

Descriptions of Positions Elected at Diocesan Convention

– Please Note: Not all positions are elected every year –

TREASURER

The role and duties of the Treasurer of the Diocese of Milwaukee is outlined in ARTICLE VII, SECTIONS 5 – 9 of the Constitution and Canons of the Episcopal Diocese of Milwaukee.

TRUSTEES OF FUNDS AND ENDOWMENT, INC.

Oversee the investment of diocesan assets and prepare information for the diocese about the ways in which those assets can be utilized. Promote endowment building and planned giving for parishes and other Episcopal organizations in the Diocese. Please see information on Page 2 which provides greater detail.

Meeting Frequency: Quarterly for 2 – 2 ½ hours

Meeting Location: Milwaukee and Dousman

STANDING COMMITTEE

Exists by national canon.

Functions include:

- Council of advice to the Bishop
- Consideration and action on all Episcopal elections across the Episcopal Church
- Consider all property transactions proposed by parishes
- Approve parishes for seeking loans
- Meeting with those preparing for ordination to certify that canonical requirements have been met
- Ecclesiastical Authority for the diocese if the diocese is without a bishop

Meeting Frequency: Monthly for 2 – 3 hours

Meeting Location: Site convenient to current members of Standing Committee.

EXECUTIVE COUNCIL

Acts for the diocesan convention when the convention is not in session. It is responsible for the overall management of the diocese in terms of finance and administration and works with the bishop and diocesan staff on various issues relating to the programs of the diocese. Please see information on Page 2 which provides greater detail.

Meeting Frequency: 6 – 7 times a year for up to 4 hours per meeting

Meeting Location: St. Mary's, Dousman (central diocesan location)

TITLE IV DISCIPLINARY BOARD

The Title IV Disciplinary Board deals with such cases of ecclesiastical discipline as may arise under Title IV of the National Canons.

Meeting Frequency: as required

Meeting Location: determined on a meeting-by-meeting basis

GENERAL CONVENTION

Each diocese sends four lay deputies and four clergy deputies (priests or deacons) to meetings of the General Convention (GC), the national governing body of the Episcopal Church-USA (ECUSA). The Diocese of Milwaukee also sends the first alternate in both the lay and clergy orders to GC. For many years, the Diocese of Milwaukee has elected GC Deputies two years prior to GC and GC Alternate Deputies one year prior to GC.

Meeting Frequency: One meeting every 3 years (about 10 days in length)

Meeting Location: Various sites within ECUSA, generally in mainland USA.

Note: Next General Convention takes place July 5th - 13th, 2018 in Austin, Texas

Deputies' costs are covered by diocese, including travel, accommodations and meals

A DESCRIPTION OF THE WORK OF THE EXECUTIVE COUNCIL OF THE DIOCESE OF MILWAUKEE

The Executive Council acts on behalf of the Convention of the Diocese of Milwaukee between the times when said Convention is in session.

There are twelve elected members of the Executive Council (six ordained persons and six laypersons). Members are elected to three year terms and the terms are “staggered” so as to provide continuity of membership. An elected member of the Executive Council may serve no more than two consecutive terms. The Bishop is the chairperson of the Executive Council. Presently, there are a number of *ex officio* members of the Executive Council (examples: President of the Standing Committee, Secretary of the Diocese, Chairperson of the Commission on Ministry).

The Bishop and Diocesan staff are responsible for the leadership and management of the Diocese, including creating the mission and vision. The Executive Council serves as a board of reference:

1. To advise regarding leadership strategies to implement the mission and vision.
2. To communicate with, coordinate and collaborate with other commissions, task forces and committees.
3. To counsel and approve management proposals with regards to finance and administration.
4. To exemplify vision.

The Executive Council meets in person five times per calendar year. The Executive Council may meet by teleconference in July of each year. The first meeting of the calendar year is a time of welcome, orientation to the work of Executive Council and community building, and as such, is a longer meeting than other regularly scheduled meetings. On very rare occasions a meeting may be scheduled in addition to the published meeting dates. Unless precluded by their parish schedule, all Executive Councils meetings are held at St. Mary’s Church in Dousman.

INFORMATION FOR PROSPECTIVE TRUSTEES OF FUNDS AND ENDOWMENT BOARD MEMBERS UPDATED MAY, 2016

The Trustees of Funds and Endowments would like to provide information to any potential new board member prior to accepting a nomination to serve on the board. The board wishes to share our philosophy and commitment to serve the Diocese of Milwaukee. We are a “working” board. Potential board members will be better able to serve with knowledge of these expectations.

The Board meets four times per year for regular meetings. These meetings are held in January, April, July and October and the current time is the fourth Thursday of these months at 10am. The meetings last about two hours. Two of these meetings are held at Bishop Nicholson House in Milwaukee and two are held in Dousman.

The above meeting dates/places are reviewed by the board at its first meeting each year and are adjusted to meet the needs of the majority of board members.

Each board member becomes a part of one or more operating committees. These committees assume responsibility to achieve our goals as determined by the TFE board annually. As our goals change each year, so will these committees. Each committee determines its necessary meeting schedules. Additional time is required by Board members for these committee meetings. The current committees are:

Communications/Marketing - Create programs to assist in our mission/vision.

Investment Committee - Develop and recommend investment alternatives.

Research - Review administrative fees and ROI data to maintain competitive position.

Planned Giving - Provide education and training of TFE members which will allow them to introduce this topic to their home parish and within the diocese.

The board has an annual review/goal setting meeting on the fourth Thursday of October after the quarterly board meeting. The newly elected members, from convention, are expected to attend this meeting. This special meeting usually starts at 1am and concludes by 3pm.

Your faithful attendance at these meetings will ensure the ongoing success of Trustees.

Please review this information and if you have additional questions, you can discuss them with Michael Hagon, Executive Director: Phone: 414.232.7358, Email: MHagonTFE@wi.rr.com.

Thank you for considering a position on the TFE Board and we look forward to working with you!