

# The 2019 Narrative Budget (Proposed)

Account	Name	2019 Budget Amount
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## INCOME

### Assessments

170100	Assessments	1,359,052
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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. 2017 Parochial Report NOI is used for the 2019 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 2019, the remainder percentage is 15.0%.

170101	Prior Year Assessments	20,000
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Payments made that are clearly designated as fulfilling assessment commitments made for the previous year(s).

### Endowments

Endowment funds managed by the Trustees of Diocesan Funds:

171602	Episcopate Fund Income	76,000
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Income received from an endowment designated for the Bishop's stipend and pension.

179000	Investment Income	101,000
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Income received from diocesan endowments designated for diocesan mission purposes.

179100	Clergy Intern Endowment	11,000
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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
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Income received from an endowment designated for Loring House expenses.

179300	Trustee Income for Bishop Housing	7,000
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Income received from an endowment designated for the Bishop's housing.

179400	Reserve Medical Income	3,000
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Income received from an endowment designated for the Bishop's medical insurance costs.

179500	Other Grants (Foundation for Ministry – Ministry portion)	13,000
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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)	15,000
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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.

179560	Other Grants (Foundation for Ministry – New Initiatives portion)	16,000
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Income received from an endowment created by the Foundation for Ministry capital campaign designed for support of grants for congregation or other organization programs.

179600	One in Christ/Assessment Relief	8,000
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Income received from an endowment created by the One in Christ capital campaign designated to reduce congregations' assessments.

179700	One in Christ/Campus Ministry	16,000
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.		
179920	Trustees-Episcopate Transition	30,000
Trustees of Diocesan Funds contribution towards the Episcopate election and transition.		

## **Reserves**

179940	Transfer from Reserves	128,272
Transfers from the "Jeremiah", Episcopate Search/Transition, Advocacy, and Budget Adjustment Reserve funds.		

## **EXPENSES**

### **Episcopal Identity**

#### **BEYOND THE DIOCESE**

180101	National Church Assessment	261,434
The asking is 15.0% of 2017 diocesan income after an exemption of \$140,000 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 based on the number of communicants in good standing.		
180320	Wilson Center	2,000
The Diocese of Maine's contribution to programs at the Wilson Center for Spirituality at the University of Maine, Orono.		
180400	Travel, General Convention (2021)	15,000
Reserve funds for the deputies from our Diocese to attend the General Convention to be held in 2021.		
180500	Travel, Provincial Synod	300
Costs of travel for our delegates and alternates to the Provincial Synod at its several meetings and convocations held during the year.		

180750	Travel, Episcopal Youth Event	2,300
Reserve funds to assist in sending youth and adult chaperones to the Triennial Episcopal Youth Event.		

**WITHIN OUR DIOCESE**

181000	Episcopate Transition Reserve	100,000
Costs of Bishop search, selection, consecration and transition.		

184000	Ordination Process	50,000
This line supports education and internships for those in the ordination process.		

184100	Commission on Ministry Expense	6,000
The Commission on Ministry assists the Bishop 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 Chaplains to Retired Clergy.		

185800	Community of Deacons	2,500
This line item covers expenses related to Deacons' assignments carried out for the Bishop, for dues to the national organization and its publications, for the meetings of the Community of Deacons, and for expenses of the Archdeacon.		

190100	Diocesan Council Meetings	14,000
This account covers meeting costs and travel reimbursement for Diocesan Council members.		

190103	Finance Committee	1,000
Travel reimbursement, postage and copying costs are covered under this line.		

190110	Disciplinary Process	2,500
To cover travel and training costs for Maine members of the three-diocese Disciplinary Board.		

190113	Diocesan Coordinators/Representatives	2,500
Reserve funds to cover the expenses for diocese participation in provincial and churchwide 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	5,000
Monies from this line covers postage, copying, meeting expenses and travel reimbursement for members.		

