

# The 2017 Narrative Budget (Proposed)

Account	Name	2017 Budget Amount
<b>INCOME</b>		
<b><u>Assessments</u></b>		
170100	Assessments	1,378,981
	Based on the Normal Operating Income (NOI) reported by each congregation on the Parochial Report for the calendar year ending one year prior to the start of the budget year, i.e. 2015 Parochial Report NOI is used for the 2017 Assessment calculation. Each congregation will pay: 5% of the first \$10,000 of NOI reported by each congregation. All NOI in excess of \$10,000 will be multiplied by a percent sufficient so the combination of each of these steps applied to all congregations in the Diocese will raise the total funds specified in the annual Diocesan budget that are to be provided by the annual assessment upon congregations. For the budget year 2017, the remainder percentage is 15.0%.	
170101	Prior Year Assessments	30,000
	Payments made that are clearly designated as fulfilling assessment commitments made for the previous year(s).	
<b><u>Endowments</u></b>		
Endowment funds managed by the Trustees of Diocesan Funds:		
171602	Episcopate Fund Income	78,000
	Income received from an endowment designated for the Bishop's stipend and pension.	
179000	Investment Income	104,000
	Income received from diocesan endowments designated for diocesan mission purposes.	
179100	Clergy Intern Endowment	11,000
	Income received from various endowments designated for support of internships for clergy to serve in a teaching congregation or other worship community in Maine.	
179200	Income from Codman Fund	16,000
	Income received from an endowment designated for Loring House expenses.	
179300	Trustee Income for Bishop Housing	7,000
	Income received from an endowment designated for the Bishop's housing.	
179400	Reserve Medical Income	3,000
	Income received from an endowment designated for the Bishop's medical insurance costs.	
179500	Other Grants (Foundation for Ministry – Ministry portion)	15,000
	Income received from an endowment created by the Foundation for Ministry capital campaign designated for Fulfill our Mission Priorities programs.	
179550	Other Grants (Foundation for Ministry – Interns portion)	14,000
	Income received from an endowment created by the Foundation for Ministry capital campaign designated for support of internships for clergy to serve in a teaching congregation or other worship community in Maine.	
179600	One in Christ/Assessment Relief	8,000
	Income received from an endowment created by the One in Christ capital campaign designated to reduce congregations' assessments.	
179700	One in Christ/Campus Ministry	17,000
	Income received from an endowment created by the One in Christ capital campaign designated to support young adult ministry.	
179800	One in Christ/Clergy Compensation Assistance	18,000

Income received from an endowment created by the One in Christ capital campaign to support congregations through the Strategic Mission Support program.

179900	One in Christ/Clergy Interns	10,000
Income received from an endowment created by the One in Christ capital campaign designated for support of internships for clergy to serve in a teaching congregation or other worship community in Maine.		

## **Other**

170400	Summer Chapels	25,000
The 18 summer chapels in the Diocese of Maine have no formal requirement for participation or support of the Diocese. Each year we make an appeal to these summer chapels for contributions to the support of the Mission Program of the Diocese.		
170500	Miscellaneous Income	25,000
Income received from various non-regular sources as well as reimbursement from the Trustees of Diocesan Funds for staff support received from the Bishop's Staff.		

## **Reserves**

179940	Transfer from Reserves	5,691
Transfer from the "Jeremiah" fund. The intent was to add to the Jeremiah fund for two to three years in order to take and add to the annual budget for the next three to five years. This will be the first year of taking and is year four of the fund.		

## **EXPENSES**

### **Episcopal Identity**

#### **BEYOND THE DIOCESE**

180101	National Church Asking	263,485
The asking is 16.5% of 2015 diocesan income after an exemption of \$150,000 had been deducted, and is reduced from prior years as a result of General Convention action.		

180300	Provincial Synod Assessment	7,225
The Dioceses of the New England states comprise the Province of New England. Each Diocese is assessed a portion of the total Provincial program budget.		

180400	Travel, General Convention (2018)	13,000
Reserve funds for the delegates from our Diocese to attend the General Convention to be held in 2018.		

180500	Travel, Provincial Synod	250
Costs of travel for our delegates and alternates to the Provincial Synod at its several meetings and convocations during the year.		

180700	Travel, Triennial (UTO)	2,600
Reserve funds for the United Thank Offering Coordinator to attend Triennial, which is held in conjunction with the General Convention (2018).		

180750	Travel, Episcopal Youth Event	5,000
Reserve funds to assist in sending youth and adult chaperones to the Episcopal Youth Event.		

