Role and Duties of the Executive Council
of the Diocese of Fond du Lac

The general purpose of the Executive Council is to oversee operation of diocesan structures to further the mission and ministry of the Church. This is done by establishing policies and procedures of and appraising the effectiveness of those policies and procedures in fulfilling its mission and ministry.

According to the Constitution and Canons
ARTICLE IX…There shall be an Executive Council… The Bishop shall be ex officio the President… from its members the Council shall elect a Vice President who shall preside in the absence of, or at the request of the President… [it] shall have such powers and duties as may be prescribed by the Constitution and Canons of the Diocese or by Resolution of the Convention.

Members are the Bishop, (per CANON 3.6) Secretary, Treasurer, 4 members of the Clergy elected by Convention (four year terms), 4 Laity elected by Convention (four year terms), rural deans appointed by the Bishop, 4 members appointed by the Bishop, at least two being Laity.

Meet no less than once per calendar quarter.
At the first meeting following the Annual Convention in each year, organize such departments as it shall deem necessary for the efficient administration of diocesan work.

Past practices, consistent with the Canons (see below)

- Legal Board of Directors for the “Diocese of Fond du Lac, Inc.”, a not-for-profit Wisconsin non-stock corporation. May set policies and procedures both ecclesiastical and secular, similar to a Vestry. Also the de facto board of directors for mission congregations whose legal corporate character is a part of the diocese.

- Establish policies for diocesan entities and activities (e.g. mission trips, summer camp, sabbatical policy, etc...), including mission congregations which are under the ecclesiastical and legal umbrella of the diocese.

- Establish guidelines of what is expected for all congregations. These may or may not be enforceable beyond creating expectations and working together in a relationship of mutual mission and ministry objectives.

- Select delegates to the Provincial Synod.

- May give direction to the Trustees. Receives an annual report from the Trustees (in the Convention Advance Reports).

- Oversee financial accounts of the diocese, including
  - adopting a budget (through which bills can be paid)
  - receiving reports from the Treasurer, inspecting the books and financial papers
  - setting level of bonding for congregational treasurers (note: this is included with Church Insurance Policy)

- Participates in process regarding property matters of congregations.

- Participates in process regarding use of designated funds for other purposes than given in congregations.

- Sets minimum compensation for all clergy.

- Fixes salaries for clergy of missions, aided congregations and diocesan staff, unless determined by the Convention (assumed through the minimum clergy compensation schedule).
• Provides for Church Pension Fund premiums due for the Bishop, other diocesan staff; and portions of missionary stipends as are paid by the Diocese.

• Carries out rules and directions of Church Pension Fund.

• May provide for health insurance coverage for retired clergy and dependents (see policy document).

• Receives financial reports and budgets from congregations, whether parish or mission, which receive Aid from diocesan or other missionary funds, or which are not able or willing of itself to provide the entire stipend of at least one full-time cleric (Diocesan Office receives and reviews).

• Require from aided congregations such financial reports as it shall specify, and may prescribe the method of accounting to be used.

• Has the power, if it deem necessary, to cause the Every Member Canvass in any aided congregation to be conducted under the direction of representatives of the Executive Council.

• Participates in process to form a congregation or dissolve a congregation.

What the Executive Council does not do...

• Does not participate directly in the ordination process. This is the authority of the Standing Committee, Commission on Ministry and Bishop).

• Does not participate directly in property issues. This is the authority of the Trustees, Treasurer and Bishop.

• Does not deal directly with details of financial information. This is the authority of the Finance Committee, Treasurer, Bishop.

ARTICLE IX. OF THE EXECUTIVE COUNCIL

SECTION 1. There shall be an EXECUTIVE COUNCIL of the Diocese to be composed of the Bishop, the Bishop Coadjutor, if there be one, and such other members as may be prescribed by the Canons.

SECTION 2. The Bishop shall be ex officio the President of the EXECUTIVE COUNCIL. From its members the Council shall elect a Vice President who shall preside in the absence of, or at the request of the President. If there be a Bishop Coadjutor, the Bishop Coadjutor shall sit as President in the Diocesan's absence.

SECTION 3. The EXECUTIVE COUNCIL shall have such powers and duties as may be prescribed by the Constitution and Canons of the Diocese or by Resolution of the Convention.

ARTICLE X. OF THE DEPUTIES TO THE GENERAL CONVENTION AND TO THE PROVINCIAL SYNOD

SECTION 4. At each Annual Convention there shall be elected Clerical and Lay Deputies and Alternates to represent the Diocese in the Provincial Synod, but if the Convention shall fail to elect they shall be chosen by the EXECUTIVE COUNCIL.

