

Fork Church Guidelines and Procedures

February 22, 2010

I. Trustees. (Canons)

A. **Role.** Title of real and personal property is vested with the Trustees.

B. Appointment.

1. The Vestry appoints 3 Trustees.
2. An Attorney files the necessary paperwork with the Clerk of the Court in Hanover County.
3. The Court appoints the Trustee and sends a Court Order to the Church for its files.

C. Removal.

1. The Vestry accepts the Trustee's resignation.
2. The Vestry appoints a new Trustee.
3. The Attorney files the necessary paperwork with the Clerk of the Court in Hanover County identifying the new Trustee as replacing the old Trustee.
4. The Court appoints the Trustee and sends a Court Order to the Church for its files.

II. Diocesan and Regional Councils

A. **Diocesan Council.** The Annual Council of the Diocese of Virginia is traditionally scheduled for the last weekend of January. The Council is a once-a-year gathering of the Diocese of Virginia at which each parish is represented by at least one lay delegate. Larger parishes have more delegates; Fork has one. The Diocese comes together at Council to worship, to share news of our ministry in the previous year and plans for the year ahead, to elect leaders, and to discuss and vote on various issues that have been put forward by members of Council. Council normally takes place on a consecutive Friday and Saturday.

- a. Delegate and Alternate Role.
 - i. Describe Responsibilities
- b. Cost.
 - i. \$260 per person registration.
 - ii. Vestry may vote to pay registration and hotel.

B. Regional Council.

- a. Representative Role (Describe).
- b. Cost.

III Vestry.

A. Eligibility and Responsibility.

1. To be eligible, a person must

- a. Be a confirmed Episcopalian and a member of Fork Church.
- b. Contribute regularly to the life and ministry of Fork Church.
- c. Be known to the Treasurer (aka be a pledger of record).

2. Responsibilities from the Canons

- a. "Cooperate with the Rector in promoting the spiritual welfare of [the] cure and assist [him/her] in [his/her] duties."
- b. "Support the programs of the Church through a commitment to service and biblically-based standard of proportional giving."
- c. "Continuously encourage the members of the congregation to support the programs of the Church and to give generously toward the support of those programs."
- d. Subscribe to (by signing) the following declaration:

I do believe the Holy Scriptures of the Old and New Testament to be the Word of God, and to contain all things necessary to salvation; and I do yield my hearty assent and approbation to the doctrines, worship and discipline of The Episcopal Church; and I promise that I will faithfully execute the office of Vestry member of the Fork Church, in Region 11, in the County of Hanover, according to my best knowledge and skill.

3. Responsibilities specific to Fork Church Vestry members

- a. Attend regular monthly Vestry meeting (normally the 3rd Tuesday of the month at 7 p.m., with no meeting in one summer month) and any other specially called Vestry meeting. *Note: Three consecutive absences or a total of four absences in any calendar year constitutes a resignation from the Vestry (Fork Bylaws, I.12).*
- b. Serve as liaison to a particular area of parish ministry. This includes: filing monthly liaison reports to keep the Vestry abreast of happenings in this area; attending committee meetings; advocating for this area of parish ministry.
- c. Prepare for Vestry meetings by reading liaison reports, *The Vestry Handbook*, *Vestry Papers*, and/or other documents as necessary.
- d. In first year of service, attend informational meeting for new Vestry members.
- e. Attend the annual Vestry retreat, held in February.

- f. Attend the Diocesan Workshop on the Prevention of Child Abuse.
- g. Attend the annual Vestry Education day provided by the Diocese.
- h. Serve as a Vestry Greeter on assigned Sunday mornings (about once every two months).

B. Meetings.

- 1. **Regular Meetings.** Vestry Meetings take place monthly, usually the third Tuesday of each month from 7:00 p.m. to 9:00 p.m. in the Parish Hall.
- 2. **Annual Retreat.** Retreats occur at least once annually and are typically a daylong. The first occurs in February.
- 3. **Annual Meeting.** The Annual Meeting typically takes place on the second Sunday in January. Pursuant to the Bylaws it can take place any Sunday in January so long as it takes place before the January Vestry meeting. The Vestry may sign the Oath at the end of the Annual Meeting so it is seated and ready to handle Church business provided the Oath is reviewed with new members before the elections. Otherwise the Oath will be signed as soon thereafter as is reasonable possible.

