

Proposed Budget

Narrative and Explanation

2023 PROPOSED BUDGET OVERVIEW

As in most budgeting processes, Diocesan Council attempts to balance The Episcopal Church in Hawai‘i’s (“TECH”) projected financial needs with projected financial resources. Council further attempts to construct a conservative budget by slightly underestimating income and slightly overestimating expenses, allowing unforeseen events to be accommodated during the year. This process was once again challenging this year, given the unusually mixed economic circumstances we are currently facing. As such, Council again held four separate discussions on the 2023 Budget, including one special meeting exclusively devoted to 2023 Budget deliberations.

TECH has assessed congregations at 18% of their operating income since 2018. Pandemic relief was granted churches in 2020 and 2021 through a two-month assessment waiver. The pandemic relief continued in 2022 with a lower assessment rate of 16.5% and a one-month assessment waiver. That lower rate of 16.5% is the assessment rate proposed for 2023 and will be the proposed rate going forward.

The Endowment draw rate was set by Diocesan Council at 4% in 2018. It was temporarily increased to 5% in 2021 to compensate for other revenue shortfalls due to the pandemic. It was reduced to 4.5% in 2022 and is proposed to remain at that rate for 2023. Eventually Council wants to return to a more sustainable 4% draw rate. For information, the draw formula is based on a trailing 12 quarter average Endowment value, which has increased due to very strong market gains since 2019.

The 2023 Budget has been slightly rearranged and a few new sections added to enhance transparency and to better categorize income and expenses. TECH’s 2023 Budget continues to generously support Ministry and Mission initiatives, such as the Hālau Wa‘a Church Plant (previously known as “West Oahu”), Grace Moloka‘i, Camp Mokulē‘ia, Diocesan Youth Mission, Waiolaihui‘ia, Prison chaplaincy, A Cup of Cold Water, and others. It should be emphasized that TECH’s monetary support of Ministry and Mission programs is only a portion of TECH’s total support, as DSC staff devote considerable time and energy in support of these and other Ministry and Mission programs throughout the Diocese.

Under normal circumstances, a conservatively developed budget will produce a nominal surplus at year-end, which typically is used to prudently increase reserves or is carried forward to help fund the next Budget cycle. The 2023 Budget anticipates utilizing \$35.8K from 2022’s estimated surplus to balance the budget.

2023 PROPOSED BUDGET SUMMARY

TECH's Proposed 2023 Budget is balanced, with total budgeted income equaling total budgeted expenses.

Total Income in TECH's 2023 Budget is \$2.345 million, a very slight increase from \$2.341 million in the 2022 Budget. Net **Assessment Income** of \$1.329 million represents 56.7% of Total Income in 2023 versus 57.3% in the 2022 Budget. Budgeted **Investment Income** of \$817.5K (34.9%) is higher than the 2022 Budget amount of \$724.7K (31.0%). **Other Income** in the 2023 Budget, consisting primarily of Parking Rents, is \$113.7K (4.8%). **Prior Years' Estimated (2022) Surplus** in the 2023 Budget is \$35.8K, which balances the budget.

Total Expenses in TECH's 2023 Budget are \$2.345 million, a very slight increase from budgeted 2022 Total Expenses of \$2.341 million. **Diocesan Organization Expenses** of \$1.647 million represents 70.2% of Total Expenses in the 2023 Budget, versus \$1.640 million (70.1%) in the 2022 Budget. **Ministry and Mission Expenses** of \$588K represents 25.1% of Total Expenses in the 2023 Budget versus \$582K (24.9%) in the 2022 Budget. **Transfers to Reserves** of \$111K represents 4.7% of Total Expenses in the 2023 Budget versus \$119K (5.1%) in 2022.

Line-by-line specifics by budget item, prepared by DSC staff and edited by Council, follow:

INCOME

Page 4, Line 1a: Assessments

Assessment income is the amount levied by the Convention (as authorized by Article XII of the Constitution of the Diocese) on each congregation in the Diocese of Hawai'i to support the programs and expenses of the Diocese. The projected income shown in this budget is based on a 2023 assessment rate of 16.5% of each congregation's operating income, as shown on the 2021 parochial report, page 4, line A.

