



# Episcopal Diocese of Eastern Oregon

## **Diocesan Council November 15-16, 2024 Draft Minutes Ascension School**

### **Present:**

The Rt. Rev. Patrick Bell, Bishop

### **Class of 2025**

The Rev. Kelly Mahon (SC)

Cory Bradshaw

The Rev. Pam Miller

Ellen Nesbitt (SC)

### **Class of 2026**

The Rev. Liz Cahill (SC)

Barbara Reynolds (SC)

Beth Spell

Holly Hendricks

### **Class of 2027**

The Rev. Elizabeth Wheatley-Jones

The Rev. Ray Jeff Spreier (SC)

Betty Palmer

Angela Pursel (SC)

Kathy Thew

### **Ex Officio**

Patty Olson-Lindsey, Treasurer

*The Rev. Charlotte Wells, Secretary of Convention*

### **Seat and Voice**

Amy Jayne, Ascension Executive Director

Lisa Boquist, Secretary to Council

### **Absent**

The Rev. Roy Green

Ellen Nesbitt

Betty Palmer

## **November 15, Friday**

A Standing Committee meeting preceded the Diocesan Council gathering.

## **Call to Order**

Bishop Pat called the meeting to order at 6:00pm and Beth Spell offered an opening reflection and prayer.

## **Co-Chair Election**

**M/S/C**

*Motion to elect Beth Spell as the 2024/2025 Co-Chair of Diocesan Council. (Barbara Reynold, Patty Olson Lindsey)*

## Approval of Minutes

Holly noted several corrections to the minutes from September 4<sup>th</sup> and October 9<sup>th</sup>.

**M/S/C**            *Motion to approve the minutes from September 4, 2024, and October 9, 2024, as amended. (Cory Bradshaw, Charlotte Wells)*

## Housing Resolution

**M/S/C**            *Motion to approve the following resolution as presented (Ray Jeff Spreier, Angela Pursel)*

*WHEREAS, section 107 of the Internal Revenue Code permits a minister to exclude from gross income a church-designated allowance paid to him or her as part of his or her compensation for services as a minister, to the extent used by him/her for actual expenses in owning or renting a home; and WHEREAS the Rt. Rev. Patrick Bell is employed as a minister of the Gospel by the Episcopal Diocese of Eastern Oregon which does not provide a residence for him, Diocesan Council resolves that of the total compensation received during 2025, \$2600.00 per month shall be designated a parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986.*

*The Diocesan Council also resolves that the amount designated as housing allowance shall apply to 2025 calendar year and all future years unless amended by the Diocesan Council.*

## Standing Committee Report

Kelly reported that Standing Committee had met earlier in the day for several hours. They spent some time with Bishop Pat, Amy, and Lisa to discuss the upcoming transition and the roles of Standing Committee and Diocesan Council in the new model. They also will begin meeting monthly for the foreseeable future.

He gave an update on some of the property issues that Standing Committee is dealing with:

**Klamath Falls:** The vacant lot owned by EDEO is in escrow and once the company that purchased the property acquires the required permits the transaction should be completed. Dennis Hall, the realtor that is handling the listing of St. Paul's, moved to a new brokerage firm and the appropriate paperwork was signed reflecting the new relationship. Standing Committee also decided to retain the services of Blade Security for another month and requested a report on activity from them. They have instructed the realtor to lower the asking price from \$850,000 to \$725,000.

**Lakeview:** Standing Committee sent a letter to the leadership at Lakeview directing them to repair the damaged chimney. The issue was discovered during a safety inspection by Church Insurance.

**601 Union Street, The Dalles:** St. Paul's would like to take over the care and use of the historic chapel and former Diocesan offices located at 601 Union Street in The Dalles. EDEO currently holds the title of the property and pays all expenses associated with the building. Standing Committee drafted an official letter to the Vestry and leadership of the parish offering them a couple of options on how that transfer might take place.

Kelly also mentioned that Standing Committee plans to open communications with Bishop Sean Rowe, the new Presiding Bishop, regarding EDEO's bishop transition and our plans to move forward with the Team Episcopate model. They will also be drafting a narrative to go along with the Assisting Bishop job description that more thoroughly explains what EDEO is hoping for with the new position and sharing the ethos of the diocese.

Kelly will serve as President of Standing Committee from the 2024/2025 session and will be intentional about raising up the next President to ensure a smooth transition next year.

## Bishop's Report

Bishop Pat shared some reflections on the resignation of the Archbishop of Canterbury and the group discussed how the church deals with accusations of abuse and how it can be improved upon. It was stated that dioceses, including EDEO, need to make sure the reporting process and the role and identity of the Intake Officer is better publicized so that people know who to contact if any issues arise.

Bishop Pat asked for prayers for Presiding Bishop Sean Rowe and his transition team as they begin the process of establishing his leadership. +Pat will be traveling to Minneapolis in December along with all other bishops to meet with Bishop Rowe and hear a report on his plans for his time as Presiding Bishop.