C. Roles and Responsibilities.

1. **Generally.**

a. **Vestry Liaison Responsibilities.**

- 1) Pray regularly for this area of our shared ministry.
- 2) Establish a Committee if one does not exist and would add value.
- 3) Serve as Committee chair unless/until there is someone else serving as committee chair.
- 4) Attend all Committee meetings. If you must miss a meeting, make prompt contact with Chair afterward to find out what you missed.
- 5) Keep vestry members up-to-date about committee plans, activities, vision, and needs:
 - a) Provide a written update* of all committee activities/decisions to all vestry members **at least one week prior to each vestry meeting**
 - b) As needed, place committee concerns on vestry agenda for discussion/financial allocation/etc. by

notifying wardens and/or rector at ***least one week prior to vestry meeting***

- 6) Stay up to date about committee budgets and expenditures.
- 7) Advocate for the members and work of your committee— at vestry meetings and within parish community. Serve as contact point for members of parish about your area.
- 8) Prepare a written and an oral report about your liaison area for the Fork Church Annual Meeting each January.
- 9) Be a servant leader, doing all you can to encourage, support, and assist the committee chair and committee in their ministry.

b. Committee Chair Responsibilities.

- 1) Pray for Committee members and activities.
- 2) Organize and chair regular meetings of your committee.
- 3) Create and follow an agenda, and have someone take minutes. *Make sure minutes are distributed promptly to committee members and that the liaison receives copies.*
- 4) Work with your committee and vestry liaison to clarify goals/vision for your committee's ministry.
- 5) Delegate tasks and provide accountability: follow up with committee members about commitments they've made.
- 6) Communicate with the congregation through The Pitch, Sunday announcements, Facebook and such other means available and appropriate.
- 7) Maintain ongoing contact with your vestry liaison(s) so that your committee's needs can be kept before the vestry.
- 8) Work with vestry liaison to prepare a budget proposal for your committee for the following fiscal year.
- 9) Ask for help when you need it.
- 10) Regularly thank those who share in this ministry with you.

c. Greeter. One Vestry member shall serve as a Greeter at every service. A Greeter should do the following:

- 1) Arrive at the church at least 15 minutes before the service and ensure that the church is open and the lights are on.
- 2) Ensure the service bulletins for the service are present.
- 3) Wear your name tag.
- 4) Determine an approximate count of the number of people in church, including the choir and the Sunday school

children so that you can give the count to the people presenting the elements. This is to help the Rector know how much to consecrate.

- 5) Determine that the wine and wafers are ready in the sacristy and select two people to bring the elements forward at the start of the offertory. Explain to them what they are to do if they have not presented the elements before. Try not to use the same people all the time. Give them your head count, just before they go forward.
- 6) Select two people to collect the offertory and explain to them what they are to do if they have not done it before.
- 7) Greet people as they enter and ensure they get a service bulletin and a copy of the Pitch
- 8) Tell visitors that there is a nursery available if they are interested.
- 9) When greeting a new person encourage them to sign the guest book and try and introduce them to other Fork members who are entering at the same time.
- 10) Notify Rector and Vestry via email if a visitor attended a service, giving their names and address and any other pertinent information.
- 11) At the end of the service make yourself available to talk with people as they leave.
- 12) Once the congregation has departed straighten up the books in the pews.
- 13) Ensure the church is locked and lights are turned off, or if you are not the last person to leave, i.e. the choir is practicing or the altar guild is still work ask them to be sure and lock the church and turn off the lights.
- 14)** Ensure the Parish Hall is locked, lights are off and heat is turned down to 61 or AC is turned up to 78 (do not adjust the thermostat in the church).

