



THE GREEN SHEET

A newsletter for clergy and lay church leadership

XXXII

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ISSUE #2

CLERGY NEWS

WELCOME to The Rev. Christian Rabone and Tiffany. Christian has accepted a call from St. Francis, Gulf Breeze to be their new Rector, effective March 1, 2023. Christian comes to us from the Diocese of Northwest Texas. Again, welcome to the Diocese and we wish you all the best in your new ministry among us.

2022 PAROCHIAL REPORTS NOW DUE (Filed in 2023)

Remember that 2022 Parochial Reports are due March 1, 2023. This is only one of two items that are canonically required by TEC so please complete it timely. The Parochial Report is found online at: <https://reports.dfms.org> Each church will login into this site with their unique login (an email) and password. A reminder with your login ID was emailed to you in December by the General Convention Office. If you need your login ID again, please contact the diocesan office and we can provide. Instructions, blank forms, and a helpful screencast can be found at: <https://www.generalconvention.org/pr-workbook-and-instructions>

A reminder that your reports are due online using the DFMS Filing website; paper documents are not accepted. If you wish you can use the blank PDF version of the form as your working document, but it will need to be entered online for it to be officially submitted as complete.

2023 DIOCESAN CONVENTION REGISTRATION & TIMELINE

The 52nd Annual Diocesan Convention will be held March 3-4, 2023, at the University of West Florida Commons Conference Center located at 11000 University Pkwy, Pensacola, Florida.

The Pre-Convention meeting for clergy and lay delegates will be Sunday, February 5 at 4pm CT on Zoom. [DETAILS HERE](#)

Registration: www.diocgc.org/convention-registration. **Registration for clergy and lay delegates closed on January 31.** Email jenn@diocgc.org if you are a voting delegate and still need to register. All others, including visitors, will need to be registered by February 15.

UPDATE Standing Committee Member and General Convention Deputy nominations have been extended to February 12.

NOMINATION FORM LINKS: [STANDING COMMITTEE MEMBER](#) [GENERAL CONVENTION DEPUTY](#)

For up-to-date convention details, including canonical deadlines for various convention items and hotel listing, visit www.diocgc.org/2023-diocesan-convention.

At the bottom of this document you will find an ongoing timeline for important items due leading up to the convention. Note items with an asterisk are established per diocesan canons. Please schedule your delegate elections and other meetings accordingly in order to meet the due dates.

NEW HAPPENING #60 IS MARCH 17-19

Happening registration is open for all 9th, 10th, 11th, and 12th graders. This is a weekend retreat for teenagers run by teenagers with the support of adult staff. For more information about Happening and registration details, visit www.diocgc.org/happening.

CHURCH LEADERSHIP DIRECTORY UPDATES NEEDED BY FEBRUARY 28

Annually, we request churches to update their leadership directory for the diocesan database. The update is especially important to report changes in vestry membership. Please submit your completed form, linked below, by February 28. Thank you! Direct questions to jenn@diocgc.org.

[CHURCH LEADERSHIP DIRECTORY FORM](#)

IMPUTED INCOME REPORTS HAVE BEEN SENT

Section 79 of the Internal Revenue Code requires that employers calculate imputed income for employees who receive group term life insurance coverage in excess of \$50,000. Clergy and Lay employees who have this type of group term life insurance coverage are required to pay taxes on the value of that insurance coverage in excess of \$50,000. We have done the calculations for you and just mailed them to all church employers. Although the diocese provides this information to your employer, we want you to be aware of this additional income. It is important that you confirm with your employer both the figure provided in the letter mailed and that your employer will include an imputed income figure on your Form W-2. Questions? Call Kim in the diocesan office.

