

SAINT MICHAEL & ALL ANGELS PARISH POLICIES - formerly Part 3 of the Vestry Handbook

Vestry, Commissions & Committees Commission Meetings

MARCH 8, 1982

The rector and senior warden are members of all Vestry commissions, and must be notified beforehand of all meetings, the parish secretary must be notified beforehand of all commission meetings so that they can be noted on the parish calendar and space made available.

Commissions Represented at Vestry Meetings

FEBRUARY 8, 1982

In case of the anticipated absence of a Vestry member from a Vestry meeting, that member shall appoint a representative from the commission to represent the commission at the Vestry meeting. The representative shall have voice but not a vote at the meeting.

Minutes, Distribution of Vestry

SEPTEMBER 7, 2004

The clerk shall distribute minutes of Vestry meetings to all members of the Vestry and parish staff, to all who may request minutes and post a copy of each minute on the main bulletin board.

Minutes, Independent Parish Organizations

MAY 1981

The Vestry directs that the minutes of meetings of independent parish organizations (e.g., altar guild, Friends of Music) be regularly submitted to the clerk of the Vestry, filed in the parish office, and be made available for review by any member of the parish.

Candidates for Holy Orders General

NOVEMBER 14, 1983

When a person announces a desire to seek Holy Orders under the sponsorship of Saint Michael & All Angels, the person and the Vestry will meet at the earliest convenient time. The person will provide the Vestry with basic biographical information. The Vestry will establish a support group to maintain contact with the candidate and other ways to provide lay support. Before the Vestry makes its final recommendation regarding the acceptability of the candidate, it will receive the recommendations both the rector and any support or liaison group with the candidate it has previously established. All recommendations of our diocese's commission on ministry will be followed.

Church Historian

AUGUST 10, 1971

The church historian (or their designee) has the authority to review and accumulate church records and archives considered desirable to preserve a history of the parish.

Commercial Sales on Church Property

MAY 12, 1975

Individuals/groups will not be permitted to sell their products on church property without approval from the Vestry.

Confidentiality

APRIL 9, 1984

When commissions, officers, and members who deal with pledges and other contributions to the parish need to discuss them with others, or with the Vestry, they will keep names of contributors and the value of contributors confidential, to the extent that they can, without interfering with their work.

Parish Directory

The Parish Directory shall not be distributed for use as a commercial mailing list.

Use of alcohol on the campus

SEPTEMBER 7, 2004

Alcohol may be served on the campus only with permission of the rector, or in the rector's absence the senior warden. Non-alcoholic beverages must be equally available.

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Furnishing and Decoration of Buildings

AUGUST 12, 1969

Decisions about furnishings and decorating (including memorial gifts) shall be made by the buildings and grounds commission after consultation with the rector and appointed advisors.

Technology

SEPTEMBER 7, 2004

All "technology" owned by the parish, including computers, copy and Fax machines, DVD-video-CD-audio cassette players, amplification systems, etc., are for use by members of the staff and Vestry. Others may use these items with approval and supervision of members of the staff or Vestry.

Use of Facilities

Please see "attachment #1" Facilities Use Agreement (not attached to the document I received)

Financial Policies

The annual timetable for the preparation of this parish's program & budget is:

- Late spring-summer: Vestry and staff members brainstorm about needs, desires and possibilities.
- Early September: commissions draft their program & budgets for the following year and present them at a Vestry meeting.
- Mid-September: Executive Committee meets with finance and stewardship chairs to discuss and formulate a plan for the following year's program & budget.
- October: Vestry reviews and approves the draft program and budget.
- October-November: stewardship commission runs the annual campaign.
- December-January: Vestry balances program & budget.
- January-February: before annual parish meeting, Vestry adopts program & budget for the current year.
- January-February: annual parish meeting receives program & budget.

Disbursement of Funds

JULY 19, 1988

If budgeted, an expenditure may be made at any time. If not budgeted, a request must come to the Vestry. A short-term emergency disbursement may be made with the approval of any two of the following: the rector, the senior warden, the finance chair.

Financial Reports of Independent Parish Organizations

APRIL 8, 1969

Those Parish organizations which receive non-budgeted funds (e.g., Altar Guild, Friends of Music) shall remit such funds to the bookkeeper who shall deposit them in general funds and account for them with separate line items in financial reports. Disbursements shall be made or invoices approved by normal church policies.