2. Wardens and Officers.

- a. **Senior Warden.** The Senior Warden is appointed by the Vestry at the first Vestry meeting in January following the Annual Meeting. Ideally the Senior Warden will have served as Junior Warden before serving as Senior Warden and will only serve as Senior Warden for one year. These are preferences and are not intended to be inflexible rules. The Vestry recognizes that there could be a situation where the Vestry concludes that a Senior Warden serving for an additional year is in the best interest of the congregation. Examples of such circumstances include where the

Junior Warden is unable to serve as Senior Warden or the departure of the Rector. The Vestry shall be guided in these decisions by what is in the best interest of the Congregation. The Senior Warden is responsible for the following:

- 1) Chairing vestry meetings in the absence of the Rector.
- 2) Meet regularly with the rector to review the life and work of the congregation, plan ahead, anticipate and resolve problems.
- 3) Provide leadership in the vestry to identify the vision, mission and goals of the congregation, make and implement plans, assess progress and celebrate achievements.
- 4) Pray daily for the rector, leaders and members of the congregation.
- 5) Be available to discuss any and all concerns with the rector; maintain confidentiality where appropriate;
- 6) Be available to discuss any and all concerns with members of the congregation; avoid making hasty judgments, encourage complainants to speak to those involved, discuss problems with the rector;
- 7) In cases where the rector, staff, or vestry is beleaguered or unfairly criticized, foster understanding and reconciliation; distribute accurate information, etc.;
- 8) Ensure that policies and procedures regarding employee and volunteer misconduct are in place and enforced, take any questions, complaints and concerns to the rector and/or appropriate authorities immediately.
- 9) Take action to intervene promptly (with others as appropriate) in the event that the rector is charged with misconduct, has problems with drugs or alcohol, or is acting inappropriately; speak with the rector and the bishop as necessary and appropriate;
- 10) Support the rector in taking action when employees or volunteers are charged with misconduct or inappropriate behavior.
- 11) In cases where conflict imperils the pastoral relationship between the rector and congregation, the rector or a majority vote of the vestry may ask the bishop, in writing, to intervene; the senior warden traditionally makes this petition on behalf of the vestry;
- 12) In cases where the rector is overworked, disregarding his or her health and wellbeing, and that of the family, encourage the rector to take corrective steps, solicit the

- vestry's support in reducing workload, adding staff, funding a sabbatical, etc. as appropriate;
- 13) Assist in identifying persons for leadership roles; may also participate in inviting them to serve in those roles;
 - 14) Be prepared to assist the rector or to step in and do what is necessary (make an announcement, turn up the heat, write a letter, etc)
 - 15) With the rector, announce the bishop's pending visit and prepare a report on the spiritual and temporal state of the congregation to be discussed with the bishop during the bishop's visitation (Title III, Canon 14, Sec. 1 (e)).
 - 16) Visit anyone known to have a major problem with a program, vestry decision, clergy etc.
 - 17) With the assistance of the outgoing Senior Warden and the new Junior Warden, train the new Vestry members.
 - 18) In the absence of a rector
 - a) Notify the Bishop promptly and make provisions for worship services (Title III, Canon 17, Sec. 1)
 - b) Lead the congregation, ensuring that the worship services, program and pastoral care needs of the congregation are met, that the selection process for a new rector is established, that employee relations and communications with the diocese are maintained. Bear in mind that only the rector can absolve, bless or consecrate.
 - c) Form a Search Committee.
 - d) Prepare a Letter of Agreement with the proposed new rector.
 - e) Ensure that the name of the person proposed to be called as rector is submitted to the bishop thirty days before the election is to be held; deliver written notice of the selection of a rector to the bishop (Title III, Canon 17, Sec. 2 and 3).

- b. Junior Warden.** The Junior Warden is appointed by the Vestry at the first Vestry meeting in January following the Annual Meeting. Ideally, the Junior Warden will have served on the Vestry for one year before serving as Junior Warden and will then succeed the Senior Warden. These are preferences and are not intended to be inflexible rules. The Vestry recognizes that there could be a situation where the Vestry concludes that the Junior Warden does not need to serve a year on the Vestry before serving as Junior Warden or where it is determined that the Junior Warden should

not or will not succeed the Senior Warden. The Vestry shall be guided in these decisions by what is in the best interest of the Congregation. The Junior Warden is responsible for the following:

