

**A HANDBOOK
FOR
EXECUTIVE COUNCIL**

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A Handbook for Executive Council

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A HANDBOOK FOR EXECUTIVE COUNCIL

Part I: The Organization of the Executive Council

INTRODUCTION AND HISTORY

The Protestant Episcopal Church in the United States of America began its life at about the same time as the American nation. "In the beginning, one was a confederation of independent states, and the other, to some extent, a confederation of congregations. Both had strong opposition to any form of centralized government." (White & Dykeman) But the parallel between the nation and the church ceases soon after that.

Gradually the executive branch of the government grew, but the executive branch of the church did not. The church began her national life with practically no national head, and with no central governing power, except the General Convention. Its functions were chiefly legislative, and it met only once in three years. That was the case for 130 years until the General Convention of 1919. All was changed when that Convention passed Canon 60, "Of the Presiding Bishop and Council." Canon 60 created a strong form of centralized government because it committed to one central body the administration of its work. It gave to the Presiding Bishop and the National Council not only the work that the General Convention might commit to it, but the "power to initiate and develop such new work as it may deem necessary."

The General Convention has amended the canon regarding the Council over the years. In 1964 it changed the name to Executive Council and in 1976, added "of the General Convention." Its duty is now described as "[carrying] out the program and policies adopted by the General Convention." It is also charged with "the coordination, development, and implementation of the ministry and mission of the Church," including the power to initiate and develop new work. Canons I.4.a(a); I.4.2(e). The Executive Council also constitutes the Board of Directors of the Domestic and Foreign Missionary Society (DFMS).

The Executive Council is made up of 38 members, plus the officers. Eighteen members are elected by the nine Provinces, nine clergy and nine laity. They are elected for six-year terms, with half being elected every three years. The remaining twenty members are elected by General Convention, half elected every three years. Of this number, four are Bishops, four are clergy (presbyters or deacons) and twelve are laity.

This Handbook is an effort to help you orient yourself to the responsibilities of the Council and the processes through which Council governs its life.

OFFICERS OF EXECUTIVE COUNCIL

The officers of Executive Council consist of:

- 1) The Chair and President - The Presiding Bishop. However, if the first meeting of the Council following the election of a new Presiding Bishop occurs before November 1 when the new term begins, the Presiding Bishop-elect serves as Chair and President at that meeting. Canon I.4.3(a). The Chair and President is the chief executive officer of the Council and therefore on behalf of Council ultimately responsible for the oversight of the implementation of the ministry and mission of the Church committed to Executive Council by General Convention. Canon I.4.3(a). In addition to presiding at meetings of the Executive Council, the chair has certain appointive and nominating powers. The Presiding Bishop appoints an executive director, with the advice and consent of Council, to be chief operating officer. Canon I.4.3(d). The Chair and Vice Chair jointly nominate a Financial Officer for Executive Council. Canon I.4.3(e). They also appoint the chairs and members of the Standing Committees established by Executive Council's by-laws and may appoint Council members to be liaisons to Standing Commissions. Canons I.4.3(g); I.1.2(d); By-laws Art.II.6. The President may call special meetings. Canon I.4.4(a).
- 2) The Vice Chair - The President of the House of Deputies. Canon I.4.3(b). In addition to presiding at meetings of the Council at the request of or in the absence of the Chair, the Vice Chair shares certain appointive and nominating powers with the Chair. As mentioned above, the Chair and Vice Chair jointly appoint the chairs and members of the Standing Committees established by the by-laws and may appoint members of Executive Council to be liaisons to Standing Commissions. Canons I.4.3(g); I.1.2(d); By-laws Art. III.6. The Chair and Vice Chair jointly nominate a Financial Officer for Executive Council. Canon I.4.3(g).
- 3) The Financial Officer - A person appointed by the Executive Council upon joint nomination by the Chair and Vice Chair. Canon I.4.3(c). The Treasurer of General Convention may be the person nominated for Financial Officer, but they need not be the same person. Canon I.1.7(a). The Financial Officer reports to and is accountable to the Chair and serves at the pleasure of the Chair. Canon I.4.3(e). The Financial Officer's duties are outlined in the By-laws. By-laws Art. I.5.
- 4) The Secretary - The Secretary of General Convention ex officio. Canon I.4.3(c). At each meeting of the General Convention, the House of Deputies elects a Secretary. Canon I.1.1(c). If the House of Bishops concurs in the election, that person becomes the Secretary of General Convention. Canon I.1.1(j). If a vacancy occurs between General Conventions, the First Assistant Secretary carries out the duties of Secretary, if the Chair and President have appointed one, with approval by Council. If there is no First Assistant Secretary, the President of the House of Deputies (the Vice Chair of Council) appoints a secretary pro tempore. Canon I.1.1(i). The Secretary's duties are set out in the By-laws.
- 5) Under the by-laws the President may appoint assistant secretaries and assistant treasurers with the consent of Council or recommend additional officers. By-laws Art.I.3 and 5; Canon I.4.3(h). To date, none have been appointed.

