

2023 VESTRY TRAINING DIOCESE OF CENTRAL FLORIDA

LED BY THE REV. CANON SCOTT T. HOLCOMBE
CANON TO THE ORDINARY AND
CANON FOR CONGREGATIONAL DEVELOPMENT



Let us pray together.

Dear Lord, we know that when two or three gather together in your name, you will be in the midst of them, and so will conflict.

We know from scripture and our own experience that we can disagree about anything, from money management to institutional priorities, from who gets credit for a victory to who gets blame for failure.

Power and money are especially difficult for us.

Help us to manage our conflicts wisely, with more attention to fact than to rumor, with more desire to listen than to prevail, with open hearts and not closed minds. All this we ask in the name of one who was never fully understood, never fully accepted, never fully heard, our Savior Jesus Christ. Amen.

Norms for today

- If you have a question, please raise your hand
- Before asking a question, please state your name and church
- Not all questions are for public consumption
- Some questions are better asked privately at break or lunch time, or you may write it down on a sheet of paper- make sure that your email is legibly written and I will get back to you.
- Please avoid bringing up questions that may embarrass or ridicule what someone did or said

- ALL Vestry Training Events are available on the Diocesan website!
- Everything that you will hear this morning will be available in the handout or online on the Diocesan website.
- Feel free to take notes, but what is most important is the interaction with the content and each other
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- Go to Diocesan website: **cfdiocese.org**
- Go to tab that says **“For Clergy”**
- Click on tab that says **“Educational Events”**- you will find the past 3 years Vestry Training Content- please feel free to look at prior years content to broaden your horizons. 90% of today’s content is new!
- **Vestry and Warden Training 2/29/20 handouts**
- **2021 Vestry Training Parts One and Two**
- **Conflict training** (Avoidance, Management, and Resultion)
- **2022 Vestry training**
- **2022 Title IV (Disciplinary Canon) Training**

Diocesan Canon XVII, section 6

It shall be the duty of the Vestry to

- **take charge of the property of the church and**
- **keep the same fully insured,**
- **to prepare a budget providing for the necessary requirements and expenditures of the Parish,**
- **to regulate all temporal concerns,**
- **to elect and with the approval of the Ecclesiastical Authority, call a Rector,**
- **to provide for the Rector's maintenance,**
- **to keep order in the church during the celebration of divine worship,**
- **and in general to act as helpers to the Rector in whatever is appropriate to lay persons for the furtherance of the welfare of the church;**
- **it being understood always that the spiritual concerns of the Parish are under the exclusive direction of the Rector, in subordination to the Ecclesiastical Authority, and Constitution and Canons of the Diocese.**

VESTRY ORGANIZATION	DCanon = Diocese of Central FL Canons, PBL - Parish By-Laws	AOI - Articles of Incorporation TECCanons - National Canons of the Episcopal Church
All officers hold their offices until their successors are qualified.	DCanon XVII, Section 9	All lay officers of a Parish shall hold their respective offices until the election and qualification of their successors or until removed in accordance with Section 10 below.
All regular vestry meetings are open	DCanon XVII, Section 8	Meetings of the Vestry are open to the members of the Parish
Bishop may call a Vestry meeting at any time	PBL Article VII, section 3; DCanon XVII, Section 8;	The Bishop has the discretion to call a meeting of the Vestry and preside at such meeting.
Bylaws must be consistent with Canons of TEC and DCF	AOI Article IX Bylaws	Bylaws must be consistent with the Constitution and Canons of TEC and DCF, must be approved by Vestry and Bishop
Closed meetings (personnel matters or Bishop's ok in advance)	DCanon XVII, Section 8	(except that) executive (closed) meetings of the Vestry meetings may be held for personnel matters or with the consent of the Ecclesiastical Authority.
Size of vestry / (minimum of 5)	PBL Article 5, Section 1: DCanon XVII, Section 1	There shall be (between 5-?) elected members of the Vestry.
Members cannot serve two full consecutive terms without 1 year off	PBL Article 5, Section 1	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.
NO DEBT without Approval of the Bishop and Standing Committee	DCanon 20, section 9 and DCanon XXI, section 1;	...shall not be lawful for any Parish or Mission or the corporate officers or Congregation thereof to encumber, sell, alienate, transfer, or convey any real property, the title to which is held by and for use of the Parish or Mission without the consent of the Diocesan Board. ...Provided further, that should the transaction involve any consecrated church or chapel, or any church or chapel which has been used solely for divine service, the prior written consent of the Bishop, acting with the advice and consent of the Standing Committee of the Diocese must also be obtained.
One-third of vestry elected each year	PBL Article 5, Section 1	Notice of such meeting shall be given at least 30 days prior to the meeting.

		At the Annual Meeting, at least one-third of the members of the Vestry shall be elected. At each annual meeting, one-third of the members of the Vestry shall be elected to serve a term of three years.
Organizational meeting of vestry (asap for wardens)	PBL Article VII, Section 1	Organizational Meeting The Organizational Meeting of the Vestry shall be held as soon as possible following the Annual Meeting of the Parish.
Presiders at Vestry meetings (Rector or designee)	DCanon XVII, Section 5	The Rector shall preside at all meetings of the Vestry. In the absence of the Rector, or at the Rector's request, the Senior Warden shall preside at the meetings of the Vestry. In the absence of both, the Junior Warden shall preside. The person presiding at a meeting of the Vestry may appoint another to preside at that meeting.
Qualifications for vestry members	PBL Article V, Section 2,	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.
Quorum definition (majority)	PBL Article VII, Section 4	Quorum A quorum for the conduct of official business shall consist of a majority of the members of the Vestry. If 12- Q is 7 If 11- Q is 6 If 10- Q is 6 If 9- Q is 5 If 8- Q is 5 If 7- Q is 4 If 6- Q is 4 If 5 – Q is 3
Rector is a member of vestry	PBL Article 5, Section 1; DCanon XVI, Section 3; PBL Article VI, Section 1; TECCanon 14: Sec. 3.	The Rector shall be a non-elected member of the Vestry. Rector/ Vicar is ex officio a member of the Vestry or Church Committee, and has the right to vote at all times. The Rector shall be ex-officio president of the Vestry and shall have the right to vote at all times. Unless it conflicts with the law as aforesaid, the Rector, or such other member of the Vestry designated by the Rector, shall preside in all the meetings of the Vestry.
Registered agent of the church (determine who this will be)	AOI Last of the Articles of incorporation	The registered Agent of your church is (listed on sunbiz application) (<i>see who this is?</i>)

Regular vestry meetings- set date and times	PBL Article VII, Section 2	Regular Meetings Regular Meetings of the Vestry shall be held at times and dates agreed on by the Rector and the Vestry
Replacing a vacancy on the vestry (rector w consent)	DCanon XVII, Section 11.	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.
Requirements to serve as warden or vestryperson	DCanon XVII, Section 4	A person shall be eligible to serve as a Warden or member of the Vestry who is entitled to vote on matters coming before the Parish or Mission, at least 18 years of age, and a confirmed communicant in good standing.
Senior Warden Appointed by Rector (1 yr term)	DCanon XVII, Section 1; PBL Article VI, Sec. 2	From the Vestry, one shall be appointed Senior Warden by the Rector, to serve a term of one year. 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.
Special meetings of the parish may be called	PBL Article VII, Section 3	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.
Special meetings of the vestry	DCanon XVII, Section 8	Other meetings of the Vestry may be provided for: at regular times or called by the Rector or, in the Rector's absence by the Senior Warden, or at the request of two members of the Vestry.
Special Parish meetings may be called with 30 days notice. Bishop may shorten to 10 days	DCanon XVI, section 2: PBL Article IV.section 2,	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.