- 1) Chairing Vestry meetings in the absence of the Rector and the Senior Warden.
- 2) Learn the roles and responsibilities of the Senior Warden.
- 3) Assist the Senior Warden in carrying out those responsibilities.
- 4) Work with the web site administrator to update the web site and post necessary information.
- 5) Organize logistics supporting events and enforcing the Building and Use Policy i.e. cleaning, greeters, parking, clean up, security etc.
- 6) Work with Register to disseminate minutes/communicate vestry decisions to the Congregation.
- 7) Coordinate Communications with the Congregation making use of the various forms of communications available from time to time.

c. Register. The Register reports to the Vestry and is responsible for the following:

- 1) Recording and producing the minutes of Vestry, Annual and special meetings.
- 2) Maintain a file of all vestry minutes electronically and in the Church..
- 3) Prepare and maintain documents as required.
- 4) Work with Junior Warden to disseminate minutes/communicate vestry decisions to the Congregation.

d. Treasurer. The Treasurer reports to the Vestry (By-laws Article IV Section 20) and is responsible for the following:

- 1) May attend all Vestry Meetings (Bylaws)
- 2) Shall attend one Vestry Meeting every quarter (Bylaws)
- 3) At each regular meeting shall submit an appropriate financial statement of the affairs of the Church. (Bylaws)
- 4) Prepares and submits required church and Diocesan reports to include: Parochial Report, annual audit, annual giving statements, quarterly update pledge statements, and Annual financial report for the Church annual meeting
- 5) Provide 1099 information

- 6) Support the stewardship committee with financial data
- 8) Coordinate with the Cemetery Chair for donations and interest of the Cemetery endowment
- 9) Audit the flower guild account
- 10) Audit the discretionary account
- 11) Coordinate with the Diocese for annual interest of the endowment funds
- 12) Ensure payroll is posted each month
- 13) Oversee the collection, counting and deposit of all contributions to the congregation
- 14) Ensure that adequate insurance is maintained on all real and tangible property
- 15) Determine that the books and accounts of the congregation are in accordance with standard accounting procedures and the requirements of the canons
- 16) Ensure that the congregation's financial operations are in accordance with national and diocesan canons, the congregation's by-laws, and state and federal laws
- 17) Ensure that the congregation's deeds and other instruments of ownership are established and maintained in the manner prescribed by canon and civil law
- 18) Meet regularly (at least once a month) with rector, wardens, and/or staff for planning and evaluation
- 19) Develop, and be an active member of, the Finance Committee
- 20) Drive the development of the budget
- 21) Be available for other committees that might need help in planning budgets or need other assistance in financial matters.
- 22) The Treasurer shall back up all files (preferably digitally) and shall have a disaster plan in place so that the Vestry can access The Church's financial files should the Treasurer be unable to perform his/her duties.

3. Liaison Roles.

a. Christian Formation.

- 1) Adult Forum
- 2) Godly Play (Summary of Godly Play – Attachment)
 - a) All Sunday School Teachers, Nursery Volunteers and child/youth workers/volunteers MUST:
 - i. Read the Policy Manual on Sexual Abuse and Misconduct: Prevention and Response

- ii. Plus for Sunday School teachers Tab B-5,N,S
 - iii. Plus for Child/Youth Workers, Tabs B-5, P, S
 - b) Certifications of Compliance to be filed in the Fork Church Office
- 3) Youth Group – Journey to Adulthood [J2A] and Young Adults in Church [YAC] (Summary of J2A and YA – Attachment)
 - a) All Youth Workers Who Regularly Supervise Child/Youth Activities MUST
 - i. Read the Policy Manual on Sexual Abuse and Misconduct; Prevention and Response
 - ii. Plus Tabs M, S.
 - b) Certifications of Compliance to be Filed in the Fork Church Office
- 4) Nursery
 - a) All Nursery Volunteers MUST
 - i. Read the Policy Manual on Sexual Abuse and Misconduct: Prevention and Response
 - ii. Plus for Nursery Volunteers, Tabs B-5, O, S
 - b) Certifications of Compliance to be Filed in the Fork Church Office
- 5) Filing. Responsible for Keeping Relevant Fork Church Office Files up to date.
- 6) Budget. Responsible for working with the Treasurer and Budget Committee if applicable to develop an appropriate annual Budget for this area.

b. Worship.

