

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 (available at diomil.org)

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 approximately 2 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

Meeting Location: 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. 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 The Episcopal Church, generally in mainland USA.

Note: The next General Convention takes place June 30-July 9, 2021 in Baltimore, Maryland (these dates are for the business session; it may be necessary for deputies to arrive 1-2 days earlier for committee meetings, registration, and orientation. Deputies' costs are covered by the diocese, including travel, housing 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.

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 6-7 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 a mutually agreed upon location.

INFORMATION FOR PROSPECTIVE TRUSTEES OF FUNDS AND ENDOWMENT BOARD MEMBERS UPDATED JULY 2019

Trustees of Funds and Endowments, Inc. (TFE) is a separate affiliated organization of the Episcopal Diocese of Milwaukee. It exists to promote the financial growth and stability of parishes and other organizations within the diocese. TFE traces its roots to 1848 and has been incorporated under the laws of Wisconsin since the 1890s. It is governed by the Constitution and Canons of the Episcopal Diocese of Milwaukee.

TFE is managed by a Board consisting of 11 members; 6 elected by Convention (2 each year to staggered 3-year terms), 3 appointed by the Board (1 each year to staggered 3-year terms), and the Bishop and Treasurer of the diocese as ex-officio members with voice and vote. TFE is administered by an Executive Director appointed by the Board, currently Jill Heller.

The four main functions performed by TFE are (1) management of The Combined Fund, (2) trustee of permanent endowment funds, (3) oversight of a special brokerage account for stock donations, and (4) endowment building and planned giving consultation.

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 10:30 am. The meetings last about two hours. Currently, three of the meetings are held at Trinity Episcopal Church in Wauwatosa. The October meeting, which is followed by a planning session, is held at a mutually agreeable location. The meeting dates and 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:

Investment Committee – regularly review our investments assisted by an Investment Consultant. The Committee then reports to the full Board of Directors on asset allocation, performance, etc. and any recommended changes.

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 1:00 pm and concludes by 3:00 pm.

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 Jill Heller, Executive Director: Phone: 262-902-5901, Email: JillHellerTFE@gmail.com.

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