2023 CONGREGATIONAL PLEDGES

The annual pledge request mailing was completed Dec. 5; an email message was also sent to church clergy / leadership as a reminder. **The mailing includes a message from the Bishop that we ask to share with your vestry.** The mailed hard copy includes your individual pledge form with the past two years of plate/pledge data. We ask that your contribution be a ten percent (10%) tithe of the most recent full year Operating Revenue (plate/pledge) as reported on your annual Parochial Report. If you believe that the most recent filed Parochial Report (completed in 2022 for the calendar year 2021) does not fully reflect your current financial status, use the comment section on the form to provide additional information. Please do your best in meeting your annual pledge commitment for 2023; a majority of the annual diocesan mission / ministry budget (88%) is through your direct financial support.

A FEW END OF YEAR CHURCH TAX REMINDERS

- W-2's are due by January 31 to every minister and employee on your staff
- Contribution summaries are due to donors who made individual contributions of \$250 or more throughout 2022
- Distribute 1099-NEC forms to any person paid \$600 or more during 2022
- Note: The IRS has increased the 2023 standard mileage rate for business travel by 3 cents from 62.5 cents to 65.5 cents per mile, effective January 01, 2023. For more information go to the official IRS notification found at: <https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2023-business-use-increases-3-cents-per-mile>

2023 PROPERTY/LIABILITY INSURANCE CHANGES

Unfortunately, the cost of property / casualty insurance in the Gulf Coast states have skyrocketed, especially in Florida. Many of our churches have maintained a very low AOP deductible (eg. \$1000). That means you are paying much higher premiums now to potentially pay less out of pocket with a future claim. However, paying higher premiums for this coverage may not be your best option. Please contact Dwight in the diocesan office; he can request AOP deductible options from CIC and/or additional recommendations that can provide more effective ways to secure premium savings.

RESOURCE: LAY LEADERS DIRECTORY

The list of Lay Leaders who have been canonically certified as Lay Worship Leaders and Lay Preachers is available on the diocesan website. We have provided this list for many of our smaller parishes that have occasional need of assistance when supply clergy are not available. Bishop Kendrick and Dean Joy Blaylock work in conjunction with those who are invited to lead worship or preach at a church different than their own. This has been found to be a joyful fruit of the Lay School as it deepens the bonds of relationship and ministry across our diocese.

If you have any questions, please feel free to contact Dean Joy Blaylock at joyblaylock@diocgc.org. You can find the Lay Leader list here: <https://www.diocgc.org/lay-ministry>.

CHANGES TO THE ONLINE SAFEGUARDING / RISK MANAGEMENT SYSTEM

Our Safeguarding system has migrated to a new platform. You can find links and guidelines on the diocesan website at: <https://www.diocgc.org/administrative-resources> The name of this program changed from "Armatus" to "Praesidium Academy." Each church must identify church Administrators; Admin's can be added to the system by contacting the Diocesan Office. These Admins will add their church members to the Academy system and generate "invitations" to those needing to take Safeguarding modules.

To Sign Up for new Safeguarding system:

1. E-mail the Safeguarding Online Administrator assigned to your parish.
2. Your designated church Administrator will facilitate your access Praesidium Academy by generating an "invitation e-mail" which will be sent to you from donotreply@praesidiuminc.com.
3. Fill in the required information (including your desired password).
4. Click Accept Invite.
5. You will be redirected to the login screen - please log in with your e-mail address and the password you just created.
6. You can now proceed to find and complete the required modules.

If your coursework is over 4 years old, it will be considered dated/expired and may not have been moved over into your new account. If you have any questions, please contact Dwight Babcock or Mary Poss at 850-434-7337.

TECHNOLOGY SAVINGS FOR NON-PROFITS

Remember that all churches have an account created for them on TechSoup, a technology non-profit that provides access to many tools for other non-profits donated by key companies such as Microsoft, Intuit, Adobe, Dell, etc. This allows your church to purchase software, hardware, courses, and other technology services at greatly discounted rates. Please contact the diocesan office to receive your association code and to provide the name/email of who will be your TechSoup administrator (required if you want to place an order). Visit www.techsoup.org to look over products.