- 1) Acolytes
 - a) Acolyte Guidelines (attached)
- 2) Altar Guild (Attached and posted in the Sacristy)
 - a) Protocol for Holy Eucharist
 - b) Protocol for Healing Service
 - c) Protocol for Holy Baptism
 - d) Protocol for Weddings
 - e) Protocol for Funerals
- 3) Choir
- 4) Flower Guild
- 5) LEMs and Lectors
 - a) LEMs must be a communicant in good standing and have liturgical and hands on training from the Rector to be Licensed as an LEM

- b) The following are Licensed by the Diocese as LEMs (Licensed for 3 years)
- c) Lectors are trained by Howard Anderson
- 6) Filing. Responsible for Keeping Relevant Fork Church Office Files up to date.
- 7) Budget. Responsible for working with the Treasurer and Budget Committee if applicable to develop an appropriate annual Budget for this area.

c. Building and Grounds.

- 1) Buildings and Grounds Committee
 - a) Maintain list of approved vendors; copy should be kept in the Church office.
 - b) Maintain list of insurance certificates and expiration dates. Insurance certificates should be kept on file in the Church office and the expiration dates tracked on the Church calendar.
 - c) Develop maintenance program for church property and submit a list of regular maintenance and recommended improvement projects to the Treasurer during Budget preparation process.
- 2) Cemetery Committee
 - a) Responsibility.
 - i. Locating and marking existing and requested burial plots,
 - ii. Providing lawn care services for the cemetery,
 - iii. Selling additional burial plots, and
 - iv. In coordination with the Treasurer, electing to accept or reinvest interest income from the cemetery endowment fund yearly.
 - b) New Bequeaths.

Disposition of new cemetery bequeaths are a joint recommendation of the Cemetery Chair and the Treasurer with the final approval of the Vestry. All funds held in the name of the Treasurer on behalf of The Fork Church.
- 3) Filing. Responsible for Keeping Relevant Fork Church Office Files up to date.
- 4) Budget. Responsible for working with the Treasurer and Budget Committee if applicable to develop an appropriate annual Budget for this area.

d. Parish Life.

- 1) Responsible for orchestrating events and gatherings that bring members of the congregation together for fun and fellowship. Examples include:
 - a) Coffee Hours/Lemonade on the Lawn
 - b) Shrove Tuesday Pancake Supper
 - c) Annual Church Picnic
 - d) Family trip to Shrine Mont
 - e) Annual Heavenly Stew
 - f) Such other events as the Liaison may design.
- 2) Newcomers. Responsible for the integration of Newcomers into parish life. The Greeter will notify the Vestry and the Rector of a Newcomer to a service. The Rector will write a note welcoming them to Fork Church and inviting them to continue to visit. If they begin to attend services on a regular basis, the Parish Life Liaison shall actively seek to involve the Newcomers in Fellowship events.
- 3) Communications. Working with the Junior Warden to promote and communicate events through the various means available.
- 3) Filing. Responsible for Keeping Relevant Fork Church Office Files up to date.
- 4) Budget. Responsible for working with the Treasurer and Budget Committee, if applicable, to develop an appropriate annual Budget for this area.

e. Mission.

- 1) CARITAS
- 2) St. James the Less Dinners
- 3) Mission trips and projects
- 4) Episcopal Church Women
- 5) WHEAT (Anne Kirchmier, Elizabeth Gordon, Lisa Licata): The Western Hanover Action Team is a 501(c)(3) organization formed by several Church's in Hanover County of a variety of denominations. WHEAT provides people in need with money to pay their electric bills, rent or mortgage and also provides food.
- 6) Wood Ministry – Volunteers who cut, split and deliver wood to residents in Western Hanover County.
- 7) Filing. Responsible for Keeping Relevant Fork Church Office Files up to date.

- 8) Budget. Responsible for working with the Treasurer and Budget Committee if applicable to develop an appropriate annual Budget for this area.

f. Finance.

