



# St. Andrew's Cathedral



## CHARTERS FOR MISSION AND GOVERNANCE

# CHARTERS FOR MISSION AND GOVERNANCE

*I therefore, the prisoner in the Lord, beg you to lead a life worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, making every effort to maintain the unity of the Spirit in the bond of peace. There is one body and one Spirit, just as you were called to the one hope of your calling, one Lord, one faith, one baptism, one God and Father of all, who is above all and through all and in all. (Ephesians 4:1-6)*

Dear Fellow Members of St. Andrew's Cathedral,

The first thing Jesus did when he began his ministry was to recruit a community of disciples. He formed them and equipped them to prepare them to continue his incarnate mission. St. Paul took care to organize churches wherever he went and to prepare and appoint leaders to carry on the work he had begun. For over two thousand years, the Church has organized itself to fulfill the ministry entrusted to her in every time and place. Some have said that the Church is "organized to beat the devil."

This resource has been prepared to describe how St. Andrew's Cathedral is organized to do Christ's work in and beyond Jackson, Mississippi. For those engaged in these ministries, this will be a guide that will reduce duplication of effort and facilitate collaboration with others from time to time. For those considering a call to serve in one or more of these ministries, it will provide a description of expectations, roles, and responsibilities. For members of the Vestry and, especially Vestry Liaisons, it will be a way to monitor the accomplishments and needs of all the ministry groups of the Cathedral in order to provide the necessary resources to support them in their work.

We have organized the charters of key Cathedral ministry groups into two sections – Commissions for Mission and Committees for Governance. Commissions are appointed by the Dean with the concurrence of the Vestry to carry out the mission Christ has entrusted to us in our time and place. Committees are appointed by the Vestry with the concurrence of the Dean to advise the Vestry and to execute various administrative responsibilities that are necessary for good stewardship in providing the resources necessary for the effective governance and operation of the Cathedral.

The organizing theological principle of the 1979 Book of Common Prayer is the Baptismal Covenant. When we affirm that covenant, we are declaring that Christ has called each Baptized member of his Church to be a minister. The Catechism explains it this way: "The Church carries out its mission through the ministry of all its members." The Catechism takes the explanation a step further in saying, "The ministry of lay persons is to represent Christ and his Church; to bear witness to him wherever they may be; and, according to the gifts given them, to carry on Christ's work of reconciliation in the world; and to take their place in the life, worship, and governance of the Church."

We pray that each of you will find your place in the "life, worship, and governance" of St. Andrew's Cathedral and that this resource will be useful in describing in greater detail how we may together fulfill our calling to be the delivery system for Christ's mission.

The Vestry  
January 2019

*The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ. (Ephesians 4:11-13)*

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## THE VESTRY

The Vestry of St. Andrew's Episcopal Cathedral is the governing board of the parish. Vestry members are elected by Saint Andrew's Episcopal Cathedral communicants in good standing at the Annual Meeting. Together with the Dean of the Cathedral, they are entrusted with responsibility to discern the mission of the Cathedral and to set goals and priorities to support that mission.

Canon 14 of The Episcopal Church describes the work of Parish Vestries as follows:

Sec. 1. In every Parish of this Church the number, mode of selection, and term of office of Wardens and Members of the Vestry, with the qualifications of voters, shall be such as the State or Diocesan law may permit or require, and the Wardens and Members of the Vestry selected under such law shall hold office until their successors are selected

Sec. 2. Except as provided by the law of the State or of the Diocese, 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.

Sec. 3. Unless it conflicts with the law as aforesaid, the Rector, or such other member of the Vestry designated by the Rector, shall preside in all the meetings of the Vestry

### *The Vestry's Duties Include*

- Electing the Dean and working in partnership with the Dean in the oversight of all aspects of the life of the Cathedral community
- Establishing policies to ensure ministry is carried out in accordance with the canons of The Episcopal Church, The Diocese of Mississippi, and the Cathedral's Bylaws, values, mission, goals, and priorities
- With the Dean's concurrence, appoints various administrative committees as needed
- The Dean, with the Vestry's concurrence, appointing commissions and programmatic committees as needed
- Delegating authority for the day-to-day management of the Cathedral to the Dean and to Cathedral administrative and ministry leaders
- Ensuring that the Cathedral has the necessary funds, and necessary and appropriate physical assets, to accomplish its mission
- Establishing the annual budget for the Cathedral's mission
- Ensuring that appropriate safeguards are in place so that people on the Cathedral campus, and Cathedral property, are protected against harm
- Measuring the degree to which the Cathedral lives in harmony with its own values, and to measure the degree to which the Cathedral's mission is achieved

### *Current Membership*

The Dean, The Wardens; Ben Bryant, Frank Farmer, Robert Langford, Robert Langford, V.A. Patterson, Carol Penick, Rose Lee Robinson, Karen Ross Spencer, Alex Sullivan, Sara Anne White, bul mabil, Kellye Montjoy, Steve Shafer, Sallye Wilcox.

### *Staff*

The Dean

### *Meetings*

Monthly, third Monday, 5:45p.m., St. Francis Hall

## CATHEDRAL CHAPTER

While the Vestry, Wardens, and Dean are responsible for the governance of the Parish, the Diocesan Canons call for a Cathedral Chapter to exercise authority over and responsibility for Cathedral functions and the coordination of the interests and activities of the Diocese and the Cathedral Parish for the mutual benefit and welfare of both. The Chapter consists of the Bishop, Dean, Canons, and Vestry, and the Diocesan Executive Committee and meets once a year.

