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VESTRY RESPONSIBILITIES:

BACKGROUND:

From our By-Laws: “The temporal affairs of the Parish shall be administered by the Vestry, consisting of twelve (12) members. The Vestry shall elect and call the Rector, and shall provide for the regular and well-ordered worship of Almighty God and cooperate with the Rector in all efforts to develop the spiritual life of the Parish. The Vestry shall keep the Church in proper condition at all times for its uses, and shall give proper care generally to the buildings and grounds of the Parish.”

POLICY/PROCEDURE:

In addition to those general duties stated in the By-Laws, the responsibilities listed below are based on suggestions from “The Vestry Resource Guide” (Episcopal Church Foundation).

Section I. Rector

1. Organizes, with support of the Diocese, for operations during periods between rectors.
2. Elect and Call the Rector.

Section II. Mission and Management

1. Helps define and articulate the mission of the congregation.
2. Develops strategies to achieve the mission.
3. Supports the mission by word and deed.
4. Ensures effective organization and planning of all Vestry activities.
5. Carries out a periodic assessment of the needs of the parish, monitoring mission plans
6. Develops a management plan including objectives and steps for corrective action.

Section III. Resources

1. Ensures adequate resources in leadership and in financial stewardship.
2. Manages resources effectively.

Section IV. By-Laws and Policies

1. Determines that appropriate programs, policies, and procedures have been developed and are followed.
2. Seeks support and participation for carrying out 1a above.
3. Reviews and updates By-Laws, Vestry Policies, and mission statement annually.
4. Makes By-Laws and Vestry Policies viewable to staff and parish – paper copy and online.

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VESTRY RESPONSIBILITIES (cont.):

Section V. Meetings

1. Organizes and conducts its meetings in accordance with Article 1 of the By-Laws of St. Stephen's Church. Parishioners are welcome to attend Vestry meetings. However, portion(s) of meetings may be closed to visitors for the purpose of discussing privileged information.
2. Conducts meetings once per month using an established agenda and generally follows Robert's Rules of Order.

Section VI. Communications

1. Communicates Vestry goals and activities to the Parish, both electronically and hard copy.
2. Provides Vestry meeting agenda to the Parish prior to all meetings.
3. Publishes minutes in a timely manner and makes them available to members of the Parish.

Section VII. Assessment

1. Assesses its own performance annually (self-assessment).
2. Takes action to be proficient in all assessed areas.
3. Is a co-creator of ministry with the Rector, Conducts an annual Mutual Ministry Review with the Rector which provides both parties with clear expectations of professional and personal performance. The review may be facilitated by someone from outside the parish.