



# The 55th Annual Meeting of the Convention of the Episcopal Diocese of Hawai'i

Seto Hall, 'Iolani School | Honolulu, Hawai'i

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October 21, 2023

WORKBOOK

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## Agenda of the Convention

THE 55<sup>TH</sup> ANNUAL MEETING OF THE CONVENTION  
OF THE EPISCOPAL DIOCESE OF HAWAI‘I CONVENED IN  
SETO HALL OF  
‘IOLANI SCHOOL  
HONOLULU, HAWAI‘I

Saturday, October 21, 2023

The Right Reverend Robert L. Fitzpatrick, Bishop, Presiding

- I. Call to Order the 55<sup>th</sup> Annual Meeting of the Convention and opening prayer
- II. Introductions
- III. Quorum Report of the Credentials Committee
- IV. Report from the Chair of Dispatch of Business
  - A. Adoption of the Agenda with the following special orders of business:
    - i. Maui update
    - ii. Kapolei development update
    - iii. EYE ‘23
- V. Report on Nominations
- VI. Bishop’s Address
- VII. Diocesan Ballots – 1<sup>st</sup> Ballot
- VIII. Report on Resolutions
- IX. Response to the Bishop’s Address
- X. Report on the Diocesan 1<sup>st</sup> Ballot and 2<sup>nd</sup> Ballot, if needed
- XI. Acceptance of Treasurer’s Report by Title
- XII. Consideration of Resolutions: Compensation Review
- XIII. Report on the Diocesan 2<sup>nd</sup> Ballot and 3<sup>rd</sup> Ballot, if needed
- XIV. Action on the 2024 Budget
- XV. Consideration of other Resolutions
- XVI. Set Dates and Locations of 2024, 2025, 2026 Annual Meetings of Convention
- XVII. Report on 3<sup>rd</sup> Ballot, if needed
- XVIII. Final Comments from the Bishop
- XIX. Adjournment of the Annual Meeting with “Ke Aloha ‘O Ka Haku”

## Resolutions – List By Number and Title

- Resolution #1: 2024 Minimum Clergy Compensation and Benefits Policy of the Episcopal Diocese of Hawai‘i
- Resolution #2: To Establish a Tripartite Relationship Between The Episcopal Diocese of Hawai‘I, The Diocese of Batac in the Iglesia Filipina Independiente, & The Diocese of Northern Luzon in the Episcopal Church in the Philippines
- Resolution #3: Protection of water (Ola i ka Wai - Water is Life) and urge the Office of Government affairs to advocate on protection of indigenous water and other natural resource rights
- Resolution #4: Resolution to Admit the Episcopal Church in Micronesia to the Diocese of Hawai‘i

## Resolution 1

**TITLE:** 2024 Minimum Clergy Compensation and Benefits Policy of the Episcopal Diocese of Hawai‘i

**SPONSOR:** Diocesan Clergy Compensation Review Committee

**CONTACT NAME:** David “Kawika” Jackson, Chair

**ADDRESS:** 4-1161 Kuhio Hwy, Kapa‘a, HI 96746

**PHONE:** 808-822-4267

**EMAIL:** rector@allsaintskauai.org

BE IT RESOLVED, that the 2024 Minimum Clergy Compensation and Benefits Policy of the Episcopal Diocese of Hawai‘i be adopted.

### RATIONALE/ EXPLANATION

The Diocese of Hawai‘i establishes minimum guidelines that are practical, fair, and just to assist churches in determining fair compensation for clergy that will allow a reasonable, moderate standard of living and that will attract, retain, and support them in their role and growth as faithful ministers of the Gospel, and in the pastoral care of the church.

Nearly every year, the cost of basic goods and services goes up. If minimum clergy compensation is not adjusted accordingly, we effectively reduce the purchasing power of current clergy compensation.

For year 2024, the Clergy Compensation Review Committee (CCRC) recommends raising the minimum compensation for clergy by 4.0%. The CCRC examined trends in the consumer price index for Honolulu. Accordingly, we note that as of the end of June 2023, the increase in the federal Consumer Price Index (CPI-W – Urban Wage Earners and Clerical) was 3.8%, both nationally and for Honolulu. Therefore, the CRCC proposes a 4.0% increase of the minimal clergy compensation to keep pace with inflation.

The table below shows the current categories for minimum clergy compensation, which includes SECA (Self-Employment Contributions Act) tax on self-employment. The CCRC reminds congregations that these categories are in fact only outlining minimum compensation, and encourages congregations to take their clergy’s gifts, talents, and progress toward goals, into consideration when determining salary increases. We encourage congregations to use the Mutual Ministry Review, as outlined in the Compensation and Benefits Policy, as a useful tool in this regard.

Congregations are strongly encouraged to talk honestly with their clergy about ministerial performance and take that into consideration in their compensation. It is strongly recommended that annual salary negotiations at the church level be carried out with prayerful candor, clarity and, most importantly, in Christian love.

As in recent years, the Committee recommends that mileage be reimbursed at the current IRS rate, rather than clergy receiving an auto allowance. The intention is not to eliminate the automobile allowance that some clergy have negotiated in their letters of agreement, rather the intention is that all new letters of agreement use the mileage reimbursement method to cover automobile expenses instead of an auto allowance.

Throughout this document “workweek” refers to five (5) days for a full-time rector. For part-time clergy employees, refer to the cleric’s Letter of Agreement (for example, if a part-time cleric works 3 days each week, a “workweek” of vacation would also be 3 days).

Regarding Mutual Ministry Review: Compensation provides a means by which Congregations enable Priests to exercise and express a professional vocation entrusted by God and affirmed by the Church. Inherent to the sacred trust shared by Priest and Congregation is the mutuality and accountability of communion. The following schedule and terms articulate the shape and expression of this mutuality and communion by providing the minimum expectations of compensation and professional support, according to various conditions necessary for life and ministry in the Diocese of Hawai‘i. These minimum expectations articulate the base by which we support and affirm the ministry and leadership of our Priests. As an important part of our mutuality of ministry and life in communion, compensation must be considered and developed with clear expectations of ministry and presence. In order to achieve this, all Priests providing ministry and leadership beyond supply ministry will have a mutually agreed-upon Letter of Agreement, Position Description (to include a statement of ministry and professional goals), and biennial Mutual Ministry Review. This Mutual Ministry Review should discern and provide for the continued mutual life, ministry and vitality shared by Priest and Congregation.