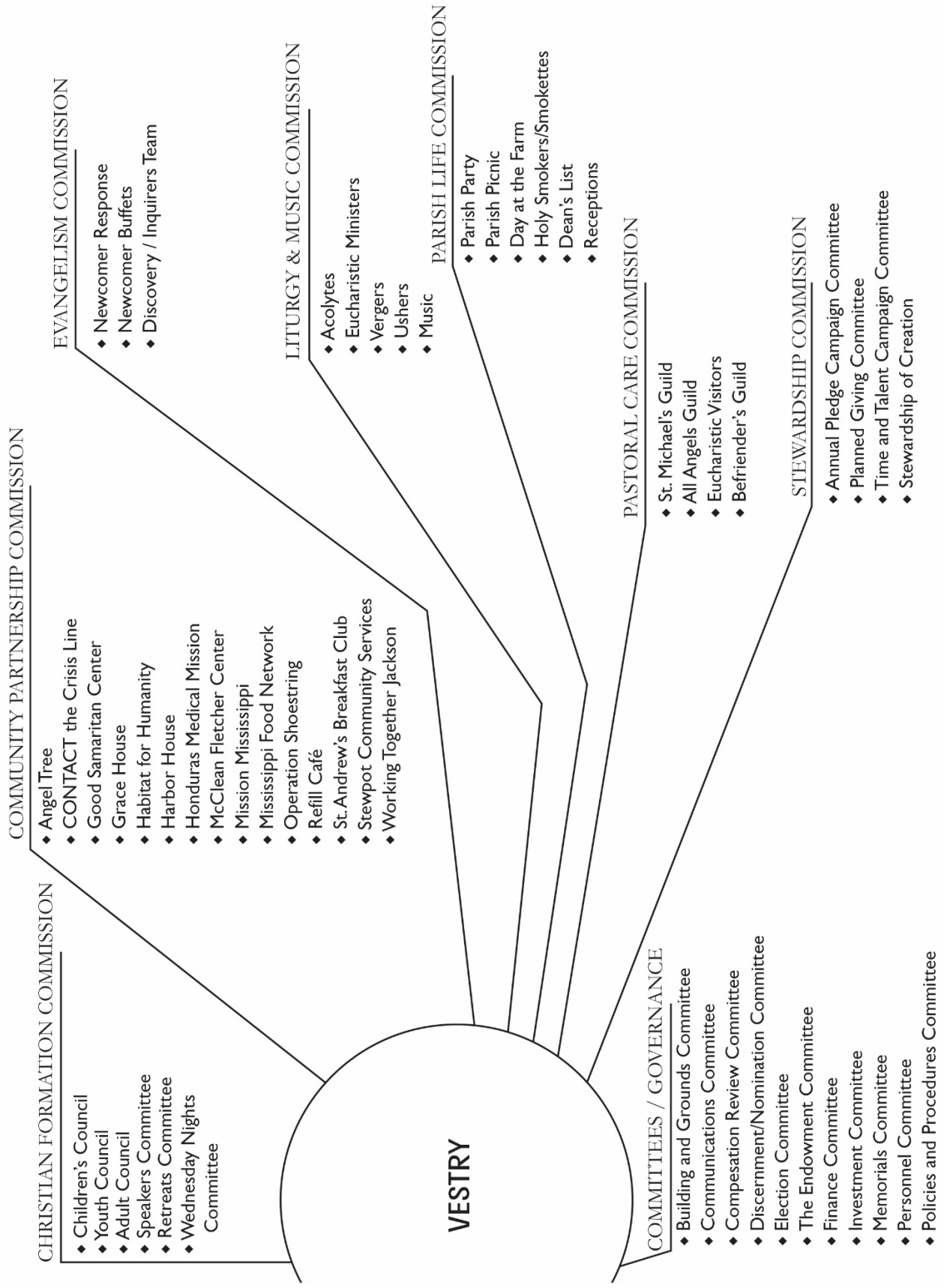
# Mission





St. Andrew's  
Episcopal Cathedral  
Your Cathedral in the City

# Mission Chart



# THE CHRISTIAN FORMATION COMMISSION

## *Mission*

Lifelong Christian Faith Formation in the Episcopal Church is lifelong growth in the knowledge, service and love of God as followers of Christ and is informed by scripture, tradition, and reason.

The mission of the Christian Formation Commission is to serve as the body working toward a unified vision of the formation curriculum through church year, feasts and seasons, sacraments and liturgy, justice and service, prayer and spirituality, and community life.

As such, the Christian Formation Commission meets quarterly to examine the faith formation of children, youth, and adults from a broad perspective, and makes recommendations to the clergy and councils in their strategic planning.

## *Members*

Members are appointed by the Dean with the concurrence of the Vestry. The members of the Christian Formation Commission represent the Children's Formation Council, the Youth Formation Council, the Adult Formation Council, and the parish at large.

## *Current Membership*

- Youth Formation Council Convener – John Sewell
- Youth Formation Vestry Liaison – Kevin Lewis
- Children's Formation Council Convener – TBD
- Children's Formation Council Vestry Liaison – VV Selman
- Adult Formation Council Convener – Stephen Stray
- Adult Formation Council Vestry Liaison – Robert Hauberg
- Canon for Lifelong Formation and Mission – The Rev. Canon Katie Bradshaw
- Adult Formation At-Large – Mary Jo Briggs
- Youth Formation At-Large – The Rev. Hailey Allin
- Children's Formation At-Large – Susan Blake

## *Staff*

The Canon for Lifelong Formation and Mission

## *Meetings*

Scheduled as needed

# THE COMMUNITY PARTNERSHIP COMMISSION

## *Mission*

The mission of the Community Partnership Commission is to build alliances between St. Andrew's parishioners and our neighbors, near and far. The vision of the Community Partnership Commission is to break open, through education and communication, the hearts of those who seek to be Christ's hands at work in the world.

