



# The Episcopal Diocese of Olympia

The Episcopal Church in Western Washington

[www.ecww.org](http://www.ecww.org)

# Clergy Resource Packet

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AN ORIENTATION GUIDE

05/01/21  
VERSION 1

From the Office of the Bishop

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# I. OFFICE OF THE BISHOP STAFF

The call of the diocesan staff is to equip and empower the people of the diocese to carry out our common witness and to respond to God's call as it is discerned at the local level. Members of the diocesan staff stand ready to provide resources, consultations, and training for all our congregations and members. The list below provides an overview of the ministry areas of each staff member; some ministry areas may be listed under more than one staff member. Phone extensions and email addresses are noted.

Diocesan House (also referred to as the Bishop's Office, Office of the Bishop, DHouse): 1551 10th Ave E, Seattle, 98102 (a few buildings north of St. Mark's Cathedral on Capitol Hill).

Website: <https://www.ecww.org/>

Phone: 206.325.4200

Office of the Bishop Staff "Who to Call" list: <https://resources.ecww.org/office-bishop-who-call-list>

# II. DIOCESAN NEWSLETTERS

New clergy in the Diocese are automatically signed up for two of our distribution lists: The Bishop's PIE and Across the Diocese. A link to subscribe to additional lists can be found here (and on the footer of the ecww.org website):

[https://visitor.r20.constantcontact.com/manage/optin?v=001RpCZPV7rN6RYky17A4GjI2DkHWF9MBIzV8zMfcAZIgvVstq8EBIq52wG1CpUnpxTqcooe7kjnlXr6fvortNC2tL-6Kf8jxI\\_witEwTjalWZqonzzefOxMDvas692NG4P3jbjVO-TzlWu8HmpDtzqrA%3D%3D](https://visitor.r20.constantcontact.com/manage/optin?v=001RpCZPV7rN6RYky17A4GjI2DkHWF9MBIzV8zMfcAZIgvVstq8EBIq52wG1CpUnpxTqcooe7kjnlXr6fvortNC2tL-6Kf8jxI_witEwTjalWZqonzzefOxMDvas692NG4P3jbjVO-TzlWu8HmpDtzqrA%3D%3D)

## A. The Bishop's PIE

The Bishop's PIE is a newsletter sent from the Bishop to canonically resident and licensed clergy in the Diocese of Olympia. It is sent on Tuesdays. Clergy are responsible for reading through PIE for important announcements, deadlines, and information. Clergy are not to forward or otherwise distribute PIE, although you are encouraged to share the information with the appropriate staff and members of congregations. If you find that you stop receiving PIE at any point, please check your SPAM folder, and if it is not there, let us know so you can get resubscribed. These are sent from Constant Contact.

## B. Across the Diocese (AtD)

Across the Diocese is a newsletter sent out every Friday and includes Diocesan events, articles, and announcements. AtD also promotes congregational events and highlights various ministries throughout the year.

### C. From the Bishop's Office

Newsletters “From the Bishop’s Office” are sent throughout the year as needed to announce clergy transitions, new or updated procedures/policies, etc. It is very important that these are read thoroughly. Oftentimes the church admins, wardens, treasurers, or other appropriate staff may receive them as well.

*For questions, contact: Josh Hornbeck, Canon Missioner for Communications,  
[jhornbeck@ecww.org](mailto:jhornbeck@ecww.org).*

## III. BISHOP’S VISITATIONS

The Bishop’s Visitations, also known as Episcopal Visitations or Bishop’s Pastoral Visitations, are made by the Diocesan Bishop about every three years. Clergy should schedule visitations directly with Bishop Rickel.

A Customary is available to help you plan and prepare for the visitation. You will be asked to send in a preliminary Planning Form and a copy of the bulletin in advance. It is very important that the Customary be read thoroughly and the documentation submitted as early as possible. For those visitations with Baptism, Confirmations, Receptions, or Reaffirmations, a Record Form should be submitted immediately after the visitation.

