



EPISCOPAL CHURCH
IN CONNECTICUT
PARTICIPATING IN GOD'S MISSION

THE 34th MEETING OF THE MISSION COUNCIL OF THE EPISCOPAL CHURCH IN CONNECTICUT (FORMERLY: THE 499th MEETING OF THE EXECUTIVE COUNCIL OF THE EPISCOPAL DIOCESE OF CONNECTICUT), AND THE BOARD OF DIRECTORS OF THE MISSIONARY SOCIETY OF THE DIOCESE OF CONNECTICUT, INC.

June 21, 2025

In Attendance: The Rt. Rev. Jeffrey Mello, The Rt. Rev. Laura Ahrens, The Rev. Deacon Jessie Akerson, Judie Blackman-Cochran, The Very Rev. Miguelina Howell, The Rev. Jill Morrison, Steven R. Mullins, Gordon Ross, Treasurer, Casey Rousseau, Cathy Schrull, Valerie Stanley, The Rev. Deacon Ron Steed, The Rev. Heidi Thorson, Lisa Yarbor, Canon Alison Hollo, The Rev. Cn. D Littlepage, The Rev. Cn. Kevin Olds, Canon Rosanna Rosado, The Rev. Cn. Ranjit K. Mathews, Canon Sarah Woodford, and the Rev. Stacey Kohl, Secretary of the Diocese and Convention

Absent: Brad Babbitt, Chancellor, The Rev. Nikolaus Combs, Marie Dixon, Naomi Fisher, The Rev. Stephanie Johnson, Trish Leonard, The Rev. Tracy Johnson Russell, The Rev. Diana Rogers, The Rev. Cn. Rebekah Hatch,

1) CALL TO ORDER AND OPENING PRAYER

The Meeting was called to order at 1:04 PM by **Bishop Laura Ahrens** who opened with prayer.

2) ITEMS REQUIRING APPROVAL WITHOUT DISCUSSION

Steven Mullins moved to approve each item on the consent agenda, seconded by **Cathy Schrull**. The Consent Agenda including the following items:

- a) Minutes of the March 2024 Mission Council Meeting
- b) Updated ECCT Clergy Parsonage Allowances
- c) Minutes of the Finance Committee Meeting
- d) Property Report of the Missionary Society
- e) Report from Camp Washington
- f) HR Report: Canon for Congregations & Transitions
- g) Christ Church, Norwich Ground Penetrating Radar Grant Contract Resolution

The motion passes.

3) UPDATES

a) Donations & Bequests ESG Presentation

Gordon Ross introduced **Kathleen Corbett** and **David Hual** who presented on D&B's ESG. See attached.

Conversation followed the presentation.

The Rev. Ron Steed was appointed to be a liaison between Donations & Bequests Board and Mission Council.

b) Reparations Board

The Rev. Canon D Littlepage updated on the Reparations Board, which has been fully staffed.

a) **Mergers & Closures**

Bishop Laura Ahrens updated on mergers & closures.

c) Missionary Society Property

i) **Gordon Ross** updated on the status of St. Paul's, Darien. An additional study regarding running sewer line is being conducted as it could change the potential yield significantly.

ii) Stewardship Realty continues to work with a little over a dozen parishes.

iii) Trinity-St. Michael's: Currently in due diligence phase with Operation Hope with anticipated closing date mid-August. Facility has been cleaned and emptied.

iv) George Beach Home: ECCT Staff are working to finalize official documentation to move the property into the Missionary Society's portfolio.

4) ITEMS REQUIRING DISCUSSION AND/OR ACTION

a) **Finance & Operations Reports, Statements (Q1)**

Canon Rosanna Rosado offered a report on Finance & Operations for Q1 2025. Supporting documents are included in the supplemental materials of these minutes.

Casey Rousseau moved to accept the Q1 report as recommended by the Finance Committee, **The Very Rev. Miguelina Howell** seconded. Motion passes.

Canon Rosado offered a report on Camp Washington.

Canon Rosado reported that, as of May 1, life insurance across ECCT transitioned to CPG. Clergy and Lay Employees of parishes and are required to be covered through CPG.

Canon Rosado reported on Q1 Missionary Society Investment portfolio. Supporting documents are included in the supplemental materials of these minutes.

Canon Rosado updated on Good Standing, including Vulnerable Parishes. See appendix.

Canon Rosado presented on JJMA Phase I (98% complete) and II (77% complete). See appendix.

Canon Rosado and **the Rev. Canon Ranjit K. Mathews** presented on St. Paul's, Shelton's CMS hardship.

- At end of 2023, St. Paul's, Shelton Vestry resigned after removing all the money it's endowment. The Rector at the time was placed on administrative leave and the parish was left without heat, hot water, etc. In addition, no Parochial Report was filed that year or in 2024.
- Canon Mathews was named PIC and a Pastoral Support Committee was appointed to tend to the parish administratively and spiritually.
- In May 2024, St. Paul's, Shelton held it's Annual Meeting and elected a new Vestry. They have taken additional steps forward, including providing a balanced 2025 budget which includes an \$10,000 CMS allocation.
- The parish came before the Finance Committee to discuss their Common Mission Support (CMS).
- St. Paul's has requested an adjustment based on their 2024 operating revenue instead of standard 2-year trailing revenue formula. They are also requesting forgiveness for the amount in arrears from 2024.

The Finance Committee recommends St. Paul's, Shelton's CMS by adjusted to \$5,591.50 for 2024, 2025, and 2026.

Valarie Stanley moved to approve the Finance Committee's recommended adjustments to St. Paul's, Shelton's CMS for 2024, 2025, and 2026, seconded by **the Rev. Jessie Akerson**. Motion passes.

b) Reparations Board: Representative from Mission Council

Canon Littlepage requested nominations for the Mission Council representative to the Reparations Board. The following were put forward as nominees:

Casey Rousseau
The Rev. Jessie Akerson
Steven Mullins

Gordon Ross moved that all be accepted onto the Reparations Board, **the Rev. Heidi Thorsen** seconds. Motion passes.

c) Reparations Fund Appropriations Formula

Canon Littlepage and **Canon Rosado** presented on the recommended Reparations Fund Appropriations Formula. See appendix.