Vestry acts as agents and legal representatives of the parish	TEC Canon 14: Section 2. Of Parish Vestries	Except as provided by the law of the State or of the Diocese, the Vestry shall be agents and legal representatives of the Parish in all matters concerning its corporate property and the relations of the Parish to its Clergy.
Vestry may ask Bishop to appoint a Priest in Charge	TEC Article 3, Canon 9b	Priests-in-Charge.- After consultation with the Vestry, the Bishop may appoint a Priest to serve as Priest-in-Charge of any congregation in which there is no Rector. In such congregations, the Priest-in-Charge shall exercise the duties of Rector outlined in Canon III.9.6 subject to the authority of the Bishop.
Vestry meetings	DCanon XVII, Section 8	The Ecclesiastical Authority has the discretion to call a meeting of the Vestry of any Parish and preside at such meeting.
Vestry organization	DCanon 14: Sec. 1.	<p>In every Parish of this Church the number, mode of selection, and term of office of Wardens and Members of the Vestry, with the qualifications of voters, shall be such as the State or Diocesan law may permit or require, and the Wardens and Members of the Vestry selected under such law shall hold office until their successors are selected and have qualified.</p> <p>Nothing herein contained shall prevent a Parish from establishing terms of office of more than one year, provided the term of one or more members of the Vestry shall expire each year.</p>
Vestry to elect a secretary (1 yr term)	DCanon XVII, Section 7	The Vestry shall annually elect a Secretary, whose duty it shall be to take and record the minutes of their proceedings, attest the public acts of the Vestry, preserve all records and papers belonging to the Parish, perform such other duties as shall be legally assigned and faithfully deliver into the hands of the successor all books and documents of the Parish.

<p>Vestry to elect a treasurer (1 yr term)</p>	<p>DCanon XVII, Section 7</p>	<p>The Vestry shall also annually elect a Treasurer to perform the duties incumbent upon that office, who shall be bonded in a suitable amount.</p> <p>The books and accounts shall be audited annually and at any other time the Vestry may direct.</p> <p>The offices of Secretary and Treasurer may both be held by the same person.</p> <p>Neither the Secretary nor the Treasurer need be a member of the Vestry. the actual date to be set by the Rector with the approval of the Vestry.</p>
<p>Warden’s terms may be for more than one year</p>	<p>DCanon XVII, Section 1</p>	<p>Nothing herein contained shall prevent a Parish from establishing terms of office of more than one year, provided the term of one or more members of the Vestry shall expire each year.</p>
<p>Wardens responsible for church property</p>	<p>DCanonXVII, Section 5</p>	<p>It shall be the duty of the Wardens to protect the church property and to see that all things needed for the orderly worship of God and for the administration of the sacraments and ordinances of the church be provided.</p>
<p>Wardens shall inform Bishop of vacancy</p>	<p>TEC Article 3, Canon 9, section 3a</p>	<p>When a Parish is without a Rector, the Wardens or other officers shall promptly notify the Ecclesiastical Authority in writing. If the Parish shall for thirty days fail to provide services of public worship, the Ecclesiastical Authority shall make provision for such worship.</p>
<p>Who may not serve on the vestry?</p>	<p>DCanon XVII, Section 4</p>	<p>No person employed or engaged by the Parish or Mission, nor the spouse or immediate family member of any person employed or engaged by the Parish or Mission, except for the Rector or Vicar, shall be eligible to serve as a member of the Vestry.</p> <p>For purposes of this Section 4:</p> <p>(a) A Deacon serving a Congregation shall be deemed to be engaged by the Parish or Mission;</p>

		(b) Clergy who are not employed by the Parish or Mission, but are actively involved in the ministry of the Parish or Mission, shall be deemed to be engaged by the Parish or Mission; (c) A postulant or candidate for ordination shall be deemed to be engaged by the Parish or Mission.
VOTING		
Absentee Ballot requirements (inform w GOB+ consent)	DCanon 17. Section 3	Only members entitled to vote at the meeting of the Parish at which a vote is to be taken and who are present may vote or member who is unable to attend due to illness or physical condition and who received prior written approval from the Bishop or the Bishop's designee to vote by absentee ballot.
Vestry elects secretary and treasurer (may be the same person) ZNeither have to be members of the parish	DCanons Canon XVII, asection 7	The offices of Secretary and Treasurer may both be held by the same person. Neither the Secretary nor the Treasurer need be a member of the Vestry.
Challenges to voting	DCanon XVII, Section 3	The vote of no person shall be questioned unless his or her right to vote shall be first challenged by a qualified elector. In the event of such challenge, the right of such person to vote shall be passed upon by a Committee of three appointed by the Rector (or in the event there shall be no Rector, then by the Senior Warden), and the findings of such Committee shall be final and binding.
Election shall be by ballot,	PBL Article V, section 4	Elections The Vestry shall be elected at the Annual Meeting of the Church. They shall be chosen by ballot,
Guidelines for election	DCanon XVII, Section 1	Such election shall be conducted as provided in the Bylaws of the Parish.
How are Vestry persons elected	AOI Articles of Incorporation Article IV	the "Vestry" shall be elected or appointed as provided in the Canons of the Diocese of Central Florida and the By Laws
Junior warden elected by vestry (1 year term)	PBL Article VI, Section 2; DCanon XVII, Section 1	and one shall be designated and elected by the Vestry to serve as Junior Warden, to serve a term of one year.
Majority vote required for election	Canon 5, Sec. 2	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.

Must be present to vote	DCanon XVII, Section 8	Only members of the Vestry present at the meeting of the Vestry in person or by two-way electronic voice or voice and video may vote at a meeting.
No proxy voting allowed	DCanon XVII, Section 8	A member of the Vestry may not appoint a proxy or designate another person to vote for the Vestry member at any meeting of the Vestry.
Nominations from the floor admissable	PBL Article V, section 3	Additional nominations may be made from the floor at the Annual Meeting.
Nominations presented at least 10 days prior to annual meeting	PBL Article V, section 3	<u>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.</u>
One-third of vestry elected each year	PBL Article IV.section 1	At each annual meeting, one-third of the members of the Vestry shall be elected to serve a term of three years.
Vestry continue in office until their successor has been qualified	DCanon XVII, Section 1	The Vestry shall continue in office until their successors are elected and qualified.
ANNUAL MEETING		
Annual meeting must be within/before 60 days of Jan 31	PBL Article IV.section 1	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.
Bylaws may be amended	AOI Article IX Bylaws, PBL Article IX	Bylaws may be amended or repealed at any annual meeting or special meeting, provided notice has been sent to qualified electors 2weeks prior to meeting Amendments to the bylaws require a majority vote at any Annual Meeting or Special meeting, a 2 week notice to all entitled to vote, and approval by the Bishop prior to taking effect.
Date of annual meeting set	DCanon XVII, Section 1	within 60 days before or on the 31st day of January, the actual date to be set by the Rector with the approval of the Vestry
Notice of Annual Parish meeting 30 days in advance	PBL Article IV.section 1 Bylaws	In every Parish in this Diocese there shall be an annual election to fill the expired terms of members of the Vestry by ballot within 60 days before or on the 31st day of January,

		the actual date to be set by the Rector with the approval of the Vestry Notice of such meeting shall be given at least 30 days prior to the meeting.
Who can vote at an annual meeting	DCanon XVII, Section 3	Only communicant members of a Parish 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, are to be entitled to vote on all matters coming before the Parish for a vote including the election of Vestry members.
REMOVALS		
Any vestry member removed from office shall turn over all parish records	DCanon XVII, Section 10d	(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.
Appointments to fill vacant terms last only until the next annual meeting	PBL Article V, section 5	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 <u>to serve until the next Annual Meeting.</u>
Removal of Vestry member by members of the parish at annual meeting	PBL Article V, section 6	Section 10. A Vestry Member, other than the Rector, may be removed from office pursuant to the following: (a) By the members of the Parish (i) A 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 of this Canon. (ii) The notice of a meeting of the members of the Parish 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.

