

THE DIOCESAN SHARED MINISTRY BUDGET

FOR FISCAL YEAR 2009

As Approved by Diocesan Council

November 5, 2008

November 13, 2008

**2009 Shared Ministry Budget
First Draft – October 7, 2009**

Treasurers Notes

The Summary (Page 1):

In recent years our practice has been to divide our budget into categories mirroring the seven ministry areas identified by Diocesan Council. While that process has been valuable from the standpoint of consistency, it has proven to be less than clear in terms of lines of responsibility and has actually conflicted with our narrative budget in terms of allocations of expenditures among the aforementioned areas of ministry.

This new format sees a first page glimpse of the budget, listing 16 specific line items. Some of those lines are separate and more or less self explanatory. The others (in bold) depend upon schedules which provide the needed details as to content.

General Comments:

Staff Employment Costs: (Page 2 – Schedule 1)

The clergy stipends that form part of our budget are 3% above the 2008 amounts. This reflects a recommendation from the Human Resources Committee which Council will deal with at its November meeting.

As for diocesan lay staff, the Finance Committee has recommended that they too, include a 3% increase, subject to the Synod Office evaluation processes and any re-negotiation of contracts which apply in certain cases. For budget purposes the 3% has been added across the board.

Clergy development (Page 4 - Schedule 3)

There is a reduction in the allocation for the Curacy Program, reflecting continuation of existing arrangements and an assumption that there are no ordinations anticipated in 2009. Actual costs for those ordained in this year are much lower than was anticipated. The same is true of the Outfit Grant. The allocation in both cases does provide funding in the event it should be needed.

Property Costs: (Page 3 – Schedule 2)

Maintenance needs and utility inflation are driving up these costs.

Council Teams: (Pages 4 & 5 – Schedule 3)

An important step in the process of establishing our budget was a meeting of the Council Team chairs on September 30th. For the most part, these are hold-the-line allocations, but a comment or two is in order:

The Stewardship Team: This group is still in the formative stage but has set some priorities and while details are a bit unclear at this time, funds need to be allocated so they can move their agenda forward. This allocation also includes \$5000 as possible funding around the development of a budget evaluation process or review model.

Parish Development/Support: Plans for implementation of a leadership development program were set aside this year in the face of the work of the

Rural and/or Struggling Parishes Task Force. The allocation of \$10,000 is being repeated in the 2009 budget. It is also important to note "Grants to Mission Parishes" is now set at zero, reflecting alternate arrangements that have been put in place for the provision of ministry in former mission parishes.

The Mission Team: Plans for an Episcopal visitation to our Companion Diocese in 2008 did not unfold. There are plans for a mission trip in 2009 and the budget reflects that.

The other Team budgets are relatively unchanged.

Income: (Page 6 – Schedule 4)

Interest income reflects an anticipated reduction in interest paid in the DCIF, for reasons that are fairly obvious. This places a greater pressure on the need for parish budget support.

The Miscellaneous Income items are fairly solid.

The Parish Budget Support presents a more formidable challenge. As we are aware, we are again setting the Mission Outreach and Parish Assessment for each parish at the 2006 amounts. Clearly we will need to a strong response to that request.

As can be seen, the amount being budgeted in terms of that response is \$1.405 million, an increase of \$70,000 (5%) over that which we anticipate receiving in 2008.

To put this in another perspective:

In 2006 the parish response to the funding requirement was 91.7%

In 2007 the response to the funding requirement was 90%.

In 2008 we anticipate the parish response will be about 87% overall.

In 2009 it needs to be 91.4%

The Final Schedule shows some line item details that may assist in review of the budget.

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| Diocesan Shared Ministry Budget - 2009 |
| As Approved by Diocesan Council November 5, 2008 |