Materials, resources, and guidance for Letters of Agreement, Position Descriptions, and Mutual Ministry Reviews are available from the Diocesan Support Center.

An agreement among the Clergy, Wardens, and Vestry/Bishop’s Committee to a biennial discussion and mutual review of the total ministry of the Parish/Mission allows for the following:

- The opportunity to assess how well they are fulfilling their responsibilities to each other and to the ministry they share,
- The establishment of goals for the work of the Parish/Mission for the coming year(s),
- The identification of areas of conflict or disappointment that may be adversely affecting mutual ministry which may then be addressed appropriately, and
- The clarification of expectations of all parties to help reduce possible future conflicts and if any occur, make them more manageable.

2024 Minimum Clergy Compensation (Employer portion of) SECA INCLUDED  
The Episcopal Diocese of Hawai'i

Compensation				
Category	0 thru 4 Years Minimum	5 thru 9 Years Minimum	10 thru 19 Years Minimum	20+ Years Minimum
1	114,108	128,256	142,500	153,804
2	103,728	116,616	129,576	139,896
3	94,248	106,164	117,960	127,488
4	87,312	97,128	107,904	115,680

This table INCLUDES self-employment tax.

Compensation includes salary, housing and utilities and the employer's portion of the SECA tax. *Numbers are rounded so that when divided by 12 months, the monthly amount is a whole number*

**1) FULL-TIME POSITIONS**

- a) The compensation categories and ranges are intended to be used as a framework within which the Vestry/Bishop's Committee and the clergy negotiate a mutually acceptable compensation. The compensation ranges are based on "years of service" to provide a guide for compensation increases as years of service increase. This compensation schedule sets the minimum for churches in the Diocese of Hawai'i. "Years of service" means the number of years of status as a clergyperson in good standing in The Episcopal Church. In Parishes, compensation is negotiated between the clergyperson and the vestry. For Missions, compensation is negotiated between clergy and the Bishop's Committee with the approval of the Bishop. Credit for prior years of service as an ordained person in good standing in another denomination is negotiated between the clergy and the Vestry/Bishop's Committee with the approval of the Bishop. With respect to clergy newly called or appointed to a congregation, the Vestry/Bishop's Committee is required to notify the Diocesan Support Center as to the number of years of service at which they enter the Compensation Schedule approved by Diocesan Convention
- b) Clergy in charge of parishes or missions must be paid at least the minimum of the applicable category with salary reviews at least annually. Congregations and clergy should schedule and hold a biennial Mutual Ministry Review, complete with clear goals and objectives, mutual accountabilities and shared expectations by both the laity and the clergy.
- c) These categories are minimums and should be used as a starting point for salary negotiations. Vestries/Bishop's Committees shall seriously consider appropriate compensation.
- d) For ease of administration, all compensation figures will be rounded up into amounts divisible by 12.
- e) For clergy who are paid a cash housing allowance, the amount of housing allowance shall be determined by the clergy and each Vestry/Bishop's Committee, working in consultation with their clergy, shall approve a resolution determining housing allowances. The housing allowance adjustment called for in the resolution is enacted only on money

earned after the resolution is passed. Typically, this Internal Revenue Service (IRS) requirement shall be completed by December 31 for the following year.

- f) The value of Church-supplied housing shall be determined on a case-by-case basis at the congregational level.
- g) The minimum compensation for full-time assistants, associates, or curates shall be the amount reflected in the Minimum Clergy Compensation and Benefits Policy using years of service and a Category 4 congregation.
- h) Clergy must not be paid less than the previous year, unless there is a change to time/work hours.

## **2) PART-TIME POSITIONS**

- a) Part-time clergy in charge of congregations will be paid according to the applicable range above, times the percent as agreed for the position.

## **3) FULL-TIME EMPLOYEE BENEFITS**

- a) Automobile expenses will be reimbursed at the current IRS rate of cents per mile.
- b) The congregation will pay the mandatory Church Pension Fund Assessment for clergy per Church Pension Group (CPG) requirements or criteria.
- c) Group Life Insurance is provided by the Church Pension Fund to clergy at no cost to the congregation.
- d) Sections III.e-III.g below apply to full-time employees (both clergy and lay employees) who work at least 40 hours per week.
- e) The congregation generally offers full-time employees the Diocesan Health Maintenance Organization (HMO) Plan (for exceptions, please apply to the Diocesan Support Center). Under the plan, the congregation pays for full family medical coverage.
- f) Spousal health insurance coverage: If the spouse or civil union partner of a clergy or lay employee is employed and insurance is provided (offered and paid for) by the spouse's or civil union partner's employer, the spouse or civil union partner will not be covered at the church's or Diocese's expense. If the employed spouse or civil union partner declines coverage from his/her employer and chooses to be on the church's or Diocese's plan, the employee is responsible for the spouse's or civil union partner's premium.
- g) Dependent health insurance coverage: Dependents of eligible full-time employees are eligible for coverage under the Diocese's health plan up to the age of 26, regardless of the child's financial dependency, residency with the employee, student status, or employment. However, the Diocese does not offer dual coverage. Therefore, if a dependent is covered under another health plan the Diocese will not pay the premium for that dependent. The full premium for the dependent will need to be paid for by the employee for any dependent with dual coverage.
- h) The congregation will pay the cost of Worker's Compensation Insurance coverage.
- i) The Temporary Disability Insurance Plan for clergy is provided by the Church Pension Fund at no cost to the congregation.
- j) Full-time clergy are entitled to four (4) workweeks of annual vacation with full stipend and allowances. This vacation time cannot be more than six (6) workweeks in any one (1) year, except by the agreement of the Vestry/Bishop's Committee and with the consent of the Bishop in Aided Parishes and Missions (in other words, no more than two (2) work weeks can be carried over to the following year). If the cleric works less than a full

calendar year, the vacation will be prorated. Congregations should encourage clergy to take vacation.