#### **WITHIN OUR DIOCESE**

181000	Episcopate Transition Reserve	10,000
Reserve funds for Bishop search, selection and transition.		

184000	Ordination Process	50,000
This line supports those in the ordination process.		
184100	Commission on Ministry Expense	7,000
The Commission on Ministry assists the Bishop through its program groups by determining the present and future needs for ministry in the diocese, recruiting and selecting persons for Holy Orders.		
184101	Deacon Formation Program	15,000
The Deacon Formation Program is a program of preparation for ordination to the Diaconate. This line covers the cost of facilitators and student expenses. Income from tuition is used to offset training expenses.		
185000	Chaplain to Retired Clergy	750
This line covers the expenses incurred by the Chaplain to Retired Clergy.		
185800	Community of Deacons	1,800
This line item covers expenses related to Deacons' assignments carried out for the Bishop, for dues to the national organization and its publications.		
185803	Diocesan Spring Workshop Day	3,000
This line covers the expenses of a Spring gathering of clergy and lay people for workshops and an address by the Bishop.		
185805	Clergy Day Committee	5,000
This line covers the expenses for organizing twice annual Clergy Days.		
190100	Diocesan Council Meetings	13,500
This account covers meeting costs and travel reimbursement for Diocesan Council members.		
190103	Finance Committee	500
Travel reimbursement, postage and copying costs are covered under this line.		
190110	Disciplinary Process	5,000
To cover travel and training costs for Maine members of the three-diocese Disciplinary Board.		
190113	Diocesan Coordinators/Representatives	1,200
This account covers the expenses for diocese representation at various in-and-out of state meetings.		
190115	2020 Bi-Centennial Celebration Reserve	10,000
To reserve for the diocese's two hundredth anniversary celebration (2020).		
190200	Other Diocesan Meetings	500
While most program groups budget within their own line items the reimbursement for travel expenses incurred by members attending meetings, there are some groups that do not receive Central Diocesan Fund financial support yet occasionally seek reimbursement for travel and meeting costs.		
190201	Standing Committee	3,000
Monies from this line covers postage, copying, meeting expenses and travel reimbursement for members.		
190500	Convention Arrangements	26,500
Costs of setting up and running the 2017 Diocesan Convention. Rental of any facilities, refreshments, equipment, and printed convention materials are included in this line.		
190600	Diocesan Audit	6,000
This account covers the cost of the annual audit of the diocese's 2016 financial reports.		
190802	Diocesan Communications/Web Site	5,350
This line covers the cost for the diocesan website and domain services, Basecamp for project management, WebEx video conferencing for the various web hubs within the Diocese, social media promotions, Survey Monkey, live-streaming and video on demand of events.		
190805	Information Technology	20,000
This line covers the cost of acquiring and maintaining the software and computer hardware systems at Loring House.		

191100	Archives	3,000
This line covers costs required to safely store and catalogue diocesan and parish records.		
191800	Diocesan Use of Cathedral	24,800
This line covers the amount paid to the Cathedral Church of St. Luke to help defray the costs of the diocese's use of the Cathedral. The amount is equal to 5% of the All other Operating Expenses line of St. Luke's 2015 Parochial Report.		

#### STRATEGIC MISSION SUPPORT 100,000

#### BISHOP & STAFF

194XXX	Salaries/Housing/Benefits	740,327
See the detailed schedule for individual positions making up the Bishop and Staff budget category for the 2017 budget year. This line covers cash compensation, Social Security employer contribution (lay employees), self-employment tax reimbursement (clergy employees), the employer portion of the medical/dental/life insurance package and casual labor.		

194300	Pension	104,443
This line covers the employer pension payments for Bishop and staff.		

194500	Business Travel Expenses	35,000
This line covers the cost of Bishop and staff travel, lodging, meals on the road, and mileage reimbursement.		

194600	Staff Continuing Ed	10,000
This line covers the cost of enabling staff to obtain continuing education and update their skills.		

#### LORING HOUSE OPERATIONS

##### Loring House Operations

192001	Utilities - Electric	3,700
192002	Utilities - Water/Sewer	700
192003	Utilities - Heating Oil	10,000
192100	Supplies	9,250

These lines cover the costs of utilities, maintenance and janitorial supplies; refreshments for visitors to Loring House and office supplies such as paper, envelopes, toner, paper clips, etc.

192200	Property & Casualty Insurance	13,300
This line covers the cost of the diocese's commercial insurance package, i.e. property, liability, automobile, Directors and Officers, Worker's Compensation, Crime insurance, and other coverages.		

192201	Safe Church Training	50
This line covers the cost of training materials used by the Safe Church Training program.		

192300	Parking	3,600
This line covers the cost of parking space rental for Bishop and staff.		

192301	Maintenance – Cleaning	9,250
This line covers the cost for cleaning and general maintenance of Loring House.		

192302	Maintenance - Capital Expense	25,000
This line reserves funds for planning the rehabilitation and remodeling of the interior of Loring House.		