Page 4, Line 1b: COVID-19 Assessment Waiver

This was a 2-month waiver of assessment payments to the Diocese to help congregations with loss of income due to the COVID-19 pandemic in 2020 and 2021. There was a 1-month waiver in 2022. No waiver is projected for 2023 because of the significant reduction of assessments in 2023. The assessments with the 1-month waiver in 2022 is about 10K higher than the assessments for 2023 with no waiver.

Page 4, Lines 1c1-1c10: Investment Income

All projected investment income is net of investment fees, both managerial and custodial.

Endowment Funds: To estimate income from investments for 2023, the Diocese budgets and will draw 4.5% of each restricted and unrestricted endowment fund's average market value over the prior twelve quarters.

Trust Funds: There are four non-endowment funds of which the Diocese is the beneficiary of investment income but has no investment management oversight.

- Catton Fund – Income is restricted by the donor for needy retired church workers.
- Parke Trust Fund (Unrestricted)
- Prisanlee Fund (Unrestricted)
- Valvon Fund (Unrestricted)

Page 4, Line 1d: Rental Income - Cluett Apartments

Diocesan Council has approved demolition of the building (and possibly replacing with landscaping and/or parking) and plans are in place for the demolition to be completed in 2023.

Page 4, Line 1e: Parking

Parking income is from the rental of Diocesan parking spaces on Queen Emma Square which are rented to St. Andrew's Schools and four to six individuals.

Page 4, Line 1f: Interest

This represents the interest earned on Diocesan cash accounts and Certificates of Deposits (CDs).

Page 4, Line 1g: Miscellaneous

Miscellaneous gifts and other income are included in this line item. This number is a "guesstimate" based on previous year's actual. There are no steady, consistent numbers for this line item.

Page 4, Line 1h: Restricted donation- Waiolaihui'ia Center for Ministry

This represents temporary restricted donations received for Waiolaihui'ia Center for Ministry (WCM), the Diocesan Local Ordination and Licensed Lay Ministry Formation Program. These funds are transferred as needed based on actual expenses.

Page 4, Line 1i: Bishop Emergency Fund

This represents earmarked funds set aside for distribution as grants to congregations to pay for unplanned emergencies that threaten the ministry of the congregation. These funds are transferred as needed based on actual disbursements.

Page 4, Line 1j: Prior years' Surplus

Estimated amount of carry forward surplus from prior years used to balance the budget and transferred as needed based on actual expenses/disbursements.

EXPENSES

Page 5, Line 2a: Native Hawaiian Ministry Committee

This line item is usually used for travel for individuals to attend meetings of the Anglican Indigenous Network (AIN) and other local- and church-wide indigenous ministry events. This Committee maintains contact with other indigenous peoples and their faith communities throughout the Worldwide Anglican Communion. The every 2-year meeting was last held in Hawai‘i in 2019. There are currently no plans for the next meeting. It is also noted that this Committee has other sources of income for their work.

- A restricted fund of \$13,000
- A grant of \$4,000 from The Episcopal Church for the translation of liturgical materials into ‘Ōlelo Hawai‘i.
- Diocesan Council allocated \$20,000 of funds received from The Episcopal Church for the work of this Committee

Page 5, Line 2b: Tongan Ministry

This line item is used to help pay for the ministry of a Tongan-speaking priest for the Tongan congregation at St. Elizabeth’s Church, Honolulu.

Page 5, Line 2c: Diversity and Racial Reconciliation Ministry

This funding is to assist in diversity training, communication, and resource development for congregations and individuals. The training was mandated by resolution of the General Convention. Based on the promises in our Baptismal Covenant to “seek and serve Christ in all persons, loving [our] neighbors as [ourselves]” and to “respect the dignity of every human being,” we must seek to create dialogue on racism; to facilitate respect for diversity; and to promote healing, reconciliation, and transformation in our members and institutions. The Reconciliation Task Group has begun this work. Additional funds have been allocated for the work of this Task Group (and that of the Native Hawaiian Ministry Committee) by Diocesan Council from a grant from The Episcopal Church (\$20,000 to each group).

Page 5, Line 2d: Safe Church

This line item funds training required by General Convention resolutions and by Diocesan policy for educating church leaders and volunteers about sexual misconduct and to promote a Safe Church environment. In 2017, the Diocese moved to individual online training. The online training is less costly than hiring local trainers. At the 2019 Annual Meeting, the budget was amended to increase the funding to allow for in-person training for those for whom online training is difficult. The pandemic made in-person trainings impossible. The 2023 budget reflects the desire for both in-person and online training and restores funding to pre-COVID levels.

