

# CHRIST CHURCH EPISCOPAL VESTRY AGENDA

February 16, 2020

I. <u>CALL TO ORDER.</u> Call to order, declare quorum, waive notice of mtg.	11:45 am
II. <u>OPENING PRAYER &amp; DEVOTIONAL.</u> See <b>Appendix A.</b> Seth Sizer	11:45 – 11:47
III. <u>CONSENT AGENDA APPROVAL.</u> See <b>Appendix C</b> for list of items.	11:47 – 11:52 (5 min)
IV. <u>OLD BUSINESS.</u>	
-- Special Accounting/Bookkeeping Recommendations – James Hawkins (chartered at Dec mtg) <b>(Appendix D)</b> (28m)	11:52 – 12:20
V. <u>NEW BUSINESS.</u>	
a. Charter Music Committee – James Hawkins <b>(Appendix E)</b> (10m)	12:20 – 12:30
VI. <u>OTHER BUSINESS.</u>	
a. Note: May meeting moved to May 31.	12:30 – 12:33
b. Confirm your Hospitality “Vestry of the Day” (VOD) rotation: -- <b>Appendix X</b>	
c. June 16 (Thursday) Joint Canterbury Board-CC Vestry information meeting	
VII. <u>FUTURE NEW BUSINESS AGENDA.</u>	
a. 2020 Vestry Meeting calendar. FYI only <b>(Appendix Y.)</b>	12:33 – 12:33
-- Search Committee update at April 19 Vestry meeting. FYI.	12:33 – 12:34
b. “Green Church, Green Community” – To Be or Not To Be & Next Steps (1m)	
1. “Green Gathering” Parish-wide Meeting – Thurs, April 16, Fox Hall	
2. Meeting with St. Paul “Green” leader	
VIII. <u>COMMITMENTS FOR NEXT MEETING.</u> (4 min)	12:34 – 12:38
a. Other Commitments made during this meeting.	
IX. <u>CONTINUOUS IMPROVEMENT SUGGESTIONS.</u> <b>Appendix Z</b> & “Improvements” cards	12:38 – 12:39 (1 min)
X. <u>CLOSING PRAYER.</u> See <b>Appendix A.</b> Seth Sizer	12:39 – 12:40
XI. <u>ADJOURNMENT (and Date/Time/Place next mtg)</u>	12:40 – 12:40

“Meeting After the Meeting” NOTES (Time-saver idea). \_\_\_\_\_

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## APPENDIX A

### Opening & Closing Prayers

#### For a Vestry Meeting

Almighty and everliving God, source of wisdom and understanding, be present with those who take counsel in this Vestry meeting for the renewal and mission of your Church. Teach us in all things to seek first your honor and glory. Guide us to perceive what is right and grant us both the courage to pursue it and the grace to accomplish it; through Jesus Christ our Lord. *Amen.*

*(BCP, 818)*

#### For Guidance.

Direct us, O Lord, in all our doings with *thy* most gracious favor, and further us with *thy* continual help; that in all our works begun, continued, and ended in *thee*, we may glorify *thy* holy Name, and finally, by *thy* mercy, obtain everlasting life; through Jesus Christ our Lord. *Amen.*

*(BCP, 832)*

#### For Guidance.

O God, by whom the meek are guided in judgment, and light riseth up in darkness for the godly: Grant us, in all our doubts and uncertainties, the grace to ask what thou wouldest have us to do, that the Spirit of wisdom may save us from all false choices, and that in *thy* light we may see light, and in *thy* straight path may not stumble; through Jesus Christ our Lord. *Amen.*

*(BCP, 832)*

#### For Search for a New Rector

Almighty God, giver of every good gift: Look graciously on your Church, and so guide the minds of those who shall choose a rector for Christ Church, that we may receive a faithful pastor, who will care for your people and equip us for our ministries; through Jesus Christ our Lord. *Amen.*

*(BCP, 818)*

## APPENDIX B

- a. Key points.
  1. Rule #1. Differences of opinion are to be valued. Diversity of thought & opinion is our strength  
Repression of differing ideas is our Achilles' Heel.
  2. Rule #2. Do your part to make everyone feel safe to express a differing opinion.
  3. Rule #3. Therefore, it's OK if we have a 5-4 vote. That's why we have an odd number of people on the Vestry.
  4. Rule #4. Stick to the 7-Step Process.
  5. Words are important. Use "I MOVE ....", I move to AMEND ...."
  