		<p>(iii) A proposed removal of a Vestry member at a meeting of the members of the Parish 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.</p> <p>(iv) If removal is effected at a meeting, any vacancies created thereby shall be filled by the members at the same meeting.</p>
Removal of Vestry member by the Vestry, Rector or Bishop w 2/3 majority vote, advance consent of Rector and Bishop	DCanon XVII, Section 10	<p>(b) By the Vestry, Rector, and Ecclesiastical Authority</p> <p>(i) A 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.</p> <p>(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.</p>
Vestry person removed must be replaced at the same meeting	PBL Article V, section 6	(iv) If removal is effected at a meeting, any vacancies created thereby shall be filled by the members at the same meeting.
Removal of vestry persons by the Vestry, Rector, or Bishop	DCanon XVII, Section 10	By the Vestry, Rector, and Ecclesiastical Authority 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.
RECTOR SEARCH		
Bishop's options during a clergy vacancy	DCanon XIX,	The Ecclesiastical Authority may suspend Vestry elections, may fill vacancies on the Vestry, and may appoint a Senior Warden for the Parish until, in the Ecclesiastical Authority's discretion, such actions are no longer necessary.

		Priests-in-Charge.- After consultation with the Vestry, the Bishop may appoint a Priest to serve as Priest-in-Charge of any congregation in which there is no Rector. In such congregations, the Priest-in-Charge shall exercise the duties of Rector outlined in Canon III.9.6 subject to the authority of the Bishop.
Vestry appoints search committee	Vacancy and Search Procedures p.2	Does not have to be the Senior Warden- but most likely will be
TASKS OF VESTRY		
Candidates support letters from the vestry	Canon 6, Section 1	Multiple letters of support for candidates, postulants, and aspirants must be signed by 2/3 of the members of their church
Duties of the vestry	DCanonXVII, section 6	It shall be the duty of the Vestry to take charge of the property of the church and keep the same fully insured, to prepare a budget providing for the necessary requirements and expenditures of the Parish, to regulate all temporal concerns, to elect and with the approval of the Ecclesiastical Authority, call a Rector, to provide for the Rector's maintenance, to keep order in the church during the celebration of divine worship, and in general to act as helpers to the Rector in whatever is appropriate to lay persons for the furtherance of the welfare of the church;
Letter of support for a person entering the Diaconate search process or letter of support of a Vestry for a candidate for ordination	Canon 6, section 2 a	Nomination A confirmed adult communicant in good standing, may be nominated for ordination to the diaconate by the person's congregation or other community of faith. The Nomination shall be in writing and shall include a letter of support by the Nominee's congregation or other community of faith committing the community to: 1. pledge to contribute financially to that preparation, and

		<p>2. involve itself in the Nominee’s preparation for ordination to the Diaconate.</p> <p>If it be a congregation, the letter shall be signed by two-thirds of the Vestry or comparable body, and by the Member of the Clergy or leader exercising oversight.</p>
Nominating Committee to start their work 3 months prior to Annual mtg	PBL Article V, section 3	<p>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 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.</p>
Parochial Reports	Canon 6, Section 1.]	<p>In every Parish and other Congregation the preparation and filing of this report shall be the joint duty of the Rector or Member of the Clergy in charge thereof and the lay leadership; and before the filing thereof the report shall be approved by the Vestry or bishop’s committee or mission council. This report shall include the following information:</p> <ol style="list-style-type: none"> 1. the number of baptisms, confirmations, marriages, and burials during the year; the total number of baptized members, the total number of communicants in good standing, and the total number of communicants in good standing under 16 years of age. 2. a summary of all the receipts and expenditures, from whatever source derived and for whatever purpose used. 3. such other relevant information as is needed to secure an accurate view of the state of this Church, as required by the approved form.
Vestry approval required for new congregation or move of a cong. within 10 mile radius	DCanon XIV, Section 2	<p>Vestry members must approve or deny any request for an organization of a new congregation within a radius of 10 miles</p>

Vestry must send names of potential clergy candidates to the Bishop	TEC Article 3, Canon 9, section 3a2	No Parish may elect a Rector until the names of the proposed nominees have been forwarded to the Ecclesiastical Authority and a time, not exceeding sixty days, given to the Ecclesiastical Authority to communicate with the Vestry, nor until any such communication has been considered by the Vestry at a meeting duly called and held for that purpose
Written notice of the election of a Rector forwarded to Bishop	TEC Article 3, Canon 9, section 3	Written notice of the election of a Rector, signed by the Wardens, shall be forwarded to the Ecclesiastical Authority. If the Ecclesiastical Authority is satisfied that the person so elected is a duly qualified Priest and that such
TASKS OF CLERGY related to VESTRY		
Clergy shall arrange for supply clergy during any absence	DCanon XVI, Section 6	Every member of the clergy temporarily vacating his or her cure shall arrange in advance with the Vestry for the supply of services and the care of the Congregation during any absence
Commissions or ministries are appointed by Rector, subject to approval of Vestry	PBL Article VIII	<i>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</i>
If Rector is removed, the rector is no longer a member of the vestry	DCanon XVII, Section 12	In the event that the Rector or Vicar of a Congregation is removed or suspended, he or she shall cease being a member of the Vestry or Church Committee, as the case may be, and the Ecclesiastical Authority may suspend Vestry elections, may fill vacancies on the Vestry, and may appoint a Senior Warden for the Parish until, in the Ecclesiastical Authority's discretion, such actions are no longer necessary.
Parochial Reports	DCanon 6, Section 1.	It shall be the duty of every Member of the Clergy of this Church in charge of a Congregation to record in the Parish Register all Baptisms, Confirmations, Marriages, Burials, and the names of all Communicants.
Presiders at Vestry meetings Rector is ex officio and has right to vote Rector shall preside unless it conflicts with the law	DCanon XVII, Section 5 DCanon XVI, Section 3, PBL Article VI, Section 1 Canon 14: Sec. 3. Of Parish Vestries	The Rector shall preside at all meetings of the Vestry. In the absence of the Rector, or at the Rector's request, the Senior Warden shall preside at the meetings of the Vestry. In the absence of both, the Junior Warden shall preside. The person presiding at a meeting of the Vestry may appoint another to preside at that meeting.

Replacing a vacancy on the vestry	DCanon XVII, Section 11.	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.
Senior Warden Appointed by Rector	DCanon XVII, Section 1; PBL Article VI, Sect. 2	From the Vestry, one shall be appointed Senior Warden by the Rector
Spiritual concerns of the parish are under the exclusive direction of the Rector	DCanon XVII, section 6	it being understood always that the spiritual concerns of the Parish are under the exclusive direction of the Rector, in subordination to the Ecclesiastical Authority, and Constitution and Canons of the Diocese.
Staff/employees serve under direction of Rector. Rector may delegate this responsibility	DCanon XVI, Section 11	The staff and employees of a congregation shall serve under the direction and control and at the pleasure of the Rector or Vicar. Nothing in this section, however, shall prevent the Rector or Vicar from delegating to an employee, the Vestry or committee thereof, all or part of the authority to employ, direct, control, evaluate, discharge, or otherwise control the staff or employees.
DIOCESAN CONVENTION DELEGATES		
Delegates to Dio Convention must be > 18, confirmed communicants in good standing	DCanon II, Section 6,	Lay delegates must be at least 18 years old, adult confirmed communicants in good standing
Delegates to Diocesan Convention must include at least one vestry member	DCanon II, Section 5	At least one delegate to Diocesan convention must be on the vestry or church committee
Delegates to Diocesan Convention voted on by Congregation or Vestry	DCanon II, Section 6	Delegates to be voted upon by vestry, or by congregation at APM- two delegates per mission 3 delegates / per parish.
Vacancy in Diocesan convention delegates	DCanon II. Section 6	If there is a vacancy of the lay delegate, the person shall be selected by Rector, Vicar or wardens

SUBJECT	Where do I find this? CFDIOCESE.ORG
Generic clergy housing allowance for vestry to pass Each year at December/ January vestry meeting	https://cfdiocese.org/wp-content/uploads/2015/02/HOUSING-ALLOWANCE-RESOLUTION-Generic.pdf
2023 Rector Compensation Guidelines	https://cfdiocese.org/wp-content/uploads/2022/10/2023-RECTOR-Compensation-Guidelines.pdf
2023 Minimum clergy cost guidelines	https://cfdiocese.org/wp-content/uploads/2022/10/2023-RECTOR-Compensation-Guidelines.pdf
2023 Health insurance guidelines and rates	https://cfdiocese.org/wp-content/uploads/2021/09/MASTER-Plans-Rates-Sheet-original.pdf
Annual Audit required DCanon XIX ,Section 4	All such accounts shall be audited at the close of each year by an independent certified public accountant or independent licensed public accountant, or such audit committee created and authorized by the Vestry. If an audit committee performs the audit, the audit shall be conducted according to guidelines provided by the Ecclesiastical Authority. A certificate of audit shall be forwarded to the Diocesan Treasurer no later than September 1 of each year covering reports of the previous calendar year

<https://cfdiocese.org/wp-content/uploads/2020/09/2019-Manual-of-Business-Methods-in-Church-Affairs.pdf>

• Risk Management- Chapter 7

Risk Management

is a disciplined process that promotes asset conservation.

