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## OPERATING AND PROCEDURES MANUAL

This body of work is a gift from Grace Episcopal Church in Port Orange and is offered to other congregations in the Diocese of Central Florida as a suggestion for creating their own unique operations and procedures manual for their church. This Manual is unique to one particular church but this document is offered in the hope that each congregation in the diocese may find something helpful or useful for their own particular situation. It is suggested that each church draft that which is helpful for you- that expresses the will and best for your unique situation.

Faithfully,  
Canon Scott T. Holcombe  
3/1/2023

### **OPERATING POLICIES AND PROCEDURES MANUAL**

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#### **Purpose**

This manual contains policies and procedures that may have general church-wide application, as well as information that does not appear in other publications. However, the policies in this manual are by no means all-inclusive, nor can they cover every situation that may arise.

#### **Preparation and Maintenance**

The preparation and maintenance of this manual are under the direction of the Policy Committee. Additions and/or revisions are made as needed. Vestry members may submit suggestions for addition and/or revision. Church members are encouraged to submit proposed additions and/or revisions to the vestry members for presentation to the Policy Committee.

#### **Organization**

The policy manual is organized into the sections shown in the table of contents. Additional sections may be added or deleted in the future.

A general index is being prepared which lists the subjects alphabetically.

#### **Maintenance and Location**

The maintenance of this document is entrusted to the Policy Committee. The master copy of this document shall reside in the Church Office.

The Vestry Secretary shall inform the Policy Committee of all motions passed by the Vestry which fall into the category of "policies, practices or procedures" within **one week** following each vestry meeting. The Policy Committee shall make appropriate notations in the master copy.

Prior to the Annual Meeting, the Policy Committee shall present any modifications to the

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by-laws proposed by the Vestry over the past year. Following the Annual Meeting, the Policy Committee shall incorporate all approved modifications into the Policy Manual. The Policy Committee shall obtain from the Diocese any revisions or new materials that may need to be included in the Appendices.

The Policy Committee shall see that a copy of the revised master copy is made and distributed to the Rector.

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## 1.02 BY-LAWS – MODEL BYLAWS FOR A PARISH NAME OF CHURCH, INC.

### ARTICLE I: NAME

The name of the corporation shall be NAME OF CHURCH, Inc. located in \_\_\_\_\_  
\_\_\_\_\_.

### ARTICLE II: PURPOSE

The corporation acknowledges its allegiance to be due to the One, Holy, Catholic and Apostolic Church of Christ; and recognizing the body known as the Protestant Episcopal Church in the United States of America otherwise known as the Episcopal Church, and the Episcopal Diocese of Central Florida, to be a true branch of said Church, having rightful jurisdiction as provided in the Constitutions and Canons of this Church. We do hereby accede to the Doctrine, Discipline and Worship of this Church, and to the Constitution and Canons set forth by the General Convention, and to the Constitution and Canons of the Diocese of Central Florida.

### ARTICLE III: MEMBERSHIP

Members of the Corporation are adult communicants who are 16 years of age and over, whose names are duly enrolled as such in the register of the said Parish, and who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying, and giving for the spread of the Kingdom of God.

### ARTICLE IV: MEETINGS OF THE MEMBERS

**Annual Meeting** There shall be an Annual Meeting of the Members of the Corporation within 60 days, on or before the 31st day of January of each year. At the Annual Meeting, at least one-third of the members of the Vestry shall be elected. Notice of such meeting shall be given at least 30 days prior to the meeting.

**Special Meetings** The Rector, or the Vestry by vote of at least a majority of its members, may call a Special Meeting of the members of the corporation upon notice of at least 30 days. The manner and form of notice shall be subject to the approval of the Ecclesiastical Authority and the Ecclesiastical Authority may shorten the time of notice to no less than 10 days. Such notice shall state the matters to be considered at such meeting in appropriate detail. Only those matters set forth may be considered at the Special Meeting.

### ARTICLE V: VESTRY

**Members** There shall be \_\_\_\_\_ elected members of the Vestry. The Rector shall be a non-elected member of the Vestry. At each annual meeting, one-third of the members of the Vestry shall be elected to serve a term of three years. Any member of the Vestry completing service for a full term shall not be eligible to serve on the Vestry until one year or more has elapsed since such member has served on the Vestry.

**Qualifications** A person shall be eligible to serve as a member of the Vestry who is a qualified elector in NAME OF CHURCH, at least 18 years of age, and an adult confirmed communicant in good standing.

**Nominations** Three months prior to the Annual Meeting the Rector, or, in the absence of the Rector, the Senior Warden, shall appoint a Nominating Committee. The Nominating Committee shall nominate candidates to fill

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the expiring terms for that year. The nominations shall be presented to the Rector, or, in the absence of the Rector, to the Senior Warden, in writing at least 10 days prior to the Annual Meeting. Additional nominations may be made from the floor at the Annual Meeting.

**Elections** The Vestry shall be elected at the Annual Meeting of the Church. They shall be chosen by ballot, and a majority of those voting shall be necessary for election. They shall take office at the Organizational Meeting of the Vestry following their election and shall be installed at a regular Church Service at a time appointed by the Rector.

**Vacancies** Should a vacancy occur on the Vestry during the year the Rector shall appoint a successor with the consent of a majority of the remaining members of the Vestry, such appointee to serve until the next Annual Meeting.

**Removal of Vestry Member(s)** A Vestry Member may be removed from office pursuant to the following:

(a) By the members of the Parish

1. (i) Any member of the Vestry may be removed from office with or without cause by the vote or agreement in writing by a majority of all persons entitled to vote as determined under Section 2, Article IV.
2. (ii) The notice of a meeting of the members to recall a member or members of the Vestry shall state the purpose of the meeting and the specific Vestry members sought to be removed.

(iii) A proposed removal of a Vestry member at a meeting shall require a separate vote for each Vestry member sought to be removed. Where removal is sought by written agreement, a separate agreement is required for each Vestry member to be removed.

(iv) If removal is effected at a meeting, any vacancies created thereby shall be filled by the members at the same meeting.

(b) By the Vestry, Rector, and Ecclesiastical Authority

(i) Any member of the Vestry may be removed from office upon the vote of that number of Vestry members constituting two-thirds (2/3's) of the number of Vestry members established in the Bylaws of the Parish with the consent of the Rector and the consent of the Ecclesiastical Authority.

(c) A Vestry member who is removed from the Vestry shall not be eligible to stand for reelection until the next annual meeting of the members.

(d) Any Vestry member removed from office shall turn over to the Vestry within 72 hours any and all records of the Vestry in his/her possession.

## **ARTICLE VI: OFFICERS**

**President** The Rector shall be ex-officio president of the Vestry and shall have the right to vote at all times.

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**Wardens** At the Organizational Meeting of the Vestry following the Annual Meeting of the Church, the Rector shall appoint one member of the Vestry to serve as Senior Warden. The Vestry shall elect one member of the Vestry to serve as the Junior Warden.

**Secretary and Treasurer** The Vestry, at the Organizational Meeting following the Annual Meeting of the Church, shall elect from the Church's membership a Secretary and a Treasurer. Assistant Secretaries and Assistant Treasurers may be appointed by the Vestry.

**ARTICLE VII: VESTRY MEETINGS**

**Organizational Meeting** The Organizational Meeting of the Vestry shall be held

as soon as possible following the Annual Meeting of the Parish.

**Regular Meetings** Regular Meetings of the Vestry shall be held at times and dates 3 agreed on by the Rector and the Vestry.

**Special Meetings** Upon reasonable notice, special meetings may be held on call of the Rector; or, in the absence of the Rector, by the Senior Warden; or at the request of two or more members of the Vestry. The Bishop has the discretion to call a meeting of the Vestry and preside at such meeting.

**Quorum** A quorum for the conduct of official business shall consist of a majority of the members of the Vestry.

**ARTICLE VIII: COMMISSIONS**

*(This provision is Discretionary)*

*Commissions as are needed to carry out the functions of the Church shall be appointed by the Rector, subject to the approval of the Vestry.*

**ARTICLE IX: AMENDMENTS**

These by-laws, after approval by the Vestry, may be amended or repealed by a majority of the electors present and entitled to vote at any Annual Meeting or Special Meeting, provided that notice of such meeting and proposed amendments or repeal of the by-laws has been sent to qualified electors not less than two (2) weeks prior to the Meeting. Amended by-laws must be approved by the Bishop prior to their taking effect.

\_\_\_\_\_ The Right Reverend  
Bishop of Central Florida

Date adopted or last amended \_\_\_\_\_ Date approved by the Bishop \_\_\_\_\_

**Policy Number: 02.00**

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**Section: Administration**

**Subject: Introduction**

This section contains job descriptions for clergy and staff. For the mechanics of employment, see Chapter 6, Human Resources (practices, guidelines, benefits and code of ethical conduct). See Chapter 10 for financial requirements for employees (credit card usage, payroll deductions, etc.).

**Policy Number: 02.01**

**Section: Administration**

**Subject: Job Description – Rector**

### **POLICY**

The Rector's primary responsibility is to preach and teach the Word of God and lead the celebration of the sacraments. The Rector should also provide leadership in the area of Christian education for both children and adults and be competent in personal counselling. The Rector is also expected to oversee the completion of administrative duties through effective supervision of parish staff and appropriate delegation of tasks. The hiring and termination of parish staff will be the Rector's responsibility, subject to the Vestry's approval. The Rector will adhere to the Code of Ethics for clergy adopted by the Diocese of Central Florida.

### **TIME USE**

The Rector is expected and encouraged to take two days away from work each week. The work week will normally consist of ten to twelve units of morning, afternoon and evening blocks of time, arranged in such combinations as reflect the demands of the parish. The Rector is expected to preserve at least one continuous twenty-four-hour period each week solely for personal and family use.

The Rector will be entitled to an annual vacation of four weeks with full pay. Scheduling for vacation and all other leaves will be arranged after appropriate consultation with the Vestry.

Sick leave with full pay will normally be allowed as needed. However, if an extended illness lasts for more than six months, then some adjustment in salary may be made if it is necessary to hire a temporary replacement. If it were to become evident that the Rector could no longer perform the duties of the position, then termination would result.

Subject to diocesan policies and requirements, time off and funding for continuing



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education and sabbaticals will be granted.

### **COMPENSATION**

The Vestry will establish the Rector's annual compensation package utilizing the Clergy Compensation Guidelines compiled by the Diocese. When the financial status of \_\_\_\_\_ Episcopal Church permits, the diocesan guideline will be used to set the minimum salary to be paid to the Rector. The minimum amount may be augmented after due consideration of factors such as tenure in a particular parish, job performance, type of community, advanced degrees, unique parish responsibilities, and prior business/professional experience. As the guidelines state, the two most important elements in determining clergy compensation are the welfare of the clergyperson's family and the congregation's ability to pay.

The compensation package will be reviewed and adjusted annually by the Vestry. The required components of the package will be designated in accordance with the Clergy Compensation Guidelines.

The Rector may do as he or she wishes with any honoraria received. In accordance with the canons, a Discretionary Fund of not less than the equivalent of the "loose" offerings one Sunday per month will be established for the Rector's use for those in need.

### **REVIEW**

The Rector, Wardens and Vestry will engage in an annual discussion and review of the total ministry of the Parish.

### **SUMMARY**

Since all matters pertaining to the Rector's tenure cannot be covered by this policy, it is important that appropriate communication channels be maintained between the Vestry and the Rector. It is understood that the guidance of the Holy Spirit will be called upon in the resolution of all matters pertaining to the total ministry of the Parish.

**Policy Number: 02.02**

**Section: Administration**

**Subject : Job Description - Assistant Rector**

### **POLICY**

The Assistant Rector will, at the Rector's direction, help to advance the total ministry of the Parish, the mission and goals of the Diocese of Central Florida, and the welfare of the local community. The Assistant Rector will serve at the discretion of the Rector but may not serve beyond the period of service of the Rector, except that, pending the call of a

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new Rector, may continue in the service of \_\_\_\_\_ Church if requested to do so by the Vestry and under such conditions as the Bishop and Vestry will determine. The Assistant Rector will adhere to the Code of Ethics for clergy adopted by the Diocese of Central Florida.

### **TIME USE**

The Rector will establish the Assistant Rector's normal work schedule. The Assistant Rector is expected and encouraged to take two days away from work each week. The Assistant Rector is expected to preserve at least one continuous twenty-four-hour period each week solely for personal and family use.

The Assistant Rector will be entitled to an annual vacation of four weeks with full pay. Scheduling for vacation and all other leaves will be arranged after appropriate consultation with the Rector.

Sick leave with full pay will normally be allowed as needed. However, if an extended illness lasts for more than six months, then some adjustment in salary may be made if it is necessary to hire a temporary replacement. If it were to become evident that the Assistant Rector could no longer perform the duties of the position, then termination would result.

The Assistant Rector will also have the following periods of leave at full compensation:

1. National holidays, to be taken so as not to interfere with worship for major occasions
2. Continuing education leave at the rate of two (2) weeks per year.

### **COMPENSATION**

The Vestry will establish the Assistant Rector's annual compensation package utilizing the Clergy Compensation Guidelines, which state that the recommended minimum salary for congregations with average attendance of up to one hundred may be useful in determining the compensation for assistant clergy.

The compensation package will be reviewed and adjusted annually by the Vestry. The required components of the package will be designated in accordance with the Clergy Compensation Guidelines.

### **EXPENSES**

The Vestry will pay the following expenses incurred by the Assistant Rector in fulfilling the duties of the position:

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1. Travel expenses at the current IRS rate, plus out-of-pocket costs for parking fees, tolls, etc.
2. Normal expenses of parish office operation, including telephone, postage, office equipment, supplies, secretarial services, etc.
3. Continuing education expenses within the limits of the annual line item.

### **DISCRETIONARY FUND**

The Vestry will provide the Assistant Rector with access to the General Discretionary Fund (a budgeted line item), as well as provide a separate line item for "Assistant Rector's Discretionary Fund " (used to receive specific contributions and/or honoraria) to assist the poor and needy or to make donations to specific charities selected by the Assistant Rector.

### **SUPPLEMENTARY COMPENSATION**

The Assistant Rector will not charge fees for performing any rites of the Church (e.g., baptisms, marriages, funerals) for members of \_\_\_\_\_ Episcopal Church. However, the Assistant Rector may do as he or she wishes with any honoraria received. The Assistant Rector may receive income from other sources, such as (a) sacramental services on behalf of persons not related to \_\_\_\_\_ Church in any way and (b) fees and honoraria for professional services performed on personal time for groups unrelated to \_\_\_\_\_ Church or for sermons, books or articles published outside the Parish.

### **MUTUAL MINISTRY REVIEW**

The Rector and the Assistant Rector will have a semi-annual discussion and review of the clergy's mutual ministry. Such review will provide the clergy with an opportunity to assess how well they are fulfilling their responsibilities to each other and to the ministry they share. The reviews should also be utilized to establish goals for the work of the Parish and isolate areas of conflict or disappointment which have not received adequate attention and may be adversely affecting mutual ministry. It is understood that the guidance of the Holy Spirit will be called upon in the resolution of all matters pertaining to the total ministry of the Parish.

**Policy Number: 02.03**

**Section: Administration**

**Subject: Job Description – Deacon**

## **POLICY**

The Bishop of the Diocese of Central Florida may from time to time assign deacons to serve at \_\_\_\_\_ Episcopal Church, subject to the immediate supervision of the Rector. All deacons must comply fully with the Risk Management programs of the diocese and conduct their lives in accordance with the Code of Ethics for Clergy in the Diocese of Central Florida. Deacons will assist with liturgical duties, pastoral ministry and outreach as assigned by the Rector.

## **REIMBURSEMENT**

The position of deacon will generally be unpaid, i.e., no annual compensation will be provided. However, certain reimbursements will be provided, including, but not limited to, mileage, the Deacons' Retreat and such other expenses as the deacon may incur on behalf of the Parish. In addition, the Deacon will have access to the general discretionary fund of the Parish in order to assist the poor and needy or to make donations to specific charities selected by the Deacon.

## **ANNUAL REVIEW**

The Rector will conduct an annual review with the Deacon in order to evaluate the Deacon's contributions to the overall ministry of the Parish, with particular emphasis on the Deacon's particular areas of expertise. This review will also function as an opportunity to allow the Deacon to offer suggestions regarding new ministries, as well as increased emphasis on existing ministries.

