

Diocese of Central Florida ZOOM VESTRY TRAINING



February 27, 2021

Please note these trainings are being recorded and the links will be available on the Diocesan website: **cfdioocese.org**

You will also be able to download all resources shown in these presentations



Scott T. Holcombe

Canon to the Ordinary

Diocesan staff since 19 - present

Rector of St David's by the Sea, Cocoa Beach 10-19

Rector Christ Church, Short Hills, NJ 09-10

Rector of St. Stephen's, Lakeland 01-09

Rector Christ Church, Clarksburg, WV 94-01

Rector All Souls, Miami Beach, FL 93-94

Rector, Christ Church, Kennesaw, GA 85-93

Assistant Rector, St Phillip's in the Hills, Tucson, AZ 81-85

Assistant Rector, St Andrew's, Greensboro, NC 78-81

Seminarian- University of the South, Sewanee, TN 75-78



Outline for 2/27- PART ONE

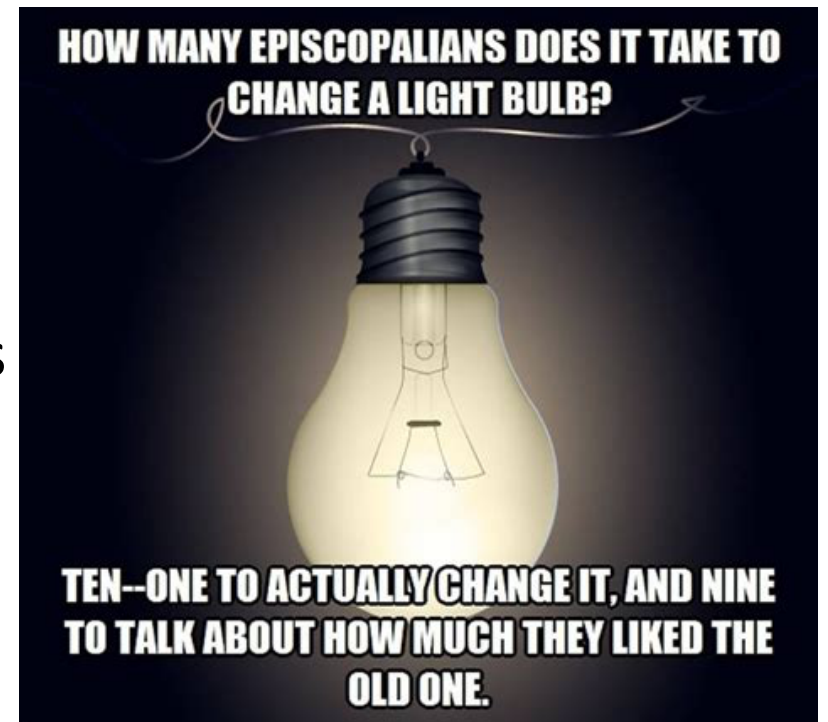
10:00a – Noon

- 10:00a – What is a vestry?
- 10:15a – Lessons from the National and Diocesan Canons
- 10:45a Scope of this unique ministry
- 11:00 –11:15 – Questions and Answers-
Chancellor Council “Butch” Wooten also will be available to answer any questions
- 11:30 – Clergy Discretionary Funds
- 11:45 – Resources on the Diocesan website

ZOOM VESTRY TRAINING – PART TWO

March 13, 2021 - 10:00a- Noon

- Outline for the Day 10:00a – Dealing with Rector-Vestry Conflict
- 10:45a – Clergy Compensation and Benefits
- 11:15a The Road to Recovery after COVID-19
– What we can learn from those who have grown and even flourished in this season of COVID-tide
- 11:45– Questions and Answers-



What is a Vestry?

- “Vestry” originally referred to the room in the church “in which the vestments, vessels, and other requisites for Divine worship are kept and in which the clergy robe” (*The Oxford Dictionary of the Christian Church*).
- However, since the vestry was the room in which church business meetings took place, the word also came to mean “an elective body...composed of the rector and a group of elected parishioners administering the temporal affairs of the parish” (*Merriam-Webster’s Collegiate Dictionary*).