- k) Members of the clergy who have been employed by the church for at least one (1) full year are entitled to leave for the birth or adoption of a child for a minimum of eight (8) weeks with full compensation. Up to an additional four (4) workweeks may be taken without pay, or using vacation or sick time. If both clergy spouses are employed at the same employer within the Diocese, they are limited to a combined total of sixteen (16) workweeks of paid Parental Leave. Leave must be taken within twelve (12) months of the birth or adoption.
- l) Clergy giving birth shall submit a claim for short-term disability through the Church Pension Group, which will reimburse the employer for 70% of the cleric's total compensation figure (up to \$1,000/week) for up to twelve (12) weeks. Adoptive parents will receive the same time off with pay as birth parents, but will not be entitled to file a disability claim.

#### **4) PART-TIME EMPLOYEE BENEFITS**

- a) Automobile expenses will be reimbursed at the current IRS rate of cents per mile.
- b) The congregation will pay the mandatory Church Pension Fund assessment per CPG requirements or criteria.
- c) Part-time employees (both clergy and lay employees) who work at least 20 hours per week for four consecutive weeks are eligible for coverage on the Diocesan HMO plan at no cost to the employee.
- d) Spousal health insurance coverage: Spouses or civil union partners of part-time employees are not eligible for coverage.
- e) Dependent health insurance coverage:
  - i) Dependents of part-time employees who work at least 30 hours per week are eligible for coverage under the Diocese's health plan up to age 26, regardless of the dependent's financial dependence, residency with the employee, student status, or employment. The employee is responsible for the full premium for his/her dependent's coverage.
  - ii) Dependents of part-time employees who work less than 30 hours per week are not eligible for coverage under the Diocese's health plan.
- f) The congregation will pay the cost of Worker's Compensation Insurance coverage.
- g) The Temporary Disability Insurance Plan for part-time clergy is provided by the Church Pension Fund.
- h) Part-time clergy are entitled to four (4) workweeks of annual vacation with agreed stipend and allowances. This vacation time cannot be more than six (6) workweeks in any one year except by the agreement of the Vestry/Bishop's Committee and with the consent of the Bishop in Aided Parishes and Missions (in other words, no more than two (2) workweeks can be carried over to the following year). If the cleric works less than a full calendar year, the vacation will be prorated. Congregations should encourage clergy to take vacation.

#### **5) OTHER**

- a) Moving Expenses: Clergy will receive an allowance for moving expenses from the US mainland, typically in the range of \$12,000 to \$20,000 depending on location.

- b) Sabbatical: Clergy are eligible for sabbatical leave at the ratio of one month per year of service in the congregation, to be available after the third year, and cumulative through the fourth year. The maximum amount of leave is limited to four months. The Vestry/Bishop's Committee shall annually budget funds to accumulate to provide pastoral and sacramental supply during the clergyperson's sabbatical leave. Sabbatical leaves are provided for the benefit of both the congregation and clergy. Thus, before a sabbatical leave is granted, clergy must agree to serve the congregation for at least one year upon returning from the sabbatical. In addition, the request for sabbatical must be accompanied by a full and detailed description of the activities to be undertaken during the leave and, if granted, clergy shall submit to the Bishop and the Vestry/Bishop's Committee at the end of the leave, a report on the accomplishments of the leave. Accrued but not taken sabbatical leave can be carried over to following years in the same parish/mission. Accrued but not taken sabbatical leave is not paid out at retirement.
- c) Continuing Education: Clergy are required by Canon and Diocesan policy to continue their education. The congregation should provide funds in its annual budget for this continuing education. The minimum recommended amount is \$1,020/year. This amount should accumulate if unused and may carry over to the next year. This fund should also be available for sabbatical expenses.

#### **6) SUPPLY CLERGY COMPENSATION**

- a) The minimum compensation for Saturday evening/Sunday supply clergy shall be as follows:
  - i) One service: \$205
  - ii) Two services: \$274
  - iii) Each additional service: \$137
  - iv) Clergy will be reimbursed for travel (mileage, airfare, etc.), overnight parking and housing (if necessary).

CONGREGATIONAL COMPENSATION CATEGORIES

CATEGORY	WEIGHTED FIGURES (SEE (E) BELOW)
4	1 TO 90
3	91 TO 140
2	141 TO 230
1	231 and above

2023 CONGREGATIONAL COMPENSATION CATEGORY  
COMPUTATION WORKSHEET BASED ON  
2020 PAROCHIAL REPORT DATA

**Number of Pledging Units**

Number of Pledging Units \_\_\_\_\_

Multiplied by .40 = \_\_\_\_\_ (A)

**Average Sunday Attendance**

Average Sunday Attendance \_\_\_\_\_

Multiplied by .30 = \_\_\_\_\_ (B)

**Plate and Pledge Income**

Plate and Pledge Income in \$1,000 \_\_\_\_\_

Multiplied by .30 = \_\_\_\_\_ (C)

**BARC (Adult Baptisms age 16+, plus receptions and confirmations)**

Plus BARC = \_\_\_\_\_ (D)

**TOTAL OF WEIGHTED FIGURES (A + B + C + D = E) \_\_\_\_\_ (E)**

Anyone who has questions on how to use these worksheets and compensation categories, ranges and tables may contact the Diocesan Clergy Compensation Review Committee Chair, and/or the Rev. Cn. Sandy Graham, Canon to the Bishop.

