



THE GREEN SHEET

A newsletter for clergy and lay church leadership

XXXII

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ISSUE #11

CLERGY NEWS

WELCOME to the **Rev. Justin Boyd**, who has been called as the vicar of St Thomas, Laguna Beach and rector of Grace Church, Panama City Beach, effective January 1, 2024. Justin comes to us from the Diocese of Oklahoma, along with his wife, Carmen, and young son, Aidan; to the **Rev. Wanda Ray**, retired clergy from the Diocese of Ohio, and lives in the Foley Area. Wanda will be licensed as a supply clergy in the near future. **Congratulations** to the **Very Rev. Johnny Cook**, who has been called to serve as the interim rector of St Paul's, Mobile, effective January 4, 2024.

UPDATE 53RD ANNUAL DIOCESAN CONVENTION - REGISTRATION OPEN

The 53rd Annual Diocesan Convention is scheduled to be held February 23-24, 2024, at St. Paul's Episcopal Church, Daphne. Now is the time to plan for your delegate elections! **All delegates must be elected and certified by Sunday, December 24, 2023** (no later than 60 days prior to the start of the diocesan convention, in accordance with Canon 3, Sections 4 and 5). The timeline of important convention dates is located at the bottom of this document.

NOTE: Churches will submit their delegate certifications during the online registration process.

The initial informational packet was emailed to clergy and senior wardens in charge of churches on November 1. Visit www.diocgc.org/2024-diocesan-convention for up-to-date information.

Registration is now open at www.diocgc.org/convention-registration.

NEW CONGREGATION PLEDGE FORMS MAILED

The annual pledge request mailing was recently sent; an email message will shortly be 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 2023 for the calendar year 2022) 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; most of the annual diocesan mission / ministry budget (90%) is through your direct financial contributions. Thanks again for your support.

NEW YOUTH MINISTRY STEERING COMMITTEE APPLICATIONS

Meghan Johnson, missioner for Youth Ministry, is creating a Youth Ministry Steering Committee for the diocese. The committee will get together once a month on Zoom to discuss event planning, guidelines, ministry, and more. It will consist of 5 adults, 10 youth, and 2 spiritual directors who will work to grow the diocese's ministry for youth. Please fill out the appropriate application if you are interested in serving on the committee. Applications are due May 1.

[Youth Application](#) [Adult Application](#)

For more information, contact Meghan Johnson at meghan@diocgc.org.

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) which means they are paying some of the highest premiums for their coverages. The Diocese looked at all churches with \$1000 deductible and found that all would save if they moved to a \$2,500 AOP deductible at a minimum. **As such, all churches currently with a \$1,000 AOP deductible have been migrated to a \$2500 AOP deductible in 2024.** If you wish to remain on the more expensive \$1,000 deductible or have questions, please contact Dwight directly.

NEW UTO FUNDS RECEIVED TO DATE

The following UTO funds have been received to date. If you believe your balance is incorrect or is missing, please contact Kim the diocesan office at kim@diocgc.org.

St. Paul's, Mobile \$2,232

St. Mary's, Milton \$620

St. Peter's, Bon Secour \$422

Christ Church, Pensacola \$170

St. Peter's, Jackson \$100

St. Thomas, Laguna Beach \$97

NEW 2024 MILEAGE RATE

The 2024 mileage rate has not yet been released by the IRS; expect the new rate to be released by mid-December. The IRS revises the mileage rate each year based on expenses that include the cost of gas, car insurance, transportation inflation and various car maintenance costs. It currently is \$.655 for business purposes, \$.14 for charitable purposes.

NEW IMPUTED INCOME REPORTS TO BE SENT DEC. 4

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 will mail them to all church employers December 4. 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.

NEW CLERGY REMINDER: NEW ASSIGNMENT FORM

CPG has recently been running into a few issues with clergy / employers that have not submitted or updated employment / compensation changes with CPG via the "New Assignment Notice" form. This has implications for clergy pensions and takes a fair amount of work to clean up. Note that CPG sends all clergy an annual statement about your compensation, credited service accrued, etc.; if you see anything needing to be fixed / updated, this form needs to be completed and sent to CPG timely. Remember, clergy/employers need to submit this form to CPG when:

- A cleric begins an assignment or changes employers, including initial employment
- A cleric's employment status changes to make him/her eligible (or ineligible) for benefits
- A cleric's employment is terminated, including due to retirement
- A cleric's or lay employee's compensation changes, including when a one time payment is made

You can find the CPG form at: <https://www.diocgc.org/administrative-resources> or call Kim at the diocesan office.

2023 STEWARDSHIP MATERIALS AVAILABLE FROM TENS

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/> . **2023 password: Jeremiah17:8 (Note: a username is no longer required.)**

CHURCH LEADERSHIP DIRECTORY UPDATES

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, as soon as possible. Thank you! Direct questions to jenn@diocgc.org. [CHURCH LEADERSHIP DIRECTORY FORM](#)

EMERGENCY PREPAREDNESS RESOURCES

Anytime is a good time to review your church's emergency preparedness plan and procedures. It is critical to have updated contact information readily available for church leadership and to identify your church's most vulnerable population in the event of a local emergency situation - like extreme weather or medical issues. Equally important is to have a checklist of how to secure your church facility and property. The diocese has curated a list of helpful resources, available at www.diocgc.org/emergency-response.

