



## POLICY AND PROCEDURE

This manual describes how St. James is organized to do Christ's work in and beyond our community.

*FOR THOSE ENGAGED IN THESE MINISTRIES*, this resource will reduce duplication of effort and facilitate collaboration with others.

*FOR THOSE CONSIDERING A CALL TO SERVE* in one or more of these ministries, it will provide a description of expectations, roles, and responsibilities.

*FOR MEMBERS OF THE VESTRY* and, especially Vestry Liaisons, it will be a way to monitor the accomplishments and needs of all Parish ministry groups and provide necessary resources to support them in their work.

*STANDING COMMITTEES* are appointed by the Vestry to advise the Vestry and to execute various administrative responsibilities that are necessary for good stewardship. The Policy and Procedures manual provides clear and consistent resources necessary for the effective governance and operation of the parish.

The *Bylaws and Policy and Procedure Committee* is responsible for annual updates to the manual. Bylaws are rules adopted for Parish governance and regulation of its affairs. Changes must be approved by the Vestry and submitted for parishioner approval at the annual parish meeting.

The Policy and Procedures manual is a flexible working document. Recommended changes are submitted to the Vestry for approval, and communicated by the *Bylaws and Policy and Procedure Committee* as needed.

Members of committees and groups are responsible for reviewing and updating information annually. A print copy will be kept in the Volunteer Office for access to all parishioners, and an updated electronic version will be kept by the Parish Administrator and posted on the website.

As affirmed in our Baptismal Covenant, *The Church carries out its mission through the ministry of all its members*. We pray that each of you will find your place in the *life, worship and governance* of St. James. We believe that this will be a useful resource describing in greater detail how we may together fulfill our calling to be the delivery system for Christ's mission.

The Vestry  
St. James Episcopal Church, Birmingham, Michigan  
*Revised November 14, 2021*

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## STAFF

Staff will comply with the Constitution and Canons of the Episcopal Church and the Diocese of Michigan, as well as St. James Bylaws.

### **Rector (Clergy-in-Charge)**

With the Vestry, the Rector governs and administers St. James. In the absence of a Rector, the Clergy-in-Charge fulfills this role.

- Preside at Annual, Vestry and other all-Membership meetings (as defined in the Bylaws) when present, or may designate a Vestry member to preside at a meeting
- Serve as an ex-officio member of the Vestry and of all committees and subsidiary bodies in the Parish
- Develop regular and special worship services with the support of other staff and laity
- Direct spiritual growth and formation
- Provide pastoral care
- Prepare candidates for Baptism, confirmation, reception and reaffirmation
- Record Baptisms, confirmations, marriages and burials
- Select and direct all assisting clergy
- Manage all staff, including but not limited to parish administrator and sexton
- Manage the use of church building and furnishings
- Communicate information from the Bishop to the congregation
- Serve as a liaison to the Bishop and Diocese of Michigan
- Serve as envoy to the greater Birmingham community

### **Associate Rector**

The Associate Rector is responsible for those duties defined by the Rector. Currently, some of these duties are to:

- Develop and implement Youth Formation program
- Serve as Staff liaison to the Outreach Committee
- Provide training for new Acolytes
- Track Safe Church training to ensure that staff and volunteers have the appropriate level for their responsibilities

*In coordination with the Rector:*

- Develop regular and special worship services with the support of other staff and laity
- Direct spiritual growth and formation
- Provide pastoral care
- Prepare candidates for Baptism, confirmation, reception and reaffirmation

## **Deacon**

The Deacon serves under the direction and supervision of the Bishop, and is responsible for the duties defined by the Rector. The Deacon identifies the needs of others in the community to remind us that in serving others, we are serving Christ.

### *Current Responsibilities:*

- Assist the Bishop and Priests in worship by reading the Gospel, administering sacraments and proclaiming the dismissal
- Focus their primary ministry in outreach and pastoral care

## **Bookkeeper**

The Bookkeeper manages the Parish finances in accordance with standard accounting practices and Canon Law. The Bookkeeper works with the Finance Committee, Treasurer and the staff.

### *Bookkeeper responsibilities, as directed by the Treasurer:*

- Prepare all accounts payable checks, pay by Vendor Portal or Automated Clearing House (ACH) transfers
- Follow an established method for non-trade accounts payable using a “request for payment” form
- Support church payroll, including 401a/403b payments and recording of related journal entries
- Reconcile credit cards and coordinate with church staff to document related expenditures
- Reconcile bank accounts and Parish Fund to accounting records then notify Treasurer of completion
- Support annual audit requests
- Alert church leadership/finance committee to any pertinent matters (new vendors to be approved, spending approvals, inquiries)

## **Parish Administrator**

The Parish Administrator works closely with the clergy and other staff to support the ongoing mission of the church, including responsibility for communications, database management, logistics, building use, scheduling and shared supervision.

### *Responsibilities:*

- Maintain and update parish calendar
- Update membership list and database and prepare annual parish directory
- Coordinate with Communications Committee and parish staff to prepare, update and distribute all communications, including worship bulletins, *The Light*, *The Spirit*, eBlasts, the church website and all virtual bulletins and announcements
- Perform financial tasks as needed to support bookkeeper role, including counting plate donations, preparing bank deposits and printing and coordinating check signing

- Update website
- Prepare Annual Report
- Coordinate office volunteers and vendors
- Maintain and archive all parish information, including but not limited to financial reports, budgets, vestry meeting minutes, annual meeting minutes and reports and Bylaws and Policy and Procedure manual. Assure that materials are available for parishioners and staff to view in the volunteer office.
- Manage reservations of the facility for use by church and outside groups, including scheduling for weddings, Baptism and funerals
- Manage Columbarium. Keep Columbarium master list and coordinate with Sexton for niche placement
- Maintain accident/incident report file

