

POLICIES AND PRACTICES for Christ and Grace Episcopal Church
(Adopted March 17, 2014)

Table of Contents

I. Vestry Concerns:

- Meetings
- Size
- Elections
- New Vestry Nominating Committee
- Qualifications
- Voting
- Norms
- Special Meetings
- Committees
- Officers
- Duties
- Vacancies and Resignations
- Expenditures
- Audits

II. Annual Parish Meeting

III. Parish Trustees

IV. Endowment Trustees

V. Endowment Funds

VI. Use of Buildings and Property

VII. Bequests, Gifts of Property, Stocks and Other

VIII. Church Staff

IX. Buying and Selling Property, Loans and Renovations

X. Weddings and Same Gender Unions

XI. Delegates to Annual Council

XII. National and Diocesan Canons

XIII. Reporting Inappropriate Adult Behavior

XIV. Guidelines for Children and Youth

XV. Finances

XVI. Undesignated Memorial Funds

XVII. Designated Memorial Funds

XVIII. Carter-Lackey Legacy Society

Appendices I. II. III.

I. VESTRY CONCERNS

Vestry Meetings

Regular meetings are held on the 3rd Monday of each month between September and June at 6:30 p.m. Between meetings, it has been our practice to conduct business by email if possible or special called meetings often after church on Sunday. The Executive Committee, made up of the clergy-in-charge, Senior Warden, Junior Warden and Treasurer, may meet during the summer to conduct minor business.

The Rector or clergy-in-charge is a member of the Vestry and presides at the meetings unless he or she is absent or appoints one of the wardens to do so, according to the Diocesan Canons, Canon XVII, Section 7, (d).

The agenda is prepared by the Rector or clergy-in-charge. Any member of the vestry or officer may recommend agenda items prior to the meeting. (Our meetings have always allowed opportunity for new issues to be discussed that are not on the agenda.)

Size of the Vestry

We have traditionally had 12 members other than the clergy-in-charge. According to the Diocesan Canons, Canon 17, Section 1, (a), a vestry shall be not fewer than 3 and not more than 18.

Vestry Elections

The congregation shall elect 4 new Vestry members each year to serve 3-year terms, according to the Diocesan Canons, Canon 17, Section 1, (a). (See Annual Parish Meeting.) We have elected a slate of 4 only by acclamation due to the difficulty of securing an adequate number of nominees from the congregation to have a reasonable and fair election.

It is recommended that those completing their 3-year terms not be re-elected in the following year or two to give others a chance to serve. A person appointed to fill a vacated position may be elected to a full 3-year term.

New vestry members are commissioned and given a master key to the church at the 8:00 or 10:30 service on the Sunday before the first Vestry meeting in January. Newly elected Vestry members are invited to attend the last meeting in December before their term starts.

New Vestry Nominations Committee

The nominating committee is made up of the 4 vestry members completing their terms plus the Episcopal Church Women president and the Sunday School Director. The committee is announced in October and names are solicited for 4 new members. The committee tries to keep a balance of men and women, new and seasoned, and young and mature. The chair of the committee is selected by the clergy-in-charge. Nominees sign papers before the election outlining duties and responsibilities. (See Appendix I.)

Qualifications

Vestry nominees and electors must be at least 16 years of age and considered a Confirmed Communicant in Good Standing. (National Canons, Title I, Canon 17, Section 1 – 3, i.e. baptized, confirmed or received by the laying on of hands of an Episcopal bishop, regular in attendance and contributing to the mission and ministry of the church)

Before assuming office, all new vestry members shall subscribe to the following declaration:

I do believe Holy Scripture to contain all things necessary to salvation; and I do solemnly engage to conform to the doctrine, discipline, and worship of the Episcopal Church; and I promise that I will

faithfully serve as a member of the Vestry of Christ and Grace Church in Petersburg, according to my best knowledge and skill.

We have asked nominees to sign this declaration before the election.

Voting

Whereas a simple majority is all that is necessary for a resolution of the vestry to pass, it has been our policy that at least a two-thirds majority is helpful to determine the “mind of Christ” in our deliberations. Unanimous decisions have been the norm.

As a member of the vestry, the clergy-in-charge may vote. This happens rarely, however, at Christ and Grace and wouldn't be exercised to break a tie vote.

The Register and Treasurer are given seat and voice but may not vote.

A majority of the members will constitute a quorum and is required for important decision making.

Norms

Vestry norms for conducting our business are the same as those used for all diocesan gatherings. (See Appendix II.)

