

# The Episcopal Diocese of Colorado

## The Office of the Bishop Proposed Operating Budget for 2020

<b>BUDGET SUMMARY</b>	<b>2018 Actual</b>	<b>2019 Approved Budget</b>	<b>2020 Proposed Budget</b>
<b>Revenue</b>			
Congregational Pledges	\$ 1,922,989	\$ 1,931,407	\$ 1,973,700
Colorado Trust Distribution	500,276	525,000	700,000
Other Income	70,493	100,000	171,720
Cathedral Ridge Reimbursement	24,000	24,000	24,000
Initiatives Funded by Trusts	219,021	426,663	422,673
<b>Total Revenue</b>	<b>2,736,780</b>	<b>3,007,070</b>	<b>3,292,093</b>
<b>Expense</b>			
<b>Departmental Ministries</b>			
Ministry of the Bishop	406,641	420,809	453,315
Pastoral Care of Clergy and Lay Leaders	503,880	455,882	490,178
Evangelism, Christian Formation and Leadership Training	558,937	508,538	544,645
Congregational Development and Transition Ministry	269,540	281,264	277,411
Advocacy and Social Justice	220,375	385,400	439,277
Development and Financial Stewardship	117,399	202,444	214,739
<b>Subtotal Ministry Departments</b>	<b>2,076,773</b>	<b>2,254,337</b>	<b>2,419,565</b>
<b>Support Departments</b>			
Communications	245,233	238,879	245,520
Business Office	306,363	308,551	378,378
<b>Subtotal Support Departments</b>	<b>551,596</b>	<b>547,430</b>	<b>623,898</b>
<b>Support of the Wider Church</b>	<b>204,482</b>	<b>205,441</b>	<b>248,140</b>
<b>Total Expense</b>	<b>2,832,851</b>	<b>3,007,208</b>	<b>3,291,603</b>
<b>Net Operating Surplus (Deficiency)</b>	<b>\$ (96,071)</b>	<b>\$ (138)</b>	<b>\$ 490</b>

The purpose of the ministry of The Office of the Bishop is "to serve, support, and expand God's mission through The Episcopal Church In Colorado." That ministry is organized into five key areas: (1) Pastoral Care and Support of Clergy and Lay Leaders, (2) Evangelism, Christian Formation and Leadership Training, (3) Congregational Development and Transition Ministry, (4) Advocacy and Social Justice, and (5) Development and Financial Stewardship—all under the oversight of the Ministry of the Bishop and all supported by the Communications Department and Business Office.

The Proposed 2020 operating Budget for The Office of the Bishop is aligned in such a way as to directly reflect these ministry areas and it incorporates the following major assumptions:

- All staff to receive a 2% cost of living Increase.
- Health insurance benefits are projected to reflect a 6% increase.

## ***The Office of the Bishop - Proposed Operating Budget for 2020***

Revenue	2018 Actual	2019 Approved Budget	2020 Proposed Budget
<b>Congregational Pledges</b>	<b><u>\$ 1,922,989</u></b>	<b><u>\$ 1,931,407</u></b>	<b><u>\$ 1,973,700</u></b>

Diocesan Canons call for the mandatory financial support for the work of the wider Church by requiring each congregation to contribute 10% of its plate, pledge, and other regular giving for the year to the Annual Operating Budget for the Office of the Bishop. Diocesan Canons also invite every congregation to consider making a voluntary contribution of up to 5% of their plate and pledge to their Region.

Pledge income for 2020 is an estimate determined by an analysis of historical giving and prior pledge information for each congregation.

<b>Other Income</b>			
Investment Income	\$ 45,829	\$ 25,000	\$ 50,000
Colorado Trust Distribution	500,276	525,000	700,000
Income from Fundraising			100,000
Personal/Prior Year Pledges	9,073	4,000	4,000
Miscellaneous Income	15,591	21,000	17,720
<b>Other Income</b>	<b><u>\$ 570,769</u></b>	<b><u>\$ 575,000</u></b>	<b><u>\$ 871,720</u></b>

Miscellaneous Income includes rental income and other miscellaneous revenues.