The Very Rev. Miguelina Howell moved the formula be approved as presented for use in appropriating funds for the Reparations Fund. **Casey Rousseau** seconded the motion. Motion passes.

d) **Reparations Fund Appropriations for 2024 and 2025**

Canon Littlepage and **Canon Rosado** presented the proposed appropriations schedule for 2024 and 2025.

Gordon Ross moved the proposed transfer of \$261,825 for 2024 to the Reparations Fund, **Judy Blackman** seconded. Motion passes.

e) **ECCT Staff HR Handbook Revisions**

The Rev. Canon Ranjit K. Mathews presented the ECCT Staff HR Handbook revisions as created by Jean Tomasco, ECCT's Director for Human Resources. Ms. Tomasco has been working on these updates for 3 years to align the Handbook with state and federal law changes. The changes also offer greater flexibility to the Bishop Diocesan as well as allow the staff to work remotely and respond to unexpected situations more nimbly. See appendix.

Casey Rousseau moved the approval of the ECCT Staff HR Handbook revisions, seconded by **the Rev. Jessie Akerson**. Motion passes.

f) **IEC Task Force**

Bishop Ahrens presented on the changes needed to IECs.

The Very Rev. Miguelina Howell moved the creation of an IEC Task Force, seconded by **Casey Rousseau**, to explore options and present their findings to Mission Council at a future date. Motion passes

5) ADJOURNMENT, CLOSING PRAYER, & BLESSING

The meeting was adjourned at 3:21 PM and closed with prayer and a blessing by **Bishop Ahrens** at 3:21 PM

Faithfully submitted,



The Rev. Stacey Kohl
Secretary of the Diocese and Convention

ECCT CLERGY PARSONAGE ALLOWANCE RESOLUTIONS

June 2025 Updates

Resolution for the Right Rev. Laura J. Ahrens

Whereas the Right Reverend Laura J. Ahrens is employed as a minister of the Gospel by the Episcopal Church in Connecticut, which does not provide a residence for her, the Mission Council resolves that of the total compensation of \$203,617 to be paid to the Right Reverend Laura J. Ahrens during 2025, that \$52,000 be designated a parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986 as amended, but in, any event until further notice, the parsonage allowance shall be \$4,333 per month.

Resolution for the Rev. Canon Kevin Olds

Whereas the Rev. Canon Kevin Olds is employed as a minister of the Gospel by the Episcopal Church in Connecticut, which does not provide a residence for him, the Mission Council resolves that of the total compensation of \$123,323 to be paid to the Rev. Canon Kevin Olds during 2025, that \$78,000 be designated a parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986 as amended, but in, any event until further notice, the parsonage allowance shall be \$6,500 per month.

THE EPISCOPAL CHURCH IN CONNECTICUT
Finance Committee Meeting Minutes
June 17, 2025

Present: Suzy Burke, Valarie Stanley, Rev. Geoffrey Hahneman, Rev. Salin Low, Kevin Fenner, Diane Hayes, and Diocesan Treasurer, Gordon Ross

Excused: June Aziz, Ralph Yearwood, Barbara Curry

Staff Present: Bishop Diocesan, Jeffrey Mello, Bishop Suffragan Laura Ahrens, Canon to the Ordinary Ranjit Mathews, Canon for Finance & Operations, Rosanna Rosado, Canon for Advocacy, Racial Justice & Reconciliation D Littlepage, Controller, Derrick DaSilva, Staff Accountant, Kathy O’Hearn, Data Analyst Manager, Gigi Leackfeldt, and Property Manager, Jonathon Heflin.

Meeting Called to Order at 6:02 pm

Bishop Mello opened the meeting with a prayer.

Q4 2024 Minutes:

Rev. Geoffrey Hahneman motioned to accept February 25, 2025, minutes, and Suzy Burke seconded the motion. After a brief discussion, the motion was **Voted and Approved**.

Q1 Financial Statements

Income Statements

Treasurer Ross invited the Staff Accountant, Ms. O’Hearn, to present on the Revenue streams.

Ms. O’Hearn went on to note the budget revenues at \$1.96 million. She highlighted that the total revenues were approximately \$162k over budget due to the final receipt of Employee Retention Credit. She also stated that the expenses were \$1.49 million. She shared that Q1 reflects an approximate surplus of \$471k, primarily due to staff attrition and the related program expenses.

Canon Rosado went on to present the Common Mission Support Trends

Canon Rosado emphasized the CMS analysis, noting that 58% of our revenue comes from CMS. Canon Rosado pointed out that as of March 31st, nine parishes are over 60 days in arrears, with six of them owing less than \$5,000 and three owing over \$5,000. The two parishes owed over \$5,000 due to timing issues, and one held 40% of the arrears because of hardship. She also mentioned that in Q1, receipts were 5.5% below expectations, which is typical for the first quarter. Nevertheless, we received 82% of the collections from January through June 11th.

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Ms. O'Hearn went on to present the Operating Expenses.

Ms. O'Hearn presented the operating expenses, noting \$1.48 million, and stated that there were no notable variances and that we are on track with budget use. The actuals aligned with or were below the budget. She highlighted that within Grants & Scholarships; the variance was due to timing. The variance in Congregations & Transitions and Lay & Ordained Vocations resulted from staff attrition and program expenses. Within Finance & Operations, the variance was caused by employee medical plan selections and adjusting journal entries.

Ms. O'Hearn invited Mr. Derrick DaSilva, the Controller, to present the Combined Balance Sheet.

