THE BOARD FOR CHURCH DEPLOYMENT
www.episcopalchurch.org/cdo

MEMBERSHIP

The Rt. Rev. Clifton Daniel, III, *Chair*	East Carolina, *2003*
Canon Roberta Fairman, *Vice-Chair*	New Hampshire*, 2006*
The Rt. Rev. Richard S. O. Chang	Hawaii, *2006*
Canon Betsy H. Greenman	Olympia, *2003*
The Very Rev. Jorge Gutierrez	Rochester, *2003*
The Rev. David W. Kent	Kansas, *2006*
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Mr. Jesse Milan, Jr.	Maryland, *2003*
Ms. Jean Mulligan	Maine, *2003*
The Rt. Rev. F. Neff Powell	Southwestern Virginia, *2006*
The Rt. Rev. Creighton L. Robertson	South Dakota, *2003*
The Rev. Janice M. Robinson	Washington, *2006*

Board Representatives at General Convention
Bishop Clifton Daniel and Deputy Roberta Fairman are authorized to receive non-substantive amendments to the report.

WORK SUMMARY

During the triennium 2001-2003, the Church Deployment Office (CDO) completed a series of major staff transitions that began during the previous triennium. These transitions were occasioned by three retirements, the hiring of several new staff members, and the reassignment of others. With the development of new office technology, staff roles have changed dramatically in recent years. CDO staff has been developing the more sophisticated technical knowledge necessary to work on a person-to-person basis with CDO users in the delivery of services. All staff have demonstrated the requisite "people skills" and communications skills to function optimally in this new environment.

In April 2002 the new CDO On Line system was launched, greatly enhancing the accessibility of CDO services in real time over the internet. A period of debugging and correcting some design flaws followed the system's introduction. By late 2002 the development of program enhancements, to further improve performance and user-friendliness, was well under way. Some of the important features of the new system:

- Registrants (clergy and lay professionals) are now able to access and update their profiles on line and to print them locally.
- Diocesan deployment officers have access to all active and retired personal profiles, and can print profiles locally. They are able to update a personal profile with the user's permission.
- Deployment officers can create and edit position profiles and list them on the *Positions Open Bulletin* in real time.
- Subscribers can search the *Positions Open Bulletin*, access position profiles on line and print them.
- Deployment officers can search the personnel database for qualified candidates for positions.
- Manuals and forms can be downloaded and printed directly from the site.

CDO has launched a training program for diocesan deployment officers (DDO) and bishops, designed to give them hands-on training in the operation of the new system. This program has been greatly enhanced by the development and upgrading of a high tech computer lab at the Episcopal Church Center by our Management Information Systems (MIS) department. The standard training seminars that are offered three times a year are being supplemented by a series of one-day technical training events and demonstrations at deployment officers' regional gatherings.

CDO collaborated with the Office for Ministry Development (OMD), Cornerstone, diocesan representatives, and others to create the Fresh Start Program, an important new resource for congregations and clergy in

transition. The initiative for development of this program came from the National Deployment Officers' gathering in 1998 that was facilitated by the Board for Church Deployment (BCD). The primary goal of the program is to build stronger relationships among clergy, between clergy and congregations, and between clergy/congregations and their dioceses. As of the Fall 2002 over 50 dioceses are participating at some level in the Fresh Start Program. The participation of 70% of dioceses is projected by the 2003 General Convention. CDO is also participating in a major spinoff of the Fresh Start program: a working group that is developing new resources for Mutual Ministry Review. As of Fall 2002, ten pilot dioceses are testing draft materials. It is anticipated that the Mutual Ministry Review materials will be in circulation by the end of 2003.

In mid-2001, the Board began a visioning process to develop a strategic plan for the future of the Board and the Office. After the Fall 2001 meeting, the Rev. Robert Gallagher was engaged as a consultant to further this process. In Spring 2002, a Working Group of the Board was created to help bring this work forward. Issues that give rise to this initiative included the changing deployment needs of dioceses and congregations; changing ministry settings; and changing technology. The consultant and the Working Group are helping the Board and the Office to gather insights from around the church as they move to engage these new realities.