<b>Cathedral Ridge Reimbursement:</b>			
Business Office	24,000	24,000	24,000
<b>Cathedral Ridge Reimbursement</b>	<b><u>\$ 24,000</u></b>	<b><u>\$ 24,000</u></b>	<b><u>\$ 24,000</u></b>

Business Office assistance is reimbursed by Cathedral Ridge

<b>Initiatives Funded by Trusts</b>			
Latino/Hispanic Ministry - Grants from Various Sources		187,300	197,094
Oakes Home Trust - Medical and Health Assistance	101,000	105,000	105,000
Houghton/ Douglas Trust - Latino/Hispanic Ministry	16,705	17,100	17,579
Shepard-Holton - Institutional Program Care	21,000	20,000	20,000
Hicks Trust - Faith Formation	59,670	69,213	56,800
Currie Trust - Faith Formation	4,000	4,000	4,000
Bonnell Trust - Anglican Studies/Clergy Education	13,610	18,800	18,700
Talbot - Holy Orders	3,036	5,250	3,500
<b>Total Initiatives Funded by Trusts</b>	<b><u>\$ 219,021</u></b>	<b><u>\$ 426,663</u></b>	<b><u>\$ 422,673</u></b>

In 2019 Oakes Home Trust funds were distributed to St. Francis Center, St. Benedict Health & Healing Ministries, Our Merciful Savior Jubilee Ministries, and St. Clare's Ministry.

## ***The Office of the Bishop - Proposed Operating Budget for 2020***

<b>Expense</b>	<b>2018 Actual</b>	<b>2019 Approved Budget</b>	<b>2020 Proposed Budget</b>
<b><u>Departmental Ministries</u></b>			
<b>Ministry of the Bishop</b>			
Staff and Related Costs	\$ 318,917	\$ 319,959	\$ 322,115
Travel and Other Expense	36,955	30,050	58,900
Standing Committee/Other Committee Costs	15,284	16,800	14,800
Annual Convention	10,859	40,000	40,000
Accruals-General Convention, Lambeth Conference	24,626	14,000	17,500
<b>Total Ministry of the Bishop</b>	<b>\$ 406,641</b>	<b>\$ 420,809</b>	<b>\$ 453,315</b>

The Ministry of the Bishop is one of oversight (or episcopate) of all congregations in the Diocese. As Chief Pastor, the Bishop serves as the Chief Executive Officer of the Corporation, manages the business affairs of the Diocese, is responsible for upholding the Constitution and Canons of The Episcopal Church, and for empowering and supporting all aspects of the Church's ministry across the Diocese. The ministry of the Bishop is directly supported through the Counsel and Advice of the Standing Committee which serves as the Board of Directors of the Corporation along with the assistance of an Administrative Assistant.

Due to the large size of the Diocese, the Bishop's travel is extensive. In addition to presiding at ordinations, confirmations, celebrations of new ministry, other special services, and pastoral care and consultation throughout the state, the Bishop is canonically required to visit each congregation in the Diocese at least once every three years. The Bishop's travel, entertainment, and business meal expenses are a reflection of this commitment. Additionally, the Bishop represents Colorado to The Episcopal Church and Anglican Communion at large, including regular meetings of the House of Bishops.

The Annual Convention of the Diocese is the primary gathering of The Episcopal Church in Colorado, providing clergy and lay leaders an opportunity to strengthen their understanding and commitment to God's mission among us. Clergy and lay leaders pay their own travel and lodging expenses. The Diocese pays for the planning, administration, security and facilities costs.

### **Pastoral Care of Clergy and Lay Leaders**

Staff and Related Costs	\$ 282,015	\$ 292,632	\$ 307,178
Legal	134,344	100,000	125,000
Clergy Conference & New Clergy Orientation	35,070	30,000	30,000
Commission on Ministry	29,782	23,150	18,900
Retiree Benefits	5,960	100	100
Other Expense	16,710	10,000	9,000
<b>Total Pastoral Care of Clergy and Lay Leaders</b>	<b>\$ 503,880</b>	<b>\$ 455,882</b>	<b>\$ 490,178</b>

The Canon to the Ordinary is primarily responsible for the pastoral care and support of the clergy and lay leaders of the Diocese, including supervising and supporting the daily operation and management of the Office of the Bishop. This includes implementing the initiatives and policies of the Bishop and Standing Committee as well as providing a variety of forms of pastoral support to clergy and lay leaders across the Diocese. The Canon to the Ordinary coordinates the work of the Senior Staff, the Commission on Ministry, the Trust and Endowment Committee, and the legal work of the Chancellors.