Page 5, Line 3a: Agreed Upon Procedures (AUP) Expenses– Missions

In previous years, the Diocese included in its budget the funds to pay for annual agreed upon procedures reviews for missions. This is a national canonical requirement, coming from an action of the General Convention of the Episcopal Church. (Parishes also are canonically required to have an annual audit, but at their own expense.) Agreed upon procedures is work

agreed upon between the Diocese and the auditor to review control procedures over financial and other transactions. To help offset the income lost due to Assessment waivers, this line item was reduced to zero in 2020 and for 2021. In 2022 a part-time person was contracted to perform the 2021 AUP reviews. This line item has been moved to the Diocesan Support Center staff section for 2023.

Page 5, Line 3b: Calvary

The purpose of this financial support has been to assist in re-establishing Calvary as a viable Episcopal Church in Kāneʻohe following the departure of many parishioners in disagreement with the 2003 ordination of Bishop Gene Robinson and the Diocesan stance favoring an inclusive understanding of marriage. Their vicar since 2018 has served 3/4-time, and their pre-pandemic Average Sunday Attendance (ASA) was 40. The Organized Mission has rental income from a preschool, the vicarage and other denominations using the sanctuary. The subsidy was reduced in 2022 and discontinued thereafter.

Page 5, Line 3c: Grace, Molokaʻi

This line item supports the ministry of Grace Church on Molokaʻi. The Council has determined that this is an essential ministry of the Diocese of Hawaiʻi. Council encourages other churches in the Diocese to greater engagement with Grace Church, including urging support of their thrift shop and consciously visiting the congregation when possible (see www.gracechurchmolokai.com). Cost of living increases are projected for the future.

Page 5, Line 3d: Church Internet/Website Support

This line item provides partial assistance with the costs of maintaining the websites for Churches.

Page 5, Line 3e: Legal and Related Expenses for Churches

This represents legal and related costs incurred by the Diocese on behalf of churches.

Page 5, Line 3f: Hālau Waʻa Church Plant

Hālau Waʻa Episcopal is a new mission church, organized in 2022, serving the 120,000 spiritual seekers in the Honouliuli ahupuaʻa (Kapolei, ʻEwa Beach, and Makakilo). The mission is developing a New Episcopal Community template of waʻa (small group ministries) empowering each member's spiritual journey by bringing God's word into everyday activities. The individual waʻa gather for renewal, community, and worship as Hālau Waʻa Episcopal. The funds are largely used for the compensation of the Missioner, the Rev. Mark Haworth. The Episcopal Church in Hawaiʻi owns land near Kapolei Elementary School (11f). It should be noted that this land may or may not be used for Hālau Waʻa, but it is an asset of the Diocese intended for future expansion in the region. There was a 3% increase in 2022. This line assumes future reductions in support as the mission works toward self-sufficiency.

Page 5, Line 4a: Camp Mokulēʻia

Camp Mokulēʻia (see <https://www.campmokuleia.org>) operates as a subsidiary of the Diocese. Programs include summer camps consisting of a high school program, a middle school program, and a shorter elementary school (entering grades 4-6) program. In addition, there have recently been new initiatives: (1) Camps on neighbor islands and sites on Oʻahu outside of the

Camp, and (2) youth events. The Camp faces opportunities and challenges as the pandemic subsides. The budget includes an allocation of \$73,500 for the ongoing maintenance and programs of the Camp. This is the minimum support Diocesan Council has discerned that the Diocese should provide to show commitment to this ministry. These funds provide support for the mission of the Diocese as a whole through our Camp. 2022 is the 75th anniversary of the Camp.

Page 5, Line 4b: Christian Formation

Christian formation is most effectively done on the congregational level, but this line item helps to support those efforts by funding Diocesan membership fees for programs such as Education for Ministry (EfM) and Godly Play. Training for clergy and lay leaders is funded elsewhere in this budget (6c).

Page 5, Line 4c: Planned Giving

This funding is to help congregations encourage members and friends to remember the Church in their wills or estate plans. The Diocese offers a program of education for congregations' leaders and direct support for congregations, and works with the Episcopal Church Foundation (ECF) on marketing, training, and gift planning. This line item also funds Ho'ike Ulu Legacy Society events that honor good stewards who have remembered their congregations, the Diocese, or another ministry in their wills or estate plans. Diocesan Council increased funding in the proposed 2023 Budget to support a return visit by the Church Pension Fund's Planned Giving Expert to hold an educational seminar to benefit members of all Diocesan organizations.