Should you have questions about an upcoming visitation, please do not hesitate to reach out to us. We are glad to work with you and assist in your planning.

Assisting Bishops are also available to make visitations and for confirmations, however, these visits do not replace the Bishop’s Pastoral Visitation.

The Bishop’s current visitation schedule can be found on Bishop Rickel’s blog:  
<http://www.bishoprickel.com/visitation-schedule.html>

The Customary and Planning Forms can be found here: <https://resources.ecww.org/visitation-documents>

*For scheduling, contact: The Rt. Rev. Gregory H. Rickel, Bishop Diocesan & Chief Steward,  
[grickel@ecww.org](mailto:grickel@ecww.org).*

*For hard copies of the Customary or other questions, contact: April Caballero, Executive Assistant to the Office of the Bishop, [acaballero@ecww.org](mailto:acaballero@ecww.org).*

## IV. REMARRIAGE PETITIONS

A remarriage petition is required for celebrating and blessing the marriage of any individual(s) for whom the marriage will not be their first. Remarriage Petitions must be made at least 60 days prior to the proposed wedding date. Remarriage Petitions should be sent directly to Bishop Rickel. Additional information may be needed. If approved, our office will provide you with a Letter of Permission.

For a second marriage, a waiting period of one year from the date of final divorce decree is normally required. If a lengthy separation (in excess of two years) has occurred, a six-month waiting period may be granted.

For third or more marriages, ending for any reason, including death, it is the expectation that counseling will be done with a Licensed Marriage and Family Counselor and the full report, or at least a letter on their letterhead stating the couples completion of counseling and if possible their opinion on the couple's readiness for marriage, submitted to the Bishop's Office. This means that you will need to plan far in advance to make sure that this can be accomplished.

Follow the instructions provided on this page to make a Remarriage Petition:

<https://resources.ecww.org/remarriage-petitions>

*For questions, contact: The Rt. Rev. Gregory H. Rickel, Bishop Diocesan & Chief Steward,  
[grickel@ecww.org](mailto:grickel@ecww.org).*

## V. GOVERNANCE & CONVENTION

### A. Constitution & Canons

We are governed by a Constitution and Canons: The Constitution is the fundamental document by which a diocese works. It describes who we are and, among other things, our relationship to the wider church. The Canons are our regulations and rules for implementation and organization.

Constitution & Canons: <https://resources.ecww.org/constitution-and-canons>

### B. Convention

The Convention elects to diocesan offices; ratifies a budget; sets assessment levels; admits congregations as missions or parishes; votes on resolutions; elects a General Convention deputation; and hears the bishop's annual address. Voting membership – clergy & two to twelve lay delegates elected by each congregation.

*The 2021 Diocesan Convention will be held virtually October 29-30.*

### C. Board of Directors

The Board of Directors – “Diocese of Olympia, Inc.,” provides stewardship, control, and investment of trust funds; holds the legal title to all diocesan property, including that of missions, developing congregations, and certain specialized ministries not separately incorporated; approves construction plans for all mission property, as well as loans for construction and renovation projects; puts in place structured relationships with congregations and diocesan staff regarding real property and funds; and oversees and manages redevelopment of properties. The Board has three subcommittees: the DIF (Diocesan Investment Fund Committee); Property Committee; and Commission on Church Architecture, which advises and makes recommendations regarding proposed plans for new construction and/or renovation of church properties. Members are appointed by the bishop and approved by the Convention.

Board of Directors: <https://ecww.org/diocesan-ministries/committees-and-commissions/board-of-directors/>

### D. Standing Committee

The Standing Committee is the council of advice for the bishop on all matters, including decisions related to the sale, encumbrance or disposal of real property for parishes. It participates in the consent process for ordination, facilitates the yearly Mutual Ministry Review process, has judicial responsibilities in cases of clergy misconduct, and responsibilities to include giving or withholding consent to the election of bishops within the wider Episcopal Church. The Standing Committee becomes the ecclesiastical authority in the absence of the bishop. The Standing Committee has eight members, four clergy and four lay, elected by the convention.