- b. Voting 7-Step Process. The section below will appear in each Agenda as a reminder.
  1. Get proposal on the agenda one week in advance.
  2. MOTION.
  3. SECOND.
  4. DISCUSSION.
  5. AMENDMENT(S), MOTION TO REFER, MOTION TO POSTPONE (time period or "indefinitely").
  6. CALL FOR THE QUESTION.
  7. VOTING.

MOTION Template. Consider what, who, where, when, by when deadline, budget maximum, must be approved by. E.g. "I move that Vestry compensation increase 20% beginning January 1" or "I move that Christ Church accept Hamilton County's request to rent the upstairs of the Canterbury building for the month of February 2021 for \$5000."

APPENDIX C  
Consent Agenda Items

(Unless otherwise noted, the Consent Agenda can be found on the “Vestry Work Board”, “Upcoming Meetings” Folder)

1. Interim Rector Report
2. Senior Warden Report
3. Junior Warden Report
4. Treasurer Reports, Dec '19 & Jan '20
5. Minutes, January 18, 2020
6. Parish Administrator Job Description - draft

Process: The Consent Agenda

1. Members review the Consent Agenda in advance of the Vestry meeting on the website “Vestry Work Board”, “Upcoming Meeting Info” folder (unless otherwise advised). The Consent Agenda will not be printed or emailed unless requested.
2. At the Vestry meeting, the Senior Warden asks:
  - a. “Are there any items in the Consent Agenda that anyone would like to move to Old Business, New Business, or Other Business?” Then, subsequently decide the proper disposition of the request.
  - b. After all requests have been made, the Senior Warden states, “The Consent Agenda is hereby approved without objection. Are there any objections?” If none, the Consent Agenda stands approved.

APPENDIX C-1  
Rector's Report to the Vestry  
February 2020

The Vestry retreat in January was an unqualified success from my perspective. The way everyone worked together to create a vision for going forward is key to making Christ Church the sort of Parish that attracts and welcomes seekers.

The Candlemas celebrations were beautiful and show what the congregation is capable of when working together. One hundred and sixteen people attended Evensong which was gloriously sung by the School of Theology Scola Cantorum directed by Ken Miller. This can become the norm rather than the exception. Mother Melanie Rowell celebrated and preached at the 8 am Mass and served as Deacon with Troy Eichenberger as Subdeacon for the Solemn Mass.

Lent and Holy Week are being put together and the Liturgy Committee had a very productive meeting.

We have much work to do but are on the right track toward a more cohesive parish.

APPENDIX C-2  
Senior Warden's Report to the Vestry, February 2020

As I type this, "Riders on the Storm" is playing in the background.

A lot has been accomplished since the last Vestry meeting at Debose Conference Center on January 17-18 and the upcoming one brings some important policy decisions, as well. We concluded a productive retreat and thanks to all Vestrites for making (in some cases heroic) efforts to attend. We established some key strategies, some interesting explorations, and we didn't do anything to bring Christ Church to its knees (except in devotion and prayer). Of note:

- Re: progress on new accounting & bookkeeping processes. Behind the scenes, James and Johanna have spent many hours wrapping up recommendations for our December 2019 charter of the "Special Finance Committee on Accounting & Bookkeeping", which will be presented and voted on at our February meeting.
- Re: newly chartered "10-year Building Improvements and Risks Task Force (with a "Green" tint). Nancy has begun work on this vital task force, chartered in January, arranging for contractors to tour the building with her, getting a solar panel company to advise us regarding the potential for becoming more renewable energy friendly, and other key tasks.
- Re: Growth Committee. The broadly-missioned Growth Committee, also chartered at the January meeting, will be appointed (if not already) by Fr. B and launched.
- Re: "Green Church, Green Community". The inquiry into this potentially important ministry discussed at the retreat, but not yet chartered by the Vestry due to uncertainty regarding its scope, enjoyed some attention. On Feb 2, Ray Barney, Audrey Workman, and I met with the St. Paul's "Green" person, who shared many interesting aspects regarding their "Green" journey. Of note, he suggested many items that might be included on a Christ Church "Top 100 Green Ideas" list, but at the 30,000-foot level he simplified matters by suggesting our Green strategy begin with the recognition that the "big rocks" involve opportunities surrounding energy efficiency and energy utilization and that the starting points to consider are, first, our biggest energy consumers – heating & air and the office, followed by obtaining a (free) energy audit from EBP. He offered some easy starter tidbits that came as a surprise, like creating an herb garden and beehive (which, interestingly, was suggested last year by Oren Whightsel). He gave a few suggested topics for our first "Green Gathering" on Thursday, April 16, which we will consider. In all, it was a very worthwhile meeting.
- I sat in on the Outreach and Parish Life committees; lots of wonderful things going on. And Joel King graciously allowed me to attend the Liturgy Committee, which is readying us for Lent (perhaps we should be purple-clad at Vestry meetings during Lent like Barbara Kelley?)

When I take a step back I realize that Christ Church is truly "Mighty Mouse. On behalf of my (much) better half, Nancy (no, my better half is not Father Bodie), I want to thank each of you for bringing us into your midst, sharing blessings, and sharing passions. We have so many blessings and so much for which to be thankful. And, more importantly, so many more opportunities in the future to be passionate about.

And now playing is "When You're Strange".

APPENDIX C-3  
Junior Warden's Report to the Vestry, February 2020

Following last month's approval of the budget, I have transitioned to working with the Special Review Committee chartered in our December 2019 meeting to overhaul the parish's accounting process. The last month has been active and productive. A copy of the Committee's recommendation to the Vestry with summary is included in the consent agenda. The recommended process balances the parish's limited resources as to time and money with the need to safeguard parish assets and works to create a system that is adequate yet accessible to volunteers. The process provides, I believe, a clear rulebook that assists, not hinders, committee chairs and staff in the execution of their duties while providing a routine that allows new volunteers to enter the treasurer and finance committee roles over time. The process changes also introduce a new format for presenting financial information to the Vestry that should provide greater clarity as to the parish's financial position, and allow the Vestry, when it must, to develop reasonable financial goals with confidence.

After the successful adoption of the recommended accounting process, I will take up the Junior Warden's designated work of managing buildings and grounds, a task graciously continued by Nancy Poston with the help of her husband since the last vestry election, allowing me to commit to the accounting overhaul begun under the previous Vestry.

Respectfully submitted,

James Hawkins

## APPENDIX C-5

### Minutes January 18, 2020

- I. CALL TO ORDER. Upon declaration that a quorum was in attendance, the meeting was called to order at 10:35 a.m. at the Dubose Conference Center by the Senior Warden.
- II. OPENING PRAYER AND DEVOTIONAL. Barbara Arthur.
- III. MEETING CONDUCT. The Senior Warden read the Conduct of Meetings and Roberts' Rules of Order as a reminder to the Vestry.
- IV. PRESENT WERE. The Rev. Park Bodie, Interim Rector; Barbara Arthur; Laura Eichenberger; Rachel Lamar; Rebecca Smith; Joel King; Seth Sizer; Junior Warden James Hawkins; and Senior Warden Chip Caldwell. Also, in attendance were Brian J. Henry, Parish Administrator; and Catherine Ballinger, Seminarian.
- V. CONSENT AGENDA APPROVAL. The Senior Warden opened the Consent Agenda (Appendix A) and solicited requests to move any items to Old Business, New Business, or Other Business. Hearing none, the Consent Agenda was approved without objection.
- VI. OLD BUSINESS. None.
- VII. NEW BUSINESS.
  - a. Desired Vestry Meeting Day/Time. Upon motion made, seconded, and unanimously approved, the vestry meeting was moved to the third Sundays at 11:45am.
  - a. Charter "Building Improvements and Risks 10-year Calendar Task Force". The Senior Warden read a MOTION to charter the Task Force in accordance with the Bylaws, Article VII, Section 2, "Special Committees" (Appendix B), which was seconded. During the discussion phase, a motion to AMEND was made, seconded, and approved, to add to the Task Force's duties review of the Rector's office, purposing of the Canterbury building, particularly the second floor, and a fire/safety review of the Children's Education space. Further, a motion to AMEND was made, seconded, and approved, to add to the Task Force's duties to review and comment in its report on alterations necessary should Christ Church pursue a "Green Church" strategy. After further discussion, the Senior Warden asked to CALL THE QUESTION; the MOTION passed unanimously.
  - b. Approve 2020 Budget. The Junior Warden reviewed the proposed 2020 budget line by line. The Senior Warden attempted unsuccessfully to conference the Treasurer. After discussion and clarification, and in accordance with the Bylaws, Article VIII and upon MOTION made and SECONDED, the 2020 budget was unanimously approved.
  - c. Charter other committees from retreat outcome.
    1. Growth Committee. During the retreat significant dialogue surrounded the need to growth the church. As a result, a MOTION was made, SECONDED, and unanimously approved to charter a Growth Committee, in accordance with the Bylaws, Article VII, Section 2, with the Interim Rector to appoint its membership.