Page 5, Line 4d: Diocesan Youth Missioner (PT)

The Rev. Jar Pasalo resigned this position in 2022 and the Youth Ministry task group is reevaluating what it needs to support this ministry.

Page 5, Line 4e: Diocesan Youth Ministry - Program

These funds are being budgeted to allow maximum flexibility to the task group to use the money as it sees best to support this ministry, whether that be a paid position or other support.

Page 5, Line 5a: A Cup of Cold Water

A Cup of Cold Water (ACCW) is a community-based Care-Van outreach program on the island of Maui, formed by a group of committed Episcopalians from all Maui congregations. Like Camp Mokulē'ia and St. Andrew's Schools, ACCW is a subsidiary of the Episcopal Church in Hawai'i. The program uses the care-van to deliver essential food, hygiene and clothing items throughout the island. With a strong volunteer base from the Episcopal Churches on Maui, the program is growing and now includes other churches and other religious communities. (See <https://www.episcopalhawaii.org/a-cup-of-cold-water.html>)

Page 5, Line 5b: Ecumenical/Interfaith Relations

This line item supports efforts to build relationships with, and community among, other faiths through shared communication and participation in the areas of faith-based, spiritual, and social issues aligned with the mission of our Diocese. Institutional membership in The Interfaith Alliance Hawai'i (TIAH) is part of this support. The budget also includes funds for Pacific Health Ministries and the Samaritan Counseling Center.

Page 5, Line 5c: Prison Chaplaincy (PT)

This represents only the compensation (including SECA) for a part-time chaplain, the Rev. Kaleo Patterson, towards the development of an active prison ministry in the State of Hawai'i, Department of Public Safety (all islands), the Federal Detention Center in Honolulu, and the Saguaro Correctional Facility in Arizona. Most prison chaplaincy activity and programs take place on O'ahu, where most of the incarcerated are processed upon entry into the system, and released or transferred to facilities on neighbor islands, or Saguaro, Arizona. There was a 3% increase in 2022. This line assumes a 3% increase for 2023. In previous years, the compensation line item in the budget was a total package for the position which included compensation and any related insurances, taxes, and benefits that were applicable to that position. In 2023, those non-compensation items are being reported separately.

Page 5, Line 5d: Prison Ministry - Program

This line item provides funds to support prison chaplain & ministry expenses required to provide oversight of all prisons in Hawai'i and Saguaro Correctional in Arizona, and the Federal Detention Center in Honolulu, utilizing volunteers and local churches, community partnerships, program and curriculum development, printing, materials, and supplies needed for: Makahiki Classes and Ceremonies, Baibala English/Hawaiian Language Classes, Hawaiian Bibles, Episcopal Holy Eucharist and other Services, and special programs, Reentry Bacpacs, reentry services, and support, such as cell phones, housing assistance, and Holo bus passes, other travel assistance, and alms, which provide a continuity of prison ministry and pastoral care from in-prison to community reentry. The Diocesan Council views this as an important living out of the gospel, "...I was in prison and you visited me." (Matthew 25:36 NRSV) Here is also the understanding that we are called "...to bring good news to the oppressed, to bind up the brokenhearted, to proclaim liberty to the captives, and release to the prisoners". (Isaiah 61:1 NRSV)

Page 5, Line 6a: Lay Leadership Development

See line 6c.

Page 56, Line 6b: Clergy Leadership Development

See lines 6c and 6d.

Page 5, Line 6c: Leadership Development

This is for training and/or conferences for clergy and lay leadership (including wardens, vestry members, bishop's committee members, and treasurers) events like "Spring Training," "Education Day" and other special events.

Page 5, Line 6d: Clergy Retreat

This is to fund two events during the year, an annual clergy retreat and a one day lecture.

Page 5, Line 6e : Commission on Ministry (COM)

This line item includes expenses such as:

- Psychological testing and background checks for those in the ordination process (both of which are required by church canon) and background checks for candidates for

positions as priests in mission congregations.

- Any costs associated with the training and licensing of laypersons to the licensed ministries spelled out in Title III of the Canons of The Episcopal Church.
- The cost of various books, periodicals, and other resources intended to promote leadership or ministry development and discernment throughout the Diocese.

