

Diocesan Officers

The Rt. Rev. Diane M. Jardine Bruce, President
Mr. Mark Galus, Chancellor
Mr. Curtis Hamilton, Secretary
Mr. Tom Kokjer, Treasurer

Executive Committee Members

The Rev. Galen Snodgrass, Council Vice President
The Rev. Joe Pierjok, at large member
(+ all diocesan officers)

Deans

The Very Rev. Robin James, Northwest-Metro
The Very Rev. David Lynch, Central
The Very Rev. Jos Tharakan, Southern

Ex Officio members

Ms. Shirley Bolden, Standing Cmte. Pres.
Ms. Judy Turner, Epis. Church Women Pres.

Elected Members/Bishop's Appointments

Through 2022 Convention
The Rev. Dcn. Brock Slabach
(The Rev. Galen Snodgrass)
Ms. Cosette Hardwick
Mr. Spencer Orr^
Ms. Amanda Perschall
Ms. Beverly Roggenkamp
Mr. Gary Gee*^
Mr. Ric Sweeting*
Through 2023 Convention
(The Rev. Joe Pierjok)
The Rev. Susan Roberts
Mr. Chris Morrison
Ms. Sally Scheid
Ms. Regina Berens
Mr. David Schlomer
Mr. Steven Williams*
Ms. Zella Forsythe*

* Bishop's Appointment

^ present via Zoom

Also present: Ms. Alexandra Connors (Standing Committee member [SC]), The Rev. Ted Estes [SC], The Rev. Jonathan Frazier (SC), The Rev. Anne Meredith Kyle (SC), Ms. Marsha Patterson (SC), Mr. Eric Rhodes (SC), Mr. Ron Weil (Diocesan Finance Administrator)

I. CALL TO ORDER—THE RT. REV. DIANE M JARDINE BRUCE

Bp. Bruce called the meeting, held at St. Peter and All Saints, Kansas City, to order at 8:30 am. The meeting was held as part of the joint Diocesan Council/Standing Committee Retreat.

II. CONSENT AGENDA

The following items were on the consent agenda.

A. APPROVAL OF THE MINUTES OF THE DECEMBER 11, 2021, MEETING

B. RECEPTION OF WRITTEN REPORTS

1. **Commission on Ministry** (Appendix A1)
2. **Formation** (Appendix A2)
3. **Executive Committee** (Appendix A3)
4. **Finance Committee** (Appendix A4)
5. **Report from the Standing Committee** (Appendix A5)

(Note: These reports are attached to and made a part of these minutes as Appendix A as shown above.)

A motion was made seconded to adopt the actions on the consent agenda. (Pierjok/Roberts)
The motion carried; the Consent Agenda was adopted.

III. REPORTS

A. REPORTS OF DIOCESAN & COUNCIL OFFICERS

(NOTE: Since this meeting was held in conjunction with the joint Diocesan Council/Standing Committee retreat, the agenda was shortened and not all reports that are usually on the agenda of the Diocesan Council were made. Only those presented are shown below.)

1. Treasurer's Report—Mr. Tom Kokjer

Mr. Kokjer presented the Treasurer's report. He asked Mr. Weil to present the Operating Expense & Revenue Report for the year ending December 31, 2021. (A copy of this report is attached to and made a part of these minutes as Appendix B.)

2. Bishop's Report—Bp. Bruce

Bp. Bruce reported on the following items.

a. Youth van

Bp. Bruce presented information regarding the use of the youth van.

A motion was made and seconded to sell the youth van owned by the diocese for the use of the Youth Ministry Department. (Perschall/Kokjer)

After discussion, a motion was made and seconded to call the previous question. (Orr/Pierjok)
The motion carried.

Bp. Bruce called for a vote on Ms. Perschall's motion.

The motion carried.

b. Diocesan Apartment Sublease

Bp. Bruce noted that Christ Episcopal Church, Springfield, had asked to sublease the apartment leased by the diocese in Springfield.

