967	0	(79,967)	0
Endowment, etc	178,842	170,991	(7,851)	170,991
<b>Total Diocesan Resource Fund</b>	<b>266,009</b>	<b>172,241</b>	<b>(93,768)</b>	<b>172,241</b>
<b>Discernment &amp; Formation</b>				
Commission on Ministry	800	928	128	928
Deacon Formation	2,001	1,200	(801)	1,200
<b>Total Discernment &amp; Formation</b>	<b>2,801</b>	<b>2,128</b>	<b>(673)</b>	<b>2,128</b>
College&Creation Care Ministry	55,223	32,224	(22,999)	32,224
Education & Training	329	12,000	11,671	12,000
<b>Total 1. CONGREGATIONAL DEVELOPMENT</b>	<b>445,233</b>	<b>344,760</b>	<b>(100,473)</b>	<b>344,760</b>
<b>2. YOUTH &amp; FAMILY</b>				
<b>EPISCOPAL CONFERENCE CENTER</b>				
GRANT HOUSE	13,941	14,429	488	14,429
YOUTH MINISTRY	4,065	6,700	2,635	6,700
<b>Total 2. YOUTH &amp; FAMILY</b>	<b>538,791</b>	<b>626,256</b>	<b>87,465</b>	<b>626,256</b>
<b>3. OUTREACH &amp; ADVOCACY</b>				
<b>GRANT PROGRAMS</b>				
Episcopal Charities	481,064	462,280	(18,784)	462,280
Susan Hudson Endowment	37,901	37,900	(1)	37,900
Development Fund	0	0	0	0
Global Outreach/MDG	512	512	0	512
Eleanor Slater Center	0	0	0	0
<b>Total GRANT PROGRAMS</b>	<b>519,477</b>	<b>500,692</b>	<b>(18,785)</b>	<b>500,692</b>
<b>Total 3. OUTREACH &amp; ADVOCACY</b>	<b>519,477</b>	<b>500,692</b>	<b>(18,785)</b>	<b>500,692</b>
<b>4. OFFICE OF THE BISHOP</b>				
<b>EPISCOPATE SUPPORT</b>				
COMMUNICATION REVENUE	86,691	86,691	0	86,691
<b>Total 4. OFFICE OF THE BISHOP</b>	<b>2,566</b>	<b>5,642</b>	<b>3,076</b>	<b>5,642</b>
<b>Total 4. OFFICE OF THE BISHOP</b>	<b>89,256</b>	<b>92,333</b>	<b>3,077</b>	<b>92,333</b>
<b>6. GOVERNANCE</b>				
APPORTIONMENT INCOME	1,641,427	1,645,548	4,121	1,645,548
DIOCESAN CONVENTION	0	0	0	0
DIOCESAN OPERATIONS	305,900	315,168	9,268	315,168
<b>Total 6. GOVERNANCE</b>	<b>1,947,327</b>	<b>1,960,716</b>	<b>13,389</b>	<b>1,960,716</b>
<b>7. OTHER</b>				

The Diocese of Rhode Island  
 Analysis of Revenues & Expenses - Summary  
 December 2023

Accounts	YTD Actual	YTD Budget	YTD Budget To Actual	Annual Budget 2023
<b>EDWARDS HOMES</b>				
Rental Revenue	96,926	95,140	(1,786)	95,140
DIT Revenue	64,693	64,694	1	64,694
Other Revenue	411	0	(411)	0
<b>Total EDWARDS HOMES</b>	<u>162,030</u>	<u>159,834</u>	<u>(2,196)</u>	<u>159,834</u>
HALLWORTH HOUSE	735,400	67,404	(667,996)	67,404
<b>CENTER FOR RECONCILIATION</b>				
Grants	4,000	26,130	22,130	26,130
Donations	0	2,400	2,400	2,400
Miscellaneous	0	150	150	150
Program	0	0	0	0
<b>Total CENTER FOR RECONCILIATION</b>	<u>4,000</u>	<u>28,680</u>	<u>24,680</u>	<u>28,680</u>
PARISH FUNDS	0	0	0	0
DIOCESAN ALTAR GUILD	0	0	0	0
REVOLVING LOAN FUND	5,388	7,304	1,916	7,304
<b>Total 7. OTHER</b>	<u>906,818</u>	<u>263,222</u>	<u>(643,596)</u>	<u>263,222</u>
<b>Total Revenues</b>	<u><u>4,446,903</u></u>	<u><u>3,787,979</u></u>	<u><u>(658,924)</u></u>	<u><u>3,787,979</u></u>