Page 5, Line 6f: Waiolaihui‘ia Center for Ministry

Waiolaihui‘ia Center for Ministry is Hawai‘i’s program for licensed lay ministries and those being formed for ordination to the priesthood or vocational diaconate. 2023-2024 is projected to be funded by a donor-restricted reserve fund (income line item 1h). This program is intended to provide training and formation for mature persons, established in the local life of Hawai‘i, for whom the disruption and cost of mainland seminary is not feasible. Ordination-track individuals have the flexibility and stability to serve a congregation. Ordination-track graduates of Waiolaihui‘ia are expected to meet all canonical requirements for ordination. For the Ordination-track, there is a one-year preparatory program followed by the three-year Waiolaihui‘ia. There are currently 5 students in the 2022-2023 academic year. The licensed lay ministry tracks are currently in development.

Page 5, Line 6g: Waiolaihui‘ia Academic Dean (PT)

This represents only the compensation paid (including SECA) to the Academic Dean, the Rev. Haaheo Guanson, who oversees the Waiolaihui‘ia Center for Ministry program. There was a 3% increase in 2022. This line assumes a 3% increase for 2023. In previous years, the compensation line item in the budget was a total package for the position which included compensation and any related insurances, taxes, and benefits that were applicable to that position. In 2023, those non-compensation items are being reported separately.

Page 5, Line 6h: Waiolaihui‘ia Academic Dean (PT) – Health Insurance

This represents the premiums for health insurance for the Academic Dean, the Rev. Haaheo Guanson

Page 5, Line 6i: Waiolaihui‘ia Academic Dean (PT) – Pension Contribution

This represents the pension contribution for the Academic Dean, the Rev. Haaheo Guanson.

Page 5, Line 7a: Emergency Grants

These monies are used to help fund congregations with unplanned/unforeseen expenses such as retaining walls, sewer systems, plumbing, electrical, technology upgrades during the Pandemic, etc. and ministries that support the vision and goals of the Episcopal Church in Hawai‘i. These grants of up to \$3,000 can be approved by the Bishop and grants over \$3,000 must be approved by Diocesan Council on the recommendation of the Bishop.

Page 6, Line 8a: Bishop

This line item is only the compensation (including SECA) for the Bishop Diocesan, the Rt. Rev. Robert Fitzpatrick. There was a 3% increase in 2022. This line assumes a 3% increase for 2023. In previous years, the compensation line item in the budget was a total package for the position

which included compensation and any related insurances, taxes, and benefits that were applicable to that position. In 2023, those non-compensation items are being reported separately. There is a fund (income line item 1c1) that partially funds line items 8a-8f.

Page 6, Line 8b: Health Insurance

This represents the premiums for health insurance for the Bishop Diocesan, the Rt. Rev. Robert Fitzpatrick.

Page 6, Line 8c: Pension/Retirement Contribution

This represents the pension contribution for the Bishop Diocesan, the Rt. Rev. Robert Fitzpatrick.

Page 6, Line 8d: Hospitality

This supports the Bishop's ministry of hospitality. As part of his episcopal responsibilities, he exhibits Hawai'i's aloha spirit and hosts individuals and groups, reciprocates hospitality, and develops partnerships. This also includes funding for the Bishop to support the fundraising activities of the entities on whose board of directors he serves by virtue of the office (St. Andrew's Schools, 'Iolani School, Seabury Hall, and Camp Mokulē'ia).

Page 6, Line 8e: Key Person insurance

This line item pays for the insurance premium for the Bishop's life insurance benefitting the Diocese in the event of the Bishop's death.

Page 6, Line 8f: Travel and Continuing Education

This covers the Bishop's and spouse's travel expenses (transportation, meals, lodging, etc.) for church visitations, meetings, conferences, etc.). It also covers the Bishop's continuing education.

Page 6, Line 9a: Executive Assistant to the Bishop

This line item includes only the compensation for the Bishop's Executive Assistant, Ms. Denise Esposito. The Executive Assistant provides administrative support to the Bishop and the Diocese. There was a 3% increase in 2022. This line assumes a 3% increase for 2023. In previous years, the compensation line item in the budget was a total package for the position which included compensation and any related insurances, taxes, and benefits that were applicable to that position. In 2023, those non-compensation items are being reported separately.

Page 6, Line 9b: Accountant

This position was eliminated in the 2022 budget.

Page 6, Line 9c: Business Manager

This position was eliminated in the 2022 budget.