**2024 COMPENSATION BASED ON 2022 PAROCHIAL REPORT DATA**

**ALPHABETICAL**

CHURCH	No. of Pledging Units	Avg Sunday Attend	Plate+Pledge Income	BARC	Weighted Totals	Categories	0 thru 4 years	5 thru 9 years	10 thru 19 years	20+ years
ALL SAINTS	54	88	229,222	1	118	3	94,248	106,164	117,960	127,488
CALVARY	12	17	53,187	0	26	4	87,312	97,128	107,904	115,680
CHRIST CHURCH	38	41	120,034	0	64	4	87,312	97,128	107,904	115,680
CHRIST MEMORIAL	13	45	52,816	0	35	4	87,312	97,128	107,904	115,680
EMMANUEL	35	30	122,999	2	62	4	87,312	97,128	107,904	115,680
EPIPHANY	57	53	160,514	4	91	3	94,248	106,164	117,960	127,488
GOOD SAMARITAN	17	53	60,230	0	41	4	87,312	97,128	107,904	115,680
GOOD SHEPHERD	79	66	203,619	0	112	3	94,248	106,164	117,960	127,488
GRACE	12	23	35,919	0	22	4	87,312	97,128	107,904	115,680
HĀLAU WA'A	11	29	45,788	6	33	4	87,312	97,128	107,904	115,680
HOLY APOSTLES'	51	69	279,100	0	125	3	94,248	106,164	117,960	127,488
HOLY INNOCENTS'	28	36	88,125	0	48	4	87,312	97,128	107,904	115,680
HOLY NATIVITY	30	47	166,323	0	76	4	87,312	97,128	107,904	115,680
ST. ANDREW'S	86	141	368,411	1	188	2	103,728	116,616	129,576	139,896
ST. AUGUSTINE'S	0	33	80,980	0	34	4	87,312	97,128	107,904	115,680
ST. CHRISTOPHER'S	63	81	184,774	6	111	3	94,248	106,164	117,960	127,488
ST. CLEMENT'S	54	69	235,122	0	113	3	94,248	106,164	117,960	127,488
ST. ELIZABETH'S	82	85	136,707	0	99	3	94,248	106,164	117,960	127,488
ST. JAMES'	177	150	245,637	0	189	2	103,728	116,616	129,576	139,896
ST. JOHN THE BAPTIST	12	25	38,162	0	24	4	87,312	97,128	107,904	115,680
ST. JOHN'S, KULA	61	64	195,972	0	102	3	94,248	106,164	117,960	127,488
ST. JOHN'S BY/SEA	28	25	40,464	0	31	4	87,312	97,128	107,904	115,680
ST. JUDE'S	36	53	49,864	0	45	4	87,312	97,128	107,904	115,680
ST. LUKE'S	34	26	61,522	0	40	4	87,312	97,128	107,904	115,680
ST. MARK'S	55	100	279,082	1	137	3	94,248	106,164	117,960	127,488
ST. MARY'S	21	30	64,012	0	37	4	87,312	97,128	107,904	115,680
ST. MATTHEW'S	18	13	19,709	1	18	4	87,312	97,128	107,904	115,680
ST. MICHAEL'S	53	50	250,376	0	111	3	94,248	106,164	117,960	127,488
ST. PAUL'S OAHU	60	121	154,432	9	116	3	94,248	106,164	117,960	127,488
ST. PETER'S	63	69	338,696	10	158	2	103,728	116,616	129,576	139,896
ST. STEPHEN'S	27	30	52,653	6	42	4	87,312	97,128	107,904	115,680
ST. TIMOTHY'S	60	50	184,830	0	94	3	94,248	106,164	117,960	127,488
TRINITY BY/SEA	35	44	103,668		58	4	87,312	97,128	107,904	115,680
WEST KAUAI	27	49	90,774	1	54	4	87,312	97,128	107,904	115,680

## ADDENDUM TO MINIMUM CLERGY COMPENSATION SCHEDULE

### Examples:

1. Clergy with 5 years of service is called to serve in a Category 4 church. Minimum compensation should be \$97,128. As a minimum this should be used as a starting point in the negotiation. Vestries/Bishop's Committees should seriously consider appropriate compensation.
2. Clergy with 20 years of service is called to serve in a Category 2 Parish. Minimum compensation should be \$139,896. As a minimum this should be used as a starting point in the negotiation. Vestries/Bishop's Committees should seriously consider appropriate compensation.
3. Clergy with 25 years of service is called to serve as a part salary vicar in a Category 4 Mission. The position is for 50% of salary. Minimum compensation should be \$57,840 (\$115,680 divided by 2 = \$57,840). As a minimum this should be used as a starting point in the negotiation. Vestries/Bishop's Committees should seriously consider appropriate compensation.
4. Clergy with 2 years of service is called to serve in a Category 3 church. Minimum compensation should be \$94,248. However, due to the parameters of the search and the scarcity of applicants, the congregation agreed to pay the clergy \$100,000.

### Some Definitions:

Years of service is defined as the number of years since ordination to the diaconate or the number of years since the clergy person's orders were received into the Episcopal Church. Years of service for clergy ordained in churches in full communion with the Episcopal Church is defined as the number of years since ordination to the diaconate.

Years of service for ELCA pastors serving the diocese is defined as years since ordination as a Lutheran pastor.

If the clergy person was ordained mid-year the years of service on January 1<sup>st</sup> of the year being used for budgeting purposes is rounded down. (For example: a person ordained 4.5 years as of January 1<sup>st</sup> would be determined to have 4 years of service for budgeting purposes.)

## Resolution 2

**TITLE:** To Establish a Tripartite Relationship Between The Episcopal Diocese of Hawai'i, The Diocese of Batac in the Iglesia Filipina Independiente, & The Diocese of Northern Luzon in the Episcopal Church in the Philippines

**SPONSOR:** Moki Hino

BE IT RESOLVED, that the Annual Meeting of the Diocesan Convention of the Episcopal Diocese of Hawai'i authorizes the Diocese of Hawai'i to enter into a formal tripartite relationship with the Diocese of Batac in the Iglesia Filipina Independiente (IFI) and the Diocese of Northern Luzon in the Episcopal Church of the Philippines (ECP).

### Resolution 3

**TITLE:** Protection of water (Ola i ka Wai - Water is Life) and urge the Office of Government affairs to advocate on protection of indigenous water and other natural resource rights

**SPONSOR:** Jennifer Latham

BE IT RESOLVED, the Episcopal Church decries the efforts of government and other organizations that cause harm to native and indigenous lands by harming natural environments and polluting natural resources like water, land, and air and urges all dioceses and the Office of Government Relations to advocate for the protection of these natural resources.