The Chair and Vice Chair are members of Executive Council. The Secretary, Financial Officer and Executive Officer are also members, with seat and voice but no vote. Canon I.4.1(c).

OFFICERS OF THE DOMESTIC AND FOREIGN MISSIONARY SOCIETY (DFMS)

The Domestic and Foreign Missionary Society is a corporation created by act of the New York State Legislature in 1821. Its Constitution is found in Canon I.3 and is subject to amendment by the General Convention through the usual process of canonical amendment. The by-laws of DFMS are entwined with those of the Executive Council because of the overlap in membership and officers. DFMS, as the corporate arm of the church, holds title to all assets and conducts the financial business of the church. The second meeting of each year includes the annual meeting of the Board of Directors of DFMS. Resolutions on behalf of DFMS may be adopted at other meetings as well under a standing resolution that is adopted annually.

The Board of Directors of DFMS is the Executive Council. The officers of DFMS consist of:

- 1) The President - The Presiding Bishop. The President chairs the meetings of the Board and executes documents on behalf of DFMS. Canon I.3.Art.III; By-laws Art.I.8.
- 2) Vice Presidents - One Vice President is the President of the House of Deputies, who chairs meetings of DFMS in the absence of the President. The other Vice President is the Executive Director appointed under Canon I.4.3(d). Canon I.3.Art. III; By-laws Art.I.1(b) and 2(a). Either Vice President may be asked to execute documents on behalf of DFMS.
- 3) The Treasurer - The person who is Financial Officer of Executive Council. Canon I.3.Art.III. The Treasurer may be asked to execute documents on behalf of DFMS and signs the Society's checks and receipts. By-laws Art.I.8.
- 4) The Secretary - The Secretary of the Executive Council. The Secretary may be asked to execute documents on behalf of DFMS, has custody of the seal of DFMS and affixes it as directed by the Board of Directors.

The By-laws of DFMS may provide for additional officers, but do not currently do so.

OTHER PARTICIPANTS AT EXECUTIVE COUNCIL GATHERINGS

The Executive Council benefits greatly from the presence of representatives of several groups. These may include:

- Church Center Staff
- Delegations from a Diocese
- Youth representatives of a Diocese or Province
- Representatives (known as “partners”) from the Evangelical Lutheran Church in America and the Anglican Church of Canada
- Representatives of Standing Commissions, Special Committees, Task Forces, etc.
- Members of the church press

The Chairs of the Standing Committees and the Officers determine which staff and other guests should attend Council meetings.