## Recess

Beth encouraged everyone to speak up during the meeting, emphasizing that every voice is needed and valued. Charlotte offered a prayer and the meeting was recessed at 7:30pm until Saturday morning.

## November 16, Saturday

### Call to Order

Beth called the meeting back to order at 8:45am and offered a reflection from author John O'Donohue.

### Ascension School Report

Amy reported that the Capital Campaign has brought in 72.5% of the cost of the pool. Once the pool phase is done and the funds have been raised then the focus of the campaign will move into completing the funding of the Ascension School Endowment. Amy is seeking a Ford Family Foundation grant to help with the pool construction and the number of donations received, rather than the amount received, is key to the success of the grant. She encouraged council to let people know that no gift is too small and their participation is important. She also reminded everyone that St. Thomas, Canyon City, has challenged every parish to give at least \$4800 towards the campaign. Beth noted that working with The Vandersall Collective has been so helpful and their spiritual approach towards money and giving has been so encouraging.

Ascension has partnered with a local rancher to implement a restorative grazing practice on part of the Trail Project. The practice involves methodical grazing by cows and then sheep which will help with weed abatement, fire protection, as well as leading to lower ground temperatures which can have a positive effect on the environment.

Holly asked what practices are in place to ensure the safety of children with regards to protection against abuse. Amy assured council that Ascension School has strict policies and procedures in the event of any type of abuse allegations at camp arises. The American Camping Association accreditation ensures that the policies employed at Ascension are rigorous and thorough, and all staff are trained and vetted.

### Team Episcopate Discussions.

#### **Assistant Bishop Job Description**

Council reviewed the draft of a job description that was created from the previous conversations that Diocesan Council has had regarding the position. The description with additions or deletions added is attached to these minutes.

## Canon for Diocesan Vitality Job Description

With some clarification that the new position would not be an actual job opening but rather a restructuring of the current staff, the council reviewed and offered suggestions for the document. The updated description with additions and deletions is attached to these minutes.

## Committee Formation

To move on to the next phase of the transition the following teams or committees were created to explore and implement necessary changes.

- **Communications Committee**

- Members:
  - The Rev. Ray Jeff Spreier
  - The Rev. Elizabeth Wheatly -Jones
  - The Rev. Marilyn Roth
  - Kathy Thew
- Goals
  - To lay out the steps that will be needed to communicate Team Episcopate, staff adjustments, Assisting Bishop role and search process, etc. The first stage needs to be ready by January 28, 2025
- Chair -TBD
- Next Meeting – TBD

- **Canon Updates Committee**

- Members
  - The Rev. Charlotte Wells
  - The Rev. Kelly Mahon
  - Barbara Reynolds
  - The Rev. Pam Miller
  - Cory Bradshaw
  - The Rev. Roy Green
- Goals
  - To review the canons, make proposals for adjustments based on the Team Episcopate model; the first proposal needs to be ready by July 30, 2025, in order to be sent to Diocesan Convention as a resolution.
- Chair: The Rev. Charlotte Wells
- Next Meeting: December 5, 2024, 5:30pm

- **Personnel Policy Committee**

- Members
  - Angela Pursel
  - Cory Bradshaw
  - Patty Olson Lindsey
  - Amy Jayne
  - Diane Groff (TBD)
- Goals
  - To take the existing personnel manual and make the necessary changes to reflect the Team Episcopate model. To anticipate any impact on staff, clergy and other policies in the diocese by April 25, 2025.
- Chair: Angela Pursel

- Next Meeting: December 9, 2024

### Future Meetings

January 28, 2025, Online 6:00pm

February 25, 2025, Online – Financials 6:00pm

April 25-26, 2025, Hood River

September 2, 2025 Online 6:00pm

### Adjournment

The meetings adjourned at 1:35pm.



# Episcopal Diocese of Eastern Oregon

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[www.edeo.org](http://www.edeo.org)

## ASSISTING BISHOP | POSITION DESCRIPTION

The Assisting Bishop will work to ensure the continued mission of EDEO to be followers of Jesus, working toward unconditional love through the values of human dignity, creation care, and spiritual formation. While still holding the spiritual authority and leadership required of bishops in The Episcopal Church, the Assisting Bishop will work collaboratively with Standing Committee, Diocesan Council, and staff to direct and further the mission and ministry in the Diocese of Eastern Oregon with specific emphasis on Indigenous and racial justice issues, faithful innovation and parish vitality.

### Pastoral Leadership

- Provide Leadership for the proclamation and teaching of the Gospel.
- Provide care and guidance for the spiritual health and wellness of the clergy, and the Diocesan family, working closely with the Canon for Diocesan Vitality,
- Provide guidance for worship and sacramental life throughout the Diocese.
- Assist in implementation of strategic and long-term planning for the Diocese in collaboration with Standing Committee, Diocesan Council, and staff.
- Serve as the pastoral presence at Diocesan Convention.
- Be a leading and guiding presence in conflict resolution.