Page 6, Line 9d: Canon to the Bishop

This line represents only the compensation (including SECA) for the Canon to the Bishop, the Rev. Canon Sandy Graham. This staff position is also the Executive Officer and focuses on working with regions and congregations to equip leaders (lay and ordained) to engage in God's

mission in these islands. Particular focus is given to congregational development, stewardship, and formation (especially as it strengthens lay and clergy leaders and advances the mission of the Church to make disciples.) This staff person will also encourage and help equip congregations to establish alternative Christian communities and reach new populations. There was a 3% increase in 2022. This line assumes a 3% increase for 2023. In previous years, the compensation line item in the budget was a total package for the position which included compensation and any related insurances, taxes, and benefits that were applicable to that position. In 2023, those non-compensation items are being reported separately.

Page 6, Line 9e: Treasurer and Planned Giving Officer

This paid position was eliminated upon the retirement of Peter Pereira in late 2021.

Page 7, Line 9f: Controller

This line item represents the compensation only for the Diocesan Controller, (vacant). The Controller performs the following tasks and functions: General Ledger, Preparation of financial statements and reports, work with diocesan treasurers so they can report to governance bodies, non-diocesan grants support to churches, bank liaison, loans, audit preparation, church financials /financial section Parochial Reports review. DSC liaison to Commission on Investments and Commission on Finance and Budget. In previous years, the compensation line item in the budget was a total package for the position which included compensation and any related insurances, taxes, and benefits that were applicable to that position. In 2023, those non-compensation items are being reported separately.

Page 6, Line 9g: Financial Support Administrator (32 hrs/0.8 FTE)

This line item covers the compensation only for the Financial Support Administrator, Ms. Fatima Houchens, who performs the following tasks and functions: Accounts Payable, Accounts Receivable, office support to Commissions on (1) Finance and Budget; (2) Property and Insurance; and (3) Investments. In previous years, the compensation line item in the budget was a total package for the position which included compensation and any related insurances, taxes, and benefits that were applicable to that position. In 2023, those non-compensation items are being reported separately.

Page 6, Line 9h: Financial Review Assistant (25 hrs/0.625 FTE)

This line item covers the compensation only for the Financial Review Assistant, Mr. Spencer Lum, who performs the annual Agreed Upon Procedures (AUP) reviews for mission churches and provides accounting advice/support to all churches during the rest of the year.

Page 6, Line 9i: Operations Manager

This line represents the compensation only for the Operations Manager, Ms. Rae Costa. This position is responsible for the following tasks and functions: Insurance, licenses and leases of congregations, diocesan property issues and contracts, human resources, DSC operations. DSC liaison to Commission on Finance and Budget and Commission on Property and Insurance. In previous years, the compensation line item in the budget was a total package for the position which included compensation and any related insurances, taxes, and benefits that were applicable to that position. In 2023, those non-compensation items are being reported separately.

Page 6, Line 9j: Office Support (PT: 19.25 hrs/0.48 FTE)

This line represents the compensation only for the Office Support position filled by Mr. Sonny Liu. This position provides clerical support to Diocesan Support Center staff and volunteers such as organization of files, scanning, filing, mailings, etc. There was a 3% increase in 2022. This line assumes a 3% increase for 2023. In previous years, the compensation line item in the budget was a total package for the position which included compensation and any related insurances, taxes, and benefits that were applicable to that position. In 2023, those non-compensation items are being reported separately.

Page 6, Line 9k: Operations Support Assistant (PT: 20 hrs/0.5 FTE)

This line represents the compensation only for an Operations Support Assistant. This position provides analytical, statistical, and organizational support to the Operations Manager. This is a new position.

Page 6, Line 9l: Communications & Event Coordinator

This position was reevaluated in 2022 and it was determined that the diocese would be better served with support in other areas, so this position is no longer in the budget for 2023.

Page 6, Line 9m: Health Insurance (employees this section)

Since health insurance premiums can vary from none to a family plan for each position of the Diocesan Support Center, including it in the compensation package of each position caused some positions to seem more highly (or lowly) compensated when compared with other positions. To more accurately illustrate the compensation for each position, the health insurance premiums for the positions in this section have been removed from the individual positions and put into this line item.