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>.

ONLINE SAFEGUARDING / RISK MANAGEMENT SYSTEM

Our Safeguarding system uses a program from Presidium Academy. You can find links and guidelines on the diocesan website at: <https://www.diocgc.org/administrative-resources>. 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 to Praesidium Academy by generating an "invitation email" 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 email 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.

CONGREGATIONS IN TRANSITION (as of 12/1/2023)

Mobile, St. Paul's	In process
Panama City Beach, Grace Chapel and St. Thomas (joint search)	Call made
Panama City, Holy Nativity	In process

Please do not contact the openings directly. For information, please contact: The Rev. Ashley Freeman, Canon to the Ordinary, at ashley@diocgc.org.

JOB POSTINGS

Part-time or full-time Director of Youth Ministry

Christ Church Parish, Pensacola is seeking a part-time or full-time director of youth ministry. To learn more about the position, [visit their website](#).

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 \(recommended\)](#)

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.](#)

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](#).

CYCLES OF PRAYER FOR DIOCESE AND PRISON MINISTRY

Congregations are invited 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, including the photographer's 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
Christmas Holiday - Diocesan Office closed	Dec 25-27	Duval Center Closed
New Year's Day - Diocesan Office closed	Jan 1, 2024	Duval Center Closed
Pre-Convention Meeting	Feb 6, 2024	Zoom
2024 Diocesan Convention	Feb 23-24, 2024	St. Paul's, Daphne www.diocgc.org/2024-diocesan-convention

BISHOP RUSSELL'S SCHEDULE

WHAT	WHEN	WHERE
COM & Standing Cmte Candidacy interviews	Dec 2	Duval Center
Visitation	Dec 3	St. Andrew's, Mobile
Wednesday Visitation	Dec 6	St. Andrew's, Destin
Convocation I Clericus meeting	Dec 7	All Saints, Mobile
Order of St. John Evensong	Dec 8	Fairhope, AL
Holy Eucharist	Dec 10	St. Andrew's, Panama City
Lay Worship Leader Class	Dec 16	Epiphany, Crestview
Visitation	Dec 17	St. Mary's, Milton
Florida Bishops meeting	Dec 20	ZOOM

Visitation	Dec 24	St Augustine, Navarre
Christmas Day service	Dec 25	St. Simon's Fort Walton Beach
Province IV Bishops meeting	Jan 2 2024	ZOOM
Commission on Ministry Postulancy Interviews	Jan 5 - 6	Beckwith
Visitation	Jan 7	Epiphany, Crestview
General Convention Deputation meeting	Jan 13	Pensacola [tbd]
Visitation	Jan 14	Nativity, Dothan

DIOCESAN CONVENTION TIMELINE

<i>Resolutions to Amend Canons Due</i>	<i>Nov 24</i>	<i>CLOSED</i>
Registration opens online	Nov 24	www.diocgc.org/convention-registration
Delegate Election & Certification Due	Dec 24	www.diocgc.org/conveniton-registration
General Resolutions Due	Jan 8	Submit using this FORM
Commission & Committee Budget Requests Due	Jan 16	Submit to dwright@diocgc.org
Commission & Committee Reports Due	Jan 23	Submit to jenn@diocgc.org
Standing Committee Nominations Due	Jan 23	Submit using this FORM
Commission & Committe Nominations Due	Jan 23	Submit using this FORM
Pre-Convention Meeting	Feb 6	ZOOM
Diocesan Convention	Feb 23-24	St. Paul's, Daphne

**Episcopal Diocese of the Central Gulf Coast
Green Sheet 2023**

Treasurer's Report - November 2023

(Please Note: Report reflects funds received as of November 30, 2023)