• **Identifying risk:**

examining operations and determining vulnerabilities;

• **Assessing risk:**

evaluating potential financial and operational impacts of each risk;

• **Avoiding or reducing risk:**

discontinuing practices/operations because of inherent hazards;

developing property maintenance, safety, accident prevention programs to avert incidents or reduce severity;

- **Transferring risk:** developing standardized procedures (i.e. hold-harmless agreements, requiring proper insurance) to screen out and deflect risk when contracting for services or entering into agreements with others;
- **Retaining risk:** assuming financial responsibility for a limited amount of predictable, affordable risk through use of insurance deductibles or self-insured retentions;
- **Reevaluating** the chosen techniques and adjusting them, as necessary, for maximum impact.

BEST PRACTICES:

- REVIEW INSURANCE COVERAGE ANNUALLY
All but 3 of our congregations are insured by the Church Insurance Company of Vermont (CIVT)
- DETERMINE BEST AFFORDABLE COVERAGE- ALL RISK property insurance provides broader coverage
- Make sure that you are INSURING TO VALUE

- Know your LEVEL OF COVERAGE (replacement, actual cash value, functional replacement cost, market value- especially if you have valuable art or furnishings!)
- Make sure that your policy covers DIRECTORS AND OFFICERS LIABILITY PROTECTION
- Each church has a duty to MAINTAIN ITS PREMISES FREE OF DEFECT and SAFE TO THE VISITOR, and to CONDUCT ITS OPERATIONS IN A MANNER THAT PROTECTS OTHERS FROM HARM.
- SEXUAL MISCONDUCT LIABILITY
- PASTORAL PROFESSIONAL LIABILITY
- CEMETERY LIABILITY protects against civil liability arising from negligence in the burial, cremation, disinterment, or handling of human remains
- EMPLOYMENT PRACTICES LIABILITY covers sexual harassment, wrongful termination, discrimination, and defamation, etc.
- Contact CIVT about any ADDITIONAL COVERAGE THAT YOU WOULD LIKE TO REVIEW or to review your existing coverage

RISK MANAGEMENT CONSIDERATIONS

- Follow your Sunday collection from the collection plate all the way to the bank- look for weaknesses in the transitions
- Follow the process of a church donation from the mail being opened to the bank- look for breaches in confidentiality, delay in posting, delay in depositing
- Does your church have a personnel manual?
- Have you reviewed your job descriptions, letters of agreement, personnel files and policies
- Have you taken a walk around the facility- every room and closet to determine, safety and concerns? Look for sidewalk trip hazards and especially transitions in floor surfaces
- Are you aware of the current SAFEGUARDING GOD CHILDREN AND PEOPLE requirements?
- Determine if your facility is ADA COMPLIANT?
- Is your facility a CHILD FRIENDLY FACILITY?
- Do you have a playground? Is it safe? Are things in good repair?
- Do you have a plan in place when a hurricane threatens in order to MITIGATE LOSSES
- Do you have a CURRENT INVENTORY (ITEMIZED LIST OR VIDEO)
- Take a tour around your church, look at it as a visitor would look at it, is the lawn cut, bushes trimmed, flower beds weeded? Does your facility reflect that the people who attend worship care

- Now pretend that you are a burglar. Try to break into the church? Are all entry doors locked, windows secured? What would you steal? How easy would it be to violate your “security”?
- WHAT ABOUT CYBERSECURITY OF CHURCH OWNED COMPUTERS
- SOCIAL MEDIA AND INTERNET EXPOSURE
- CLERGY DISCRETIONARY FUNDS
- AUDITS – ANNUAL AUDIT REQUIRED
- Again I highlight HURRICANE PREPAREDNESS (<https://cfdiocese.org/disaster-plan/>)
- What is your insurance deductible for various losses?

- Do you have access to enough funds to cover your deductible?

If not, Missions- consider “the Slemaker Fund”

If Aided Parish or Parish consider “Church Expansion Fund”

- **Clergy Discretionary funds**

The Rector/Clergy Discretionary Fund is **NOT** to be used

- As a means for Individual and/or personal gifts to the Rector
- in any way that would benefit the Rector or Rector’s immediate family
- For purchasing books or supplies for the church or the Rector
- to benefit any Seminary or college
- for Clergy Continuing Education or travel
- for anything that could be included in the budget (vestments, clergy shirts, maintenance, special projects)
- for business meals or entertainment

OPERATIONAL GUIDELINES

- Make sure that all checks/payments from the General Fund Account have been deposited to the CDF (Get a list of these transactions from the church treasurer)
- Review payees of all checks and ensure that the purpose of the expenditure is noted on the check register (rent, utility/food, etc.)
- Review all notes/receipts and file them
- Reconcile the CDF account monthly and file the reconciliation report

- Files and/or folders (paper or digital) of the CDF Bank Statements and reconciliation reports should be maintained by someone other than the clergy and kept in the “cloud.”
- All paper copies of CDF records should remain in locked filing cabinets with limited access.
- The CDF check register should be kept current
- The Vestry should adopt a written policy that the balance of the CDF remains in the parish when the clergy departs.
- If possible, the CDF checks should not be written to individuals. (to vendors is ok (mortgage company, management company, FPL or utility, etc)
- The Vestry should adopt a written policy that emergency cash assistance should be limited to a fixed amount. Any Cash disbursements over the fixed amount should be cleared in advance by the Sr. Warden. The policy should include that anyone receiving cash should sign a receipt (see above) that is to be filed with the vendor records
- If clergy need to be reimbursed for cash given to a person in need, then someone other than the Rector/clergy should write and sign the reimbursement check.
- Disbursements from the CDF that may be out of the ordinary or raise a question during an audit should be communicated to the Sr. Warden as soon as possible when the gifts are made.
- There should be a written Vestry policy that any passwords or user names associated with this CDF account are known to all signers on the account and password protected in the cloud.
- It should be communicated to authorized signers on the CDF account that any contributions made to the CDF for the direct benefit of a named individual (“pass through” gifts) are not charitable gifts and should not be accepted or funneled through the CDF.
- No church employees may receive funds from the CDF. If this does happen any funds from the CDF given to an employee must be added to the employee’s W-2 wages.
- Before the departure of any clergy the Senior Warden must complete a review of the CDF 30 days before the departure of the Rector/clergy. If this CDF audit is not completed in a timely manner, the Bishop reserves the right to delay sending a Letters Dimissory to your new Diocese.
- The Rector should maintain confidentiality regarding the identity of the person receiving assistance.
- The Vestry or finance Committee may impose additional guidelines, but these guidelines should be seen as the minimum standards for fiduciary oversight of the CD
- All donations from individuals to the CDF are to be deposited in the general fund, and recorded on donor’s statements, and then transferred to the CDF

St Swithin's CASH ASSISTANCE DISBURSEMENT

TO: _____

from: the Rev. _____

Date: _____ Amount: _____

For: (check all that apply)