As has been the case for many conventions, the Board will have a booth at the General Convention in Minneapolis staffed by Board members and CDO staff. This convention we expect to have computers with Internet access to enable users to update their Personal Profiles and to access other CDO services.

The Board adopted these objectives for the triennium 2001-2003:

1. **Implement and perfect the web-based CDO system**
   New CDO On Line Services introduced to the Church in April 2002.[1]
   - Redesign the CDO system
     Major redesign completed April 2002. Improvements continue in consultation with DDO's and other CDO users.**[2]*
   - Make accessible a web-based Personal Profile database for use of DDOs
     *Deployment officers can now search the personnel database, view and print individual personal profiles.**
   - Collaborate interdepartmentally on the website
     *Worked closely with Media Services and MIS to develop web-site services.**
   - Train DDOs in the use of the new system
     *Training program in place and scheduled for May 2002.***
   - Redesign and distribute supportive materials
     *Initial redesign completed April 2002. Documents available on web-site as electronic documents or in downloadable, printable format.**
   - Maintain the Internet *Positions Open Bulletin.*
     *New improved version introduced April 2002. Database is accessible in real time and can be edited in real time by authorized diocesan personnel.***
   - Maintain a national DDO List Service
     *This service is continued with the cooperation of our Media Services department. The list is maintained by CDO staff.***

2. **Promote compliance in deployment with the canonical requirement of non-discrimination.**
   *Board members have participated in anti-racism training as mandated by General Convention.***
   - CDO will implement the Board policy: "The CDO will search its records without regard to age, sex, race, or marital status, except to further by positive action the deployment of women and minorities."
     *Board policy incorporated into design of new CDO On Line Services and particularly into search engine for personnel database.***

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[1] * indicates an objective has been achieved.
[2] ** indicates the objective is an on-going concern.

- The Church Deployment Board will distribute a document on inclusivity
  Initial draft of a booklet developed in 2001. Consulting funds became available in Fall 2002. Contracted with consultant to edit and perfect booklet for publication in Spring 2003.**
- Establish a national program to assist DDOs in raising awareness of inclusivity, providing materials and procedures to work with parishes in the search process
  The development of the resource above is a first step in this direction.**

3. **Register all clergy and lay professionals and promote updating of all records.**
   As of November 2002, new registrants added since the beginning of the triennium is 786.** Direct contact by CDO staff with lay professionals has elicited new registrations from same.** As of November 2002, the number of updated profiles has increased by 33% since introduction of On Line Services in April 2002, providing users with Internet access to their profiles.**

4. **Continue to work with diocesan deployment officers to strengthen their ministries through:**
   - *a)* Facilitating a triennial National Deployment Officers Conference.
     The fourth national conference held in San Francisco in April 2001 was attended by 75 persons and regarded as a great success.* Some concerns addressed:
     - *Training for New CDO Computer System*
     - *Fresh Start (for Clergy and Congregations in Transition)*
     - *Mutual Ministry Reviews and Letters of Agreement*
     - *Background Checks*
     - *DDO Standards*
     - *Inclusivity Issues*
     - *Interim Training, Using an Appreciative Inquiry Model*
     - *FOCUS – Working with*
     - *Orderly Exchange of Ministers with ELCA*
     - *Dialogue between the Board for Church Deployment and Diocesan Deployment Officers*
     - *Deployment Officers and Emotional Labor*
   - b) Orienting, networking, and training of deployment officers. Encouraging development of provincial and regional networks of diocesan deployment officers and bishops.
     Basic DDO Training offered three times a year. Enhanced by hands-on training in upgraded ECC computer lab. Supplemented by On Line Services training events (four offered May 2002 - Feb 2003); Online demos at DDO regional gatherings; and individual training consultations.**
   - c) Facilitating the establishment of principles and standards for role and operations of deployment officers.**
   - d) Encouraging diocesan deployment officers in training, networking, and utilization of Interim Search Consultants.**