### **Director of Music Ministries**

By Canon Law, the Rector of the Parish is responsible for all matters pertaining to worship, including the practice of sacred music. The Rector assigns to the Director of Music Ministries responsibility to administer the Church music program

- Coordinate with the Rector to plan worship music
- Plan choir, youth choir, bell choir, and organ repertoire to coincide with church calendar and lectionary readings, and conduct regular rehearsals
- Plan all special music, Evensongs, major works, concerts
- Plan holiday and occasional special musical offerings to the greater community
- Play for all scheduled church services
- Play for Weddings and Funerals as requested for additional fee
- Maintain Music Library, ordering new music and overseeing licenses for streaming and bulletin inserts
- Maintain and care for all keyboard musical instruments, handbells and carillon
- Manage music budget, handle choir payroll, hiring singers, substitute organists and instrumentalists

### **Sexton**

The Sexton cares for cleaning and daily maintenance of the church building including set-up and clean-up for meetings, hospitality, and coordinating with outside vendors. The Sexton's responsibilities are defined by the Rector in coordination with the Property Committee.

### **St. James Preschool Director**

The Preschool Director is responsible for the management and oversight of and recruitment for the St. James Episcopal Church Preschool. The Preschool is a non-profit educational and outreach program of the Church and is operated under the supervision of the St. James Preschool Board of Directors under the direction of the Vestry.

### *Responsibilities:*

- Work under supervision of the Rector, collaborating with other staff members on an as-needed basis
- Daily operation of the preschool program
- Maintain and update preschool documentation and policies and procedures for operation of the preschool
- Prepare an Annual Report for presentation at the Annual Meeting
- Update Vestry on Preschool operations once per year and as needed
- Supervise, coach, and counsel all preschool staff and administers performance evaluations
- Supervise registration, enrollment, tuition and billing
- Develop and distribute communications for parents and congregation
- Implement strategies to recruit and maintain student enrollment
- Maintain an inclusive and diverse preschool environment that welcomes children of all backgrounds and abilities
- Recruit teaching staff

### **St. James Preschool Staff**

The St. James Preschool Staff is supervised by the St. James Preschool Director under the direction of the Rector and St. James Preschool Board of Directors. The Staff responsibilities are defined in the Preschool Staff Policy and Procedure Manual.

## **VESTRY**

### **Vestry Responsibilities**

Congregations that have been granted Parish status by their Diocese are governed by their Rector and the Vestry. By Canon law, the Vestry, consisting of Wardens and other members, is the legal representative of the Parish: *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.*

—Constitution and Canons of the Episcopal Church, 1.14.2.

All members of the Vestry will comply with the Canons and Bylaws.

Vestry may delegate specific responsibilities to church staff and members of the congregation as appropriate.

### *Responsibilities of the Vestry*

- Help define and articulate the mission of the congregation
- Support the mission by word and deed
- Select the Rector
- Ensure effective organization and planning
- Ensure adequate resources in leadership and in financial stewardship
- Manage resources effectively
- Oversee and support St. James Preschool
- Determine that appropriate programs, policies and procedures are developed and are followed, including but not limited to:
  - Safe Church Policy (See Addendums)
  - Select and sponsor parishioner to receive ServSafe® certification every five years through Oakland County
  - Review Alcohol Use Policy (see Addendums) for compliance, post in the church kitchen and provide digital copy to Policy and Procedure Manual Committee
- Assess its own performance

### *Responsibilities of individual members of the Vestry*

- Regularly prepare for, attend and participate in Vestry meetings
- Learn about the mission, goals, programs, services, strengths and needs of the congregation and diocese
- Become familiar with St. James Bylaws, Policy and Procedure Manual, Diocesan Canons and Parish Fund Resolution
- Review financial statements to assure the financial health of the Parish
- Maintain confidentiality on sensitive subjects
- Serve the congregation as a whole rather than any specific group
- Listen to parishioners' concerns about parish business and inform Rector or Senior Warden of serious issues
- Avoid conflicts of interest
- Complete the appropriate level of Safe Church training
- Take on leadership roles and other tasks
- Support the financial goals of the congregation



## **Vestry Meeting Procedures**

- Vestry meetings are held on a regular basis each month
- Attendance is expected. Absences must be reported to the Rector in advance of the missed meeting
- The Rector or a Vestry member designated by the Rector presides at Vestry meetings
- The Executive Committee may meet prior to each Vestry meeting. An agenda is prepared by the Executive Committee and distributed in a timely manner before the meeting
- Mail slots are provided for each Vestry member in the Copy Room
- Any Vestry member may request special additions to the agenda

## **OFFICERS**

The officers are elected by the Vestry and will comply with the Constitution and Canons of the Episcopal Church and the Diocese of Michigan, as well as St. James Bylaws.

### **Wardens**

The Senior and Junior Warden are members of the Executive Committee with the Rector. In the absence of a Rector or Clergy-in-Charge, they are responsible for ensuring the duties of the Rector are fulfilled, including the provision of orderly and regular worship. Wardens are nominated by the Executive Committee and approved by Vestry.

### **Secretary**

Serves on the Vestry ex officio; with voice but without vote

#### *Responsibilities*

- Attend and takes minutes at Vestry and Parish meetings
- Submit draft of minutes to the Rector for review in a timely manner
- Distribute minutes to Vestry, Clergy and staff
- Post copy at designated location in Centennial Hall
- Perform other duties necessary to the conducting of Parish business as assigned by Vestry, such as document signatures

Vestry may delegate other duties of the Secretary designated in the Bylaws or Canons to the Parish Administrator.

