
Food for Thought: Review of Existing Committee Structure and more

DRAFT July 26, 2018, revised August 3 based on feedback

In preparation for Vestry Retreat on August 18, 2018

Summary of Ed's vision of management needs

(paraphrased from his memo to the Vestry about What's Needed Next)



- **Financial management** needs to be strengthened and more transparent through:
 - Finance committee
 - Audit committee
 - Updated accounting systems and policies
- **Personnel** committee
 - Assist with hiring and resourcing expanding Parish activities
- Review and update **committee structure** so that the committees are accountable and productive working groups
- Parish growth – evaluate **church service schedule** to increase Parish participation on a weekly basis (*underway*)
- **Preschool** – improve the integration and transparency of the ASP into the Parish
- **Building & grounds** – continue to build on the momentum and plans of existing B&G committee as supported by Kingdom Campaign funds (*underway*)
- **Rectory purchases** to support growing staff and minimize costs – review as part of Kingdom Campaign and planned giving efforts
- New leadership for **annual giving** to replace Jonathan and build on the momentum he's created over recent past

ASC 2013 Strategic Plan: Three areas of our church family life

High-level overview:-
paraphrased from 2013
Strategic Plan



Worship

- Tradition of worship
- Worship schedule

Administration

- Stewardship/giving
- Finance
- Facilities
- Human Resources
- Communications & Public Relations

Ministry & Programs

- Over 60 ministries
- Parish ministry, such as:
 - Children & adult education
 - Family outreach
 - Pastoral care
- Local outreach
- Global outreach
- All Saints preschool
- Thrift shop

Threshold Question for Vestry: Should our principal focus be on “Administration” (i.e., Management)?

Vestry's prescribed roles and responsibilities

- Powers and Duties of Vestry (Article III, Section 9 of Bylaws)
 - 1) Adopt an annual Parish budget;
 - 2) Conduct the business affairs of the Parish;
 - 3) Manage the property of the Parish; and
 - 4) Take any actions deemed necessary or desirable in the conduct of the business affairs of the Parish as it may think most advantageous to the interest of the Parish. (*emphasis added*)
- Committees (Article IV of Bylaws)
 - Committees have the authority of Vestry to extent provided by resolution of the Vestry, but shall not relieve the Vestry of any responsibility imposed by civil or canon law
 - Each committee shall include a minimum of two Vestry members and shall report to Vestry as directed by Vestry
 - Based on outcome of retreat, consider whether to amend this two-member requirement
 - Executive Committee = Rector, Senior Warden, Junior Warden, Secretary, Treasurer and *the Personnel Committee Chairperson(?)*, with such powers as Vestry confers to it
 - Determine whether there is a role for the Executive Committee

What organizations affiliated with the Parish are impacted by Vestry's management decisions?



Review of vestry committees and consultants

Per 2017 Annual Parish Report

- 1) All Saints Preschool Board (7 members) – Allison Ottenbreit, Chair
- 2) Audit Committee (3) – Dan Dever, Chair
- 3) Building and Grounds (14) – Jr. Warden
- 4) Columbarium Committee (3) – Tom Parker, Chair
- 5) Foundation Board (5) – Todd Miller, Chair
- 6) Generous Giving Committee (5) – Jonathan Stroebel, Chair
- 7) Human Resource Consultants (3)
- 8) Insurance Committee (2)
- 9) Kingdom Campaign Committee (many)
- 10) Security and Safety Task Force (6) – John Cartland, Chair
- 11) Strategic Planning Committee (3) – Stuart McFarland Chair
- 12) Special Consultants (1) – KC consultant

Broad participation by the Parish:

46 separate individuals participate on 12+ committees, not including the many participants on the Kingdom Campaign committee

Committees proposed in 2013 ASC Strategic Plan

Administration Work Group recommendations

- 1) Finance committee
- 2) Stewardship Committee (aka Generous Giving)
- 3) Facilities committee (aka Building and Grounds)
- 4) Human Resources Committee
- 5) Communications and Public Relations Committee

Ministry and Programs recommendations

- 1) Ministry and Program Coordination Committee

Other committees mentioned in Bylaws, Vestry Briefing Book, or at Vestry meetings:

- 1) Finance committee – Stuart McFarland, Chair (?)
- 2) Personnel Committee (?), reference to chair of this committee in Article IV, Section 2 of the Bylaws
- 3) Governance Board (sub-committee of the ASC Preschool Board)
- 4) Endowment and Investment Fund Committee
- 5) Columbarium Committee
- 6) Others?

What do we want from each committee?