RATIONALE/EXPLANATION. In 2021, the Indigenous Lands of Hawai‘i were threatened by the U.S. Navy’s fuel tank facility located on the island of O‘ahu. The fuel tanks were leaking into the local water reserves that provide drinking water to the residents of O‘ahu. Many families were displaced and continue to suffer the physical and emotional consequences of unknowingly using tainted water. Though the Navy is trying to clean the water, defuel the tanks, and restore trust with the people of Hawai‘i, the action is too late. The Navy’s response (like other actions across the globe and on other indigenous lands) has caused permanent damage to the aquifer, denying access to clean water and other resources. This is a Human Rights violation. In Hawaiian teaching, ola i ka wai (water is life). Having no access to clean water hinders our ability to be in life-giving, spiritual communion with each other.

## Resolution 4

**TITLE:** Resolution to Admit the Episcopal Church in Micronesia to the Diocese of Hawai'i

**SPONSOR:** The Rev. R.K. "Moki" Hino

BE IT RESOLVED, that upon passage of this resolution, the Episcopal Church in Micronesia be admitted as a full part of the Diocese of Hawai'i, which means it will:

- Have seat, voice and vote at the Annual Meeting of the Episcopal Church in Hawai'i;
- Be subject to paying assessments on income;
- Be subject to paying shared travel expenses and receive the benefit of shared travel to the Annual Meeting; and
- Participate in the election of the Bishop of Hawai'i.

## Ballots

Ballot A-1	Diocesan Council, Clergy Hawai'i County (Three-year term); Vote for One (1)
Ballot B-1	Diocesan Council, Lay Kaua'i County (Three-year term); Vote for One (1)
Ballot C-1	Diocesan Council, Lay Maui County (Three-year term); Vote for One (1)
Ballot D-1	Diocesan Council, Lay At-Large (Three-year term); Vote for One (1)
Ballot E-1	Standing Committee, Clergy At-Large (Four-year term); Vote for One (1)
Ballot F-1	Standing Committee, Lay At-Large (Four-year term); Vote for One (1)
Ballot G-1	Cathedral Chapter, Clergy (Two-year term); Vote for One
Ballot H-1	Cathedral Chapter, Lay (Two-year term); Vote for One
Ballot I-1	Secretary to Convention (One-year term); Vote for One
Ballot J-1	Confirmation of Bishop's Appointments

**Ballot A-1: Diocesan Council, Clergy Hawai'i County**

SAMPLE

**A-1: Diocesan Council Clergy HAWAII County 3 yr term**

**INSTRUCTIONS**

Select **1** option from the list below.

No nominations received as of printing of this workbook.

**Ballot B-1: Diocesan Council, Lay Kaua'i County**

SAMPLE

**B-1: Diocesan Council Lay KAUA'I County 3 yr term**

**INSTRUCTIONS**

Select **1** option from the list below.

**Maggie Lea**

**Ballot C-1: Diocesan Council, Lay Maui County**

SAMPLE

**C-1: Diocesan Council Lay MAUI County 3 yr term**

**INSTRUCTIONS**

Select **1** option from the list below.

Trip Lynch

**Ballot D-1: Diocesan Council, Lay at-large**

SAMPLE

**D-1: Diocesan Council Lay AT-LARGE 3 yr term**

**INSTRUCTIONS**

Select **1** option from the list below.

**Nancy Rowe**

**Ballot E-1: Standing Committee, Clergy At-Large (4-year term)**

SAMPLE

**E-1: Standing Committee Clergy At-Large 4 yr term**

**INSTRUCTIONS**

Select **1** option from the list below.

**Alison Dingley**

**Keleawe Hee**

**Giovan King**

**Ballot F-1: Standing Committee, Lay At-Large**

SAMPLE

**F-1: Standing Committee Lay At-Large 4 yr term**

**INSTRUCTIONS**

Select **1** option from the list below.

**Chuck Spence**

Ballot G-1: Cathedral Chapter – Clergy

SAMPLE

**G-1: Cathedral Chapter Clergy 2 yr term**

**INSTRUCTIONS**

Select **1** option from the list below.

**Karen Swanson**

Ballot H-1: Cathedral Chapter – Lay

SAMPLE

H-1: Cathedral Chapter Lay 2 yr term

**INSTRUCTIONS**

Select **1** option from the list below.

No nominations received as of printing of this workbook.

**Ballot I-1: Secretary to the Convention – Clergy or Lay**

SAMPLE

**I-1: Secretary to Convention (clergy or lay) 1 yr term**

**INSTRUCTIONS**

Select **1** option from the list below.

**Annalise Pasalo**

## Ballot J-1: Confirmation of Bishop's Appointments

# SAMPLE

**J-1: Confirmation of Bishop's Appointments**

**INSTRUCTIONS**

Select up to **9** options from the list below.

**0 of 9 Selected**

<input type="radio"/>	<b>Chancellor: Wayne Yoshigai</b>
<input type="radio"/>	<b>Vice Chancellor: Kevin Herring</b>
<input type="radio"/>	<b>Registrar: Rae Costa</b>
<input type="radio"/>	<b>Commission on Ministry (Clergy) 4-year term: Heather Patton-Graham</b>
<input type="radio"/>	<b>Commission on Ministry (Lay): 4-year term: Lindbergh Marzo</b>
<input type="radio"/>	<b>Disciplinary Board (Clergy) 3-year term: Paul Lillie</b>
<input type="radio"/>	<b>Disciplinary Board (Clergy) 3-year term: Richard Shields</b>
<input type="radio"/>	<b>Disciplinary Board (Lay) 3-year term: Faye Hee</b>