STANDING COMMITTEES OF EXECUTIVE COUNCIL

All Council members serve on one of the Standing Committees. By-laws Art. II.3-6. Appointments of members and Chairs are made by the Chair and Vice-Chair before the first meeting of the triennium after Council members have been asked their preferences for assignment. At the first meeting of the triennium, each committee may elect a vice-chair and secretary. Minutes of each committee's work will be distributed by the Office of the Secretary to the full Council before the next regular meeting. In order to provide accurate minutes, the Standing Committees will review minutes by e-mail before the Committee's Secretary forwards them, preferably in electronic form, to the Office of the Secretary.

Executive Committee

The Chairs of the Standing Committees, 2 at large members and the Officers together make up the Executive Committee. The Executive Committee meets twice between Council meetings to receive progress reports on Council initiatives, provide consultation on urgent issues, service as a communication link between Council and the Officers and staff of ECUSA, and plan the agenda for the next meeting. By-Laws Art. II.4.

Administration and Finance (A&F)

This committee facilitates the ministry of the Episcopal Church in partnership with the other key Executive Council committees; supports the work of the Assistant to the Presiding Bishop for Administration and the Office of the Treasurer; oversees the operation of the Domestic & Foreign Missionary Society; and maintains close relationships with the General Convention on financial matters through regular contact with the Joint Standing Committee on Program, Budget & Finance. The Vice Chair of Council, the Treasurer, and the Executive Officer are members ex officio.

Examples of A&F's work in the past triennium include:

- Review of financial statements, year-end budgets, and statements of operation for DFMS
- Recommended establishment of and disbursement from various trust funds in accordance with established procedures
- Developed recommendations regarding priorities on which to base the budget to present to General Convention, reviewed the budget, discussed askings of dioceses
- Recommended revisions to Church travel guidelines and travel agents
- Reviewed need for various Church Center staff positions and recommended approval
- Recommended changes in the lay employees pension plan

Three independent committees report through A&F:

Audit

The audit committee, made up of two members from the Council, two from PB&F and two at large members, meets at least three times during the year but not in conjunction with council meetings. The audit committee selects, with A&F's approval, the auditing firm for DFMS. The committee reviews the audit plan and the audit report. The committee then recommends to the council through A&F acceptance of the audit report with identified areas needing attention. The committee works closely with the auditors to identify areas of liability for DFMS and areas where increased internal control is needed. The Audit Committee works closely with grants auditing personnel to ensure accountability for grants given by DFMS.

Investment

The investment committee has six to nine members and like audit, does not meet in conjunction with the Council. The members include the President, the Treasurer and one other member of the Council. The committee has responsibility for overseeing the investments of DFMS, selecting advisors and managers, as well as depository and custodial institutions. The committee recommends to A&F the amount or rate of investment proceeds appropriate to be used in the budget.

Economic Justice Loan Committee (EJLC)

This committee is responsible for overseeing the assets set aside by General Convention and Executive Council for loans that support greater economic justice by enhancing people's ability to improve their economic well being and empowering the powerless and oppressed.

Congregations in Ministry (CIM)

This Committee serves as Executive Council's linkage with program areas of the Church Center (Congregational Development, Ethnic Congregational Development, the Office for Ministry Development, and Ministries with Young People) and Standing Commissions whose work relates to congregational ministry. The Committee is also responsible for overseeing the communications efforts of the church.

The primary work of the CIM Committee is tracking and responding to those resolutions from the preceding General Convention that address concerns related to congregational life and ministry. Based on the direction given by General Convention, the Committee formulates resolutions to bring before the plenary of Executive Council as appropriate. The CIM also addresses concerns that develop between General Conventions in any of the program areas relating to congregational ministry and development. When intensive work is needed to develop a particular resolution, sub-committees of CIM research and draft proposals for the committee's consideration.

The following independent committee reports through CIM:

Episcopal Council of Indigenous Ministries

ECIM serves as a voice for Native Americans in the Episcopal Church, recommending policies and programs for the consideration of the Council and the Presiding Bishop.

International Concerns (INC)

This committee monitors the international policies and programs of the Episcopal Church and proposes actions as needed. All resolutions from the preceding General Convention that are referred to INC are tracked.