ARTICLE XVII. OF THE TRUSTEES OF THE DIOCESE OF FOND DU LAC

SECTION 7. The Trustees shall conform to such directions as may from time to time be given by the Convention of the Diocese or the EXECUTIVE COUNCIL, provided such direction conform to the Constitution and Canons.

SECTION 8. The Trustees of the Diocese of Fond du Lac shall report annually to the EXECUTIVE COUNCIL of the Diocese at its meeting preceding the Annual Convention, and the EXECUTIVE COUNCIL shall certify to the Convention that it has examined the report of the Trustees of the Diocese and found it in order.

TITLE 2 OF THE OFFICERS OF THE CONVENTION AND OF THE DIOCESE

CANON 2.1 Of The Secretary And Of The Treasurer

(3) The Treasurer shall keep such accounts as the Convention or EXECUTIVE COUNCIL shall determine, in a manner satisfactory to the EXECUTIVE COUNCIL. On due order the Treasurer shall pay such bills and appropriations as the EXECUTIVE COUNCIL may direct in accordance with the budget approved by the Convention and adopted by the EXECUTIVE COUNCIL according to Canon 4.3(1).

(4) The Treasurer shall make such regular reports to the EXECUTIVE COUNCIL as may be required.

(5) The books and papers of the Secretary and Treasurer shall be open at all times to inspection by the Bishop or Ecclesiastical Authority, by the EXECUTIVE COUNCIL, or by a committee of the Convention.
CANON 3.6 Of the EXECUTIVE COUNCIL

1) In addition to its ex officio members provided for by the Constitution, the EXECUTIVE COUNCIL shall be composed of the following:
   (A) the Secretary of the Diocese
   (B) the Treasurer of the Diocese
   (C) four members of the Clergy elected by the Convention
   (D) four Laity elected by the Convention;
   (E) the rural dean of each deanery, who shall be a member of the Clergy, appointed by the Bishop or Ecclesiastical Authority
   (F) four members appointed by the Bishop or Ecclesiastical Authority, with at least two being Laity.

2) The four members of the Clergy and the four Laity who are to be elected by the Convention shall be elected for a term of four years each. No Cleric and no lay person shall be eligible to serve a successive term immediately after having served a full elected four year term.

3) The Council shall meet no less than once per calendar quarter. At the first meeting following the Annual Convention in each year, it shall organize such departments as it shall deem necessary for the efficient administration of diocesan work.

TITLE 4 OF FINANCES AND BUSINESS METHODS

CANON 4.1 Of General Finance Regulations

4) No Vestry, Trustee, or other body authorized by civil or canon law to hold, manage or administer real property for any parish, mission, congregation, or institution shall alienate or encumber the same, or any part thereof, without the written consent of the Bishop or Ecclesiastical Authority and the EXECUTIVE COUNCIL; provided, however, that existing mortgages, notes, or other obligations may be renewed or refinanced without such permission, if the original principal amount be not exceeded.

5) No Vestry, Trustee, or other body authorized by civil or canon law to receive, hold, manage, or administer trust funds, gifts, or legacies shall make use of such trust funds, gifts, or legacies for other than their designated purposes without the written approval of the Chancellor of the Diocese, together with the written consent of the Bishop or Ecclesiastical Authority and the EXECUTIVE COUNCIL.

6) All treasurers and other fiscal agents of the Diocese shall be required to furnish such bonds as the EXECUTIVE COUNCIL shall deem proper, the cost of such bonds to be borne by the Diocese.

CANON 4.2 Of Salaries and Other Budget Expenditures

1) All salaries for Clergy of missions, aided parishes, and diocesan staff, unless determined by the Convention, shall be fixed by the EXECUTIVE COUNCIL.

2) The EXECUTIVE COUNCIL shall set the minimum salary annually for all clergy in the Diocese. Any congregation which shall fail for one calendar year or more to pay its full-time clergy the minimum salary so established by the EXECUTIVE COUNCIL, shall upon proof of such failure satisfactorily to the Bishop or the Ecclesiastical Authority be declared a mission of the Diocese.

3) The EXECUTIVE COUNCIL shall have power to expend all money provided in the budget adopted by the Convention for the purpose therein specified; and also any money actually received in any year over the amount required by the budget for that year, together with any unexpended balances.

CANON 4.3 Of Budgets

1) The budget of the Diocese shall be proposed by the Finance Committee, approved by the Annual Convention, and adopted by the EXECUTIVE COUNCIL within sixty (60) days following the Convention. The proposed budget shall be distributed to each congregation and deanery at least forty-five (45) days prior to the Annual Convention.