Special Meetings

Other than the regularly scheduled monthly meetings, other meetings may be called by the clergy-in-charge or any two members of the vestry at a time most convenient to a majority of the members. [Diocesan Canon XVII, Section 7. (b)] We usually try to meet after church on Sundays.

Standing Committees

The vestry may organize and reorganize itself at any time as seems most suitable, efficient and necessary to best fulfill its duties and carry out the ministry and mission of the church. Presently, committees of the vestry are:

Adult Education
Finance
Outreach
Parish Life
Planned Giving
Property and Environment
Social Media
Stewardship
Vitality Team
Youth and Children
Worship

Committees meet between regular meetings and report and make recommendations at the regular meetings. We try not to do the work of our committees by the whole vestry during vestry meetings.

Chairs and members of committees can be vestry members, staff and non-vestry members.

Officers

Vestry officers are: Senior Warden, Junior Warden, Treasurer and Register. The wardens are members of the vestry and may serve from 1 – 3 years each time they are elected to the vestry. The Register and

Treasurer are communicants in good standing and may serve an unlimited number of years at the pleasure of the vestry. All 4 officers are elected each year by the new vestry at the regular meeting in January.

Job descriptions for the Senior and Junior Wardens can be found in the Appendix III.

Duties

According to the National Canons, Title I, Canon 14, Section 2., .. *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.*

According to Diocesan Canons (XVI, XVII, XVIII), the vestry is responsible for:

- Overseeing church property and its use with the clergy-in-charge

- Seeing that the property is prepared for all worship services

- Seeing that the property is maintained and cleaned

- Seeing that offerings are collected

- Seeing to the care of all the sacred vessels

- Seeing that parish funds are available for:

 - Eucharistic elements

 - Books for worship

 - Vestments for worship

- Assisting in seating the congregation

- Seeing that order and decorum are maintained during worship

- Notifying the Bishop if the Rector will be leaving the parish and with the Bishop's consent, elect a new Rector

Other traditional duties of the vestry include:

- Pledging generously to the general, overall budgetary needs of the Parish

- Attending Sunday services and other church-related events regularly

- Approving the Annual Parish Budget and oversee the Annual Every Member Canvass

- Approving expenditures in excess of the Parish Budget

- Electing 4 Delegates each year to attend the Diocesan Annual Council

- Electing Endowment Trustees as needed

- Electing Parish Trustees as needed

- Providing leadership at all worship services (See *Vestry Handbook*)

- Attending a Vestry Retreat at least once in 3 years

- Attending *Bishop's Day with Vestries* at least once in 3 years

- Attending *Safe Church* training

Vacancies and Resignations

According to Diocesan Canons, Canon XVII, Section 10. *Vacancies in the Vestry may be filled at any meeting by the remaining members. No one shall be elected without receiving the votes of the majority of the members of the vestry.*

Canon XVII, Section 11. *Any member who is absent without reasonable cause from three successive regular meetings shall be presumed to have resigned, and that such resignation is presumed to have been accepted, unless otherwise determined by vote of a majority of the remaining members.*

Expenditures

Church expenditures above \$500 and not included in the Annual Budget must be approved by a vote of the vestry. Extra expenses less than \$500 must be approved by the clergy-in-charge, treasurer and staff person requesting the funding.

Audits

According to National and Diocesan Canons, all accounts shall be audited each year by a committee appointed by the Finance Committee. A written statement about the audit of the church's financial records must be submitted to the diocese no later than September 1 of the following year.

II. ANNUAL PARISH MEETING

According to the Diocesan Canons, Canon VII, Sections 3 and 4, the Annual Parish Meeting *shall take place in the usual place of worship or some other convenient place, and due notice of the time and place of the meeting shall be given at least two weeks prior to the meeting.*

We have traditionally had our meetings in the church beginning after the 8:00 service and ending after the 10:30 service on the 2nd Sunday of December. After both services, the clergy-in-charge begins with a prayer, and the treasurer reports on the financial state of the parish for the current year, and he or she reports on the Fall Every-Member Canvass, which should be nearly complete. After both services the slate of 4 new vestry persons is presented by the chairman of the Vestry Nominating Committee and the candidates are elected by acclamation. Afterwards the meeting is adjourned with a dismissal by the clergy-in-charge.

III. PARISH TRUSTEES

Trustees of Christ and Grace Episcopal Church hold the church and property in trust for the Diocese of Southern Virginia. Trustees are appointed for life by the vestry, but may be replaced at any time. The present trustees are: J. Cyrus Kirkpatrick, James Thacker and Bernard Syme.