2. Green Initiative. During the retreat significant dialogue occurred regarding the advisability of the church pursuing a “Green Church, Green Community” initiative. Although no motion was made, during the discussion it was agreed that the Vestry should conduct independent research and discuss with parish members the support, doability, implications, and volunteer leadership of such a commitment and discuss at the next or future meetings.

VIII. OTHER BUSINESS.

- a. Passed around the signup sheet for volunteers for being the Vestry of the Day on the Sunday following vestry meetings during hospitality.
- b. James Hawkins was named as Vestry Member of the Month for January, receiving the coveted rotational trophy.

IX. FUTURE NEW BUSINESS AGENDA. The Senior Warden reviewed the list of potential Vestry agenda items for the remainder of the year, soliciting suggestions for addition of new items.

X. COMMITMENTS FOR NEXT MEETING. In support of the “Green” theme, Rebecca Smith agreed to research LEEDS certification and Joel King committed to research St. Paul’s efforts at going “Green”, both to report at the February meeting.

XI. CONTINUOUS IMPROVEMENT SUGGESTIONS. Members were asked to notate suggested meeting Improvements on 3x5 cards and return to the Parish Administrator and Senior Warden.

XII. ADJOURNMENT. Upon MOTION and SECONDED, the meeting adjourned at 12:10pm with the next meeting scheduled for 11:45am, February 16 in the Canterbury building.

Respectfully Submitted,  
Brian J. Henry

## APPENDIX C-6

### CHRIST CHURCH EPISCOPAL | CHATTANOOGA

#### Parish Administrator Job Description

*POSITION OVERVIEW.* Responsible for the daily operation of the parish office and providing church-related administrative support to the rector and officers.

*REPORTS TO:* Rector

*JOB DESCRIPTION.* Duties include the following:

- Greet visitors and respond to general questions
- Answer, respond, and direct to the appropriate person telephonic, email, website, and social media questions and requests
- Screen communications to the rector, including emails & non-personal correspondence.
- Prepare church-related correspondence, reports, memos, etc., at the direction of the rector or officers.
- Prepare printed and/or electronic bulletin(s), newsletter, EXULTET, special programs, and related materials
- Maintain website, social media, and Internet-related services
- Conduct, in collaboration with the rector and senior warden, vestry management tasks inclusive of preparation, conduct, logistics, and post-meeting tasks of vestry meetings (notice of meeting, vestry meeting agenda, Consent Agenda, minutes, and other vestry meeting related materials), but not including non-meeting related duties
- Maintain office supply levels
- Schedule and oversee outside printing projects
- Maintain official legal and general records of the church except accounting and bookkeeping and committee records
- Maintain filing system, paper and electronic, except accounting and bookkeeping
- Schedule appointments and meetings as requested by rector and officers
- Schedule and oversee the use of parish facilities, including electronic scheduling system
- Route incoming mail
- Coordinate tasks to assure meeting parish/Diocesan calendar deadlines (except financial tasks like budgets, audits, etc.)
- Maintain parishioner directory
- Serve as backup flower ordering to the Chair, Altar Guild (or Altar Guild designee)
- Make available all purchase order and check request forms and direct online receipt of forms to designated finance recipient (treasurer, finance Volunteer, etc.)
- Make available and track pickup and return of church credit and debit card, as approved.
- Summarize and deliver (via scan) to the accountant the weekly Accounting Batch Report including all approved purchase orders, check requests, and related invoices and bills.
- Receive weekly check delivery from Accountant and make arrangements for receipt or delivery of checks to payees.

