

At your service . . .
The Episcopal Center Staff
Full-Time, Part-Time and Non-Stipendiary Positions

Office of the Bishop

The Right Rev. James L. Jelinek
VIII Bishop of Minnesota

Canon Gary Gleason
Executive Officer and Canon to the Ordinary
Secretary of Convention, Secretary of Council, Deployment Officer
gary.g@episcopalmn.org

Karen Olson
Executive Administrator
Bishop's Visitations, Correspondence and Scheduling
karen.o@episcopalmn.org

Program Staff

Canon Bronwyn Clark Skov
Canon Missioner
bronwyn.s@episcopalmn.org

Canon Sandra Holmberg
Canon Missioner
sandi.h@episcopalmn.org
Vestry Training and Retreats, Mutual Ministry Reviews,
Adult Forums and Consultations, Safe Church Training,
Faith Formation and Total Ministry Resources and Support

The Venerable Irma Wyman
Archdeacon for the Diaconate
irma.w@episcopalmn.org

The Rev. Robert Two Bulls
Director, Department of Indian Work
robert.tb@episcopalmn.org

Finance Department

James Pavlik
Principal Financial Officer
Apportionment Concerns, Treasurer/Finance Committee Training,
Financial Matters Related to Hiring and Termination
james.p@episcopalmn.org

Jeff Langaard
Assistant Financial Officer
Accounting Systems, Pooled Investment Funds,
Payroll and Benefits, Insurance and Other Benefits
jeff.l@episcopalmn.org

Renee Carlson
Legal Coordinator
Safe Church Policy and Real Property Concerns
renee.c@episcopalmn.org

Tatyana Shchukina
Phil Bukstein
Accounting Staff

Communications

Wendy Johnson
Director of Communications
Website, E-News, Soundings, Media Relations
wendy.j@episcopalmn.org

Administrative Support

Helena Bedell
Administrative Assistant
Hospitality, Database Management, Convention Registrar
helena.b@episcopalmn.org

Stephanie Mann
Receptionist and Grants Coordinator
stephanie.m@episcopalmn.org



The Episcopal Center for the Diocese of Minnesota
1730 Clifton Place, Suite 201
Minneapolis, MN 55403

tel 800.596.3839
fax 612-871-0552
general e-mail episcopal.center@episcopalmn.org
web www.episcopalmn.org

Canon Missioners'
Top Ten
List of Resources

For Elected Lay Leaders

The Canon Missioners’ TOP TEN List of Resources for Elected Lay Leaders

1 The Vestry Resource Guide

This newly revised edition is the single most helpful resource for newly elected Vestry and Bishop’s Committee Members to learn the responsibilities and expectations of serving as a leader in the church. By virtue of a Bishop’s Circle Grant, every congregation will receive one copy of the new guide. Published by the Episcopal Church Foundation, the guide alone, or the guide with a vestry packet, is available for order at Forward Movement Publications. www.fowardmovement.org

2 Rethinking, Reframing and Reclaiming Our Identity, Purpose and Mission

This Report of the Bishop’s Commission on Mission Strategy and Diocesan Council was given to the Episcopal Diocese of Minnesota at our Convention in the fall. Diocesan Convention affirmed the report and adopted the four goals, calling for a mission Strategy process to be implemented. The Mission Strategy Network, constituted of some BCMS members and leadership, as well as representatives of multiple diocesan committees, commissions, and networks, is meeting and working toward implementation of Operational Strategies in concert with the Bishop’s Search and Transition Process. The Mission Strategy process calls for all congregations to be intimately familiar with this report; the findings, goals, and operational strategies. The report is available in pdf file form on the diocesan website at www.episcopalmn.org/bcms

3 Human Resources Practices for Lay Employees in Episcopal Churches: A Resource from the Church Insurance Company

This is a gold mine of information for those who need help with employment policies and procedures. It includes practical information on employment law, the hiring process, human resource policies as well as sample forms and documents that can be tailored for your use. To order call Church Publishing Incorporated, New York 1-800-242-1918 or go to www.churchpublishing.org

4 2007 Tax Guide for Episcopal Ministers and Churches

Published by the Church Pension Fund
1-800-223-6602 www.cpg.org
Tax and Financial Questions? Call Matthew K.Chew, CPA, 877-305-1414 or the Rev. Canon William Geisler, CPA, 877 305-1415.