Combined Balance Sheet

Assets

Mr. DaSilva went on to present the combined balance sheet. Mr. DaSilva noted that cash & Cash equivalent increased by \$112k due to the collection of CMS and Loan payments; investment net decreased by \$792k due to market valuation; accounts receivable increased by \$64K due to new CMS amounts for the year, and accounts receivable other increased by \$353K due to the receipt of ERC. Doubtful allowance is a new disclosure (GAAP Compliance), and receivable notes decreased due to repayment of loans issued. Prepaid remained decreased due to allocation to the income statement, and properties remained steady (CW Supplies/BH \$833K /CHR, Stamford \$400K). The inter-entity transactions remain steady, LT investments are perpetual trusts that increase due to annual adjustments, and P&E is the depreciation of fixed assets.

Liabilities and Net Assets

Mr. DaSilva reported on Liabilities and Net Assets, noting that the payables decreased due to payments made. He also stated that Other Long-Term Liabilities remained steady.

Motion to Accept Q1 Financials.

Rev. Geoffrey Hahneman motioned to accept the Q1 Financial reports, and Rev. Salin Low seconded the motion. With no changes or revisions, the Q1 Financial statements were **Voted and Approved.**

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UPDATES

Canon Rosado invited Mr. Derrick DaSilva, the Controller, to present on Camp Washington.

Camp Washington Q4

Mr. DaSilva addressed Camp Washington's combined Income statement, noting that revenues are \$143k and expenses are \$265k, with a shortfall of \$122k, and factored in the depreciation as a non-cash expense of \$25k.

Mr. Derrick DaSilva, the Controller, invited Canon Rosado to proceed with the Investment report.

Mission Society Investment Funds

Canon Rosado noted that the investment balance was \$63 million as of March 31st and \$64 million as of May 31st an increase of 2%. She noted a decrease of 1.2% from December 2024 to March 2025, and an increase of 7.1% from December 2023 to December 2024. The activity of unrealized losses of \$708K, withdrawals of \$8K, a spending plan of \$510K, and returns of \$250K.

Canon Rosado invited Mr. Jon Heflin, Property Manager, to provide an overview of the MS properties.

Missionary Society's Property Report

Mr. Heflin reported that the properties are in a steady state. He shared that the rectories have been rented, and valuations are being performed on the Missionary Society properties to assess their viability.

Canon Rosado invited Ms. O'Hearn to present on insurance matters.

Insurance Update

Ms. O'Hearn shared that life insurance changed from Hartford to CPG as of May 1, so all group benefits policies are now managed by CPG. The new policy offers a lower premium and no reduction in benefits until age 70. CPG also offers optional supplemental policies for employees, spouses/domestic partners, and children.

She also shared that CPG and Church Insurance are moving to online billing, payment, and claims management in 2025.

Canon Rosado invited Gigi Leackfeldt to present on Good Standing and JJMA.

Good Standing Criteria

Ms. Leackfeldt went on to share the Good Standing Criteria. She noted that we have received 97% of the 2024 Parochial reports, 87% of the 2022 and 78% of the 2023 audits, 51% of the Annual Parish updates, and 49% of the creation care survey.

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Ms. Leackfeldt highlighted that as of June 4th, there were (12) parishes in arrears for CMS and (1) for P&C and GLMD. She also shared that (4) parishes were in arrears with their CPG Pension payments. Mrs. Leackfeldt also stated that the PR lacked the data to identify whether parishes exceeded their investments' 25% cumulative draw.

Ms. Leackfeldt went on to note that the parishes that were deemed vulnerable are based on their 2024 parochial report data. She shared the criteria, noting it is a snapshot of their liquidity and rate of use of their assets for operations. Parishes with operating expenses > 50% of total assets and operating revenues will be monitored. Although two of the six parishes have healthy Pledge, Plate, and Regular support, they are spending a rate of > 50% of their combined assets. She also noted four parishes with assets under \$100k, which we will continue to monitor. We will arrange to meet with them to assess their situation and offer help.

Joining Jesus Campaign

Ms. Leackfeldt reported on phase I of the Joining Jesus Campaign, noting that the pledge fulfillment has culminated, of the \$1.4 million, \$1.39 million was received and that \$1.11 million (80%) has been distributed to the parishes. She also reported that Phase II pledges are on track, noting that of the \$2.7 million pledged, a total of \$2.16 million was received and that \$1.7 million has been distributed to parishes. She also stated that \$2.51 million was collected, \$1.8 million was distributed to JJMA Ministries, and 91% was distributed to various ministries.

Canon Rosado invited Gigi Leackfeldt to present an action item.

Common Mission Support adjustment - St. Paul's Shelton

Ms. Leackfeldt shared that on May 1, St. Paul's submitted a request for an adjustment to their CMS based on their 2024 Operating Revenues, an adjustment from their most recent 2022 Parochial Report, and a Payment Plan. They also expressed a desire to be forgiven for their 2024 CMS arrears.

The proposal was to create a payment plan for 2024 and the first part of 2025, unadjusted based on the 2022 parochial report, and to adjust the second part of 2025 and 2026 based on the lower 2024 revenue. After extensive discussion, the finance committee proposed to adjust 2024, 2025, and 2026 based on their 2024 revenues, noting that the adjusted 2024 & 2025 CMW be paid by the end of 2025. No payment plan was necessary due to the recommended CMS adjustments.

Motion to Accept the Common Mission Support adjustment - St. Paul's Shelton

Rev. Salin Low moved to accept the revised proposal of adjusting their 2024, 2025, and 2026 CMS to reflect their 2024 revenues and to be paid by the end of FYE-25. Suzy Burke seconded the motion. With no further discussion, it was **Voted and Approved**.

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Finance Committee Meeting Minutes
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Reparations Board Proposal of Annual Funding Formula

Canon D Littlepage presented the proposed annual funding for fulfilling the reparations fund, which the Reparations Board recommended. The proposal was to base the 3% budget funding on CMS actuals, and to be set aside by the Mission Council by end of Q2 of the subsequent year.

Motion to accept the Proposed Annual Funding Formula

Rev. Geoffrey Hahneman moved to accept the proposed revised annual funding formula for Reparations. Suzy Burke seconded the motion. With no further discussion, it was Voted and Approved.

Canon Rosado highlighted several announcements, noting the 2026 budget timeline, the status of the 2023 Annual Audit, and upcoming meetings and events.