### **Treasurer**

Serves on the Vestry ex officio; with voice but without vote

#### *Responsibilities*

- Prepare and present financial reports at Vestry meetings
- Prepare annual budget with Finance Committee for presentation at Annual Meeting
- Attend Finance Committee meetings

Vestry may delegate other duties of the Treasurer designated in the Bylaws or Canons to the Bookkeeper, Parish Administrator and/or Finance Committee.

## STANDING COMMITTEES

Standing Committees are appointed by the Vestry as deemed necessary. If a committee is unable to perform their responsibilities, the Vestry is responsible for the designated work. Each year, the new Vestry will prioritize which committees are necessary for the current needs of the church. Members of all Standing Committees are required to complete the appropriate level of Safe Church training.

### **Bylaws, Policy and Procedure Committee**

#### ***Policy***

The Bylaws, Policy and Procedures Committee is charged with the regular review of St. James Bylaws and the Policy and Procedures Manual in order to propose necessary changes to both documents to comply with Diocesan and National Episcopal Church guidelines, best practice and current methods.

#### ***Procedure***

- The Bylaws, Policy and Procedure Committee shall consist of at least three members, which may include one member of the Vestry to serve as liaison
- The Chair selects committee members and brings to the Vestry for approval
- Membership should be rotated to achieve participation from a wide cross-section of the Parish
- Committee members shall serve no longer than three year terms
- The committee reviews all Bylaws and the Policy and Procedure manual at least once per year and recommends changes to Vestry

#### ***Process***

- January—Committee Chair prepares brief summary of key objectives achieved during previous year; submits summary to Parish Administrator for inclusion in St. James Annual Report to parishioners
- October—Submit proposed changes to Vestry for review before annual meeting

### **Communications Committee**

#### ***Policy***

The Communications Committee is responsible for working with staff, groups and committees to support internal and external communication across all media sources. The Committee works to create an environment where parishioners and the community receive timely and thorough information leading to a connected network of users.

#### ***Procedure***

- Ensure that information is available to all parishioners in their preferred electronic and/or print format
- Provide copies of St. James Communications Manual to staff, Vestry, Committee Chairs and parishioners who prepare communications

- Work with Parish Administrator to develop and update content plans for key communications e.g. *The Spirit*, the weekly eBlast and the website
- Advise committees and groups who request assistance with their communication ideas and needs
- Prepare up-to date list of key external media contacts in partnership with Parish Administrator
- Regularly review all St. James communications in print and online to ensure consistency and accuracy in messaging

### **Process**

- January—Committee Chair prepares brief summary of key objectives achieved during previous year; submits summary to Parish Administrator for inclusion in St. James Annual Report to parishioners
- January—Meet with staff to plan communication needs for Lent, Holy Week, Easter and any programs and events planned for the winter and spring
- Conduct annual assessment of St. James communication tools to determine if changes are needed
- August—Meet with Rector, Associate Rector and Parish Administrator to plan communication needs for fall Formation programs, Stewardship campaign, Advent, Christmas and other events

## **Executive Committee**

### **Policy**

The Executive Committee is responsible for discussing the business of the church and preparing the agenda for the Vestry meetings.

### **Procedure**

- The Executive Committee shall consist of at least three members, including the Rector, Senior Warden, and Junior Warden
- Additional individuals may attend meetings as necessary

### **Process**

- The committee meets monthly or as needed

## **Fellowship Committee**

### **Policy**

The Fellowship Committee is responsible for creating and deepening relationships through opportunities to gather together, usually with food and entertainment. The committee coordinates coffee hour, funeral receptions, plus special fellowship events and celebrations. The committee also coordinates with other Standing Committees and church groups to meet their fellowship needs.

### ***Procedure***

- The Fellowship Committee shall consist of at least three members, which may include one member appointed by the Vestry to serve as liaison
- The Chair selects committee members and brings to the vestry for approval
- Membership should be rotated to achieve participation from a wide cross-section of the parish
- Committee members should serve no longer than three year terms
- Work with the Sexton and staff to coordinate events
- Manage Sunday coffee hour by organizing a volunteer schedule; informing volunteers of their responsibility for providing refreshments, set up and clean up
- Work with the Parish Administrator to coordinate details regarding funeral services and other special occasion receptions

### ***Process***

- January—Committee Chair prepares brief summary of key objectives achieved during previous year; submits summary to Parish Administrator for inclusion in St. James Annual Report to parishioners
- Summer—Contact Standing Committees, staff and other church groups to coordinate fellowship needs

## **Finance Committee**

### ***Policy***

The Finance Committee is responsible for the financial management of the church's resources. This includes financial oversight, preparation of the annual budget, coordination with the Stewardship Committee and risk management.

### ***Procedure***

#### ***Committee Membership***

- The Finance committee shall consist of at least three members, including one member of the Vestry to serve as liaison
- The Chair selects committee members and brings to the Vestry for approval
- Committee members shall serve no longer than three year terms
- Committee members should be rotated to achieve participation from a wide cross section of the parish
- The Treasurer of the Vestry attends committee meetings as a non-voting member

#### ***Financial Oversight***

- Ensure proper and timely disbursement of all church funds
- Ensure preparation and review of monthly church financial statements
- Review all receipts and expenditures monthly to assure compliance with the budget

- Review requests from standing committees for budget revisions and expenditures not in the current budget for recommendation to the Vestry
- Initiate and support the annual audit, including the rotation to a new firm at least every three years per accounting best practices

#### *Preparation of Annual Budget*

- Secure annual review of budget requests from the staff and church committees
- Work with the Treasurer to prepare an annual budget that is aligned with church mission and vision

#### *Coordination with Stewardship Committee*

- Receive information from the committee's Stewardship Campaign on an ongoing basis
- Receive reports of incoming pledges weekly following the pledge ingathering date