Excerpts from the National Canons of TEC



- **National Church Canons**

- Canon 13: Of Parishes and Congregations

Sec. 1. Every Congregation of this Church shall belong to the Church in the Diocese in which its place of worship is situated; a Member of the Clergy serving a Cure having Congregations in more than one jurisdiction shall have such rights, including vote, in the Convention of the jurisdiction in which the Member of the Clergy has canonical residence as may be provided in the Canons of that diocese and may be granted seat and voice in the jurisdiction(s) in which the Member of the Clergy does not have canonical residence.

- Sec. 2

- (a) The ascertainment and defining of the boundaries of existing Parishes or Parochial Cures, as well as the establishment of a new Parish or Congregation, and the formation of a new Parish within the limits of any other Parish, is left to the action of the several Diocesan Conventions.

- (b) Until a Canon or other regulation of a Diocesan Convention shall have been adopted, the formation of new Parishes, or the establishment of new Parishes or Congregations within the limits of existing Parishes, shall be vested in the Bishop of the Diocese, acting by and with the advice and consent of the Standing Committee thereof, and, in case of there being no Bishop, of the Ecclesiastical Authority.

Sec. 3

1. (a) Where Parish boundaries are not defined by law, or settled by action of the Convention of the Diocese under Section 2 of this Canon, or are not otherwise settled, they shall be defined by the civil divisions of the State as follows:
2. (b) Parochial boundaries shall be the limits as fixed by law, of a village, town, township, incorporated borough, city, or of some division of any such civil district, which may be recognized by the Bishop, acting with the advice and consent of the Standing Committee, as constituting the boundaries of a Parish.
3. (c) If there be but one Church or Congregation within the limits of such village, town, township, borough, city, or such division of a civil district, as herein provided, the same shall be deemed the Parochial Cure of the Member of the Clergy having charge thereof. If there be two or more Churches or Congregations therein, it shall be deemed the Cure of the Members of the Clergy thereof.
4. (d) This Canon shall not affect the legal rights of property of any Parish or Congregation.

- Canon 14: Of Parish Vestries
- Sec. 1. In every Parish of this Church the number, mode of selection, and term of office of Wardens and Members of the Vestry, with the qualifications of voters, shall be such as the State or Diocesan law may permit or require, and the Wardens and Members of the Vestry selected under such law shall hold office until their successors are selected and have qualified.
- Sec. 2. Except as provided by the law of the State or of the Diocese, the Vestry shall be agents and legal representatives of the Parish in all matters concerning its corporate property and the relations of the Parish to its Clergy.
- Sec. 3. Unless it conflicts with the law as aforesaid, the Rector, or such other member of the Vestry designated by the Rector, shall preside in all the meetings of the Vestry.

Excerpts from Diocesan Canons 15-25

In the Notes on the Diocesan Vestry Training section, the actual text of the Diocesan Canons can be found in their entirety



Annual Meeting is when	Within 60 days (on or before January 31st)	Set by Rector with approval of vestry
How many on the Vestry	No fewer than five (ed. Most 9-12)	Determined by parish articles of incorporation/by laws
Vestry eligibility	<p>May not be employed or engaged by the parish, may not be the spouse or immediate family member of any person employed/engaged by the parish</p> <p>TEC Canon 14- mode of selection, number and term of office</p>	<p>Exclusion does not apply to the Rector/vicar who is a member of the vestry</p> <p>Deacons shall be deemed as engaged by the parish</p> <p>Clergy actively involved in ministry of the parish shall be deemed engaged by the parish</p>

4 What if no one is elected

Continue in office until successors are elected/qualified or until removed from office- with or without cause- this requires a vote or agreement in writing by a majority of all members of the parish entitled to vote- (called parish meeting) and the notice of this meeting to recall a member or members of the Vestry must state the purpose of the meeting and the specific members sought to be removed- must be done by separate vote for each person to be removed. If removal is voted and passed, the vacancies created shall be filled by members at the same meeting

Removal of a vestry person

- **May be removed from office- with or without cause-**
- **May be removed by the members of the parish: this requires a vote or agreement in writing by a majority of all members of the parish entitled to vote- (called parish meeting) and the notice of this meeting to recall a member or members of the Vestry must state the purpose of the meeting and the specific members sought to be removed- must be done by separate vote for each person to be removed. If removal is voted and passed, the vacancies created shall be filled by members at the same meeting**
- **May be removed by a 2/3 vote of the Vestry, with consent of the Rector and Ecclesiastical Authority**
- **If removed, ineligible to stand for re-election until the next annual meeting**
- **If removed, the former vestry person shall turn over any and all records of the vestry in his/her possession**