Canon Littlepage offered a closing prayer.

The meeting was adjourned at 8:13 p.m.

2025 Finance Committee Meetings

Tuesday's 6:00 pm – 8:00 pm

September 2 (2026 Budget Review) / December 9

Respectfully Submitted,
By Kathy O'Hearn,
Staff Accountant June 18, 2025

Street Address	City/Town	Description	Status	Next Steps	Appraised Value
Stearn St	Bristol	Cemetery	Steady state	Continued Maintenance	N/A
Park Street	Plymouth	Cemetery	Steady state	Continued Maintenance	N/A
970 Hope Street	Stamford	Cemetery	Steady State	Continued Maintenance	NA
977 Hope Street	Stamford	Cemetery	Steady State	Continued Maintenance	N/A
196 Main Street	Durham	Church and Rectory	Rectory is now Rented	Continued maintenance.	Exploring property possibilities
554 Tunxis Hill Road	Fairfield	Trinity Saint Michaels	Property is now vacant. A preliminary offer has been presented by the town of Fairfield to purchase the property. The due diligence part of this process is ongoing	Interest from the Town continues. SR is working with them.	\$2 Million dollars
166 Bouton St	Stamford	Rectory:	Property is now occuppied and rented	Continued Maintenance	N/a
226 Hunters Road	Norwich	Rectory	Property is now Rented	Continued Maintenance	N/A
12 Berkley St	Norwalk	Rectory:	Property has been listed for rental	Continued Maintenance	N/A
78 Washington Street	Norwich	Church, CEC Norwich	Working with Archaeological & Historical Services regarding the ground penetrating radar to locate the former burial site. Currently dealing with some heating issues.	Continued Maintenance	N/A
31 Marsh Rd	Bristol	Residence	Possible Lease with Shepherds Meadow	Continued Maintenance	N/A
461 Mill Hill Terrace	Fairfield (Southport)	Residence, Caretaker cottage, Duplex on 8.86 acres	Spring Maintenance and on going tree trimming is now takeing place.	Continued maintenance	Purchase price is between 3.5-5 million dollars. Can also be used as equity for partnership.
471 Mansfield Ave	Darien	St. Paul's Worshipping Community	Recently met with our Engineer and town officials to gain insite to the possibility of obtaining more building lots.	Continued maintenance	Up to 4.5 million if the three lots are sold ready to develop
60 East Grand Avenue	New Haven	Saint James	Possible coordinated use with Christ Church on Broadway, New Haven	Continued Maintenance	Exploring property possibilities
Stafford Avenue	Bristol	Good Shepherd	Steady State. Anticipating a highest and best use report.	Continued Maintenance	Exploring property possibilities



EPISCOPAL CHURCH IN CONNECTICUT

PARTICIPATING IN GOD'S MISSION

MEMO

To: Mission Council/Finance Committee

From: Jonathan Heflin
Property Manager, ECCT

Date: 6/16/2025

Re: Property Update

461 Mill Hill Terrace, Southport, Berg Home (\$2.5-4.5M; ECCT: one-third interest)

- Currently maintained by ECCT
- Status Quo on the property.

166 Bouton St. W., Stamford (\$0.5M)

- Currently Leased
- Maintained by ECCT
- Rectory is rented

196 Main Street, Epiphany Durham

- Current tenant, "Good Fellowship" on a month-to-month basis
- Potential development exists
- Rectory has been rented.

31 Marsh Rd. Bristol, home on the Shepard Estate

- House is currently vacant. The exterior is in fair to decent shape but needs extensive internal renovation.
- Currently used for ECCT inventory.
- Shepherd's Meadows expressed interest in renting it.
- Property is Maintained with help from Don Getler.

12 Berkeley, Norwalk (\$0.6M)

- Maintained by ECCT
- Currently Vacant – Seeking Tenant.
- Move-in ready for a tenant.
- Property is listed and applicants are being vetted.



Cemeteries

- Sterns St. Bristol (former Trinity Episcopal Church historic cemetery, maintained by Don Gettler)
- 4 North St. | Plymouth (former St. Peter's Episcopal Church historic cemetery, maintained by Plymouth Public Works and Don Gettler)
- 977 Hope St. | Stamford (former Immanuel Episcopal Church historic cemetery, maintained by Godfrey Cemetery Maintenance) and Kemry Hills Landscaping.
- 970 Hope Street, Stamford. Old historic cemetery. Maintained by Kemry Hills Landscaping.

Saint James, New Haven, 62 East Grand Avenue

- Current Tenant "Iglesia Cristiane Casa de me Padre" on a month-to-month basis.
- Church has been closed and is now under the care of ECCT.
- Small property with residential development opportunity.
- Former Senior Warden has dedicated himself assisting in cases of property emergency issues.
- Exploring coordinated efforts for the use of space.

Christ Episcopal Church, 78 Washington Street, Norwich, CT

- Currently used as an area for excess parish inventory,
- Continued Maintenance by ECCT.
- Grant has been approved for the ground penetrating radar.
- Currently corresponding with approved CT Archeology vendors to perform the GPR.
- Rectory has been rented.

Trinity Saint Michael's, Fairfield, CT

- Agreement to purchase the property by Operation Hope.
- Closing estimated for late August.
- Operation Hope is currently performing its due diligence.
- The building is currently vacant.
- The property has a historic designation.
- Trees around the property have been trimmed to keep the property presentable to the surrounding neighbors.

Saint Paul's, Darien, CT

- Continued maintenance by ECCT
- Working through recommendations on the potential of the property.
- One of the houses on the property is leased through the end of 2025,
- Land Engineers have been engaged and are working on the property.
- Investigating septic/sewer requirements.
- Continued progress, vetting brokers, and developers.

Good Shepherd, Bristol, CT

- Currently maintained by ECCT
- Seeking property viability.