#### *Risk Management*

- Establish and review periodically policies and procedures for financial controls
- Recommend any needed changes to finance operating procedures to the Vestry for approval/adoption
- Supervise the accounting system and recommend updates as needed
- Communicate with the Vestry regarding risk management for financial issues
- Provide a copy of Finance Committee procedures document to newly appointed committee members
- Ensure Cash Management Policy is reviewed and updated annually

#### **Process**

- Committee chair receives/requests monthly church financial statements from staff no later than the 7th of the following month
- Committee meets and reviews statements for report/recommendations to the Vestry no later than the second Monday of each month
- Committee chair contacts staff and church committees by September 1 with request for annual budget due by October 1
- By end of third quarter, receives Stewardship Committee campaign plan
- Receives Stewardship Committee weekly report from ingathering date through budget due date
- Committee submits budget to vestry for December meeting
- January—Committee Chair prepares brief summary of key objectives achieved during previous year; submits summary to Parish Administrator for inclusion in St. James Annual Report to parishioners

## **Formation Committee**

Christian Formation uses education and experiences as an invitation for God to form us more fully into the disciples we are called to be. This is a lifelong process; members of St. James are expected to always be working to grow in their faith.

The Adult Formation Committee and Youth Formation Team have the responsibility for providing formation for adults and youth at St. James. Representatives of these groups meet together at least annually for program coordination. They may choose to assign responsibility for development and delivery of formation to the Rector and Associate Rector.

While we work to offer multiple intergenerational offerings, St. James mostly splits its Formation program between youth formation and adult formation.

### *Youth Formation*

#### ***Policy***

The Youth Formation Team, including all church school and youth leaders, is called to lead all young people, from birth through college age, and their families to live into the Baptismal Covenant. Through a comprehensive program design, creative and relevant implementation, and through providing mentoring opportunities and instruction, the Team will model the development of a faithful relationship with Christ which flows from a deliberate life of worship and prayer, education, fellowship, outreach, stewardship and witness.

#### ***Procedure***

The Associate Rector is primarily responsible for Youth Formation with support from the Rector and the Youth Formation Team.

- Develop and/or identify curriculum for preschool through high school youth in conjunction with other faith formation and development efforts
- Develop Christ-centered relationships with and among the young people that encourages active participation in program offerings and fosters development of leadership roles throughout the church
- Develop a consistent and active approach to welcoming, informing, and involving parents
- Recruit, train, and mentor teachers
- Implement weekly and seasonal enrichment offerings developed to reach young people in varying stages of spiritual development, including Lent and Advent classes, and summer Vacation Bible School

- Recruit, train and offer ongoing support for volunteers (including Vestry and Staff) as follows:
  - Provide *Safeguarding God's Children* training and background checks as mandated
  - Offer program-specific training to volunteers
  - Ensure Diocesan requirements are met for lay teacher/leader recruiting and training, as needed
- Plan, staff and implement summer pilgrimage, mission and outreach opportunities when appropriate
- Promote and assist in coordinating Diocesan events to St. James' youth to encourage awareness and participation in the broader church
- Ensure sustainability of all programs by working closely with Rector, Administrative staff, and Vestry to periodically examine policy, philosophy and finances
- Provide quarterly progress reports to the Vestry
- Provide timely information to parishioners through communication sources, e.g. *The Light* and/or *The Spirit*, website, social media, eBlasts, Remind texts, etc.

#### **Process**

- January—Committee Chair prepares brief summary of key objectives achieved during previous year; submits summary to Parish Administrator for inclusion in St. James Annual Report to parishioners
- Summer—Plan for program year classes

#### *Adult Formation*

##### **Policy**

All the baptized are disciples of the living God and followers of Christ. Formation and Transformation are the goals of study, discussion, and practice as we work to more fully live into our calling. The goal of St. James Adult Formation is to have companions on this lifelong journey of faith and discovery. Book studies, videos, and curricula from a variety of areas are tools to help us deepen our relationship with God and with one another in Christian community.

##### **Procedures**

- The Rector has primary responsibility for Adult Formation, supported by the Associate Rector and Adult Formation Committee
- Use gifts and abilities of the members of the congregation to identify and lead timely offerings for different members of the congregation
- Primary areas for these offerings are Adult Forum, Lenten Suppers and Wednesday Bible study
- Over time, formation offerings should include Bible, theology, church history, ecclesiology, liturgy, and current affairs

- Offer appropriate training for lay leaders either at St. James or through the Diocese
- Continue to find ways to develop new offerings based on the vision and mission of St. James
- Provide adult formation classes for those new to the Episcopal Church or St. James, and when appropriate for those wishing to be confirmed or received
- Prepare information for *The Spirit* and work to focus on the diverse range of parishioners

**Process**

- Summer—Complete plan for the program year
- January—Committee Chair prepares brief summary of key objectives achieved during previous year; submits summary to Parish Administrator for inclusion in St. James Annual Report to parishioners

**Memorials and Gift Committee**

**Policy**

The Memorials and Gifts Committee is charged with making recommendations for the allocation of money donated to the Memorial and Gifts fund.

**Procedure**

- The Memorials and Gifts Committee shall consist of three members, which may include one member of the Vestry to serve as liaison
- The Chair selects committee members and brings to the Vestry for approval
- Membership should be rotated to achieve participation from a wide cross-section of the Parish
- Committee members serve no longer than three year terms

**Responsibilities**

- Consider all proposed memorials and gifts submitted to the Parish, except:
  - Planned gifts, which shall be handled by the Planned Giving Committee
  - Bequests, which shall be deposited in the Parish Fund
- Prepare and submit to the Vestry a list of proposed memorials and gifts deemed to be in the best interests of the Parish
- Write and send a personal thank-you note to the giver of a memorial or gift

All memorials and gifts are subject to approval and acceptance by the Vestry, acting in consultation with the Rector.