IV. ENDOWMENT TRUSTEES

The Christ and Grace Endowment Committee is made up of three trustees appointed by the Vestry. Each trustee may serve two consecutive three-year terms. One trustee serves as the Chairperson. When money designated for the Endowment Fund is received by the Chairperson, it is logged into our "Corpus" record which includes: donor, date of receipt and dollar amount. Once the money is logged into the Corpus Record, the funds are transferred by the committee chairperson to our Endowment Investment Account subject to our Endowment Fund Policies and Guidelines which were last amended by the Vestry on May 20, 2013. The account is managed by the Episcopal Church Foundation working in concert with the State Street Global Advisors. The Endowment Committee oversees the deposits and withdrawals in accordance with the guidelines. Recommendations are made to the Vestry as necessary by the committee. The chairman reports to the vestry at least once a year in January or February.

V. ENDOWMENT FUNDS

The Christ and Grace Endowment Fund came into existence by a Vestry resolution in June of 1999. It provides parishioners a way to leave their church an annual income stream that will continue in perpetuity. Since its inception, it has also been used to invest portions of funds received from the sale of church property and from undesignated gifts resulting from wills. Gifts of \$10,000 or more are eligible for a "named fund," and the donor may specify its desired use with consent of the Vestry. We currently have 10 named funds. The total of the named funds plus the original gifts to the Endowment Fund make up the "Corpus" of the Christ and Grace Endowment. While the Endowment trustees manage the fund and make recommendations to the Vestry, the ultimate responsibility for the Endowment Fund resides with the Vestry.

To ensure that our Endowment Fund will provide a long-term investment stream, in 2005, the Vestry adopted a five percent (5%) maximum annual withdrawal resolution. Amended in 2010, the policy now states that on June 30 of each year, the maximum withdrawal for the next year is determined by computing five percent (5%) of the average net asset value of the Investment Account over the preceding twelve quarters. The resulting money is used to fund the ten named Endowment Funds at five percent (5%) of their Corpus value with the residual amount funding the Christ and Grace Church programs -- a maximum of sixty percent (60%) may be used for the operating budget and forty percent (40%) for outreach, one-time capital expenses or initial funding for a new ministry. Vestry policy restricts spending below the Corpus amount of the Endowment.

VI. USE OF BUILDINGS AND PROPERTY

We want our buildings to be used by the community, and we allow groups and individuals to use them for one-time events, periodically or year-round. Some groups pay a small fee for use of utilities and janitorial services, while other groups do their own set up and clean up and make a donation. We especially try to accommodate charitable organizations and, more so, those in which members of our church participate. Inquiries and arrangements are made by calling the church office.

The church also has a few old tables and several metal chairs that may be used by members of the church. This can be arranged by calling the church office as well.

VII. BEQUESTS, GIFTS OF PROPERTY, STOCKS AND OTHER

Bequests left to the church by deceased members or friends of the church shall be used as designated in the will to the best of the vestry's ability and judgment. The Vestry agreed in 2012 that at least ½ of undesignated bequests shall be deposited in the church's general endowment fund and become part of the corpus. The other ½ may be used at the Vestry's discretion.

Stocks given as gifts or as pledge payments shall be sold as soon as possible and not held for any length of time in the hope they may increase in value.

Gifts of property -- land, buildings or other objects -- may be received only by consent of the vestry.

Gifts totaling \$10,000 or more to the Endowment Fund and approved by the Vestry may become a named endowment, and the income earned from the interest each year be given to the ministry for which the gift has been designated. A separate plaque may be placed somewhere on the property with the name of the fund on it and the year it was given, or a small nameplate can be attached with other named funds to a board in the staircase just outside the side entrance to the nave.

VIII. CHURCH STAFF

It has been customary for the church to have the following staff as the annual budget allows:

Priest/Rector – full time

Lay Assistant – full time (Children's Christian Education, Pastoral Care and Parish Life Activities)

Secretary – part time

Music Director – part time (organist, pianist and choir director)

Youth Director – part time

Sexton – part time

Property Administrator – part time

Bookkeeper – part time

Kitchen Coordinator – part time

All staff members must sign a contract which includes a detailed job description.

The clergy-in-charge must approve all new employees but does not need to be a member of the search committee. A criminal background check and *Safe Church Training* are required of all employees.

IX. BUYING AND SELLING PROPERTY, LOANS AND RENOVATIONS

The Standing Committee of the diocese must approve the sale or purchase of any land and/or buildings. If the church has a major renovation, it must also be approved first by the Standing Committee. If the church intends to borrow money for the purchase of land or buildings or for major renovations, the Standing Committee must first be notified in writing and give its approval before the project begins.