 Food Gas help with rent/utilities

 help with travel, bus ticket, etc. other _____

RECEIVED BY: X _____

Please have the person who received the cash sign on this line

This document (Part B) contains all of the above CDF policies in a checklist format for accountability:

Rector's Discretionary Fund Policy CHECKLIST (Part B)			
The preferred answers are noted with a light gray "X". Any answers that are in the non-preferred box should be answered/noted on the reverse of this sheet, with reference to the # at the far left. If there are specific questions, please contact the Canon to the Ordinary, Scott Holcombe at 321-525-2366 or sholcombe@cdiocese.org .			
	YES	NO	
It is suggested that each vestry adopt the Rector's Discretionary Fund (CDF) Policy checklist as the guidelines for Rector's Discretionary fund use, accountability, and operating policies of the Clergy/Rector's Discretionary Fund for _____ Episcopal Church.	YES	NO	
This document also provides a checklist/outline to be used for vestry/warden oversight of this important Parish ministry and is a checklist for compliance.			
General information The purpose of the Rector (or Clergy) Discretionary Fund (CDF) is to provide funds for the Rector/clergy to use for pious and charitable purposes. Has the fund been used for any purposes that are not pious/charitable? (If yes, list all check numbers, dates, payees and amounts at the end of this checklist)	X		X
Setting up the account	• Have these funds been used exclusively to aid the needy or for uses that are consistent with the parish's mission?	X	
	• Is it clear to all that the CDF Account belongs to the Church not the Rector?	X	
	• Is the account in the name of the Church?	X	
	• Was this account opened using the Church's FEIN number?	X	
	• Is the Bank statement sent to the church address, and reconciled by a trusted person other than the Rector/clergy?	X	
	• Is the CDF located at the same bank as all other church operating funds? (This simplifies transactions and accessing records!)	X	
Authorized signers	• Is there a debit card tied to this CDF account? (This is strongly discouraged!)		X
	• Are the Rector and/or all other clergy of the parish designated as signers on this account?	X	
	• Are there at least two other persons designated signers on this account?	X	
	• Does the Vestry update the Signature privileges on this account annually?	X	
Source of funds	• Are any clergy spouse or clergy family members authorized signers		X
	• Is the CDF funded from an undesignated "loose" offering once/month (either option is ok)	X	X
	• Is the CDF funded from a line item in the monthly church budget (either option is ok)	X	X
	• Are donations from individuals for the CDF deposited in the general fund, and recorded on donor's statements, and then transferred to the CDF?	X	
Operational guidelines	• If there are funds available from a designated endowment For the CDF, do the clergy have access limited only to the interest from the designated endowment fund?	X	
	• Are the CDF Bank statements opened by a person of trust, reconciled, and filed by someone other than one of the clergy?	X	
	• Are files or folders (paper or digital) of the CDF Bank Statements and reconciliation reports maintained by someone other than the clergy and kept in the "cloud"?	X	

THERE IS A TWO PAGE FORM ON THE DIOCESAN WEBSITE (PART B) THAT PROVIDES A CHECKLIST FOR THE AUDIT OF THE RECTOR'S DISCRETIONARY FUND

- **Sabbatical Planning**

SABBATICALS

- Are intended for clergy and key lay leaders that are under constant pressure and are designed to get one off of the treadmill for a season to recharge, renew, and recommit.
- Sabbaticals are not automatic, but rather tied to need and potential
- Generally sabbatical leave is appropriate for Bishops, clergy and key lay employees who have executive responsibility who are often "on call" in the fulfillment of their responsibilities.
- As a standard, seven years of service is expected before granting sabbatical leave for (typically) three months. However, readiness for sabbatical leave is more important than years of service in determining when a sabbatical should be considered.
- No two sabbaticals will be exactly alike, but they will typically include time for study, spiritual discipline and reflection, travel and rest. It is important to alter established routines and the person granted leave is not to be available for their normal duties except in extreme circumstances.
- Vestries should consider setting funds aside for the clergy for the sabbatical time, if at all possible. These funds should be available to the clergy 3 months prior to the scheduled sabbatical so that they may determine their plans and budget.
- Sabbaticals are included in every Letter of Agreement for clergy in the Diocese of Central Florida, yet few vestries fund this important benefit annually!
- So called "terminal sabbaticals" are strongly discouraged. The purpose of the sabbatical is to return to the parish with renewed vigor and refreshment, not to gain an additional 3 months of income upon departure or retirement.
- The vestry should make additional plans for clergy coverage of Sunday and midweek services and pastoral situations during the clergy sabbatical. They should also connect with nearby clergy to see if they are available for supply for the services and/or pastoral care. The vestry should be prepared to compensate these assisting clergy who are stepping in to help out during a sabbatical!

- Clergy Salary and Benefits

2023 RECTOR COMPENSATION GUIDELINES

Diocese of Central Florida

Credited Years of Service	Average Attendance					
	up to 100	100-150	151-200	201-250	251-300	301-350
0	75,450	78,450	81,450	84,450	87,450	90,450
5	79,450	82,950	86,450	89,950	93,450	96,950
10	83,450	87,450	91,450	95,450	99,450	103,450
15	87,450	91,950	96,450	100,950	105,450	109,950
20	91,450	96,450	101,450	106,450	111,450	116,450
25	95,450	100,950	106,450	111,950	117,450	122,950
30	99,450	105,450	111,450	117,450	123,450	129,450
35	103,450	109,950	116,450	122,950	129,450	135,950

1. The figures include salary, housing (including utility allowance), and Self-Employed Contributions Act (SECA) tax offset, which are elements used in calculating the Pension Fund assessment and developing Church Deployment Profiles.

There is an expanded chart by single years of service on page 2 of this website

Diocese of Central Florida

2023 Rector Compensation Guidelines

Credited Years of Service	Average Attendance					
	up to 100	100-150	151-200	201-250	251-300	301-350
0	75,450	78,450	81,450	84,450	87,450	90,450
1	76,250	79,350	82,450	85,550	88,650	91,750
2	77,050	80,250	83,450	86,650	89,850	93,050
3	77,850	81,150	84,450	87,750	91,050	94,350
4	78,650	82,050	85,450	88,850	92,250	95,650
5	79,450	82,950	86,450	89,950	93,450	96,950
6	80,250	83,850	87,450	91,050	94,650	98,250
7	81,050	84,750	88,450	92,150	95,850	99,550
8	81,850	85,650	89,450	93,250	97,050	100,850
9	82,650	86,550	90,450	94,350	98,250	102,150
10	83,450	87,450	91,450	95,450	99,450	103,450
11	84,250	88,350	92,450	96,550	100,650	104,750
12	85,050	89,250	93,450	97,650	101,850	106,050

	Single	Employee + Spouse	Employee + children	Family	
A Compensation (Stipend + SE offset + housing (from chart- new Rector < 50 ASA)	75,450	75,450	75,450	75,450	
B Benefits					
B Health Insurance (single level coverage)	11,268	11,268	11,268	11,268	
C church pays 85% of the difference versus single level coverage	-	9,549	7,637	19,098	
D Pension 18% x LOA (a+c)	13,581	15,300	14,956	17,019	
E Diocesan group term Life Insurance	360	360	360	360	
F dental insurance (single)dental insurance (single)	648	1296	1164	1944	
G Accountable reimbursement for business miles driven (320mi/mo)	2400	2400	2400	2400	
H Continuing education	500	500	500	500	
I Total benefits	28,757	40,673	38,285	52,589	
J Total compensation and benefits	104,207	116,123	113,735	128,039	
K If greater than single health insurance coverage is provided, the clergy pays 15% of the difference versus single level coverage- this amount is normally deducted from the clergy pay each month)	0	1719 (143/mo)	1375 (115/mo)	3438 (287/mo)	
Annual health coverage cost <u>b+c+k</u>	11,268	22,536	20,280	33,804	

Denominational health plan canon requires parity for all lay employees starting 1/1/2016 in regards to health benefits for all who work 1500 hrs/mo (30 hrs /week or more)

If clergy live in a rectory, the value of that to the clergy person is quoted at 30% of the wages received (a) But now lets look at what the clergy person actually brings home!