**Process**

- January—Committee Chair prepares brief summary of key objectives achieved during previous year; submits summary to Parish Administrator for inclusion in St. James Annual Report to parishioners



## **Nominating Committee**

### ***Policy***

The Nominating Committee selects and recommends potential candidates for each year's Vestry class and the Parish Fund Committee. The committee selects and recommends replacements to the Vestry for any Vestry member who is not able to complete their term.

### ***Procedure***

- The Nominating Committee shall consist of two members of the outgoing Vestry and three non-Vestry members of St. James, the Nominating Committee being selected by vote of the Vestry
- The Committee chair selects Committee members and brings to the Vestry for approval
- Membership should be rotated to achieve participation from a wide cross-section of the Parish
- Committee members serve for one year
- The Committee meets in the fall to select a full slate of Vestry and parish fund candidates for the Annual Meeting of the following year
- The Committee shall solicit the congregation in November for additional volunteers for Vestry candidates
- The Committee shall present a slate of Vestry candidates to the Vestry no later than the December Vestry meeting. The slate shall contain candidates equal to or greater than the number of outgoing Vestry members
- The Vestry may nominate additional candidates at the December Vestry meeting
- The committee meets at any time a Vestry vacancy occurs between Annual Meetings to select potential candidates for Vestry approval. All mid-year vacancies on the Vestry shall be promptly filled by vote of the remaining members of the Vestry
- Members of St. James may also nominate candidates for the Vestry from the floor at the Annual Meeting

### ***Process***

- January—Committee Chair prepares brief summary of key objectives achieved during previous year; submits summary to Parish Administrator for inclusion in St. James Annual Report to parishioners
- October and November—Committee meets to determine potential candidates for Vestry and the Parish Fund
  - The Chair may choose to consult with the Rector and Wardens to identify upcoming St. James needs or concerns which may impact the skills and qualifications needed in the upcoming Vestry class
  - The Chair may choose to consult with the Parish Fund Committee to seek recommended candidates
- November—The Committee solicits the congregation for additional volunteers for Vestry candidates

- November—Individual members of the committee speak to potential candidates to ascertain their willingness to serve
- December—The Committee presents a slate of Vestry and Parish Fund candidates to the Vestry no later than the December Vestry meeting. The slate shall contain candidates equal to or greater than the number of outgoing Vestry members
  - The Vestry may nominate additional candidates at the December Vestry meeting
  - The Committee notifies candidates of their acceptance

## **Outreach Committee**

### ***Policy***

The Outreach Committee is responsible for developing strong connections with non-profit organizations that offer opportunities for profound and transformative change in our designated focus areas. These include monetary donations, volunteer hours and parishioner support. In addition, the committee coordinates special service projects and events that support our mission.

### ***Procedures***

- The Outreach Committee shall consist of at least three members, which may include one member of the Vestry to serve as liaison
- Staff may serve in an advisory/consultant role
- The Committee chair selects committee members and brings to the Vestry for approval
- Membership should be rotated to achieve participation from a wide cross-section of the Parish
- Committee members shall serve no longer than three year terms
- Annual budget sources are the Parish Fund and the St. James discretionary fund

### ***Responsibilities***

- Develop and define grant-making focus area(s) to align with St. James mission and vision
- Review and investigate non-profit organizations offering programs using the following guidelines
  - IRS 501 (c) (3) certification
  - Project time frame and budget
  - How participants learn of program or project
  - Collaboration with other community organizations
  - Major funding sources
  - Results expected and plans to measure results
- Recommend and request Vestry approval of Parish Fund monies for selected non-profit organizations
- Develop, in partnership with clergy and committees concerned, annual volunteer project(s) plans

- The Chair provides quarterly progress reports to the Vestry
- A designated member of the committee provides non-profit donation organization details to parishioners through communication sources, e.g. *The Spirit*, website, etc. in partnership with the Communications Committee

**Process**

- January—Chair prepares brief summary of key objectives achieved during previous year; submits summary to Parish Administrator for inclusion in St. James Annual Report to parishioners
- January—Chair receives Discretionary Fund budget following Vestry approval of the total St. James budget
- Quarterly—Chair provides progress reports to the Vestry
- October 15—Chair receives forthcoming year budget for outreach grants from the Parish Fund
- November—Submit proposed non-profit organization grants to Vestry for approval

**Parish Fund Committee**

**Policy**

The Parish Fund Committee administers and manages the Parish Fund as outlined in the 2013 Parish Fund Resolution.

The purpose of the Parish Fund is (a) to enhance the programs, ministries and missionary work of St. James, (b) provide supplemental Funds for repairs, maintenance, beautification of and capital improvements to the buildings and grounds of St. James, and (c) ensure long term financial stability for the Parish.

The Fund shall consist of the following assets and such additional funds as may be received from time to time and shall use the funds in accordance to their defined purpose:

- Restricted Funds Accounts
- Building Funds Account
- Missionary Funds Account
- Unrestricted Funds Accounts
- Additional Funds Accounts as established within the rules of the Parish Fund and Vestry

**Procedure**

The Parish Fund Committee shall consist of five persons appointed by the Vestry in consultation with the Rector. The Rector and Treasurer of the Vestry shall serve as non-voting ex-officio members of the committee.

