

# **Vestry/SPC Recommendations For Strategic Plan Update**

October 26, 2017

## **GOVERNANCE AND ADMINISTRATION**

### **Core Value Statement**

We are committed to establishing and maintaining fair and impartial parish business policies and practices by which the orderly management of the affairs of the parish are ensured through an elected Vestry composed of thoughtful, responsible, and capable church leaders.

### **Five Year Goals and Objectives**

1. Manage the temporal affairs of the parish through dedicated responsible services in our roles as officers and members of the Vestry and effective performance as chairs and members of the Vestry Committees.
  - a. Ensure that the following officer positions are filled and functioning as described in the Parish By-laws: Senior Warden, Junior Warden, Clerk of the Vestry, Treasurer, Financial Secretary. **Year 1**
  - b. Provide effective leadership as chairs and members of the following Standing Committees: **Year 1**
    - (1) Audit
    - (2) Christian Education
    - (3) Community Outreach
    - (4) Church Security
    - (5) Fellowship

- (6) Finance
- (7) Investment
- (8) Property
- (9) Stewardship
- (10) Strategic Planning
- (11) Technology
- (12) Welcoming

c. Appointment of a Rector Search Committee to recommend a Rector to fill a vacancy in that position. **Year 1**

d. Create Ad Hoc Committees from time to time for the purpose of accomplishing a task that will not likely be needed on a permanent or recurring basis, but may be needed at the time. These ad hoc committees of the Vestry will serve until the purpose for which they were created is achieved. Examples of ad hoc committees are:

- (1) Archives
- (2) By-laws
- (3) Anniversary **Year 1**

e. The Executive Committee of the Vestry consists of the Rector, Senior Warden, Junior Warden, Clerk of the Vestry, Treasurer, and Financial Secretary. This committee is responsible for meeting and acting on behalf of the Vestry when emergency circumstances occur during a time when the Vestry is not in session or when a critical decision must be made prior to the next scheduled meeting of the Vestry.

**Year 1**

2. Improve the management of parish financial accounting operations:
  - a. Develop an operations manual containing finance and accounting guidelines, policies, and procedures. **Year 1**
  - b. Issue financial management guidelines for use by church organizations and ministries. **Year 1**
  
3. Improve the management of parish business operations:
  - a. Develop a manual for business operations containing guidelines, policies, and procedures. **Year 2**
  - b. Create the position of Parish Administrator to manage the day to day operations of the parish. The incumbent will serve as office manager and staff supervisor of all staff on work assignment at the church proper. The Administrator will coordinate with supervisory officers of the parish, such as the Junior Warden or the Treasurer, who are not on the premises on a daily basis to ensure that their staffs are carrying out their duties as prescribed in their absence. **Year 1**
  - c. Coordinate with the Junior Warden to ensure that a facilities maintenance plan is maintained with staff assignments and timelines for task completions. **Year 1**
  
4. Improve the upkeep of buildings and grounds:
  - a. The Junior Warden will appoint members to the Property Committee that he or she chairs and utilize their help in planning for and overseeing the care and maintenance of parish buildings, grounds, and equipment. **Year 1**
  - b. The Junior Warden will coordinate with the Parish Administrator to ensure that during his or her absence, on duty maintenance staff implement their assigned duties in accordance the facilities maintenance plan. **Year 1**

- c. The Parish Administrator will establish and maintain a procedure whereby parishioners may report maintenance issues for resolution. **Year 1**

5. Improve church security:

- a. Assess security needs; **Year 1**
- b. Determine if the alarm monitoring system is adequate for parish needs; **Year 1**
- c. Develop and implement a comprehensive Security Plan for all parish properties, include input from current security provider. **Year 2**

6. Improve Website Content:

- a. The Archives Committee will develop and implement a plan for archiving parish documents and artifacts ;and **Year 1**
- b. Coordinate with the Atonement Website Administrator to improve the portrayal of parish life on the website. **Year 1**

7. Enhance Technology

- a. The Technology Committee will recommend alternatives for upgrading the parish computer capability, improving internet access, and upgrading the parish website; and **Year 1**
- b. Establish a video recording capability for recording worship services and special presentations. **Year 2**