| | | 2008 Budget | 2008 Projected | 2009 Budget |
|--------------------------------|-----------------|------------------|-------------------|------------------|
| Expenditure Items | Schedule | | | |
| Staff Employment Costs: | | | | |
| Episcopal | | 75,554 | 76,000 | 76,643 |
| Youth Ministry | | 109,176 | 110,000 | 111,463 |
| Chaplaincies | | 77,536 | 78,000 | 79,175 |
| Admin & Support | | <u>280,671</u> | <u>278,000</u> | <u>288,441</u> |
| Total | <u>1</u> | 542,938 | 542,000 | 555,722 |
| Clergy Dev/Support | <u>3</u> | 225,600 | 191,796 | 184,200 |
| General Synod Mission Support | | 314,210 | 314,210 | 314,210 |
| Diocesan Synod Admin. | <u>5</u> | 138,643 | 118,220 | 137,928 |
| Property Costs | <u>2</u> | 61,800 | 68,900 | 67,250 |
| Camps & Other Youth Ministry | <u>5</u> | 58,700 | 59,500 | 57,200 |
| Missionary Project | <u>1</u> | 20,200 | 22,200 | 20,200 |
| <i>The NB Anglican</i> | | 34,000 | 32,000 | 34,560 |
| Divinity Institution Grants | | 16,000 | 16,000 | 16,000 |
| Episcopal Support | <u>5</u> | 84,300 | 64,500 | 87,400 |
| Council Ministry Teams | <u>3</u> | 115,700 | 81,501 | 102,000 |
| General Administration | <u>5</u> | 59,100 | 51,400 | 56,880 |
| Total Expenditures | | 1,671,191 | 1,562,227 | 1,633,550 |
| FUNDING SOURCES | | | | |
| | <u>4</u> | | | |
| Investment Income | | 158,750 | 161,355 | 142,710 |
| Miscellaneous Income | | 88,400 | 89,760 | 85,200 |
| Parish Budget Support | | 1,423,841 | 1,335,000 | 1,405,640 |
| Total Funding | | 1,670,991 | 1,586,115 | 1,633,550 |

| Schedule 1 | | | | | | | |
|-------------------------------------|--------------------|-----------------|-----------------|------------------|---------------|------------------------|----------------|
| Employment Cost Worksheet | | | | Pension | | | |
| Min Stipend 36,396 (inc of 3%) | Salary/ Stipend | CPP/EI WHSCC | Cash Housing | & LTD @ 12.2% | Misc Items | Benefits & Con.Educ | Total |
| Bishop and Synod Staff | | | | | | | |
| Bishop (150% of scale + \$4000 YOS) | 59,594 | 1,325 | 0 | 11,674 | | 4,050 | 76,643 |
| Exec Assistant (125% of scale) | 45,495 | 3,575 | 14,300 | 9,094 | | 4,050 | 76,514 |
| Treasurer (2008+3%) | 55,054 | 3,575 | 0 | 6,717 | | 4,050 | 69,396 |
| Bishop Secretary (2008+3%) | 36,867 | 2,768 | 0 | 4,498 | | 4,050 | 48,183 |
| Admin Officer (2008+3%) | 36,867 | 2,768 | 0 | 4,498 | | 4,050 | 48,183 |
| Casual Part Time | 5,500 | 500 | | 0 | | 0 | 6,000 |
| Bishop and Synod Total | 239,377 | 14,511 | 14,300 | 36,481 | 0 | 20,250 | 324,919 |

| Program Staff | | | | | | | |
|---------------------------------------|---------------|--------------|----------|---------------|------------|--------------|----------------|
| Youth Action Dir (Incl Car Rep Allow) | 40,596 | 3,575 | 0 | 7,429 | | 4,050 | 55,650 |
| UNB Chaplaincy | 5,000 | 180 | 0 | 915 | 500 | 0 | 6,595 |
| Chr Education Dir (2008+3%) | 21,064 | 1,500 | 0 | 2,045 | | 0 | 24,609 |
| Camp Medley Director (2008) A40 | 21,064 | 1,500 | | 2,045 | | | 24,609 |
| Youth Ministry Total | 87,724 | 6,755 | 0 | 12,434 | 500 | 4,050 | 111,463 |

| Hospital Chaplaincies | | | | | | | |
|----------------------------------|---------------|--------------|---------------|--------------|--------------|--------------|---------------|
| SJ Hospital Chpln | 41,596 | 3,575 | 10,200 | 7,612 | 3,000 | 4,050 | 70,033 |
| F'ton Hospital Chpln | 4,000 | 110 | | | | | 4,110 |
| Mctn Hospital Chpln | 4,000 | 300 | | 732 | | | 5,032 |
| Hospital Chaplaincy Total | 49,596 | 3,985 | 10,200 | 8,344 | 3,000 | 4,050 | 79,175 |