- The Chair selects committee members and brings to the Vestry for approval
- The term of each member shall be five years and the terms staggered so that one committee member retires each year
- No voting member shall serve on both the Parish Fund and Vestry and no member upon retirement may rejoin the Parish fund for at least one year after completion of their previous term
- A Vestry member may serve as a non-voting liaison to the Committee
- The primary role of the Committee is to seek the preservation and growth of the assets in the Fund in real “inflation-adjusted” terms, recognizing that preservation of the assets ultimately relates to the two separate aspects of the fund; its spending practices and its investment performance
- The Committee may engage and retain such professional counseling on investment or legal matters as it deems appropriate and may contract with such entity or entities to serve as custodian or depository of the assets in the Fund as it deems appropriate
- A certified audit of the financial records shall be performed every year by a CPA selected by the Vestry in consultation with the Committee
- The Committee is responsible for educating members of the congregation about opportunities for planned giving, and soliciting new gifts to the Parish Fund.
- The Chair shall report on the status of the Fund, including receipts and disbursements, on a quarterly basis to the Vestry, and to the congregation at each Annual Meeting of the Parish, where it shall render a complete account of the administration of the Fund during the previous year

### ***Process***

- January—Committee Chair prepares brief summary of key objectives achieved during previous year; submits summary to Parish Administrator for inclusion in St. James Annual Report to parishioners
- Quarterly—Committee meets to review expenditures and investment performance.
- Special meetings may be called to discuss special items

### **Pastoral Care Committee**

#### ***Policy***

The Pastoral Care Committee, with the assistance of the Clergy, identifies, assists and stays in touch with congregation members who are unable to attend services, receive the sacrament or participate in church activities in person for any reason. By identifying this special, ever changing segment of our Parish, we can better address their spiritual, emotional and physical needs.

### **Procedures**

- The Pastoral Care Committee shall consist of at least three members which may include one member of the Vestry to serve as liaison
- Coordinate activities with clergy to assure timely information about parishioners needing help or services
  - Notify appropriate visitor when parishioners request visits
  - Notify available Eucharistic Visitors as needed
- Meet with each clergy member to discuss how committee members can fulfill pastoral care needs
- Suggest communication ideas and topics for St. James print or electronic publications
- Assure that a committee member is responsible for the *Keeping in Touch* ministry

### **Process**

- January—Committee Chair prepares brief summary of key objectives achieved during previous year; submits summary to Parish Administrator for inclusion in St. James Annual Report to parishioners
- Monthly—Committee chair meets with clergy members to review pastoral needs needing support from committee members
- Weekly—*Flower Team* arranges altar flowers in smaller vases and directs distribution of altar flowers
- May—Committee reviews and plans *Keeping in Touch* program opportunities
- May—Committee reviews communication plans for upcoming year

### **Personnel Committee**

#### **Policy**

The Personnel Committee is responsible for establishing and maintaining St. James personnel policies, procedures, and processes consistent with applicable Episcopal and Diocesan requirements (*Governing Authorities*), while also being cognizant of local practices by like-minded organizations. These responsibilities include supporting the Rector and Vestry in dealing with all personnel issues, and recommending periodic adjustments to compensation and staffing levels based on parish goals, budget realities or market conditions.

#### **Procedures**

The Personnel Committee shall:

- Consist, in addition to the Rector, of no fewer than three members of the congregation, including at least one member of the Vestry
- Conduct meetings at least quarterly and as needed
- Develop personnel policies, which shall be documented in writing and published as appropriate (e.g., Employment Handbook)

- Review and update the job descriptions of paid personnel, including sharing in a timely manner any updates or modifications with each affected employee
- Act as a sounding board for the Rector or Vestry in the area of personnel management
- Work to maximize the value of compensation, recognizing the competing interests associated with salary and benefits, and the reality that each employee's personal situation is unique
- Work to ensure that the personnel policies, procedures and processes of the Parish conform to applicable federal, state, and municipal laws as well as the requirements of the Governing Authorities
- Maintain and propose any updates to this manual for consideration by the Vestry prior to each November Vestry meeting
- Propose compensation levels and any proposed non-compensation related budget proposal associated with an employee action plan for the upcoming calendar year to the Finance Committee prior to the November Finance Committee meeting
- Conduct periodic compensation surveys in consultation with the Diocese

### ***Process***

- January—Committee Chair prepares brief summary of key objectives achieved during previous year; submits summary to Parish Administrator for inclusion in St. James Annual Report to parishioners
- September-October—Conduct annual reviews with all Clergy and paid staff each year to address areas of interest or concern and to develop detailed action plans for the mutual benefit of each employee and the St. James community. When action plans include a budget proposal separate from compensation, they are to be submitted in a timely manner as part of the budget process noted above.

### **Property Committee**

#### ***Policy***

#### *Committee Responsibilities*

- Maintenance, preservation and protection of the church building, its grounds and its sustained functional operation to enable all church activities to be carried out by staff, building users and visitors
- Safe, reliable and efficient operation of the church building, and identifies methods of improving its functional usage, through assured maintenance and replacement of deficient or inoperable equipment

- Protection of the facility from deterioration and loss, including due to the weather, aging, damage, and/or theft
- Assure that St. James complies with all laws of the State of Michigan, Oakland County and Birmingham with regard to property management

### ***Procedures***

- The Committee shall consist of at least three members, which may include one or more members of the Vestry to serve as liaisons
- The Chair selects committee members and brings to the Vestry for approval.
- Membership should be rotated to achieve participation from a wide cross-section of the Parish
- Committee members shall serve terms of duration not exceeding three years
- Annual budget source is the St. James operating budget, although specific funds may be created by the Vestry to support special projects and tasks
- Provide regular progress reports to the Vestry
- Select designated committee member to prepare information for parishioners via St. James print and electronic communication
- Analyze operating efficiencies on a regular basis and make recommendations for improvements of facilities
- Make plans for improving the church building and its grounds and make recommendations to the Vestry for specific repairs, renovation and construction work to be performed
- Maintain current and accurate records of projects, related procedures and processes
- Assist in financial planning for the facility, by assuring adequate property and liability insurance is purchased and maintained for the facility and its contents
- Assist in the development and evaluation of fixed assets and maintenance budgets
- Create and administer annual building maintenance checklist
- Recruit knowledgeable parishioners for special projects as needed
- When necessary, the Committee will engage the services of qualified outside contractors, architect-engineers, and/or trades to maintain, repair or renovate the building and/or its grounds, and will make provisions for such work to be competitively bid and supervised
- The Committee is responsible for maintaining an updated inventory of parish property
  - Document major existing and new equipment, including serial numbers, cost, date of purchase and manufacture, for items such as computer equipment, kitchen equipment, choir equipment, etc.
- Assure up to date contact information for associated maintenance will be documented and maintained in the church office