## Budget Summary

### BUDGET SUMMARY (in \$)

	2022 ACTUAL	2023 BUDGET	2024 PROPOSED BUDGET	2025 FORECAST	2026 FORECAST
<b>TOTAL INCOME</b>	<b>2,248,536</b>	<b>2,432,140</b>	<b>2,621,084</b>	<b>2,429,300</b>	<b>2,477,991</b>
<b><u>Expenses</u></b>					
Ministry and Mission	454,986	588,189	766,990	568,600	565,300
Diocesan Organization	1,595,238	1,733,451	1,722,359	1,784,100	1,820,500
Transfers to Reserves	118,872	110,500	131,735	144,400	144,400
<b>TOTAL EXPENSES</b>	<b>2,169,095</b>	<b>2,432,140</b>	<b>2,621,084</b>	<b>2,497,100</b>	<b>2,530,200</b>
<b>SURPLUS / (DEFICIT)</b>	<b>79,440</b>	<b>-</b>	<b>-</b>	<b>(67,800)</b>	<b>(52,209)</b>

Note:

Budget page 3

# Total Income

		<b>TOTAL INCOME (in \$)</b>				
		2022 ACTUAL	2023 BUDGET	2024 PROPOSED BUDGET	2025 FORECAST	2026 FORECAST
<b>Income</b>						
<i>Rate</i>		17%	16.5%	16.5%+1%=17.5%	16.50%	16.50%
1 a	Assessments	1,463,847	1,329,410	1,448,939	1,470,100	1,499,500
1 b	COVID-19 Assessment Waiver (1 month)	(121,987)	-	-	-	-
1 c	Maui Response Assessment (1% Increase)	-	-	62,528	-	-
		1,341,860	1,329,410	1,511,467	1,470,100	1,499,500
<b>Investment Income</b>		4.50%	4.50%	4.50%	4.00%	4.00%
<i>Endowment Funds - Restricted</i>				(see note on 1 d10)		
1 d1	Portfolio (Restricted)					
1 d2	Episcopate Endowment Fund (Expense Lines 8a - 8g)	200,261	207,300	197,000	189,120	192,902
1 d3	Hanchett Memorial Mission Fund (Expense Line 3c)	3,459	3,500	3,300	3,168	3,231
1 d4	Hawaiian Church Chronicle (Expense Line 9k)	962	1,000	900	864	881
1 d5	Clergy Continuing Education Fund (Expense Line 6b)	-	40,000	40,000	40,800	41,600
1 d6	MacCray Fund (Council Restricted) (Expense Line 4d)	6,952	60,000	60,000	61,200	62,400
1 d7	Harry & Katherine Kennedy Memorial Fund (Council Restricti	-	-	2,892	2,900	3,000
1 d8	Mission Fund (Council Restricted)	-	-	3,247	3,300	3,400
<i>Endowment Funds - Unrestricted</i>						
1 d9	Portfolio (Unrestricted)	397,471	390,700	371,300	356,448	363,577
1 d10	Mālama Maui Response (.5% Add'l Draw of Unrestricted Fu	-	-	63,610	-	-
1 d11	St. George's Endowment Fund (5% for Mālama Maui)	-	-	72,703	-	-
Total Endowment Fund Income		609,105	702,500	814,952	657,800	670,991
<i>Trust Funds</i>						
1 d12	Catton Fund (Restricted)	16,078	25,000	16,000	16,300	16,600
1 d13	Parke Trust (Unrestricted)	52,817	45,000	50,000	51,000	52,000
1 d14	Prisanlee Fund (Unrestricted)	25,332	20,000	26,800	27,300	27,800
1 d15	Valvon Fund (Unrestricted)	21,000	25,000	20,000	20,400	20,800
Total Trust Funds Income		115,227	115,000	112,800	115,000	117,200
Total Investment Income		724,332	817,500	927,752	772,800	788,191
<b>Rentals</b>						
1 e	Apartments	39,543	-	-	-	-
1 f	Parking	108,342	113,700	116,800	120,600	123,800
Total Rentals		147,885	113,700	116,800	120,600	123,800
<b>Other Income</b>						
1 g	Interest	6,813	1,000	18,000	18,400	18,800
1 h	Miscellaneous	13,300	3,000	3,000	3,000	3,000
Total Other Income		20,113	4,000	21,000	21,400	21,800
<b>Transfers from Reserves</b>						
1 i	Ministry Training	-	-	4,765	4,800	4,800
1 j	Rest. Donation Waiolaihui'ia Center for Ministry (Expense Line 6e)	14,345	25,000	25,000	25,000	25,000
1 k	Bishops Emergency Fund (Expense Line 7a)	-	20,000	-	-	-
1 l	Episcopal Charities	-	-	14,300	14,600	14,900
1 m	Prior years' Surplus	-	122,530	-	-	-
Total Transfers from Reserves		14,345	167,530	44,065	44,400	44,700
<b>GRAND TOTAL INCOME</b>		<b>2,248,536</b>	<b>2,432,140</b>	<b>2,621,084</b>	<b>2,429,300</b>	<b>2,477,991</b>