Signatures on Bank Accounts

APRIL 12, 1976

Two signatures shall be required for withdrawals from savings accounts; one signature for withdrawals from checking accounts.

Money Market Mutual Funds

FEBRUARY 8, 1982

Vestry authorized money market funds are to have the same signatories as checking and savings accounts (normally from among the rector, senior warden, junior warden, treasurer, finance chair) so that monies may be transferred appropriately from checking and savings accounts to money market funds.

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Stock Transfers

JANUARY 10, 1971

The rector, senior warden or junior warden, together with the clerk of the Vestry or treasurer are authorized to sell, assign and endorse for transfer certificates representing shares of stock or interest or other securities of any kind belonging to, or standing in the name of, the parish.

Unauthorized Expenditures

JULY 16, 1987

The Vestry will not be liable for unauthorized expenditures.

Gifts of Securities to Parish

MAY 2, 1968

Saint Michael & All Angels from time to time receives gifts of securities from parishioners and other interested persons. All such gifts received by or for the benefit of the church shall be delivered to the custody of the treasurer who shall make such arrangements necessary for transfer and ownership of such securities to the church and for obtaining certificates or other evidences in the safe in the parish office.

The treasurer shall record of all such gifts. Unless directed otherwise by the giver, the church shall sell such securities when received and deposit the proceeds in the church's general bank account unless the finance chair and the Vestry shall determine that such securities are of such a nature or quality that they should be retained by the church.

In such event, the finance chair shall make such recommendation to the Vestry at its next regular or special meeting and the Vestry shall direct the treasurer as to further disposition of the securities. The treasurer shall retain the securities until direction is made.

Securities received by the church shall be valued in the following manner: If such securities are listed on a national or regional stock exchange, they shall be valued at the midpoint of the high and low prices quoted on the date of receipt on the major exchange on which such securities are listed. If such securities are not listed on such an exchange they shall be valued at the most recent "bid" price quoted for such securities as of the close of business on the date of receipt. If the securities are not listed and no "bid" price is obtainable, the treasurer shall refer the question of value to the finance commission for valuation by relevant criteria. Upon valuation, the treasurer shall notify the donor in writing. For purposes of this policy, the term "date of receipt" shall mean the date when certificates or other evidence of ownership of securities, accomplished by executed assignments or stock powers, are received by the church.

Gifts of securities will be credited against pledges of donors at the value determined.

Procedure for Acceptance of Gifts

MARCH 10, 1970

Upon receipt of a gift other than a regular pledge, the rector should be notified immediately and, if the gift is designated for the work of a specific commission, the commission chair should also be notified.

The rector will see to it that an acknowledgment of the gift is sent promptly.

FEBRUARY 1969

Vestry Approval for Acceptance of Gifts

No gift, other than unrestricted gifts to the general funds of the parish, gifts to diocesan or national Church approved campaigns and gifts to programs or campaigns previously approved by the Vestry, will be accepted by the Parish or any officer thereof, and no such gift, if accepted, will be expended or disbursed, except with the prior approval of the Vestry.

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Gifts, Plaques

MAY 13, 1970

The Vestry approves the placement of memorial plaques of appropriate size on physical gifts to the parish, at the option of the donor; the size, design and placement of the plaque to be in the discretion of the rector with the advice of the rector's "gift committee," the cost of the plaque to be added to the cost of the gift and paid by the donor.

Gifts, Evaluation

APRIL 9, 1984

Any gifts received by Saint Michael & All Angels are to be delivered to the stewardship commission which is directed to obtain an independent third-party appraisal and submit it to the Vestry at its next meeting, along with suggestions for converting the asset to cash. If the asset is perishable or it, in the opinion of the chair of the stewardship commission, there is a need to dispose of the asset prior to the next Vestry meeting, then the rector shall create and convene a "disposition committee," which shall consist of the rector, wardens, clerk and treasurer, which is authorized to act on behalf of the parish. It must notify the Vestry of any action at the next Vestry meeting. If the asset is of such nature or quality that it should be retained, it will be treated as a security.