The Diocese of Rhode Island  
 Analysis of Revenues & Expenses - Summary  
 December 2023

Accounts	YTD Actual	YTD Budget	YTD Budget To Actual	Annual Budget 2023
<b>Expenses</b>				
<b>1. CONGREGATIONAL DEVELOPMENT</b>				
Grants	27,629	27,629	0	27,629
Grants	55,600	57,108	1,508	57,108
Church Beyond the Walls	47,596	41,430	(6,166)	41,430
Diocesan Resource Fund	208,463	172,241	(36,222)	172,241
Hispanic Ministry				
San Jorge	17,051	57,192	40,141	57,192
Iglesia de Ascension	52,274	52,274	0	52,274
Total Hispanic Ministry	69,325	109,466	40,141	109,466
Discernment & Formation				
Commission on Ministry	5,304	3,000	(2,304)	3,000
Deacon Formation	1,334	1,200	(134)	1,200
Total Discernment & Formation	6,638	4,200	(2,438)	4,200
College&Creation Care Ministry	56,333	65,000	8,667	65,000
Education & Training	8,302	12,000	3,698	12,000
<b>Total 1. CONGREGATIONAL DEVELOPMENT</b>	<b>479,885</b>	<b>489,074</b>	<b>9,189</b>	<b>489,074</b>
<b>2. YOUTH &amp; FAMILY MINISTRY</b>				
Episcopal Conference Center				
Personnel	504,084	497,020	(7,064)	497,020
Program	141,791	184,697	42,906	184,697
Buildings & Grounds	161,770	148,101	(13,669)	148,101
Grant House	11,029	14,429	3,400	14,429
Capital Campaign	6,971	7,605	634	7,605
Total Episcopal Conference Center	825,645	851,852	26,207	851,852
City Camp	25,398	32,996	7,598	32,996
Youth Ministry	4,569	6,700	2,131	6,700
<b>Total 2. YOUTH &amp; FAMILY MINISTRY</b>	<b>855,612</b>	<b>891,548</b>	<b>35,936</b>	<b>891,548</b>
<b>3. OUTREACH &amp; ADVOCACY</b>				
Episcopal Charities				
Staff & Consultants	81,171	81,335	164	81,335
Operating Expenses	23,034	43,717	20,683	43,717
Campaign Expenses	12,872	13,228	356	13,228
Grants	267,500	324,000	56,500	324,000
Total Episcopal Charities	384,578	462,280	77,702	462,280
Susan Hudson Endowment	50,000	37,900	(12,100)	37,900
Development Fund	0	0	0	0
Global Outreach/MDG	0	12,800	12,800	12,800
Eleanor Slater Center	953	0	(953)	0
Companion Diocese	0	0	0	0
<b>Total 3. OUTREACH &amp; ADVOCACY</b>	<b>435,531</b>	<b>512,980</b>	<b>77,449</b>	<b>512,980</b>
<b>4. OFFICE OF THE BISHOP</b>				



The Diocese of Rhode Island  
Analysis of Revenues & Expenses - Summary  
December 2023