190500	Convention Arrangements	30,000
Costs of setting up and running the 2019 Diocesan Convention. Cost of facilities, refreshments and meals, equipment, and printed materials are included in this line.		

190600	Diocesan Audit	7,000
This account covers the cost of the annual audit of the diocese's 2018 financial reports.		

190802	Diocesan Communications/Web Site	4,950
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	19,680
This line covers the cost of acquiring and maintaining the software and computer hardware systems at Loring House.		
191100	Archives	4,000
This line covers costs required to safely store and catalogue diocesan and parish records, and to support occasional technical assistance from a consultant.		
191800	Diocesan Use of Cathedral	26,090
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 2017 Parochial Report.		
192202	Multicultural Awareness Programming	5,000
This line covers the cost of speakers to address multicultural issues and the costs incurred by the Committee on Indian Relations		
19xxxx	Parish Administrator's Collaborative	2,500
This line covers the cost of meetings of congregation administrators.		
6560	Payroll Service Costs	5,000
This line covers the cost of administrating the payroll service for Diocesan and congregation staffs beyond that covered by user fees.		
STRATEGIC MISSION SUPPORT		93,750

**BISHOP & STAFF**

194XXX	Salaries/Housing/Benefits	743,824
See the detailed schedule for individual positions making up the Bishop and Staff budget category for the 2019 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	109,431
This line covers the employer pension payments for Bishop and staff.		
194500	Business Travel Expenses	25,000
This line covers the cost of Bishop and staff travel, lodging, meals on the road, and mileage reimbursement.		
194600	Staff Continuing Ed	9,000
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	4,800
192002	Utilities - Water/Sewer	700
192003	Utilities - Heating Oil	8,500
192100	Supplies	9,500
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	13,000
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	18,630

This line covers the cost for cleaning and general maintenance of Loring House.

192302 Maintenance - Capital Expense 10,000

This line covers the costs of major maintenance and replacement items for Loring House.

102303 Maintenance – Capital and Roof Reserve 10,000

This line reserves funds for planning the rehabilitation and remodeling of the interior of Loring House.

192500 Phone/Internet 16,000

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 2,000

This line covers the cost of mail and package service for diocesan administration.

192700 Depreciation 4,000

This line covers annual depreciation of capitalized furnishings and equipment.

192701 Maintenance contracts/leases 9,000

This line covers the cost of maintenance contracts and leases for copiers, phone system, postage meter and alarm system.

192800 Bank service fees 3,000

This line covers bank-related service costs.

192900 Miscellaneous 100

This line covers miscellaneous expenses not covered by other expense lines.

193000 Legal Expenses 4,000

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 provincial and other gatherings of Diocesan Chancellors.

## **Fulfilling Our Mission Priorities**

### **Stewardship**

190109 New Initiatives 26,000

This line 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 5,000

This line covers available grants for use by congregations to support needs that arise in their own communities.

### **Ministry and Transition**

182600 Transition Ministry 10,000

This line covers the cost of support for congregations' search processes.

182601 Congregational Consultants 3,000

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	5,000
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	12,300
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	2,525
This line covers the cost of a collaboration of Christian Ed providers.		
182970	Adult Formation	3,000
This line covers the cost of support for Adult Formation.		
184400	Education for Ministry	2,550
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	50,000
This line covers the cost of support for the diocese’s Camp Bishopswood, \$25,000 in an outright grant and \$25,000 to match 2019 donations for capital improvements.		
185803	Diocesan Spring Workshop Day	1,700
This line covers the expenses of a Spring gathering of clergy and lay people for workshops and an address by the Bishop.		
185805	Clergy Continuing Education	7,000
This line covers the expenses for organizing periodic continuing education for clergy.		

## **Communications and Advocacy**

180800	Advocacy	30,000
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 2019 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.		
185804	Project and Networks Incubator	1,500
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	885
This line covers the cost of support for the Maine chapter in its peace activist work.		
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.		