| Other Staff | | | | | | | |
|-------------------------|--------|-------|---|-------|-------|---|--------|
| Comm. Officer (2008+3%) | 32,226 | 2,460 | 0 | 3,932 | 1,548 | 0 | 40,166 |
| Mission Project | 16,200 | 1,300 | 0 | 0 | 2,700 | 0 | 20,200 |

| DETAILS RE TRAVEL AND RELATED COSTS | Travel | Car Rep | General | | | Total |
|-------------------------------------|--------------|--------------|---------------|---------------|---------------|---------------|
| | Allow | Allow | Mileage | Exp | Grants | |
| Bishop | 4,600 | 4200 | 6,200 | 12,000 | 0 | 27,000 |
| Exec Assistant | 4,600 | 4200 | 1,600 | 1,000 | 0 | 11,400 |
| Treasurer | 0 | | 1,500 | 0 | 0 | 1,500 |
| Archdeacons | 0 | | 4,000 | 1,600 | 16,800 | 22,400 |
| TOTALS | 9,200 | 8,400 | 13,300 | 14,600 | 16,800 | 62,300 |

| |
|---|
| Schedule 2 |
| Building Costs and Office Costs Detail |

| Youth Director Residence (Line 2) | 2008 Budget | 2008 Projected | 2009 Budget |
|--|------------------------|---------------------------|------------------------|
| Electricity | 3,500 | 3,700 | 4,000 |
| Telephone | 2,200 | 2,300 | 2,300 |
| Water/Sewer | 600 | 700 | 800 |
| Maintenance & Capital | 4,000 | 3,700 | 3,000 |
| Insurance | 1,000 | 900 | 950 |
| Other | 500 | 500 | 0 |
| Total | 11,800 | 11,800 | 11,050 |

| Camp Medley Off Season (Line 7) | 2008 Budget | 2008 Projected | 2009 Budget |
|--|------------------------|---------------------------|------------------------|
| Electricity | 3000 | 2,600 | 3,200 |
| Propane | 2000 | 2,400 | 2,800 |
| Telephone | 1000 | 1,400 | 900 |
| Security | 300 | 600 | 600 |
| Total | 6,300 | 7,000 | 7,500 |

| Bishop's Residence (Line 24) | 2008 Budget | 2008 Projected | 2009 Budget |
|---|------------------------|---------------------------|------------------------|
| Heating | 5,000 | 6,800 | 7,200 |
| Maintenance | 12,500 | 17,500 | 12,200 |
| Utility | 3,700 | 4,000 | 4,200 |
| Insurance | 1,300 | 1,100 | 1,200 |
| Appliance/Furnishings | 800 | 300 | 500 |
| Total | 23,300 | 29,700 | 25,300 |

| Synod Office Premises (Line 39) | 2008 Budget | 2008 Projected | 2009 Budget |
|--|------------------------|---------------------------|------------------------|
| Heating | 4,000 | 5,100 | 5,000 |
| Maintenance | 11,000 | 11,000 | 13,600 |
| Utility | 3,800 | 3,200 | 3,600 |
| Insurance | 1,100 | 1,100 | 1,200 |
| Other | 500 | 0 | 0 |
| Total | 20,400 | 20,400 | 23,400 |

| Office Expenses (Line 33) | 2008 Budget | 2008 Projected | 2009 Budget |
|--------------------------------------|------------------------|---------------------------|------------------------|
| Tel - Local | 3,900 | 2,700 | 2,835 |
| Tel - Long Distance | 1,600 | 900 | 945 |
| Electronic Com'cations | 4,000 | 4,000 | 4,200 |
| Data Backup Services | 1,000 | 1,000 | 1,050 |
| Postage | 6,000 | 6,500 | 6,825 |
| Stationary | 5,000 | 3,800 | 3,990 |
| Copying/Printing | 6,000 | 3,500 | 3,675 |
| Equipment & Maint | 5,000 | 5,000 | 5,250 |
| Other | 500 | 200 | 210 |
| Total | 33,000 | 27,600 | 28,980 |