Page 6, Line 9n: Pension/Retirement Contribution (employees this section)

Since pension/retirement contributions can differ between clergy (18%) and lay (10%) employees, including it in the compensation package of each position caused some positions to seem more highly (or lowly) compensated when compared with other positions. To more accurately illustrate the compensation for each position, the pension/retirement contributions for the positions in this section have been removed from the individual positions and put into this line item.

Page 6, Line 9o: Employment Taxes & Insurance (all employees)

Calculation of individual positions' employment taxes and insurance is cumbersome and since health insurance and pension/retirement numbers were removed from the individual positions, it was decided to remove employment taxes and insurance from the individual positions and put into this line item.

Page 7, Line 10a: Archives

This line item covers the cost to maintain the archives for the Diocese of Hawai'i, including archival supplies, pest management, reproduction of images from other institutions, exhibits, and attendance by our volunteer Diocesan Historiographer at a professional development conference. The current archives location is too small. Plans are being made to move the Archives into the Diocesan Conference Room.

Page 7, Line 10b: Audit Expenses – Diocese

This line item covers the cost of contracting with a certified public accounting firm to conduct an audit of the Diocesan financial records and to prepare a report as annually required by the Canons of the Episcopal Church.

Page 7, Line 10c: Chancellor’s Expenses

This line item allows the Chancellor to participate in the Western Chancellors’ Conference, and provides access to a computer research service and certain publications in support of the legal assistance that the Chancellor gives to the Diocese and its congregations and institutions.

Page 7, Line 10d: Contract Communications Services

This covers the contract for the Editor of the e-Chronicle and Webmaster of the Diocesan website. Increase is to bring this more in line with market rates. A portion of this expense is covered by a restricted fund (income line item 1c3) NOTE: This amount does not cover contractor’s work for individual churches.

Page 7, Line 10e: CPA Contract Services

This line item covers outsourced CPA services as needed.

Page 7, Line 10f: Diocesan Convention

This line item covers unreimbursed costs of holding the Annual Meeting of Diocesan Convention, including venue costs, supplies, materials, and postage. This cost is net of registration fees/meals.

Page 7, Line 10g: Diocesan Office Cleaning Expenses

This budget item covers the cost for cleaning of the Diocesan Support Center offices.

Page 7, Line 10h: Directors & Officers Insurance

This is used to pay the premiums for liability insurance for The Episcopal Church in Hawai‘i from errors and omissions by its directors, officers and volunteers. The insurance premium is based on claims experiences and market conditions.

Page 7, Line 10i: Legal and Related Expenses

This represents legal, ethical, Disciplinary Board, and related costs incurred by the Diocese for the Diocese. Unreimbursed legal and related expenses for churches is on line 3e (Support for Congregations section). Unexpended funds from this line item up to \$5,000 per year will be set aside as a reserve to cover potential future legal expenses.

Page 7, Line 10j: Office Expenses

This line item includes telephone, copying costs, equipment maintenance, subscriptions, postage, equipment purchase, supplies, etc.

Page 7, Line 10k: Post-Retirement Benefits (formerly Medigap Program) (income line 1c7)

This line item provides a subsidy to eligible qualified retired clergy (and their spouses) and qualified lay employees of the Episcopal Church in Hawai'i (Diocesan Support Center staff) to cover a portion of their supplemental Medicare insurance costs. The guidelines for eligibility are currently based on employment status in a compensated position and years of service in the Diocese (at least 10 years before the date of retirement or 20 years in this Diocese even if retiring while serving in another Diocese). This is currently funded by income line item 1c7.

Page 7, Line 10l: Staff Continuing Education

This line item covers the cost of continuing education for the Diocesan Support Center staff.

Page 7, Line 10m: Storage

This budget item covers the cost of storing records in a secure, off-site location due to space limitations in current office quarters.

Page 7, Line 10n: Technology Support

Included in this line item is the contract for outsourced IT support, software, computer upgrades and the purchase of needed technology.

Page 7, Line 11a: Security Shared with the Queen Emma Square

This is the Diocese's portion of the cost of maintaining security for Queen Emma Square. The other Episcopal entities on the Square also share in the cost of these services.

Page 7, Line 11b: Shared Cathedral Expenses

The Diocese pays a portion of the Cathedral's maintenance budget because of the presence of the Diocesan Support Center on the second floor of the Memorial Building. This is a non-assessable building use expense reimbursement.

Page 7, Line 11c: Property - Cluett

With the demolition of the Cluett apartments, the minimal expenses for this portion of the campus are being moved to Property – Diocese line item 11d.