A motion was made and seconded to authorize the sublease of the apartment currently leased

by the diocese in Springfield to Christ Episcopal Church, Springfield. (Perschall/Lynch)

The motion carried.

B. REPORTS FORM COMMITTEES OF CONVENTION & COUNCIL

1. Human Resources Committee

The report of the Human Resources Committee was presented. (A copy of this report is attached to and made a part of these minutes as Appendix C.) The report includes the following recommendation of the committee.

The Human Resources Committee recommends to Diocesan Council the adoption of the Church Pension Group (CPG) Lay Defined Contribution Retirement Plan (403(b)) for Diocesan staff with a 9% employer contribution; and the current Lay Defined Benefit remain in place for those currently participating at the 9% employer contribution.

(Note: As this is a recommendation from a committee of the Diocesan Council, no second is required.)

Bp. Bruce provided additional information to the Council concerning this recommendation.

After discussion, Bp. Bruce called for a vote on the committee's recommendation.

The Diocesan Council adopted the recommendation of the Human Resources Committee.

III. ADJOURMENT

Fr. Pierjok suggested that a written note of thanks be sent to St. Peter & All Saints for hosting the retreat this weekend.

By unanimous consent, the Diocesan Council adopted Fr. Pierjok's suggestion.

A motion was made and seconded to adjourn. (Galus/Pierjok)

The motion carried.

The business meeting adjourned at 9:30 am.

Respectfully submitted,



Curtis D. Hamilton
Secretary of the Diocese

Appendix 1A

Commission on Ministry
Diocese of West Missouri
Report to Council
January 31, 2022

Commission on Ministry (COM) for the Diocese of West Missouri meets regularly on the second Friday of every even numbered month unless circumstances require a change, or additional work from one meeting is required. Since our last report we will have met once: in December of 2021, now all by video conference from various places. Our next meeting is scheduled for February 11th.

We have an active pipeline of interested individuals, Nominees, Postulants, Candidates, and Transitional Deacons that we support. Virtually every meeting of COM involves consideration of one or more Regional Vocations Committee (RVC) reports, a “meet-and-greet” of one or more nominee(s), and a review of applications for Candidacy or Ordination depending on where individuals are in the process of seeking Holy Orders.

Since the last report, two nominees were recommended by COM to the +Bishop for Postulancy. At our meeting in February we anticipate recommending for ordination two current seminary students.

In the coming months, members of COM and other individuals will be actively involved in several RVC conversations. Recommendations to the whole of COM will follow.

Please let me know if you have any questions.

Robert H Maynard
Chair, Commission on Ministry
Rhmaynard53@gmail.com

CHRISTIAN FORMATION MINISTRY REPORT FEBRUARY 2022

Commission and Ministry Mission:

- Advocate for Christian Formation
- Explore the needs of our congregations and determine a helpful response
- Discover resources and recommend 'best practices'
- Assist congregations in the process of incorporating pathways to formation with intention
- And, if desired, plan/organize training or educational events for the betterment of our congregations

Ministry updates and continuing commission work

- *Everything Holy update* - We have been approached by Bexley-Seabury Seminary to partner on this project. Kim is in contact with Melissa Rau, Director of Institutional Advancement, to continue the conversation. Currently there are approximately 300 subscribers.
- A 10-week pilot *Alpha Course* is being offered at St. Mary Magdalene.
- *Formation-oriented Confirmand, Reaffirmation, Young Adult and Formation postcards* will be sent to congregations in different formats.
- The *Children and Family Ministry January meeting* focused on Lenten resources as well as the importance of uplifting and connecting the growing community of people within our congregations who are drawn to formation of all kinds – liturgical, through fellowship, service and education. Right now, online seems to be the way to best facilitate this happening, but we dream of a summer picnic where people can gather and talk about the formational ministries close to their heart.
- *Commission sub-committees* are also working on developing a
 - 52-week social media formation-oriented campaign that using captioned, photocentric posts that are lectionary-oriented and include personal narrative.
 - Formation Arc resource to provide direction and curriculum suggestions for benchmarks as we reach life milestones. Beginning in the nursery, each developmental stage can have its own spectrum of program and curriculum offerings.
 - formation library to house all resources
 - diocesan-wide book studies and film discussions
 - formational offerings for use during deanery meetings
- **Education for Ministry** groups continue within the diocese. Kristin Niederberger serves as the Diocesan Coordinator and would gladly answer any questions. You can also visit the Diocesan EfM page and the EfM website at Sewanee for more information. If an online group would be a good option, check EfM Online for more information. Currently, there are two sessions formed in West MO.
 - St. John's Episcopal Church, Springfield- Contact John Svagera
 - St. Paul's Episcopal Church, Kansas City - Contact Marie Thompson