Standing Committee: <https://ecww.org/diocesan-ministries/committees-and-commissions/standing-committee/>

### E. Diocesan Council

The Diocesan Council is the convention in recess and has three main focus areas: fiduciary responsibility; public relations, to include outreach, facilitated conversations and connectedness; and program administration and support. The Diocesan Council develops an annual operating budget, monitors income and expenses, and oversees budget and program goals. It supports the work of commissions, committees and task forces; proposes the annual assessment rate; prayerfully responds to the needs of congregations; actively works to move us from operations to mission; and serves as a sounding board for the bishop. Membership includes two representatives – one clergy and one lay – from each of the regional ministry areas.

Diocesan Council: <https://ecww.org/diocesan-ministries/committees-and-commissions/diocesan-council/>

## F. Office of the Bishop Staff

The Diocesan Staff provides leadership, program oversight, and ministry development; resources to congregations, ministries and institutions, as well as regions, individuals and clergy. Staff members carry out the vision of the diocese on a local, regional, diocesan-wide, provincial and wider church level, with an emphasis on providing resources to congregations. Staff members provide the wider perspective, support and accountability; they have the power to convene, to challenge congregations, and to provide a unifying vision. They develop and provide oversight of the diocesan operating budget, manage our corporate responsibility, and provide a fiduciary structure.

Office of the Bishop Staff: <https://ecww.org/team-showcase/diocesan-staff/>

## G. Joint Finance Panel (JFP)

The main goals of the Joint Finance Panel (JFP), a group appointed by and directed by the bishop, is to enhance a clear flow of information among all governing bodies enabling each to make sound decisions. The JFP is the formal Audit Committee for diocesan funds. The JFP has no approval authority, only recommending power, with a goal to share and discuss all major financial issues working within the respective canonical bodies prior to approval. Members from the Diocesan Council, Board of Directors, Standing Committee, and Office of the Bishop.

# VI. CLERGY MANUAL

This manual has been prepared in hopes of having one place where you can go to find much of the general information which will help you in your ordained ministry while serving in the Diocese of Olympia. As with any document, this one will always be evolving.

Clergy Manual: <https://resources.ecww.org/clergy-manual>

# VII. CLERGY SALARY SCALE

The clergy salary scale outlines salary ranges for parochial priests in the Diocese of Olympia, based on congregational grade.

The scale is updated annually at the end of every year, incorporating any relevant resolutions passed at Diocesan Convention.

Clergy Salary Scale: <https://resources.ecww.org/parochial-clergy-salary-scale>

## A. Congregation Grades

This refers to the congregation grade for churches which helps to determine clergy compensation and assessment values. The congregational grade is based on parochial report data from the prior year and updated annually.

Congregation Grades: <https://resources.ecww.org/congregation-grades>

*For questions, contact: The Rev. Canon Arienne Davison, Canon to the Ordinary, [adavison@ecww.org](mailto:adavison@ecww.org).*

# VIII. SUPPLY CLERGY

The Diocese of Olympia keeps a roster of priests who are available to supply for Sunday liturgies. The roster includes each clergy member's contact information and the city of residence, to help determine whether they live near the congregation. Each clergy member listed on the roster is a priest either canonically resident or licensed to serve in the Diocese of Olympia.

*Supply Clergy Roster: <https://resources.ecww.org/supply-clergy-roster>*

**A. Supply Clergy Compensation Rates:** <https://resources.ecww.org/2021-supply-clergy-compensation-rates>

*For questions, contact: The Rev. Canon Arienne Davison, Canon to the Ordinary, [adavison@ecww.org](mailto:adavison@ecww.org).*

# IX. PERSONNEL POLICIES (PFML, HEALTH PLAN ENROLLMENT)

The diocesan Personnel Commission provides an annual update on resources, useful links, and reminders for congregations and clergy. The commission also recommends an annual COLA for action and adoption by the annual Convention. Additional resources are available on the diocesan website; a few to keep in mind are below.