**Policy Number: 02.05**

**Section: Administration**

**Subject: Job Description - Youth Minister**

## **POLICY**

The Youth Minister will be responsible for planning and implementing a youth ministry program that primarily targets the youth (grades 6 - 12) of the Parish, but also reaches into the local community. The Youth Minister will help the youth of the Parish grow into fuller membership with the body of Christ as they mature. The Youth Minister will adhere to the Code of Ethics for clergy adopted by the Diocese of Central Florida.

## **TIME USE**

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The Youth Minister is expected to work a twenty-hour week, post specific office hours, and operate in a professional manner as a lay staff member and minister of the Church. The Youth Minister will report to and be supervised by the Rector and will perform all duties assigned by the Rector (or Senior Warden, in the Rector's absence).

## **DUTIES**

The Youth Minister will be responsible for:

1. Planning, programming and implementing a youth ministry program that primarily targets the youth (grades 6 - 12) of this Parish yet reaches into the local community. This program is intended to be:
  - a. Evangelical - spreading the good news of Jesus Christ, having a sense of mission and purpose, and reaching out to others' physical, emotional and spiritual needs;
  - b. Spiritual - including Bible study, prayer and worship as integral components;
  - c. Relational - building relationships with the youth as well among the youth, and developing programs and events that support relational ministry; and
  - d. Team-Led - working together with the Youth Leadership Team to accomplish the goals of the youth ministry.
2. Developing, training, supporting and nurturing a youth ministry staff of volunteers to assist in every aspect of the youth ministry.
3. Developing a vision for the youth ministry in conjunction with the Rector, adult staff, and young people, and setting specific, measurable short-term and long-term goals to evaluate the ministry's progress.
4. Coordinating the youth ministry program with the Sunday morning Christian education program and curricula for grades 6 - 12.

**Policy Number: 02.06**

**Section: Administration**

**Subject: Job Description - Parish Administrator**

## **POLICY**

The Parish Administrator acts as the primary clerical and administrative support to the Rector and provides support to other clergy and staff. The Parish Administrator must be

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able to work independently and without supervision yet maintain close communications with the Rector and other clergy and staff. This position also requires extensive interaction with members of the Parish as well as the community at large. The Parish Administrator's annual performance review will be conducted by the Rector.

## **QUALIFICATIONS**

The Parish Administrator must be computer literate and have expertise in Microsoft Office products, desktop publishing software and be willing to learn new programs adopted by the Parish. The Parish Administrator must also possess good communication skills, knowledge of desirable social protocols and the ability to multi-task and deal with the variety of situations that may arise on any given day. This person must also be familiar with basic business correspondence formats and be able to draft and edit various forms of written communication.

## **DUTIES**

The Parish Administrator is expected to perform all the job duties listed below. Additionally, the Rector and Senior Warden may assign other related duties from time to time.

- Schedule events and maintain master calendar
- Coordinate, recruit, train and supervise office volunteers (the Treasurer will be responsible for the recruitment and training of money counters)
- Order all office supplies in a timely manner
- Coordinate maintenance and operation of data processing equipment, in conjunction with the personnel to whom the equipment is assigned
- Oversee maintenance and operation of telephone and message equipment
- Conduct initial interview information for weddings, baptisms and other parish events
- Pick up post office box items and route all mail as appropriate, acting where indicated
- Maintain both hard copy and computer files of all correspondence
- Maintain membership information, files, and Parish Register
- Prepare baptismal/sponsor certificates and letters to sponsors
- Originate routine correspondence for clergy or own signature
- Design and maintain various forms, booklets and information sheets
- Maintain Parish Prayer List and hospital board
- Ensure posting of notices, bulletins and announcements
- Maintain flower delivery schedule.
- Publish quarterly parish telephone directory

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- Maintain key control for all campus buildings
- Oversee monthly updates of lists for Diocese
- Greet visitors and handle telephone calls when receptionist is not present
- Deal with transients, indigents, those asking for help with utilities, etc., by assisting completion of "Helps" form; refer to clergy if available, otherwise direct individual(s) to possible sources of help
- Prepare and print bulletins for Sunday worship and special gatherings (Feast Days, funerals, etc.)
- Manage all print projects and arrange for collators and other assistance as required
- Assist Rector with preparation of Annual Report
- Assist Rector with preparation of Parochial Report (Bookkeeper prepares financial section)
- Attend staff meetings
- Update the Operating Policies and Procedures Manual upon receipt of policy changes from the Vestry
- Assist the Investment Committee with recording its recommendations and making quarterly updates to the binder of its records.

**Policy Number: 02.07**

**Section: Administration**

**Subject: Job Description - Church Sexton**

## **POLICY**

The Church Sexton provides custodial service for all buildings on campus. Some work outside of the buildings may be required. The Sexton must be able to work within the hours contracted for accomplishing the duties described below. The Sexton must work closely with various groups and organizations within the Church. The Sexton reports to the Rector and the Junior Warden and will be responsible for all duties they may assign. The Sexton's annual performance review will be conducted by the Rector.

## **QUALIFICATIONS**

The Sexton must have some prior experience in custodial work. The Sexton must be able to create a good rapport with members of the Parish and the community and be willing to take suggestions well and be efficient in accomplishing all essential functions. This person must be willing to maintain open communication with parish and other staff members so

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that none of the job functions are overlooked or incomplete.

The Sexton must also:

- Have a valid Florida driver's license;
- Have good oral and written skills (a high school diploma is preferred);
- Be strong enough to set up and break down tables and chairs for activities on campus;
- Be able to bend and lift equipment and supplies necessary for prescribed tasks.

## **REQUIREMENTS**

1. The Sexton 's work week will be determined by the Rector, not to exceed twenty-five (25) hours. The schedule may vary based on events occurring on the campus.
2. The Sexton will be responsible for setting up and breaking down room configurations (tables, chairs, partitions, podiums, etc.) before and after church-sponsored activities and events. Set up will be performed according to the " Building Use Request" form. Breakdown after the event will return the room to its standard configuration or to the configuration needed for the next event.
3. For outside events such as weddings, meetings, workshops, etc., compensation details for the Sexton will be covered in the contract between the Church and the party renting the facility.
4. The Sexton must be available to meet with sales and service persons regarding physical plant operation.

## **DUTIES**

**Church - Weekly, unless the building is used for other events which require additional cleaning or as otherwise noted**

- Dust window ledges, furniture, etc.
- Mop under all pews
- Wet mop altar area, sacristy, and narthex
- Vacuum carpeted areas (spot clean as needed)
- Clean bathrooms (commodes, wash basins, floors) on Mondays and Thursdays
- Clean glass in doors and windows monthly or as needed



- Empty all trash containers and outside ashtrays daily

### **Chapel**

- Dust window ledges, furniture, etc. weekly
- Vacuum carpeted areas after every use and spot clean as needed
- Wet mop sacristy floor and clean sink weekly
- Clean and polish pews as needed

### **Parish Life Center**

- Vacuum carpeted areas weekly
- Clean and sanitize all bathrooms daily and replenish supplies as needed
- Empty all trash two or three times per week or as needed
- Clean floor in Goddard Hall and lobby and mop or buffer as needed
- Clean and sanitize kitchen (countertops, floor, appliances) following functions that require kitchen use
- Dust classrooms and offices weekly
- Clean glass in doors and windows as needed

### **Other**

- Maintain and order supplies from the most cost-effective source for light bulbs, paper products, cleaning supplies and other similar materials
- Change light bulbs that require no more than a standard step ladder to reach as needed
- Report outages on altar, halogen, timer and out-of-reach lights to the Parish Administrator.
- Set and maintain timers on lights and sprinkler systems; check regularly for proper functioning and report any problems to the Parish Administrator. Timers are to be set twice annually, in accordance with Daylight Savings Time changes.
- Organize and maintain storage rooms weekly, disposing of all unnecessary clutter
- Survey entire campus and adjoining property for trash, debris, etc. twice weekly
- Remove debris from roof gutters as needed. Consult with the Junior Warden to determine whether assistance from church members may be required
- Clear walkways and parking lots of debris twice weekly using the blower
- Clear out storm drains weekly
- Submit an annual budget for paper products, cleaning supplies, carpet cleaning, equipment, light bulbs, etc. prior the Budget Committee meeting in September of each year. The Rector and Junior Warden may be consulted for advice and assistance

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- Report any problems with the fire alarm, security system or HVAC system to the Junior Warden or Rector
- Gardening is not part of this job description unless approved and directed by the Junior Warden, except for watering potted and foundation plants or as needed in emergency situations
- Clean thoroughly and wax pews in the chapel and church annually as directed by the Junior Warden, with parishioner assistance if necessary
- Clean stained-glass windows in the church and chapel (interior and exterior) as directed by the Junior Warden

**Policy Number: 02.07**

**Section: Administration**

**Subject: Job Description - Church Sexton**

## **POLICY**

The Church Sexton provides custodial service for all buildings on campus. Some work outside of the buildings may be required. The Sexton must be able to work within the hours contracted for accomplishing the duties described below. The Sexton must work closely with various groups and organizations within the Church. The Sexton reports to the Rector and the Junior Warden and will be responsible for all duties they may assign. The Sexton's annual performance review will be conducted by the Rector.

## **QUALIFICATIONS**

The Sexton must have some prior experience in custodial work. The Sexton must be able to create a good rapport with members of the Parish and the community and be willing to take suggestions well and be efficient in accomplishing all essential functions. This person must be willing to maintain open communication with parish and other staff members so that none of the job functions are overlooked or incomplete.

The Sexton must also:

- Have a valid Florida driver's license;
- Have good oral and written skills (a high school diploma is preferred);
- Be strong enough to set up and break down tables and chairs for activities on campus;
- Be able to bend and lift equipment and supplies necessary for prescribed tasks.

## **REQUIREMENTS**

5. The Sexton 's work week will be determined by the Rector, not to exceed twenty-five (25) hours. The schedule may vary based on events occurring on the campus.
6. The Sexton will be responsible for setting up and breaking down room configurations (tables, chairs, partitions, podiums, etc.) before and after church-sponsored activities and events. Set up will be performed according to the " Building Use Request" form. Breakdown after the event will return the room to its standard configuration or to the configuration needed for the next event.
7. For outside events such as weddings, meetings, workshops, etc., compensation details for the Sexton will be covered in the contract between the Church and the party renting the facility.
8. The Sexton must be available to meet with sales and service persons regarding physical plant operation.

## **DUTIES**

### **Church - Weekly, unless the building is used for other events which require additional cleaning or as otherwise noted**

- Dust window ledges, furniture, etc.
- Mop under all pews
- Wet mop altar area, sacristy, and narthex
- Vacuum carpeted areas (spot clean as needed)
- Clean bathrooms (commodes, wash basins, floors) on Mondays and Thursdays
- Clean glass in doors and windows monthly or as needed
- Empty all trash containers and outside ashtrays daily

### **Chapel**

- Dust window ledges, furniture, etc. weekly
- Vacuum carpeted areas after every use and spot clean as needed
- Wet mop sacristy floor and clean sink weekly
- Clean and polish pews as needed

## **Parish Life Center**

- Vacuum carpeted areas weekly
- Clean and sanitize all bathrooms daily and replenish supplies as needed
- Empty all trash two or three times per week or as needed
- Clean floor in Goddard Hall and lobby and mop or buffer as needed
- Clean and sanitize kitchen (countertops, floor, appliances) following functions that require kitchen use
- Dust classrooms and offices weekly
- Clean glass in doors and windows as needed

## **Other**

- Maintain and order supplies from the most cost-effective source for light bulbs, paper products, cleaning supplies and other similar materials
- Change light bulbs that require no more than a standard step ladder to reach as needed
- Report outages on altar, halogen, timer and out-of-reach lights to the Parish Administrator.
- Set and maintain timers on lights and sprinkler systems; check regularly for proper functioning and report any problems to the Parish Administrator. Timers are to be set twice annually, in accordance with Daylight Savings Time changes.
- Organize and maintain storage rooms weekly, disposing of all unnecessary clutter
- Survey entire campus and adjoining property for trash, debris, etc. twice weekly
- Remove debris from roof gutters as needed. Consult with the Junior Warden to determine whether assistance from church members may be required
- Clear walkways and parking lots of debris twice weekly using the blower
- Clear out storm drains weekly
- Submit an annual budget for paper products, cleaning supplies, carpet cleaning, equipment, light bulbs, etc. prior the Budget Committee meeting in September of each year. The Rector and Junior Warden may be consulted for advice and assistance
- Report any problems with the fire alarm, security system or HVAC system to the Junior Warden or Rector
- Gardening is not part of this job description unless approved and directed by the Junior Warden, except for watering potted and foundation plants or as needed in emergency situations
- Clean thoroughly and wax pews in the chapel and church annually as directed by the Junior Warden, with parishioner assistance if necessary
- Clean stained-glass windows in the church and chapel (interior and exterior)

as directed by the Junior Warden

**Policy Number: 02.08**  
**Section: Administration**  
**Subject: Job Description - Bookkeeper**

## **POLICY**

A proper audit trail is extremely important when accounting for funds entrusted to the Church. This requires a responsible party to be devoted to this accounting of Church funds. The Church is a tax-exempt entity, which status is granted by the Internal Revenue Service (IRS). As such, it is absolutely necessary to maintain clear and concise records available for audit at any time. After funds have been counted and deposited, accountability in the form of proper transfers and payments may then take place. The responsibility for such transfers and payments is invested in the Church Bookkeeper.

The Church Bookkeeper provides essential checks and balances for cash control and accountability. This position insures a high level of security for monies received by the Church. The Bookkeeper's annual performance review will be conducted by the Rector.

## **WORKWEEK**

The Church Bookkeeper will work up to twenty (20) hours per week. Work for not more than five (5) hours per week may be conducted off-site. The Church Bookkeeper is normally expected to be in the office from 8:30 a.m. to 12:30 p.m. Monday through Thursday; however, specific hours are open to negotiation with the Rector. The Rector must be apprised when off-site work is to be performed.

## **POSITION REQUIREMENTS**

Two (2) or more years previous bookkeeping experience in a business, preferably in church accounting

Knowledge of federal forms that must be submitted quarterly and/or annually

Ability to operate a personal computer, computer literacy and typing skills

Ability to learn and use any financial software or system in use by the Church.

The Bookkeeper reports to and receives direction from the Rector and the Treasurer.

## **RESPONSIBILITIES**

The Church Bookkeeper will be responsible for:

- Weekly entry and maintenance of member contribution records
- Weekly tracking of Discretionary Funds (including but not limited to expense and data base)
- Maintenance of financial records
- Control and disbursement of petty cash
- Employee payroll
- Security and control of usage of credit cards
- Transfer of bank funds
- Disbursement of checks for payment of bills
- Contribution to completion of required diocesan reports and the annual parochial report
- Monthly and yearly bank account reconciliations
- Distribution of contribution statements semi-annually and as requested
- Preparation of annual financial and statistical reports
- Printing of monthly financial statements for Vestry review
- Suggesting ways to improve bookkeeping
- Assistance in maintaining and updating the Parish database
- Training of other appropriate personnel in the use of data base software
- Assistance with publication and printing projects
- Assistance as needed with clerical projects, e.g., assembling and processing mailings so long as not in conflict with fiscal duties
- Assistance with the annual Stewardship Pledge Campaign by:
  - Providing the Stewardship Pledge Committee with a list of current pledges
  - Assigning and recording all pledges and envelope numbers
  - Arranging envelopes in the Narthex and mailing envelopes not taken

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- Inputting all new pledge data in the computer

Other duties may be assigned as needed.

**Policy Number: 03.01**  
**Section: VESTRY**  
**Subject: Introduction to a Vestry**

The following introduction to Vestry functions is gathered from the brochure "What is a Vestry?", which, in turn, is part of the "Vestry Resource Guide", available at [www.ForwardMovement.org](http://www.ForwardMovement.org). The "Vestry Resource Guide" (Volumes I and II) is intended for a vestry to use as a reference and as a study or retreat resource.

### **Elected Congregational Leaders**

Congregations that have been granted parish status by their diocese are governed by their rector and the vestry. Traditionally, and by canon law, the vestry, consisting of wardens and other members, is the legal representative of the parish "in all matters concerning its corporate property and the relations of the Parish to its Clergy," except as may be provided by state law or diocesan canons (Constitution & Canons [of] the Episcopal Church 1.14.2). The number of vestry members and term of office vary from parish to parish.

### **\_\_\_\_\_ Episcopal Church's Vestry has the following officers:**

The Presiding Officer is the Rector.