Ongoing ministry continues through weekly formational posts

Consultation & Training available

- Long-term strategies for intentional formation incorporating liturgy, fellowship, service, and education.
- Short term solutions such as Lay Reader training, Facilitator Coaching, Experiential Stations, Expanded Stewardship, curriculum selection, etc.

- Topic specific program presentations, such as: Reader training, Stewardship, Episcopal Church topics, Intergenerational Ministry, Prayer Stations, Prayer & Temperament, Sunday School curriculum, Lay leadership opportunities, Fellowship opportunities, Scripture Reading/Study options, Milestone Ministry, Small Church Ministries, Confirmation programs, Virtual Volunteers, Stereotypes, Setting Priorities, Hospitality, Prayer & Temperament, Prayer Stations, Reader Training, retreat planning, etc.
- Encourage, support and resource guide
- Presentation to congregations and/or vestries

Curated Resources are online for every age (including intergenerational), which include curriculum and activities for liturgy, mission, educational, fellowship and specific to the Church season (i.e. Lent)

Work with rectors, wardens, parochial staff, deans, councils, and volunteers at all levels to be a resource, educator, mentor, and network facilitator as well as a support to those in this ministry not only with resources and tools, but with prayerful encouragement and support.

Additional Support

- Confirmation Guide
- Ministry Handbook

Highly Recommended Resources

Building Faith (buildfaith.org)

Center for Lifelong Learning at VTS (vts.edu/lifelong-learning/lifelong-learning)

Episcopal Educator's Handbook

Become a member of Forma. Better yet, send someone to the annual conference!

Incorporate Paths of Christian Formation with Intention

- Worship, Prayer and Spiritual Practices (*Liturgia/Liturgy*)
- Learning (*Didache/Education*)
- Building Christian Community (*Koinonia/Fellowship*)
- Serving Neighbors and One Another (*Diakonia/Outreach*)
- Proclaiming the Good News (*Kerygma/Evangelism*)

Diocesan-Wide Formation-Focused Organizations

- Bishop Kemper School for Ministry
- Education for Ministry
- Daughters of the King
- Brotherhood of St. Andrews
- Episcopal Church Women

Please feel free to contact me any time!

Kim Snodgrass, formation@diowestmo.org 417-793-0780

Appendix A3

Executive Committee Report.

1. Clarifying there is an open attendance policy at Executive Committee meeting. If we need to go into Executive Session those persons would be asked to be excused.
2. Leadership Committee has been a one-three-person committee in the past unless you can tell me differently. This is a role we could include in our visioning later today.
3. Property Committee we don't have a formal structure this time. But if you are interested or if members of the parish are interested then reach out to Bishop Diane. We're looking for people that understand property. An architect, building contractor, insurance specialist, a real estate agent, etc.

Appendix A4

The Diocese of West Missouri Finance Committee Meeting December 7, 2021 3:00 PM Online

Called to order with prayer by Bishop Bruce. Others in attendance included: Dean Chas Marks, Rev George Cleaves, Dean David Lynch, Amy Amason, Tom Kokjer, Tom Lanio, Steve Brotherton, Cyndi Troyer, Rev Galen Snodgrass, Ron Weil and Elaine Gilligan.

