

**Diocesan Council Meeting Minutes**  
**Grace Church, Jamestown**  
**November 22-23, 2024**

**Present:** Bishop Brian Thom, The Rev. Dn. Elsie Magnus, Dr. John Baird, The Rev. Dn. Beth Lipp, Tyrrell DeCoteau, The Rev. Dn. John Anderson, Donna Pettit, Susan Lisok, The Rev. Robert Hoekstra, Jael Mogga, George Abdilnour, Raphael DeCoteau, The Rev. Lindsey Dwarf, Dr. Jason Thoms, Rachel Schmidt, Karilee Liberman, Amy Phillips (Recorder)

**Absent:** The Rev. Dr. John Floberg, Elaine McLaughlin

Red indicates items contained in meeting packet.

Action items are highlighted yellow.

**Friday, November 22, 5:30-8:30pm**

- 5:30PM Arrivals and social time
- 6PM Dinner provided by Grace Church
- 7PM Welcome by Bishop Thom and Opening Devotion by Chaplain Beth Lipp  
Members' contact information was verified (p. 5)  
Review of Land Acknowledgment and Respectful Communication Guidelines (pp. 3 & 4)  
Bishop's request for everyone to review (on their own) the Diocesan website
- 7:45PM Getting Acquainted
- 8:30PM Closing prayers and recess

**Saturday November 23, 8:00am – 1:00pm**

**Continental breakfast @ Grace Church**

**I. Morning Devotions** (Chaplain Beth Lipp)

**II. Business Session**

1. *Review of Action Items from previous meeting*

- a. Find a new Communication Platform to replace Realm – Jess in the Diocesan Office is checking to see what other denominations use. Beth Lipp also recommended finding an online shareable file structure that can be accessed by multiple individuals Moved to Action Item for a future meeting.
- b. Create a Policy Manual for Council to use for reference – Jess is working on getting all policies in one place. Moved to Action Item for a future meeting.

- c. **Create a plan for how we move into a sustainable financial situation after the larger withdrawal from Trust & Endowment.** Moved to Action Item for a future meeting.
  - d. Look into changing the number of Bishop nominees. We are unable to do this because a change to the number of nominees would require annual convention (which has already occurred) to change the Canon.
2. *Election of Vice-President and Secretary* – Beth Lipp nominated Robert Hoekstra for Vice-President, Elsie Magnus seconded, all concurred. John Baird nominated Amy Phillips for Secretary, Robert Hoekstra seconded, all concurred.
3. *Approval of September 2024 Council Minutes (pgs. 6-8) -- Robert Hoekstra made a motion to approve, John Baird seconded. Motion carried.*
4. *Approval of 2025 Budget Adjustments (pgs. 23-28) (affected cells are highlighted on the budget)*
  - a. COLA (Cost of Living Adjustment) for employees – For 2025 this will be 2.5%
  - b. CPG 2025 minimum compensation for bishop – up slightly from 2024 due to Episcopal Church mandate
  - c. DFMS Covenant Commitment for 2025 – this will be \$12,000 less than projected.
  - d. Compensation for Diocesan Missioner – a lay person has been hired by the Bishop so the 2010 line item will actually be \$63,850. Line 2170 will also go down.
  - e. New budget total. Instead of deficit of \$4535.66, the budget will now have a surplus of \$1846.87
  - f. Approval of revised budget – *Beth Lipp made a motion to approve, Amy Phillips seconded. Motion carried.*
5. *Approval of Finance Report – YTD 10-31-24 (pgs. 9-22) – Robert Hoekstra made a motion to approve, Elsie Magnus seconded. Motion carried.*
6. *Accountant’s Annual Audit* – Bishop Thom offered to share this with the Council. John Baird stated that he was comfortable with just the Bishop reviewing this Audit. All concurred.
7. *Approval of IRS housing resolutions for Diocesan Clergy (pgs. 29-31) – John Baird made motion to approve, Elsie Magnus seconded. Motion carried.*
8. **Educational Session on Diocesan financials** – Ray raised question about snow removal and excavation project for cemetery at St. Sylvan’s. – Bishop Thom said the Bakken Fund could be a source for these purposes. The Bishop has the discretion to use these funds. Beth Lipp mentioned that Native American Property Repair might also be a source. Amy Phillips recommended an educational session for Diocesan Council about Diocesan budget, various funds, Trust & Endowment, etc. Beth Lipp recommended a special zoom meeting for this. **Bishop Thom will schedule a zoom meeting.**
9. *Monthly Leadership check-in* – Bishop Thom said that Diocesan Council members are invited to these meeting which occur the first Tuesday of every month at 6:30 pmCT by zoom. Anyone can call/email Jess to get more information on these meetings.