### Episcopal Visitations

- 12-month cycle
- Baptisms and Confirmations

### Diocesan Meetings (coordinated with visitation schedule)

- Collegium
- Standing Committee
- Diocesan Council
- Diocesan Convention
- Diocesan Commissions and Committees as appropriate.

### Clergy

- Pastoral Care
- Ordinations
- Title IV
- Permissions to Officiate
- Letters Dimissory

### Liaison to Province and National Church

- Larger Church Representation
- House of Bishops
- Local and provincial
- General Convention

### WORKING RELATIONSHIPS

- **Accountable** to Standing Committee
- Works in collaboration with Diocesan Council, Canon for Diocesan Vitality, Diocesan Administrator, **Ascension School staff and the Transition Officer.**



Episcopal Diocese of  
Eastern Oregon



**Ascension School**  
Camp & Conference Center

## CANON for DIOCESAN VITALITY & EXECUTIVE DIRECTOR of ASCENSION SCHOOL POSITION DESCRIPTION

The Canon for Diocesan Vitality and Executive Director of Ascension School will work to ensure the continued mission of EDEO to be followers of Jesus, working toward unconditional love through the values of human dignity, creation care, and spiritual formation. They will work collaboratively with diocesan leadership and staff to ensure the spiritual health and wellness of the diocese as well as Ascension School Camp and Conference Center. They will serve as link between the work of the diocese and the needs and activities of the parishes, along with ensuring that Ascension School is functioning in a way that reflects the values of EDEO.

### QUALIFICATIONS & TRAINING

- 3-5 years' experience working as a leader and supervisor.
- Experience in congregational and leadership development.
- Self-starting and independent.
- Experience working with children and youth.
- Excellent interpersonal, communication, and administrative skills.
- Strong ability to prioritize and manage multiple tasks.
- Competency in social media and Microsoft Office Suite.
- Must pass a Federal Background Check, application process, including references.
- Master in Divinity or equivalent.
- Pass Abuse Prevention courses.
- Obtain CPR/AED/First Aid Certification.
- Food Handler's Permit.

### CANON RESPONSIBILITIES

#### Visioning & Development

- Act as a **non-voting** ex-officio member of Council
- Guide strategic and long-term planning with Diocesan Leadership
- Identify and recruit leaders **for diocesan leadership**

#### Local Parish & Clergy Support **in Cooperation with the Assisting Bishop and Standing Committee**

- Address issues requiring resolution or mediation among church leadership and clergy.
- Provide support and assistance for the **development of healthy** congregations, resource growth and projects, **nurture local congregations and leadership as they seek to engage deeply in discipleship that truly connects them to their local contexts and communities.**
- Provide pastoral care to congregations discerning their future.
- Work with the transition minister to attract, recruit and develop effective clergy leadership.
- Develop and maintain good communication with clergy, provide pastoral care.
- Facilitate Collegium gatherings and meetings.
- **Schedule visitations with parishes on a 24-month cycle.**
- **Pastoral presence at Diocesan Convention.**



## **Episcopal Formation**

- Be a resource for Diocesan committees and commissions alongside the Diocesan Administrator.
- Support Diocesan leadership in congregational development.
- Advocate for social justice, anti-racism and cross-cultural engagement.
- Cultivating Ascension School's place as the spiritual center of the Diocese.

## **ASCENSION SCHOOL RESPONSIBILITIES**

### **Spiritual Leadership**

- Resident priest of Ascension School.

### **Staff Oversight & Human Resources**

- Hire and onboard managerial positions.
- Conduct reviews.
- Celebrate, encourage, and advocate.

### **General Administration & Management**

- Set, manage, and present the annual **Ascension School** budget.
- Producing financial reports for Diocesan Council
- Oversee policies and procedures
- In collaboration with the **Program Director and Operations Manager**, ensure compliance and ACA Accreditation
- Oversee incubation of Caretakers of the Land

### **Fundraising and Development**

- Work collaboratively with accountants, auditors, and Diocesan Administrator
- Create annual Circle newsletter, Annual Spring appeal and general annual fund appeals.
- Grant writing, spending, and reporting.
- Communication and cultivation of donors.
- Capital Campaign coordination and management.
- Cultivate community relationships.

### **Ascension School Advisory Board**

- Facilitate communication and sub-committee functions.
- Oversee long-term planning and strategy development.
- Evaluate programs.
- Coordinate reports to Diocesan Council.

## **WORKING RELATIONSHIPS**

- Accountable to Standing Committee
- Works in collaboration with Diocesan Council, the Assisting Bishop and the Diocesan Administrator, and the **Ascension Advisory Board**.
- Supervisory relationships: Ascension School Program Director and Operations Manager