INC relies heavily on Directors or representatives of Episcopal Church Center offices having relationships with the international community, especially Anglican and Global Relations, Episcopal Relief and Development, Migration Ministries, and Peace and Justice Ministries. These representatives attend most meetings keeping the Committee apprised of their work and bringing forward pertinent matters for discussion. Also acting as consultants are the Directors of Government Relations for the Episcopal Church, Ecumenical and Interfaith Relations, Office of Bishop for the Armed Services, and Steering Committee members from Episcopal Partnership for Global Mission (EPGM). An interpreter for Spanish speaking Committee members and guests is present at all INC meetings.

Reports are received throughout the triennium on oversees dioceses and dioceses in covenant relationships with the Episcopal Church. These reports are reviewed by INC and appropriate resolutions of acknowledgment or action are presented to the Executive Council.

To be proactive regarding continuing issues around the world, members of International Concerns Committee have assumed responsibility for monitoring various areas and reporting at each meeting. Currently members are assigned to Africa, the Middle East, Central America, the Caribbean, Mexico, Canada, the Philippines, Eastern Europe and Russia.

INC recommended to Council mission sending standards for missionary sending agencies in EPGM which INC continues to monitor. One of the agencies in EPGM is invited each year to address Executive Council.

The International Concerns Committee also works for diversity of languages in the Episcopal Church. In addition it addresses environmental concerns, concerns about global warming, concerns about HIV/AIDS, and concerns about refugees and forced migration.

National Concerns Committee (NAC)

This committee deals with all domestic ministry and mission issues that do not relate specifically to congregations. Thus, for example, developing a response to the September 11, 2001, attacks on the United States was a task assigned to NAC (working with the International Concerns Committee), but the General Convention resolution regarding congregations identifying themselves as safe spaces for sexual minorities belonged to Congregations in Ministry.

NAC regularly receives and, as necessary, acts on reports from program staff regarding ecumenical and interfaith matters, social justice issues, and prison, health and military ministries, as well as initiatives coming from Congress or the President that affect the work of the church. During this past triennium NAC has also dealt with Anti-Racism training and heard from the Science, Technology and Faith Committee. The staff who assist this committee includes members of the Social Justice and Ecumenical Offices, the Office of the Bishop of the Armed Forces, Migration Ministries, and the Church's Government Office in Washington, D.C.

The following independent committees report through NAC:

Committee on Anti-Racism

This committee is charged with guiding and monitoring the Church's work in response to several General Convention resolutions directed at eliminating the sin of racism from the life of the Church. The committee receives staff support from the Social Justice Officer who is charged with implementing General Convention's anti-racism resolutions.

Task Force on Ethics and New Genetics

This committee is charged with developing recommendations regarding ethical issues arising out of genetic advances. Its papers and recommendations are presented to General Convention to inform the decision making of the Church and its members on these issues.

Jubilee Advisory Committee

This Committee of Executive Council serves as a council of Advice to the National Jubilee Officer. It works with the National Officer in providing training, education, and program development for the purpose of conveying the message of Jubilee to the Church at large. Jubilee promotes involvement by congregations with "poor and oppressed people wherever they may be located" by providing services of outreach, empowerment, practical evangelism, and advocacy.

Jubilee Ministry Committee

In January 2000, the Executive Council reaffirmed this committee's role as an advisory committee charged with engaging the Church in the needs and issues of poverty among congregations and dioceses, advising the National Jubilee Officer, and working with the Jubilee Ministry Office.

Committee on Science and Technology and Faith

This committee was established to bring before the Church concerns resulting from science and technology that bear upon the life of God's people and their relationship with the whole of creation.