There are usually two wardens. The Senior Warden traditionally chairs the Vestry in the absence of the Rector and leads the congregation between rectors. In many parishes the Senior Warden is a support person for the Rector. The Junior Warden often has a particular responsibility for church property and buildings.

"At the organizational Meeting of the Vestry following the Annual Meeting of the Church, the Rector shall appoint one member of the Vestry to serve as Senior Warden. The Vestry shall elect one or more members of the Vestry to serve as the Junior Warden." (\_\_\_\_\_ Church By-Laws, Article VI, Section 2)

A Treasurer and a Secretary (or clerk) who are not members of the vestry will be chosen. The Treasurer disburses funds and oversees financial record keeping. The Secretary keeps the minutes, gives notices of meetings to the parish, and maintains vestry records.

### **Basic Responsibilities of the Vestry**

The canons of the Church specify that the Vestry has the stewardship of the money and property of the local church, and after the departure of a rector, the Vestry, with the assistance

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of the bishop, is responsible for providing for interim clergy to lead worship and to call a new rector.

At \_\_\_\_\_ Church, the responsibilities of the Vestry are expanded to provide support to the congregation and clergy. The leadership role of the Vestry, like the governing body of any organization, is to:

- Help define and articulate the mission of the congregation;
- Support the mission by word and deed;
- Ensure effective organization and planning;
- Ensure adequate resources in leadership and in financial stewardship;
- Manage resources effectively;
- Determine that appropriate programs, policies, and procedures have been developed and are followed;
- Assess its own performance;
- Support the Rector.

Though the Vestry has some similarities to a board of directors, it is important that this ministry of leadership is exercised in the church. The success of a congregation is not measured in terms of numbers of members or size of the endowment, but rather in the degree to which it is working toward the fulfillment of the mission of the church.

### **Responsibilities of Individual Members of the Vestry**

- Regularly prepare for, attend, and participate in vestry meetings;
- Learn about the mission, goals, programs, services, activities, strengths, and needs of the congregation, diocese, and national church;
- Maintain confidentiality on sensitive topics;
- Serve the congregation as a whole rather than any specific group;
- Encourage complainants to talk directly with the person(s) involved; avoid taking sides; inform rector or senior warden of serious concerns;
- Avoid even the appearance of a conflict of interest;
- Study financial statements and ask questions;
- Take on leadership roles or other tasks willingly, and enthusiastically;
- Help identify new leaders;
- Contribute to the congregation;
- Assist in stewardship education.

### **Canonical Responsibilities**

Church canons (laws), parish by-laws, and civil laws define the legal responsibilities of the Vestry. In the national canons these include serving as the legal representative of the parish "in all matters



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concerning its corporate property and the relations of the parish to its clergy." Other topics of note include:

- Funds and securities must be deposited in an approved bank or agency;
- Withdrawals must require two signatures;
- Appropriate accounting books and records of all funds must be kept;
- Those with responsibilities for funds over \$500 at any time must be bonded;
- Accounts must be audited annually by a CPA, LPA, or someone approved by the Diocese, and the audit must be reported to the Bishop;
- All buildings and contents must be adequately insured;
- The diocesan Finance Committee may require reports to the Diocesan Convention.

In addition to these national canons, each diocese may have canons that affect the work of the vestry. In most cases, for example, the deed to the church's property is in the name of the diocese, and the congregation acts, in essence, as a trustee of the property. The local congregation and its leaders, lay and ordained, are created by, and accountable to, the diocese through their clergy and vestry.

### **Clergy Responsibilities**

Clergy in charge of a congregation are, by canon, responsible for:

- Worship and spiritual life;
- Education in scriptures, doctrine, discipline, worship, stewardship, and in the exercise of lay ministry;
- Baptism, Confirmation, Reception, and Reaffirmation preparation;
- Recording baptisms, confirmations, marriages and burials;
- Selection and oversight of all assisting clergy;
- Use and control of all buildings and furnishings;
- Applying "open plate" offerings from one Eucharist a month to charitable uses;
- With the wardens and vestry, announce the Bishop's visit;
- Provide the Bishop information about the parish.

The Rector is usually the most visible leader of the parish. She or he is seen, week-by-week, leading the parish in its worship. Leadership may be delegated or shared but the final authority rests with the Rector.

### **The Leadership Team**

Congregations today often embrace a "shared ministry" concept where clergy and laity function as part of an interdependent team and seek to engage a large number of people in a variety of leadership roles. This approach is intended to promote the best use of everyone's gifts and skills.

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Often this strengthens the overall leadership of the congregation. It can help prevent "leadership burn-out." Leading a congregation in an increasingly secular world is difficult and requires the support and efforts of many. Its foundation is a faithful dependence on God's guidance and power.

## **Spiritual Leadership**

In addition to legal roles and responsibilities, there is a spiritual responsibility of leading a congregation. The mission of the church is "to restore all people to unity with God and each other in Christ" (BCP, p. 855). The elected leaders, lay and ordained, have a responsibility to model that mission in their work and to lead the congregation in fulfilling that mission.

Serving as a congregation's leader is a service of trusteeship. The congregation entrusts its leaders with its tangible property and its spiritual well-being. It is crucial that clergy and vestries develop a corporate spiritual life that nourishes them as individuals and inspires them as a leadership team. Bible study, vestry retreats, prayer before and during decisions, and regular attendance in worship and adult education are important ways of doing this. Careful attention to the Vestry's corporate and individual spiritual nurture helps these leaders become effective servant leaders.

## **Conclusion**

The functions of a vestry go far beyond servant leadership and lists of duties. If this is all we do, we can hear Jesus say: "So you, when you have done everything you were told to do should say, 'We are unworthy servants, we have only done our duty.'" (Luke 17:10 NIV)

**Policy Number:** 03.02-01  
**Section:** VESTRY  
**Subject:** Vestry Officer Job Description: Senior Warden

## **Qualifications and Gifts:**

- Have a love of God and demonstrate a commitment to following the way of Christ;
- Be active in and knowledgeable about the congregation, its programs and governance;
- Be known as someone who is fair, interacts well with people, and is respected by members of the congregation;
- Have respect and, preferably, affection for the Rector;
- Have an ability to "check one's ego at the door," to be a servant of the people without a need to be the "most important person" in the congregation or to be the one with the right answers to everything;

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- Have an enthusiasm and vitality for this vocation.

**Time Commitment:**

- Vestry meetings;
- Vestry retreat;
- Weekly worship services (rotating occasionally if more than one);
- Congregational events: coffee hours, meals, fundraisers, adult education programs, etc.
- Weekly meetings with the Rector (Junior Warden and other staff), if required;
- Diocesan meetings, as necessary;
- Annual Meeting.

**Responsibilities:**

- Meet regularly with the Rector to review the life and work of the congregation, plan ahead, anticipate and resolve problems;
- Provide leadership in the vestry to identify the vision, mission and goals of the congregation, make and implement plans, assess progress, and celebrate achievements;
- Provide leadership in the congregation by demonstrating a consistently positive attitude that seeks to solve problems and learn from mistakes, recognizes accomplishments, and gives thanks for those things that build community and further the mission of the Church;
- Pray daily for the Rector, deacons, leaders and members of the congregation;
- Be available to discuss any and all concerns with members of the congregation; avoid making hasty judgments, encourage complainants to speak to those involved, and discuss problems with the Rector;
- In cases where the Rector, staff or vestry is beleaguered or unfairly criticized, foster understanding and reconciliation, distribute accurate information, etc.;
- Ensure that policies and procedures regarding employee and volunteer misconduct are in place and enforced; take any questions, complaints and concerns to the Rector and/or appropriate authorities immediately;
- Act to intervene promptly (with others as appropriate) in the event that the Rector is charged with misconduct, has problems with drugs or alcohol or is acting inappropriately; speak with the Rector and the Bishop as necessary and appropriate;
- Support the Rector in taking action when employees or volunteers are charged with misconduct or inappropriate behavior;
- In cases where conflict imperils the pastoral relationship between the Rector and congregation, the Rector or a majority vote of the Vestry may ask the Bishop, in writing, to intervene; the Senior Warden traditionally makes this petition on behalf of

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the Vestry;

- In cases where the Rector is overworked, disregarding his or her health and well-being, and/or that of the family, encourage the Rector to take corrective steps, solicit the Vestry's support in reducing workload, adding staff, funding a sabbatical, etc. as appropriate;
- Assist in identifying persons for leadership roles; may also participate in inviting them to service in those roles;
- Be prepared to assist the Rector or to step in and do what is necessary (make an announcement, turn up the heat, write a letter, etc.);
- With the Rector, announce the Bishop's impending visit and prepare a report on the spiritual and temporal state of the congregation to be discussed with the Bishop during the Bishop's visitation (Title 111, Canon 14, Sec 1 (e)).

**In the Absence of a Rector:**

- If the congregation's rector leaves, notify the Bishop promptly and make provisions for worship services (Title III, Canon 17, Sec I);
- If the congregation is without a rector, lead the congregation, ensuring that the worship services, program and pastoral care needs of the congregation are met, and that the selection process for a new rector is established. Ensure that employee relations and communications with the diocese are maintained;
- Prepare a Letter of Agreement with the proposed new rector;
- Ensure that the name of the person proposed to be called as rector is submitted to the Bishop thirty days before the election is to be held; deliver written notice of the election of a rector to the Bishop (Title III, Canon 17, Sec 2 and 3).

**Additional Responsibilities:**

- Conduct vestry meeting in the absence of, or when delegated by, the Rector or priest-in-charge. (While the canons designate the Rector as the one to preside at meetings of the vestry, he or she may delegate this responsibility);
- Conduct the Annual Meeting. (Again, this is normally done by the Rector but in smaller congregations the Senior Warden may be asked to take this responsibility);
- Make the morning announcements, if clergy is not available;
- Visit anyone known to have a major problem with a program, vestry decision, clergy, etc. (in consultation with and usually accompanied by the Rector).

**Policy Number: 03.02-01**

**Section: VESTRY**

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**Subject: Vestry Officer Job Description: Junior Warden**

**Qualifications and Gifts:**

- Have a love of God and demonstrate a commitment to following the way of Christ;
- Be active in and knowledgeable about the congregation, its programs and governance;
- Be known as someone who is fair, interacts well with people, and is respected by members of the congregation;
- Have respect and, preferably, affection, for the Rector;
- Have an ability to "check one's ego at the door," to be a servant of the people without a need to be the "most important person" in the congregation or to be the one with the right answers to everything;
- Have an enthusiasm and vitality for this vocation.

**Time Commitment:**

- Vestry meetings;
- Vestry retreat;
- Weekly worship services (rotating occasionally if more than one);
- Congregational events: coffee hours, meals, fundraisers, adult education programs, etc.;
- Weekly meetings with the Rector and Senior Warden, if requested;
- Diocesan meetings, as necessary;
- Annual Meeting.

**Responsibilities:**

- Assist the Rector and Senior Warden in providing leadership in the Vestry to identify the vision, mission and goals of the congregation, establish and implement plans, assess progress, and celebrate achievements;
- Provide leadership in the congregation by demonstrating a consistently positive attitude that seeks to solve problems and learn from mistakes, recognizes accomplishments, and gives thanks for those things that build community and further the mission of the Church;

Pray daily for the Rector, deacons, leaders and members of the congregation;

- Meet regularly with the Rector and Senior Warden if requested to do so;
- Work closely with the Rector and Senior Warden in providing overall leadership in the congregation.

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- Have an understanding of and empathy for property maintenance needs;
- Have an ability to work with service people and to recruit and motivate members of the congregation to take responsibility for maintenance work;
- Establish and oversee seasonal maintenance of all equipment (furnace, air conditioners, plumbing facilities, kitchen facilities, office machines, etc.);
- Establish and oversee annual safety checks;
- Establish and oversee a process for obtaining the services of contractors as needed;
- Chair or work with the chair of a maintenance committee (if such a group exists the above responsibilities will be distributed among the members with the warden providing primary oversight on behalf of the Vestry);
- Chair or work with the appointed group to oversee new building construction and property acquisition.

**Policy Number: 03.02-03**

**Section: VESTRY**

**Subject: Vestry Officer Job Description: Treasurer**

#### **Qualifications and Gifts:**

- Have a love of God and demonstrate a commitment to following the way of Christ;
- Have experience in the use of standard accounting procedures;
- Have the ability to establish and maintain appropriate safeguards and oversee persons assisting in financial transactions;
- Possess knowledge and understanding of insurance requirements, audit procedures, energy audits, bonding and legal liabilities;
- Have an enthusiasm and vitality for this vocation.

#### **Time Commitment:**

- Vestry meetings;
- Vestry retreat;
- Weekly oversight of collections, tabulations and deposits;
- Periodic payment of bills;
- Diocesan meetings, as necessary;
- Annual Meeting.

#### **Responsibilities:**

- Oversee collection, counting and deposit of all contributions, ensuring that at least

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two persons are present at all times during collection and counting;

- Oversee the treasurers of all accounts maintained by any organization that is a part of the congregation, ensuring that they follow established accounting procedures and appropriate safeguards;
- Ensure that all bills are paid in a timely fashion;
- Ensure that adequate insurance is maintained on all real and tangible property;
- Determine that the books and accounts of the congregation are in accordance with standard accounting procedures and the requirements of the canons;
- Ensure that the congregation's financial operations are in accordance with national and diocesan canons, the congregation's by-laws and state and federal laws;
- Ensure that the congregation's deeds and other instruments of ownership are established and maintained in the manner prescribed by canon and civil law;
- Ensure that anyone serving as custodian of any congregational or organizational funds over \$500 is bonded;
- Meet regularly with the Rector, wardens and/or staff for planning and evaluation;
- Be an active member of the Stewardship Committee;
- Assist in the development of budgets;
- Be available for other committees that might need help in planning budgets or need other assistance in financial matters;
- Submit a yearly financial report to the vestry and congregation, and more frequently as requested by the Vestry, preferably monthly.
- **Policy Number: 03.02-04**
- **VESTRY**
- **Vestry Officer Job Description: Secretary/Clerk of the Vestry**

### **Qualification and Gifts:**

- Have a love of God and demonstrate a commitment to following the way of Christ;
- Have the ability to work with people of all types;
- Have the ability to prepare accurate meeting minutes in a timely manner;
- Have an enthusiasm and vitality for this vocation.

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**Time Commitment:**

- Vestry meetings;
- Annual meeting;
- Vestry retreat.

**Responsibilities:**

- Take notes during vestry meetings and prepare minutes;
- Maintain a file of all vestry meeting minutes;
- Take notes during the annual parish meeting and prepare minutes;
- Prepare, sign, and maintain documents as required.

The Vestry Secretary shall inform the Policy Committee of all motions passed by the Vestry which fall into the category of "policies, practices or procedures" within one **week** following each vestry meeting. The Policy Committee shall make appropriate notations in the master copy.

**Policy Number:** 03.03  
**Section:** VESTRY  
**Subject:** Vestry Meetings

Vestry meetings are usually held on the third Monday of each month unless modified one month in advance. The minutes of the prior month's meetings are distributed in advance of the current month's meeting for correction and amendment.

There is some variation from parish to parish as to the order in which vestry meetings are conducted. The agenda below is typical of a business meeting at \_\_\_\_\_ Episcopal Church:

CALL TO ORDER - by the Rector (or another Chairperson in the Rector's absence, usually the Senior or Junior Warden)

OPENING PRAYER, DEVOTIONAL AND SCRIPTURE READING - may be done by the Rector or another member

APPROVAL OF THE MINUTES OF THE LAST MEETING

TREASURER'S REPORT

JUNIOR WARDEN'S REPORT

SENIOR WARDEN'S REPORT



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REPORTS OF COMMITTEES/COMMISSIONS/TASK FORCES OR WORK AREAS, such as:

1. Evangelism
2. Worship/Music
3. Christian Education
4. Stewardship
5. Mission Outreach and Support
6. Fellowship
7. Building and Grounds
8. Ecumenical and Community Concerns
9. Other (special committees, etc.)

(Note: There need not be business to be dealt with in each of these categories, while in others, there may be several items.)

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT WITH PRAYER

A preliminary agenda will be developed by the Rector, Senior Warden and other designees and disseminated in advance of the meeting, preferably 48 hours in advance of the meeting.

The agenda should:

1. Identify the items and issues to be brought before the Vestry;
2. Attempt to identify time frames allotted for each item;
3. Indicate whether the item is for action or information only;
4. Be reviewed and amended as needed at the beginning of the meeting.