5. **Work with other professional ministry development bodies to identify and address areas of common concern, as opportunity permits.****
   CDO collaborated with OMD, Cornerstone, and others in developing the Fresh Start program, a major new resource for clergy and congregations in transition. This collaboration is continuing with the development of transition resources for lay leaders and a comprehensive initiative in developing resources for Mutual Ministry Review.
   CDO has been one of the agencies that assisted in the development of Families of Clergy United in Support (FOCUS). CDO also assisted in the creation and continues supporting Colloquium of Episcopal Professional and Vocational Associations (CEPVA).
   CDO has worked with numerous agencies of the national church, the Church Pension Group, and many others in addressing issues around data-gathering and research in the Episcopal Church.

6. **Continue to explore ways to work with the ELCA on deployment issues.****
   CDO collaborated with the ELCA Division for Ministries, ECUSA's Office for Ministry Development, the Presiding Bishop's Office, the Church Pension Group, and others in the publication and distribution of standards and procedures for the Orderly Exchange of Pastors and Priests. The CDO Executive Director

demonstrated the new CDO On Line Services to the ELCA national ministries staff. CDO has begun to register Lutheran pastors on the CDO system, pursuant to "Called to Common Mission." CDO has listed and conducted searches for a number of shared Lutheran-Episcopal Ministries and the Positions Open Bulletin is available for ECLA positions. At least one Episcopal diocese is conducting its Fresh Start program jointly with the local ELCA synod.

OBJECTIVES FOR TRIENNIUM 2004-2007

1. **Oversee the leadership transition after the retirement of the current Executive Director of the Church Deployment Office.**
   - In collaboration with diocesan deployment officers, bishops, church center staff and others, develop a vision for the future direction of the Board and the Office.
   - In collaboration with the Presiding Bishop's Office develop a position description and a search process for the Executive Director.
   - Build a working relationship and common vision between the Executive Director and Board.

2. **Refine and enhance the CDO On Line system.**
   - Continue interdepartmental collaboration.
   - Maintain *Positions Open Bulletin* and diocesan deployment officers' email list serve.
   - Solicit, evaluate and implement feedback from constituents to augment "user-friendly" qualities on the system.
   - Provide ongoing training for bishops and diocesan deployment officers in the use of the On Line system.

3. **Promote compliance with the canonical requirement of non-discrimination in deployment.**
   - CDO will continue to implement the long-standing Board policy: "The CDO will search its records without regard to age, sex, race, or marital status, except to further by positive action the deployment of women and minorities."
   - Assist diocesan deployment officers in raising awareness of inclusivity issues, providing materials and procedures to work with parishes in the calling process.

4. **Register all clergy and lay professionals and promote updating of all records.**

5. **Continue to work with diocesan deployment officers to strengthen their ministries**
   - Facilitate a National Deployment Officers' Conference in 2004.
   - Provide orientation and training for diocesan deployment officers.
   - Encourage formation and development of provincial and regional networks of deployment officers and bishops.
   - Encourage the establishment of principles and standards for role and conduct of deployment officers.
   - Encourage diocesan deployment officers in the identification, training, and utilization of consultants in transition and calling process(es).

6. **Work with other professional ministry development bodies to identify and address areas of common concern. Develop resources for lay leaders, clergy, and congregations in leadership transition, as opportunity permits.**

7. **Continue to explore ways to work with the ELCA on deployment issues, including sharing of materials and resources and the development of collegial relationships.**

Resolution A002 Budget Appropriation for the Board for Church Deployment

1 *Resolved,* the House of _____ concurring, That there be appropriated from the Assessment Budget of the
2 General Convention the sum of $90,000 during the triennium 2004-2007 for the expenses of the Board for
3 Church Deployment.

EXPLANATION
The Board for Church Deployment will meet approximately six times during the triennium. This will require at least $30,000 per year for a total of $90,000. There will also be several meetings of a four-person Working Group on Strategic Visioning in 2004 and early 2005, perhaps five meetings in all.

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