X. WEDDINGS AND SAME GENDER UNIONS

The clergy-in-charge may determine his or her own guidelines for agreeing to perform weddings within the Canons of the National Church and Diocese. Most recently, the Rector has agreed to marry members of the church present or past, if, after a minimum of four sessions with the couple, the Rector is assured that the couple is suited for marriage to one another.

Couples wanting to be married, who have no present or past association with the church, are invited to first become members through regular attendance prior to their wedding day. The Rector may then consider them for marriage as above.

If couples do not want to become members, the present Rector declines to begin the process for marriage. Sometimes extenuating circumstances, such as the need for a larger Episcopal church to seat more guests, may result in the Rector's approval to have a wedding here for nonmembers who are Episcopalian. The Rector may do the service or give permission for the couple's priest to perform the rehearsal and ceremony here. A payment of \$200 to the church is required under these circumstances along with the other fees as outlined on an information form for all weddings in the church.

In December of 2013, the vestry unanimously approved in writing to Bishop Hollerith a declaration allowing present and future clergy to use the trial liturgy for "The Witnessing and Blessing of a Lifelong Covenant" for same gender couples. Such couples would be subject to the same requirements as those presenting themselves for marriage.

XI. DELEGATES TO ANNUAL COUNCIL

It has been the custom of this church for the vestry to elect 4 lay delegates to Annual Council each year. The Lay Assistant is always one of the 4 delegates if she can attend. The other 3 delegates will serve for 2 years concurrently to allow other members of the church to attend. If a delegate cannot serve his or her second term due to illness, he or she may attend the following year with vestry approval. Delegates are expected to attend the pre-council meeting and the two-day council in February and any other called special meetings during their years of service.

The church agrees to pay all the delegates' registration fees and expenses for room and board during council.

XII. NATIONAL AND DIOCESAN CANONS

The Canons are lists of rules by which The Episcopal Church is guided and governed. Diocesan Canons must conform to National Canons. Both sets of canons can be found on our diocesan website, www.diosova.org.

XIII. REPORTING INAPPROPRIATE ADULT BEHAVIOR

If the clergy-in-charge is suspected of inappropriate behavior with another adult in the parish, it is the duty of the person suspecting the questionable behavior to report it to the Senior Warden only as soon as possible. It is vitally important that utmost discretion is used so that no member of the church, including the clergy, is accused wrongly and has his or her reputation forever tarnished. The Senior Warden should then speak with the clergy person. It may also be necessary and important for the Senior Warden and clergy person to meet with the bishop.

If a staff person other than the clergy-in-charge is suspected of inappropriate behavior with another adult parishioner, the suspecting person should speak to the clergy person only as soon as possible for the same reasons as above.

If a parishioner is suspected of inappropriate behavior with another parishioner, the clergy person only should be notified immediately, again, to protect the persons involved from gossip or wrongful accusations.

XIV. GUIDELINES FOR CHILDREN AND YOUTH

Monitoring Guidelines for Nursery

Church Nursery – Only screened volunteers may work in the nursery. Nursery volunteers are not permitted to allow unscreened friends or family members to assist in the nursery without applying to be a volunteer. *Safe Church Training* through our diocesan program is required for all volunteers.

Supervision: The Lay Assistant will schedule and manage the nursery volunteers. Random spot checks during the nursery hour will be made by the Lay Assistant during the Sunday School hour and by Vestry members on usher duty during the worship hour.

Ratio: One volunteer per 4 children.

Physical environment: The window in the nursery room door shall remain unobstructed.

Bathroom procedure: Children that are potty trained will be escorted to the bathroom stall. If assistance is needed, two volunteers will be present.

Diapering will be conducted in the observable nursery area.

Concerns should follow reporting procedures.

Classroom Teacher Guidelines

Classroom doors should remain open at all times if only one teacher is in a classroom so that a sight line can be established with teachers across the hall. Random visits by the Assistant Lay Minister will be made during the Sunday School hour.