- Be available to meet church contractors during normal business hours as requested by the Junior Warden.
- Other related tasks as assigned by the rector

*EXCLUDED DUTIES AND FUNCTIONS.* Duties not to be performed include but are not limited to the following:

- Type or distribute correspondence for vestry or committee chairs
- Perform administrative duties normally performed by chairs or church volunteers (e.g. agendas and minutes)
- Duties normally performed by the Treasurer and accounting staff not specifically delineated under duties prescribed above
- Perform personal secretarial duties for any member of the church
- Post media on website or social media not directed by the rector or officers
- Complete purchase order or check request forms on behalf of chairs or church volunteers unless directed by the Rector, Wardens, or Treasurer.

*PERFORMANCE REVIEW.* Initial three-month performance review, and annually thereafter, conducted by the rector.

*POSITION REQUIREMENTS.*

General Criteria. This detail-oriented individual must have above average word processing skills, excellent spelling and grammar usage, excellent organizational skills, and web and social media management. In addition, the position requires the ability to work Independently, to work well with others, and effectively solve problems. The person in this position should have knowledge of general office management, familiarity with the operation and general maintenance of office equipment (computer, typewriter, copier, fax machine, adding machine).

Education Requirements. High School diploma, some post-secondary education preferred, with a business curriculum. Knowledge of word processing, data base and spreadsheet applications, email, social media, and Internet.

*SCOPE OF POSITION.* The parish office is open from 9:00AM to 2:00PM, Tuesday through Friday (subject to adjustment by the rector), excluding certain national holidays and other special days as designated. Engaged to work 20 hours a week, defined as four days, five hour per day, notwithstanding that a certain flexibility of schedule (hours/days) is necessary for this position depending upon the needs of the parish as determined by the rector. Permission to work overtime is required and must be granted in advance.

*APPROVED, MARCH 1, 2020, BY:*

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Park Bodie, Interim Rector

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Chip Caldwell, Senior Warden

## APPENDIX D

### Recommendations from December-chartered "Special Finance Committee on Accounting & Bookkeeping"

1. Refer to report below, Appendix D-1.
2. Options for adoption.
  - a. MOTION (with any AMENDMENTS) to Accept or reject "All and add to Finance Committee Charter IAW Bylaws, Article VII, Section 2" (perhaps with progress reports from the Finance Committee).
  - b. MOTION (with any AMENDMENTS) to Accept "All except .... and add to Finance Committee Charter IAW Bylaws, Article VII, Section 2" (perhaps with progress reports from the Finance Committee).
  - c. MOTION to defer until \_\_\_\_\_ (date) Vestry meeting.
3. Note: After presentation, committee disbanded per charter.

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**APPENDIX D-1**

**Special Finance Committee on Accounting & Bookkeeping**

**Report to the Vestry**

**February 2020**

To the Rector and Vestry:

Please find attached the proposed policy and procedures for the receipt and disbursement of parish funds. The procedures recommended are based on the charter adopted for this committee by the Vestry in its December 2019 meeting.

The Proposal has three main objectives:

1. To create a set of internal controls adequate to safeguard the parish's financial assets;
2. To establish a spending approval process that protects the Board of Directors' responsibility and control over the disbursement of parish funds; and,
3. To provide participants and other stakeholders with a transparent system of procedures and reporting.

To advance these objectives, the procedures reassert the Board of Directors' exclusive power to authorize disbursements and prescribes steps to ensure disbursements are made consistent with authorizations. The procedures are intended to be fair, transparent, and flexible.