5 How to Hit the Ground Running: A Quick-Start Guide for Congregations with New Leadership

This resource takes the new pastor, warden, or other leadership body from one month prior to the new leader’s arrival through the first 18 months of a new ministry. It’s in a very convenient and practical step-by- step workbook format. www.churchpublishing.org

6 What is a Diocese?

This brochure is a companion to *The Vestry Resource Guide* (see below) and is a publication of Cornerstone. Did you know that a Diocese is the basic unit of the Episcopal Church? It is essential that congregation leaders understand their relationship and responsibility to the greater church. This guide is a very straightforward explanation of a diocese. Copies can be ordered from Forward Movement Publications at 800-543-1813.

7 The Journal and Directory of the Diocese of Minnesota

This reference tool is published each spring and puts you in touch with leadership and clergy in all congregations, organizations affiliated with the Diocese of Minnesota, Diocesan Leadership, and Episcopal Center Staff. Each congregation is mailed a copy and each member of the clergy receives a copy. Additional copies may be available by contacting the Office Coordinator at the Episcopal Center.

8 The 2008 Apportionment, Compensation, Benefits, Insurance and Tax Procedures and Guidelines

This publication is provided at, or immediately following, the Annual Diocesan Convention held the last full weekend of October. It is essential information for Treasurers, Finance Committees, Personnel Committees, Senior and Junior Wardens, Rectors, and Vicars. It is available on the diocesan website at www.episcopalmn.org under “Links & Resources” and also in the Finance Department channel.

9 Constitution and Canons of the Diocese of Minnesota

This publication can help answer many procedural questions as well as increase understanding about our polity, organization, and governance. The updated Canons are a must have for Wardens and Clergy. The publication is updated whenever Convention enacts changes to the Canons. Additional copies are available at the Episcopal Center or ask your Canon Missioner. (Also available online at: www.episcopalmn.org/constitution_and_canons)

10 Safe Church Policy of the Diocese of Minnesota

This booklet contains the Policies for the Protection of Children and Youth from Abuse and Protection of Adults from Sexual Misconduct. It also contains sample forms in the appendix that can be adapted for use in your congregation. As mandated by the Episcopal Church USA and our own Diocesan Council, every Vestry or Bishop’s Committee must adopt and comply with the policies set forward in this manual.

The manual is regularly distributed by Certified Safe Church Trainers at training sessions and is also available on the diocesan website at www.episcopalmn.org. Questions should be directed to Renee Carlson, Legal Coordinator, at the Episcopal Center, at renee.c@episcopalmn.org

But wait, there’s more!

Living Our Ministries: The Mutual Ministry Cycle A Resource Guide

© 2003 The Episcopal Church Foundation. Canon Missioners have access to this model as well as others for use as mutual ministry reviews and strategic planning tools. The Episcopal Church Foundation is an excellent resource for all kinds of topics, including stewardship and ministry resources. www.episcopalchurchfoundation.org

Saying Goodbye – A time of Growth for Congregations and Pastors

by Edward A. White An Alban Institute Publication This compilation helps with discernment for departures, liturgical suggestions for the conclusion of pastoral relationships, and more helpful information from people who have made helpful departures from their beloved congregations. The Alban Institute is also an excellent source of information for church leaders. They publish an electronic weekly news letter that refers to articles and resources from many excellent authors and sources. Go to www.alban.org to learn more and to subscribe.

The Resource Center for Churches

An Ecumenical Ministry of the Episcopal Diocese of Minnesota in partnership with the United Methodist Church, United Church of Christ, and Presbyterian Church USA

Ginger Stemme, Director
www.resourcesforthejourney.org or 612-870-0861 / 888-293-9901
Located at the Minnesota Church Center, 122 West Franklin Avenue, Minneapolis – just four blocks from the Episcopal Center

To Apply for a United Thank Offering Grant
Contact Stephanie Mann at stephanie.m@episcopalmn.org
or 800-596-3839

Visit www.episcopalmn.org today!

The diocesan website is a vital source of information for leaders in the Diocese of Minnesota. It contains news and features from congregations throughout the diocese, a central events calendar, resources for treasurers, job postings and links to the wider church.