- 1) Finance Committee
 - a) This Committee shall consist of at least 3 persons.
 - i. The Finance and Administrative Liaison
 - ii. The Treasurer
 - iii. Others as recommended by the Treasurer and approved by the Vestry
 - b) Only the Vestry representative to this Committee is authorized to sign contracts.
- 2) Budget.
- 3) Stewardship.
 - a) Pledge Drive (note Pledge cut off date).
 - b) On going stewardship in conjunction with other liaisons.
- 4) Personnel.
 - a) Background check through State Police must be done on all Employees.
 - b) Job Descriptions must be on file for all Employees.
 - c) All Employees must read the Policy Manual on Sexual Abuse and Misconduct; Prevention and Response (Certifications to be filed in Fork Office) PLUS
 - i. Choir Directors ... Tabs F,S,T
 - ii. Nursery Workers... Tabs E,S,T
 - iii. Organists ... Tabs F,S,T
 - iv. Secretary ... Tabs I,S,T
- 5) Oversight of Insurance. (Id types of insurance and summarize coverage)
- 6) Oversight of Copier Contract.
- 7) Filing. Responsible for Keeping Relevant Fork Church Office Files up to date.
- 8) Budget. Responsible for working with the Treasurer and Budget Committee if applicable to develop an appropriate annual Budget for this area.

g. Pastoral Care.

- 1) Support Rector with Pastoral Care and Visitation initiatives:

- a) Establish a Eucharist Visitation Schedule whereby a LEM or the Rector sill visit with a homebound congregant at least once a quarter.
 - b) Establish a Social Visitation Schedule (or “drop-ins”) whereby a member of the Congregation will visit or drop in on a homebound congregant at least once a quarter.
 - c) Organizing meals for families in need soliciting help from the Congregation.
 - d) Organize Lunch Bunch – a planned monthly effort to bring homebound congregants to a fellowship event (may be held in conjunction with the Healing Service).
 - e) Establish such other visitations/events as appropriate.
- 2) Prayer Chain
 - a) Organize a person or Committee to follow up with individuals or families on the prayer chain to see if they are still in need of prayer or other assistance or if their crisis has passed.
 - b) Notify Prayer Chain of changes.
 - 3) Filing. Responsible for Keeping Relevant Fork Church Office Files up to date.
 - 4) Budget. Responsible for working with the Treasurer and Budget Committee if applicable to develop an appropriate annual Budget for this area.

D. Voting Requirements of the Vestry. Bylaws Article II Section 10

A quorum to do business shall be five (5) except for the purpose of electing Wardens, which shall be a quorum of seven (7)

E. Budget, Financial Guidelines, Contracts.

1. Development.

Each liaison shall coordinate with its committee chairs to submit a budget request to the budget committee in October of the preceding budget year. The budget committee is responsible for assembling budget requests and budget requirements. By the November Vestry meeting, a draft budget with current stewardship numbers is presented to the Vestry. This draft budget will reflect any overage in funds or make recommendations for reductions in budget lines based on the current stewardship numbers. The final budget reflecting the latest pledge

income number and the appropriate adjustments to balance the budget is ready to be approved at the December Vestry meeting.

2. Financial Guidelines.

- a. Each Liaison and related committee shall work within the approved budget.
- b. The Operational budget money may be spent by committee chairs up to the amount that has been approved by the Vestry.
 - 1) Reimbursement. By-laws Article VI
 - a) Any money spent must be budgeted in order to seek reimbursement.
 - b) If you spend beyond the amount that has been pre approved by the Vestry (aka “budgeted”), it is possible that you will not be reimbursed.
 - c) Requests for reimbursement must be submitted to the treasurer and be accompanied by receipts.
 - 2) Advances.
 - a) Money may be advanced for future purchases if the purpose and amount are in the Budget and if the request is supported by proper documentation.
- c. If a need arises that is not in the approved Budget or if a cost for a budgeted item or task exceeds that amount budgeted, the request for additional funds must be submitted to the Vestry for approval before funds can be committed or spent.
- d. Fundraising.
 - 1) All fundraising must be approved by the Vestry through the submission of the Vestry Approval Form (Attached).
 - 2) All funds raised through a fundraiser must be accounted for and deposited with the Treasurer.

3. Contracts.

- a. **Purpose.** To provide guidelines and procedures when outsourcing work to industry that are easily understood and ensure that best practices are implemented to safeguard church funds.
- b. **Guidelines.**
 - 1) **Availability of Funds.**
 - a) Funds in any given years’ approved operating budget are available to spend by the committee chair. Budgeted expenditures over 500 dollars require Vestry approval. The chair of the committee shall coordinate with the appropriate

Vestry liaison to move motions forward for Vestry consideration.