10. *Recruitment of Diocesan Treasurer and additional Finance Committee member from DC* – Bishop Thom noted that we are looking for individuals to fill these roles. Tyrell volunteered to be on the Finance Committee; all ecstatically approved. No volunteer or nomination for treasurer so **a Diocesan Treasurer still needs to be found**.
11. *Council meeting schedule for 2025 (pg. 32)* – The group approved the proposed schedule and suggestions were made for meeting locations. **Bishop Thom will notify the DC of final dates and locations**.

### III. Old Business

#### Reports

1. *Standing Committee (pg. 33)* – Jason Thoms reviewed SC report and process for Nominating Committee’s Bishop search. \$87,000 is set aside in budgets for the bishop search--one third will go to the consultant, the rest for expenses related to bishop candidates’ visits, discernment retreat, etc.
2. *Missioner for Reconciliation, Creation Care, and Cong Min Development (pgs. 34-36)*
3. *Diocesan Administrator (pg. 37)*
4. *United Thank Offering (pg. 38)*
5. *ND Episcopal Foundation (pg. 39)*
6. *No reports provided from the following committees:*
  - Commission on Ministry
  - Shepherds for New Season Goals
  - Congregational Development Committee
  - Personnel Committee
  - Canons Committee
  - ND Council on Indian Ministries - NDCIM
  - Episcopal Relief & Development
7. *Bishop’s Report*
  - a. New Diocesan Missioner – Bishop Thom reported that he has hired Ashley Hubbard for this position (see resume on pp. 6-7 below). She will start December 15 and will be located in Bismarck. She is in the ordination process in Rapid City, SD. Because she is a lay person, her pension would be 9% as opposed to the 18% paid to clergy (which explains adjustment to budget line 2170). **Bishop Thom suggested that the Diocesan Council review pension parity between Diocesan clergy and lay employees**.
  - b. Ministry adjustments in NW – The Rev. Kim Fox will not have St. Michael’s/All Angels Cartwright as part of her rotation in 2025. Bishop Thom is exploring other options for Cartwright.
  - c. Parish Visitations – Bishop Thom reviewed list of potential priests who may be available to provide visitations.
  - d. Bishop Thom reviewed his parish visits up to this point.
8. *Motion to accept reports -- John Baird made a motion to accept the reports, Robert Hoekstra seconded. Motion passed.*

9. Event dates

- a. Clergy Retreat – Bishop Thom will provide more information about this at a future date
- b. NDCIM – This group will meet on March 15, 2025. St. Sylvan’s Dunseith has offered to host this meeting.
- c. 53<sup>rd</sup> Annual Convention – October 24-25, 2025 at Prairie Knights Convention Center.

**V. New Business\_**

- a. Convention debrief, with evaluations (pgs. 40-47) – Council members reviewed Convention evaluations.
- b. Additional appointment to Council -- No additional appointment needed.