Standards for Affection

Appropriate displays of affection for children

- Asking permission before touching
- Brief hugs
- Pats on the shoulder or back

- Handshakes
- High-fives and hand-slapping
- Verbal praise
- Touching hands, faces, shoulders and arms.
- Arms around shoulders
- Holding hands during prayer or when a person is upset
- Holding hands while walking with small children
- Sitting close to small children
- Kneeling or bending down for hugs with a small child
- Holding or picking up children 3 years old and younger

Inappropriate displays of affection

- Any form of unwanted affection
- Full frontal hugs or “bear hugs”
- Touching bottoms, chests or genital areas
- Lying down or sleeping beside children
- Massages
- Patting children on the thigh, knee or leg
- Tickling or wrestling
- Touching or hugging from behind
- Games involving inappropriate touching
- Kisses on the mouth
- Showing affection in isolated areas
- Compliments that relate to physique or body development

If a child discloses abuse:

- Be sensitive to vague disclosures.
- Avoid expressing shock or outrage.
- Don’t threaten or condemn the alleged perpetrator.
- Let the person know you believe him or her.
- Tell the person he or she was right to disclose.
- Assure the person the abuse was not his or her fault.
- Reassure the person that he or she will be safe.
- Avoid questions that could make the person feel responsible.
- Collect essential details for the report.
- Write down exactly what the person said.
- Follow reporting procedures.

Reporting Procedure for Christ and Grace

David Teschner, Rector
 Claire Brill, Lay Assistant
 Current Senior Warden

Reporting to the Diocese

Caroline Black, Canon for Formation 1 800-582-8292

Petersburg Police Dept.	804-732-4222
Petersburg Social Services	804-861-4720
Child Abuse Hotline	1-800-552-7096

1. **WHAT IS CHILD ABUSE OR NEGLECT?** (as defined by the Virginia Coalition for Child Abuse Prevention)

Under the law, an abused or neglected child is any child under 18 whose parent, or any other person responsible for the care of the child:

- *causes, or threatens to cause, a physical or mental injury except for an accident.*
- *fails to provide adequate food, clothing, shelter, medical care, or caring support.*
- *abandons the child.*
- *fails to provide the kind of supervision necessary for a child's age or level of development.*
- *commits, or allows to be committed, any illegal sexual act involving the child — including incest, rape, fondling, indecent exposure, prostitution — or allows the child to be used in any sexually explicit visual material.*

Child abuse is not usually just one physical attack or just one instance of failure to meet a child's most basic needs. Usually child abuse is a pattern of behavior that takes place over a period of time. The longer child abuse continues, the more serious it becomes, the more serious is the injury to the child and the more difficult it is to stop.

All cases of child abuse are required to be reported to the police and social services. The report should include the name, address and a description of what is happening.

If there is an incident of suspicion, i.e. boundary violations, it should be reported to church authority. That authority should make a written statement of what was said when the situation was reported to him or her. Steps should be taken to remove any suspicion. Written report should be kept in case further action is necessary. If further action is needed, consultation with the diocesan officials is recommended.

All abuse is required to be reported.

The hotline can provide assistance in this matter.

Virginia Child Abuse and Neglect Hotline

1-800-552-7096

XV. FINANCES

The church Treasurer, elected by the vestry every year, oversees the finances of the parish. The Treasurer may serve consecutive terms at the pleasure of the vestry. The Treasurer attends vestry meetings and reports each month on the state of the budget. The church budget for the upcoming year is developed each fall by the Treasurer and the Finance Committee and presented to the vestry for final approval in November or December when it is clear how much pledge income will be received from the parishioners. The Finance Committee consists of the Treasurer, the Rector, Senior Warden, Junior Warden, last year's Senior Warden and one or two at-large members of the church. They also meet at the Treasurer's request to make recommendations to the vestry about non-budgetary matters that may arise throughout the year.

The church employs a Bookkeeper to make deposits, pay salaries and bills, prepare budget statements for the vestry each month and mail quarterly statements to parishioners. It has been our practice for the two vestry members on duty each Sunday to collect the offering and count only the loose-plate cash after church. They record that amount, and it is reconciled with the Bookkeeper's accounting the following Monday.

Those designated to write checks from the parish checking account have been the Bookkeeper, the Treasurer and the Parish Secretary. The Treasurer reconciles the check book each month.

Other groups in the parish that have checking accounts are: the Episcopal Church Women, the Outreach Committee, The Episcopal Youth Community and the Rector's Discretionary Account. All the accounts,

except the Rector's Discretionary Account, are reviewed once a year by an audit committee of the parish consisting of at least three members with no check-writing privileges. This is required by Diocesan canons. The Rector's Discretionary Account is reviewed by the Treasurer each year.

XVI. UNDESIGNATED MEMORIALS

As the church has need for new equipment, objects to enhance worship or funds for specific outreach or mission projects, the vestry may agree to use *Undesignated Memorial Funds*, which have been given over the years in memory of parishioners who have died. Sometimes family members of the deceased will request that all or some of the monies received in memory of their loved one be used for a specific purpose. Again, this may be done with the approval of the vestry. The vestry has the final say about the use of these funds and may not approve a request from the family to use them in a certain way.