If vestry vacancy occurs	<ul style="list-style-type: none"> Rector shall appoint successor with the consent of the remaining members of the vestry- this person. This appointee shall serve until the next annual meeting 	
Senior Warden	Appointed by Rector, must be 18+ and confirmed communicant in good standing	Annual (or term set by parish)
Junior warden	Elected by vestry	Annual (or term set by parish)
Secretary	<ul style="list-style-type: none"> Elected annually Take and record the minutes of the vestry proceedings Attest the public acts of the vestry Preserve all records and papers belonging to the parish Perform other duties as shall be legally assigned Faithfully deliver to the successor all books and documents belonging to the parish Does not have to be a member of the vestry 	

Treasurer	<ul style="list-style-type: none">• Elected annually to perform the duties incumbent on the office• Shall be bonded in a suitable amount• Books and accounts shall be audited annually (or at any time the vestry so directs)• May be the same person as the Secretary• Does not have to be a member of the vestry
Wardens (both implied)	Take charge of the property of the church, see that all things are provided for orderly worship

Vestry duties

- **Take charge of the church property**
- **Keep church property fully insured**
- **To prepare a budget providing for the necessary requirements and expenditures of the parish**
- **Regulate all temporal concerns**
- **To elect (and with approval of Bishop) and to call a rector**
- **To provide for the rector's maintenance**
- **To keep order in the church during worship**
- **Act as helpers to the rector (as laity for the welfare of the church)**