Camp Washington Update to Mission Council- June 21, 2025

- Registration for Summer Camp '25 is still open on our website. Overnight sessions for families and youth ages 5-16 are offered from June 27th- August 1st. Please visit www.campwashington.org for details and registration information. Need-based financial aid is always available for all CW programs.
- The CW Youth Group- On the Move is an exciting program for even the smallest parish to offer a youth group opportunity for every youth. We completed the first year of this pilot program and will announce dates for the '25-'26 Program Year soon.
- We are excited to welcome three goats, and a dozen laying hens to the CW family! This addition to our creation programming will help youth and adults see firsthand the benefits of composting, producing in the gardens, and feeding at the table. Fear not, this will not include our goat friends- they are simply for hugs and smiles.
- We are excited to be working with Bishop Jim Curry to expand our Swords to Plowshares Forge Programming from Summer Camp to year-round opportunities for youth and adults.
- CW Sunday was held on Sunday, March 2nd. This is a day to highlight Camp Washington and camp ministry in the parishes across the ECCT. Materials for use in liturgy, preaching, and church school were made available to all on our website. A handful of parishes celebrated and shared their pictures on social media.
- The project list approved by Mission Council in March is moving along. The staff house basement/summer staff lounge has been completed. This is the first time we have been able to offer clean, dedicated, private space to our staff since before my arrival. The condemned log cabin has been replaced with an adjoining building to the summer program office and will be completed in the coming days.
- Thank you for your continued support and stewardship of Camp Washington.

Respectfully submitted,

Bart Geissinger- Executive Director

Mission Council ECCT Staff Search Report: May 2025

Prepared by: Jean Tomasco, Human Resources Manager

Position: Canon for Congregations & Transitions

Reporting to: Bishop Diocesan

Position Type: Full Time (40-50 hours/week)

Opening posted on ECCT website; included in e-News and on social media. Sent to all Bishops & Canons to get the word out to contacts on social media or otherwise.

Canon Ranjit Mathews sent it to Gathering of Leaders. Canon D Littlepage sent it to leaders of Hispanic and Clergy of Color ministry networks and posted on Facebook page for Clergy of Color & Stained Glass ceiling groups. Canon Tim Hodapp sent it to the two Diocesan Transition Minister listservs: TEC DTMs and the Transition Ministry Conference, with specific emails to many colleagues across TEC. Posted on Episcopal News Service (2-week featured, \$315; 505 views) and Idealist (\$125). Sent to TEC and Province 1, and sent or posted to the following seminaries: Union @ Columbia, Berkeley @ Yale, VTS, SSW, Colgate Rochester Crozer, Hartford Internat'l Univ. for Religion & Peace.

Applications Received: 16 total

Position First Posted	10/24/24 (on ECCT website)
Position Offered	2/21/25 (verbal), 2/25/25 (offer letter sent and signed)
Start Date	3/24/25
Time to Hire	120 Days
Time to Fill	151Days

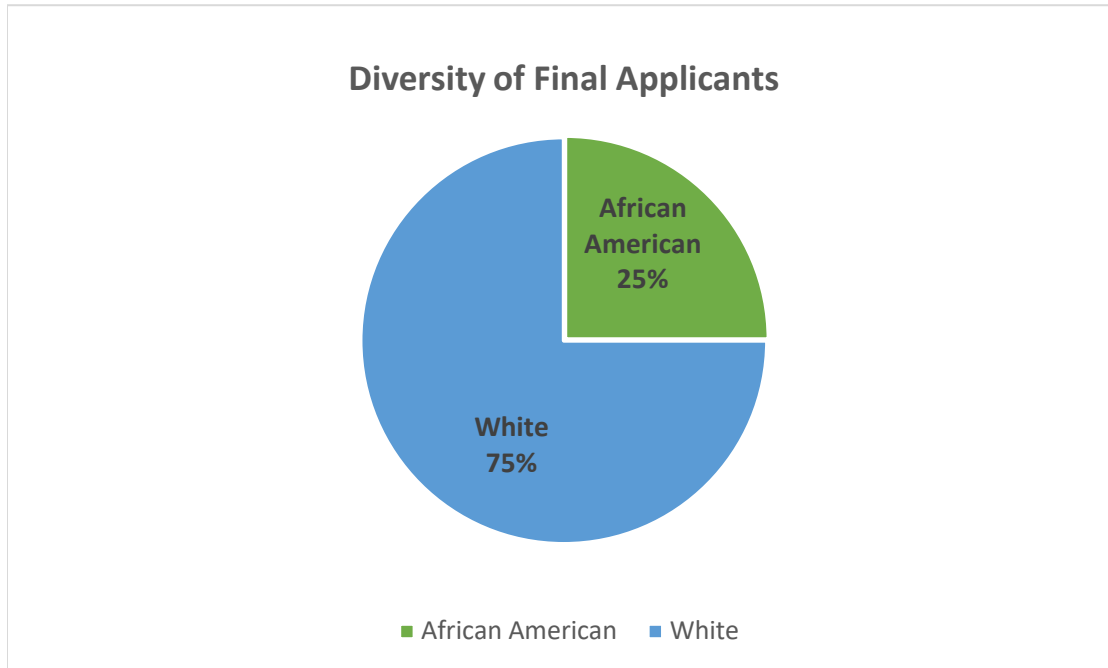
Initial HR Interview: 10 candidates (an 11th was invited, but withdrew before interview was scheduled)

Second Interview with Bishop Mello and Canon Mathews: 9 candidates (2 persons of color)

Final Interview: 4 candidates (1 person of color); a 5th interview was planned (with a person of color) but they withdrew before interview was scheduled

Offer extended: Offer letter provided and accepted (signed) on February 25th, 2025.