Possible suggestions:

- 1) Should we simplify the committee structure?
- 2) Develop or review/update the charter or Bylaws for each committee (outlining roles and responsibilities)
- 3) Vestry member representation on the committees – Bylaws require a minimum of two – should we amend this requirement?
- 4) Regular reporting to vestry from each committee (what's the form and frequency?)
- 5) Opportunity to present/ask questions of committees during one or more vestry meetings per year
- 6) Should members of each committee be appointed (or re-appointed) by Vestry annually (or some other periodic basis)? What should be the process?
- 7) What role, if any, should the Executive Committee have?

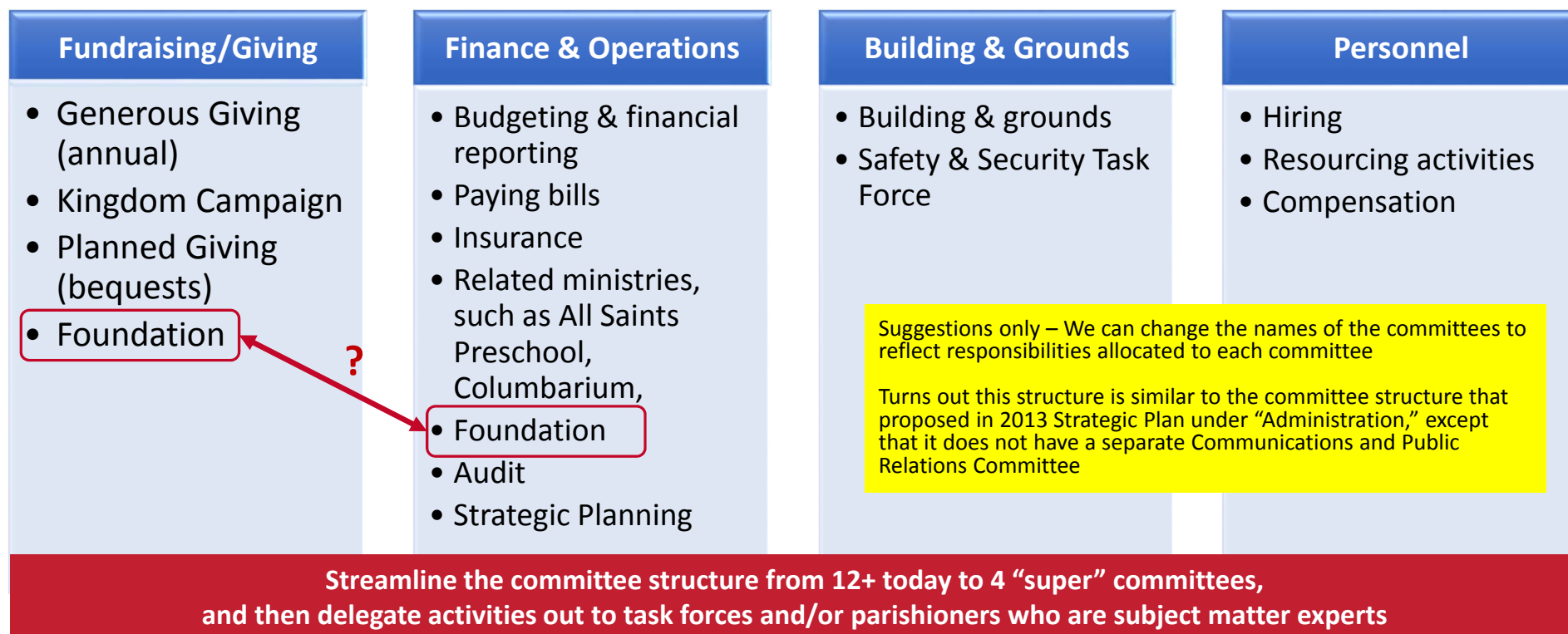
What does the “business” side of the Parish look like today?



- What is the current organization chart for ASC? What should it look like in one year's (or two year's) time?
- Is there a *de facto* “business manager” for the day-to-day operational activities? Should there be one?
- Fellow Vestry members: What other info should we review in advance of the half-day retreat?

Ed and/or Nate: Would it be possible to answer some or all of these questions in advance of the half-day retreat so that we have information to inform our discussions during the retreat?

One person's view: Four principal business activities of the Parish



Discussion

Back-up information



Bylaws of Chevy Chase Parish, Adopted May 7, 2017
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Section 7. Oath of Office: Every person elected or appointed to be a Member of the Vestry, before serving as such, shall take and subscribe to the following oath, which the Rector or any member of the Vestry may administer:

I, ___, do solemnly swear that I confess Jesus Christ as Lord and that I will faithfully execute the office of vestry member in Chevy Chase Parish, in Montgomery County, without prejudice, favor or affection, according to the best of my skill and knowledge.