## *The Commissions Duties Include*

- Ensuring coordination and communication among individuals, programs, and projects focused on the Cathedral's outreach goals
- Providing a link with the network of parishioners committed to and actively engaged in outreach
- Advising the Canon for Mission and Lifelong Formation on matters of public policy appropriate for the mission of the Cathedral and of the Diocese of Mississippi
- Further advising the Canon for Mission and Lifelong Formation on the leadership and community structure engaged in addressing issues in Jackson

## *In addition, the organizational framework shall*

1. Provide all outreach ministries and ministry partners with any necessary support
2. Identify other needs and potential Cathedral initiatives
3. Receive and review proposals on which the Cathedral may take advocacy positions that are consistent with the mission and goals of the Cathedral, the Diocese of Mississippi, and The Episcopal Church

## *Ministries Given Grants by the Commission in 2018*

- |                            |                               |
|----------------------------|-------------------------------|
| • Angel Tree               | • Mission Mississippi         |
| • CONTACT the Crisis Line  | • Mississippi Food Network    |
| • Good Samaritan Center    | • Operation Shoestring        |
| • Grace House              | • Refill Café                 |
| • Habitat for Humanity     | • St. Andrew's Breakfast Club |
| • Harbor House             | • Stewpot Community Services  |
| • Honduras Medical Mission | • Working Together Jackson    |
| • McClean Fletcher Center  |                               |

## *Members*

Members are appointed by the Dean with the concurrence of the Vestry.

## *Current Membership*

Jan Gadow, Convener; Tim Adams, Thorne Butler, Jeff Good, Gina Halfacre, Charles Hooker, Robert Langford, Margaret McClarty, Bill Osborne, Rose Lee Robinson, Dorothy Triplett, Betti Waters, Kathy Woodliff, Frank Farmer, Vestry Liaison

## *Staff*

The Canon for Lifelong Formation and Mission

## *Meetings*

Monthly, First Thursday, 5:30 p.m., St. Francis Hall



# THE EVANGELISM COMMISSION

## *Mission*

The Evangelism Commission provides oversight and organization to the ministries that welcome and integrate visitors and new members, and empowers members to share their faith in the world.

## *Ministries Overseen by the Commission Include*

- **Bread Ministry** – Bake and deliver bread to persons who fill out a welcome card
- **Cathedral Guild** – Welcome and assist visitors at events hosted by the Cathedral
- **Community/College Events** – Staff a booth with information about the Cathedral and the Episcopal Church
- **Connectors** – Greet Sunday morning worshippers on the front porch of the Cathedral
- **Discovery Weekends** – Provide education about the Episcopal tradition and St. Andrew's Cathedral to those who intend to be confirmed or received when the Bishop visits
- **Front Desk Volunteers** – During office hours, answer phones and greet visitors to the Cathedral
- **Lemonade Stand** – Provide lemonade as hospitality to people downtown
- **Newcomer Ministry** – Host quarterly dinners for newcomers and visitors
- **Young Adult Ministry** – Create and host opportunities for young adults

## *Members*

Members are appointed by the Dean with the concurrence of the Vestry.

## *Current Membership*

Wes Davis, Convener; Katie Browning, Chuck Goldberg, Seth Hall, Andrew Kronfol, Kristan LaFon, Anna Nix, Julie Noone, Ed Oliver, Allison Peña, Sabrina Ruffin, Dorothy Triplett, Brandon White, Ellen Bourdeaux Vestry Liaison

## *Staff*

The Canon for Pastoral Care; Communications Director; Membership Coordinator

## *Meetings*

Monthly, last Tuesday, 5:30 p.m., St. Francis Hall

## THE LITURGY AND MUSIC COMMISSION

### *Mission*

The Liturgy and Music Commission gives oversight and organization to the ministries of preparing for and implementing worship at St. Andrew's Cathedral.

### *Ministries Overseen by the Commission Include*

- **Acolytes** – Light candles, serve at the Altar, carry processional cross and torches, serve as thurifer
- **Altar Guild** – Prepare spaces for worship
- **Flower Guild** – Prepare flower arrangements for worship services in the Cathedral and Chapel
- **Lay Ministries** – Recruitment, training, and scheduling of Chalice Bearers, Lectors, Intercessors, and Litanists
- **Music** – Choirs and other musical offerings
- **Lay Ministry Rota** – Schedule chalice bearers, lectors, intercessors, and lay worship leaders for service; assist with scheduling and implementing training for lay ministers
- **St. Michael's Guild** – Tend funeral visitations; prepare family pews; occasionally assist with altar guild duties for funerals; primarily falls under Pastoral Care Commission
- **Ushers** – Assist worshippers before and during the service
- **Vergers** – Serve as master of ceremonies at most services
- **Wedding Guild** – Assist families with wedding preparation; oversee wedding rehearsal and wedding day details

### *Members*

Members are appointed by the Dean with the concurrence of the Vestry.

### *Current Membership*

Margaret McLarty, Convener; Ben Bryant, Ann Dulske, Donna Evans, Bill Howard, Sandra Maris, Rachel Newman, Susan Osborne, Sarah Stripp, Rose Lee Robinson Vestry Liaison

### *Staff*

The Dean; Canons; Organist and Choirmaster

### *Meetings*

Monthly, First Tuesday, 1:00 pm, St. Francis Hall

## THE PARISH LIFE COMMISSION

### *Mission*

The purpose of the Parish Life Commission is to build deeper relationships within our parish. We strive to have a welcoming and friendly spirit through meaningful events for all ages.