Applicant Diversity: ¹



ECCT Interviewers:

Initial Screening Interviews	Jean Tomasco, Director for Human Resources
Second Interviews	Bishop Jeffrey Mello and Canon Ranjit K. Mathews
Final Interviews	Bishop Jeffrey Mello, Bishop Laura Ahrens, Canon Ranjit K. Mathews, Canon D Littlepage, Canon Rosanna Rosado, Canon Alison Hollo, Canon Sarah Woodford, Canon Rebekah Hatch

Total Recruiting Costs - \$440

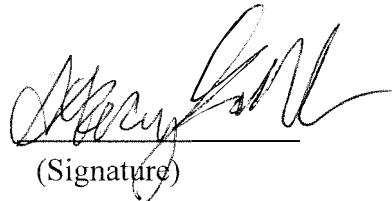
¹ 2018 Annual Convention, Affirming Racial Healing, Justice, & Reconciliation Resolution asks "that all searches for ECCT staff positions include at least two people of color, or one, if there are fewer than four people in total, among the final candidates interviewed".

CERTIFIED RESOLUTION

I, the Rev. Stacey Kohl, Secretary of The Episcopal Diocese of Connecticut and the Missionary Society of the Episcopal Diocese of Connecticut, a Connecticut corporation, do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors of this corporation, duly held on June 21, 2025, of board meeting, at which meeting a duly constituted quorum of the Board of Directors was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect:

RESOLVED, that the Right Reverend Jeffrey Mello, who is the President of this corporation, is empowered to execute and deliver in the name and on behalf of this corporation a certain contract with the State of Connecticut, Department of Economic and Community Development, and to affix the corporate seal, if any.

In Witness whereof, the undersigned has affixed his/her signature and the corporate seal of this corporation, if any, this the 25 day of June 2025

A handwritten signature in black ink, appearing to read "Stacey Kohl", is written over a horizontal line. Below the line, the word "(Signature)" is printed in a standard font.

The Rev. Stacey Kohl

Episcopal Church in Connecticut**Combined Balance Sheet****As of 03/31/2025 and 12/31/2024**

	Camp Washington	Episcopal Diocese of Connecticut	The Missionary Society of the Diocese of CT	03/31/2025 Combined	12/31/2024 Combined	Variance
Assets						
Cash & Cash Equivalent	300	3,822,976	824,525	4,647,801	4,456,667	191,134
Investments	215,234	-	62,997,519	63,212,753	64,005,383	(792,630)
Accounts Receivable	-	175,428	27,363	202,792	143,009	59,783
Accounts Receivable - Other	3,080	(5,452)	817,268	814,896	1,008,642	(193,746)
Allowance For Doubtful Accou	-	(28,484)	(304,728)	(333,212)	(333,212)	-
Notes Receivable	-	-	1,157,591	1,157,591	1,177,277	(19,686)
Prepaid Expenses	-	44,713	-	44,713	25,879	18,834
Inventory	5,952	-	1,233,000	1,238,952	1,238,952	-
Inter-Entity Due To/From	(762,967)	7,698,762	(6,935,795)	-	-	-
Long Term Investments	-	-	2,352,354	2,352,354	2,352,354	-
Property & Equipment	3,596,952	48,853	1,376,091	5,021,896	5,028,688	(6,792)
Total Assets	3,058,551	11,756,795	63,545,189	78,360,535	79,103,640	(743,104)
Liabilities and Net Assets						
Liabilities	38,558	366,374	1,856,387	2,261,319	2,291,757	(30,437)
Net Assets	3,141,816	10,919,140	62,742,885	76,803,840	77,764,532	(960,692)
Change in Net Assets	(121,823)	471,281	(1,054,082)	(704,624)	(952,650)	248,025
Total Liabilities and Net Assets	3,058,551	11,756,795	63,545,189	78,360,536	79,103,640	(743,104)

The Episcopal Church in Connecticut
Revenues and Expenditures - Budget vs Actual YTD
As of March 31, 2025

	Actual	Budget	Budget Variance	Year Ending 3/31/2025	Budget % YTD	Prior YTD 3/31/2024	YTD Variance
Revenue & Expenses							
Operating Revenue							
Contributions	1,432,503	1,231,308	201,196 ↑	4,925,231	29.09 %	1,165,161	22.94 %
Program Revenue	22,319	20,051	2,267 ↑	80,205	27.83 %	3,864	477.61 %
Reimbursement Income	54,744	64,023	(9,279) ↓	256,092	21.38 %	62,132	(11.89) %
Miscellaneous Income	110	-	110 ↑	-	0.00 %	-	0.00 %
Interest Income	1,670	10,500	(8,830) ↓	42,000	3.98 %	11,658	(85.68) %
Investment Income	507,111	490,066	17,045 ↑	1,960,262	25.87 %	537,854	(5.72) %
Total Operating Revenue	2,018,457	1,815,948	202,509 ↑	7,263,790	27.79 %	1,780,669	13.35 %
Operating Expenses							
Employment Cost	955,395	1,023,092	67,697 ↑	4,092,367	23.35 %	961,068	(0.59) %
Grants & Scholarships	81,784	129,207	47,422 ↑	516,825	15.82 %	69,453	17.75 %
Professional Services	12,680	17,096	4,417 ↑	68,384	18.54 %	24,469	(48.18) %
Other Professional Service:	15,560	21,994	6,434 ↑	87,977	17.69 %	10,674	45.77 %
Transportation/Travel	1,287	25,564	24,276 ↑	102,255	1.26 %	7,751	(83.40) %
Professional Expense	28,493	45,425	16,933 ↑	181,700	15.68 %	59,776	(52.33) %
Supplies	139,573	245,560	105,987 ↑	982,237	14.21 %	147,324	(5.26) %
Printing & Postage	2,270	2,975	706 ↑	11,900	19.08 %	2,458	(7.65) %
Dues & Subscriptions	408	831	422 ↑	3,320	12.29 %	674	(39) %
Utilities	22,077	15,082	(6,995) ↓	60,330	36.59 %	12,387	78.23 %
Building Repairs & Mainten	30	625	595 ↑	2,500	1.20 %	0	0.00 %
Equipment	1,544	1,025	(519) ↓	4,100	37.66 %	929	66.20 %
Rent Expense	30,237	32,115	1,878 ↑	128,461	23.54 %	29,746	1.65 %
Insurance Expense	5,000	5,000	0.00	20,000	25.00 %	8,700	(42.53) %
Bank & Other Fees	2,117	2,227	111 ↑	8,909	23.76 %	4,424	(52.15) %
Miscellaneous Expense	284	2,500	2,215 ↑	9,999	2.84 %	813	(65.07) %
Assessments	248,437	245,632	(2,805) ↓	982,526	25.29 %	235,089	5.68 %
Total Operating Expenses	1,547,176	1,815,950	268,774 ↑	7,263,792	21.30 %	1,575,735	(1.81) %
Total Revenue & Expenses	471,281	(2.00)	471,283 ↑	(2.00)	0.00 %	204,934	129.97 %