Schedule 3

| Council Teams | 2008 Budget | 2008 Projected | 2009 Budget |
|---------------------------------|------------------------|---------------------------|------------------------|
| YOUTH | | | |
| Teens Encounter Christ | 1,500 | 1,200 | 1,200 |
| Regathering | 2,000 | 1,848 | 1,500 |
| Committee & General Costs | 5,000 | 4,168 | 5,000 |
| Other | 4,000 | 3,219 | 4,000 |
| TOTAL | 12,500 | 10,435 | 11,700 |
| SPIRITUAL DEVELOPMENT | | | |
| Choir School | 4,000 | 4,372 | 4,000 |
| Layreaders | 1,000 | 345 | 1,000 |
| Spouses Conf | 500 | 0 | 500 |
| A.F.P. | | | 200 |
| Mothers Union | 1,000 | 1,000 | 1,000 |
| General Committee Costs | 3,500 | 700 | 1,100 |
| Resource Centre | 4,000 | 4,200 | 3,000 |
| Order of St Luke | 1,000 | 1,000 | 1,000 |
| Cursillo | 500 | 500 | 500 |
| TOTAL | 15,500 | 12,117 | 12,300 |
| CLERGY DEV & SUPPORT | | | |
| Discernment | 6,000 | 3,696 | 2,500 |
| Divinity Bursaries | 15,000 | 8,000 | 6,000 |
| Summer Placement Pgrm | 7,200 | 0 | 0 |
| Outfit Grants | 30,000 | 24,000 | 12,000 |
| Clergy College | 6,100 | 5,000 | 5,000 |
| Post-ordination Training | 500 | 0 | 200 |
| Curacey Program | 45,000 | 27,500 | 30,000 |
| Retiree Health Plan | 86,000 | 97,600 | 96,000 |
| Group RSP | 20,000 | 19,700 | 20,000 |
| Vocational Diaconate | 5,000 | 1,500 | 7,500 |
| EAP Program | 4,800 | 4,800 | 5,000 |
| TOTAL | 225,600 | 191,796 | 184,200 |
| STEWARDSHIP | | | |
| | 10,000 | 2000 | 15,000 |
| PARISH DEV & SUPPORT | | | |
| Wardens Day | 0 | 500 | 500 |
| Treasurers Day | 500 | 0 | 500 |
| Leadership Development Pgrm | 10,000 | 0 | 10,000 |
| Cathedral Fabric Grant | 10,000 | 10,000 | 10,000 |
| Anglican House Op Grant | 15,000 | 15,000 | 12,000 |
| Anglican House | 600 | 600 | 600 |
| Task Force Struggling Parishes | N/A | 11,000 | 1,500 |
| Mission Parish Grants | 15,000 | 0 | 0 |
| General Costs | 3,900 | 1,249 | 3,000 |
| TOTAL | 55,000 | 38,349 | 38,100 |
| MISSION | | | |
| General Costs | 1,000 | 900 | 500 |
| Companion Dioc | 5,000 | 0 | 5,000 |
| PWRDF Exp | 1,500 | 1,000 | 1,500 |
| Parish Nursing | 600 | 1,000 | 1,000 |
| Coverdale Foundation | 5000 | 5,000 | 5,000 |
| Seafarers Mission | 2000 | 2,000 | 2,000 |
| TOTAL | 15,100 | 9,900 | 15,000 |
| EPISCOPAL | | | |
| Code of Pastoral Conduct | | 150 | 500 |
| Bishops Counsel | | 1,500 | 2,000 |
| Conference Attendance | | 800 | 0 |
| General Costs | | 250 | 1,000 |
| TOTAL | 2,000 | 2,700 | 3,500 |
| ADMINISTRATION | | | |
| General Cost | 3,200 | 3,600 | 4,000 |
| Archives Conference | 2,400 | 2,400 | 2,400 |
| TOTAL | 5,600 | 6,000 | 6,400 |