## A. Washington State Paid Family & Medical Leave (PFML)

The mandatory Washington State Paid Family & Medical Leave (PFML) went into effect in January 2020 and is the family leave benefit program for all eligible lay and clergy employees working for congregations & associated organizations in the Diocese of Olympia. This State mandated program is administered through the Employment Security Department. The premium has both an employer and employee component. A congregation by vestry/bishop's

committee action chooses to either pay the employee premium or deduct the employee portion of the premium from employee's paycheck. For more information, refer to these links:

PFML: [www.paidleave.wa.gov](http://www.paidleave.wa.gov)

PFML How Paid Leave Works: <https://paidleave.wa.gov/find-out-how-paid-leave-works/>

## B. Health Plan Enrollment

Benefits and Coverage plans are provided through the Church Pension Group. To enroll new employees in a health plan, contact Lori Hardow at [lhardow@ecww.org](mailto:lhardow@ecww.org) or (206) 325-4200 x2018.

Church Pension Group: <http://www.cpg.org/mtdocs>

Diocesan Health Plan Information: <https://resources.ecww.org/health-insurance-and-employee-benefits>

*For questions, contact: Canon Dede Moore, Canon for Diocesan Networking & Connections, [dmoore@ecww.org](mailto:dmoore@ecww.org).*

# X. PERSONNEL HANDBOOK TEMPLATE

This template was created by the diocesan Personnel Commission for use by congregations in creating or updating the Congregation Personnel Handbook.

Personnel Handbook Template: <https://resources.ecww.org/personnel-handbook-template>

*For questions or consulting on creating/updating your congregations Personnel Handbook, contact: Canon Dede Moore, Canon for Diocesan Networking & Connections, [dmoore@ecww.org](mailto:dmoore@ecww.org).*

# XI. ANNUAL CONGREGATIONAL REPORTS

## A. Parochial Report, due March 1, 2021

The Episcopal Church has adapted the 2020 Parochial Report to include services held online. Instructional links are included throughout the report to help clarify how to record services. They have also provided [a video](#) which will walk you through each field. A helpful workbook can also be viewed [here](#).

Please note that Parochial Reports must be submitted online at <https://reports.dfms.org/>.

*If you have trouble logging in, our office is available to assist you. Staff Contact: Tonja May, Resource Associate, [tmay@ecww.org](mailto:tmay@ecww.org).*

## **B. Congregational Leadership Reports, due March 15, 2021**

While the Congregational Leadership Reports are critical in submitting delegate and alternate information to Diocesan Convention, the Office of the Bishop also relies on these reports to keep our database and distribution lists as up to date as possible, so that we can send church staff and lay leadership direct announcements, invitations, and pastoral messages from the bishop.

Submit report here:

[https://dioceseofolympia1551.formstack.com/forms/leadership\\_report\\_2021](https://dioceseofolympia1551.formstack.com/forms/leadership_report_2021)

*Staff Contact: Matt Koski, Resource Coordinator, [mkoski@ecww.org](mailto:mkoski@ecww.org).*

## **C. Financial Audit Submissions, due June 15, 2021**

The Diocese of Olympia has approved the use of a Simplified Audit Worksheet to be used by Congregational Audit Committees for small churches. Congregational Audit Committees should use the internal audit program which is based on the Manual of Business Methods in Church Affairs. Congregations that currently have audits performed by independent CPAs or an outside audit firm are encouraged to continue with conducting audits in this manner.