**VI. Action Items**

1. Find a new communication platform (other than Realm) and an online shareable file structure.
2. Create a Policy Manual for Council to use for reference.
3. Bishop to schedule a zoom meeting to explain financial to any interested DC members.
4. Find a Treasurer for the Diocese who will also serve on the Finance Committee.
5. DC to discuss pension equity between lay and clergy.
6. Bishop to announce dates and locations of Diocesan Council
7. The Nominating Committee will create prayer for congregations to use to pray for the work of the Committee
8. Create a plan for how the Diocese moves into a sustainable financial situation after the larger withdrawal from Trust & Endowment.
9. Bishop to schedule clergy retreat

**Prayers and Adjournment -- 1PM**

## Diocesan Council Members 2024-2025

### Standing Committee (Elected by Diocesan Convention)

- The Rev. Dn. Elsie Magnus – St. Peter’s, Walhalla (1st term | 2025)
- Dr. John Baird – St. Stephen’s, Fargo (1st term | 2025)
- The Rev. Dn. Beth Lipp – St. George’s, Bismarck (1st term | 2026)
- Dr. Jason Thoms – St. George’s, Bismarck (2nd term | 2026)
- The Rev. Dr. John Floberg – Standing Rock (1st term | 2027)
- Tyrrell DeCoteau – St. Sylvan’s, Dunseith (1st term | 2027)

### East Region:

- The Rev. Dn. John Anderson – St. Stephen’s, Fargo (2nd term | 2025)
- Donna Pettit – St. Paul’s, Grand Forks (2nd term | 2025)
- Susan Lisok – St. John the Divine, Moorhead (1st term | 2026)
- The Rev. Robert Hoekstra – Grace, Jamestown (1st term | 2026)
- Jael Mogga – St. John the Divine, Moorhead (1st term | 2027)
- Amy Phillips – St. Stephen’s, Fargo (1st term | 2027)

### West Region:

- George Abdilnour – St. Peter’s, Williston (1st term | 2025)
- Elaine McLaughlin – St. Jame’s, Cannon Ball (1st term | 2025)
- Raphael DeCoteau – St. Sylvan’s, Dunseith (filling unexpired term | 2026)
- Rachel Schmidt – All Saint’s, Minot (1st term | 2026)
- The Rev. Lindsey Dwarf – St. Luke’s, Fort Yates (1st term | 2027)
- Karilee Liberman – St. Paul’s, White Shield (1st term | 2027)

### Ex Officio: (with seat, voice, and vote)

- Treasurer – TBA
- Chancellor – Leo Wilking, St. Stephen’s, Fargo



**ASHLEY DOBBS HUBBARD**

- 2408 Central Boulevard Rapid City, SD 57702
- ashley.d.hubbard4@icloud.com

**PROFILE**

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Self-motivated and versatile individual with attention to detail, communication and collaboration skills, and excellent planning and coordination skills. Strives to seek and serve Christ in the Episcopal context with a dedication to Indigenous ministry and rural church settings.

**EMPLOYMENT HISTORY**

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**Canon for Formation, The Episcopal Diocese of South Dakota.**

July 2023- September 2024

- *Niobrara School for Ministry* ○ Oversee the Deacon Formation School of Ministry (in conjunction with Archdeacon); coordinate and organize discernment retreats and other responsibilities concerning the Diocesan discernment process; Catechist training; organize Clergy Days (in conjunction with Archdeacon); organize and/or present lay formation programs; facilitate Safe Church Training program and keep records for clergy
- *Thunderhead Episcopal Center* ○ Oversee and lead the organization of the ministry and work of Thunderhead Episcopal Center, including the hiring and training of summer staff and the recruiting of summer Chaplains; help create TEC's summer program theme and devise the schedule; promote TEC's program and registration system; recruit volunteers to help coordinate transportation for each camp session; communicate directly with the Canon for Finance and Property to ensure that the facilities and maintenance of TEC are as up-to-date as possible; promote an annual TEC Sunday fundraiser throughout our Diocese; ensure that all necessary supplies, including food, cleaning supplies, first-aid equipment, toilet paper, office supplies, program supplies, T-shirts, liturgical supplies, and anything else are purchased; review annual evaluation from both campers and staff, implementing suggestions as needed; sent out annual Christmas cards to all campers, staff, and financial contributors
- *Fall Clergy Conference & Spring Clergy Retreat* ○ Organize (solo or with a committee) our Diocese's Fall Clergy Conference and Spring Clergy Retreat
- *Clergy Continuing Education* ○ The Canon for Formation is to keep records of all clergy to ensure compliance with our Diocese's policy regarding continuing education