	Single	Employee + Spouse+ children
	75,450	75,450
Less standard deduction in 2022	12,950	25,900
Taxable income	62,500	49,550
12 % income Tax bracket	-7500	-5946
Social Security 15.3% of a	11,544	11,544
subtotal	56,406	57,960
Less health insurance paid by clergy (15%)		-1719 to -3438
This does not include tithe to church, car payment or car insurance, family savings		

9. In the final analysis, the two most important elements in determining clergy compensation are the welfare of the clergy person's family and the congregation's ability to pay.

10. Compensation Adjustment for Health Insurance above the single level of coverage:

Annual Figures	Single		Employee + Spouse		Employee + Child(ren)		Family	
	Dio Std Plan	HDHP Plan	Dio Std Plan	HDHP Plan	Dio Std Plan	HDHP Plan	Dio Std Plan	HDHP Plan
Single Coverage Premium	11,268	9,420	11,268	9,420	11,268	9,420	11,268	9,420
Compensation Adjustment*	-	-	9,549	7,984	7,637	6,387	19,098	15,966
Pension on Comp Adjustment			1,719	1,436	1,375	1,149	3,438	2,874
Employer contribution to HSA	-	1,848	-	3,696	-	3,324	-	5,450
Total Cost	11,268	11,268	22,536	22,536	20,280	20,280	33,804	33,804

SUBJECT	Where do I find this? CFDIOCESE.ORG
Generic clergy housing allowance for vestry to pass Each year at December/ January vestry meeting	https://cfdiocese.org/wp-content/uploads/2015/02/HOUSING-ALLOWANCE-RESOLUTION-Generic.pdf
2023 Rector Compensation Guidelines	https://cfdiocese.org/wp-content/uploads/2022/10/2023-RECTOR-Compensation-Guidelines.pdf
2023 Minimum clergy cost guidelines	https://cfdiocese.org/wp-content/uploads/2022/10/2023-RECTOR-Compensation-Guidelines.pdf
2023 Health insurance guidelines and rates	https://cfdiocese.org/wp-content/uploads/2021/09/MASTER-Plans-Rates-Sheet-original.pdf
Annual Audit required Canon XIX, Section 4	All such accounts shall be audited at the close of each year by an independent certified public accountant or independent licensed public accountant, or such audit committee created and authorized by the Vestry. If an audit committee performs the audit, the audit shall be conducted according to guidelines provided by the Ecclesiastical Authority. A certificate of audit shall be forwarded to the Diocesan Treasurer no later than September 1 of each year covering reports of the previous calendar year.

- **Budget Planning**

Manual of Business Methods in Church Affairs 2019

<https://cfdiocese.org/wp-content/uploads/2020/09/2019-Manual-of-Business-Methods-in-Church-Affairs.pdf>

- **Church Budget Planning- Chapter 1**

Incremental Budgeting

Incremental budgeting (line item / traditional budgeting) uses this year's budget as the basis for next year's budget and adjusts each line item. It is an easy method to use and to understand, but problems can arise if the budgeted amounts become routine.

Prior programs and costs may not be re- evaluated. The budget and programs become reliant on the past and may not incorporate new ideas.

Program Budgeting

- Costs are identified with the specific programs (activities/ministries)
- All committees and groups identify each program it conducts along with needs and objectives of each program.
- Each program chair and/or staff member examines his/her own program in terms of how well it is achieving its goals and determines an estimate of the resources needed to operate the program for the next year.
- Each program chair then compiles the data into a program budget format that includes a statement on the purpose of the program, a description of the services provided, program goals and objectives, the amount of money needed, and the benefits and costs of any requested program change.

Zero-Base Budgeting

(e.g., once every five years). Each program chair and/or staff member is asked to assume the program is new and has received no funding previously. This means that program groups must take an in-depth look at their programs and how their activities are conducted.

Scenario Budgeting – involves the creation of multiple versions of a budget by making variations to a base (or the most likely budget). The most frequent variations are **optimistic**, **realistic (base)** and **pessimistic** scenarios. The different budget scenarios enable you to test and analyze the alternatives before adapting a final budget;

- Effective communication and explanation of the budget require different techniques designed to address the different ways that people learn.
- Some people learn through pictures. For them, a graphic presentation of the budget is useful; pie charts, bar graphs and line graphs are helpful.
- Other people love numerical detail; a line by line presentation of the numbers along with a brief narrative description of each line could be ideal.
- Any budget presentation should include amounts and sources of income, line item expenditures with narrative descriptions, a summary page or chart, a timeline of the budget process, and a roster of finance committee and Vestry members.
- The budget presentation goal is to have the congregation consider and embrace the budget as its own – not the Vestry’s budget or the rector’s budget.
- The approved budget should be incorporated into the monthly financial statements presented to the Vestry. (Budgeted versus actual receipts and expenditures)
- An approved budget serves as authorization to expend funds for the purposes allocated within it.
- Individuals or committees responsible for line items should not exceed the budgeted amount without the Vestry’s approval.
- Adjustments during the year may be necessary due to unanticipated costs, changes in income and new programs.
- All modifications to the budget should be approved by and included in the Minutes of the Vestry.
- The budget should be a flexible document, which reflects the sources and uses of resources in order to accomplish the mission and ministry of the congregation.
-

FUNDRAISING

VS

STEWARDSHIP

- A way of raising money
- Repetitive, short term activities
- Expects the same people to generate income from new ideas, plans or projects
- Expects no sacrifice
- The “giver” often gets something in return
- Is not sustainable in the long run for funding the mission of the church.

- A way of life
- Living a grateful/generous lifestyle
- Giving without expecting anything in return
- From our first fruits- our best sacrificial- trusting God’s provision
- Proportionate to what God has given us
- Is about nurturing and developing our gifts for ministry
- Is sustainable for life!

FUNDRAISING

VS

STEWARDSHIP

- Requires a great deal of time and effort from a small group of people to be successful
- Generates new income usually from people outside your church
- Stretches over-committed people to take on more and more work for a limited return
- Will eventually burn people out
- Often depends on pressure or guilt ...to buy...or to sell...

- Focuses on the need of the giver to give- not on the church to receive
- Is a year round ministry of education and spiritual growth
- Doesn’t ask those outside the church to pay for normal church expenses
- Is about joyfully returning to the Lord our tithes and offerings
- Matures our faith, individually and corporately!

STEWARDSHIP ESSENTIALS

- Clergy and lay leaders will pave the way as tithers/proportionate givers:
- Clergy are willing to witness publicly about their own practice of Stewardship and invite members of the parish to examine their own beliefs and practices of Stewardship
- Vestry members are committed to proportionate giving (leading to the tithe) and give encouragement to others to do the same
- The rector and vestry commit to increasing the percentage of parish income devoted to mission outside of the congregation
- Parishioners are given opportunities to talk to others parishioners about their personal giving goals
- Have a plan that provides Stewardship education year round (not just for the fall only)



Rooted in Abundance - New Password

The Episcopal Network for Stewardship's theme for 2023 campaign resources is "Rooted in Abundance."

"Our generosity is informed by the simple theological truth that God has blessed us infinitely with all of the gifts of Creation. Our lives, our labor, our love is devoted to the mission of the Church when we take stock and realize that our lives and our response to God's generosity are Rooted in Abundance." - TENS.org

[Click here to download](#) campaign logos and artwork, seasonal reflections and the campaign timeline in English and in Spanish. **Your new TENS password to access the resources for 2023 is Jeremiah17:8. Please note, the password is case sensitive, and there are no spaces.**

They will be like a tree planted by the water that sends out its roots by the stream. It does not fear when heat comes; its leaves are always green. It has no worries in a year of drought and never fails to bear fruit."

Password: **Jeremiah17:8**

Case sensitive, no spaces!