Next Steps:

Following adoption, the Wardens will meet with staff and committee chairmen to educate them on the new procedure.

## Christ Church Episcopal

February 2020

### Procedures for the Receipt and Disbursement of Parish Funds

#### I. Receipt of Funds

1. The 8am offering is combined with the plates used at 10:30.
2. Following the 10:30am service, the counting team (two people) receives the plates in the working sacristy from the altar server.
3. The counting team, using the **Weekly Counting Form**, records the amount of cash and number of checks received, then stores the offering with the executed form in the church office.
4. At the beginning of the business week, a finance volunteer updates the executed counting sheet to record checks received at the church office.
5. Prior to deposit, a finance volunteer:
  - a. Updates the pledge tracker to record contributions against pledges;
  - b. Completes the **Funds Classification Report** to identify designated funds received and emails the report to the Accountant, Wardens, Treasurer, and Parish Administrator.
6. At the earliest convenience, a finance volunteer, deposits the cash and checks into the operating account. A deposit slip is agreed to the executed counting sheet.

#### II. Disbursements - Authorization

1. Authorization Required: **Unauthorized disbursements are not permitted.** The Bylaws vest the Board of Directors (the Vestry together with the Rector) with the exclusive power to authorize disbursements from Parish income or assets (Bylaws, VIII.1). **The Vestry gives formal authorization through the approval of a budget (para. II.2 below), the acceptance of designated funds (para. II.3 below), and as needed (para. II.4 below). No one director or group of directors (Vestry members or Rector) has the power to authorize disbursements independent of a formal motion of the Board.**
2. General Fund as Budgeted - The General Fund Budget as approved by the Vestry is a formal authorization for appointed staff, committee chairmen, project managers, and parishioners to disburse parish funds in amounts and by purpose consistent with the Budget. Only appointed staff, committee chairmen, project managers, or parishioners may request disbursements from their assigned budgeted funds ("Authorized Request"), subject to approval (para. III.1 below). The Vestry may alter the Budget at any time.
3. Designated Funds - Staff, committee chairmen, project managers, and parishioners may also be authorized to spend funds set aside for a specific purpose, subject to further limitations on amount or purpose that the Vestry may impose. Only appointed staff, committee chairmen, project managers, or parishioners may request disbursements from designated funds consistent with limitations as to amount or purpose ("Authorized Request"), subject to approval (para. III.1 below).
4. Other Authorization to Spend (Ad Hoc Requests) - **Requests for authorization to spend an amount or purpose not budgeted or designated may be made to the Vestry** consistent with the Vestry's process for slating agenda items. The Vestry in its discretion may commit the request to the Finance Committee for review and recommendation. Ad Hoc Requests should be submitted to the Vestry Liaison to the Finance

Committee using the **Ad Hoc Request Form**. In the interest of time, the Vestry Liaison may request the Finance Committee review and make recommendations on the request prior to the Vestry's formal motion to commit the request to the Committee. Only the individuals designated on the Ad Hoc Request may request disbursements ("Authorized Request"), subject to approval (para. III.1 below).

### III. Disbursements - Approval

1. Approval Required: **Authorized Requests must be approved prior to disbursement**, excluding items designated as exempt under paragraph III.5 below. Where an Authorized Request is consistent with the authorization's amount and purpose, the request will be approved; all others will be denied. Only Authorized Requests may be submitted for approval.
  - a. Designated funds may only be disbursed when the request conforms clearly to the donor's intent, as narrowly construed and, if applicable, as further purposed or limited by the Vestry. Where a request's intended use is not clearly within the scope of a fund's designated purpose, the request will be denied.
2. Request - Credit/Debit Card Purchases and Online Transactions: The **Purchase Order Form** is completed and submitted to the church office for approval.
3. Request - Payment by Check: The **Check Request Form** is completed and submitted to the church office for approval.
4. Approval: A finance volunteer reviews the Authorized Request for compliance, both as to amount and purpose, with the approved budget, designated fund, or other authorization to spend, and approves the expenditure or refers to the Treasurer and Wardens, who communicate any denial of unauthorized expenditures.
  - a. The Wardens or Treasurer may also approve or deny a request compliant with the approved budget, designated fund, or other authorization to spend, provided the appropriate documentation has been completed.
  - b. **No party may approve his own Authorized Request or an Authorized Request that creates a conflict of interest for the approver** (see, IV.4.a).
5. Exemption: The Treasurer with the consent of the Finance Committee may exempt certain disbursements from the approval process. The exemption is limited to items that are budgeted from the General Fund, recurring in nature, and non-discretionary. Examples include utilities, payroll of salaried employees, or fixed installment payments. Disbursements exempt from approval are assigned by budget line. Designated fund disbursements are not eligible for exemption under this para. III.5.