### ***Process***

- January—Committee Chair prepares brief summary of key objectives achieved during previous year; submits summary to Parish Administrator for inclusion in St. James Annual Report to parishioners
- Monthly—
  - Perform routine building inspection to check for burned out lights, broken glass, damage, etc.
  - Ensure all items on maintenance calendar are completed
- Semi-annually—Schedule a yard/grounds spruce up during spring and autumn, inviting the congregation to participate

### **Stewardship Committee**

#### ***Policy***

The Stewardship Committee is responsible for encouraging financial support to carry out the ministry of St. James. This includes responsibility for the development and implementation of an annual campaign to obtain parishioner pledges for Parish operating support.

#### ***Procedures***

- The Committee shall consist of at least three members, which may include one member of the Vestry to serve as liaison
- Develop annual campaign theme, supporting activities, and campaign calendar
- Coordinate campaign plans with Communications Committee
- Coordinate campaign financial results with Finance Committee
- Coordinate campaign events with Fellowship Committee Chair

#### ***Process***

- January—Committee Chair prepares brief summary of key objectives achieved during previous year; submits summary to Parish Administrator for inclusion in St. James Annual Report to parishioners
- August—Committee meets to finalize plans for Fall stewardship campaign. Chair submits plans to Vestry
- September—Following Vestry approval, Chair submits Stewardship Campaign plan to the Finance Committee Chair
- November—Chair submits weekly report of incoming pledges to the Finance Committee following pledge ingathering date



## **Worship Committee**

### ***Policy***

The Worship Committee is responsible for aiding and supporting the Rector and associates in worship at St. James. This includes planning community worship, ensuring St. James parishioners are provided opportunities for spiritual development, promoting active participation of the congregation in the liturgy, and evaluating all aspects of St. James' liturgical life.

### ***Procedures***

- The Worship Committee will form and meet as needed, and when the Committee does not meet, the Chair regularly communicates with representatives of the different worship groups
- When formed, the Committee shall consist of at least three members, which may include one member of the Vestry to serve as liaison
- Opportunities will be provided to all interested parish members to assist with services as altar guild members, musicians and choir members, Eucharistic Ministers and Visitors, ushers, greeters, lectors, audio/visual team, etc.
- The Chair will report to the Vestry with proposals, evaluations, or concerns
- The Committee shall interact with other committees regarding worship as needed

### ***Process***

- January—Committee Chair prepares brief summary of key objectives achieved during previous year; submits summary to Parish Administrator for inclusion in St. James Annual Report to parishioners
- Monthly—Worship Committee Vestry Liaison reaches out to leaders of each worship group and meets with Rector to provide insight, observations, and general feedback of the worship life of the church
- October—Committee submits budget for individual worship groups to Finance Committee

### ***Worship Support Groups***

- ***Acolytes***
  - Acolytes make a commitment to serve during worship services and to work cooperatively with other worship leaders. They:
  - Light candles
  - Lead procession carrying the cross and torches
  - Help prepare the Table (Altar) for Holy Communion
  - Assist the presider during services

- ***Altar Guild***  
The Altar Guild tends to and cares for our sacred spaces, altars, vessels and linens under the direction of the Rector. Participation is open to all members. Altar Guild supervises the use of budgeted funds.  
  
Detailed procedures are included in the Altar Guild Handbook (print copies in the church and chapel sacristies).
- ***Eucharistic Ministers***  
Eucharistic Ministers are lay persons authorized to administer the consecrated elements at a Celebration of Holy Eucharist. A Eucharistic Minister acts under the direction of the Rector and is licensed by the Bishop. Training is open to all communicants in good standing.
- ***Eucharistic Visitors***  
Eucharistic Visitors are lay persons authorized to take the consecrated elements following a Celebration of Holy Eucharist to members of the congregation who, due to reasons such as illness or infirmity, are unable to be present. A Eucharistic Visitor acts under the direction of the Rector and is licensed by the Bishop. Training is open to all communicants in good standing.
- ***Readers***  
Readers are lay persons authorized to read scripture and prayers during the worship service. They are under the direction of the clergy. Training is open to all members of the congregation.
- ***Tech Team***  
The tech team operates the live stream during worship services each Sunday and for pastoral services upon request. They are responsible for changing cameras and angles throughout the service and optimizing the sound quality. Training is open to all members of the congregation.
- ***Ushers***  
Ushers are responsible for assisting the smooth operation of the worship services under the Rector's direction. Training is open to all members.  
  
Detailed procedures for all services are found in print copy in the niche at the back of the nave.

## **SPECIAL COMMITTEES**

Special committees are appointed by the Vestry to complete a specific time-limited project.

## ANNUAL MEETING

The Annual Meeting is held the last Sunday in January to conduct the business of the congregation. The agenda includes, but is not limited to:

- Review and approve last year's minutes for the Annual Meeting
- Election of Vestry members
- Election of delegates to the Diocesan Convention
- Presentation of reports requested by the Rector or Vestry
- Presentation of financial statements and budget previously approved by Vestry
- Parish Fund review

The notice of the Meeting is published at all services no fewer than two Sundays prior to the Meeting in *The Light*, *The Spirit*, and the weekly eBlast. It is also posted in Centennial Hall.