The Episcopal Church in Connecticut
ECCT - Statement of Activities

Q1 Combined Statements As of March 31, 2025	Camp Washington YTD 03/31/2025 Actual	Episcopal Church in Connecticut YTD 03/31/2025 Actual	The Missionary Society YTD 03/31/2025 Actual	All Entities YTD 03/31/2025 Actual	Prior YTD 03/31/2024 Prior Year Actual
Change in Net Assets					
Operating Revenue					
Contributions	72,393	1,432,503	187,838	1,692,734	1,264,200
Program Revenue	58,018	22,318	1,365	81,701	47,024
Reimbursement Income	-	54,744	13,367	68,111	76,877
Rental Income	-	-	12,000	12,000	2,800
Miscellaneous Income	14,049	110	6,200	20,359	8,215
Unrealized Gain/Loss	-	-	-	-	-
Interest Income	-	1,670	6,836	8,506	17,170
Investment Income	(1,393)	507,111	(963,642)	(457,924)	3,137,218
Perpetual Trust Income	-	-	22,526	22,526	11,738
Total Operating Revenue	143,066	2,018,457	(713,510)	1,448,013	4,565,243
Operating Expenses					
Employment Cost	134,007	955,395	2,988	1,092,390	1,086,623
Grants & Scholarships	-	81,784	161,086	242,870	103,652
Professional Services	17,065	12,680	24,190	53,935	83,318
Other Professional Services	-	15,560	-	15,560	17,975
Transportation/Travel	2,129	1,288	1,265	4,682	9,274
Professional Expense	2,348	28,493	-	30,840	63,083
Supplies	3,460	139,573	13,250	156,283	172,779
Printing & Postage	635	2,270	-	2,904	3,138
Dues & Subscriptions	1,500	408	-	1,908	714
Advertising & Promotional Exp	4,923	-	-	4,923	3,700
Utilities	23,338	22,077	53,963	99,378	78,766
Building Repairs & Maintenance	32,489	30	42,556	75,074	5,208
Equipment Repairs & Maintenance	8,015	-	-	8,015	2,556
Equipment	467	1,545	-	2,011	1,644
Grounds Maintenance	2,714	-	41,602	44,317	33,017
Rent Expense	-	30,237	7,500	37,737	34,246
Insurance Expense	-	5,000	(18,607)	(13,607)	85,432
Cost of Goods Sold	4,749	-	-	4,749	2,377
Bank & Other Fees	779	2,116	389	3,285	7,019
Miscellaneous Expense	1,050	285	1,000	2,335	13,687
Assessments	-	248,436	-	248,436	235,089
Interest Expense	58	-	-	58	103
Depreciation	25,163	-	9,390	34,552	35,597
Total Operating Expenses	264,889.64	1,547,175.65	340,572.19	2,152,637.48	2,078,994.93
Total Change in Net Assets	(121,823.36)	471,281.19	(1,054,082.09)	(704,624.26)	2,486,248.08

MEMORANDUM

To: Mission Council

From: Jean Tomasco, Director for Human Resources

Re: Summary of Revisions to Handbook (revisions effective 8/1/25)

Date: June 3, 2025

Overall changes: general formatting changes, including larger font size; updating titles of positions mentioned, which have changed over time; creating new "groups" of policies (i.e., putting all the computer-related policies together); and moving groups of policies (i.e., putting the Separation of Employment policies at the end).

SECTION BY SECTION

Welcome and Workplace Values

- New welcome statement by Bishops
- Incorporated commitment to affirming racial healing, justice, and reconciliation into Workplace Values
- Wording changes to Employment Relationship & Use of Handbook to clarify and emphasize important points; took out note encouraging parishes to use the handbook because that will be addressed on the website (also - working on a simpler, annotated version for parishes)
- Updated EEO policy to reflect recent changes in CT law (i.e., adding victims of domestic violence as protected classification) and add catchall; specifically note that discrimination and retaliation is prohibited.
- Reasonable Accommodation: Added this policy in accordance with CT law.
- Anti-Harassment Policy: Incorporated examples of sexual harassment that previously were in a separate document in the Appendix; added examples of other forms of harassment; clarified and strengthened policy overall.

Safe and Secure Workplace

- Violence-Free Workplace: Made the policy much more comprehensive and clear, including addition of section on reporting of restraining orders
- Drug & Alcohol: Made some clarifications; separated cannabis from controlled substances given change in CT law (though it is still a controlled substance under federal law); added exceptions for use of wine as part of Holy Eucharist and alcohol at after-hours events; added paragraph re availability of EAP; put non-smoking provisions into separate policy.

- Smoke-Free Workplace: Defined smoking to include use of nicotine or vapor delivery systems and clarified that policy applies to everyone on premises.
- Emergency Action Plan: This is presently being revised and will be available as a separate document that can be updated as the need arises rather than as an appendix to the Handbook.
- Emergency Closings: Revised to reflect current practices.
- COVID-19 and Remote Work Guidelines: Prior version (from 2020) was outdated; replaced with policy on longer-term emergencies that gives senior management/HR the ability to issue temporary guidelines and policies to address changing circumstances.

Conflicts of Interest & Confidentiality

- Moved section to a later spot in the new Handbook
- Conflicts of Interest: List of examples of potential conflicts of interests expanded and clarified; added provision concerning employment of relatives.
- Confidential Info: Overall clarification of policy, including defining of Personal Information and that staff are required to maintain confidentiality post-employment.