- b) Should funds not be available in the approved operating budget, the committee chair shall notify the Vestry liaison of the particular need, the solution or range of solutions and the approximate cost. The liaison is responsible for bringing the need to the attention of the Vestry and coordinating any response including questions and requests for additional information back to the committee. **Any need not having budgeted funds requires Vestry approval.**

c. **Procedures.**

1) **Parties**

The Church shall be identified in the contract as **The Fork Episcopal Church in the Diocese of Virginia (Bylaws Article 1 Section 4).**

2) **Best value**

- a) Any work to be outsourced should be adequately scoped. Should the project be complex, a question and answer period shared with all potential bidders is encouraged. The scope should include a description of the project and an allowance for alternatives by the bidder where appropriate. Unless there is an extreme emergency, all work over 500 dollars will be advertised to at least three contractors. Responses will include the work to be performed, a schedule, cost, and any exceptions to the work. The Vestry may waive this in specific circumstances.

- b) Responses should be reviewed by a committee whose notes for recommendation of the successful bidder shall be attached and forwarded to the Vestry liaison for Vestry vote. The review committee will have the latitude to recommend the bidder that in their judgment provides the best value. **This may not always be the lowest cost.**

3) **Insurance and Warranty**

- a) Contractors shall have the appropriate level and type of insurance for the work they are providing.
 - i. At a minimum, a one million dollar commercial liability policy is required.

- ii. Professional services will, in addition, have a professional liability policy in the same amount.
- iii. Any contractor with employees will meet state law for workers compensation.
- b) Certificates of Insurance shall name The Fork Episcopal Church in the Diocese of Virginia as an additional insured.
- c) Fork shall ask for warranties on work provided. At minimum, warranties on workmanship for one year will be requested.

4) Signature Authority

- a) No contractor may begin work without a signed contract.
- b) Contracts must be approved by the Treasurer and Vestry before signing.
- c) Only the Senior Warden or the Vestry member of the Finance Committee may sign contracts. By-laws Article 1 Section 4
- d) All Contracts are to be attested to by the Treasurer. By-laws Article 1 Section 4

5) Payment

- a) Payment terms should be a no less than net 14 and can be as long as net 30.
- b) Project payments will occur only after inspection of the work by the appropriate committee person or Vestry liaison assigned to the contract.
- c) Once the work has been determined to be satisfactorily completed, the invoice should be initialed or an e-mail notice sent to the treasurer for invoice payment.

6) Exigent Circumstances

- a) In the event of an exigent circumstances (i.e. work must be done immediately or over the weekend to avoid property damage or to prevent personal injury),
 - i) Competitive bids do not have to be obtained
 - ii) The Treasurer and either the Senior or Junior Warden may approve and sign the Contract
 - iii) The Vestry shall be asked to ratify the Contract at the next Vestry meeting.
- b) Ideally the vendor used shall be one for whom we already have a valid certificate of insurance in

place. If not, a certificate of insurance will have to be obtained prior to commencement of any work.

7) Status Meetings

Once a quarter, or more often if necessary, the Treasurer, the Wardens, the Finance Liaison and any other impacted parties shall meet to review contract status and performance.

F. Vestry Regular Action Calendar.

1. 2nd Sunday in January – Annual Meeting, Oath of Office
2. 1st weekend in February – Vestry Retreat, Elect Wardens, Establish Liaisons, Review Policies & Procedures
3. February Vestry Meeting
 - a. Approve Good Friday Offering
 - b. Approve Parochial Report
4. March
 - a. March 1 Parochial reports due to the Bishop (Canon 16, Section 2)
 - a. Elect lay delegate for Annual Diocesan and Regional Council
 - b. Begin Audit
 - c. Begin planning for pledge Drive
5. April
 - a. April 1 – Election of Lay Delegates to the Annual Council (Canon 2, Section 4)
 - b. April 15 – Certificate of Election of Lay Delegates due to Secretary of the Diocese (Canon 2, Section 4).
6. August
 - a. August 2 – Reporting Deadline of the Parish Audit to the Vestry (Canon 25, Section 3).
 - b.. August Vestry Meeting– Approve Audit, Begin Budget Process
 - c. August 31 – Audits due to the Bishop (General Convention Canon 1.7.1 (g))
7. November
 - a. November 30 – Notice of annual pledge to the Diocese due to the Treasurer (Canon 12, Section 5).
 - b. Begin preparing for Annual Meeting
8. December
 - a. Approve Clergy Housing resolution (attached)
 - b. Approve Budget