### *Events Overseen by the Commission Include:*

- **Parish Picnic** – An end of summer event, this end of summer over night camp experience is an opportunity to gather. It concludes on Sunday morning with celebration of the Holy Eucharist followed by lunch.
- **9/11 Service** – The Holy Eucharist is celebrated in memory of those who died on Sept. 11, 2001 and to honor our local first responders. Our Holy Smokers serve a hamburger sack lunch to all who attend.
- **Foyer Groups and Joint Foyer Gathering** – The Commission oversees the formation of Foyer Groups and gathers them once or twice a year at the Cathedral for socializing and dinner.
- **Blessing of the Animals** – Remembering St. Francis' love of animals, parishioners bring their pets for a blessing on All Souls' Walk. During September, donations for a local animal shelter are collected.
- **Advent Wreath Making** – Materials needed for making an Advent wreath are made available for purchase in the Parish Hall. Following dinner, families construct their advent wreaths together.
- **Children's Advent Activities Include**  
Dinner and gingerbread men decorating; Dinner followed by a Christmas movie with popcorn and cocoa; Retelling of the story of St. Nicholas during children's chapel and toys are collected for children in need
- **Epiphany** – The Commission decorates the Parish Hall and assists children's program in retelling the gospel story.
- **Shrove Tuesday** – Dinner of pancakes and king cakes is followed with a parade and alleluia hymns in the Cathedral.
- **St. Paddy's Day Parade** – Parishioners and friends gather on the Cathedral grounds to watch the city's parade and remain to grill hamburgers and hot dogs.
- **Ash Wednesday Lunch** – Lunch is served to those who attend the noon service and meditation.
- **Agape Feast** – A Mediterranean dinner precedes the Maundy Thursday service.
- **Easter Egg Hunt** – Brunch and an egg hunt are held at St. Andrew's Lower School.
- **Easter Vigil Celebration** – The Cathedral Ultreya Group serves champagne, cake, and appetizers following the Great Easter Vigil.
- **Street Fest** – Games, bounce houses, cotton candy, snow cones, hot dogs and hamburgers follow Sunday Service
- **Parish Party** – All gather at the Cathedral for an elegant evening of good food and drink.
- **Pentecost** – Pews are decorated for the services with balloons and a celebration with cake and punch follows in the Parish Hall.
- **Independence Day Celebration** – On the Sunday before July 4<sup>th</sup>, parishioners write letters to those in the armed force.
- **Ordinations** – Cake and punch receptions are provided for the newly ordained and their families.
- **Receptions** – The Commission provides many receptions throughout the year for staff, clergy and others.

### *The Commission works with the following ministry groups, committees, and guilds:*

Food/Reception Committee, Flower Guild, Children's Ministry, Holy Smokers and Smokettes, Diocese, Membership, Communications, Finance, Altar Guild, Formation

### *Members*

Members are appointed by the Dean with the concurrence of the Vestry.

### *Current Membership*

Katharine Surkin, Convenor; Linda Bass, Paul Blake, Morgan Bryant, Mary Alice Browning, Shawn Browning, Wes Davis, Anne Dulske, LaDana Joseph, Rachel Misenar, Virginia Powell, Crystal Secoy, Jessica Shafer, Sarah Smith, V.A. Patterson

### *Staff*

The Parish Life Coordinator; Director of Children's Ministries; Canons

## THE PASTORAL CARE COMMISSION

### *Mission*

The Pastoral Care Commission oversees and organizes to the ministries that provide care and attention for members of St. Andrew's Cathedral.

### *Ministries Overseen by the Commission Include*

- **Befrienders** – Prepare and deliver meals to parishioners in time of need (Carey Yelverton)
- **Clarence Tree** – Advent visitations to place-bound and senior parishioners
- **First Year Ministry** – Care for parishioners in the first year following a loss
- **Guild of the Christ Child** – Ministry to families before and after the arrival of a new child (Frances Croft and Sara Anne White)
- **Lay Eucharistic Visitors** – Provide and administer communion to place-bound parishioners (David and Virginia Allen)
- **Mail Trails** – Mail out weekly service bulletin and printed copy of sermon to place-bound parishioners
- **Meals on Wheels** – Prepare and deliver meals to people (not just parishioners) who are place-bound or otherwise in need (June Stevens)
- **Parish Visitors** – Visit, call, or send notes to sick, place-bound, hospitalized, and senior parishioners
- **Prayer Chains** – Confidential prayer ministry (Melissa Crouch and Barbara Redmont)
- **St. Clare's Common Threads** - Stitching guild, providing handmade items for pastoral care and outreach (LaDana Joseph)
- **St. Francis Guild** – Ministry to parishioners following the death of a pet (Phyllis Thompson)
- **St. Michael's and All Angels Guilds** – Attending the visitation (St. Michael's - Ann Anderson) and offering a meal (All Angels - Sharon Rhoden and Ellen Gully) at the church on the day of a funeral

### *Members*

Members are appointed by the Dean with the concurrence of the Vestry.

### *Current Membership*

Ouida Drinkwater, (Convener); David Allen, Virginia Allen, Julie Braswell, Betsy Copeland, Frances Croft, Melissa Crouch, Jan Gadow, Ellen Gully, Sis Holland, LaDana Joseph, Barbara Redmont, Sharon Rhoden, June Stevens, Sara Anne White, Carey Yelverton, Alex Sullivan

### *Staff*

The Canon for Pastoral Care; Membership Coordinator

### *Meetings*

Quarterly

# THE STEWARDSHIP COMMISSION

## *Mission*

The Stewardship Commission conducts an ongoing educational and promotional program for faithful Christian stewardship of time, talent, gifts, and service. The Commission seeks to obtain pledges of financial support from all members to foster the disciplines of stewardship and generosity and to meet the needs of the mission and ministry of the Cathedral. Further, the Commission manages resource development for the raising of funds for capital and endowment needs, and oversees committees supporting resource development by providing contact, oversight of strategic planning, and resources needed for their ministries. The Commission conducts an annual campaign to engage the time, talent, and service of Cathedral members, and promote the stewardship of creation throughout the year.