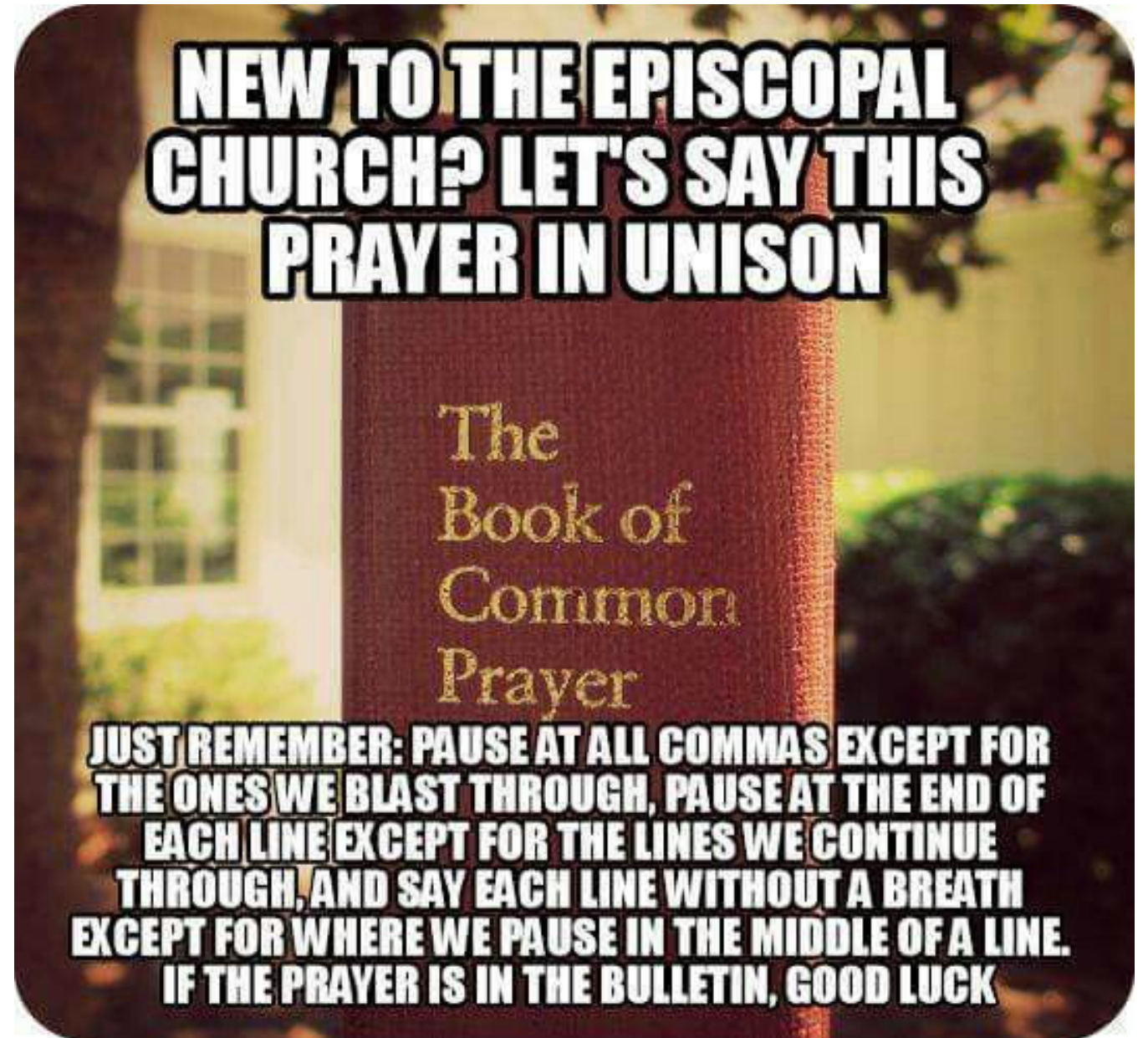
Vestry meetings

- **Shall be held annually (to receive reports of officers and committees, pass on the same , to turn over the affairs of the parish to the newly elected vestry**
- **May have other meetings at regular times, or when called by the Rector, senior warden (in Rector's absence but with Rector's knowledge) or at the request of two vestry persons**
- **The Bishop (ecclesiastical authority or bishop's designee) may call a vestry meeting (and preside) at any time**
- **Only members present in person (or present by 2 way electronic voice or voice/video) may vote at a meeting**
- **No proxy votes allowed, no vestry person may cast the ballot of another vestry person**
- **Open to all of the members of the parish**

<p>Executive session meetings during regular vestry meetings</p>	<ul style="list-style-type: none"> • May be held for personnel matters or • With the consent of the Bishop (ecclesiastical authority) 	
<p>Called special meeting of the corporation- agenda must be announced and stuck to!</p>	<p>at least 30 days notice</p>	<p>Ecclesiastical authority may shorten (but not less than ten days)</p>
<p>Who can vote</p>	<ul style="list-style-type: none"> -16 years or older -Enrolled in parish register -Faithful in worship past year -Faithful in working, praying, giving in previous year 	<p>If someone's eligibility to vote is challenged- Rector or senior warden appoints a committee of 3 shall determine eligibility- this decision is final/binding</p>

Absentee ballots allowed?	If by illness or physical condition	Must receive prior written approval by Bishop or Bishop's designee
RECTOR	<ul style="list-style-type: none">● Shall preside at meetings (or designee appointed)● Spiritual concerns of the parish are under the exclusive direction of the rector, subordinate to the Bishop and the Constitution and Canons● If removed or suspended, the rector ceases to be a member of the vestry or church committee. Bishop may suspend elections, fill vacancies, and may appoint a senior warden, until in the Bishop's discretion such actions are no longer necessary	

Scope of Ministry of the Vestry



THE VESTRY SHALL...

- Be agents and legal representatives of the parish in all matters concerning its corporate properties; and the relations of the parish to its clergy.
- Ensure that standard business methods as outlined, will be observed
- (When there is no rector) the officers of the vestry are responsible for the continuation of worship, including the calling of a new rector
- Be responsible for nominating persons for holy orders
- Be aware of their ongoing responsibilities and potential liabilities, including accidents and other incidents occurring on parish property or during Parish sponsored activities

- Be aware of their ongoing responsibilities and potential liabilities, Violation of fiduciary responsibilities especially those related to finances
- Violations of contracts, leases, or other legal agreements
- Wrongful termination and other employment practices
- Discrimination and sexual harassment and misconduct
- Ensure that the parish is adequately insured for property, liability, and directors and officers coverage
- Encourage and support the Rector including activities such as:
 - setting meetings to engage and honest conversation about what is and is not going well in the congregation,
 - paying attention to clergy wellness issues,
 - paying attention to clergy family wellness issues,
 - encouraging clear and direct communication between the congregation, the vestry, and the Rector

QUESTIONS? (and hopefully answers!)
Reminder, Chancellor Butch Wooten is also on board to answer your questions!



Some folks wish
the organ console
came with these
stops!