TENS MATERIALS AVAILABLE

Annual pledge campaign materials are available on the TENS website: This year's theme is "More Than Enough: Annual Pledge Campaign". Resources include: Graphics and Logos in many common formats; Customizable letters from Clergy, Stewardship Committee, and Wardens; Customizable pledge / promise cards, etc. All churches have access to TENS materials as they are included in our diocesan membership. The login credentials change each year for members. LOGIN at: <https://www.tens.org/>. *2022 password: Luke9:17 (Note: a username is no longer required.)*

CONGREGATIONS IN TRANSITION (as of 2/2/2023)

Apalachicola, Trinity	In process; interim in place; receiving names
Grace Chapel and St. Thomas, Panama City Beach (joint search)	Interim in place - profile on parish website, receiving names
Gulf Breeze, St. Francis	Call announced
Magnolia Springs, St. Paul's Chapel	Using supply clergy; profile on parish website; receiving names

Please do not contact the openings directly. For information, please contact:

The Rev. Ashley Freeman, Canon to the Ordinary, at ashley@diocgc.org.

INSURANCE UPDATES

- Please visit our website for additional insurance info:
 - [Congregational Resources](#)
 - [Risk Management & Insurance Basics for Religious Organizations \(recommended\)](#)
 - [Safety and Insurance Handbook for Churches \(recommended\)](#)

JOB POSTINGS [Submit a job posting](#)

No postings at this time.

COMMUNICATIONS QUICK LINKS

[Submit an article for publication](#)

[Submit a church/community event](#)

[Submit a job posting](#)

LINK TO SUBSCRIBE TO DIOCESAN EMAIL LIST

We would be so grateful if you would consider adding the link below to your regular church communications and on your websites so that members can subscribe and stay connected to news from around the diocese. Thank you! [SUBSCRIBE TO DIOCESAN COMMUNICATIONS](#) or Text DIOCGC to 22828.

MUSIC LICENSING

If your church offers music during services, it is important to follow all copyright guidelines, which include maintaining a license to perform, broadcast, or print copyrighted music. Review your church's licensing agreements, and be sure to add the streaming option if you are broadcasting services online. Recommended licensing companies include [One License](#), [Christian Copyright Licensing International \(CCLI\)](#), [Christian Copyright Solutions](#).

LEARN - PRAY - ACT RESOURCES

As a recommitment to our work of Becoming Beloved Community, the Commission on Racial Justice & Reconciliation gathered resources for us to do this work. You can find the resources at www.diocgc.org/learn-pray-act.

CYCLES OF PRAYER FOR DIOCESE AND PRISON MINISTRY

Congregations are asked to include both our Diocesan Cycle of Prayer and our Prison Ministry Cycle of Prayer in their Prayers of the People, newsletters, and/or bulletins. Both are available at www.diocgc.org/cycle-of-prayer.

DID THE BISHOP VISIT YOUR CHURCH?

If Bishop Russell made a visit to your church for confirmation, reception or other special event, we would love to have a group photo or two on file for our records and sharing in our newsletters! Send high resolution images (1MB or larger file size) to jenn@diocgc.org, include photographers name for credit.

UPCOMING DIOCESAN EVENTS

Stay up-to-date on diocesan events by bookmarking our calendar:

<https://www.diocgc.org/calendar-of-events>.

WHAT	WHEN	WHERE
Pre-Convention mtg	Feb 5 pm	ZOOM
Standing Committee Meeting	Feb 14	ZOOM
Evangelism Brainstorm Session	Mar 1	ZOOM
Diocesan Convention	Mar 3,4	University of West Florida Conference Center, Pensacola
Cursillo #168	Mar 9-12	Beckwith www.coastalpilgrims.org
Happening #60	Mar 17-19	Beckwith www.diocgc.org/happening