## *Ministries Overseen by the Commission Include*

- **Annual Pledge Campaign** – The annual pledge campaign begins in August and continues to the end of the year. Members are asked to make their pledges of financial stewardship for the following year on a Sunday in October. After that Sunday, a plan for following up on those who have not yet pledged is carried out by campaign leadership, Vestry members, and staff. Financial resources for the mission and operation of the Cathedral come from the annual pledges of its members.
- **Capital and Fund Raising Campaigns** – The Stewardship Commission works closely with committees appointed from time to time to lead campaigns for special purposes – building improvements, missional opportunities, furnishings, etc. Financial Support for special purposes of the Cathedral generally come from the additional gifts of its members.
- **Planned Giving** – Stewardship leaders work closely with the Endowment Committee to encourage members to give to the endowment and to include the endowment in their estate plans. Gifts for the future mission and operation of the Cathedral come primarily from the estate planning of its members.
- **Annual Time and Talent Campaign** – An annual campaign to encourage members to invest their time and talent in the mission of the Cathedral is undertaken during the season of Epiphany each year. A separate task force is recruited to conduct the campaign. As members respond by inquiring about or signing up for a ministry, members of the task force follow up to ensure that each person receives a response from leaders of the various ministry groups of the Cathedral.
- **Ongoing Program of Stewardship of Creation** – A team is formed to provide educational and advocacy materials and programs pertaining to our call to be good stewards of the environment God has given to sustain all life.
- **Ongoing Stewardship Education** – Using various means of communication, regular stewardship messages are shared with the congregation, leading members to a deeper understanding of our role as stewards of all God's gifts – Time, Talent, Gifts, Relationships, and Service.

## *Members*

Members are appointed by the Dean with the concurrence of the Vestry.

## *Current Membership*

Stephen Stray and Del Harrington, Co-Conveners; Justin Croft, Anne Dulske, Ben Bryant, Vestry Liaison

## *Staff*

The Dean; Communications Director

## *Meetings*

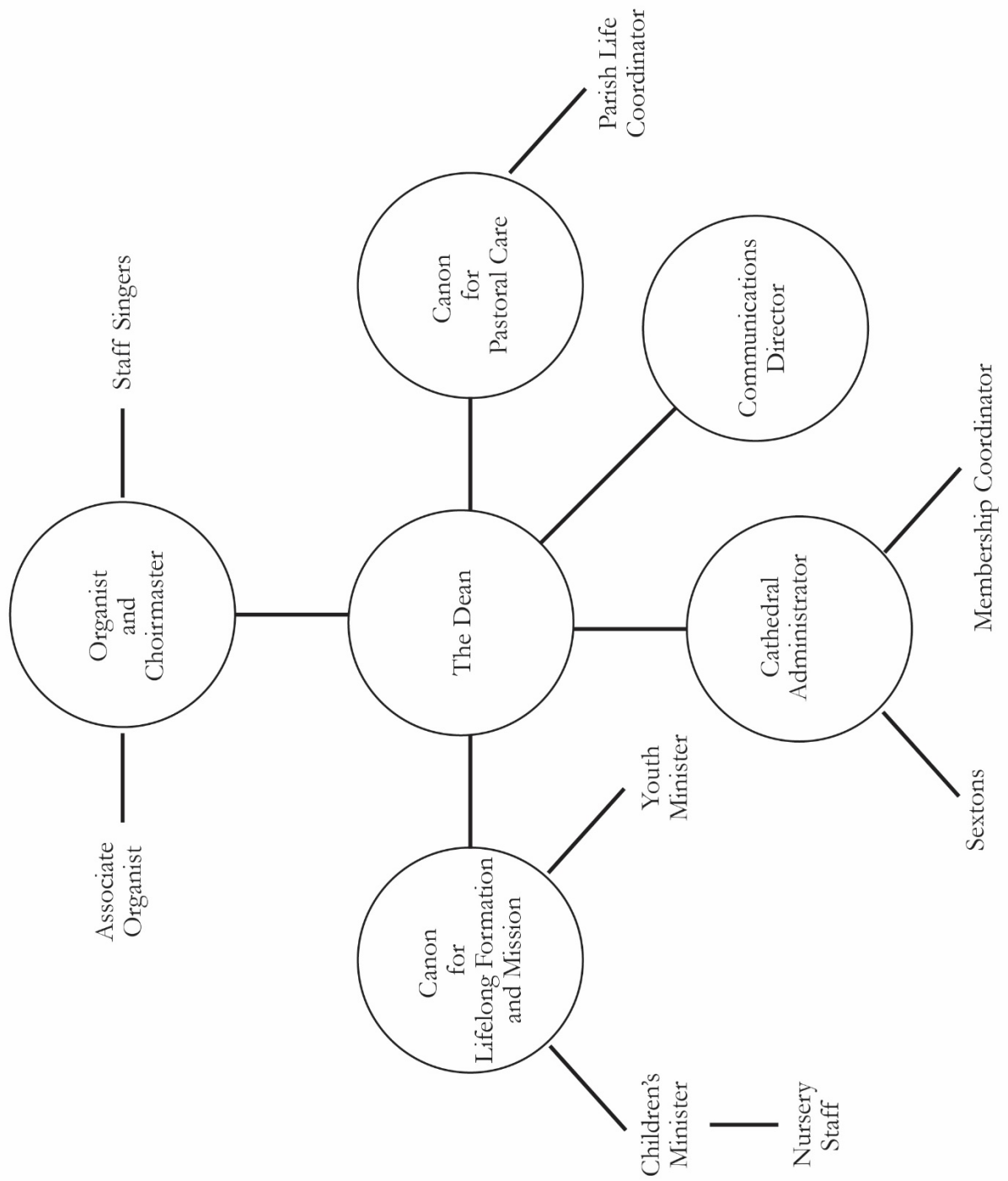
Scheduled as needed





# Governance

# Staff Organization Chart



## THE BUILDING AND GROUNDS COMMITTEE

### *Mission*

Headed by the Junior Warden under Section 4.4 of the Cathedral's Bylaws, the Building and Grounds Committee is entrusted with caring for and preserving St. Andrew's Cathedral with an eye both to the past and to the future.