Employment Relationship

- Created new section entitled "Hours of Work, Compensation and Timekeeping" for policies formerly in this section that pertained to these matters.
- Employment Classification: General revisions for clarity regarding the various classifications, including that exempt/non-exempt status is based on job functions and not just the method of payment.
- Work Week: Revised to reflect new summer hours; specified the workweek for payroll and timekeeping (required by CT law). The provisions regarding flextime were incorporated into a much more detailed policy to reflect post-COVID practices and address not only flextime but also in-office, remote, and hybrid work arrangements, and to include summer flextime schedules.
- Pay for Outside Conferences & Meetings: Moved to separate policy following overtime policy and clarified to include compensation rules (per state and federal law) for travel outside of the state.
- Meal, Rest & Spiritual Breaks: Revised to give employees the option of taking a shorter meal break than one hour.
- Breastfeeding: Revised to more closely follow language of applicable laws.

- Attendance: Policy moved to this section from Workplace Guidelines section.
- Time Records: Clarification on how time is to be reported, including for exempt employees.
- Overtime: Clarification of work schedule adjustments during workweek by non-exempt employees.
- Pay and Deductions: Incorporated information regarding paychecks into this policy rather than a separate policy. Deductions section expanded to clarify the types of deductions allowed and to include information on permissible deductions from salary for exempt employees. Added subsection on procedure for correction of overpayments and improper deductions.
- Access to Personnel Files: Updated, expanded and moved to Workplace Guidelines section of revised Handbook. See notes below re revisions.
- Employment Requirements: Deleted section on pre-employment physicals and drug testing as ECCT does not do this. The remainder of the policies that were in this section in the old handbook were moved to Workplace Guidelines section of revised Handbook.

Workplace Guidelines:

- This section in the new Handbook reflects a consolidation of the remaining policies from the Employment Relationship and Workplace Guidelines sections of the old handbook. It no longer includes the policies related to hours of work, compensation, and pay, nor does it include policies regarding information technology as these are now in separate sections.
- Personnel and Medical Files: Expanded and revised to more accurately reflect the state law, including contents of such files and employees' rights of review.
- Training & Continuing Education: Policies regarding required training, as well as continuing education, have been consolidated here and revised as needed to provide more details.
- Retreat Time: This was formerly in the section on leaves of absence, but moved here as it is not a separate leave policy but guidelines on use of retreat time by Bishops and Canons. Also reduced to 5 workdays per year from 6.
- Performance Reviews: Now includes information on the initial performance review in addition to the Annual Review. Revised to reflect current procedures.
- Employee Suggestions and Concerns: New policy to encourage feedback from employees, following Conscious Accountability.
- Workplace Conflicts: Replaces former policy on Problems and Grievances and reflects a simpler process.

- Work Standards: New policy, similar to what many other Dioceses (and companies) include in their handbook, listing unacceptable and prohibited conduct that could lead to disciplinary action.
- Corrective Action and Disciplinary Measures: Replaces former policy on Progressive Disciplinary Policy to make it simpler, clearer, and more accurately reflect current practice.

Information Technology

- New section; includes prior policies on Social Media, Computer, E-Mail, and Internet Usage, and Personal Electronic Equipment, which have been updated to reflect recent developments in technology as well as the law, and adds a policy on cybersecurity that incorporates guidance on protecting ECCT computer systems from cybercriminals and potential data breaches.

Time Off and Leaves of Absence:

- This section was updated in March 2022 to include CTFMLA (which had been expanded to include even small employers) and information on the new (at that time) CT Paid Leave Benefits program. (Mission Council had approved those changes at the time.)
- Vacation/Personal Time: Refers to these jointly as Paid Time Off (PTO). Clarification that employees are responsible for keeping track of their time, and that they may take PTO in advance during the calendar year but cannot “borrow” time from the next calendar year. Allows employees to carry over up to 20 hours into the next calendar year. Explains PTO can be used for any reason, including illness or medical appointments if the employee has exhausted sick time. Accrual policies revised to clarify total hours and accrual rates for full-time employees.
- Sick Time: Revised to comply with newly revised state law on paid sick time (note: ECCT is more generous than the minimums required by law). Clarifies that sick time accrues at the beginning of the calendar year. We are considering changing the amount of carryover for sick leave given the state Paid Leave Benefits program, but any changes will be brought to a future Mission Council meeting.
- Holidays: Per Bishop Jeff, added Easter Monday as an ECCT-observed holiday. Also note that The Commons is closed from Christmas through New Year’s Day, which has been the practice for the last several years.
- Early Closing Before a Holiday: Revised to reflect that The Commons will close at noon on the workday before Independence Day and Labor Day, in light of summer schedules.

- Jury Duty: Clarified policy for part-time employees and the procedure if jury service is cancelled or ends early.
- CT FMLA: Clarify that employees must use accrued paid sick leave/PTO for the first two weeks of FMLA, though per CT law employees have the option to reserve two weeks of accrued paid leave from the total available.
- Witness and Crime Victim Leave: This is required under CT law so we've added a policy on it.
- No revisions of significance have been made to the other leave policies in this section.

Employee Benefits

- Expanded and revised section to include appropriate disclaimers, information on open enrollment, and brief summaries of the benefits available.
- Incorporated the policy regarding short-term disability benefits for lay employees, which was previously approved by Mission Council in March 2023.

Separation from Employment

- Moved to end of Handbook rather than in the middle.
- Made Return of Property a separate policy.
- Continuation of Benefits: Added this to explain what benefits may be available upon termination.
- Severance Pay: Eliminated requirement that employees must sign a Separation Agreement and General Release prior to receiving basic severance benefits, though the Bishop Diocesan, in their discretion, may offer additional compensation or benefits contingent on the employee signing a Separation Agreement and General Release. Non-exempt employees terminated due to unsatisfactory performance are provided with severance benefit of 2 weeks' pay (if employed less than a year) or 4 weeks' pay (if employed more than a year); exempt employees receive one month.
- No Unemployment Compensation: This is already noted in offer letters but felt it was important to include in the Handbook as well.