Social Responsibility in Investments (SRI)

This committee is responsible for researching the social responsibility records of corporations whose stock is held in DFMS portfolios and recommending appropriate courses of action based on the positions established by General Convention and Executive Council. SRI's develops shareholder resolutions on social justice issues to be submitted to companies in which the Church invests its funds. It also reviews similar resolutions being offered by other churches or advocacy groups and recommends whether the Episcopal Church should support them. SRI's recommendations are forwarded to the Executive Council through NAT. At the first meeting of each triennium Council decides whether to reauthorize the resolutions it has previously approved. As new issues come up during the triennium, SRI forwards its recommendations to the next meeting of Executive Council

LIAISONS TO COMMITTEES, COMMISSIONS, AGENCIES AND BOARDS

The Chair and Vice-Chair may jointly appoint one or more members to be liaisons to any of the Standing Commissions when necessary for communication between Executive Council and the particular commission. Canon I.2(d). Liaisons are usually appointed when requested by a Standing Commission or when the Council determines it would benefit from a deeper understanding of the Commission's work for the triennium. A liaison shall not be a member of the Commission and has voice, but no vote. Liaisons are expected to provide written reports of new contacts with and developments in the work of their respective Commissions for each meeting of the Council.

REPRESENTATIVES TO ANGLICAN AND ECUMENICAL BODIES

Representative (Partner) to the Anglican Church of Canada

The Council elects one person from Council to serve a three year term as our Partner for the Anglican Church of Canada. Canon I.4.2(g). The Partner attends meetings of the Canadian Council of the General Synod twice a year and the triennial General Synod (next meeting in 2004). The Canadian Council meets over weekends, so our Partner must be able to make that time available. The expenses for this position are paid from the Executive Council budget.

Representatives to the Anglican Consultative Council

The Episcopal Church sends three representatives to the ACC meetings, one bishop, one priest, and one lay person. These representatives are to be members of the Province's (*i.e., the Episcopal Church's*) representative structures, as they are expected to convey the views of the Provincial decision making body to ACC and vice versa. These representatives are elected by Executive Council (Canon I.4.2(g)) for terms that include three council meetings (a Lambeth Conference will also occur during each term). The ACC meets once about every three years for a period of about two weeks. Members may be elected to the Standing Committee, and to the Finance and Administration Committee, which meet once a year, around the end of February or the beginning of March. Officers are elected within the ACC for six year terms, which may extend beyond the original 9 years of a member's term. Our representatives are expected to report to the Executive Council after the meetings of ACC or its committees, either in writing or orally, addressing any issues that require action to INC.

Representative to the Evangelical Lutheran Church of America

A member of the Executive Council is appointed as liaison to the Evangelical Lutheran Church of America (ELCA) for a three-year term. The person attends the meetings of the ELCA Church Council, which is analogous to the Executive Council, and the ELCA Churchwide Assembly, which is analogous to our General Convention. In turn, the ELCA provides a liaison from their Church Council to attend the Executive Council meetings and the General Convention.

Part II: The Life of Executive Council

ARRANGEMENTS FOR TRAVEL AND ACCOMMODATIONS

The Church's Travel Guidelines found in Appendix A apply to Executive Council travel to all meetings. Usually about two months before the meeting a notice is sent out advising members of the location, hotel, and opening and closing times and dates, with a request to contact the Church's travel agency to make travel reservations.

The meetings are generally held in hotels that can provide a variety of meeting rooms for the plenary, committees and other small groups that meet during the time Council is together. Each member has a separate room and arrangements can be made to bring a guest to stay in that room and join the Council for various meals. The Council member will be charged for the meals the guest participates in and must make arrangements for the guest's travel.

Meetings generally alternate between a weekday and an over-the-weekend schedule.