## Ministry and Mission Expenses

		<b>MINISTRY AND MISSION (IN \$)</b>				
		<b>2022 ACTUAL</b>	<b>2023 BUDGET</b>	<b>2024 PROPOSED BUDGET</b>	<b>2025 FORECAST</b>	<b>2026 FORECAST</b>
<b>DIOCESAN INITIATIVES</b>						
2 a	Native Hawaiian Ministry Committee	-	2,000	2,000	2,000	2,000
2 b	Tongan Ministry	10,000	10,500	10,500	10,700	10,900
2 c	Diversity and Racial Reconciliation Ministry	-	500	500	500	500
2 d	Safe Church	-	10,000	5,000	10,000	10,000
2 e	Diocesan Grants for Programs	-	10,000	-	-	-
2 f	Environmental Justice & Climate Care	-	-	3,500	3,600	3,700
2 g	Carbon Offsets	-	-	1,200	1,200	1,200
2 h	Mālama Maui	-	-	198,841	-	-
	<b>Subtotal</b>	<b>10,000</b>	<b>33,000</b>	<b>221,541</b>	<b>28,000</b>	<b>28,300</b>
<b>SUPPORT FOR CONGREGATIONS</b>						
3 a	Agreed Upon Procedures Expenses - Missions	36,139	-	-	-	-
3 b	Calvary	4,000	-	-	-	-
3 c	Grace, Moloka'i (income line 1 c3)	75,000	78,750	75,000	75,000	75,000
3 d	Church Internet/Website Support	738	1,700	1,000	1,000	1,000
3 e	Legal & Related Expenses for Churches	-	7,500	9,000	9,200	9,400
3 f	Hālau Wa'a Church Plant	128,600	128,600	115,700	104,100	93,700
	<b>Subtotal</b>	<b>244,477</b>	<b>216,550</b>	<b>200,700</b>	<b>189,300</b>	<b>179,100</b>
<b>DISCIPLESHIP</b>						
4 a	Camp Mokuē'ia	70,000	73,500	73,000	74,500	76,000
4 b	Christian Formation	1,750	10,000	10,000	10,200	10,400
4 c	Planned Giving	31	5,000	2,500	2,600	2,700
4 d	Diocesan Youth Ministry - Program (Income Line 1c7)	241	60,000	60,000	61,200	62,400
	<b>Subtotal</b>	<b>72,023</b>	<b>148,500</b>	<b>145,500</b>	<b>148,500</b>	<b>151,500</b>
<b>OUTREACH AND JUSTICE</b>						
5 a	A Cup of Cold Water (Income Line 1c2)	5,000	5,250	6,250	6,400	6,500
5 b	Ecumenical/Interfaith Relationships	2,000	2,000	2,000	2,000	2,000
5 c	Prison Chaplaincy (18 hours / .45 FTE) - (Includes SECA)	22,530	19,635	24,000	24,500	25,000
5 d	Prison Chaplaincy - Pension Contribution	-	3,534	4,320	4,400	4,500
5 e	Prison Ministry - Program	5,677	6,300	8,000	8,200	8,400
	<b>Subtotal</b>	<b>35,207</b>	<b>36,719</b>	<b>44,570</b>	<b>45,500</b>	<b>46,400</b>
<b>MINISTRY DEVELOPMENT</b>						
6 a	Leadership Development	9,648	20,000	20,000	20,400	20,800
6 b	Clergy Retreat (Income Line 1c5)	6,515	40,000	40,000	40,800	41,600
6 c	Commission on Ministry (COM)	3,003	10,000	10,000	10,200	10,400
6 d	Retired Clergy	-	-	500	500	500
6 e	Waiolaihuī'ia Center for Ministry (Income Line 1f)	14,345	25,000	25,000	25,000	25,000
6 f	Waiolaihuī'ia Academic Dean (20 hrs / .5 FTE) - (Includes SECA)	36,778	22,176	22,840	23,300	23,800
6 g	Waiolaihuī'ia Academic Dean (PT) - Health Insurance	-	12,252	12,228	12,500	12,800
6 h	Waiolaihuī'ia Academic Dean (PT) - Pension Contribution	-	3,992	4,111	4,200	4,300
	<b>Subtotal</b>	<b>70,289</b>	<b>133,420</b>	<b>134,679</b>	<b>136,900</b>	<b>139,200</b>
<b>OTHER</b>						
7 a	Emergency Grants (Income Line 1j)	22,990	20,000	20,000	20,400	20,800
	<b>Subtotal</b>	<b>22,990</b>	<b>20,000</b>	<b>20,000</b>	<b>20,400</b>	<b>20,800</b>
<b>TOTAL DIRECT MINISTRY AND MISSION</b>		<b>454,986</b>	<b>588,189</b>	<b>766,990</b>	<b>568,600</b>	<b>565,300</b>

# Diocesan Organization Expenses

		<b>DIOCESAN ORGANIZATION (IN \$)</b>				
		2022 ACTUAL	2023 BUDGET	2024 PROPOSED BUDGET	2025 FORECAST	2026 FORECAST
<b>EPISCOPATE</b>						
8 a	Bishop (Includes SECA) (Income Line 1d2)	246,393	194,625	200,460	204,500	208,600
8 b	Health Insurance (Income Line 1d2)	-	24,456	24,408	24,900	25,400
8 c	Pension/Retirement Contribution (Income Line 1d2)	-	35,033	36,083	36,800	37,500
8 d	Hospitality (Income Line 1d2)	17,301	12,000	10,000	10,200	10,400
8 e	Board Responsibilities (income line 1 d2)	-	-	8,000	8,200	8,400
8 f	Key Person Insurance (Income Line 1d2)	414	500	500	500	500
8 g	Travel & Continuing Education (Income Line 1d2)	11,873	22,000	23,100	23,600	24,100
	<b>Subtotal</b>	<b>275,981</b>	<b>288,614</b>	<b>302,551</b>	<b>308,700</b>	<b>314,900</b>
<b>DIOCESAN SUPPORT CENTER STAFF</b>						
9 a	Executive Assistant to the Bishop	92,882	62,520	53,560	54,600	55,700
9 b	Business Manager	92,351	-	-	-	-
9 c	Canon to the Bishop (includes SECA)	155,408	120,503	124,120	126,600	129,100
9 d	Controller	115,655	85,000	87,550	89,300	91,100
9 e	Financial Support Administrator (32 hrs / .8 FTE)	29,863	37,700	38,800	39,600	40,400
9 f	Financial Review Assistant (25 hrs / .625 FTE)	-	33,500	34,500	35,200	35,900
9 g	Accounting Support	-	52,700	-	-	-
9 h	Operations Manager	-	69,530	71,620	73,100	74,600
9 i	Office Support (PT) (18.0 hours / .45 FTE)	20,932	20,400	19,100	19,500	19,900
9 j	Operations Support Assistant (20 hrs / .5 FTE)	-	25,700	26,500	27,000	27,500
9 k	Creative Communications Specialist (Income line 1 c4)	-	48,000	49,440	50,400	51,400
9 l	Archivist (PT) (4 hrs / .1 FTE)	-	6,700	12,400	12,600	12,900
9 m	Communications & Event Coordinator	25,228	-	-	-	-
9 n	Health Insurance (employees this section)	-	104,046	97,800	99,800	101,800
9 o	Pension/Retirement Contribution (employees this section)	-	59,926	58,539	59,700	60,900
9 p	Employment Taxes & Insurance (all employees)	-	39,862	42,129	43,000	43,900
9 q	Temporary Staffing	8,816	-	-	-	-
	<b>Subtotal</b>	<b>541,134</b>	<b>766,087</b>	<b>716,058</b>	<b>730,400</b>	<b>745,100</b>
<b>DIOCESAN EXPENSES</b>						
10 a	Archives	1,805	1,000	1,000	1,000	1,000
10 b	Audit Expenses - Diocese	35,070	35,000	45,000	45,900	46,800
10 c	Chancellor's Expenses	-	2,000	2,000	2,000	2,000
10 d	Contract Communications Services (Income Line 1c3)	48,000	-	-	-	-
10 e	CPA Contract Services	-	10,000	11,400	11,600	11,800
10 f	Diocesan Convention	1,650	10,000	20,000	20,400	20,800
10 g	Diocesan Office Cleaning Expenses	6,074	8,600	8,600	8,800	9,000
10 h	Directors & Officers Insurance	6,440	7,000	7,000	7,100	7,200
10 i	Legal & Related Expenses for Diocese	70,000	50,000	50,000	51,000	52,000
10 j	Office Expenses	73,427	53,550	53,550	54,600	55,700
10 k	Post-Retirement Benefits	16,078	25,000	16,000	16,300	16,600
10 l	Staff Continuing Education	203	4,000	4,000	4,100	4,200
10 m	Storage	9,391	11,300	11,300	11,500	11,700
10 n	Technology Support	19,636	20,400	35,400	36,100	36,800
	<b>Subtotal</b>	<b>287,772</b>	<b>237,850</b>	<b>265,250</b>	<b>270,400</b>	<b>275,600</b>
<b>DIocese PROPERTY AND BUILDING EXPENSES</b>						
11 a	Security Shared with the Queen Emma Square	23,001	17,600	17,600	18,000	18,400
11 b	Shared Cathedral Expenses	27,500	28,900	28,900	29,500	30,100
11 c	Property - Cluett	48,624	-	-	-	-
11 d	Property - Diocese	41,172	24,000	24,000	24,500	25,000
11 e	Property Taxes - Grounds & Parking	18,242	20,000	20,000	20,400	20,800
11 f	Kapolei land	18,999	20,000	20,000	20,400	20,800
	<b>Subtotal</b>	<b>177,538</b>	<b>110,500</b>	<b>110,500</b>	<b>112,800</b>	<b>115,100</b>