Congregational Pledges	MTD Actual (2023)	YTD Rec'd (2023)	YTD Budget Variance	Annual Pledge (2023)
Pledges				
Andalusia, St. Mary's	\$3,000.00	\$10,000.00	(\$1,000)	\$12,000.00
Apalachicola, Trinity	\$1,666.00	\$18,326.00	\$0	\$20,000.00
Atmore, St. Anna's	\$0.00	\$0.00	(\$550)	\$600.00
Atmore, Trinity	\$0.00	\$1,200.00	(\$1,000)	\$2,400.00
Bay Minette, Immanuel	\$229.00	\$4,223.90	\$339	\$4,238.00
Bon Secour, St. Peter's	\$400.90	\$4,621.95	(\$640)	\$5,740.00
Brewton, St. Stephen's	\$595.00	\$15,786.48	(\$635)	\$17,914.00
Cantonment, St. Monica's	\$0.00	\$2,500.00	\$1,950	\$600.00
Chickasaw, St. Michael's	\$0.00	\$0.00	(\$474)	\$517.00
Chipley, St. Matthew's	\$550.00	\$7,638.00	\$1,588	\$6,600.00
Citronelle, St. Thomas	\$0.00	\$50.00	(\$152)	\$220.00
Coden, St. Mary's	\$0.00	\$5,296.20	\$255	\$5,500.00
Crestview, Epiphany	\$200.00	\$2,200.00	\$0	\$2,400.00
Daphne, St. Paul's	\$0.00	\$31,100.00	(\$24,542)	\$60,700.00
Dauphin Isld, St. Francis	\$1,022.00	\$11,242.00	\$0	\$12,266.00
DeFnk Spgs, St. Agatha's	\$1,490.51	\$5,621.61	\$255	\$5,854.00
Destin, St. Andrew's	\$0.00	\$5,625.00	(\$1,250)	\$7,500.00
Dothan, Nativity	\$13,500.00	\$49,500.00	\$0	\$54,000.00
Enterprise, Epiphany	\$875.00	\$9,625.00	\$0	\$10,500.00
Eufaula, St. James'	\$1,275.00	\$12,750.00	(\$1,275)	\$15,300.00
Fairhope, St. James'	\$12,140.92	\$99,829.75	(\$19,337)	\$130,000.00
Foley, St. Paul's	\$0.00	\$20,152.53	(\$4,478)	\$26,870.00
Ft. Wltn Bch, St. Simon	\$4,321.25	\$47,533.75	\$0	\$51,855.00
Greenville, St. Thomas	\$2,168.75	\$19,676.11	\$2,735	\$18,481.00
Gulf Breeze, St. Francis	\$1,180.00	\$12,910.32	(\$1,681)	\$15,918.00
Gulf Shores, Holy Spirit	\$2,812.50	\$30,937.50	\$0	\$33,750.00
Jackson, St. Peter's	\$0.00	\$1,900.00	\$617	\$1,400.00
Laguna Beach, St. Thomas	\$2,356.45	\$5,094.99	(\$552)	\$6,160.00
Lillian, Advent	\$792.00	\$8,712.00	\$0	\$9,504.00
Magnolia Spgs, St. Pauls	\$5,000.00	\$15,000.00	(\$3,333)	\$20,000.00
Marianna, St. Luke's	\$0.00	\$10,500.00	\$1,333	\$10,000.00
Milton, St. Mary's	\$0.00	\$3,615.25	(\$9,641)	\$14,461.00
Mobile, All Saints'	\$1,666.47	\$18,333.17	\$0	\$20,000.00
Mobile, Christ	\$3,483.33	\$38,316.63	\$0	\$41,800.00
Mobile, Good Shepherd	\$1,000.00	\$3,540.00	\$1,148	\$2,609.00
Mobile, Redeemer	\$1,261.76	\$11,214.74	(\$1,619)	\$14,000.00
Mobile, St. Andrew's	\$0.00	\$3,021.00	(\$792)	\$4,160.00
Mobile, St. John's	\$2,162.40	\$12,165.18	(\$1,585)	\$15,000.00
Mobile, St. Luke's	\$1,666.66	\$18,333.64	\$0	\$20,000.00
Mobile, St. Paul's	\$16,250.00	\$178,750.00	\$0	\$195,000.00
Mobile, Trinity	\$1,333.00	\$14,663.00	\$0	\$16,000.00
Monroeville, St. John's	\$279.26	\$3,878.39	(\$4,724)	\$9,384.00
Navarre, St. Augustine's	\$453.00	\$2,265.00	(\$829)	\$3,375.00
Niceville, St. Jude's	\$5,600.00	\$30,800.00	(\$266)	\$33,890.00
Ozark, St. Michael's	\$0.00	\$2,278.00	\$190	\$2,278.00
Pnma City, Holy Nativity	\$3,025.00	\$33,275.00	\$3,025	\$33,000.00
Panama City, St. Andrew's	\$2,799.00	\$16,763.00	\$3,930	\$14,000.00
Panama City, St. Patrick's	\$312.69	\$2,738.03	(\$470)	\$3,500.00
Panama City Beach, Grace	\$1,036.00	\$11,396.00	\$0	\$12,429.00
Pensacola, Christ	\$10,591.00	\$101,665.00	(\$16,585)	\$129,000.00
Pensacola, Holy Cross	\$2,000.00	\$22,000.00	\$0	\$24,000.00
Pensacola, Holy Trinity	\$682.73	\$7,510.03	\$0	\$8,193.00
Pcola, St. Christopher's	\$5,638.33	\$62,021.63	\$0	\$67,660.00
Pensacola, St. Cyprian's	\$0.00	\$896.25	(\$2,390)	\$3,585.00
Pensacola, St. John's	\$0.00	\$1,500.00	(\$13,825)	\$16,718.00
Pt St. Joe, St. James'	\$0.00	\$0.00	(\$1,375)	\$1,500.00
Robertsdale, St. John	\$135.00	\$1,485.00	\$0	\$1,620.00
SRB, Christ King	\$0.00	\$29,162.00	(\$16,671)	\$50,000.00
Troy, St. Mark's	\$1,500.00	\$16,500.00	\$0	\$18,000.00
Wewahitchka, St. John's	\$0.00	\$4,000.00	\$2,167	\$2,000.00
Total Pledges	\$118,451	\$1,121,639	(\$112,137)	\$1,345,949