Accounts	YTD Actual	YTD Budget	YTD Budget To Actual	Annual Budget 2023
<b>Bishop</b>				
Salary, Housing, Benefits	201,675	199,734	(1,941)	199,734
Travel & Professional	20,335	19,543	(792)	19,543
Entertainment & Business	11,808	10,228	(1,580)	10,228
Chancellor's Conference	2,751	500	(2,251)	500
Bishop's Search Process	486	0	(486)	0
Deacons	238	1,479	1,241	1,479
<b>Total Bishop</b>	<u>237,294</u>	<u>231,484</u>	<u>(5,810)</u>	<u>231,484</u>
<b>Bishop's Senior Staff</b>				
<b>Executive Assistant</b>				
Salary, Housing, Benefits	92,125	88,580	(3,545)	88,580
Travel & Professional	2,569	1,256	(1,313)	1,256
<b>Total Executive Assistant</b>	<u>94,694</u>	<u>89,836</u>	<u>(4,858)</u>	<u>89,836</u>
<b>Canon to the Ordinary</b>				
Salary, Housing, Benefits	117,469	110,878	(6,591)	110,878
Travel & Professional	6,122	8,161	2,039	8,161
<b>Total Canon to the Ordinary</b>	<u>123,591</u>	<u>119,039</u>	<u>(4,552)</u>	<u>119,039</u>
<b>Communications Director</b>				
Salary, benefits	0	0	0	0
Travel & Professional	1,260	2,336	1,076	2,336
Consultants, Interns	48,909	25,000	(23,909)	25,000
<b>Total Communications Director</b>	<u>50,169</u>	<u>27,336</u>	<u>(22,833)</u>	<u>27,336</u>
<b>Total Bishop's Senior Staff</b>	<u>268,455</u>	<u>236,211</u>	<u>(32,244)</u>	<u>236,211</u>
<b>Total 4. OFFICE OF THE BISHOP</b>	<u>505,749</u>	<u>467,695</u>	<u>(38,054)</u>	<u>467,695</u>
<b>5. ADMINISTRATION &amp; FINANCE</b>				
<b>Personnel: Salary &amp; Benefits</b>				
Diocesan Administrator	53,094	59,178	6,084	59,178
Chief Financial Officer				
Salary & Benefits	173,114	168,905	(4,209)	168,905
Travel & Professional Expense	1,315	1,000	(315)	1,000
<b>Total Chief Financial Officer</b>	<u>174,429</u>	<u>169,905</u>	<u>(4,524)</u>	<u>169,905</u>
Consultants	9,300	68,443	59,143	68,443
Finance Director	118,197	113,330	(4,867)	113,330
Finance Assistant	8,807	9,912	1,105	9,912
Maintenance Staff	96,891	66,306	(30,585)	66,306
<b>Total Personnel: Salary &amp; Benefits</b>	<u>460,718</u>	<u>487,074</u>	<u>26,356</u>	<u>487,074</u>
<b>Building &amp; Grounds</b>	102,806	106,186	3,380	106,186
<b>Communications</b>				
Communications Equipment	449	3,250	2,801	3,250
Website & Advertising	7,384	1,500	(5,884)	1,500
RISEN	600	1,350	750	1,350
<b>Total Communications</b>	<u>8,433</u>	<u>6,100</u>	<u>(2,333)</u>	<u>6,100</u>

The Diocese of Rhode Island  
 Analysis of Revenues & Expenses - Summary  
 December 2023

Accounts	YTD Actual	YTD Budget	YTD Budget To Actual	Annual Budget 2023
Equipment	89,850	60,283	(29,567)	60,283
Office Expense	38,220	41,474	3,254	41,474
Other Expenses	74,264	139,141	64,877	139,141
<b>Total 5. ADMINISTRATION &amp; FINANCE</b>	<b>774,291</b>	<b>840,258</b>	<b>65,967</b>	<b>840,258</b>
<b>6. GOVERNANCE</b>				
Governing Bodies				
Meetings	468	300	(168)	300
<b>Total Governing Bodies</b>	<b>468</b>	<b>300</b>	<b>(168)</b>	<b>300</b>
Diocesan Convention Program	3,945	5,000	1,055	5,000
<b>Total Diocesan Convention</b>	<b>3,945</b>	<b>5,000</b>	<b>1,055</b>	<b>5,000</b>
Registrar/Historian	0	0	0	0
Triennial General Convention	16,500	16,500	0	16,500
Episcopal Church Assessment	279,901	279,901	0	279,901
Province 1 Synod Assessment	9,750	9,750	0	9,750
Diocesan Memberships & Dues	0	0	0	0
<b>Total 6. GOVERNANCE</b>	<b>310,565</b>	<b>311,451</b>	<b>886</b>	<b>311,451</b>
<b>7. OTHER</b>				
Edwards Homes				
Building & Grounds	150,885	152,499	1,614	152,499
Other Expense	7,103	7,335	232	7,335
<b>Total Edwards Homes</b>	<b>157,988</b>	<b>159,834</b>	<b>1,846</b>	<b>159,834</b>
Hallworth House	648,558	311,630	(336,928)	311,630
Center for Reconciliation				
Salaries & Benefits	0	26,130	26,130	26,130
Administrative Expenses	193	1,997	1,804	1,997
Program Expenses	10	553	543	553
<b>Total Center for Reconciliation</b>	<b>203</b>	<b>28,680</b>	<b>28,477</b>	<b>28,680</b>
Salary Adjustment Pool	0	51,520	51,520	51,520
Bad Debt Apportionment	0	6,000	6,000	6,000
Diocesan Altar Guild	0	0	0	0
Depreciation - Property	2,447	2,669	222	2,669
<b>Total 7. OTHER</b>	<b>809,196</b>	<b>560,333</b>	<b>(248,863)</b>	<b>560,333</b>
<b>Total Expenses</b>	<b>4,170,828</b>	<b>4,073,339</b>	<b>(97,489)</b>	<b>4,073,339</b>
<b>Net Operating Total</b>	<b>276,075</b>	<b>(285,360)</b>	<b>(561,435)</b>	<b>(285,360)</b>