III. Buildings & Use Policy. (See Attachment)

IV. Weddings.

- A. Wedding Guidelines. (See Attachment)**
- B. Fork Church Wedding Guidelines (updated March 2009). (See Attachment)**
- C. Alter Guild Protocol for Weddings. (See Attachment)**

V. Funerals.

A. Checklist.

1. If Rector was not the first contact, notify Rector.
2. Set Date and Time.
4. Will there be Ashes? Coffin? Memorial only (no body)?
3. If interment is in Fork Cemetery notify Hugh Campbell/Churchill Noland.
 - a. Site to be marked.
 - b. Provision for rain?
6. Notify Alter Guild.
 - a. Will there be communion?
7. Notify Flower Guild
8. Notify Organist
9. Reception at Fork Church?
 - a. Check Calendar.
 - b. Determine if cleaning is required.
10. Acolyte needed?
11. Number of Bulletins needed.
12. Vestry Greeter Needed?

B. Alter Guild Protocol Funerals. (Attached)

VI. Employment.

A. Application. (See Attachment)

B. Job Description.

1. Secretary
2. Nursery
3. Organist

C. Job Posting.

D. Interview Process.

E. Form Offer Letter. (Attached)

1. Place Copy in Employee File
2. Give Copy to Treasurer

F. Criminal History Record/Sex Offender ad Crimes Against Minors Registry Search.

1. Must have consent of Employee (obtain through offer letter)

2. Available through Virginia State Police
<http://www.vsp.state.va.us/FormsPublications.shtm> Form SP 230
Cost \$20

G. Certification of Compliance with Policy Manual on Sexual Abuse and Misconduct: Prevention and Response (to be kept in employee file)

VII. Supply Clergy. (See Attachment)

VIII. Substitute Organists. (See Attachment)

IX. Forms.

A. Roles - 2010

B. Vestry Forms:

1. Rector's Contract
2. Parish Register Instructions
3. Vestry Approval Form
4. New Vestry Member Checklist
5. Bylaws
6. Vestry Greeter
7. Vestry Oath
8. Release for Photos used

C. Worship Forms

1. Acolyte Guidelines
2. Alter Guild Protocol for Holy Eucharist
3. Alter Guild Protocol for Healing Service
4. Alter Guild Protocol for Holy Baptism
5. Alter Guild Protocol for Weddings
6. Wedding Guidelines
7. Alter Guild Protocol for Funerals

D. Finance Forms

1. Diocese of Virginia Application for Church Workers
2. Job Description – Secretary
3. Job Description – Nursery (to be developed)
4. Job Description – Organist (to be developed)
5. Certificate of Compliance with Policy Manual of Sexual Abuse and Misconduct: Prevention and Response
6. Policy Manual of Sexual Abuse and Misconduct; Prevention and Response
7. Form Offer Letter

E. Building and Grounds Forms

1. Maintenance Request Form
2. Guidelines for Use of Grounds and Facilities
3. Application for Facilities and/or Grounds Use

- 4. Indemnification Agreement for Church Parish House**
- F. Parish Life Forms**
 - 1. Coffee Hour/Lemonade on the Lawn Sign up Sheets**
 - 2. Stew Announcements and Sign up Sheets**
 - 3. Shrove Tuesday Pancake Supper To Do List and Items to be Purchased**
 - 4. Shrove Tuesday Bulletin Announcement**
- G. Christian Formation Forms**
 - 1. Summary of Godly Play**
 - 2. Summary of J2A (Journey to Adulthood)**
 - 3. Summary of YAC (Young People in Church)**
- H. Substitute Clergy**
- I. Substitute Organists**

FINAL