The Rector, Senior Warden or other designee will chair the meeting and is responsible for moderating discussion so as to remain as faithful as possible to the time frames specified in the agenda.

Information items should ideally be received without comment.

**Policy Number: 03.04**  
**Section: VESTRY**

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**Subject: Annual Meetings**

State laws and/or congregational by-laws governing annual meetings typically require that:

- Notice of the Annual Meeting be given (often for two Sundays prior to the day of the meeting);
- The Rector be the presiding officer; or, in the absence of the Rector, one of the wardens be elected to preside by a majority of duly-qualified voters present;
- Persons of the required age, who have been baptized, are regular attendants at worship, and have contributed for the support of the congregation for at least twelve months prior to the election are qualified to vote;
- A majority vote is needed to pass any matter, unless a greater number is specifically required.

Beyond its legal obligations, the Annual Meeting is also an important time to re-affirm the partnership in ministry between the elected leadership, the clergy and the congregation.

- A representative slate of candidates is presented to the congregation for election.
- Highlights of the accomplishments of a congregation's mission since the previous meeting are shared.
- An opportunity for dialogue is provided.

**Policy No.: 4.01**  
**Section: Standing Committees**  
**Subject: Investment Committee**

**POLICY**

Definitions

As used in this document, the following words and phrases shall have the following meanings:

1. “\_\_\_\_\_ Church” shall mean \_\_\_\_\_ Episcopal Church, \_\_\_\_\_, FL.
2. “Vestry” shall mean the duly elected vestry of \_\_\_\_\_ Church.
3. “Rector” shall mean the Rector of \_\_\_\_\_ Church.
4. “Investment Committee” shall mean a standing committee of five (5) members in good standing of \_\_\_\_\_ Church.
5. “Investment” shall mean any funds or property (real or personal) owned by \_\_\_\_\_ Church and/or shared with the Episcopal Diocese of Central Florida for the purposes of producing income and/or capital appreciation.
6. “Endowment Funds” shall mean the following three types of funds:
  - A. Endowment funds are all funds received from a donor with the restriction that the principal is not expendable;

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- B. Term-endowment funds are funds received from a donor where the principal may be expended after a stated period of time;
  - C. Quasi-endowment (Restricted Funds) are funds established by the Vestry to function like an endowment, but the principal may be expended at any time.
7. A “Memorandum of Understanding” is a written and dated document pertaining to how an Endowment fund is to be used.

### Procedures

\_\_\_\_\_ Church’s Endowment Funds shall be invested to produce income that will be available to pay obligations of the endowments and to generate appreciation so as to continue payment of future obligations as outlined by the applicable Memorandum of Understanding.

All Investment Committee recommendations must be approved by a quorum of the Investment Committee’s members.

All investments shall be held in the name of \_\_\_\_\_ Church.

The Vestry reserves the right to refuse any gift that would not be in the best interests of \_\_\_\_\_ Church.

Expenditures from endowed funds shall be made only in accordance with the terms of the gift.

Each endowed fund shall have a written and dated Memorandum of Understanding or similar document stating how the gift is to be used.

When securities are transferred to \_\_\_\_\_ Church, the donor and the Treasurer shall sign documentation verifying the specific date of transfer.

Gifts of real estate must be approved by the Diocese.

All gifts in kind for the benefit of \_\_\_\_\_ Church shall be reviewed by the Junior Warden, Rector and Investment Committee. Gifts in kind (art objects, equipment, real estate, books and materials, etc.) should be reviewed with special care to ensure that acceptance will not involve financial commitments or other obligations disproportionate to the usefulness of the gift. Consideration should be given to the cost of maintenance, insurance, display and space requirements, etc. For tax purposes it shall be the responsibility of the donor to obtain an appraisal of the gift. \_\_\_\_\_ Church shall not become involved in the appraisal process. All gifts in kind to the church shall be inventoried and become the property of \_\_\_\_\_ Church.

All investments and endowments shall be marked to market and redeemable at least once per month through \_\_\_\_\_ Church’s selected financial professional(s).

### Investment Committee

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The principal responsibilities of the Investment Committee are to research and monitor the investments of \_\_\_\_\_ Church and to make recommendations to the Vestry. To accomplish its responsibilities, the Investment Committee or appointed Committee member(s) may:

1. Consult with \_\_\_\_\_ Church's staff and/or financial professional(s) to collect information as necessary.
2. Review investments with the goal of maximizing return while taking what is perceived to be acceptable risk to the principal at the time the investment is made.
3. Review financial statements and verify investment income is allocated to the appropriate account(s).
4. Review requests for disbursements from endowment funds.
5. Review and make recommendations regarding the borrowing against endowment funds and repayment of such borrowed funds.
6. Maintain a binder of records and update quarterly.

### Reporting

Reports detailing investment holdings, account transactions and expenditures shall be available to the Investment Committee on a quarterly basis or as requested.

Reports to Vestry shall be made quarterly or as necessary and include:

1. Statement of all endowments.
2. Statement of all endowments received during the period which represented contributions to the endowment.
3. Statement of all income earned during the period from each endowment.
4. Statement of all distributions and expenditures from each endowment during the period.
5. Other information as may be deemed appropriate.

### Records

The Investment Committee shall maintain a records binder that contains the following items:

1. Policies
2. Contracts
3. Memoranda of Understanding
4. Investment Committee meeting minutes
5. Vestry Minutes showing requests and approvals
6. Monthly statements of all accounts
7. Year-end statements of all accounts
8. Requests for distribution

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## 9. Repayment records

**Policy No.:** 04.03  
**Section:** Standing Committees  
**Subject:** Building and Grounds Committee

### **PURPOSE**

This committee exists to give oversight to the maintenance, cleanliness and attractiveness of church-owned buildings and grounds, including the main campus and all adjoining properties.

### **RESPONSIBILITIES**

This committee shall set goals, make recommendations to the Vestry and carry out the will of the Vestry.

This committee shall have the authority to recommend the expenditure of funds under its budget line in accordance with its stated purpose. Final decisions about major items rest with the Vestry.

Each September, the committee shall submit a proposed budget for the following year to the Treasurer.

### **LEADERSHIP**

The Junior Warden shall serve as chair of this committee for as long as he/she holds that position with the Vestry.

The Junior Warden shall appoint the committee. The number and selection of members shall be determined by the Junior Warden with approval by the Vestry at the meeting following appointment of the Warden.

### **ACCOUNTABILITY**

This committee is accountable to the Vestry for its budget and accomplishments. The Junior Warden shall periodically report its progress at Vestry meetings and may utilize church communication vehicles to make appropriate reports to the congregation.

### **THE MINISTRY OF BUILDINGS AND GROUNDS**

As we think of ministries, we think of reaching others. Many times we overlook building and grounds maintenance and beautification as a ministry, but think of it instead a merely a functional necessity that simply provides a setting for outreach to take place.

However, buildings and grounds are vitally important when we consider outreach, for they provide so much more than simply structures and places. They are outreach themselves in so many ways. For example,

\*To a newcomer, well-maintained grounds provide an invitation to worship.

\*To the regular worshipper, they provide a “welcome home”.

\*The grounds provide an area for meditation in the Memorial Garden where one can sit and appreciate the beauty of God’s creation, simple as it is on campus.

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- \*Church grounds serve as a place for baptism for some and a final resting place for others.
- \*The buildings provide worship.
- \*The grounds provide a respite from the business of the day, and a place for solace.

In these various buildings, there are opportunities to gather for prayer, fellowship, education, support, and counseling. Pleasant working environments are housed in these buildings, and while many serve their specific ministries while using these facilities, they are, in turn, able to serve others through the blessing of these places and spaces we call the “campus”.

Several generations are represented in the creation of these buildings and grounds, all of whom worked, prayed and gave from the heart, in order to have the needed space to spread God’s kingdom into this community. These are not simply “buildings on property owned by our church”. Together, they constitute hallowed grounds where each person comes closer to the Lord each time he or she walks the paths or enters through the doors. Each part of the entire campus, as it was acquired, has become part of a legacy, given in love, perhaps at times with sacrifice.

Our part in maintaining these buildings and grounds cannot be a mere obligation. Our part must be a pledge to continue the legacy and to add to it with love, pride and thankfulness for the gifts of those in years past. Specifically, we must be good stewards of God’s house.

The ministry of buildings and grounds – it encompasses and provides for ALL other ministries as the mission of the Church is spread throughout the community and our own congregation.

**Policy Number: 4.05**  
**Section: Standing Committees**  
**Subject: Inventory Committee**

## **POLICY**

The property and equipment of \_\_\_\_\_ Church comprise a substantial portion of its total assets. Therefore, it is necessary to properly record and account for the acquisition, transfer, addition and deletion of all inventory items. Additional information concerning this subject may be found in the Audit Committee policy as well as in the Business Policies under Procurement.

*Business Manual* Definition: “Purchases of items for an amount such as \$500 or more should be recorded as an asset if the item has a lifetime expectancy of three or more years.”

The Inventory Committee shall be comprised of at least five (5) members, minimum of one of whom is on the Vestry.

## **Procedures**

1. Property is defined as all durable goods which “can be removed from a building.” All such items are to be included in the inventory.

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2. Inventory records should reflect the following:
  - a. Equipment or property name
  - b. Acquisition date
  - c. Cost of item
  - d. Location of equipment or property
  - e. Additional comments or descriptions, including the name of any donors
3. From the *Business Manual*: “a physical inventory should be taken yearly and differences reconciled.”
4. If an item is removed or has lost its value, it should be removed from the inventory record.
5. Equipment and property should be placed in the inventory within two weeks after payment of the invoice. The bookkeeper will inform the Parish Administrator of the purchase.
6. The Rector shall inform the Parish Administrator to add donated equipment or property.

**Policy No.:** 4.06  
**Section:** Standing Committees  
**Subject:** Policy Committee

## **PURPOSE**

This committee is responsible for coordinating the development, issuance and maintenance of all \_\_\_\_\_ Episcopal Church policies. All such policies shall support the mission of \_\_\_\_\_ Church, as well reflect and/or embody the goals and shared missions of the Episcopal Diocese of Central Florida and the Protestant Episcopal Church in the United States of America (the “Episcopal Church”).

## **DEFINITION**

“Policy Committee” shall mean a standing committee of three (3) \_\_\_\_\_ Church members in good standing, one of whom must also be a member of the Vestry.

## **PROCEDURES**

Any parishioner in good standing may propose (a) a new policy or (b) revisions to an existing policy by submitting said proposal to the Rector or a member of the Policy Committee. Members may also submit questions regarding the interpretation or implementation of a policy to the Rector or a member of the Committee. Questions and proposals must be written.

The Policy Committee shall meet as needed, at a minimum once per year. At its meetings, it will consider all questions and proposals submitted since the previous meeting, as well discuss any issues concerning an existing or new policy that need to be addressed. The Committee may defer action until such time as information important to a sound decision is available. It may be necessary to consult with various stakeholders regarding the policy’s likely impact on the \_\_\_\_\_ Church community.

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If the Committee votes to accept revisions to an existing policy, adopt a new policy or remove an existing policy, the matter shall be referred to the Vestry for consideration. The Vestry will decide whether to approve and adopt the proposed removal, revisions or policy. The Vestry shall communicate its decisions to the chair of the Policy Committee, who will forward any changes to the Parish Administrator, who will update the Operating Policies and Procedures Manual.

## **LOCATION OF POLICIES**

A hard copy of the policy manual shall be maintained in the Parish Administrator's office. This manual shall not be removed from the office. Parishioners are welcome to review the manual at any time during the hours that the office is normally open.

## **CONTENTS OF POLICY MANUAL**

The policy binder contains policies that fall under the following categories:

1. Authority (Certificate of Incorporation and By-laws)
2. Administration
3. Vestry
4. Standing Committees
5. Ministries
6. Human Resources
7. Work Space
8. Building & Grounds
9. Business Policies
10. Financial Policies
11. Appendices

**Policy Number:** 4.07  
**Section:** Standing Committees  
**Subject:** Stewardship Committee

The Stewardship Committee is responsible for fostering and promoting stewardship as a way of life at \_\_\_\_\_ Church, where sharing God's gifts of time, talent and treasure are central to our baptismal calling and are consistent with our mission to give back to our fellow parishioners and the broader community.

This committee shall meet year-round to develop ways to encourage parishioners to use their time and talents as well as the giving of their treasure. This committee endeavors to build a sense of shared ownership and accountability.

The Stewardship Committee shall be comprised of five (5) members of \_\_\_\_\_ Church in good standing, including at least one member of the Vestry and the Treasurer.



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## Procedures

This committee:

- creates and implements the annual pledge campaign
  - reviews the TENS (*The Episcopal Network for Stewardship*) materials
  - implements a six-week pledge campaign, ending on the Sunday two weeks prior to Thanksgiving
  - involves parishioners in testimonials and other events during the pledge campaign
- works with the bookkeeper to issue semi-annual pledge statements to inform parishioners of their current pledge status
- works with clergy on stewardship-focused services and activities involving time, talent and treasure
- promotes the care and nurture of all of the wonderful gifts and resources God has placed within our reach at \_\_\_\_\_ Church
- evaluates stewardship efforts in the parish on a regular basis.

**Policy Number: 04.08**

**Section: Standing Committees**

**Subject: Budget Committee**

## POLICY

The annual budget is prepared by the Budget Committee. The budget represents the “chart of accounts” in the operating budget. This committee does not administer the endowments or the restricted funds.

The Budget Committee should have five members, including the Treasurer and at least one member of the Vestry.

## Procedures

1. The Budget Committee may meet several times from October through December in order to build a balanced budget.
2. The bookkeeper provides a chart of accounts as a starting place for building a budget. This chart identifies the income and expense lines and the amounts incurred in each for the current year.
3. The annual budget is based on several items:
  - a. The majority of the income is the result of the efforts of the Stewardship Committee’s Annual Pledge Campaign.
  - b. Other income lines include but are not limited to plate offerings, fellowship event income and undesignated gifts.
  - c. The expense side of the budget is mostly fixed items such as salaries, taxes, insurance, and utilities.
4. The budget is presented to the Vestry at their December meeting for input and comment.
5. The Vestry approves the final budget that is presented to the congregation.
6. The budget is voted on by the parishioners at the Annual Meeting in January.
7. The committee meets other times during the year to assess how the budget is being implemented and to offer suggestions if any account is significantly under or over budget. These suggestions should result in maintaining a balanced budget. The suggestions are presented to the Vestry for action.

Note: the “chart of accounts” is often referred to at \_\_\_\_\_ Church as the “detail budget.”

**Policy Number: 05.01**  
**Section: Ministries**  
**Subject: Definition and Guidelines**

## **POLICY**

\_\_\_\_\_ Church is blessed with many varied and vibrant ministries staffed by parish volunteers who give generously of their time, talent, and treasure. We strongly support our existing ministries and encourage new ministries.

A ministry is defined as an organized and intentional vehicle by which the parish volunteer serves God and others in His name. Christians should minister by meeting people’s needs with love and humility on Christ’s behalf (see Matthew 20:26; Mark 10:43; John 2:5,9; Acts 6:3; Romans 1:1; Galatians 1:10; Colossians 4:12). Christians are to minister to others out of their devotion to Christ and their love for others, whether the other people are believers or unbelievers. Ministry to others should be impartial and unconditional, always seeking to help others as Jesus would. Some ministries are intended to benefit \_\_\_\_\_ Church facilities in order that the parish is properly equipped to function as a center for worship and service.

\_\_\_\_\_ Church does not, as a rule, budget money to financially support ministries. Ministries must be self-funded either through fundraisers or volunteer donations. However, from time to time, use of church copy facilities may be requested for written materials necessary to the performance of the ministry. It is not the function of the Parish Administrator to provide word processing support to ministries without the prior approval of the Rector. The Parish Administrator’s primary job duties take precedence over any requests from volunteer ministries.

The MINISTRY CATALOG located on our website is the official compilation of all ministries and their leaders. It is the responsibility of the Ministry Catalog ministry volunteers to maintain and update this catalog.

Many ministries have their own written guidelines, policies, and procedures. The “ministry Addendum” to the Policy Manual contains these documents.

## **GUIDELINES FOR NEW MINISTRIES**

New ministries at \_\_\_\_\_ can either be started at the request of the Rector, or, with prior approval of the Rector, an individual parishioner. All parishioners are welcome and encouraged to suggest new ministries if they have the required volunteers and resources to accomplish the ministry’s goals.