What comes in an Annual Pledge Campaign

TENS members are able to view and download complete pledge campaign packages for use in congregational stewardship. Each year, the TENS members and our extensive network help us to create a theme around which our stewardship campaign materials revolve. This theme is a common point we can use to highlight a particular nuance of our stewardship theology.

We organize our annual campaign resources by liturgical year, beginning Advent One and continuing through Christ the King. Resources are added as they are created, and **the entire pledge campaign package will be ready by mid-June**. As a member you will find:

- A theological statement about the annual theme and how it can be used
- A timeline and instruction guide for the annual campaign resources
- Sample letters from the clergy and wardens / stewardship committee
- Prayers of the People for use during your pledge campaign
- Logos for use in marketing and materials in English and Spanish
- Sample pledge cards – customizable and ready for use
- Seasonal reflections, available in .doc and .pdf which relate the theme of the season to stewardship perspectives
- Weekly reflections on the October and November Sundays which tie to the lectionary readings and highlight stewardship themes



If you need help forming a Stewardship Committee, or need help training your stewardship committee or just want to meet the most passionate person about stewardship that I know...

contact **La Nora Holcombe** at LHHmom@gmail.com and arrange a time that she can come and meet with your vestry about launching a Stewardship Committee or adopting Year-round Stewardship in your church!

- **HR in a Small Church**

Grace Church in Port Orange has crafted what I believe to be one of the most comprehensive Operating Policies and Procedures Manuals in use in our diocese for small-medium sized churches. They have graciously agreed to provide access to their WORD doc.file so that you may edit it for your particular church and use. If you would like a copy of this please send me an email (sholcombe@cfdiocese.org) and I will forward it to you! (here is a brief outline of their manual:

Articles of Incorporation

Bylaws

Job descriptions for Rector, Assistant Rector, Deacon, Music Minister, Youth Minister, Parish Administrator, sexton and bookkeeper

Vestry officer job descriptions

A list of all standing committees and their responsibilities

A list of all ministries

Personnel Policies, employment practices, general employment guidelines, employee benefits, code of ethical conduct, workspace emergency medical procedures, inclement weather policies, risk management, use of alcohol, tobacco and illegal chemicals on church property, sexual and other prohibited harassment

Building and grounds

Business policies

Financial policies

Each Congregation should have some sort of written policy that covers

- The **role of the Rector** in hiring and terminating employees
- The **role of the vestry** in establishing and approving personnel policies
- Is there a **personnel committee** to review personnel matters or is that up to the Vicar/Rector?
- **Job descriptions and salary ranges** shall be determined by the Vestry
- Must include **non-discrimination clauses**
- The Church as an **alcohol and drug free workplace**
- **Risk management policy** consistent with Diocesan policy

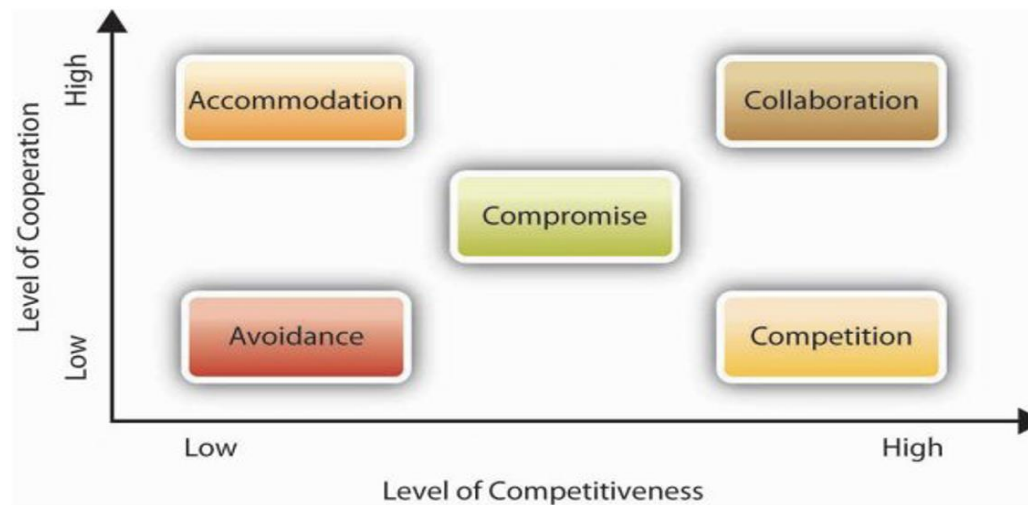
- **A 90 day probationary period** is advised
 - **LOAs for clergy only**, all other lay employees- a signed job description
 - All employees will receive an **annual performance evaluation**
 - **Days off, sick leave, and National holiday policy**
-
- **Vacation** should be requested a minimum of ten 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.
 - **Personnel 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.
 - **Paid sick leave shall be earned at a rate of one day per month in accordance with the employee's current work schedule. Employees may accrue up to twelve days of paid sick leave.** There shall be no paid sick leave for temporary employees. 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.**
 - **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.
 - **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** - 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** The 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. Ordained employees' pensions are provided in accordance with diocesan guidelines.
- **Workers' Compensation** The 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".
- **Unemployment Insurance-** In Florida Churches are exempt from requiring Unemployment Insurance. This benefit is not available to church employees.

- **Dealing with Conflict**

Conflict is a process in which people disagree over significant issues, thereby creating friction.

- Opposing interests, thoughts, perceptions, or feelings
- Existence of different points view
- Ongoing disagreement -not one time event
- People with opposing views try to prevent one another from accomplishing their goals



the Thomas-Kilmann conflict management theory

of
a
who

	Speed Lees Conflict Levels (individuals)	Successful response options /Goals		Systems		
Greater conflict	Intractable Situation	Just stop people from hurting one another	5	World War	Destroy one another Little or no language is exchanged	Someone is leaving
	Fight/Flight	Establish safe structures again- using shuttle diplomacy that carry thoughts from one group to another till they are able to de-escalate	4	Crusade	Protecting one's own group becomes the focus Language is ideological	
	Contest	Accommodate (yield) ok for the short term Negotiate (not valid for values) Get factual data (gather data to establish facts)	3	Contest	Winning trumps resolving Language includes personal attacks	Outside help needed in level 3-5
Lesser conflict	Disagreement	Support (empower the other to resolve the problem or Safety (collaboration games/re-grounding the team's shared values	2	Disagreement	Personal protection trumps collaboration Language is guarded and open to interpretation	Level 1-2 can usually be worked through if conflict doesn't become personal
	A problem to solve	Use collaboration- seek a win-win solution Or Consensus (arriving at a decision every team member can back	1	Problem to solve	Information sharing and collaboration Language is open and fact based	
Ostrich mentality	Depression (what problem?)	Is there a problem/conflict or not	0			

Antagonist attack behaviors: (from *When Sheep Attack*- by Dennis Maynard)

- Approach is to share a few of their concerns- always framed in the “best interest of the parish”
- Try to convince those in authority that they are speaking for a larger group- always anonymous
- We are conducting an investigation into what is going on (we are putting the rector under a microscope
- Blackmail- cancelled financial support or promise of a major gift AFTER the rector is gone
- Email campaigns to stir up support
- secret meetings sometimes disguised as bible studies or prayer groups

- offering a slate of people for the vestry (for greater control)
- hostile parish meetings, or stacking them with former inactive parishioners

- triangulation- will attempt to meet with the Bishop or denominational leader against the clergy
- anonymous letters, abusive phone calls, intimidation, rumor mongering
- physical abuse or threats
- confronting pastor face to face demanding that they resign-
- offers to “buy out” or threaten career ending repercussions if they don’t
- many attacks happen at Christmas/Easter or Nov-Jan time frame when clergy tend to be exhausted
- watch out for prayers that are weapons against the clergy

(for discussion at a future Vestry meeting!) Vestry oath of office

I do declare my belief in the Christian Faith and do declare that I accede to the doctrine, discipline and worship of the Episcopal Church, and that in obedience to the same, I will execute the office of member of the vestry without prejudice, favor or affection, according to the best of my skill and knowledge.