Section 8. Rules of Order: At all meetings of the Vestry, the most recently published edition of Robert's Rules of Order shall govern in all cases to which it is applicable and in which it is not inconsistent with the By-Laws of the Parish and any other special rules of order the Parish or Vestry may adopt. The Presiding Officer, as determined in accordance with Article III Section 5, or a Member of the Parish appointed by such Presiding Officer, shall rule on all points of order.

Section 9. Powers and Duties of the Vestry: The Vestry shall (1) adopt an annual Parish budget, (2) conduct the business affairs of the Parish, (3) manage the property of the Parish, and (4) take any actions deemed necessary or desirable in the conduct of the business and affairs of the Parish as it may think most advantageous to the interests of the Parish.

Section 10. Appointment of Delegates to the Diocesan Convention: At the second Vestry Meeting following the Annual Parish Meeting, the Vestry shall appoint Delegates and Alternate Delegates to the Annual Diocesan Convention in such number as shall be allocated pursuant to the Diocesan Canons.

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ARTICLE IV COMMITTEES

Section 1. Committees Having Authority of the Vestry: A majority of the Members of the Vestry may appoint one or more committees, which, to the extent provided by resolution of the Vestry, shall have and exercise the authority of the Vestry in the management of the Parish, but which shall not relieve the Vestry of any responsibility imposed upon it by civil or canon law. Such committees shall include a minimum of two Vestry persons in their membership. Each such committee shall report to the Vestry as directed by the Vestry.

Section 2. Executive Committee: The Senior Warden, the Junior Warden, the Secretary, the Treasurer, and the Personnel Committee Chairperson, with the Rector, shall comprise the Executive Committee of the Vestry, which shall have such powers as the Vestry may from time to time confer upon it.

Section 3. Nominating Committee: At least seventy-five days prior to the Annual Parish Meeting, the Vestry shall appoint a Committee on Nominations. The Committee shall consist of five Qualified Voters of the Parish, at least two of whom shall be either outgoing Members of the Vestry or be members in their final year of service and at least two of whom shall not be Members of the Vestry. The names of Eligible Candidates for the office of Member of the Vestry, as nominated by the Committee on Nominations, shall be included in the required notices for the Annual Parish Meeting.

Section 4. Committee of Tellers: At least ten days prior to the Annual Parish Meeting, the Vestry shall appoint a Committee of Tellers. The Committee shall consist of five Qualified Voters of the Parish, none of whom is on the Vestry.

All Saints Church

2017 VESTRY COMMITTEES AND CONSULTANTS

ALL SAINTS PRESCHOOL BOARD

Alison Ottenbreit, Chair
Hiliah Gaba, Secretary
Blair Massa, Treasurer
Meredith Mason, Parent Representative
Greg McCavera, Parent Representative
Nellie Benhard, Former Parent Representative
Paul Piazza, Member

AUDIT COMMITTEE

Dan Dever, Chair
Lisbeth Bagnold
Kathleen Dillon

BUILDING AND GROUNDS

Paul Bradley, Jr, Warden
Mark Pape
Bill Garner, Facilities Manager/Room
Replacement Team Co-Chair
Dan Buckingham, Room Replacement Team Co-Chair
John Cartland, Security and Safety Team Chair
Stuart McFarland,
Building and Grounds Campaign Chair
Daniel Freer
Ed Joyeuse
Laura Mical
David Reeve, Sr.
Tad Tatem
George Cox
David Ottenbreit
Jesse Wadson

COLUMBARIUM COMMITTEE

Tom Parker, Chair
Bonnie Barnes
David Stanley

FOUNDATION BOARD

Todd Miller, Chair
Robert Johnston
Bob O'Connell
Nancy Wilkinson
Cabell Williams

GENEROUS GIVING COMMITTEE

Jonathan Stroebe, Chair
Catherine Dunlop
Ed Hayes
Meghan Stroebe

HUMAN RESOURCE CONSULTANTS

Katharine Beckman
Julie Goodall Dever
Beryl Scott

INSURANCE COMMITTEE

Lou Kelaheer
Dick West

KINGDOM CAMPAIGN COMMITTEE CHAIRS

Bill Freund, Honorary Chair
Alice Freund, Honorary Chair
Andy Eshelman, Chair
(See page 38 for complete list of committee members.)
Catherine Eshelman, Chair
Holly Morris Espy, Chair
Thomas Espy, Chair

SECURITY AND SAFETY TASK FORCE

John Cartland, Chair
BJ Buracker
Liz McReady
Laura Mical
Tom Nicholson
David Reeve

STRATEGIC PLANNING COMMITTEE

Stuart McFarland, Chair
Dan Dever
Richard Miles

SPECIAL CONSULTANTS

Jim Collins, J. D. Klotz & Associates, Kingdom Campaign

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