2) The Treasurer of the Diocese shall have power to borrow, and to make payments as authorized by the annual budget. Each member of the EXECUTIVE COUNCIL will be notified in writing, by the Treasurer of the amount borrowed and the reason thereof within ten (10) days of such action.

CANON 4.5 Of the Church Pension Fund

1) The EXECUTIVE COUNCIL shall do all things necessary to carry out the rules and directions of the Church Pension Fund.

2) The EXECUTIVE COUNCIL shall provide for the payment to the Church Pension Fund of the premiums due on behalf of the Bishop; the Bishop Coadjutor, if there be one, other diocesan staff; and on such portions of missionary stipends as are paid by the Diocese.

3) It shall be the duty of all clergy, and of every congregation or ecclesiastical organization, to furnish such reports as the Church Pension Fund shall require, whenever the EXECUTIVE COUNCIL or the Treasurer of the Church Pension Fund shall ask in writing for them.
CANON 4.6 Of Health Insurance
(1) All eligible clergy and lay employees will be provided health insurance benefits as determined by policy established by the Executive Council.
(2) The Executive Council may provide funding for health insurance coverage for pensioners and dependents.

CANON 4.7 Of the Funds of the Diocese
(7) The Trustees are authorized to accept legacies or gifts for the augmentation of any fund under their control, but no legacy or gift with conditions attached shall be accepted without the approval of the EXECUTIVE COUNCIL or of the Diocesan Convention in session.

CANON 4.9 Of the Finances of Missions and of Aided Parishes
(1) The Vestry of every congregation, whether parish or mission, which receives financial aid from diocesan or other missionary funds, or which is not able or willing of itself to provide the entire stipend of at least one full-time Cleric, shall prepare and submit annually to the EXECUTIVE COUNCIL, a budget showing its probable income and expenses for the coming fiscal year. Each such congregation annually shall hold a Stewardship Program, both for the support of the local congregation and for the Church's Program, and report shall be made thereon to the EXECUTIVE COUNCIL.
(2) When the EXECUTIVE COUNCIL shall have received the report of the canvass it shall, in conference with the officers of the congregation, fix the stipend of the Cleric for the ensuing year, naming the amount to be paid by the congregation and the amount to be paid by the Diocese.
(4) The EXECUTIVE COUNCIL shall have power to require from aided congregations such financial reports as it shall specify, and may prescribe the method of accounting to be used.
(5) No congregation shall receive financial aid from diocesan or other missionary funds unless the foregoing conditions be fulfilled to the satisfaction of the EXECUTIVE COUNCIL.
(6) The EXECUTIVE COUNCIL shall have power, if it deem necessary, to cause the Every Member Canvass in any aided congregation to be conducted under the direction of representatives of the EXECUTIVE COUNCIL.

CANON 5.2 Of Organized Missions
(6) If an aided Mission shall fail to fulfill its agreements, on the recommendation of the EXECUTIVE COUNCIL, the Bishop may dissolve the organization and cause it to be stricken from the roll of congregations of the Diocese.

CANON 5.3 Of the Organization of Parishes
(1) A parish may be formed from an organized Mission with the approval of the Bishop or Ecclesiastical Authority acting with the advice and consent of the EXECUTIVE COUNCIL; but consent shall not be given until satisfactory evidence has been presented showing that the congregation:
(A) is provided with a place of worship and either a Vicarage or adequate housing for its clergy;
(B) contains thirty or more communicants; and
(C) for at least two years has supported its Vicar without missionary aid.

CANON 5.7 Of the Dissolution of a Parish Organization
(4) If, at the end of sixty days, the Wardens and Vestry Members shall not have agreed to such dissolution or submitted to the Bishop satisfactory reasons against such dissolution, the Bishop shall lay the matter before the EXECUTIVE COUNCIL.
(5) If the EXECUTIVE COUNCIL shall consent to the proposed dissolution, the Bishop shall notify the Wardens and Vestry Members in writing of that judgment, and shall declare the parish organization dissolved.

CANON 6.2 Of Missionary Clergy
(2) The stipend of vicars in congregations receiving missionary aid shall be fixed by the Bishop and EXECUTIVE COUNCIL and are subject to change annually.

CANON 8.5 Of Sundry Diocesan Officers
(1) Nothing contained in these canons shall be construed to conflict with the right of the Bishop to appoint archdeacons, rural deans, and other officers or agents to assist in diocesan work; to assign to them duties, and to confer upon them appropriate ecclesiastical titles.
(2) The salaries and other remunerations, if any, of such officers or agents, shall be determined by the Bishop and EXECUTIVE COUNCIL.