Clergy Discretionary Funds

<http://www.cfdiocese.org/guidelines-for-clergy-discretionary-funds/>

1	Source:	The Alms and Contributions typically from one Sunday in each calendar month, and other offerings for the poor, or a set amount budgeted by the Vestry for clergy discretionary use
2	If no rector	the Vestry shall designate a member of the Parish to fulfill this function.”
3	Ownership	Belongs to the church, in the name of the Church, so designated by corporate resolution of the vestry, using the church’s FEIN #, the account should not include any personal name.
4	# of signers	At least two other persons authorized to sign (in absence of clergy person- typically Senior Warden and Parish treasurer) in no case should the clergy spouse be a signer on this account

5	Confidentiality	Expenditures from the funds are at the sole discretion of the clergy; no authorization or “second signature” is appropriate. There should be some notation on the check and/or check register designating “gas help, food assistance, utility help, etc)
6	Departure of the Rector	As a church account, the Clergy Discretionary Fund’s assets remain with the parish or mission upon the departure of the member of the clergy who has been administering it.
7	Not to be used for business or personal expenses	The Discretionary Fund is principally a vehicle for providing assistance to persons in need. Miscellaneous expenses of ministry shall be reimbursed from a line item in the church’s budget titled “Professional Expenses” and thereby segregated from ministry funds.

8	Clergy should not reimburse themselves by RDF check-	When reimbursement to a member of the clergy is made from the Discretionary Fund, it is good policy (but not obligatory) that the check be signed by one of the lay officers authorized rather than by the clergy reimbursed.
9	Clergy family members excluded	Immediate family members of clergy should not receive assistance from a clergy family member
10	Post on w-2 or not?	Honoraria from weddings, funerals, and the like may either be received as contributions to the Discretionary Fund or as personal income of the clergyperson. The decision as to where such honoraria are placed is at the sole discretion of the clergy person.
11	Cash receipt if possible	A cash receipt should be signed by the recipient at the time of assistance, said receipt to be part of the clergy records.

12	Type of records to be kept	A contemporaneous and careful journal of expenditures from the Discretionary Fund should be kept by the clergy, showing the nature, date, and amount of each transaction and noting the ministerial purpose thereof. Such notes along with complete bank statements will be required at the annual audit.
13	Annual audit	The Rector, in consultation with the Vestry, shall designate the person(s) responsible for conducting the audit of the Discretionary Fund. (usually this is the Sr. Warden)
14	If endowed	If a Discretionary Fund is endowed, control of the principal remains with the Vestry or other designated Trustees.
15	Review	The Vestry shall establish review procedures for the Discretionary Fund.

Audit guidelines for the clergy discretionary fund is in chapters 5-6 of...



Manual of Business Methods in Church Affairs

On the Diocesan website: cfdioocese.org

- Go to *Resources*, then *Administration and Policies*, then scroll down...
- 2019 Manual of Business Methods in church affairs
- Audit procedures
- Clergy compensation and Guidelines
- 2021 Health and Dental Insurance plans and rates
- Anti-racism training guidelines- for clergy and all in leadership
- Abuse prevention including Safeguarding God's children, people, and risk management, including guidelines for appropriate affection
- Guidelines for Disaster planning
- Ministry and ordination guidelines and steps

- Policies for alcohol
- Vacancy and search procedures
- Church expansion, renovation, and indebtedness guidelines
- Discretionary fund guidelines
- Sabbatical leave guidelines
- Sacramental guidelines for baptism, marriage and remarriage
- Under *Resources*, then go to *Resources for congregations tab* :
- Evangelism and Mission Resources
- Congregational Development resources
- Stewardship resources
- Additional vestry resources

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A closing prayer from the Vestry Resource Guide p. 73

Dear Lord, we elect, but you confer authority. We occupy roles, but you form hearts. We are sensitive to who has power and who wants power, but your Son took his place among the weak. Help us to care more about vision than about viewpoint, more about servanthood than about rules, more about mercy than about merit. Help us to have the courage to lead by serving and putting aside the world's easier ways. Help us to emulate the Apostles, not in the early days when they craved power and preference, but in the latter days after Calvary, when they prayed only for courage and wisdom. All this we ask in the name of one who led by serving and suffering, our Lord Jesus Christ. Amen.

Thank you for joining us for this vestry training, and have a blessed rest of your day!