The Diocese of Rhode Island  
 Analysis of Revenues & Expenses - Summary  
 December 2023

Accounts	YTD Actual	YTD Budget	YTD Budget To Actual	Annual Budget 2023
<b>Non-Operating Revenue</b>				
<b>CONGREGATIONAL DEVELOPMENT</b>				
Congreg Develop - Parishes	0	0	0	0
Congreg Develop - Missions	0	0	0	0
Diocesan Resource Fund	3,761	0	(3,761)	0
Mudrak Fund	12,356	12,356	0	12,356
Commission on Ministry	2,267	2,072	(195)	2,072
College Ministry & Chaplaincy	0	0	0	0
Education & Training	0	0	0	0
<b>Total CONGREGATIONAL DEVELOPMENT</b>	<b>18,384</b>	<b>14,428</b>	<b>(3,956)</b>	<b>14,428</b>
<b>YOUTH &amp; FAMILY</b>				
Episcopal Conference Center	229,561	22,224	(207,337)	22,224
Grant House	0	0	0	0
<b>Total YOUTH &amp; FAMILY</b>	<b>229,561</b>	<b>22,224</b>	<b>(207,337)</b>	<b>22,224</b>
<b>OUTREACH &amp; ADVOCACY</b>				
Episcopal Charities	0	0	0	0
Millenium Development Goals	0	0	0	0
<b>Total OUTREACH &amp; ADVOCACY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>OFFICE OF THE BISHOP</b>				
Episcopate Support	0	0	0	0
Canon to the Ordinary	11,443	148	(11,295)	148
<b>Total OFFICE OF THE BISHOP</b>	<b>11,443</b>	<b>148</b>	<b>(11,295)</b>	<b>148</b>
<b>BISHOP'S FUNDS</b>				
Bishop's Discretionary Fund	42,974	45,787	2,813	45,787
Shippee Fund	95,300	95,300	0	95,300
Gammell Fund	8,278	13,597	5,319	13,597
Dunning Trust	5,548	5,960	412	5,960
McSparren Lee Fund	33,977	33,973	(4)	33,973
<b>Total BISHOP'S FUNDS</b>	<b>186,076</b>	<b>194,617</b>	<b>8,542</b>	<b>194,617</b>
<b>COMMUNICATION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DIOCESAN OPERATIONS</b>	<b>25,350</b>	<b>21,325</b>	<b>(4,025)</b>	<b>21,325</b>
<b>CUSTODIAL FUNDS</b>				
Parish Funds	3,912	0	(3,912)	0
Hallworth House	0	244,226	244,226	244,226
Church Trust Funds	8,843	8,545	(298)	8,545
Edwards Homes	0	0	0	0
Old Narragansett Church	16,978	16,980	2	16,980
<b>Total CUSTODIAL FUNDS</b>	<b>29,732</b>	<b>269,751</b>	<b>240,019</b>	<b>269,751</b>
<b>RESTRICTED USE FUNDS</b>				
Sacred Music Fund	3,963	3,944	(19)	3,944
Retired Clergy Families	138,859	138,860	1	138,860
<b>Total RESTRICTED USE FUNDS</b>	<b>142,822</b>	<b>142,804</b>	<b>(18)</b>	<b>142,804</b>