November 2, 2021 Minutes—The November minutes were approved as edited.

November 2021 Financial Review --Ron Weil reported no concerns at this time. Tom Kokjer reported it is projected the year will finish 250-275K under budget for expenses for 2021.

Credit Cards – The credit card for Bishop Bruce has arrived and limits were reviewed for recommendation to Diocesan Council. No changes to limits under previous Bishop.

Bishop Bruce \$10,000

Ron Weil \$5,000

Josh Trader \$12,500 (due to high expenses during major Youth Events)

Kim Snodgrass \$1500

It was reported by Elaine Gilligan the credit cards have been updated with Commerce Bank to allow reward points be calculated without manual intervention. Points are annually transferred as cash applied to credit card balance and reported as miscellaneous income to the Diocese.

Diocese Owned Vehicle Policy – There was discussion of personal mileage reimbursement policy be amended for 2022. Current IRS policy is to calculate imputed income on the annual lease value of the vehicle plus 5.5 cents per mile on personal usage. Currently, the Diocese receives no income for gas and maintenance for personal mileage. The driver is taxed based on annual lease value and mileage calculation.

It was moved and passed to have the driver reimburse the Diocese 5.5 cents per mile (as published in IRS Publication 15-B.) for personal mileage of the Diocese owned vehicle. The annual lease value calculation will continue to be reported as taxable income. Further research into personal use of the youth van will be tabled until the next meeting and how the reimbursement to the Diocese will be handled. The current Accountable Business Expense Policy will be updated.

Bishop Transition Fund Cash on Hand – Ron Weil reported the \$100,000 approved to move back to DFMS is in process to be completed this month.

Bishop Discretionary Fund Review – It was reported approximately \$16,000 is in the Bishop Discretionary Fund. Discussion regarding proper review/oversight of this account and expenditures should be done on an annual basis. The Bishop suggested the amounts given by churches individually not be reported in the convention journal, but rather total amounts given to the fund.

Discussion of periodical review/oversight of credit card expenditures and documentation was also suggested.

The following was moved and passed: The treasurer or member of Finance Committee annually review the Bishop Discretionary Fund account and quarterly review the reconciled credit card account detail and receipts. The Bishop Discretionary funds to be reported as totals in the Journal and not as individual church contributions. The Accountable Expense Policy will be updated to reflect the review plan.

Meeting adjourned at 4:03 PM. Next meeting will be January 4, 2022.

Respectfully submitted,
Elaine Gilligan

Appendix A5

Standing Committee Report to Diocesan Council

February 2022

The SC's role with the Commission on Ministry (COM) – Bolden and Bishop Bruce plan to attend the 1/26/22 COM meeting. The bishop and COM president, Bob Maynard have discussed this. Much discussion about the process toward ordination included that it is often found to be difficult to understand.

Interview with Mr. Adam James regarding candidacy for ordination to the vocational diaconate. James was welcomed to the meeting SC introductions were made. He gave an overview of his career with the fire service and his discovery of St. Andrew's Episcopal Church. He is in his final year at BKSM.

Interview with Ms. Barbara Wegener regarding candidacy for ordination to the vocational diaconate. Wegener is a retired public servant having served her entire career with the federal government. She is a member of St. Matthew's Church, Raytown.

Consent for the Rev. Juan Carlos Quinonez to be consecrated as the bishop of the Diocese of Ecuador Central.

The SC will join the Diocesan Council (DC) retreat on February 11-12, 2022, at St. Peter and All Saints in KC. It is planned for hybrid and the SC members are asked to bring deserts. The DC is watching the situation with COVID-19 and will reevaluate the in-person portion of the retreat.