### *Responsibilities*

- The maintenance and care of all facilities and property of the Cathedral, including all contracts associated with the purchase and maintenance of facilities and equipment
- Working closely with the Cathedral Administrator and the Sextons to ensure proper day to day maintenance
- Offering opportunities to parishioner volunteers with special skills and experience to assist with care and maintenance of the facility and grounds, thereby assuring we always have the expertise of qualified people available to the committee
- When appropriate, forming a guild or group to address a particular issue such as the one which ensures the Nave receives the attention necessary to maintain its appearance for worship.

### *Members*

Members are appointed by the vestry with the concurrence of the Dean.

### *Current Membership*

The Junior Warden; Sarah Smith, Convener; Open Participation by Parishioners

### *Staff*

The Cathedral Administrator; Lead Sexton

### *Meetings*

Scheduled as needed

## THE COMMUNICATIONS COMMITTEE

### *Mission*

The mission of the Communications Committee is to work with the Director of Communications in the development and implementation of a communications plan for St. Andrew's Cathedral, as well as to ensure that all communications equipment and programs are in good condition with a team of people trained operate them.

### *Ministries Overseen by this Committee include*

- The Weekly Electronic Newsletter
- Occasional Electronic Emails
- Posters and Flyers
- Pew Distribution
- Worship Bulletins
- Social Media
- Communications in Diocesan, Episcopal Church, and Secular Media
- Sound Systems
- Data Projector Systems
- Video Systems

### *Members*

Members are appointed by the vestry with the concurrence of the Dean.

### *Membership*

Robert Langford, Chair;

### *Staff*

D'Cory Owens

### *Meetings*

Schedule as needed



## THE COMPENSATION REVIEW COMMITTEE

### *Mission*

The Compensation Review Committee conducts an annual review of the compensation and benefits for all staff and reports to the Vestry. The process is initiated by the Personnel Committee at the beginning of September every year.

### *Members*

Members are appointed by the vestry with the concurrence of the Dean.

### *Membership*

The Dean; Wardens; Treasurer; Cathedral Administrator; Personnel Committee

### *Staff*

The Dean

### *Meetings*

Schedule as needed

# THE DISCERNMENT/NOMINATING COMMITTEE

## *Mission*

The Discernment/Nominating Committee invites qualified members of St. Andrew's Cathedral to discern a call to stand for election to the Vestry at the Annual Parish Meeting. The committee may also work with the Dean and Vestry in finding persons who discern a call to serve on commissions, committees, and other ministry groups in the Cathedral community.

## *Responsibilities*

- Beginning in August of each year, the Nominating Committee follows a process of inviting persons to consider a call to serve as members of the Vestry for a three-year term beginning when they are installed following election at the Annual Parish Meeting in January.
  - During the months of August and September, the committee causes announcements to be made in Cathedral media and during worship to invite members to submit their own name, or the names of others, who might sense a call to Vestry service. September 30 is the deadline for submission.
  - In September, the committee begins meeting to develop a list of potential nominees. The list contains names submitted by members of the Cathedral community, the Vestry, Staff, and committee members.
  - The committee develops the list until after the deadline for submission, when the list are submitted to the Dean and Cathedral Administrator to ensure that the persons are qualified under the Canons and Bylaws.
  - After the list has been vetted, it is shared confidentially with the Vestry to allow the Vestry to offer comments to the committee.
  - The committee then approaches members whose names are on the vetted list and allows each one approximately one week to discern whether to stand as a nominee for a three-year term on the Vestry.
  - As a part of their discernment, the committee provides each potential nominee with a written description of the expectations and responsibilities of Vestry members. Potential nominees are also encouraged to speak with a priest during their discernment.
  - By early November, the committee should have a list of nominees, preferably two nominees for each of the four vacant seats on the Vestry. Each nominee must submit a brief biographical statement and a photo to the Communications Director. The vestry nominee booklet by the Communications Director for distribution to the Cathedral community no less than one week prior to the Annual Parish Meeting.
- **Confidentiality and Respect** – The committee shall at all times maintain confidentiality about those members under consideration. The committee shall make every effort to respect the need of potential nominees for ample time for discernment and to respect their decision to decline.
- **Timeliness** – Members of the committee shall remain aware of the need for timeliness in developing a slate of nominees well in advance of the Annual Parish Meeting.

## *Members*

The committee is composed of five members in addition to the Dean, who facilitates the committee in carrying out its process. Two members are retiring Vestry members, two are appointed by the Dean, and one is appointed by the Senior Warden.

## *Membership*

The appointment of the committee shall take place at the June vestry meeting in order that they meet in late July to organize themselves to begin their work in August.

## *Staff*

The Dean; Canons

## *Meetings*

Scheduled as needed

# THE ELECTION COMMITTEE

## *Mission*

The Election Committee conducts elections at Annual Parish Meetings.

## *The Work of the Election Committee*

Four members will be elected to fill seats on the Vestry that are open due to rotation. Vestry Members are elected to a three-year term. Every other year, a Junior Warden is elected. The Junior Warden serves a two-year term and then succeeds the Senior Warden for an additional two-year term.

Nominees for Warden and Vestry must be Confirmed Communicants in Good Standing in this parish, meaning that:

- They have been Confirmed, Received, or Reaffirmed with the Laying on of Hands by a Bishop of The Episcopal Church or of a Church in Communion with The Episcopal Church.
- Their membership is recorded in this parish,
- They have been regular in worship, participation, and financial giving for the past year.