The Diocese of Rhode Island  
Analysis of Revenues & Expenses - Summary  
December 2023

<b>Accounts</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>YTD Budget To Actual</b>	<b>Annual Budget 2023</b>
REVOLVING LOAN FUND	0	0	0	0
MISSION PROPERTIES	0	2,669	2,669	2,669
<b>Total Non-Operating Revenue</b>	<u>650,264</u>	<u>667,966</u>	<u>17,702</u>	<u>667,966</u>

The Diocese of Rhode Island  
 Analysis of Revenues & Expenses - Summary  
 December 2023

Accounts	YTD Actual	YTD Budget	YTD Budget To Actual	Annual Budget 2023
<b>Non-Operating Expenses</b>				
<b>CONGREGATIONAL DEVELOPMENT</b>				
Mudrak Fund (Hearing Impaired)	0	12,356	12,356	12,356
<b>Total CONGREGATIONAL DEVELOPMENT</b>	<u>0</u>	<u>12,356</u>	<u>12,356</u>	<u>12,356</u>
<b>BISHOP'S RESTRICTED FUNDS</b>				
Bishop's Discretionary Fund	47,954	45,787	(2,167)	45,787
Shippee Fund	41,819	95,300	53,481	95,300
Gammell Fund	11,040	13,597	2,557	13,597
Dunning Trust	1,000	5,960	4,960	5,960
McSparren Lee Fund	17,016	20,102	3,086	20,102
<b>Total BISHOP'S RESTRICTED FUNDS</b>	<u>118,829</u>	<u>180,746</u>	<u>61,917</u>	<u>180,746</u>
<b>CUSTODIAL FUNDS</b>				
Parish Funds	0	0	0	0
Church Trust Funds	0	8,545	8,545	8,545
Old Narragansett Church	8,985	16,980	7,995	16,980
<b>Total CUSTODIAL FUNDS</b>	<u>8,985</u>	<u>25,525</u>	<u>16,540</u>	<u>25,525</u>
<b>RESTRICTED FUNDS</b>				
Sacred Music Fund	2,956	3,944	988	3,944
Retired Clergy & Families	3,458	0	(3,458)	0
<b>Total RESTRICTED FUNDS</b>	<u>6,414</u>	<u>3,944</u>	<u>(2,470)</u>	<u>3,944</u>
<b>REVOLVING LOAN</b>				
	0	7,304	7,304	7,304
<b>Total Non-Operating Expenses</b>	<u>320,180</u>	<u>382,606</u>	<u>62,426</u>	<u>382,606</u>
<b>Net Total</b>	<b>606,158</b>	<b>0</b>	<b>(606,158)</b>	<b>0</b>

**From:** [Tanya Watt](#)  
**To:** [Nicholas Knisely](#)  
**Cc:** [Dena Cleaver-Bartholomew](#); [Kristin Knudson](#)  
**Subject:** Resignation from Diocesan council  
**Date:** Thursday, January 18, 2024 2:55:51 PM

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Dear Bishop Knisely,

As you know, we are moving to Nevada so that my husband can assume his new position as Dean at Trinity Cathedral in Reno. My last day at Trinity Church, Cranston is 1/28/2024. Please accept this as notice that I am subsequently resigning my position on Diocesan Council effective 1/28/2024.

I am grateful for the opportunity to have been in the Diocese of Rhode Island and to have served on council, and I am grateful for your faithful ministry and leadership.

Sincerely,

Tanya+

The Rev. Tanya Watt  
Priest-in-Charge  
Trinity Episcopal Church  
139 Ocean Ave.  
Cranston, RI 02905  
<https://trinitycranston.org>  
(401) 684-2844

Schedule an appointment with me:  
<https://calendly.com/rev-watt>

+I take Mondays off for Sabbath.

Protect yourself from phishing and scams. Neither I nor Trinity Church will ever ask for an urgent favor, the purchase of gift cards or other financial instruments for private intentions, or your personal information via email. When in doubt, call the church office.