More Info: <https://resources.ecww.org/financial-audits>

*For submission questions, April Caballero, Executive Assistant to the Office of the Bishop, [acaballero@ecww.org](mailto:acaballero@ecww.org).*

*For church audit process questions, The Rev. Canon Arienne Davison, Canon to the Ordinary, [adavison@ecww.org](mailto:adavison@ecww.org).*

# **XII. TRANSITIONS**

Transitions Manual, a resource document for navigating the clergy transition process:  
<https://resources.ecww.org/transition-clergy-resource>

Videos are also available here:

- [So You're In Transition: An Orientation for Vestry/Bishop's Committee](#)

- [So You're on the Profile Committee: An Orientation for Profile Committees in the Diocese of Olympia](#)
- [So You're on the Search Committee: An Orientation for Rector/Vicar Search Committees in the Diocese of Olympia](#)
- [Welcome to the Diocese of Olympia: An Orientation for Clergy New to the Diocese of Olympia](#)

For questions, contact: The Rev. Canon Arienne Davison, Canon to the Ordinary, [adavison@ecww.org](mailto:adavison@ecww.org).

## XIII. COLLEGE FOR CONGREGATIONAL DEVELOPMENT (CCD)

The College is a comprehensive training program that seeks to nurture and develop congregational development practitioners from within existing parish lay and clergy leadership. Most participants are members of teams from congregations within the Diocese of Olympia, however the College is open to other participants and has hosted individuals and teams from other Episcopal Diocese and the broader Anglican Communion.

The College is typically available as a one-week intensive in June, over the course of a two-year program, or as four-weekends throughout the year, also as a two-year program.

Learn more and register: <https://www.cdcollege.org/>

For registration and scheduling questions, contact: Matt Koski, Resource Coordinator, [mkoski@ecww.org](mailto:mkoski@ecww.org).

For program questions, contact The Rev. Canon Alissa Newton, Canon for Congregational Development and Leadership Formation, [anewton@ecww.org](mailto:anewton@ecww.org).

## XIV. CONGREGATIONAL CONSULTING NETWORK

The Congregational Consulting Network is a network of skilled consultants who are passionate about working with Episcopal congregations and organizations in Western Washington. We believe that congregations of all sizes, locations and conditions can be developed into more faithful, healthy, and effective communities of faith. We provide customized resources and energies to help with this development process.

The Congregational Consulting Network offers Vestry Retreats and Special Meetings, Mutual Ministry Reviews, Development Projects, Leadership Coaching, MBTI Work, Intercultural Competency Training, Intercultural Congregational Consulting, and more.

Learn more: <https://www.cdcollege.org/consulting-network/>

*If you are interested in talking through your development project, upcoming retreat, or special meeting with one of our consultants, or in contracting with one of us in any capacity, contact The Rev. Canon Alissa Newton, Canon for Congregational Development and Leadership Formation, [anewton@ecww.org](mailto:anewton@ecww.org).*

## XV. COMMISSION ON MINISTRY (COM)

The members of the Commission on Ministry (COM) are drawn from all orders of ministry laid out in the Catechism. Members are appointed for three-year terms by the Bishop with terms beginning after diocesan convention. The Bishop is the chair of the Commission and appoints a convener to run meetings in his stead. The Secretary for Vocations supports the Commission and is the resource for discerners, clergy, and those in the process toward ordination.

The Discerning Vocations manual, which guides the Discernment process in the Diocese of Olympia, can be found here: <https://resources.ecww.org/discerning-vocations-manual>

All other COM resources can be found here: <https://resources.ecww.org/discernment-vocations>

*The current convener for the COM is Diana Bender: [diana.bender@outlook.com](mailto:diana.bender@outlook.com)*

*The secretary for vocations is April Caballero: [acaballero@ecww.org](mailto:acaballero@ecww.org)*

## XVI. DIOCESAN DIRECTORY

The online Diocesan Directory allows clergy in the Diocese to search contact information for other clergy, congregations, and commissions or committees. Users must set up an account and will be approved by our office before able to access the directory.

For more information and to create an account, go to: <https://resources.ecww.org/diocesan-directory>

*For questions or assistance, contact Kerry Allman, Internet Strategist, [kallman@ecww.org](mailto:kallman@ecww.org).*