BISHOP RUSSELL'S SCHEDULE

WHAT	WHEN	WHERE
CGC Lay School class	Feb 4	St. Andrew's, Panama City
Holy Eucharist Visitation	Feb 5	St. Monica's, Cantonment
Pre-Convention mtg	Feb 5 pm	ZOOM
Visitation	Feb 12 am	St. James, Port St. Joe
Visitation	Feb 12 pm	St. John, Wewahitchka
Standing Committee mtg	Feb 14	ZOOM
COM/Standing Cmte Candidacy Interviews	Feb 18	COM - St. Christopher's, Pensacola SC - ZOOM
Visitation	Feb 19 am	St. Mary's, Andalusia
Celebration of New Ministry [Eric Mancil]	Feb 19 4pm	St. Mary's, Andalusia
Ash Wednesday Service	Feb 22	Christ Church Cathedral, Mobile
HOB Planning meeting	Feb 23	ZOOM
Visitation	Feb 26	Trinity, Apalachicola
Celebration of New Ministry [Blake Hutson]	Feb 26 4pm	St. Jude's, Niceville

52nd ANNUAL DIOCESAN CONVENTION TIMELINE

WHAT	WHEN	WHERE/HOW
Initial Convention Information Packet sent	November 15	Emailed by Diocesan Office to Clergy and Senior Wardens - available at www.diocgc.org/2023-diocesan-convention
90 Days Until Convention		
*Resolutions to Amend Canons due	December 2	CLOSED
Convention Registration opens	December 2	www.diocgc.org/convention-registration
60 Days Until Convention		
*Certification of Delegates	January 1	File elections when completing registration form
*Resolutions to Amend Canons posted	January 1	No resolutions submitted
45 Days Until Convention		
*General Resolutions due	January 16	RESOLUTION FORM
30 Days Until Convention		
Standing Committee Member nominations due	January 31	NOMINATION FORM
General Convention Deputy nominations due	January 31	NOMINATION FORM
Other Items		
Commission/Committee Budget requests due	January 16	Submit to dwight@diocgc.org
Pledge Reports due	January 16	Submit to dwight@diocgc.org or kim@diocgc.org
Commission/Committee nominations due	January 31	NOMINATION FORM
Commission/Committee reports due	January 31	Submit to jenn@diocgc.org
Pre-Convention Meeting	February 5, 4pm	Zoom
Diocesan Convention	March 3,4	Details at www.diocgc.org/2023-diocesan-convention

*denotes canonically required item/deadline

2022/2023 PLEDGE REPORT (as of 1/31/23)