Key to the work of the Canon to the Ordinary is supporting clergy wellness across the Diocese which specifically includes programs to develop the clergy professionally and personally, and the management of clergy compensation and benefits, including health and pension programs.

The Canon to the Ordinary is supported by the work of an Administrative Assistant and Database Manager.

## ***The Office of the Bishop - Proposed Operating Budget for 2020***

<b>Expense (Continued)</b>	<b>2018 Actual</b>	<b>2019 Approved Budget</b>	<b>2020 Proposed Budget</b>
<b>Evangelism, Christian Formation and Leadership Training</b>			
Staff and Related Costs	\$ 243,221	\$ 274,318	\$ 281,145
Faith Formation Programs	142,838	62,500	89,500
Anglican Studies	7,910	12,000	12,000
Cathedral Ridge Grant	150,000	150,000	150,000
Other Expense	14,968	9,720	12,000
	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total Evangelism, Christian Formation and Leadership Training</b>	<b><u>\$ 558,937</u></b>	<b><u>\$ 508,538</u></b>	<b><u>\$ 544,645</u></b>

The Missioner for Evangelism, Christian Formation and Leadership Training is responsible for developing resources and equipping leaders for the work of evangelism, basic Christian catechesis, and substantive ongoing formation and discipleship for people of all ages. This ministry includes the development of innovative programming for The Center at Cathedral Ridge.

Effective evangelism, substantive Christian formation, and effective leadership training are key to the growth of God's mission through The Episcopal Church In Colorado and in 2019 is supported by one full time assistant and one part time assistant.

<b>Congregational Development and Transition Ministry</b>			
Staff and Related Costs	\$ 245,551	\$ 259,964	\$ 256,111
Travel	8,722	7,500	7,500
Deployment	1,765	2,700	2,700
Church Development Institute	12,021	-	-
Church Development Institute Revenue	(12,021)	-	-
Regional Missioner Meetings	2,239	3,000	3,000
Other Expense	11,263	8,100	8,100
	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total Congregational Development and Transition Ministry</b>	<b><u>\$ 269,540</u></b>	<b><u>\$ 281,264</u></b>	<b><u>\$ 277,411</u></b>

The Missioner for Congregational Development and Transition Ministry is responsible for equipping clergy, wardens, vestries, bishop's committees, and other lay leaders with the skills and resources needed to lead, cultivate and develop dynamic congregations that are rooted and grounded in God's mission.

In this area of ministry, strategic models and support for the new and emerging congregations and ministries are developed along with congregational development consulting, and the support and management for all clergy deployments and congregational transition for the Diocese.

***The Office of the Bishop - Proposed Operating Budget for 2020***

<b>Expense (Continued)</b>	<b>2018 Actual</b>	<b>2019 Approved Budget</b>	<b>2020 Proposed Budget</b>
<b>Advocacy and Social Justice</b>			
Staff and Related Costs			55,477
Advocacy & Social Justice Ministry	15,376	-	10,000
Latino/Hispanic Ministry	57,924	234,400	223,800
Colorado Episcopal Service Corp	25,000	25,000	25,000
Jubilee Ministries Support	75	1,000	-
Oakes Home Trust Distribution		105,000	105,000
St. Francis Center	30,000		
St. Benedict Health & Healing Ministry	35,000		
32nd Ave Jubilee Ministry	30,000		
St. Clare's Ministry	6,000		
Reserve Distributions	-		
Shepard-Holton Trust Distribution		20,000	20,000
Island Grove	7,000		
32nd Ave Jubilee Ministry	7,000		
Brigit's Village	7,000	-	-
	<u>220,375</u>	<u>385,400</u>	<u>439,277</u>
<b>Total Advocacy and Social Justice</b>	<b>\$ 220,375</b>	<b>\$ 385,400</b>	<b>\$ 439,277</b>

The Ministry for Advocacy and Social Justice is a newly established department in the Office of the Bishop, and is responsible for calling The Episcopal Church in Colorado to the spiritual discipline of integrating the Christian faith and life with complex issues of justice in order to bear witness to the gospel in the world and to advocate on behalf of the poor, the marginalized, and dispossessed.