192500	Phone/Internet	12,100
This line covers the cost of diocesan office phone service, long distance charges, incoming toll-free calls, and cell phone service for the Bishop and staff.		

192600	Postage	3,000
This line covers the cost of mail and package service for diocese Bishop and staff.		

192701	Maintenance contracts/leases	6,600
This line covers the cost of maintenance contracts and leases for copiers, phone system, postage meter and alarm system.		

192800	Bank service fees	2,100
This line covers bank-related service costs.		
192900	Miscellaneous	100
This line covers miscellaneous expenses not covered by other expense lines.		
193000	Legal Expenses	1,000
This line covers the cost of legal consultations not handled by the Chancellor (the Chancellor is the Bishop's Counsel) and to continue building reserve monies for unanticipated legal expenses with funds not expended for current year expenses. This line also covers travel and registration fees for the Chancellor to attend regional and national gatherings of Diocese Chancellors.		

## Fulfilling Our Mission Priorities

### Stewardship

190108	Transfer to Reserves	21,309
This line represents the surplus of budgeted income over expenses which will be transferred to increase the Reserve for Budget Adjustments.		
190109	New Initiatives	10,000
This line, in addition to direct endowment funding, covers the costs of New Initiative grants.		
190111	Stewardship and Evangelism	5,000
This line covers the cost of a consultant for stewardship, diocesan membership in The Episcopal Network for Stewardship, and materials for planned giving, capital campaigns and annual giving campaigns.		
190114	Emergency Discretionary Fund	10,000
This line covers available grants for use by congregations to support needs that arise in their own communities.		

### Ministry and Transition

182600	Transition Ministry	4,500
This line covers the cost of support for congregations' search processes.		
182601	Congregational Consultants	5,000
This line covers the costs of a trained network of consultants available to provide outside expertise and facilitation in a wide variety of congregational situations.		
182602	Fresh Start Clergy Continuing Ed	500
This line covers the cost of a program for clergy in new cures and for newly ordained clergy.		

### Formation

182605	Living Local – Joining God	42,287
This line covers the cost of a diocesan initiative to take congregation out into their community, including program licensing, consultant costs and local transportation.		
182900	Youth Ministry Program/Youth Events	14,700
This line covers the cost of support for diocesan youth programs and events including BION Camp, middle school weekends, high school events and an event for young adults.		
182940	Christian Ed Collaboration	2,300
This line covers the cost of a collaboration of Christian Ed providers.		
182970	Adult Formation	3,500
This line covers the cost of support for Adult Formation.		
184400	Education for Ministry	2,300
Education for Ministry ("EfM") is a program of theological education by extension from The School of Theology Extension Center, the University of the South, Sewanee, Tennessee. This line covers the cost of the license.		

185201 Bishopswood Support 25,000  
This line covers the cost of support for the diocese's Camp Bishopswood..

### **Communications and Advocacy**

180800 Advocacy 16,250  
This line covers the cost of the diocese's share of support as a member of the Maine Council of Churches and other expenses related to advocating in the public sphere on issues and values of concern across the Episcopal Church in Maine.

180900 International Outreach 13,000  
Per a resolution passed at the 2002 Diocesan Convention, 0.7% of annual diocesan income is set aside to help achieve the United Nation's Millennium Development Goals in developing countries. 2015 marked the end of the United Nation's Program. The proposed 2017 budget continues the diocese's commitment of 0.7% to international outreach.

180950 Domestic Outreach 5,000  
This line covers 0.3% of annual diocesan income set aside in addition to the International Outreach as a domestic development outreach program.

185400 Committee on Aging 1,000  
This line covers the cost of diocesan-wide training on Preventing Elder Abuse and Advocating for Elders.

185804 Project and Networks Incubator 6,000  
This line covers support for fledgling networks, workshops and projects coached and/or mentored by the Bishop and Staff.

185901 Episcopal Peace Fellowship Maine Chapter 755  
This line covers the cost of support for the Maine chapter in its peace activist work.

186900 Committee on Indian Relations 1,600  
The 172<sup>nd</sup> Convention passed a resolution commanding all members and congregations in the Diocese of Maine to get to know the Native American people of Maine and join with them as we all share in the ministry of reaching out to all T people of Maine in the name of Christ.

186980 Jubilee Centers Grant Reserve 5,000  
This line covers the cost of diocesan support for the St. Elizabeth's Essentials Pantry Jubilee Ministry in Portland, Seeds of Hope Jubilee Center in Biddeford and Trinity Jubilee Center in Lewiston on an application basis.