**Policy Number: 06.01**  
**Section: Human Resources**  
**Subject: Personnel Policies - General Statement**

## Introduction

The purpose of these polices is to govern all personnel actions of \_\_\_\_\_ Episcopal Church. The canons of the Episcopal Church supersede these policies where they may be in conflict.

## Authority

The authority for the approval and establishment of these personnel polices rests with members of the Vestry. The Vestry members will review all existing policies and procedures annually and makes changes as appropriate or necessary. The Personnel Committee, Rector and his staff shall also review the policies annually and make specific recommendations for alterations to the policies and procedures to the Vestry through the Personnel Committee.

## Personnel Committee

The Personnel Committee will be composed of three members of the Parish selected by the Rector. The Committee will meet as needed, but not less than once a year to review staff personnel actions and these policies and procedures. The Vestry and/or the Rector will select a chairperson. The Committee's recommendations for policy revisions will be forwarded to the Vestry by the Rector. The duties of the Personnel Committee are to:

1. Review annually all existing personnel policies and procedures and make recommendations to the Vestry for changes.
2. Work closely with the Vestry and the Rector on all matters relating to personnel functions.
3. Review recommendations for new personnel policies and make recommendations to the Vestry for their actions.
4. Review any grievances instituted by employees that are not solved at the Rector's

level. This Committee will report its findings to the Vestry who will, through consultation with the Rector, make the final decision.

5. Develop and maintain job descriptions for all staff.

## Administration of Personnel Polices

Responsibility for the implementation of these policies rests with the Rector of

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\_\_\_\_\_ Episcopal Church, as the employed agent of the Vestry. The Rector may delegate part of these activities to other administrative staff, but the responsibility for their implementation cannot be delegated. The Rector acts as liaison between the Vestry and all staff employed by the Church.

### Employees

All employees working at \_\_\_\_\_ Episcopal Church must comply with these policies and procedures. Employees can suggest revisions of these policies and procedures to the Personnel Committee by submitting proposed revisions to the Rector in writing. The Personnel Committee shall inform the employees of the outcome of their recommendations.

**Policy Number: 06.02**

**Section: Human Resources**

**Subject: Employment Practices**

### Selection of Employees

**Rector:** The Rector is employed by the Vestry. The Vestry shall hire the Rector in consultation with the Diocesan Bishop and/or his designee after appropriate screening and selection procedures by a Search Committee appointed by the Vestry.

**Other Personnel:** All remaining personnel will be hired by the Rector, after appropriate screening and approval of the Vestry. The number of staff will be approved by the Vestry on recommendation of the Rector and as funds permit.

### Recruitment and Selection of Employees

If possible, employees from the local area will be recruited to fill vacant positions. \_\_\_\_\_ Church seeks to employ individuals who demonstrate high professional competencies, perform their responsibilities efficiently, and function as team members. Applicants are interviewed, screened, and employed without regard to sex, race, sexual orientation and/or gender identity, color, creed, age, disability, or national origin. When qualified applicants cannot be located from the local area, the Rector can recruit statewide and nationally. If appropriate, recruitment shall consist of advertisements.

### Job Description and Salary Administration

Every position has a job description and salary range that have been approved by the Vestry. Any alteration should have prior approval of the Vestry. Employees' salaries can only be increased on the availability of funds and approval of the Vestry. The salary for each position classification will be reviewed annually by the Vestry. The Vestry shall call a special meeting, excluding the Rector and Assistant Rector, when the Rector's salary is being reviewed, and include the Rector, but exclude the Assistant Rector, when the Assistant Rector's salary is being reviewed.

A written job description for each position shall be developed showing:

Position title

Summary of major activities

Education, training, and experience requirements

Performance summary

Salary range

All employees will sign the job description and a copy will be kept in their personnel file.

### Drug Free Workplace Policy

The Church will provide a safe, healthy, and productive work environment. It is a violation of Church policy for employees to be under the influence of alcohol or an illegal drug (including the misuse or fraudulent use of a prescribed drug), or to be engaged in the unlawful use, distribution, manufacture, dispensation or possession of a controlled substance in the workplace or when conducting the Church's business at any time. Such actions are a violation of the Church Code of Ethical Conduct, and may result in immediate suspension or termination of employment.

### Risk Management Policy

All employees are to follow the guidelines of the Risk Management Policy for Prevention of Sexual Misconduct by the Diocese of Central Florida. A copy of the Risk Management Policy and Florida Statutes #415.501 printed in full format shall be provided by the

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Church for all employees, volunteers and vestry members. It is required that the document be carefully read in its entirety and instructions followed. Signed statements by all employees, volunteers who supervise youth activities, and vestry members will be kept on file stating that each of the above has received the document, read it, and understands the contents.

### Probationary Period

All new employees are required to complete a 90-day or three-month probationary period. The probationary period will be used by both employees and the Church to evaluate the individual's performance of their job description. The Church may terminate employment at any time during the probationary period with or without advance notice. At the completion of the probationary period, a written evaluation of the employee's job performance will be completed by the Rector. The employee will be notified of successful completion of the probationary period. The evaluation and notice shall be included in the employee's personnel file. Following the successful completion of the probationary period, the employee will be considered regular staff.

### Evaluations

All employees will receive annual performance evaluations. Upon completion of the evaluation, the Rector and the employee will discuss the evaluation and analyze areas of improvement. A copy signed by the employee will be kept in the personnel file.

### Personnel Files/Records

Personnel records are kept on each employee in the Administrative Files under the supervision of the Rector. These files are the property of the Church and shall be considered confidential. Information in these files will include: job description, letters of reference, W-4 forms, I-9 forms, employee application and resume, employee evaluations, and records of any disciplinary action.

**Policy Number.:** 06.03  
**Section:** Human Resources  
**Subject:** General Employment Guideline

### Hours of Work

The Church ' s office hours are 8:30 a.m. to 3:30 p.m. Monday through Thursday, and otherwise as

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required. The Rector shall determine the hours to be worked by each employee, not to exceed twenty (20) hours per week.

### Pay Period

All employees will be paid every two weeks.

### Payroll Deductions

Payroll deductions are discussed in Section 10.

**Policy Number.: 06.04**

**Section: Human Resources**

**Subject: Employee Benefits**

### Eligibility

Temporary employees are not eligible for health insurance or pension benefits.

### Holidays

The following holidays (or their equivalent) are paid holidays observed by the Church:

Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31
New Year's Day	January 1
Good Friday	
Easter Monday	The day following Easter Day
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day	first Monday in September
Thanksgiving	fourth Thursday in November and the ensuing Friday

When a holiday occurs on a Friday, Saturday or Sunday, the employee shall be entitled to a compensatory day.

### Vacation Leave

All requests for annual leave must be submitted at least ten days in advance to the Rector, except for an emergency which must be approved by the Rector. Annual leave is intended to afford time off with pay. Cash will not be paid in lieu of or for unused annual leave. A maximum of four weeks' vacation time may be accrued. Annual vacation leave credits are earned in accordance with the employee's current work schedule (e.g., 20 hours per week worked = 20 hours per week vacation pay) as follows:

Rector:	4 weeks
Assistant Rector:	4 weeks
Other staff:	2 weeks after 1 year 3 weeks after 5 years 4 weeks after 10 years

### Sick Leave

Paid sick leave shall be earned at a rate of one day per month in accordance with the employee's current work schedule. There shall be no paid sick leave for temporary employees. Employees requesting sick leave should notify the Rector prior to beginning of the work schedule. Paid sick leave is only intended to cover personal illness and other emergencies, and cash will not be paid in lieu of or for unused sick leave. Employees may accrue up to twelve days of paid sick leave.

### Funeral Leave

Any employee may be granted up to three days of administrative leave for a death in the employee's immediate family (defined as spouse, parent, sibling or child).

### Leave Without Pay

Leave without pay may be granted by the Rector when no other type of leave is available or appropriate. An employee on leave without pay shall



not earn sick leave credits, and shall be responsible, when applicable, for paying their own insurance premiums during this period.

#### Jury Leave

Any employee summoned as a jury panel member may be granted administrative leave with pay, providing appropriate documentation of jury service is submitted to the Rector.

#### Maternity/Paternity Leave

Maternity/paternity leave is defined as a period of up to thirteen (13) weeks that the employee is away for the birth or adoption of a child. The employee's position will be guaranteed during this period of time.

Vacation and sick leave will not accumulate during this period. Any absence in excess of accumulated annual vacation and/or sick leave will be attributed to leave without pay and must be approved by the Rector.

#### Health Insurance

\_\_\_\_\_ Episcopal Church makes available a group medical insurance plan to all full-time regular employees. The cost of the plan is paid by the Church; dependent coverage may be purchased by the employee at his/ her expense and payroll deductions will be made accordingly. Health insurance begins at the end of the probationary period. Clergy health insurance coverage will be provided in accordance with diocesan guidelines.

#### Pension

\_\_\_\_\_ Episcopal Church makes available a group pension plan to all full-time regular employees. The cost of the plan is shared by the Parish with the employee according to guidelines established by the diocesan group plan (total contribution is up to 13% of the employee's salary). Ordained employees' pensions are provided in accordance with diocesan guidelines.

#### Workers' Compensation

\_\_\_\_\_ Episcopal Church participates in a workers' compensation and employees' liability insurance policy to cover employees on official duty in accordance with the compensation laws of the State of Florida. All incidents/injuries must be reported to the Rector immediately.

### Disability Leave

A disability leave of up to ninety (90) days based upon the employee's regular work schedule will be considered upon presentation of appropriate medical documentation. The position will be held for a current employee until ninety (90) days have passed, at which time the position may be declared "vacant".

**Policy No.:** 06.05  
**Section:** Human Resources  
**Subject:** Codes of Ethical Conduct

### **POLICY**

The following employee code of conduct will be observed by all employees. Failure to adhere to this Code may result in disciplinary action, including termination of employment.

1. The employee shall respect the personal dignity of the members of the Church.
2. The employee shall respect the confidentiality of all members of the Church, and comply with all applicable state and federal laws, rules and regulations.
3. The employee shall be knowledgeable about the Church's programs, policies, rules and regulations.
4. The employee shall not participate in any abusive, discriminatory or harassing conduct toward Church members, visitors and/or fellow staff.
5. The employee shall not falsify any Church record.

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6. The employee shall not engage in theft, pilfering, fraud or other forms of dishonesty.

The above list specifies the minimum behavioral standards that must be observed. It is not possible to list every form of misconduct that may result in disciplinary action, including termination of employment. Any act that is injurious to another individual or to the Church's mission may also result in disciplinary action. See also policy nos. 6.02 (“Drug-Free Workplace Policy”), 7.04 (“Use of Alcohol, Tobacco, and Illegal Chemicals on Church Property”), and 7.05 (“Sexual and Other Prohibited Harassment”) which apply to all employees.

**Policy Number:**

**Section:**

**Subject:**

## **07.01**

### **Work Space**

#### **Emergency- Medical Procedures**

## **POLICY**

An emergency may be defined as an urgent need for assistance or relief. If you are assisting in an emergency situation:

1. Assess the person's breathing. This can be done quickly by looking at the rising and falling of the chest.
2. Tap the person's shoulder and ask: "Are you OK?" to judge responsiveness.
3. If unresponsive, call 911.
4. If the person is responsive (answers questions and is able to make rational decisions), let him/her decide whether or not to seek emergency care.
5. Assess pulse. If there is no pulse or the person is not breathing, start CPR. (IT IS RECOMMENDED THAT STAFF OBTAIN CPR CERTIFICATION.)

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- Care for the one in need as you would want to be cared for.

**Policy Number:** 07.02  
**Section:** Work Space  
**Subject:** Inclement Weather

## **POLICY**

The disaster preparedness items and response to disaster follow. Note that when the "Jr. Warden" is indicated, the Jr. Warden is responsible for seeing that the task is completed, but is expected to obtain any and all aid necessary from other members of the parish, especially the Sexton, rather than perform the duty himself or herself. Any person designated as the responsible party for one of the tasks listed below may enlist the assistance of others to ensure completion of the assigned duty.

### **Preparation Checklist Before Any Threat of Severe**

#### **Weather:**

The Parish Administrator will remind parishioners to provide the church record-keeper with information about their evacuation destinations, including telephone numbers.

**When a disaster is imminent - e.g., a hurricane warning is posted for the area, these designated persons will be responsible for the following:**

#### **Rector**

- Collect potable water in all available large vessels (soup kettles)
- Disconnect all digital devices (computers, projection system, organ, etc.) from power supply and telephone/network; raise CPU's off floor, and if possible, cover with plastic
- Set answering machine for remote operation
- Remove parish registers to remote location (store in watertight bin/bag)
- With the Parish Administrator's help, store three hard copies of the parish contact list (roster and check -in sheets with whereabouts) in watertight

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bin/bag in a remote location

- Videotape all rooms and closets and store tape in watertight container in PLC. If possible, make a copy of the tape and store with the off-campus database
- Store hard copies of inventory (especially digital equipment) and insurance papers with database copies
  
- Bring in a "simple" phone for use on Fax Line (it may be the only telephone line that is functional following the storm)
- E-mail parish distribution list with note of encouragement, prayer, assurance, and appropriate information (web sites, PLC opening information, etc.)
- If possible, purchase a large roll of 4-6 mill visqueen and duct tape from a local building supply. Loosely wrap and tape around computers, screens, typewriters, and file cabinets in the event water blows into the office spaces
- Develop and expand the call lists to entire parish family with regularly updated versions of the call list distributed to appointed callers

#### **Jr. Warden**

- Secure Tiffany windows (metal in storage beneath Chapel sacristy)
- Move portable objects (benches, potted plants, garbage and ash receptacles, etc.) into lobbies/narthex; anchor/latch trash cage and bins
- Fill up fuel container and oil supply for chain saw
- Turn off water coolers and filtered equipment (contaminated water supply will destroy equipment and necessitate total replacement)

#### **Parish Administrator**

- Remove any stored cremains from Chapel altar to PLC interior hallway or restroom, inside closed garbage bag
- Remove insurance files to secure watertight interior location in the PLC

#### **Altar Guild**

- Remove Thompson chalice and hammered silver chalice to secure location (PLC or other)
- Remove polychrome Virgin from Chapel to secure location

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- Choose one set of vessels and linens, Eucharistic elements, Bible, and BCP, and store them in watertight container in secure location
- Move “precious sacred vessels” to PLC inner corridor for storm storage

### **Disaster Response**

The Rector and the Senior Warden will display any relief available on the Ridgewood Avenue sign board (a/c, showers, water, power inside, etc.). The Rector will also:

- Assign callers
- Begin post-storm check-in calls to entire parish list, and record contact responses

The Jr. Warden shall also ensure that adequate storage is provided for the following equipment:

1. Generator (sufficient wattage to operate refrigerators and minimal office equipment)
2. Chain Saw (gas-powered)
3. Power Washer
4. "Normal" Phone

**Policy Number:** 07.03  
**Section:** Work Space  
**Subject:** Risk Management

### **POLICY**

1. We affirm and subscribe to the principles that the Church has an inescapable obligation to furnish facilities and an environment that will provide reasonable protection from injury and property damage to clergy, employees, the congregation and others who use the facilities of \_\_\_\_\_ Church; be a good steward of funds coming into its possession and preserve its assets.
2. Any policies in this regard will be subject to Canon Law and the Risk Management Policies of the Diocese of Central Florida in their entirety, especially the guidelines of the Risk Management Policy for the Prevention of Sexual Misconduct. A copy of this policy is kept with a copy of Florida Statute #415.501 in the Church Office and in the Church Library.

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3. In order for the Risk Management program to be effective, it will be necessary for each member of the leadership of \_\_\_\_\_ Church, particularly those who supervise other employees and who use or are responsible for Church assets, to act as individual Risk Managers in the program's implementation.

The Vestry and clergy shall develop campus risk management policies and procedures that include an ongoing process which will:

1. identify risks;
2. perform analyses of the frequency and severity of the potential risks;
3. select the best risk management techniques to manage the risk without unduly curtailing or modifying activities necessary to the Church's mission;
4. implement appropriate risk management techniques and staffing standards; and
5. monitor, evaluate and document the results.

