



Diocese of Pennsylvania  
Finance Committee Meeting  
Minutes 9/20/18

Location- St. Asaph's Church, Bala Cynwyd

### **Attendees**

Ms. Dana Hall, Chair	Canon Doug Horner	Mr. James Pope
Rev. Peter Carey	Mr. Shawn McCauley	Rev. Matthew Dayton-Welch
Mr. Kirk Muller	Mr. Christopher Hart	Canon Shawn Wamsley
Mr. Eric Rabe		

### **Minutes**

Dana opened the meeting at 6:30PM by asking the committee members to meditate on the Theology of Stewardship and discussing the Prayer of the Convention.

**From the New York Times- *“Walking out into the World... Turn hearts of stone into hearts of flesh”***

[\*Secret Doorways, Gargoyles and Wood-Carved Angels: Cleaning out the Cathedral Basement\*](#)

James, Dana, and Rev. Peter discussed their impressions and similar experiences in abandoned corners of the Diocese.

Review and approval of July, 2018 Meeting Minutes James Pope moved to adopt the minutes, Rev Peter Carey seconded. The motion passed.

### **Discussion of Reports**

Shawn McCauley provided the committee with the following reports.

- A. Recommendation to SC to approve lease of St. Jude and the Nativity Rectory (report attached to Agenda email)  
Eric discussed the state of the house and whether the Diocese had put any funds into its repair. Eric Rabe made a motion to recommend to the Standing Committee to approve the rental agreement. Rev. Peter Carey seconded. The motion was passed. The church will cover the cost of insurance and the tenant will hold renters insurance.
- B. Affirm plan to lease the Rectory at St. Timothy's in Roxborough. Eric Rabe made a motion to recommend to the standing committee that the lease agreement be approved. Rev Peter Carey seconded. The motion was approved by the committee.
- C. The amount of \$30,000 per annum was requested to be allocated for Canon Shawn Wamsley's housing allowance. Eric Rabe made a motion to approve the

change in housing allowance. Rev. Peter Carey seconded the motion. The motion was approved by the committee.

- D. Recommendation to approve beginning the process of sale of Epiphany Royersford (report attached to Agenda email) The vestry employed an engineer that has recommended to vacate the building immediately due to structural deficiencies caused by settling of the foundation.  
Shawn McCauley provided insight to how the church is moving forward to find a buyer and find a new place to worship.  
Eric Rabe made a motion to approve the church to move forward with the sale.  
Rev. Peter Carey seconded the motion. The motion was approved by the committee.
- E. Plan for new Church House for Diocesan Staff.  
Shawn McCauley discussed a report showing the current and proposed needs of the Diocesan staff. There is a projected need for more than 8,000 sq. Ft of office space. Shawn provided insights to how the process will progress, suggesting that the committee has its work and guidance completed by February 2019.

Canon Shawn Wamsley provided the following report.

Governance Overview- Shawn Wamsley provided a review of the governance structure of the Diocese. The review covered the roles and responsibilities of each of the primary and secondary governing bodies and how they integrate with each other to form our structure.

Dana Hall, Chairperson provided the following report.

Review of the Budget Narrative. Chairperson Hall provided a review of the budget narrative to be presented at Diocesan Convention. James and Dana discussed how the plan will take shape into 2019.

Canon Doug Horner provided the following report.

- The receivables for Gifts for Administration and Assessments are finally caught to the same 80% paid as last year with Gifts for Mission paid behind last year by 8 % point. August is not endowment distribution month so the deficits grew a bit. There are two large budget variances that will contribute a deficit at yearend. The additional \$75k for TEC and the closed church overbudgeted transfer of \$113k. These two will result in an unplanned negative variance of \$188k.
- 2019budget@diopa.org. New email address for comments.

Rev. Matthew Dayton Welch closed the meeting in Prayer at 8:38PM.

The next meeting of the Finance Committee will take place on Thursday October 18<sup>th</sup>, 2018 at 6:30PM at St. Asaph's Church. All new business items should be submitted to the chair, Dana Hall by October 15<sup>th</sup>, 2018.

## Appendix- Real Estate Reports

Finance Committee  
Real Estate Report  
Action Items  
Episcopal Diocese of Pennsylvania  
October 17, 2018

**Operating Parishes:**

**Epiphany, Royersford**

**Summary**

Several months ago the Parish engaged an engineer to evaluate the structure of their building. His assessment was that the building has shifted and needs significant repairs, beyond the parish' ability to support. The parish has met with Canon Berlenbach and me to discuss options. They are going to worship in the school building until they can locate alternate space.

The Vestry has voted to begin the process of selling the current property, and has requested that the Diocese allow them to begin speaking with potential Buyers and if necessary, engage a Realtor to assist them with this process.

The Property Sub Committee has recommended this.

**Action Items**

I request that Property Sub Committee recommend to the Finance and Standing Committees the approval of the request to begin the process to sell the property.

**Need For Action**

The funds from this sale will assist the parish in purchasing a new church property.

**Bodies Approval Needed**

Property;	Date Approved	9-6-2018
Finance;	Date Approved	_____
Standing Committee;	Date Approved	_____
Bishop;	Date Approved	_____

Finance Committee  
Real Estate Report  
Action Items  
Episcopal Diocese of Pennsylvania  
October 17, 2018

**Parishes Under Diocesan Supervision (Non Operating Churches):**

**St. Jude and The Nativity**

**Summary**

In June the Parish's Vestry voted to disband putting the parish under the supervision of the Bishop. Since taking supervision of the property an alarm system has been installed, and a major repair to the church's AC system has been made.

The rectory has been vacant for a year and was in need of repair. The plumbing system has been repaired, the old carpeting has been removed, the floors have been refurbished and the walls have been painted. The rectory will be rented to Canon Arlette Benoit-Joseph. The lease is for one year at \$1,700 per month with the tenant paying utilities. The lease is the PAR Form which has been approved for use by the Chancellor.

This lease has been recommended by the Property Sub Committee at its August Meeting.

**Action Items**

I request that Finance Committee recommend to the Standing Committees the approval of this lease

**Need For Action**

The funds from this lease will assist the parish in paying operating expenses.

**Bodies Approval Needed**

Property;	Date Approved	8-2-2018
Finance;	Date Approved	_____
Standing Committee;	Date Approved	_____
Bishop;	Date Approved	_____

**Active Parishes**

**The Memorial Church of the Good Shepherd**

**Summary**

The Parish has a rectory located at 3826 The Oak Road, Philadelphia, PA 19129. They have negotiated a Year to Year lease with Canon Shawn Wamsley and his family. The rent is

**\$2,400 per month beginning August 1, 2018. The Vestry of the parish has approved the lease as has requested it move forward. The parish has used the PAR Form residential lease which has been approved by and recommended for use by the Chancellor.**

**This lease has been recommended by the Property Sub Committee at its August Meeting.**

**Action Items**

**I request that Finance Committee recommend to the Standing Committees the approval of this lease**

**Bodies Approval Needed**

Property;	Date Approved	8-2-2018
Finance;	Date Approved	_____
Standing Committee;	Date Approved	_____
Bishop;	Date Approved	_____