

St Andrews Episcopal Cathedral Policies and Procedures Manual

Purpose To fulfill the requirement of the Bylaw Section 10.3 listed below:

Policies and Procedures Manual. In order to comply with the specific provisions of the Cathedral's Bylaws, Section 10.3. the Vestry may establish policies and procedures, which shall be binding upon the Cathedral.

- (a) The Policies and Procedures may be amended or rescinded by a two thirds vote of the Vestry without previous notice or by majority vote if two weeks notice is given.
- (b) The Policies and Procedures Manual will maintain the current operating guidelines, committee structure, rotation and membership of the Cathedral's Standing and Ad Hoc Committees.

Committees

Standing Committees. The Vestry, in coordination with the Dean, shall designate and appoint such committees as are deemed necessary for the continuous operation, support and other general purposes of the Parish. Each such committee shall have the name, membership, duties and responsibilities designated by the Vestry. Membership of committees shall have terms of office and establish a rotation for new members.

Nominating Committee. Annually, the Vestry, Dean and Senior Warden shall appoint a Nominating Committee which shall consist of: two Vestry members whose terms are expiring, selected by the Vestry; two members of the Parish who are eligible to vote, selected by the Dean; and one member of the Parish who is eligible to vote, selected by the Senior Warden; provided, however, in the event of a vacancy in the position of Dean, the Junior Warden shall select two members of the Parish who are eligible to vote. The duties of the Nominating Committee shall be to solicit recommendations from the entire Parish and present a slate of at least two nominees, if possible, for replacement of each open position for Vestry member to be elected at the next Annual Parish Meeting. Accordingly, in the years a Junior Warden is elected the Nominating Committee shall secure at least two nominees, if possible, for the open position for Junior Warden. The Nominations Committee will assist in completing the candidate's biographical information for the election brochure, which is published two weeks prior to the annual meeting, and insure the candidate understands the obligations expected of the office of Warden and Vestry. Nominations from the floor are allowed at the Annual Parish Meeting, providing the Treasurer can confirm the qualifications to the Election Committee immediately prior to the election.

Election Committee. The Dean and Wardens shall appoint an Election Commissioner who shall be the chairman of the Elections Committee and will be responsible for conducting annual Parish elections under the established procedures of the Parish.

1. Charter 9/3/2019
2. Election Procedures , 3/12/20

Finance Committee. Annually, the Vestry shall, by resolution passed by a majority of the Vestry, designate and appoint a Finance Committee consisting of the Dean, the Senior Warden, the Junior Warden, the Treasurer, and a minimum of four additional Communicants. The Treasurer shall serve as chair of the Finance Committee. The duties of the Finance Committee shall be to advise and assist the Vestry and the Dean in the performance of their duties with respect to the oversight and management of the assets and finances of the Parish and the temporal business and financial concerns of the Parish and in the preparation and submission of such reports and audits as may be required from time to time by the Diocese of Mississippi. The Treasurer, or the Treasurer's designee, shall submit a report of actions taken to the Vestry after each meeting of the Finance Committee. At each regular meeting of the Vestry, the Treasurer, or the Treasurer's designee, shall report to the Vestry on the state of the Parish's assets, finances and temporal business and the status of upcoming reports and audits. The Finance Committee oversees the Gift Acceptance Policy, which is established by the Vestry.

Stewardship Committee. The Stewardship Committee will oversee the activities for appeals for ongoing gifts and annual financial contributions that support the ministry of the Cathedral.

Memorials Committee. The Memorials Committee will 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 improvements to the facilities.

Liturgy Committee. The Liturgy Committee is comprised of representatives of the Altar Guild, the Flower Guild, the Vergers, the Ushers, the music department, Lay Eucharistic Visitors and other members as appointed by the Dean, for planning purposes for orderly worship.

Communications Committee. The Communications Committee oversees the method and nature of Cathedral communication efforts and works to insure all members receive current and timely information from the church.

Buildings and Grounds Committee. Within the parameters set forth by the Vestry, this committee oversees the repair, maintenance, and beautification of the Cathedral physical plant.

Pastoral Care Committee. This committee assists in support of members, or others known to us, at a time of transition in their lives. The Inreach activities of the parish are the responsibility of this group.

Policies and Procedures Committee. This committee will oversee our administrative functions in terms of Human Resources activities, including staff responsibilities, employee procedure manuals, Safe Church Initiatives, and other guidelines for the secular operation of the organization. This committee will oversee the maintenance of and updates to the Policies and Procedure Manual.

Program, Special and Ad Hoc Committees

Adult Formation Committee. The Adult Formation committee shall support an ongoing offering of educational and spiritually insightful activities for the adult members of the Parish.

Children and Youth Committee(s). The children and/or youth committee(s) shall address and coordinate activities for the education and formation of our children and youth, within the age levels as appropriate.

Parish Life Committee. The Parish Life Committee supports the activities of the church intended to build fellowship among members.

Outreach Committee. The Outreach Committee works to provide opportunities to our members to serve others in our community.

Evangelism Committee. The Evangelism Committee oversees the church's activities and opportunities to share our message.

Financial Resources Committee(s). As needed, one or more committees shall be organized to address long term financial support for the Cathedral, including but not limited to, Capital Campaign and Planned Giving. This Committee will work in conjunction with the Finance Committee.

Commissions

Mission Commission

Christian Formation Commission

Community Partnership Commission

Evangelism Commission

Liturgy and Music Commission

Parish Life Commission

Pastoral Care Commission

Stewardship Commission

Reports to Vestry: All committees and commissions of the Parish shall report to and meet with the Vestry as may be requested from time to time. One member of the Vestry will be assigned to participate in meetings of their committee and such other committees as necessary and serve as liaison to the vestry for reporting and oversight purposes.