## Transfers and Expenses Summary

	2022 ACTUAL	2023 BUDGET	2024 PROPOSED BUDGET	2025 FORECAST	2026 FORECAST	
<b>TRAVEL</b>						
12 a	Governance Groups Travel	2,037	5,000	5,000	5,100	5,200
12 b	Staff Travel	16,675	20,000	35,000	35,700	36,400
		18,712	25,000	40,000	40,800	41,600
<b>EPISCOPAL QUOTAS</b>						
13 a	The Episcopal Church Quota (Assessment)	287,500	302,300	285,100	317,800	325,000
13 b	Province VIII Quota	6,600	3,100	2,900	3,200	3,200
	Subtotal	294,100	305,400	288,000	321,000	328,200
<b>TOTAL DIOCESAN ORGANIZATION OR SUPPORT OF MINISTRY AND MISSION</b>						
		1,595,238	1,733,451	1,722,359	1,784,100	1,820,500

### DIOCESAN TRANSFERS (IN \$)

	2022 ACTUAL	2023 BUDGET	2024 PROPOSED BUDGET	2025 FORECAST	2026 FORECAST	
<b>TRANSFERS TO RESERVE ACCOUNTS</b>						
14 a	EYE Travel Reserve Fund	100	100	10,000	6,000	6,000
14 b	Bishop's General Convention Travel Reserve Fund	2,000	2,400	3,000	2,400	2,400
14 c	General Convention Deputy Support Reserve Fund	16,000	16,000	20,000	20,000	20,000
14 d	Lambeth Conference Travel Reserve Fund	1,000	1,000	5,000	5,000	5,000
14 e	Future Bishops' Transition Reserve Fund	10,000	10,000	32,735	50,000	50,000
14 f	Memorial Building Capital Reserve Fund	36,000	36,000	36,000	36,000	36,000
14 g	Diocese Capital Expenditure Reserve Fund	33,772	20,000	-		
14 h	Curacy Support Reserve Fund	20,000	20,000	20,000	20,000	20,000
14 i	DSC Staff Sabbatical Reserve Fund	-	5,000	5,000	5,000	5,000
	Subtotal	118,872	110,500	131,735	144,400	144,400
<b>TOTAL TRANSFERS TO RESERVE ACCOUNTS</b>						
		118,872	110,500	131,735	144,400	144,400

### DIOCESAN EXPENSE SUMMARY (IN \$)

	2022 ACTUAL	2023 BUDGET	2024 PROPOSED BUDGET	2025 FORECAST	2026 FORECAST	
<b>Expenses</b>						
	Direct Ministry and Mission	454,986	588,189	766,990	568,600	565,300
	Diocesan Organization	1,595,238	1,733,451	1,722,359	1,784,100	1,820,500
	Transfers to Reserves	118,872	110,500	131,735	144,400	144,400
<b>TOTAL EXPENSES</b>						
		2,169,095	2,432,140	2,621,084	2,497,100	2,530,200

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## Ke Aloha 'O Ka Haku

Words and Music by Queen Lili'uokalani



1 'O kou a - lo - ha nō, — A - i - a i ka la - ni, A  
2 Ko'u no - ho mi - hi 'a - na ā pa - 'a - ha - o 'i - a, 'O  
3 Mai nā - nā 'i - no - 'i - no Nā he - wa o kā - na - ka, A -  
4 No lai - la ē ka ha - ku, Ma la - lo kou 'ē - he - u, Kō



'o kou 'oi - a - 'i - 'o, he he - mo - le - le ho - 'i.  
'o - e ku - 'u la - ma, kou na - ni ko - 'u ko - 'o.  
kā, e hu - i - ka - la, Ā ma - 'e - ma - 'e nō. —  
mā - kou - ma - lu - hi - a, Ā mau loa a - ku nō. — 'Ā - me - ne.