Page 7, Line 11d: Property - Diocese

This account covers expenses related to Queen Emma Square (including the portion of the square where the Cluett apartments were), such as general liability and umbrella insurance and the cost of maintenance of the trees on the Square under diocesan responsibility.

Page 7, Line 11e: Property Taxes – Grounds and Parking

This line item pays the property taxes on the grounds and parking lots on the Square rented for income by the Diocese.

Page 7, Line 11f: Kapolei land

This budget line pays the property taxes and other expenses to maintain property in Kapolei. As there is not currently a Church building on the site, the Diocese must pay property taxes.

Page 7, Line 12a: Governance Groups Travel

This line covers the cost of travel for meetings of the governance groups of the Diocese, including Standing Committee, Diocesan Council, Compensation Review Committee, Commission on Ministry, and for clergy and warden meetings with the Bishop. This line item has been significantly reduced due to in-person meetings being replaced by Zoom meetings.

Page 7, 12b: Staff Travel

This line item supports the ministries of members of the Diocesan Support Center by funding travel for meetings, consultations, conferences, and church-related programs. This line item is being returned to pre-pandemic level since travel has opened up.

Page 7, Line 13a: The Episcopal Church Quota (Assessment)

This funds the assessment the Diocese pays to The Episcopal Church nationally to contribute toward its work and ministry. The 2023 assessment is 15% of the 2021 Diocesan income, which includes parochial giving, unrestricted operating investment income, and restricted investment income used to pay operating expenses, minus a \$200,000 exemption. The Diocese of Hawai'i always pays the full ask amount of the General Convention.

Page 7, Line 13b: Province VIII Quota

This line item funds the voluntary assessment the Diocese pays to the Province. Hawai'i is part of Province VIII of the Episcopal Church, and this is the amount the Diocese pays to help with Provincial programs and administration.

Page 7, Line 14a: EYE Travel Fund Reserve

Every three years, there is a nation-wide Episcopal Youth Event. The last one was July 10-14, 2017 on the campus of the University of Central Oklahoma in Edmond. The 2020 event was canceled because of the pandemic. The next one will be held July 4-8, 2023 at the University of Maryland. It is the Diocese's policy to fund one-third of the cost, while expecting congregations and individuals to support the balance. This amount will go into the reserve fund for the next EYE just as the Diocese reserves funds each year for General Convention. There are currently funds available for the next EYE and the \$100 in this line item is to hold a place in the budget for the future.

Page 7, Line 14b: Bishop's General Convention Travel Reserve Fund

This line item provides the annual allocation to a reserve fund to be held over three years to support the travel and meeting costs for the Bishop and his spouse to attend the triennial General Convention of the Episcopal Church. The next General Convention is scheduled for 2024 in Louisville, KY.

Page 7, Line 14c: General Convention Deputy Support Reserve Fund

This line item provides the annual allocation to a reserve fund to be held over three years to support the eight deputies (four clergy and four lay), the first alternate for clergy, and first alternate for lay from our Diocese who attend the triennial General Convention of the Episcopal Church. The next General Convention is scheduled for 2024 (and will include the election of a new Presiding Bishop).

Page 7, Line 14d: Lambeth Conference Travel Reserve Fund

This line item funds a reserve to pay for the Bishop's and spouse's attendance at future Lambeth conferences. The most recent one was in July 2022. The current funding is to prepare for the next Lambeth Conference.

Page 7, Line 14e: Future Bishops' Transition Reserve Fund (formerly known as Election Process Fund) This line item funds a reserve to cover the costs of transitions of future bishops. The amount in the reserve account (Election Process Fund) as of June 2022 was approximately \$247,000.

Page 7, Line 14f: Memorial Building Capital Reserve Fund

This line item funds the Diocesan Capital Reserve to share costs of capital improvements of the Memorial Building (for example, the roof), where the Diocesan Support Center is housed.

Page 7, Line 14g: Diocese Capital Expenditure Reserve Fund

This line item is to fund future capital expenditures such as the archives.

Page 7, Line 14h: Curacy Support Reserve Fund

This line funds a reserve to support Curacies without causing an undue burden on future budgets when the funds are needed.

Page 7, Line 14i: DSC Staff Sabbatical Reserve Fund

This line funds a reserve to support Diocesan Support Center Staff Sabbatical expenses without causing an undue burden on future budgets when the funds are needed.