Headings and Account	2023 PLEDGES	2022 PLEDGE ACTUAL**	2022 PLEDGE BUDGETED	2022 PLEDGE VARIANCE
Pledges				
Andalusia, St. Mary's (121)	\$12,000	\$12,000	\$12,000	\$0
Apalachicola, Trinity (165)	\$20,000	\$15,996	\$16,000	\$0
Atmore, St. Anna's (143)	*	\$0	\$600	(\$600)
Atmore, Trinity (35)	*	\$2,400	\$2,208	\$192
Bay Minette, Immanuel (30)	\$4,238	\$4,800	\$3,382	\$1,418
Bon Secour, St. Peter's (175)	\$5,740	\$6,660	\$6,846	(\$186)
Brewton, St. Stephen's (184)	*	\$18,369	\$17,090	\$1,279
Cantonment, St. Monica's (118)	*	\$600	\$600	\$0
Chickasaw, St. Michael's (60)	*	\$0	\$517	(\$517)
Chipley, St. Matthew's (68)	\$6,600	\$6,007	\$5,400	\$607
Citronelle, St. Thomas (4)	*	\$220	\$350	(\$130)
Coden, St. Mary's (50)	*	\$5,569	\$5,000	\$569
Crestview, Epiphany (46)	\$2,400	\$2,450	\$2,400	\$50
Daphne, St. Paul's (931)	\$60,700	\$61,307	\$61,307	\$0
Dauphin Isld, St. Francis (56)	\$12,266	\$10,200	\$10,138	\$62
DeFnk Spgs, St Agatha's (80)	*	\$4,622	\$4,000	\$622
Destin, St. Andrew's (84)	*	\$7,700	\$6,700	\$1,000
Dothan, Nativity (563)	*	\$52,000	\$52,000	\$0
Enterprise, Epiphany (67)	\$10,500	\$10,200	\$9,916	\$284
Eufaula, St. James' (200)	\$15,300	\$15,000	\$15,000	\$0
Fairhope, St. James' (1319)	*	\$130,265	\$130,000	\$265
Foley, St. Paul's (540)	*	\$28,500	\$28,500	\$0
Ft. Wltn Bch, St. Simon (643)	\$51,855	\$57,980	\$57,980	\$0
Greenville, St. Thomas (150)	\$18,481	\$23,102	\$21,136	\$1,966
Gulf Breeze, St. Francis (192)	\$15,918	\$16,487	\$18,945	(\$2,458)
Gulf Shores, Holy Spirit (380)	\$33,750	\$33,750	\$33,750	\$0
Jackson, St. Peter's (30)	\$1,400	\$1,400	\$1,400	\$0
Laguna Beach, St. Thomas (94)	\$6,160	\$7,069	\$5,565	\$1,504
Lillian, Advent (68)	\$9,504	\$10,930	\$10,930	\$0
Magnolia Spgs, St. Pauls (126)	\$20,000	\$25,000	\$20,000	\$5,000
Marianna, St. Luke's (140)	\$10,000	\$13,000	\$14,300	(\$1,300)
Milton, St. Mary's (177)	\$14,461	\$19,415	\$15,165	\$4,250
Mobile, All Saints' (424)	*	\$19,833	\$20,000	(\$167)
Mobile, Christ (593)	\$41,800	\$41,800	\$41,800	\$0
Mobile, Good Shepherd (185)	*	\$2,720	\$423	\$2,297
Mobile, Redeemer (261)	*	\$14,000	\$13,250	\$750
Mobile, St. Andrew's (50)	\$4,160	\$4,221	\$5,000	(\$779)
Mobile, St. John's (149)	\$15,000	\$13,477	\$14,100	(\$623)
Mobile, St. Luke's (597)	\$20,000	\$20,000	\$20,000	\$0
Mobile, St. Paul's (2407)	*	\$185,000	\$185,000	\$0
Mobile, Trinity (434)	\$16,000	\$14,520	\$14,520	\$0
Monroeville, St. John's (81)	*	\$4,132	\$9,384	(\$5,252)
Navarre, St. Augustine's (128)	*	\$3,375	\$3,148	\$227
Niceville, St. Jude's (281)	\$33,890	\$28,259	\$28,379	(\$120)
Ozark, St. Michael's (42)	\$2,278	\$2,358	\$1,568	\$790
Pnma City, Holy Nativity (671)	*	\$33,000	\$33,000	\$0
Panama City, St. Andrews (255)	\$14,000	\$37,515	\$18,000	\$19,515
Pnma City, St. Patrick's (67)	\$3,500	\$3,794	\$5,000	(\$1,206)
Panama City Beach, Grace (126)	*	\$10,530	\$10,524	\$6
Pensacola, Christ (2131)	\$129,000	\$127,100	\$127,100	\$0
Pensacola, Holy Cross (325)	\$24,000	\$22,800	\$22,600	\$200
Pensacola, Holy Trinity (112)	\$8,193	\$9,625	\$9,625	\$0
Pcola, St. Christopher's (1117)	*	\$67,660	\$67,660	\$0
Pensacola, St. Cyprian's (47)	*	\$3,400	\$3,395	\$5
Pensacola, St. John's (111)	\$16,718	\$8,608	\$11,000	(\$2,392)
Pt St. Joe, St. James' (122)	*	\$1,500	\$1,500	\$0
Robertsdale, St. John (112)	*	\$1,620	\$1,700	(\$80)
SRB, Christ King (305)	*	\$53,362	\$52,000	\$1,362
Troy, St. Mark's (195)	\$18,000	\$17,580	\$17,580	\$0
Wewahitchka, St. John's (51)	*	\$0	\$2,000	(\$2,000)
Total Pledges	\$677,812	\$1,354,786	\$1,328,381	\$26,409

* 2023 pledge form outstanding as of January 31, 2023

** Actual 2022 pledge amounts received as of 01/18/2023