The campus risk management policy shall include methods to prioritize risks and evaluate costs which would be incurred to provide restoration for damages sustained, as well as the evaluation of funding options to ensure availability of funds. The method used should be documented as part of the risk management policy and procedures. The liability exposure \_\_\_\_\_ Episcopal Church faces for those activities which are linked to the mission of the church can be minimized by transferring risk through third-party waivers and hold harmless agreements; personal liability, health, travel, and life insurance policies, and preventing/controlling risk through training and supervision.

The presence of transients on the Church campus is a normal occurrence. However, due to safety concerns, any aggression, intoxication, vulgar language, or other challenging behaviors will be reported to the police, and a trespass warrant may be issued. Transients are not permitted on the campus after business hours. Any transient found sleeping on the property will have a trespass warrant issued.

Effective Risk Management must result in reasonable protection against accidents causing injury to persons and managerial planning to reduce or control fortuitous costs, improve cash flow position, and protect other

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Church assets from loss due to unplanned events, the fiscal results of which were not budgeted.

Some guidelines for Risk Management for Church activities follow but must not be construed to limit other measures of preventive risk management. Fiscal risk management is addressed at length in the Financial Policies sections.

## **RISK MANAGEMENT GUIDELINES- ON CAMPUS ACTIVITIES**

### **The Activity Sponsor will:**

Identify the location and use of fire pulls and fire extinguishers.

Review both the location and content of evacuation maps, including meeting area for the group. Instruct group members to identify at least two exits from their location in the building.

Review emergency procedures in case of fire, medical emergency, hazardous materials release, hurricane or other disaster.

Anticipate the requirements of special needs persons and make appropriate arrangements. In addition, invite any persons with special needs to provide specific requirements in case of an emergency and make those arrangements.

## **RISK MANAGEMENT GUIDELINES- OFF-CAMPUS ACTIVITIES - FIELD TRIPS (LOCAL AND OUT OF STATE)**

### **The Activity Sponsor will:**

- Select the area where the activity is to be held. The sponsor should visit the general area prior to the field trip or demonstrate sufficient knowledge of the area.



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- Prepare a detailed agenda, including health and safety instructions for all participants. Send a copy of the itinerary to the Rector and participants (and parents or guardians, if participants are minors).
- Plan and include all destinations and alternates if an emergency prevents entry into the original destination in the itinerary.
- Obtain waivers and health forms in advance of departure. Participants must file a (1) waiver for medical treatment and (2) a health questionnaire explaining any special medical problems or needs.
- Anticipate the requirements of special needs persons and make appropriate arrangements. In addition, invite any persons with special needs to provide specific requirements in case of an emergency and make those arrangements.
- Provide training for any equipment to be used on the trip.
- Review permissible conduct rules. Be sure to include the Church policy regarding alcohol and chemical substances (i.e., no alcoholic beverages or chemical substances, except personal prescription medication, shall be transported in any church vehicle or personal vehicle used in support of Church-sponsored activity). No smoking is allowed in a Church vehicle.
- Review emergency preparedness processes and the crisis response plan. Distribute a handout for participants with emergency phone numbers and contacts.
- Communicate codes of conduct for leaders and participants, addressing such issues as fraternizing, consuming alcohol, controlling activities and conduct during "free time". Advise participants of the consequences of non-compliance and take appropriate action when aware that participants are in violation of these rules.

For activities in foreign countries, please refer to the guidelines for International Programs.

**RISK MANAGEMENT GUIDELINES -  
OFF-CAMPUS ACTIVITIES - INTERNATIONAL TRAVEL**

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Every trip should require attendance at an orientation meeting. The minimum number of required meetings is one, but the travel leader may require more. The following information should be covered at the orientation meeting(s):

- \* Arrangements for any out-of-country visas, immunizations, etc.
- \* Travel and packing tips, medical and health concerns, modes of transportation, and hours of departure and return.
- \* Information pertaining to cultural differences that a participant may experience while visiting a foreign country or countries.
- \* A reminder to carry sufficient personal medical supplies and physician documentation for medication to last the length of the travel or to replace medication lost during the trip. Some locations require the original prescription for dispensing medication.
- \* Emergency preparedness processes and the crisis response plan.
- \* Current health and safety information (i.e., prophylactic precautions, viral infections carried by insects and how to be protected against infectious disease breakouts). The World Health Organization is a good resource for this information.
- \* Options for medical insurance for foreign travel.
- \* Health and safety products and services that may not be available at overseas locations.
- \* International Programs Policies and Procedures.

The travel leader should obtain waivers and health forms in advance of departure. Participants should file (1) a waiver for medical treatment and (2) a health questionnaire explaining any special medical problems or needs. Once the destination is reached, the travel leader should conduct orientation briefings that include health and safety information, as well as information concerning legal, environmental, political, cultural and religious conditions in the host country.

The travel leader shall communicate codes of conduct for leaders and participants, addressing such issues as fraternizing, consuming alcohol, controlling activities and conduct during

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"free time". The travel leader shall also advise participants of the consequences of non-compliance and take appropriate action when aware that participants are in violation of the rules.

**Policy Number: 07.04**  
**Section: Work Space**  
**Subject: Use of Alcohol, Tobacco, and Illegal Chemicals on Church Property**

## **POLICY**

The following guidelines concerning the use of alcoholic beverages at Church functions will be observed:

1. All applicable federal, state and local laws should be obeyed, including those covering the serving of alcoholic beverages to minors.
2. Alcoholic beverages and food containing alcohol must be clearly labeled as such.
3. Whenever alcohol is served, non-alcoholic alternatives must always be offered.
4. Drunkenness is not condoned as acceptable behavior.
5. The group or organization sponsoring the activity or event at which alcoholic beverages are served must have prior permission from the Rector in order to do so. Such groups or organizations must also assume moral responsibility for those persons who might become intoxicated.
6. Recognizing the effect of alcohol as a major mood-modifying drug, it would be advisable to consider the nature of the function at which alcoholic beverages are proposed to be served.
7. Chemical use (e.g., controlled substances) is clearly governed by federal, state and local laws, and as such, should be forbidden at any Church function.

Smoking is prohibited in all Church buildings and vehicles. Smoking is permitted only in designated areas outside buildings.

Illegal chemical, substances, except personal prescription medication, are prohibited in all Church buildings and vehicles.

**Policy Number: 7.05**  
**Section: Work Space**  
**Subject: Sexual and Other Prohibited Harassment**

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## **POLICY**

Sexual and other forms of harassment based on gender, age, disability, race, color, national origin, sexual orientation and/or gender identity within the church are incompatible with biblical teachings of hospitality, justice and healing. All human beings are created in the image of God, and thus have been made equal in Christ. As the promise of Galatians 3:26-29 states that all are one in Christ, we support equity among all persons without regard to ethnicity, situation, or gender.

Sexual harassment is any unwanted sexual advance or demand, either verbal or physical, that is reasonably perceived by the recipient as demeaning, intimidating, or coercive. Sexual and other prohibited harassment includes, but is not limited to, the creation of a hostile or abusive environment resulting from mistreatment on the basis of gender, age, disability, race, color, national origin, sexual orientation and/or gender identity.

Such harassment within the life of the Church interferes with its moral mission.

\_\_\_\_\_ Episcopal Church prohibits and will not tolerate these behaviors, which are sinful, demeaning, abusive and wrong. This policy applies to all clergy, staff, volunteers, and persons acting in any capacity that represents or purports to represent \_\_\_\_\_ Church.

## **PROCEDURES**

\_\_\_\_\_ Episcopal Church commits itself to a prompt, fair and expedient investigation of any complaint of sexual or other prohibited harassment, and to remedial action deemed appropriate in light of all relevant circumstances.

Some instances of harassment can be resolved informally by conversation between the parties or facilitated mediation. In all other instances, the conduct must be reported immediately to the Senior Warden or another

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member of the Vestry and the Rector. If the conduct involves the Rector or another clergy person, it must be reported to the Rector's supervisor, the bishop, or other appropriate person at the diocesan level.

\_\_\_\_\_ Episcopal Church will not retaliate against any person who brings forward a complaint in good faith. All staff, ministry leaders and members are expected to immediately report any knowledge of harassment, abuse or misconduct to any one of the persons listed above. Persons who make false accusations will be disciplined.

While \_\_\_\_\_ Episcopal Church cannot guarantee absolute confidentiality, it will make every reasonable effort to maintain confidentiality by disclosing information about the complaint on a "need to know" basis only, and as necessary to promote God's call for justice, reconciliation and healing.

Anyone who has any questions or concerns about this policy or the issues addressed within is encouraged to bring those questions or concerns to the Rector or the Secretary of the Vestry.

**Policy No.: 08.01**  
**Section: Building and Grounds**  
**Subject: Keys for Church Buildings**

## **POLICY**

1. Other than during normal working hours, all buildings shall be locked to maintain the security of both the buildings and their contents.
2. Clergy, staff and designated parishioners may be issued keys to church buildings upon the Rector's recommendation by submitting a signed requisition to the office.
  - A. Keys are issued for entry to church buildings for the purpose of conducting church business or church functions only.
  - B. An authorized individual entering or leaving a locked building shall not permit other individuals to enter who would not normally be permitted to enter the building during the hours that it is locked.

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- C. An individual entering or leaving a locked building shall be responsible for securing the door and may be responsible for any loss or damage to church property resulting from a failure to do so.
  - D. Any loss or theft should be reported to the appropriate administrator immediately, who in turn will notify the office.
  - E. Keys that are found should be delivered to the office immediately.
3. The Rector is the only person authorized to assign keys to non-church personnel (construction workers, janitorial services, for weddings and funerals, etc.). Such keys must be returned immediately after the conclusion of the work or service by depositing the key in the Mail/Key Slot in the office door.
  4. The Parish Administrator is responsible for securing keys from departing staff and individuals who no longer have a legitimate reason to possess a key, and for re-issuing keys to new staff, vestry members and ministry leaders. All key holders must sign out their keys, noting the date the key is taken and returned. The Parish Administrator should review the key log periodically to determine the appropriate assignment of keys.
  5. All keys issued remain the Church's property and must be returned:
    - A. Upon transfer to another church;
    - B. Upon termination of employment, ministry, leadership role, etc.;
    - C. Upon request of the Parish Administrator.
  6. Locks on \_\_\_\_\_ Church buildings may be changed at the joint discretion of the Rector and the Junior Warden.

**Policy No.:** 08.02  
**Section:** Building and Grounds  
**Subject:** Maintenance and Repair of Buildings and Furnishings

## **POLICY**

1. Maintenance and repair of church buildings include repair and operation of buildings, including walls, doors, floor surfaces, ceilings, ceiling or wall lighting, heating and air conditioning, and utility distribution systems. Maintenance and repair of church grounds include lawns, streets, paths and walks. Both include the maintenance of general safety and sanitary conditions.
  - b. The Junior Warden is responsible for ascertaining the costs associated with such maintenance and placing them in the annual budget for disbursement as needed.
  - c. The primary objectives are maintaining the facilities so as to provide a pleasant and comfortable environment and serving as good stewards of church properties.

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2. Staff members are responsible for the orderliness and organization of their own office furnishings. This includes portable equipment, furniture, desks, lamps, bookshelves, bulletin boards, cabinets, etc. Service fees for installation, maintenance, and replacement of or repair to furnishings and equipment shall be presented to the Vestry by the Junior Warden.

## **REGULATIONS**

Painting, renovations, modifications, etc. of buildings and other facilities, including offices, will be done for maintenance purposes only, and at the discretion of the Vestry. Paint used in or on church buildings and facilities shall be in neutral colors conducive to a professional environment.

## **PROCEDURES**

Bills for maintenance and/or repairs in excess of \$500.00 must be approved by the Vestry.

All contractors hired to perform work must be licensed by a local government and be insured or bonded.

**Policy No.:** 08.03  
**Section:** Building and Grounds  
**Subject:** Modifications and Renovations of Buildings, Furnishings and Equipment

## **POLICY**

- Modifications and installations of equipment and/or furnishings attached to walls, ceilings or floors must have prior approval from the Vestry.
- Modifications, renovations and additions to the buildings must have the prior approval of the Vestry.
- The Junior Warden, with the Rector's guidance, is responsible for scheduling facilities management work.

## **PROCEDURES**

An estimate or estimates for costs must be obtained to secure approval. More than one estimate must be obtained if the anticipated cost of the project exceeds \$1500.00.

Vestry approval must be obtained before the work is performed.

**Policy No.:** 08.04

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**Section: Building and Grounds**  
**Subject: Memorial Garden**

## **POLICY**

### **Memorial Garden**

In order to maintain the Memorial Garden esthetically, all funds donated to the Memorial Garden are to be used for its upkeep and beautification.

If inquiries are made concerning donations for interment, suggested minimum donations are \$125 for interment of ashes and \$120 for plaque inscription.

Any alteration to the Memorial Garden, with the exception of routine landscaping and maintenance, must be approved by the Vestry in advance of the alteration.

**Policy No.: 08.05**  
**Section: Building and Grounds**  
**Subject: Parking Designation**

## **POLICY**

\_\_\_\_\_ Episcopal Church shall reserve ample parking spaces for disabled parishioners and visitors. These spaces will be near the major entrance to the campus (adjacent to Ridgewood Avenue and in the south parking lot of the Church), clearly marked and conforming to the regulations of \_\_\_\_\_ and Volusia County. Only persons with appropriately issued hangtags and/or license plates should park in these spaces. Requests for additional disabled spaces shall be made to the Vestry.

The parking area adjacent to Church Street that is “zebra-striped” is a designated loading zone, and may not be used for regular parking, i.e., longer than is necessary to load or unload.

There are specifically marked spaces adjacent to Ridgewood Avenue that are marked for “Visitors”. Regular parishioners should honor the set-aside of these spaces for newcomers and guests.

Parking is available for general and overflow use on Sundays and festival evenings in the shopping center to the north of the campus. Parishioners should be sensitive to the needs of the tenants in the shopping center when parking there. There is also overflow parking to the south of the campus in the back when it hasn’t been raining.



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**Policy No.:** 08.06  
**Section:** Building and Grounds  
**Subject:** Special Equipment Purchases and Gifts

**POLICY**

The purchase or gift of items requiring utility connections or involving special environmental or other considerations requires Vestry approval prior to purchase or receipt of the gift. The Rector and Junior Warden should be contacted for assistance and input.

All modifications necessary to accommodate such items must also be approved by the Vestry.

**Policy No.:** 08.07  
**Section:** Building and Grounds  
**Subject:** Solicitation and Fundraising

**NOTE: This policy does not apply to the annual pledge solicitation for the standard operating funds of \_\_\_\_\_ Episcopal Church.**

**POLICY**

The Vestry and other recognized church organizations and ministries may be permitted to hold fundraising events on the church campus under the following conditions:

1. The activity must be reasonable and appropriate given the requesting entity's purpose. Fundraising activities (solicitations) are defined as (a) requests for donations without a service being rendered or a product being sold, and (b) activities that raise funds through the sale of merchandise or services for the benefit of the requesting entity, the Operating or Building Funds, or a vestry-approved philanthropic project.

2. Requests for fundraising events must be submitted to the Clergy or Vestry at least one week prior to the vestry meeting scheduled prior to the date of the event. The Vestry will review the request for eligibility (number of events held during the year) and appropriateness (for the benefit of the entity rather than an outside vendor, consistency with the purpose of the requestor). The Vestry shall not normally allow non-church organizations or businesses to conduct a fundraising activity and then provide the church with a percentage of the sales or income.

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3. The church organization or ministry using the facilities is responsible for the set-up, take down and cleanup of the area(s) used. Promotional posters, signs, etc. should be in compliance with the Vestry's approval. Signs, posters, banners, promotional materials, etc. posted by the group or organization should not directly or indirectly promote commercial enterprises.

4. The sale of food items may be restricted by the Vestry if they are considered unsafe for consumption. The Vestry must approve the sale or distribution of alcoholic beverages prior to the event in order for them to be served. See also Policy No. 07.04, "Use of Alcohol, Tobacco and Illegal Chemicals on Church Property".

5. Failure to comply with these policies may preclude approval for additional fundraising events.

Commercial sales and solicitations by non-church organizations are not permitted at any time.

**Policy No.:** 08.08  
**Section:** Building and Grounds  
**Subject:** Telephone Service

## **POLICY**

The Church utilizes Spectrum for its telephone services.

1. The Church maintains an open line from 8:30 a.m. to 3:30 p.m. Monday through Thursday. An answering machine that is monitored by Clergy and Clergy-designated personnel is in place at other times.
2. All requests for repairs, changes, and additional installations should be made to the office.