Appendix B

The Diocese of West Missouri Operating Revenue & Expense Report For Year Ending December 31, 2021

	2021 Actual	2021 Budget	Variance	Variance %
Covenanted Portions	\$ 1,193,721	\$ 1,146,430	\$ 47,291	4%
Investment Income	\$ 631,896	\$ 584,837	\$ 47,059	8%
Unrealized Gain (Loss)	\$ 110,334	\$ -	\$ 110,334	0%
Regional Assessments	\$ 42,000	\$ 52,800	\$ (10,800)	-20%
Other Revenue	\$ 35,288	\$ 26,500	\$ 8,788	33%
Transfers from Reserves	\$ 48,526	\$ 48,526	\$ 0	0%
Total Income	\$ 2,061,766	\$ 1,859,093	\$ 202,673	11%
Compensation	\$ 855,415	\$ 1,009,029	\$ 153,614	15%
Program Expenses				
Youth Ministry	\$ 17,215	\$ 46,400	\$ 29,185	63%
Campus Ministry	\$ 3,201	\$ 10,000	\$ 6,799	68%
Deanery Expenses	\$ 76,055	\$ 77,000	\$ 945	1%
Formation	\$ 46,946	\$ 56,200	\$ 9,254	16%
Social Ministries	\$ 81,954	\$ 95,325	\$ 13,371	14%
Leadership Development	\$ 53,974	\$ 69,600	\$ 15,626	22%
Congregational Development	\$ 29,473	\$ 34,000	\$ 4,527	13%
Communications	\$ 13,468	\$ 18,571	\$ 5,103	27%
Regional Ministries	\$ 5,814	\$ 16,500	\$ 10,686	65%
Total Program Expenses	\$ 328,099	\$ 423,596	\$ 95,497	23%
Diocese Operations				
Support for Larger Church	\$ 225,871	\$ 225,875	\$ 4	0%
Office Expense	\$ 51,254	\$ 63,574	\$ 12,320	19%
Insurance	\$ 33,713	\$ 39,789	\$ 6,076	15%
Utilities	\$ 11,193	\$ 13,500	\$ 2,307	17%
Repairs & Maintenance	\$ 7,164	\$ 9,500	\$ 2,336	25%
Diocesan Governance	\$ 11,341	\$ 11,000	\$ (341)	-3%
Travel	\$ 8,664	\$ 38,230	\$ 29,566	77%
Reserve Funding	\$ 25,000	\$ 25,000	\$ (0)	0%
Total Diocesan Operations	\$ 374,200	\$ 426,468	\$ 52,268	12%
Total Expenses	\$ 1,557,714	\$ 1,859,093	\$ 301,379	16%
Revenue Over (Under) Expenses	\$ 504,052	\$ -	\$ 504,052	

Appendix C

Human Resources Meeting February 10, 2022

The meeting opened in prayer by Bishop Diane Bruce. We welcomed new committee members, Rev Robin James and Barbara Wegener. Other committee members in attendance- Walt George, Elaine Crider, Rev Stan Runnels, Liz Janney, and Elaine Gilligan. Mark Galus, Diocese Chancellor, attended as a guest.

The discussion highlights were:

Lay Defined Contribution Pension Plan for Diocese staff

Elaine Gilligan presented information regarding the Episcopal Church Lay Employees' Defined Contribution Retirement Plan (403(b)). The following resolution was moved, seconded, and unanimously approved by the Committee:

RESOLVED, that the Human Resources Committee recommend to Diocesan Council the adoption of the CPG Lay Defined Contribution Retirement Plan (403(b)) for Diocesan staff with a 9% employer contribution; and the current Lay Defined Benefit remain in place for those currently participating at the 9% employer contribution.

Clergy Letter of Agreement updates

Letter of Agreement Template Drafts for Rector, Interim Rector, Assistant Clergy, and Priest in Charge were discussed, and updates will be made for final review.

Staff Handbook-PTO and vacation discussion

Due to time limitation for this meeting, this topic will be tabled for the next meeting.

Elaine Gilligan thanked all for their contributions and active engagement.

Respectfully submitted,
Elaine Gilligan