NORMS AND PRACTICES FOR EXECUTIVE COUNCIL MEETINGS

At the beginning of each triennium, the Council considers the norms by which it chooses to operate for the next three years. If any of the norms proved to be unhelpful, the Council could change them during that period. These are the norms in effect during the 2000-2003 triennium:

- Round tables for plenary
- Time for private conversations on the agenda at the beginning of the first plenary session, plus time at the end of the meeting if necessary
- Collaborative relationships with staff
- Arrive on time and stay for the entire meeting
- Listen with respect – debate issues, not personalities
- Confidentiality on matters as requested by Council
- Speak with care and respect in both public and private conversations
- Prepare for meetings
- Worship – Morning Prayer, Shared Reflections, and Eucharist will be a part of our daily life.
- Healthy meals
- Preserve time for relaxation, e.g., lunch time and at least one free evening
- Engage in community building events
- Name tags for everyone including title and function
- Committee Chairs will announce their committee agendas at the first plenary session
- Private time for sharing by the Presiding Bishop and the President of the House of Deputies
- Casual dress

EXECUTIVE SESSION

Although Executive Council meetings are generally open to the public, a member may move to enter into Executive Session, stating the reason for the session. By-laws Art. II.9. Executive Sessions are permitted only to discuss personnel issues or other matters whose discussion in public might adversely affect the financial or legal position of ECUSA or DFMS. No resolution may be adopted in Executive Session, so if any member feels action based on the discussion in Executive Session is warranted, a resolution must be offered after the return to public meeting. Only Council members may remain in an Executive Session, although the Chair may request particular persons to attend while presenting necessary information. Similarly, the Council's committees may enter into Executive Session for the limited reasons set out in the By-laws. All persons who are members of the Committee in question would remain, while any others would be excused. The Committee chair may ask specific staff or other persons to attend to present information desired by the Committee.

PRIVATE CONVERSATION

The Council may schedule private conversation time to receive information on or discuss matters about which it needs to be informed, but which are not appropriate for public discussion. By-laws Art. II.10. An example might be an update on the Presiding Bishop's efforts to resolve an intra-diocesan conflict or on communications with fellow primates. Usually the subject matter will not involve a matter requiring action by the Council. For the last triennium, the agenda has routinely included time for Private Conversation on the first and last days. To schedule a Private Conversation at another time, three members must join in the request. Again, no action may be adopted during Private Conversation. Both Council members and Church Center staff remain during Private Conversations.

PRAYER, WORSHIP AND BIBLE STUDY AT EXECUTIVE COUNCIL

A vital part of our common life is our shared spiritual life. Each meeting includes daily opportunities for prayer, worship and Bible study. Although the pattern varies, the day usually begins with some form of Bible sharing. Holy Eucharist follows later in the schedule. A Committee of Council assists in the planning for worship. Members of Council are invited to do share in the responsibilities for worship. At some meetings worship may take place in local churches or in cooperation with the diocese.

ANTI-RACISM WORK

In concert with the General Convention, Executive Council recommitted itself to combat racism by participating in an on-going training and self-assessment process. At the end of the triennium it began an organizational self-assessment of itself and the church. It intends to continue this process in the next triennium to extend its self-assessment and pursue necessary change and restructuring.

ENGAGEMENT WITH THE LOCAL DIOCESE

It has been a custom of Council to meet in different Provinces of ECUSA over the course of the triennium. This allows the Council to see the church in a wide variety of settings and, on occasion, to be involved in ministry efforts. Over the past two triennia Council members have helped build houses in Honduras and paint a school and a church in the Dominican Republic. When meetings run from Monday to Friday, we try to spend an evening with the leadership of the diocese. Such a group often includes General

Convention deputies, Standing Committee and Diocesan Council, diocesan staff and those who are presenting the program describing their Diocese. This gives an opportunity to share a meal and conversation and hear a presentation from the Diocese describing the make-up and the work of the Diocese. When we meet over a weekend, this activity often occurs on Sunday with the Council and staff attending the Cathedral or a nearby church for their regular Sunday service. In either case, this is a time when we usually "dress" for church and many of the clergy wear clerical dress. Meeting costs and the needs of Council may require variations in this pattern.