An official church telephone directory is printed annually and is maintained on-line. Requests for copies of interim changes may be made to the church office.

**Policy No.:** 08.09  
**Section:** Building and Grounds  
**Subject:** Temperature Control

## **POLICY**

The buildings are temperature controlled by programmable devices that are set by the Sexton and/or maintenance staff. No one else is to change these settings.

## **REGULATIONS**

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1. Outside doors and windows to all buildings should remain closed at all times unless the HVAC equipment is not operating or is undergoing repair.
2. No space heaters or other portable devices are permitted. Fans are not permitted except by specific approval of the Office.

**Policy No.:** 08.10  
**Section:** Building and Grounds  
**Subject:** Church Vehicles

## **POLICY**

### **Purpose**

This policy is designed to assist \_\_\_\_\_ Church staff, parishioners and guests in having a safe and convenient trip while using a church vehicle, and impose controls on the use of church vehicles. The term “church vehicle” includes church-owned and leased/rental passenger cars, vans, pickup trucks station wagons and busses. Some provisions of this policy apply to privately-owned vehicles used for church activities as well.

### **General Policies**

1. Church vehicles are to be used for church business and church-sanctioned activities, and are not to be used for personal business.
2. All church vehicles shall be parked on church property at any time the vehicle is not being used for church business or a church function.
3. Church vehicles shall display state license tags with appropriate side church decals. Leased and rental vehicles must be state licensed.
4. All church vehicles shall be pooled, i.e., not assigned to any individual for exclusive use.
5. No smoking is allowed in any church vehicle.
6. Any person assigned a church vehicle must be properly licensed, insured and in compliance with any applicable state vehicle safety program.
7. Fuel purchases will be reimbursed upon application to the church office.

### **Requirements for Drivers**

1. Clergy, members of the staff and other persons authorized by the Rector may be authorized operators of church vehicles.
2. Each driver of a church vehicle must have a valid operator’s license in his/her possession when operating a church vehicle.

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3. Operators of a church van with a capacity for fifteen or fewer passengers and a gross vehicle weight of 2600 pounds or less must be 21 years of age or older. Any van with a capacity or weight in excess of fifteen passengers/2600 pounds must also have a CDL (Commercial Drivers License).

### **Procedures for Using Church Vehicles**

Vehicle usage must be approved by the Rector. A record of such usage will be kept by the Parish Administrator. A driver of any church vehicle is responsible for obtaining the name of the church insurance company and any accident reporting procedures before leaving the church property.

After a vehicle is assigned to a person for a given day, the person may pick up the keys and emergency procedure folder at the office during normal business hours. If a trip begins before normal business hours, the keys and folder should be picked up prior to the close of business on the last working day before the trip.

Upon returning to the church campus, the driver is responsible for the following:

1. Locking the vehicle.
2. Informing the office of any problems concerning the interior or exterior of the vehicle, as well as any mechanical difficulties.
3. Returning the keys to the office.
4. If an emergency prevents the driver from returning the vehicle at the scheduled time, he/she should notify the office or the Rector.

### **Accidents**

If involved in an accident, the driver should obtain the following:

1. Name, address, driver's license number and name(s) of insurance companies for the other vehicle(s);
2. Names and addresses of passengers in other vehicles;
3. Name and badge number(s) of investigating law enforcement officer(s), if any.

Anyone involved in an accident must make a detailed report to the church about the accident and provide any pertinent information regarding the accident as soon as possible. If the accident involves personal injury, the Rector should be informed immediately.

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If the police investigate the accident, the driver should obtain a copy of the report and turn it in to the church office as soon as possible.

### **Vehicle Safety/Reporting Requirements**

1. Every driver and passenger in a church owned or leased vehicle, or in a private vehicle used for church activities, must use a seat belt. A seat belt is required for the driver and each passenger in a vehicle used for church business. The driver must wear the seat belt whenever the vehicle is in motion. A passenger may not be transported if the seat belt is not available or is not used.
2. Drivers of church vehicles are responsible for seeing that seat belts are available for all passengers, and that no passenger stands in the aisles or leaves the vehicle until it comes to a complete stop. Drivers are responsible for enforcing seat belt regulations.
3. The driver must report any traffic accident or incident resulting in a citation to the Rector or church office within 24 hours of the occurrence.
4. Drivers of church vehicles must report any malfunction of the vehicle or its equipment to the Rector or the church office. On extended use, drivers are expected to perform routine vehicle inspections and fluid level checks.

**Policy No.:** 08.11  
**Section:** Building and Grounds  
**Subject:** Use of Church Facilities – General

### **POLICY**

1. Eligibility to use any church facility will be determined by the Vestry and the Rector in accordance with established procedures.
2. Use or rental of church facilities must have prior written approval of the Rector and Vestry. Payment of the appropriate fee, when applicable, must be in accordance with church policy.
3. The Church reserves the right to refuse use of its facilities to any group or individual if it is deemed in the best interests of the Church and its parishioners to do so. The Church also retains the right to cancel any contract for non-compliance by written notice to the contractor.

Long-term rental or reservation of any church property or facilities must be pursuant to a formal rental agreement and must be reviewed by the Vestry for fair-market rental value and appropriateness to the mission of \_\_\_\_\_ Church.

### **REGULATIONS**

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1. The use organization must adhere to the church's policies and code of conduct, and assure that its activities comply with local, state and federal law.
2. Recognized church organizations shall not serve as a conduit through which other organizations seek use of a church facility.

## **PROCEDURES**

In order to use church facilities, the following procedures must be observed:

1. A representative of the organization must check the church calendar for prior scheduling.
2. A "Building Use Request Form" must be completed and returned to the church office.
3. Any individual or organization using church facilities must comply with the "Facility Usage Agreement" and pay the appropriate fee.
4. A copy of the facility regulations will be made available to all users to insure safe and orderly use of the facilities.
5. Facility agreements will incorporate an appropriate release of liability and hold harmless provisions.
6. Pertinent forms and additional procedures, if any, may be found in the appendix to this manual. They may include Building Access/Close-down Procedures, Sunday Campus Closure, Building Use Request Form, Usage Fee Schedule, Wedding and Funeral/Memorial Service Guidelines, Kitchen Equipment/Usage, Video Projector and/or PowerPoint Set-up and Kitchen Checklist.

**Policy No.:** 08.12  
**Section:** Building and Grounds  
**Subject:** Naming of Facilities

## **POLICY**

The Vestry of \_\_\_\_\_ Episcopal Church reserves unto itself the sole authority to name church facilities.

While the factors and weight given those factors will vary, the following criteria will be considered by the Vestry when naming facilities:

- A. Appropriateness of naming the particular type of facility.
- B. Significance of the relationship between the individual with the institution and the program to be operated in the facility.
- C. Contribution of the individual to the institution.
  1. If the contribution to the institution is primarily service, consideration shall be given to the length and quality of the service and the long-term impact on the overall direction of the Church.
  2. If the contribution is primarily monetary, the minimum contribution is normally one million dollars or one-half of the cost of any building, construction or renovation, whichever is greater.

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3. Monetary contributions to create a permanent endowment to support ongoing maintenance of an existing unnamed building will be given major consideration.
4. Generally, buildings will not be named in honor of any active employee of the Church.

It is understood that while the intent of naming a facility is to provide recognition in perpetuity, circumstances may alter the permanent nature of such a designation. Such circumstances may include, but are not limited to,

- A. Change in the usage of the facility;
- B. Major alteration or expansion of the facility;
- C. Demolition of the facility.

In such cases, appropriate attention will be given to alternative recognition, which may include transferring the name to another facility, displaying the plaque or nameplate from the previous facility at an appropriate location, adding the honoree's name to a permanent recognition registry in a prominent location, or other suitable recognition.

The naming of the facilities may be considered by the Vestry upon its own initiative or upon the recommendation of the members of the congregation, or groups or ministries within the congregation. Such recommendation to the Vestry shall be submitted through the Rector or a Vestry member.

**Policy Number: 9.01**  
**Section: Business Policies**  
**Subject: Financial Secretary**

## **POLICY**

It is the policy of \_\_\_\_\_ Church to deposit all cash and checks received within 24 hours of receipt (or on the next bank day). Each item received will be entered by the bookkeeper to the credit of the giver and/or into an account approved by the Treasurer.

All monies and giver information are confidential. Only the bookkeeper and financial secretary are to know the financial status of givers.

## **PROCEDURES**

### **Revenues from Church Services**

#### **Overview:**

For Sunday (or any other service), monies are placed in bank bags by the money counters and put into the top drawer in the Sacristy.

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Two money counters are needed in addition to the financial secretary; only one person from a family may be included in any counting group. Both counters must be over the age of 18. Each counter signs his/her name on the bottom of the intake recording form.

Within the next 24 hours, monies are counted in the conference room. The financial secretary puts the completed bank deposit in the church safe for deposit. A copy of the intake recording form is given to the bookkeeper for entering into the church records.

### **Specifics:**

The money counters use the reverse side of the intake form to record loose money in the collection plate. They put the envelopes in numeric order. All envelopes are opened by the Financial Secretary.

The Financial Secretary accounts for every dollar in the collection on the front of the intake recording form, including the plate collection amount from the reverse side. As the envelopes are opened:

- the check number and amount are noted on the envelope
- any memos on the check are added to the envelope
- the amount of the check is placed on the envelope
- any cash amount is placed on the envelope
- a mock envelope with the pledge number is created for any loose checks in the collection plate.
- any discrepancy in cash or any questionable factor will be reported to the Rector and the Treasurer immediately.

The Financial Secretary will complete a deposit slip itemizing all checks, cash and funds from other sources. Explanations are included as needed. All information recorded on the intake form is totaled along with all checks and cash for any restricted fund. Money for restricted funds are kept separate using separate deposit slips, and separate deposit stamps for stamping the checks for deposit.

The final totaling tapes are included with the deposit. Banks use these tapes when the teller adds the checks for confirmation. The bank bags must be taken into the bank and the cash must be counted in the courier's presence.

### **Special Events**

Records are kept from special events, such as fellowship events or other fundraisers, with the contributor's name. Ministry leaders are to be informed of any donations to their ministry.

### **Christmas Purse**

The letter, from the Senior Warden, is mailed annually by December 1<sup>st</sup>. The Financial Secretary collects money and checks for the purse, totals the amount on the intake form, and keeps records



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of names of contributors. Names, not amounts, are given with the gift. The bookkeeper writes the checks before the designated gift day. Apportionment of the money collected is done by the wardens and the Treasurer. The Senior Warden buys the cards for the presentation.

**Policy Number: 9.02**  
**Section: Business Policies**  
**Subject: Clergy Discretionary Funds**

## **POLICY**

The following guidelines are a summary of Episcopal Church canon III.9 5(b)(6) and diocesan policy as found in the *Manual of Business Practices*. The canon in brief provides that “The Alms and Contributions, not otherwise designated, at the Administration of the Holy Communion on one Sunday in each calendar month, and other offerings for the poor, shall be deposited with the Rector . . . to be applied to such pious and charitable uses as the Rector shall determine.”

“The purpose of these guidelines is to provide information and guidance in the structure and use of a class of restricted or designated funds generally known as ‘clergy discretionary funds.’”

## **SOURCE OF FUNDS**

1. The canon quoted above is generally interpreted to mean that on one Sunday a month when the Eucharist is celebrated at the parish’s principal service or services, the “loose offering”, that is, gifts exclusive of payments toward a member’s annual pledge, is designated for a rector’s discretionary fund. However, because the loose offering is often considered insufficient for the purposes of the discretionary fund, many vestries, including \_\_\_\_\_ Church, set aside a monthly or annual budgeted amount for the discretionary fund in addition to the traditional source or as a substitute for it.
2. Parishioners, visitors, friends of the rector, and others have traditionally made contributions to a rector’s discretionary fund.
3. The Rector may grant assistant clergy permission to expend monies from the rector’s discretionary fund. The Vestry may establish, and others may contribute to, separate funds for the use of assistant clergy.

## **USES OF THE FUNDS**

1. The canon has generally recognized that the discretionary funds of a rector are to be used for aid to the poor and other purposes that the rector considers “pious and charitable,” and that these uses are regarded as consistent with the Church’s mission. The scope of permissible uses lies within the sound discretion of the Rector.
2. The canon does indicate some limitations on a rector’s discretion. Funds may not be used as if they were gifts to a rector individually or personally. It would be improper for a rector

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to apply funds for his or her personal use and benefit. Uses of the funds for personal or family clothing, entertainment, or basic living expenses may not be selected, whereas these same uses when intended to benefit needy persons within or without the parish are commonly considered to be wholly appropriate.

3. Gray areas would include payments by a rector to institutions or causes that are charitable in nature, but also inure to the benefit of the rector in some way.
4. To avoid potential confusion and criticism, the Rector should inform the Vestry when gifts from the discretionary fund are made about which there could be any question.

**Policy Number:** 9.03  
**Section:** Business Policies  
**Subject:** Records Management and Protection

## **POLICY**

\_\_\_\_\_ Church has a high investment, both of time and personal relationships, in the records maintained by the Church. These records include, but are not limited to, membership data, financial receipts and disbursements, and employment records.

The Parish Registry is an especially important and irreplaceable original document that is maintained each Sunday and each time there is a baptism, a wedding, or a funeral. As well, certain parish records are imbued with a high degree of confidentiality, and therefore need to be maintained in a safe and secure manner. Therefore, all records management practices should conform to the principles and guidelines set forth in *Records Management for Congregations: An Archives Manual for Episcopal Parishes and Missions*, a copy of which is found in the appendices.

## **PURPOSE**

It is the responsibility of the vestry, officers and employees of the parish to create and maintain an adequate record of parish activities, and dispose of records in accordance with sound business practices and applicable legal requirements. The above-referenced archives manual should be consulted in order to establish an appropriate record retention schedule. Periodic audits may be conducted in order to establish current information regarding parish records.

## **RESPONSIBILITIES**

The following persons shall be responsible for the maintenance of the following records and files:

Records of financial accountability and audit: Chair of Audit Committee

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Employment and Personnel Records: Rector and/or Vestry Secretary

Operational and Administrative Records (Parish Register, Corporate Administration, Property and Building Management, Legal and Historical Records): Parish Administrator

Electronic Records Management: Parish Administrator and Bookkeeper

### **RELEASE OF CONGREGATION INFORMATION**

Parishioners may request \_\_\_\_\_ Church information from the Parish Administrator in the form of computer lists or labels as part of their individual ministry functions. All such requests must be approved by the Rector, and will be compiled by the Parish Administrator as time permits.

Lists or labels for non-church groups or activities unrelated to the Church will not be made available.

Individuals contacting the Church for information regarding a parishioner will be asked for their contact information. The parishioner will be given the requestor's contact information. It will be the parishioner's prerogative whether to contact the requestor.

### **USE OF SEALS, LOGOS AND STATIONERY**

The seal of the Episcopal Church in the USA is to be used only for official church documents and in a tasteful manner to indicate affiliation with the Church.

\_\_\_\_\_ Church utilizes several images on church correspondence and other documents. The purpose of these graphics is not to be used as a complete substitute for the more traditional symbols of Christianity, but rather, to identify \_\_\_\_\_ Church specifically. The more often the symbols are used, the greater the degree of identification they achieve.

When reproducing \_\_\_\_\_ Church images for any purpose, only artwork or graphic files from the Church Office may be used.

No person or persons shall use \_\_\_\_\_ Church stationery or images in business or personal correspondence, such that it appears to the recipient of the correspondence that the sender is representing \_\_\_\_\_ Church.

5. Canonical discretionary funds are not intended to be used for types of expenditures that are routinely made from a vestry's budget. Expenditure for a purpose that a vestry has declined to fund would not seem to be an appropriate use of discretionary funds.

### **ACCOUNTING/RECORDKEEPING**

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1. All gifts received should be deposited in the general operating account of the congregation, with the disbursement made by checks drawn on the general operating account upon request of the Rector or other authorized member of clergy or laity.
2. Discretionary funds are subject to audit.
3. It is preferable that checks be written to a vendor, such as a utility company or landlord, rather than to individuals requesting assistance. Cash disbursements are discouraged and should only be made for small amounts or when there is an emergency.
4. The Rector or other person authorized to make payments from the fund(s) may be permitted to maintain confidentiality over expenditures made for the direct assistance of named individuals in a manner determined and jointly agreed to by the Rector or other authorized person and the Vestry.
5. These procedures are designed to provide trustworthy accounting and stewardship of church funds and to protect responsible persons from suspicion and mistrust. Therefore, clear records of deposits into the fund and expenditures from it are essential to this process.