XVII. DESIGNATED MEMORIAL FUNDS

Designated Memorial Funds are used for the designated purpose as proscribed by the family and with the agreement of the vestry.

XVIII. CARTER-LACKEY LEGACY SOCIETY

Parishioners or family members of parishioners may become members of *the Carter-Lackey Legacy Society* by putting the church Endowment Fund in their will or by giving a gift in their lifetime of no less than \$10,000 to the church's Endowment Fund. All members of the Society may have their names placed on a small nameplate and attached with other members' nameplates on a designated board near the side entrance to the nave. The Society holds occasional meetings to thank donors and provide further information about the Endowment Fund as well as promote increased membership.

Appendix I.

VESTRY NOMINATION FORM A

The Vestry meets a minimum of 10 times a year (Normally there are no meetings during July and August.) These meetings are held on the 3rd Monday of each month. They begin at 6:30 p.m. with prayer, then the various Vestry Committees make their respective reports, whatever business needs to be transacted is so ordered, and we close with prayer. Also each Vestry person serves on a committee and may or may not chair that committee. Presently the Vestry has 8 committees: Youth, Property and Environment, Stewardship, Parish Life, Worship, Education, Outreach and Planned Giving. Obviously, whichever committee you serve on will meet throughout the year between Vestry meetings, some more than others.

Vestry members also serve as ushers for two months out of the year at the 10:30 service.

A term of office is for 3 years with 1 year off before a person may be elected again. The only exception is when a person is elected to fill an unexpired term; then he or she may run for another 3-year term upon the completion of the unexpired term without the 1-year interval.

Each Vestry person is expected to attend a retreat planning session usually held on a Friday evening and Saturday in January or February, and once in 3 years, attend a Saturday Bishop's Day with Vestries.

There is another aspect which is intrinsic. A Vestry member accepts the responsibility of spiritual leadership, as well as a business responsibility. Regular church attendance and attendance at special services, whenever possible, is assumed, as well as a desire to serve the Lord in whatever fashion your gifts dictate. It is assumed that everyone who is willing to serve believes in the divinity of Jesus Christ, of the Lordship of God, the Father, and of the Power of the Holy Spirit. A statement to that effect is signed by each new Vestry member. It is also assumed that anyone serving in this capacity will pledge to the financial support of the church.

REQUIREMENTS FOR ELECTION TO VESTRY

To be nominated for the Vestry, Diocesan Canons require a person to be at least 18 years old and be listed in the parish register as a confirmed communicant in good standing. In addition to these requirements, a person nominated for the Vestry should:

1. Be deeply committed to Jesus Christ as Lord and Savior and to this Parish as a part of his Body, the Church.
2. Be willing and able to take an active role in the leadership of the Parish by not only formulating ideas, but also by being willing to carry them out.
3. Be willing to endorse the Vestry resolution "A Statement of Stewardship for the Vestry and Parishioners."
4. Fully understand that serving on the Vestry of a church is not only a privilege but a serious responsibility and a commitment that will involve a lot of extra work.

I accept the Vestry responsibilities as outlined above and allow my name to be placed in nomination to serve as a Vestry person of Christ and Grace Church.

SIGNATURE OF NOMINEE _____

A Brief Biography for the Newsletter (Include responsibilities held inside and outside of the church.)

Appendix I. continued
Vestry Nomination Form B

I do believe Holy Scripture to contain all things necessary to salvation; and I do solemnly engage to conform to the doctrine, discipline, and worship of the Episcopal church; and I promise that I will faithfully serve as a member of the Vestry of Christ and Grace Church in Petersburg, Virginia, according to my best knowledge and skill.

STATEMENT OF STEWARDSHIP FOR THE VESTRY AND PARISHIONERS OF CHRIST & GRACE EPISCOPAL CHURCH, PETERSBURG, VA

Our Theology of Stewardship

1. God is the source of everything. All that we have and all that we are comes from God's love and mercy. We are the recipients and users of God's gifts.
2. God calls us forward, as Stewards of these gifts, to preserve and enrich the world God created. We do this out of thanksgiving.
3. The greatest gift of God is His Son, Jesus Christ. God calls upon us to commit our lives to participate with Christ in loving others - at home, within our Church family and throughout our communities near and far.

