

A PROPOSAL TO ESTABLISH STANDING WORKING COMMITTEES

OF THE VESTRY OF ST. PHILIP'S CHURCH

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OBJECTIVES:

- 1) To provide a strong, efficient organizational structure to promote the general welfare of the parish.
- 2) To promote delegation of authority and responsibility to individual vestry members.
- 3) To encourage active committee work in the interim of meetings to facilitate the business before the vestry.
- 4) To establish defined lines of communication between rector, vestry and congregation in all matters of the parish.

PROPOSED COMMITTEES:

A. FINANCE	WILLARD A. MORSE
B. BUDGET	DR. B. F. BULLOCK, JR
C. STEWARDSHIP	LAUGHTON D. THOMAS
D. PROPERTY	ALEX COLES
E. RELIGIOUS EDUCATION	JOSEPHINE HUNTER
F. HOUSEKEEPING	FREDERICK McALPIN
G. CHURCH ORGANIZATIONS	ROBERT D. EDWARDS
H. COMMUNITY RELATIONS	MARJORIE RUDD
I. PERSONNEL	WILLIAM GODFREY, JR.

COMMITTEE FUNCTIONS:

A. FINANCE

CHAIRMAN, Church treasurer (elected by the vestry, one (1) vestry member (chairman of budget committee), three (3) non vestry members.

- 1. Conduct detailed accounting of weekly income, enlisting the help of as many parishioners as necessary.
- 2. Post in suitable church location weekly statistical report of collections and attendance.
- 3. Maintain check book and bank statements.
- 4. Submit complete monthly treasury report to vestry of income and expenses with recommendations on priority disbursements.

BUDGET

CHAIRMAN, VESTRYMAN; two (2) non Vestry.

- 1. The chairman is also a member of the Finance Committee.

A PROPOSAL, CONTINUED

COMMITTEE FUNCTIONS, CONTINUED

B. BUDGET (CONT'D)

CHAIRMAN, VESTRYMAN; two (2) non Vestry.

2. Prepare and submit to Vestry the annual fiscal budget.
3. Evaluate budgetary adherance.
4. Submit quarterly report to Vestry with recommendations.

C. STEWARDSHIP

CHAIRMAN, VESTRYMAN; six (6) non Vestry

1. Plan and conduct Every Member Canvass to secure annual pledges.
2. Devise and implement means of promoting realistic monetary pledging.
3. Promote good welfare of the congregation in matters of communication, visitation and transportation.

D. PROPERTY

CHAIRMAN, VESTRYMAN; four (4) non Vestry.

1. Oversee maintenance of building and grounds.
2. Prepare and maintain property inventory.
3. Supervise work of Sexton and make recommendations for hiring and/or firing.
4. Submit monthly report to Vestry with recommendations.

E. RELIGIOUS EDUCATION

CHAIRMAN, VESTRYMAN; four (4) non Vestry.

1. Assist Rector and Superintendent in support endeavors of Church School.
2. Devise and promote religious programs for above primary level.
3. Promote congregational interest in adult study of Bible and/or Liturgy.
4. Implement or assist in Rector's programs of Religious Education.

A PROPOSAL, CONTINUED

COMMITTEE FUNCTIONS, CONTINUED

F. HOUSEKEEPING

CHAIRMAN, VESTRYMAN; four (4) non Vestry

1. Supervise maintenance of kitchen and kitchen equipment.
2. Provide for interior decoration including maintenance of curtains and drapes.
3. Decide on requests for use of Church facilities.
4. Submit monthly report to Vestry with recommendations.

G. CHURCH ORGANIZATIONS

CHAIRMAN, VESTRYMAN; one (1) representative from each organization.

1. Act as a liaison between organizations and Vestry.
2. Promote membership in church organizations.
3. Encourage and assist in activities of organizations.
4. Correlate activity calendar with Rector.
5. Sponsor special events.

H. COMMUNITY RELATIONS

CHAIRMAN, VESTRYMAN; four (4) non Vestry.

1. Devise, encourage and promote church involvement in community affairs and activities.
2. Submit monthly report to Vestry.

I. PERSONNEL

CHAIRMAN, VESTRYMAN; four (4) non Vestry.

1. Recruit employees: organist, sexton and secretary.
2. Make recommendations to Vestry relating to: salary, fringe benefits, complaints, etc.
3. Submit monthly report to Vestry.

Respectfully submitted  
Committee on Committees of the Vestry

R. Edwards, Chairman