Loans

SEPTEMBER 7, 2004

From time to time, it may be advisable for the church to obtain loans from third parties. Any such loans shall be recommended by the finance commission and approved by the Vestry. The Vestry shall authorize appropriate borrowing resolutions, and the note or notes shall be executed by any two of the following: the rector, the senior warden or the finance chair.

MUSIC MINISTRY

SEPTEMBER 13, 1976

Use of the Organ-Basic Philosophy

The worship commission reaffirms the philosophy of encouraging the community use of Saint Michael's pipe organ, including performances, recitals, and student use. We believe the use of the organ by outside groups is a form of outreach in that it brings people to the church who might not otherwise come.

To offset the anticipated increased mechanical wear on the organ and to encourage the wise use of allotted time, the commission recommends a practice fee of \$5.00 per hour.

Fee exceptions:

The minister of music may have unlimited and priority use of the instrument without a fee. Music students of the minister of music may have two hours free access to the instrument weekly. Members of Saint Michael & All Angels parish shall not be required to pay a practice fee. There shall be no fee for public performances jointly presented by Saint Michael and outside groups.

In case of public performances presented by outside groups only, either a donation of \$50.00 may be assessed for use of the building and instrument or the proceeds of a passing of the plate may be given to the parish.

If an extra tuning of the organ is requested before a performance, the cost of tuning will be borne by the performer or sponsor, and not by Saint Michael & All Angels Parish.

Access to the Organ

To promote fairness and consistency in determining who may use the organ, and to reduce conflicts of schedule, it is recommended that only the minister of music shall determine the qualifications of persons to use the instrument. Three criteria should be used for potential users:

- The individual's musical ability
- The individual's level of maturity and responsibility

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- The individual's membership in the parish

The commission recommends that issuing of keys to the church buildings be minimized. [Please refer to the key policy under "Facility Policies."]

It is suggested that the parish secretary/office manager issue an organ key to the individual concerned which must be returned after the practice session. Key check-out times shall be recorded in an organ log book with the name of the individual and shall serve as the basis for charging the practice fee, if applicable.

FRIENDS OF MUSIC

Statement of Purpose

JULY 8, 1984

The Friends of Music is a group of parishioners interested in supporting and enhancing the music program of Saint Michael & All Angels. Although the Friends of Music are interested in all forms of musical expression, they are particularly concerned with giving the parish and the community more knowledge and appreciation of the rich history of Anglican church music. To that end the Friends of Music may:

- Present musical programs, including but not limited to concerts, recitals, seminars or workshops, which may be of interest to the organization, parish, or community at large;
- Raise funds, with the prior approval of the Vestry, for whatever purpose the organization deems appropriate.
- From time to time assist the Vestry in determining the musical needs and desires of the parish.

Any decisions regarding parish music policy or the corporate music program are the exclusive responsibility of the rector or designee, and the Vestry, in consultation with the minister of music.

Friends of Music will file minutes of its meetings with the clerk of the Vestry and quarterly financial statements with the parish treasurer. A separate account shall be maintained within the parish ledgers for Friends of Music; the treasurer shall give a quarterly statement of that account. Friends of Music shall designate three people to approve disbursements against that account.

By-Laws - The Friends of Music

Article I

The purpose of the Friends of Music is to enhance the music programs at Saint Michael's. Typically, this involves raising funds through a variety of musical events to support special musical activities such as instrumental soloists and accompanying groups for musical events. Funds may be allocated for any purpose that enhances the musical programs of Saint Michael's. Funds are not intended for routine support of liturgical music.

Article II

Any person with interest in music may be a member of the Friends of Music. Annual financial contributions are strongly encouraged. The budget year is September 1 to August 30 each year.

Article III

The Friends of Music is governed by a three-member Executive Committee, individuals who have been active in the various activities of the Friends in recent years. At least one member shall be active in the parish choir. There shall be a chair and two members-at-large, one of whom shall be the treasurer. Each serves a two-year term. It is intended that an at-large member succeed to chair when that position is open. The minister of music is an ex-officio member of the Executive Committee.

The Executive Committee, with the rector, serves as the nominating committee. Ratification of nominees for the Executive Committee shall be accomplished at the fall general meeting of the entire Friends of Music group.