A Discipline of Stewardship

The Vestry has accepted for ourselves and recommends to the Parish the following discipline of stewardship:

- In our personal giving practices, we are dedicated to the biblical principle of the Tithes (10 percent). Those of us who are not already giving 10 percent to spread the Gospel and the build God's Kingdom are committed to a personal program of incrementally increased giving to achieve that goal.
- In our communities, we strive to give a minimum of 10 percent of our Annual Budget to Outreach, thus ensuring parishioners' pledges touch lives in the name of Christ.
- Within our larger church, we will endeavor to give a minimum of 10 percent of parishioners' pledges for the spread of the Gospel and the building up of God's Kingdom through the ministries of the Diocese of Southern Virginia and, by extension, the ministries of the Episcopal Church around the world.
- Faithful giving of our time and talents further enhances our church life. Devoted service to church committees, participating in outreach and worship events and caring for our church and one another are spiritual practices to which we are dedicated.

Approved unanimously by the Vestry on
Monday, September 15, 2008

Signature: _____ Date: _____

Appendix II.

Diocesan Norms

A pattern for living

Our baptismal values provide the foundation for norms that govern the ways we will strive to live and work together as Christians. Our goal is to live out these principles in our work together in the Diocese, making them a pattern of living in prayer, word, and action, with individuals being consistently invited and challenged to live into the larger vision of our Diocese rooted in the Baptismal Covenant.

You are encourage to post the norms in your meeting rooms, to refer to them as you go about the church's business, and to offer feedback on your experiences.

What YOU can do as one individual

You can contribute to responsible and assertive problem solving in your individual relationships by:

- Discussing what is bothering you only with those who can do something about it.
- Allowing someone to complain to you only when you can do something about the matter. Not permitting complaints when you can do nothing to change the situation.
- Asking others "How might I/we help you think of ways to do something about your concern?" or "What do you propose to do about this matter?"

Group Meetings: Vestry meetings, committees, Con-Vocations, commissions, Diocesan Councils

Effective outcomes and the use of our time in determining appropriate courses of action are promoted when we:

- Develop and distribute an agenda/time table in advance.
- Start and end on time
- Come prepared
- Attend regularly
- Notify the chair when we are unable to attend
- Participate actively and are sensitive to others by not monopolizing time
- Work together to agree on actions
- Distribute minutes and to-do lists in a timely fashion

Norms

How we live and work together in the Episcopal Diocese of Southern Virginia

Listen attentively

Appendix II. continued

Honor ideas and concerns of others by listening with care.

Practice courtesy

Observe relaxed courtesy in every gathering.

Respect all opinions

Respectively include all opinions, even when there is disagreement.

Speak for self only

Listen and speak from an “I” position (but do not speak for anyone else).

Model transparency

Act with honesty, openness, directness.

Honor confidentiality

Respect private or personal confidences when appropriate.

Share decision-making

Share the power by including all persons affected by the process of decision-making.

Refrain from judging

Resist speculation of censure about the motives or spiritual maturity of others.

Communicate consistently

Make careful, consistent communication a priority.

Challenge in love

Challenge the times when we are not living up to our norms, speaking the truth in love.

Forgive generously

Forbear and forgive each other’s failings, with God’s help.

Admit responsibility

Be publicly accountable for errors, seeking to learn from mistakes.

Be open to the new

Be receptive to exploring new ideas and possibilities.

Appendix III.

SENIOR WARDEN RESPONSIBILITIES

Revised January 2010

Qualifications

1. Have a love of God and demonstrate a commitment to follow in the way of Christ.
2. Be active in and knowledgeable about the congregation, its programs and governance.
3. Be known as someone who is fair, interacts well with people, and is respected by members of the congregation.
4. Have respect and, preferably, a favorable disposition toward the Rector.
5. Have an ability to “check one’s ego at the door,” to be a servant of the people without a need to be the most important person in the congregation, or to be the one with the right answers to everything.
6. Have an enthusiasm and vitality for this vocation.

Responsibilities during the Services

1. Provide leadership prior to, during and after the service. Orderly conduct of and security at all worship services including audio. Primary responsibility to make sure Elements are available during Communion services.
2. Assist Vestry members on duty with any function.
3. Have a thorough knowledge of lighting and sound system, thermostat control, and location of fire extinguishers.
4. Be Visible at all services. Seek out comments and concerns from the congregation.

