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ORGANIZATION OF THE PARISH AND THE USE OF COMMITTEES

GENERAL:

Committees are used to aid the Rector, Wardens, and Vestry to carry out the program work of the Parish as efficiently and effectively as possible.

KINDS OF COMMITTEES:

Two kinds of committees exist: standing (continuing) committees, and special (Ad Hoc) committees.

1. **Standing committees** are those whose responsibilities continue indefinitely. Standing committees are established or abolished only by Vestry action. The work of the standing committees is to oversee, to carry out, to promote, or to facilitate the mission of the Church as spelled out in this Policy Manual.

There are two kinds of **standing committees**: program committees and administrative or support committees.

Program Committees are the responsibility of the Rector to choose/recommend the members of these committees.

Program Committees

Christian Education	Vestry Representative
Evangelism	Vestry Representative
Liturgics	Rector Chairs, Vestry Representative
Outreach	Vestry Representative
Pastoral Care	Vestry Representative

Administrative or Support Committees are the responsibility of the Vestry to recommend the members.

Administrative or Support Committees

Building and Grounds	Vestry Representative
Bylaws and Procedures	Vestry Chair; Sr. Warden, member
Communications	No Vestry required
Finance	Vestry Representative
Gifts and Memorials	Vestry Representative
Memorial Garden	Vestry Representative
Nominating	Vestry Chair
Parish Life	Vestry Representative
Personnel	Vestry Chair
Stewardship	Vestry Representative

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POLICY/PROCEDURE (cont.):

APPLICABLE BY-LAWS AND CANONS:

Article II, Section 2 of our By-Laws states: “The Rector shall have the powers and duties provided for in the Constitution and Canons of the Diocese of East Tennessee.

TITLE IV, Canon 1, Section 7: “The Rector shall have the exclusive charge of all things affecting the spiritual interests of the Parish subject only to the Bishop. It shall be the duty of the Rector to take order concerning the worship of the Church, together with all that appertains thereunto. The Rector may appoint, from time to time, fit persons to assist in all duties which may lawfully be performed by Lay persons; shall be, at all times, entitled to access to the Church, to open the same for public worship, for catechetical or other religious instructions, marriages, baptisms, burials, and all other offices authorized by the Church; shall have spiritual direction and control of all Sunday Schools, Parish Schools, and other educational and charitable associations connected with the Parish; and shall preside at all Parish and Vestry meetings.”

Kinds of Committees (cont.)

2. **Special or Ad Hoc** committees are created to meet a special need or to accomplish some specific task or to serve a purpose of limited duration. Examples are: Parish Air Conditioning Committee, Computer Purchase Committee, etc.)

APPOINTMENTS:

The Chair of every Standing Committee is nominated by the Rector and Wardens, and approved by the Vestry. Unless ex officio, other members of the committee may be named by the Rector and Wardens, or by the Committee Chair.

The Chair and members of Special or Ad Hoc committees may be appointed by the Vestry, or by the Rector in consultation with the Vestry.

BALANCE AND CONTINUITY:

It is the policy of St. Stephen’s to provide a balance of new and continuing members on most of the committees. The outgoing Chair assists the incoming Chair during the period of transition to assure continuity of program.

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POLICY/PROCEDURE (cont.):

TERMINATION OF COMMITTEE APPOINTMENTS:

Except for ex officio memberships, standing committee appointments terminate:

1. At the time new appointments are made by the Vestry, or
2. If a person resigns from the committee, or
3. At the will of the Vestry.

SCOPE, COMPOSITION, AND RESPONSIBILITIES OF COMMITTEE CHAIRS AND COMMITTEES:

Each standing committee’s duties, its composition and responsibilities are described in this manual, and may not be changed without Vestry approval. The scope, composition, and responsibilities of Special or Ad Hoc Committees are prescribed by the Vestry, or by the Rector in consultation with the Vestry.

The Rector is an ex officio member of every committee.

Every standing committee, in addition to the responsibilities listed in that specific committee’s charter:

1. Organizes itself to accomplish its mission.
2. Meets as its responsibilities dictate and records minutes of its meetings.
3. Reviews its' procedure annually and proposes any required modifications to the Vestry.
3. Reports-as requested to the Vestry on its progress, problems, and plans, including an annual report on its accomplishments and/or needs.

Scope, Composition, and Responsibilities of Committee Chairs and Committees (cont.)

4. Furnishes the Finance Committee timely estimates of funds needed to do its work or for the activities it coordinates and also the justification for those funds.
5. Manages the Church funds allocated to it as good stewards.
6. Informs the Vestry of any anticipated overruns or underruns in the expenditures authorized for the committee as far in advance as possible.