Additional nominations of persons eligible to be elected may also be submitted in writing by persons who are qualified to vote to the Nominating Committee by noon on the Friday preceding the Annual Parish Meeting.

Communicants in Good Standing who are sixteen years of age and whose membership is recorded in the Cathedral Parish are entitled to voice and vote. To be in good standing, one must have been a regular participant in worship and parish life and be a contributor of record for the past year. In order to vote, one must attend the meeting. There is no provision for absentee or proxy ballots.

Our election procedure for Vestry requires that one must vote for the number of positions to be filled or the ballot will be disqualified. In voting for Junior Warden, since only one can be elected, a voter must vote for one nominee or the ballot will be disqualified.

The Ballot Tellers will distribute, collect and count the ballots.

In the event of one or more runoffs, the official Runoff Procedure states:

On the second and each succeeding ballot, there will be retained only twice the number of remaining nominees as there are unfilled positions, said nominees to be taken from those receiving the largest number of votes for said office. In all cases no one shall be declared elected unless he or she receives a majority of the votes cast.

## *Members*

The Chair is appointed by the vestry with the concurrence of the Dean.

## *Membership*

Members of the committee are selected by the Chair.

## *Staff*

The Dean

## *Meetings*

Scheduled as needed

## THE ENDOWMENT COMMITTEE

### *Mission*

The Endowment Committee, appointed by and reporting to the Vestry, will develop a comprehensive planned giving program to encourage persons, trusts, and estates to consider making gifts, grants, bequests, or other legacy gifts to the Parish. This committee works in concert with the Investment Committee, which advocates on behalf of legacy gifts.

### *Members*

Members are appointed by the vestry with the concurrence of the Dean.

### *Membership*

Sara Anne White, Chair and Vestry Liaison, the Wardens; Treasurer; Sarah Buffington, Chuck Goldberg, Bill Nation, Kenny Parker, Karen Ross Spencer, Ralph Yelverton

### *Staff*

The Dean; Cathedral Administrator

### *Meetings*

Scheduled as needed

# THE FINANCE COMMITTEE

## *Mission*

The Finance Committee is responsible to the Vestry for the oversight of the cathedral's financial health by recommending financial policy, ensuring the organization is in good fiscal health, developing long-range financial plans and receiving the financial audit from the audit committee.

## *Responsibilities of the Finance Committee Include*

- Ensuring that accurate, timely, and meaningful financial statements are prepared and presented to the Vestry and that financial records are maintained in compliance with The Episcopal Church Manual of Business Methods
- Budgeting and oversee financial planning
- Collaborating with the Stewardship Commission
- Safeguarding the Cathedral's assets
- Helping the Vestry understand the Cathedral's financial affairs
- Ensuring compliance with government laws and Episcopal canons related to the organization's finances
- Ensuring that an independent audit of the financial statements is conducted and review the audit report
- Annually reviewing and recommend to the Vestry updates to the committee's charter
- Annually evaluating the committee's effectiveness
- Overseeing administration of the Cathedral's conflict of interest policy, including the review and approval of significant conflicts of interest and related party transactions
- Ensuring that the Cathedral operates at highest level of financial transparency commensurate with the size of the organization

## *Members*

Membership will consist of ten (10) members. The Vestry should seek to include as members of the committee those who possess skills in the disciplines of accounting, finance, and business practices. Dean, Senior Warden, Junior Warden, Treasurer (whether or not the Treasurer is a member of the Vestry), Three (3) Vestry members, nominated by the Dean and Senior Warden and confirmed by the Vestry. To provide consistency and institutional expertise on the Finance Committee, it is the goal, but not a requirement, to have one Vestry member from each of the three Vestry classes. Three (3) non-Vestry members, nominated by the Dean and Senior Warden and confirmed by the Vestry. The non-Vestry members will each serve a three-year term and with an effort to stagger the terms to provide consistency and institutional expertise on the Finance Committee. Upon the completion of up to two consecutive three-year terms (for a maximum total of six consecutive years), any member must rest for a minimum of one year before being nominated again. The highest-ranking finance professional employed by the organization will be an ex-officio member of the committee.

## *Membership*

Justin Croft, *Chair*; the Wardens; Bill Howard, Kevin Lewis, Christy Malatesta, Witt Ruffin, Karen Ross Spencer, Sara Ann White

## *Staff*

The Dean; Cathedral Administrator

## *Meetings*

Meetings will be held monthly with an agenda and materials provided prior to the meeting. The meetings will be held prior to the regularly scheduled monthly meeting of the Vestry. All members are expected to attend each meeting in person, via telephone conference, or video conference.



# THE INVESTMENT COMMITTEE

## *Mission*

The Investment Committee's purpose is set forth in a resolution titled St. Andrew's Episcopal Cathedral Endowment and Investment Fund Policies and Guidelines. The Committee has responsibility for oversight of the funds identified in the resolution.

## *Responsibilities of the Investment Committee Include*

- **Management of Investments and Distributions** – The Committee will oversee the management of the invested funds and monitor the distributions from the fund.
- **Reports** – The Committee shall report on a quarterly basis to the Vestry and, at each annual meeting of the congregation, shall render a full and complete account of the administration of the funds during the preceding year. The Treasurer shall report on the status of the funds and the uses and purposes of expenditures from the funds each year at the annual meeting of the Parish.
- **Investments** – All funds will be invested in accordance with the investment guidelines established in the Investment Policy Statement.
- **Funds for Specific Purposes** – At the discretion of the Vestry, the Committee may establish additional sub-funds within the funds for specific purposes. Also, donors may designate their gifts for a specific purpose. Any donor-restricted designated gifts must be approved first by the Committee and then by the Vestry. They must meet the requirements of the Donor-Restricted Designated Fund Policy.