Vestry Leadership Responsibilities

1. Chair the Executive Committee that meets prior to the monthly Vestry Meeting to review agenda items and sensitive matters. Executive Committee is comprised of the Rector, Senior Warden, Junior Warden and Treasurer.
2. Work with the Rector and Vestry to identify and provide clear vision, mission and goals.
3. Ensure good communication between the Vestry and Congregation.
4. Attend and provide leadership in all Finance committee meetings. Work with the Treasurer to provide information back to the Vestry and Congregation.
5. Work closely with the Junior Warden providing help and advice concerning buildings and grounds.
6. Work closely with the Rector on church personnel matters.
7. Assist the Rector in running the Vestry meetings. Run the meeting in the Rector’s

8. Work with the Vestry to develop Annual Vestry Duty Schedule. Provide this schedule to the church secretary. Since Wardens are not “elected” until the
9. January meeting, make sure that coverage is handled through the following January.
10. Senior Warden should work with the outgoing Vestry members as they comprise the Vestry search committee.
11. Answer and or distribute all mail addressed to the Senior Warden.
12. Sign all required church documents when necessary.
13. Provide leadership on search committees for key church personnel.
14. Work with the Rector to assign roles and responsibilities when necessary to cover church functions.
15. Ensure that a Rector is available to conduct all church functions.

Appendix III. continued

JUNIOR WARDEN RESPONSIBILITIES

Revised January 2010

Qualifications

1. Have a love of God and demonstrate a commitment to following in the way of Christ.
2. Be active in and knowledgeable about the congregation, its programs and governance.
3. Be known as someone who is fair, interacts well with people, and is respected by members of the congregation.
4. Have respect and, preferably, a favorable disposition toward the Rector.
5. Have an ability to “check one’s ego at the door,” to be a servant of the people without a need to be the most important person in the congregation, or to be the one with the right answers to everything.
6. Have an enthusiasm and vitality for this vocation.

Responsibilities

1. Assist the Senior Warden during services to include audio, lighting and proper church temperature. Perform the Senior Warden duties in his/her absence.
2. Maintain and update monthly maintenance schedule.
3. Monitor all buildings and grounds. Ensure proper and efficient use of utilities.
4. Chair the Building and Environment Committee; develop action plans to cover needs.
5. Approve of spending as it relates to Property and Environment.
6. Provide a monthly report of activities, to include B&E Committee concerns.

7. Seek Vestry approval for spending over \$500.
8. Be visible and available to congregation. Actively seek out parish concerns.
9. Attend monthly Executive Committee meetings prior to the Vestry meeting.
10. Prepare and monitor Property and Environment budget.

Senior Warden Responsibilities
Revised January 2010

Qualifications

1. Have a love of God and demonstrate a commitment to following in the way of Christ.
2. Be active in and knowledgeable about the congregation, its programs and governance.
3. Be known as someone who is fair, interacts well with people, and is respected by members of the congregation.
4. Have respect and, preferably, affection for the rector.
5. Have an ability to “check one’s ego at the door,” to be a servant of the people without a need to be the most important person in the congregation or to be the one with the right answers to everything.
6. Have an enthusiasm and vitality for this vocation.

Responsibilities During the Services

1. Provide leadership prior to, during and after the service. Orderly conduct of and security at all worship services including audio. Primary responsibility to make sure Elements are available during Eucharist services.
2. Assist Vestry members on duty with any function.
3. Thorough knowledge of lighting and sound system, thermostat control, and location of fire extinguishers.
4. Be Visible at all services. Seek out comments and concerns from the congregation.

Vestry Leadership Responsibilities

1. Chair the Executive Committee that meets prior to the monthly Vestry Meeting to review agenda items and sensitive matters. Executive Committee is comprised of the Rector, Senior Warden, Jr. Warden and Treasurer.
2. Work with the Rector and Vestry to identify and provide clear vision, mission and goals.
3. Ensure good communication between the Vestry and Congregation.
4. Attend and provide leadership in all Finance Committee meetings. Work with the Treasurer to provide information back to the Vestry and Congregation.
5. Work closely with the Jr. Warden providing help and advice concerning buildings and grounds.
6. Work closely with the Rector on church personnel matters.
7. Assist the Rector in running the Vestry Meetings. Run the meeting in the Rector’s absence.
8. Work with the Vestry to develop Annual Vestry Duty schedule. Provide this schedule to the church secretary. Since Warden’s are not “elected” until the January meeting make sure that coverage is handled through the following January.
9. Senior Warden should work with the outgoing Vestry members as they comprise the Vestry search committee.
10. Answer and or distribute all mail addressed to the Senior Warden.
11. Sign all required church documents when necessary.
12. Provide leadership on search committees for key church personnel.
13. Work with the Rector to assign roles and responsibilities when necessary to cover church functions.
14. Ensure that a Rector is available to conduct all church functions.