### IV. Disbursements - Payment

1. Request by Purchase Order Forms (para. III.2 above): Following approval of the Purchase Order Form, arrangements are made with the Parish Administrator to obtain the credit/debit card or to make the online purchase.
  - a. The credit/debit card is returned to the Parish Administrator along with an itemized receipt confirming only the amount and items approved were purchased.

- b. Receipts for all credit card transactions including those from online purchases are submitted to the Parish Administrator along with the approved Purchase Order Form for submission to the Accountant in para. IV.2 below following receipt of the corresponding monthly credit card statement.
- 2. Request by Check Request (para. III.3 above): On Tuesday (Process Day 1), the Parish Administrator scans all invoices and receipts, attaching related Purchase Order forms or Check Requests, to the Accountant, Wardens, Treasurer, and Finance Volunteer together with a cover sheet listing the items scanned.
  - a. Method 1 - Physical payment:
    - 1) By Wednesday of the next week (Process Day 8), the Accountant delivers unsigned checks to the Parish Administrator.
    - 2) By Thursday (Process Day 9), an Authorized Signatory signs the checks at the church office.
    - 3) By Friday (Process Day 10) the Parish Administrator mails the checks or makes arrangements with the payee to receive the check at the church office from the Parish Administrator.
  - b. Method 2 - Electronic payment (ACH or check e-delivery):
    - 1) By Wednesday (Process Day 8), the Accountant submits to the Authorized Signatory an electronic request for signature or other approval to release funds.
    - 2) Signature or approval must be submitted back to the Accountant by Thursday (Process Day 9).
    - 3) For both Methods 1 and 2 (paras. IV.2.a and b), appropriate delays are made when a scheduled Process Day falls on a holiday.
  - c. Method 3 - Immediate Payment (No Payment Approval or Signature Required):
    - 1) The Treasurer with the consent of the Finance Committee may direct the Accountant to pay certain disbursements i) immediately upon receipt of the invoice or disbursement approval without need of signature or other payment approval, or ii) by autopay. Appropriate items include utilities, credit card bills, and fixed installment payments. An approval for immediate payment under this para. IV.2.c.i is not an approval or authorization for disbursement under paras. III.1 or II.1 above, respectively.
- 3. Payroll
  - a. Semi-monthly: Salaried employees are paid by direct deposit on the 15th and last day of the month.
  - b. Bi-weekly: Before Tuesday (Process Day 1), hourly employees submit for approval their **Timesheet** for the prior two weeks to the Treasurer, a Warden, or Rector. Approved timesheets are sent to the Accountant with the Tuesday batch (Process Day 1) (para. IV.2 above), who schedules direct deposit for the immediate Friday (Process Day 4).
- 4. The Authorized Signatories of the parish are limited to the Wardens, Treasurer, and others assigned at the discretion of the Finance Committee with the consent of the Rector, Wardens, and Treasurer.
  - a. No one may sign for payment of an expense which he also approved (see III.4.b).

## V. Transfers of Funds

- 1. Following weekly deposits, a finance volunteer transfers to the appropriate nested fund any money received into the operating account. Notification is sent to the Wardens, Treasurer, and Accountant.
- 2. When necessary, a finance volunteer transfers funds among accounts. Notification is sent to the Wardens, Treasurer, and Accountant.