## *Members*

The Committee shall consist of a minimum of three (3) regular members, or more in increments of odd numbers, all of whom shall be members in good standing of St. Andrew's Cathedral. The Vestry shall appoint them. Additionally, the Dean and Senior Warden shall be ex-officio members of the Committee without votes. No member of the Committee shall be a current member of the Vestry or employed by the Parish. Except as herein limited, the term of each appointed member shall be three (3) years. The Vestry will stagger the terms of members to maximize continuity over time. No member shall serve more than two consecutive three (3) year terms. After a lapse of one (1) year, former Committee members may be reappointed. In the event of a vacancy on the Committee, the Vestry shall appoint a member to complete the unfulfilled term. Upon the completion of the term, that person would be eligible for reappointment to a normal three (3) year term.

- **Liability of Members of the Committee** – Each member of the Committee shall act in good faith regarding the investment of the assets. Each member shall be liable only for his/her own conduct and shall not be liable for the acts or omissions of any other members. No member shall engage in self-dealing or transactions with the funds in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interests of the funds.
- **Officers and Their Roles** – The Committee shall elect from its membership a chairperson and a secretary. The chairperson, or member designated by the chairperson, shall preside at all Committee meetings. The secretary shall maintain complete and accurate minutes of all meetings of the Committee and supply a copy thereof to each member of the Committee. The secretary shall also supply a copy of the minutes to the Vestry in a timely manner. The Treasurer of the church shall maintain complete and accurate books of accounts for the funds. The books will be audited as part of the Parish annual audit.

## *Membership*

David Morse, *Chair*; Margaret McLarty, Stan Patrick

Ex officio: The Dean; Senior Warden

## *Staff*

The Dean; Cathedral Administrator

## THE MEMORIALS COMMITTEE

### *Mission*

The Memorials Committee shall oversee the gifts to the church in memory, thanksgiving, or honor of individuals. These funds are accumulated and spent for support of the Liturgies and ongoing services. This committee also assists with the coordination, design, and compatibility of gifts to the Cathedral especially in the context of worship, including furnishings and improvements to the facilities.

### *Responsibilities*

- Financial gifts to the Cathedral are encouraged first to the yearly operations of the church by an annual pledge in support of the ongoing mission through a unified budget approved annually and monitored monthly by the Vestry.
- Special designated gifts to designated funds and ministries must be made above and beyond the annual pledge and may be accepted by the Vestry.
- Gifts in honor, thanksgiving, and as a memorial are under the auspices of the Memorials Committee. Those deemed appropriate by this committee are then referred to the Vestry for approval.
- Expenditures are made within the context of the fabric and furnishings of the church. Gifts directed to non-existing projects must be approved by the Vestry prior to acceptance.

### *Members*

The Committee consists of five (5) members appointed by the Vestry, including a chairperson, each serving a three-year term with one rotating off each year. A retiring committee member may be reappointed by the Vestry for a second consecutive term. After two consecutive terms, a member must wait at least one year prior to appointment to serve again, following the rotation policy set forth above. Standing members with a vote are the Dean, the Wardens, the Altar Guild Coordinator, and the Flower Guild Coordinator.

### *Membership*

Sandra Maris, Chair; Marsha Canon, Margaret McLarty, Susan Osborne, Sally Yelverton, the Wardens, V. A. Patterson; Vestry Liaison

### *Staff*

The Dean; Cathedral Administrator

### *Meetings*

Scheduled as needed

## THE PERSONNEL COMMITTEE

### *Mission*

The purpose of the Personnel Committee is to advise the Dean and Vestry of all employment issues affecting the staff of the Cathedral. It coordinates the annual review of the Dean and all staff, as directed by the Vestry.

### *Responsibilities*

- Developing and maintain up to date personnel policies, present them to the Vestry for approval, and ensure that these policies are given to each member of the Cathedral staff upon arrival and whenever there are revisions.
- With the Dean, Wardens, Treasurer, and Cathedral Administrator, annually directing a review the benefits package, policy manual, job descriptions, evaluation forms, and salary structure of St. Andrew's Cathedral and make recommendations to the Dean and Vestry for any changes.
- Reminding the Vestry to conduct annual reviews for all staff, including the Dean, and recommending review timelines
- Providing recommendations to the Dean or the Cathedral Administrator regarding any personnel concerns brought before the committee. If best-practice research is needed regarding any personnel matter, this committee will provide the findings to the Dean or the Cathedral Administrator as requested.
- Coordinating and implementing Search Committees for key staff members as directed by the Dean and Vestry, and make recommendations to the Dean regarding candidates to hire.
- Conducting annual employee satisfaction surveys and reporting outcomes to the Vestry.
- Signing an annual Confidentiality Agreement, stipulating the restrictions of discussing any committee work with anyone not on the committee, with the exception of the Dean, the Vestry, and the Cathedral Administrator.

### *Members*

Members are appointed by the vestry with the concurrence of the Dean.

### *Membership*

Matt Allen, *Chair*; Joe Morris, Lauren Powell

### *Staff*

The Dean; Cathedral Administrator

### *Meetings*

Scheduled as needed

## THE POLICIES AND PROCEDURES COMMITTEE

### *Mission*

The Policies and Procedures Committee ensures that all policies and procedures that are approved by the Vestry are catalogued and annually updated for use by committees, commissions, and other ministry groups to which they apply.

### *Members*

The committee members are appointed by the Vestry with the concurrence of the Dean annually at the Vestry Retreat.

### *Membership*

Alex Sullivan, *Chair*; Frank Farmer, Robert Hauberg, Margaret McLarty, Hinky Hall, Frank Farmer,

### *Staff*

The Dean

### *Meetings*

Scheduled as needed