**Curriculum Developer Consultant, The Episcopal Church – Department of Reconciliation, Justice, and Creation**

September 2022 – September 2023

- *Loving God, Loving God's Earth Curriculum Developer* ○ Work with United Thank Offering Curriculum Development Team to create a 9-session, small group, film-based formation tool that focuses on creation care and ecojustice through and Episcopal/faith-based lens
  - A completed copy of the curriculum can be viewed using the following link:

<https://www.episcopalchurch.org/ministries/creation-care/love-god-love-gods-world-curriculum/>

**Alabama Department of Public Health – Bureau of Clinical Laboratories** October 2006 – May 2017

- *Microbiologist Senior - Microbiology Laboratory* (October 2015-May 2017) ○ Preparation and processing of microbiology samples; coordinating with healthcare providers; develop Standard Operating Procedures (SOPs) as Safety Officer for Lab

- *Microbiologist and Microbiologist Senior - Newborn Screening Laboratory* (June 2007 – October 2015) ○ Preparation and processing of samples, training and evaluating co-employees; administrative responsibilities
- *Laboratory Technologist - Serology Laboratory* (October 2006 – June 2007) ○ Preparation and processing of samples; clerical duties

## EDUCATION

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**Vancouver School of Theology** Vancouver, British Columbia  
 Indigenous Studies Program Certificate anticipated date - May 2025

**Virginia Theological Seminary** Alexandria, VA  
 M.Div. (New Mission Practices and Ecotheology Certificates) May 2023

- Seminarians of Color Conference Design Team Member
- Lutheran Chapel Team and Lenten Liturgical Season Chapel Team
- VTS Mission Society Secretary (2021), President (2022)
- Godly Play Facilitator (2021), Godly Play Coordinator (2022)
- Cultivate VTS Member (Executive Council, Apiary Liaison, and SGA Rep.)
- VTS Student Government Representative-at-Large (2022)
- Blessed Tomorrow Climate Ambassador
- VTS Center for Anglican Communion Studies Companion Member
- Alexandria City Public School System Licensed Substitute Teacher
- SPIRIT (Spouses and Partners Involved in Really Interesting Things) Co-chair
- Vacation Bible School Teacher (Alexandria City Episcopal Churches: Immanuel Church on the Hill, Christ Church, and Church of the Resurrection)
- Alexandria Commons Bible Study
- St. Mark's Episcopal Church Senior High Sunday School Teacher and Advisor

**AUBURN UNIVERSITY** Montgomery, AL  
 Masters in Secondary Education: General Science May 2020

- Alabama Math and Science Teacher Education Program Scholarship
- AUM College of Education First-Time Enrollment Summer Scholarship
- National Science Teacher Association
- National Education Association
- Kappa Delta Pi International Honor Society in Education
- State of Alabama - Department of Education Teacher Certification (Secondary Science: 6-12)

**Huntingdon College** Montgomery, AL  
 Bachelor of Arts in Biology December 2002

- Sigma Sigma Sigma Honor Society for Scholarship, Spirit, and Service
- AOII Merit-based Scholarship, AOII Jr. Social Chair, Social Chair, and Recruitment Counselor
- SGA Member and SGA Executive Council - Volunteer Services Coordinator
- Resident Advisor and FOSL (Freshman Orientation Student Leader)