GUIDELINES FOR REQUESTING ACTION BY THE EXECUTIVE COUNCIL

1. Executive Council acts only through resolutions adopted in a properly noticed meeting.
2. Resolutions may be proposed by members of Council, Senior Staff Executives, Dioceses, Provinces or Interim Bodies or by Committees directed to report to the Executive Council. Resolutions shall be filed with the Secretary, in writing, with an electronic file if possible. The Secretary will submit each resolution to the Committee of Council charged with responsibility for the resolution's subject matter and notify the proposer of the assignment. The appropriate Standing Committee of Council then brings the resolution to the floor, with its recommendation.
3. Resolutions should begin with the phrase "*Resolved, That...*" followed by a concise statement setting forth the specific action proposed. A separate explanation may follow. Resolutions should be limited to a SINGLE topic, and brevity is truly a virtue.
4. The latest date for resolutions to be included in the Agenda mailing is the date announced by the Secretary in the official "in-house" notification of Agenda deadline sent to the staff at the church Center and sent by e-mail to members of Council. Notice of the resolutions that will be considered at the meeting will be sent out with the Agenda, listed by title. The deadline is usually four weeks prior to a Council meeting. After that date, only resolutions proposed by Council members, committees or staff will be addressed at the scheduled meeting.
5. Communications received, in the form of letters, etc., which may call for action of the council, should be filed in the office of the Secretary. The Secretary will refer such correspondence to the appropriate Staff Executive for information and to the appropriate Standing Committee.
6. The Office of the Secretary will work with the chair of the assigned Standing Committee to inform the proposer of Council's action when the proposer is not at the meeting.
7. At meetings of Council, the Secretariat will assist the Standing Committees by providing, on request, copies of revisions to resolutions being developed by the committee, in sufficient number for the committee only. When the resolution has been perfected, the Secretariat will receive and distribute it to the full Council prior to scheduled action. The Secretariat needs an original copy and would prefer an electronic file for ease of handling.
8. Resolutions that have not been considered by a Standing Committee of Council may be brought to the floor only by a two-thirds vote of Council members present and voting.
9. A Council member who is submitting a resolution should advise the Chair of the Committee likely to be assigned that a resolution may be expected. The Committee may already have the subject under consideration.
10. Committees considering Resolutions that require actions by the Office of the Secretary should consult the Secretary about implementation plans prior to adopting the resolution.

Committees considering Resolutions that require actions by the Office of the Secretary should consult the Secretary about implementation plans prior to adopting the resolution.

STANDARDS FOR RELATING TO CHURCH CENTER STAFF

Members of Council hope for a working relationship with the staff that is characterized by open communication, collaboration, and mutual support. We assume good intentions on the part of all parties – that we are truly friends in ministry.

Communication with program staff occurs in a variety of ways. One-page reports on the work of the various departments since the last Council meeting are provided for the Council. In committee meetings there is opportunity to hear from the staff members of that committee who are present regarding further information, concerns. This process encourages dialogue and creative discussion between the staff and the wider church represented by the Council members.

There are many opportunities during Council meeting to dialogue with staff members who are not part of a member's committee. Such opportunities include participation in Bible study, meal times, break times and the free evening. A sense of collaboration is fostered and the dialogue is encouraged.

Between meetings, the lines of communication are a bit more formal. Members who need information from their committee's staff members can reach them by calling or e-mailing their offices at 815. A call may not be returned immediately since staff members are often not "in residence" for periods of time. However, staff will advise as promptly as possible when an answer may be expected. If there are questions, concerns or need for information from other staff not in the member's committee, it is wise to communicate first with the chair of that committee who may already have the answer or a clearer idea as to which staff person could best respond.

The Senior Staff Executives and the Presiding Bishop supervise the program staff. The work of the program staff supports the work of the Executive Council. The staff is present at Executive Council meetings to provide information and insight to the Executive Council. The Executive Council is not responsible for supervising or directing the staff. Normally job performance matters and implementation of policy by staff are not the subject of Council discussion or resolutions.