Proposed amendments to the Bylaws are published not less than 30 days before the Annual Meeting (Canon 4.1.2.6 ) in Centennial Hall and in *The Light*, *The Spirit* and the weekly eBlast.

For more information, refer to the Bylaws Article V—Meetings

## FINANCIAL MANAGEMENT

### Budgeting

Budgeting is the allocation of the church's resources, in accordance with a plan, for the achievement of its objectives and goals. The church budget is one of the most effective tools available for the proper stewardship of the church's assets.

The bookkeeping and accounting system, along with related internal controls and procedures, the budgeting process, the financial audit and the management oversight provided by the Vestry should be viewed as a single system. No part stands alone; each supports the other. This entire system enables the Vestry to fulfill its obligation of fiduciary responsibility and proper stewardship.

#### *Budget Methods*

- **Line item**—Using this year's budget as the basis for next year's budget
- **Program**—Costs are identified with the specific programs (activities/ministries) carried out by the congregation
- **Zero-based**—Each program chair/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

### *Budget Process*

Discerning the congregation's mission and ministry is the foundation of budget building and should involve all members of a Parish. When members of the congregation participate in the formulation of the budget, they are inclined to make sure the budgeted programs are implemented and provided with necessary resources.

Following the mission discernment phase, the Finance Committee drafts a tentative budget to present to the Vestry, which reviews, discusses, makes changes, adopts and presents the budget to the congregation.

Any budget presentation should include amount 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 or the Rector's budget.

### *Income Sources*

Income sources include pledges/offering, St. James Preschool usage, facility usage, other income and Parish Fund distribution.

### *Parish Finance Reports*

Copies of the monthly and annual financial reports are available to parishioners in Centennial Hall, the parish office and upon request. A summary is published monthly in *The Spirit*.

## **Fundraising**

Committees and groups may submit a fund-raising calendar each summer for the program year to be approved by Vestry. Other events must be approved by Vestry at least 30 days prior to the event. Pass-through funding for emergency events may be approved by the Rector and the Chair of the Outreach Committee.

All fundraising events will have a designated treasurer who will:

- Review the collecting and reporting of all State of Michigan sales taxes when required
- Ensure all revenues and expenditures are properly documented with receipts and explanation of purpose and provide Bookkeeper with complete records
- Submit all expenses to the Bookkeeper for payment to vendors or for reimbursement to Church members when appropriate
- Ensure that at least two individuals, working together, will count all monies collected at the event and will prepare the bank deposit together
- Money counting must be done at the Church, and if money cannot be prepared for deposit immediately, it must be secured in the Church vault
- Ensure that event revenues are deposited in the appropriate account and are used for Vestry approved expenditures

See St. James *Cash Management Policy* and *Diocesan Manual of Business Methods* for more details.

No payments for goods or services related to the fundraiser will be made in cash from revenues collected during the event (with the exception of small expenses ordinarily paid from petty cash). Payment from a Church account is the only acceptable method of payment for major event expenses.

## **CHURCH GROUPS**

### **All Saints Guild**

All Saints Guild sponsors two bake sales during the year to raise money for outreach and to support the mission of St. James. Participation is open to all parishioners.

### **Book Club**

The Book Club meets once a month during the school year to discuss the selected book. Participation is open to all parishioners.

### **Bridge Group**

The Bridge Group meets monthly September through May during the day in the Lounge for bridge and refreshments. All parishioners and non-parishioners are welcome.

### **G.A.P. (God's Awesome People)**

G.A.P. is a program for Middle and High School youth focusing on fellowship and activities. Meetings are bi-monthly on the 1st and 3rd Sundays from 1:00 p.m.-3:00 p.m. All youth grades 6-12 and their friends are welcome.

### **Knitters**

The Knitters meet every Saturday at 9:00 a.m. to work on personal or charity projects. Fellowship is an important goal of this group, with participation open to all parishioners and non-parishioners.

### **Office Volunteers**

Office Volunteers complete assigned tasks such as answering telephones, contacting Eucharistic Ministers and Readers, preparing materials for worship and parish distribution, etc. under the direction of the Parish Administrator.

## **ADDENDUMS**

**Alcohol Policy**

**Cash Management Policy** (being updated)

**Crisis Management Plan** (to be written)

**Gift Acceptance Policy**

**[St. James Bylaws](#)**

**[St. James Parish Fund Resolution](#)**

**St. James Personnel Policies and Procedures** (being updated)

**St. James Preschool Constitution and Bylaws** (being updated)

**St. James Insurance Policy**

## **EXTERNAL LINKS**

**Episcopal Diocese of Michigan Constitution & Canons**

<https://www.edomi.org/resources/constitution-canons/>

**Episcopal Diocese of Michigan Safe Church Policy**

[https://www.edomi.org/wp-content/uploads/2019/03/Safe-Church\\_Creating-a-Healthy-Environment-for-Children-Youth-and-Vulnerable-Adults-32619.pdf](https://www.edomi.org/wp-content/uploads/2019/03/Safe-Church_Creating-a-Healthy-Environment-for-Children-Youth-and-Vulnerable-Adults-32619.pdf)

**Episcopal Diocese of Michigan Safe Church Training Requirements by Role**

[Episcopal Diocese of Michigan Safe Church Training/Track Requirements by Role](https://www.edomi.org/wp-content/uploads/2020/03/Updated-Screening-and-Training-Protocols-March-5-2020.pdf)

<https://www.edomi.org/wp-content/uploads/2020/03/Updated-Screening-and-Training-Protocols-March-5-2020.pdf>

Use this document to determine the appropriate level of Safe Church Training required for each volunteer and staff responsibility

**National Episcopal Church Constitution & Canons**

<https://extranet.generalconvention.org/staff/files/download/23914>

**National Episcopal Church Manual of Business Methods**

<https://www.episcopalchurch.org/finance-office/manual-of-business-methods/>