Schedule 4

Budget Funding Schedule

FUNDING DETAILS

| INTEREST INCOME: | 2008 Budget | 2008 Projected | 2009 Budget |
|--------------------------|------------------------|---------------------------|------------------------|
| Diocesan Missions Fund | 27,500 | 26,525 | 23,873 |
| Episcopal Endowment Fund | 11,000 | 11,180 | 10,062 |
| Diocesan Trusts | 58,500 | 58,750 | 52,875 |
| Operating Account | 10,000 | 12,500 | 8,500 |
| Loans to Clergy | 1,500 | 1,400 | 1,500 |
| Medley Canonry Trust | 16,500 | 16,500 | 14,850 |
| St Pauls Trust Re Medley | 33,750 | 34,500 | 31,050 |
| Total Interest | 158,750 | 161,355 | 142,710 |

| MISCELLANEOUS INCOME: | 2008 Budget | 2008 Projected | 2009 Budget |
|------------------------------|------------------------|---------------------------|------------------------|
| Anglican Journal Appeal | 5,000 | 7,416 | 7,200 |
| National Anglican Appeal | 5,000 | 4,800 | 4,800 |
| Internal Investment Fee | 10,000 | 10,000 | 10,000 |
| E-offering Income | 5,000 | 4,700 | 4,800 |
| Insur Fees & Other Income | 13,000 | 12,644 | 13,000 |
| From Benefit Asmt | 0 | 12,000 | 12,000 |
| From Div Fds re Placement | 7,200 | 0 | 0 |
| From Div Fds re Bursaries | 15,000 | 8,000 | 6,000 |
| From Benvlt Fd | 8,000 | 8,000 | 7,200 |
| From Missionary Society | 20,200 | 22,200 | 20,200 |
| From St Pauls Cap | 0 | 0 | 0 |
| From Building Reserve | 0 | 0 | 0 |
| Total Miscellaneous | 88,400 | 89,760 | 85,200 |

| PARISH BUDGET SUPPORT | 2008 Budget | 2008 Projected | 2009 Budget |
|------------------------------|------------------------|---------------------------|------------------------|
| Parish Assessment | 706,604 | 695,300 | 709,440 |
| Mission Outreach | 717,237 | 639,700 | 696,200 |
| Total Parish Support | 1,423,841 | 1,335,000 | 1,405,640 |

Schedule 5

| Expenditure Details | 2008 Budget | 2008 Projected | 2009 Budget |
|--|----------------|-------------------|----------------|
| Diocesan Synod Administration: | | | |
| Synod Session Costs | 20,000 | 20,000 | 20,000 |
| Diocesan Council Costs | 8,500 | 6,000 | 8,500 |
| Archives | 12,000 | 12,000 | 12,000 |
| Professional Fees | 18,000 | 18,000 | 22,000 |
| Insurance Consulting | 8,000 | 8,400 | 9,000 |
| D & O Liability Ins. | 18,000 | 16,620 | 17,500 |
| General Synod Delegates | 3,000 | 3,000 | 3,000 |
| ClergyRelocation | 40,000 | 22,000 | 32,000 |
| Capital Campaign Expenses | 0 | 0 | |
| Provincial Synod As'mnt | 11,143 | 12,200 | 13,928 |
| | 138,643 | 118,220 | 137,928 |
| Episcopal Support: | | | |
| Episcopal Travel & Support | 26,200 | 27,000 | 27,000 |
| Bishop's Fund | 2,500 | 2,500 | 3,000 |
| Bishop-sponsored Events | 13,000 | 13,000 | 15,000 |
| Lambeth 2018 | 6,000 | 0 | 5,000 |
| Contingency Fund | 15,000 | 0 | 15,000 |
| Archdiaconal Expenses | 21,600 | 22,000 | 22,400 |
| | 84,300 | 64,500 | 87,400 |
| Camps & Other Youth Ministry: | | | |
| Support Costs - Youth Dir | 6,000 | 7,500 | 6,000 |
| Support Costs - Dir Chr Ed. | 6,200 | 6,000 | 6,200 |
| Camp Operating Grants | 29,500 | 29,500 | 28,000 |
| Camps' Financial Campaign | 0 | 0 | 0 |
| SJ Inner City Youth Ministry | 17,000 | 16,500 | 17,000 |
| | 58,700 | 59,500 | 57,200 |
| General Administration: | | | |
| Synod Staff Trav & Rel | 12,600 | 11,000 | 12,900 |
| General Travel | 2,000 | 1,200 | 2,000 |
| Office Supp & Serv | 33,000 | 27,900 | 28,980 |
| Miscellaneous | 5,000 | 4,800 | 5,000 |
| Payroll Service Fees | 6,500 | 6,500 | 8,000 |
| | 59,100 | 51,400 | 56,880 |