I do further declare that I will not engage in any negative 3rd party conversation which has the Rector (or any member of the parish) as the object of concern without him/her being present. I will not accept phone calls, emails, or visits from anyone with complaints about the Rector (or any member of the congregation) without including the Rector (or parish member designated) in the conversation. If anyone brings to my attention a concern about the Rector (or another member of the parish) I will not be their messenger.

In the spirit of Matthew 18, I will direct the person to take their concern directly to the Rector (or parish member) so that in private they may together reconcile their differences. This I pledge for the purpose of preventing triangulation and for the health of the congregation.

I do further declare that I will treat all anonymous rumors, letters or emails as nothing more than malicious gossip. Such forms of communication are never to be accepted as fact and therefore are never repeated. Phrases such as “people are saying”, “I can’t tell you who”, or “I promised that I wouldn’t reveal their names” are out of order.

So help me God. Amen.

Signature

Date

- **Use and Abuse of Power**

Power is a person's capacity to influence the actions of others.

Power can result from both personality traits and acquired abilities.

One may derive their source of power from confidence, ego, or years of experience.

Power may work its way into social groups, with one friend better able to convince others to participate in group activities.

Within an organization, those lower on the totem pole might be able to use the power of charisma to sway the decision-making of higher-ups.

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I am here this morning in a position of power-

Teacher have led Past 3 Vestry Trainings

ordained clergy 44yrs prepared this talk/handout

Canon to the Ordinary on Bishop's staff

I have the microphone to share important information

to enhance your vestry experience equip the saints for the work of ministry!

What Is Authority?

Authority is the legitimacy of power; this often manifests as one's appointed or elected right to power. Police officers are hired for their jobs, politicians are voted into office, and managers rise through the ranks of their jobs: All of these titles give people authority.

As Canon to the Ordinary, on the Bishop's Staff, I have a responsibility and an authority to relay certain information-

- to explain the Canons of the Church
 - to share with you where to find answers
 - help you understand your power and authority as wardens/vestrypersons
 - To let you know where to go for answers to your questions

- To let you know where your boundaries are, where your clergy boundaries are and to advise you when you are outside the limits of faith and practice

Examples of an abuse or misuse of power

(all of these I have dealt with this year!)

- A rector uses a Discretionary fund for other than Pious and charitable uses
- A senior warden engages an architect and project manager without vestry approval or a budget
- A rector hires a public adjuster to try to pressure the Church Insurance Co.
- A rector had solo discretion in determining investment strategy for a parish portfolio
- A major project was initiated without proper funding or permission from the Diocese
- 40 of our 81 congregations have not turned in their audits for last year
- Parochial reports were due March 1st- _____ have been returned.
- Several churches engaged in shared use agreements with others without the involvement or input from the Diocesan Real Estate Committee
- Several rectors acted singularly when the Canons clearly required “ with the consent of the vestry”
- Multiple rectors requested revised parish bylaws that were not in synch with the Diocesan Canons
- Meetings of the vestry were held without the Rector’s knowledge or consent
- A congregation renegotiated a mortgage 11 times without Diocesan knowledge or consent
- **And these are just a few of those situations where Rectors overstepped, vestries were not held accountable, and diocesan Canons and policies were disregarded.**
- **Diocesan Resources**

Additional Diocesan Resources:

Canon to the Ordinary Scott T. Holcombe sholcombe@cfdiocese.org

mobile: 321-525-2366

Anything related to Deacons- contact Archdeacon Kristi Alday at

kalday@cfdiocese.org

Anything related to the Diocesan Real Estate Commission

contact Tom Alday at tom@interlachen.net

Also available on the Diocesan Website

Policies for Clergy and Congregations

Alcohol Policy
Church Expansion Policies
Counseling Assistance to Clergy and Families
Deanery Accounting Standards and Guidelines
Clergy Discretionary Fund Policy
Clergy Discretionary Fund Policy Checklist
Guidelines for Clergy Discretionary Funds
Sabbatical Leave Guidelines
Vestry Certification for Risk Management and Anti-Racism

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- **Clergy Conflicts**

The stress and strains of ministry means that clergy are presented with many personal and professional challenges

- Financial
- Vocational
- Physical
- Marital
- Spiritual

- Emotional
- Aging parents
- Dealing with vestries or problem parishioners
- Clergy not functioning at 100%
- Affording college for children
- Health and Aging
- Family stressors
- Planning for Retirement
- Time management
- Meeting expectations of parishioners
- (For some) alcohol / addiction issues
- Clergy being pressured to retire or leave their current job

St. Swithin's in the Swamp Vestry
MINUTES / AGENDA for 3/18/2021:5:00p

Almighty and ever living God, ruler of all things in heaven and earth, hear our prayers for this parish family. Strengthen the faithful, arouse the careless, and restore the penitent. Grant us all things necessary for our common life and bring us all to be of one heart and mind within your holy Church; through Jesus Christ our Lord. Amen.

2022 Late arriving Lucy, Perfect-Polly, Why-me-Wally, My-way-Mike

2023 Used-to-Eunice, Boisterous Bob, Financial Frank, Meek-Molly

2024 Talkative Tony, Complaining Carl, Seconding Sue, Absent Ann
Fr. Talks too much, Deacon-do-it-my-way

Treasurer of Disbursements **Johnny Cash**

Treasurer of Receipts: **Penny Wise** (BOLD/color those PRESENT at meeting))

1	HOT TOPICS
	A. Major event planned for Maundy Thursday with Seder and foot washing- help still needed for dinner and clean up
	B. Easter services- will be adding a new Sunrise Service- need to think through special set up and final publicity
	C. Cash flow is tight- any ideas for additional income?
	D. Palm Sunday procession will begin in the garden, need some vestry assistance with keeping things going and lining up procession
	E. We have received a letter from a parishioner about a lack of pastoral care to the homebound- lets explore what we are doing and how it can improve
2	Rector's Report
3	FYI: Active Committees: Any updates?

	Stewardship/ Finance Committee/ Building and Grounds- Administration/ Personnel/Compensation Committee-		
	Worship Committee-		
	Evangelism committee		
	Education Committee		
	Pastoral Care/ Funeral /Bereavement/ Parish Life-		
	Social ministry / Outreach Committee-		
4	I move that we accept the Minutes of 1/18/2023, as presented/ as amended. Moved by	2nded by	Vote:
5	I move that we accept the February 2023 Treasurer’s report for audit , as presented/ as amended. Moved by	2nded by	Vote:

	Name of project/decision	Passed at what vestry meeting	Person responsible	Date of completion
a	Get bids for new sprinkler system	11/20/2022	Jr Warden	
b	Pressure wash slippery sidewalk	10/19/2022	Steve Z.	
c	Memorial Garden walkway needs to be smoothed out	11/20/2022	Jr Warden	12/20/2022
d	Men's Bathroom in narthex has Broken toilet	10/19/2022	Mark S.	
e	New chairs ordered for parish hall	7/10/2022	Sr. Warden	arrived 12/10/2022

6. List of ongoing concerns/decisions made/ HOT TOPICS for consideration of next month's meeting

- A** Expect update on pastoral care concerns
- B** Vacation schedule for all staff for summer + supply clergy needs
- C** Decide on new sprinkler system bids, make sure toilet fixed!
- D**
- E**
- F**
- G**

Email your list to the Senior Warden the week before the meeting
To mywaymike@gmail.com

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- **Why has no one ever told me that?**
 - **Four Principles Every Church Leader Should Know**
 - 1.As organizational responsibilities increase, rights decrease.
 - 2.The Fire Brigade – Leaders must only throw water on church fires (hurt feelings, conflict), especially when tempted to throw gasoline.
 - 3.Triangulation – the favorite game in church. Establish ground rules (see confidentiality statement).
 - 4.Always communicate upstream (vestry or staff) it avoids water pollution in town (congregation).