## **TAX CONSEQUENCES**

1. Gifts for a properly established discretionary fund are generally deductible from federal taxation by donors as charitable contributions.
2. Contributions made to the discretionary fund for the direct benefit of a named individual (“pass through” gifts) are not deductible charitable contributions and should not be accepted.
3. When discretionary funds are used to provide a gift to an employee, the value of the gift may need to be reported on the individual’s W-2 form.

**Policy Number:** 9.03  
**Section:** Business Policies  
**Subject:** Records Management and Protection

## **POLICY**

\_\_\_\_\_ Church has a high investment, both of time and personal relationships, in the records maintained by the Church. These records include, but are not limited to, membership data, financial receipts and disbursements, and employment records.

The Parish Registry is an especially important and irreplaceable original document that is maintained each Sunday and each time there is a baptism, a wedding, or a funeral. As well, certain parish records are imbued with a high degree of confidentiality, and therefore need to be maintained in a safe and secure manner. Therefore, all records management practices should conform to the principles and guidelines set forth in *Records Management for Congregations: An Archives Manual for Episcopal Parishes and Missions*, a copy of which is found in the appendices.

## **PURPOSE**

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It is the responsibility of the vestry, officers and employees of the parish to create and maintain an adequate record of parish activities, and dispose of records in accordance with sound business practices and applicable legal requirements. The above-referenced archives manual should be consulted in order to establish an appropriate record retention schedule. Periodic audits may be conducted in order to establish current information regarding parish records.

## **RESPONSIBILITIES**

The following persons shall be responsible for the maintenance of the following records and files:

Records of financial accountability and audit: Chair of Audit Committee

Employment and Personnel Records: Rector and/or Vestry Secretary

Operational and Administrative Records (Parish Register, Corporate Administration, Property and Building Management, Legal and Historical Records): Parish Administrator

Electronic Records Management: Parish Administrator and Bookkeeper

## **RELEASE OF CONGREGATION INFORMATION**

Parishioners may request \_\_\_\_\_ Church information from the Parish Administrator in the form of computer lists or labels as part of their individual ministry functions. All such requests must be approved by the Rector, and will be compiled by the Parish Administrator as time permits.

Lists or labels for non-church groups or activities unrelated to the Church will not be made available.

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No person or persons shall use \_\_\_\_\_ Church stationery or images in business or personal correspondence, such that it appears to the recipient of the correspondence that the sender is representing \_\_\_\_\_ Church.

**Policy Number: 9.04**  
**Section: Business Policies**  
**Subject: Personal Computer Use and System Support**

## **POLICY**

Due diligence must be exercised so that no user installs a program or application that contains a virus, malware or any other agent that would compromise confidentiality, cause other computers to run more slowly, or facilitate the spread of viruses or malware.

### **User Responsibilities for Installed Software**

1. At least one individual in the office must have a thorough knowledge of the application and how to use the system. It is highly recommended that a second individual function as a back-up. This may require special training from the vendor or self-training on the part of the user.
2. Users who obtain new versions or changes in applications from a vendor must inform the Rector of any such version or change as it becomes available from the vendor.
3. Users must maintain back-ups of all data and system updates on a regular basis. Users must also prepare or identify vendor documentation for back-up, year-end, month-end or other special processing requirements, as applicable, for any information under their purview and control.

### **Use of Copyrighted Software**

\_\_\_\_\_ Church requires complete adherence to all legal requirements imposed by the use of copyrighted software. \_\_\_\_\_ Church personnel will use copyrighted computer software only in compliance with the licensure agreement associated with that product. The Rector is responsible for periodically reminding all users that this practice must be followed. The Rector is also responsible for completing and returning any required site-license agreement to the software vendor.

### **Violations**

Failure to comply with this policy will constitute a basis for disciplinary action, up to and including discharge, as well as a revocation of computer use privileges. Users should be aware that violations of U.S. copyright laws can result in civil damages, and, where the violation was

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willful, fraudulent, or for purposes of commercial advancement or private financial gain, criminal penalties.

**Policy Number: 9.05**  
**Section: Business Policies**  
**Subject: Procurement Services – General**

## **POLICY**

1. All materials, supplies, equipment or services that are to be acquired by purchase, lease, or rental shall be requisitioned through the Junior Warden or the Vestry.
  - a. The Junior Warden or the Vestry is responsible for reviewing all inquiries and investigation regarding the purchase.
  - b. All items to be attached to the building, such as floor tiles, blinds, etc., must be coordinated through the Junior Warden with the approval of the Vestry.
2. Staff members shall not provide any information which might constitute a commitment by the Church or sign any lease or purchase agreement on behalf of the Church.
3. \_\_\_\_\_ Church shall not assume any responsibility for any purchase made directly by any staff member other than personnel authorized by the Junior Warden or the Vestry.
4. The Junior Warden or his/her delegate shall obtain competitive bids and place orders with the lowest and best bidder in accordance with Church regulations.
5. Requisitions for purchases must be made by the appropriate staff member and forwarded to the Junior Warden or his/her delegate.
6. Under no circumstances will the Junior Warden or his/her delegate make any purchase for the personal or private use of any person.
7. The Junior Warden or his/her delegate shall conduct all necessary adjustment negotiations.
8. All expenditures over \$500 must have the approval of the Vestry.

## **REGULATIONS**

1. Requests for the purchase or lease of any materials, supplies, equipment or services must be submitted on an approved requisition form.
2. All requisitions should be submitted far enough in advance of the need to permit correspondence, investigation of sources of supply and securing of competitive prices. Normally, 10 to 25 working days are necessary before an order requiring competitive bids can be placed.
3. All rush or emergency purchases must be coordinated through the Junior Warden or his/her delegate.
4. Separate requests should be submitted for different types of commodities not normally available from the same suppliers.

## **PROCEDURES**

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1. Prior to the request for purchase, the Treasurer should ensure that funds are available for the purchase.
2. The requisition is completed by the staff person and approved by the Rector or Vestry as appropriate.
  - a. Each item should be clearly described, and detailed specifications given so as to ensure receipt of satisfactory materials, supplies, equipment or services.
  - b. A definite delivery date should be indicated when possible on each request.
  - c. Each request shall show an estimate of the cost. If the cost significantly exceeds the original estimate, the Junior Warden or his/her delegate will obtain telephone approval from the Rector before proceeding.
  - d. When competitive bids are necessary, the Junior Warden, or his/her delegate, obtains the bids, after necessary consultation with the appropriate staff person(s), and then selects a supplier based on the lowest and best bid.

**Policy Number: 9.06**  
**Section: Business Policies**  
**Subject: Equipment Service Agreements**

## **POLICY**

1. The Church may obtain maintenance and/or service agreements from a supplier or manufacturer for any general use or specialized equipment that requires regular maintenance for continuous, efficient service. General use equipment would include such items as personal computers, servers, copiers, kitchen equipment, air conditioners, organs, etc.
2. In agreement with the Rector, the Junior Warden must approve all service agreements. No other staff member can sign for or commit \_\_\_\_\_ Church to any such agreement.
3. The parties requesting a service agreement should familiarize themselves with the provisions of the service agreement.

## **PROCEDURES**

1. Requests for service agreements should be made to the Junior Warden or Rector.
2. Any service agreement contract received by a requestor should be attached to the requisition when submitted to the Junior Warden/Rector or forwarded to the Junior Warden if received at a later date.
3. All service agreements must be covered by a \_\_\_\_\_ Church purchase order, which specifies the item(s) and period covered and the total cost.
4. The requestor is responsible for assuring that the service contracted is actually received. Any problems involving a service agreement should be reported immediately to the Junior Warden/Rector.



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**Policy Number:** 9.07  
**Section:** Business Policies  
**Subject:** Professional/Consultant Contracts

## **POLICY**

The principal purpose of a Professional Services Contract or a Consultant Services Contract shall be the procurement of the services of an individual or individuals by the Church, rather than the procurement of commodities. A contract for Professional Services or Consultant Services must be approved by legal counsel and signed by the Rector or Senior Warden, having first received the approval of the Vestry. Professionals and Consultants shall be considered independent contractors, and not employees.

It is strongly advised that no contract for procurement of professional or consultant services may be entered into which requires the services of one or more individuals for longer than one year, provided, however, that an exception may be made if the best interests of the Church would be served. Ample justification must be provided for contracting for services for more than one year, rather than adding staff to perform the functions required.

Contracts between the clergy and the diocese are not part of this policy.

**Policy No.:** 10.01  
**Section:** Financial Policies  
**Subject:** Introduction

## **POLICY**

The Canons of the Episcopal Church set forth the general responsibility and accountability for the stewardship of church money and property. The *Manual of Business Methods in Church Affairs* promulgated by the Episcopal Church specifically addresses practices prescribed for every diocese, parish, mission and institution subject to the authority of the Episcopal Church.

\_\_\_\_\_ Church hereby adopts the requirements set forth in the Canons and the Manual. Those requirements are set forth in more detail than appear in these policies, which are intended to function as a brief summary and quick guide to many common financial issues. However, the Canons and the Manual, which are hereby incorporated by reference, shall govern at all times.

**Policy No.:** 10.02  
**Section:** Financial Policies

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**Subject: Employee-Generated Payroll Deductions**

## **POLICY**

No employee-generated payroll deductions will be permitted, except as provided for herein, without the advance written approval of the Rector.

## **REGULATIONS**

1. Deductions shall be limited to expense areas that have been established as part of the approved chart of accounts. The effect of this standard is to prohibit deductions that cannot be expensed through an existing expense line. Unless otherwise specified, only the Rector and the Treasurer are authorized to approve the addition of new expense lines to the chart of accounts.
2. Under no circumstances shall deductions be permitted where such deduction results in a negative balance to the employee.
3. Deductions will be applied at the next regular pay period following submission of the request, and the deduction will be forwarded to the intended party at the conclusion of the applicable pay period.
4. Advance payments are prohibited.

## **PROCEDURES**

1. Approved requests for payroll deduction shall be submitted to the Bookkeeper in writing no less than five business days in advance of the pay day for which the request is to be applied.
2. The Bookkeeper may establish and require the use of a standard request form.
3. If the frequency and amount of the deduction are constant and are clearly specified in the original request, new requests do not have to be submitted for ongoing deductions.
4. Deductions that do not have a specified duration at the time of request shall continue until such time as a written request to terminate the deduction is submitted to the Bookkeeper.
5. Payroll deduction requests shall be maintained in the employee's personnel file.

**Policy No.: 10.03**  
**Section: Financial Policies**  
**Subject: Designated and Restricted Funds**

## **POLICY**

Designated gifts and restricted funds are donations that have been identified by the giver for a specific purpose. Designated gifts are for a specific item to be purchased in the giver's name. Restricted funds are long standing funds, usually in support of a ministry in the church. Contributions given to restricted funds are held in the fund until such time as money is needed for that specific purpose. There is no time restriction.

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Balances from restricted funds are carried over to the following year.

For reference, undesignated gifts are donations that are available to use toward any purpose. They are fully expendable and have no donor-imposed constraints regarding their use or purpose. Undesignated gifts are entered in the general fund and may be used at the discretion of the Vestry through normal budgetary processes.

### **Procedures**

Records of contributions to both designated gifts and restricted funds should identify any restrictions or limitations on the contribution. Records should also include the date, amount and the donor of the gift.

The Vestry is the authoritative body which approves all designated gifts and restricted funds. After acceptance by the Vestry, a written acknowledgement should be issued to the donor.

The income and other transactions from restricted funds are periodically reported to the Vestry.

**Policy No.:**            **10.04**  
**Section:**             **Financial Policies**  
**Subject:**             **Authority to Sign Financial Documents**

### **POLICY**

1. It is the responsibility of the Treasurer to control all financial transactions and ensure that they conform to church policy.
2. All checks of \$500.00 or more written from a church account must be signed by two of the four designated signees.
3. Authority to sign financial documents may be delegated by the Rector to a limited number of clergy and church members.
4. No staff member may approve his or her own reimbursement request. Such requests must be approved by the individual's immediate supervisor, or in the case of the Rector, the Treasurer.
5. Delegations of authority, use of facsimile signature stamps, and permission for other persons to sign the name of an authorized individual, even if the initials of the signer are shown, are not permitted.

**Policy No.:**            **10.05**

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**Section: Financial Policies**

**Subject: Cash and Expenditure Management**

## **POLICY**

This policy is intended to mitigate any potential risk of loss or theft of church funds. It is also intended to facilitate optimal efficiency in handling receipts and payments.

## **PROCEDURES**

### Deposits

1. ALL deposits must be accounted for. Every deposit slip will have appropriate allocation records attached.
2. All receipts, including pledge and plate, MUST be filed or recorded. Each receipt must be signed by a staff member, even if the original receipt was signed by someone else.

### Expenditures by the Church

1. Stamped signatures cannot be used on checks.
2. All checks must have supporting documentation, such as receipts or invoices, in order to be released, including a signed Check Request Form by an authorized individual.
3. A Check Request Form should be used for EVERY check, making sure that all fields are filled in, i.e., correct account code, purpose, name, address, and approver signature.
4. Each approver should have a list of account codes and a basic understanding of what they mean.
5. Checks under \$500 may be released with the signature of one of the four designated signees.
6. Checks \$500 and over must have the signatures of two of the four designated signees.
7. A signed Check Request Form must be obtained PRIOR to all purchases of \$50.00 or more. Approvers should verify fund availability in the budget prior to authorization and note to which General Ledger account the amount is to be assigned. If the approver is not sure of an account number, the Suspense Account may be used until the Treasurer can allocate it correctly.
8. Once a purchase has been made, the receipt and Check Request Form should be submitted to the Bookkeeper. Reimbursement checks should be processed within seven (7) days.
9. In order that actual operating costs can be determined, all expenses, including staff mileage, must be reported on a monthly basis. Proper tracking of reimbursements is essential to the budget process.

### Personal Credit Card and Other Reimbursements

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Credit card holders are personally responsible for all charges placed on their cards. It is their responsibility to retain receipts for credit card and other purchases, and return them to the Bookkeeper with notations as to the purpose of the expense so the appropriate account(s) can be charged. Meal and entertainment expense notations must reflect the date, place, purpose, persons present and amount. Purchases without receipts are the personal liability of the individual.

**Policy No.:** 10.06  
**Section:** Financial Policies  
**Subject:** Chart of Accounts

## **POLICY**

### **Purpose**

The chart of accounts is divided into a general ledger and a subsidiary ledger of accounts. Ledger accounts are primarily intended to facilitate the appropriate distribution of church assets and liabilities and adherence to the budget process. They also provide a quick analysis of the status of church accounts and funds.

## **PROCEDURES**

1. Only the Rector and the Treasurer are authorized to establish new accounts in the General Ledger.
2. A "Suspense Account" will be established and maintained so that if clergy and staff are not sure where an expenditure should be assigned, there will be a single account where are questions are filed for the Treasurer to review and reclassify.
3. "Fund transfer," "Miscellaneous" and "Petty Cash" accounts may not be maintained under "Expenditures". There is always a specific reason for an expenditure and a specific source of income for a receipt. However, there may be a Petty Cash account on the balance sheet.

**Policy No.:** 10.07  
**Section:** Financial Policies  
**Subject:** Petty Cash

## **POLICY**

1. A petty cash fund of a relatively small amount of cash will be kept on hand to be used for minor disbursements of \$50.00 or less. Petty cash disbursements shall not be used to purchase items which are currently available from church sources, and in most cases,

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- should be purchased from local vendors. This policy may be suspended in the event of a need to make an emergency purchase while a parishioner is out of town on church business.
2. Typical petty cash purchases may include, but are not limited to, postage, freight and delivery charges and the like. Petty cash funds should be used to purchase items requiring immediate payment, or where the use of regular disbursement procedures would offset any savings that could be realized by immediate purchase or payment.
  3. Under no circumstances may petty cash be used to make payroll advances, contract labor payments, travel advances, or to reimburse travel expenses.
  4. All petty cash expenditures require the Rector's approval.

## **PROCEDURES**

1. A petty cash disbursement form must be completed before any disbursement may occur. The form must be prepared by the requestor and signed by the Rector. The form must include the following information: date issued, amount of the disbursement, printed or typed name and signature of the cash disbursement recipient, and description or justification for expenditure of the funds.
2. All petty cash purchases must be supported by a sales slip, invoice, or other sales record showing the vendor's name.