This area of ministry oversees the administration of pass through grants from temporarily restricted trust and endowment accounts to various beneficiaries, and variations in those grants do not affect the bottom line of operating budget

<b>Development and Financial Stewardship</b>			
Staff and Related Costs	84,486	153,484	171,239
Travel & Hospitality	2,086	11,960	9,000
Database Maintenance	13,531	12,500	10,000
Dues, Subscriptions, Resources	646	3,250	4,250
Fundraising	14,265	9,750	9,750
Other Expense	2,385	11,500	10,500
	<u>117,399</u>	<u>202,444</u>	<u>214,739</u>
<b>Total Development and Financial Stewardship</b>	<b>\$ 117,399</b>	<b>\$ 202,444</b>	<b>\$ 214,739</b>

A development director and part-time assistant were added to the staff during 2018.

This department will be engaged in assisting parishes with stewardship and fundraising for the Diocese and Cathedral Ridge

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<b>Expense (Continued)</b>	<b>2018 Actual</b>	<b>2019 Approved Budget</b>	<b>2020 Proposed Budget</b>
<b><u>Support Departments</u></b>			
<b>Communications</b>			
Staff and Related Costs	\$ 121,532	\$ 128,309	\$ 132,200
Episcopalian	30,499	27,500	34,500
Information Systems	68,323	52,100	51,100
Communication Programs	12,202	17,500	17,500
Identity and Branding	9,355	8,500	4,500
Other Expense	3,323	4,970	5,720
<b>Total Communications</b>	<b>\$ 245,233</b>	<b>\$ 238,879</b>	<b>\$ 245,520</b>

This department has a full time Director of Communications. Responsibilities include The Episcopalian, development and maintenance of a professional web site, assistance to other departments through the development and publication of newsletters and e-newsletters, professional representation of the Diocese to the media, and, in general, design and control of all communication tools and resources involving both internal and external communications to the diocesan staff, diocesan congregations and the greater community.

<b>Business Office</b>			
Staff and Related Costs	\$ 133,850	\$ 136,851	\$ 200,978
Facilities Management	104,725	92,100	95,100
Insurance, Property Taxes, and Audit	54,061	64,500	67,000
Accounting Software	7,933	8,000	8,000
Other Expense	5,794	7,100	7,300
<b>Total Business Office</b>	<b>\$ 306,363</b>	<b>\$ 308,551</b>	<b>\$ 378,378</b>

The Finance Department is staffed by the Controller and a part time accounting assistant, who also serves as Diocesan Archivist, under the supervision of the Treasurer and working closely with the Diocesan Finance Committee. It is proposed to add a full time accounting assistant in 2020. This group is responsible for stewardship of the Diocese's financial resources and the reporting of the financial condition of the Diocese and results of its operations on a regular and timely basis. It performs all accounting functions, coordinates preparation of the annual budget, the annual audit, the collection, analysis and distribution of summary, diocesan-wide information, and interpretation of financial data for use by executive staff, Standing Committee, and other committees of the Diocese. It is responsible for property, casualty and liability insurance, coordinates real estate matters including exempt property applications and reports.

***The Office of the Bishop - Proposed Operating Budget for 2020***

<b>Expense (Continued)</b>	<b>2018 Actual</b>	<b>2019 Approved Budget</b>	<b>2020 Proposed Budget</b>
<b><u>Support of the Wider Church</u></b>			
The National Church Pledge	\$ 192,182	\$ 193,141	\$ 235,840
Province VI Pledge	10,800	10,800	10,800
Colorado Council of Churches	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
<b>Total Support of the Wider Church</b>	<b><u>\$ 204,482</u></b>	<b><u>\$ 205,441</u></b>	<b><u>\$ 248,140</u></b>

The pledge to the National Church is proposed to be at the rate of 12% of the asking pledge from the Diocese in 2020.

Colorado Council of Churches represents Diocesan support of Christian initiatives.