## **VI. Amendments**

1. The Parish Administrator, Treasurer, Wardens, and Accountant may agree among themselves to adapt the timing or sequence of events or to alter the divisions of labor as they deem necessary provided the signatory controls of III.4.b and IV.4.a are maintained.
2. The Treasurer together with the Finance Committee and with the consent of the Rector and Wardens may provide church debit, credit, or charge cards to individual parish members or staff to use in a manner consistent with their authorized disbursements provided all spending is approved and the cards have a daily purchase maximum of no greater than \$500.
3. The Vestry desires that procedures prescribed will be performed electronically to the extent possible.



## APPENDIX E

### Music Committee Charter

Pursuant to the Bylaws, Article VII, Sec. 2, the Board of Directors charters a Music Committee to assist the Choirmaster in the administration of her duties as she in her discretion chooses to delegate to them. The Committee shall consist of members of the parish in good standing as appointed by the Rector with the advice of the Choirmaster. Non-members may serve as consultants to the Committee as requested by the Choirmaster with the consent of the Rector. The Committee shall meet from time to time as requested by the Choirmaster. The Committee has no expressed or implied power or authority. The Committee shall continue in perpetuity until its charter is revoked by the Board.

APPENDIX X  
**Vestry of the Day (VOD)**

Each Sunday Following Vestry Meeting

**Note: If you must cancel, please arrange a replacement.**

Sunday	8:00 Hospitality	10:30 Hospitality
12/22/19	Ray Barney	Everyone
1/19	Rebecca Smith	Rebecca Smith
2/23	Ray Barney	Seth Sizer
3/22	Chip Caldwell	Laura Eichenberger
4/26	James Hawkins	Rachel Lamar
6/7	Ray Barney	Joel King
7/5	Chip Caldwell	Barbara Arthur
7/26	Ray Barney	Barbara Arthur
8/23	James Hawkins	James Hawkins
9/27	Chip Caldwell	Rebecca Smith
10/25	Ray Barney	Chip Caldwell
11/22	Ray Barney	Chip Caldwell
12/27	Ray Barney	Chip Caldwell

APPENDIX Y  
Potential Future Agenda Items

Vestry Members are encouraged to submit suggested items as far in advance as possible.		
<b>Future Agenda Item</b>	<b>Who</b>	<b>When</b>
1. Complete - 2020 Voluntary Commitment to the Diocese Form (\$20,525 in 2019)	SW	Jan
2. Complete - Fin Committee to report recommendations re: 12/19/19 Accounting Motion & re-charter Finance Committee (VII,2)	SW	Feb
3. Complete - Charter 10-yr building upgrade/maintenance plan & budget (VII,2)	SW	Jan
4. Complete - Charter Growth Committee (VII,2)	SW	Jan
5. Rector Search Update	SW	Apr
6. "Green Church, Green Community" – To be or Not to Be?	SW	Mar
7. Select & approve 2020 Endowment Committee		
8. Charter Stewardship Committee duties & Appoint Chair	SW	May
9. Bishop Cole annual visit planning	Fr B	??
10. Joint Canterbury Board-CC Vestry information meeting (Troy Eichenberger & Rev. Lou Parsons)? (Last held July 2019)	SW	6/18
11. Appoint Diocese Convention delegates	SW	Nov?
12. Reduce Vestry size to 7 or 5? (Good idea/ Bad idea) (See Aug 2019 Vestry Minutes.)	SW	??
13. Need for policy on use of CC by outside groups & guidelines for use by CC members?		
14. Potential gardening/landscaping & music projects from the James Greasby Fund interest (housed at EEC). Annually. See Nov '19 minutes.		
15. Charter Vestry Nominating Committee	SW	Oct

APPENDIX Z

Meeting Evaluation

<b>Vestry Meeting Guidelines 90-Minute Time-Saving Format</b>	<b>Rating (1-5)</b>	<b>Suggestions</b>
1. Never assume underlying motives; ask.		
2. Follow 7-Step Voting process, including all agenda items submitted one week in advance		
3. Prepare for the meeting in advance; read all Consent Agenda items in advance		
4. Avoid non-agenda item discussion. Stick to the agenda topics. Replace "I would like to bring up a topic" with one-week in advance preparation with the Senior Warden.		
5. Time limits of agenda items maintained. If allotted time expires, a MOTION to defer to next meeting is approved.		
6. Other		