



Vestry Meeting & Orientation

JUNE 20, 2023

Agenda

- Prayer for Wisdom, Guidance, and Grace
- Scripture Reflection (Jennifer Sirangelo)
- Welcoming and Oath of New Vestry Members
- Overview of Governance and Role of the Vestry
- Nomination and Election of 2023-24 Vestry Officers
- Overview of Strategic Plan and Ministries of the Church
- Presentation of the Minutes of May Meeting: Vestry Clerk
- The Treasurer's Report for May: Mark Pelesh
- The Warden's Reports
 - Our newly elected Senior Warden
 - Our newly elected Junior Warden
- The Interim Rector's Report
- Reports of Clergy in Attendance
- Old Business
- New Business
- Closing Prayer & Adjournment



Vestry

Welcoming and Oath of New Vestry Members

Dan Buckingham

Beryl Dixon Scott

Hugh Webster

Kevin Wrege

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.

Governance

Governance—the rules and practices that ensure accountability, fairness, and transparency in an organization—**is the key responsibility of the vestry** and is so named in the canons of The Episcopal Church, as well as in the diocesan and church constitutions and bylaws.

Governance – Canons of the Episcopal Church

The canons of The Episcopal Church stipulate that the vestry shall:

“Be agents and legal representatives of the congregation in all matters concerning its corporate properties and the relations of the congregation to its clergy.” (Title I. Canon 14, Section 2).

Ensure that standard business methods, as outlined in The Episcopal Church’s Manual of Business Methods in Church Affairs, will be observed (Title I. Canon 7, Section 1).

When a congregation is without a rector, the officers of the vestry are responsible for the continuation of worship, including the calling of a new rector (Title III. Canon 9, Section 3).

The vestry has responsibility for nominating persons for holy orders (Title III. Canon 5, Section 2).

Governance – By-laws of Chevy Chase Parish

The By-laws of Chevy Chase Parish stipulate that the vestry shall:

1. Adopt an annual Parish budget
2. Conduct the business affairs of the Parish
3. Manage the Property of the Parish
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.

Governance – Potential Liabilities

In its capacity as legal representatives and agents of a congregation, vestries must be aware of ongoing responsibilities and potential liabilities. Vestries and congregations can be held legally liable for any of the following:

- Accidents and other incidents occurring on church property or during church-sponsored activities
- Violation of fiduciary responsibilities, especially those related to finances
- Violations of contracts, leases, or other legal agreements
- Wrongful termination and other employment practices
- Discrimination and sexual harassment and misconduct

All Saints Church has liability, as well as directors' and officers,' insurance coverage.

Governance – Canonical Responsibilities of the Rector

In congregations practicing shared leadership and working in partnership with the rector, it is essential to understand the canonical responsibilities assigned to rectors by The Episcopal Church. The rector's responsibilities include:

- Worship and spiritual life
- Selection and oversight of all assisting clergy
- Use and control of all buildings and furnishings, as delimited by the canons
- Education of all ages in the scriptures; the doctrine, discipline, and worship of the church; and in the exercise of ministry as baptized persons
- Stewardship education for all ages

Governance – Canonical Responsibilities of the Rector (cont.)

- Preparation for baptism, confirmation, reception, and reaffirmation
- Announcing the bishop's visit with the warden and the vestry and providing the bishop with information about the congregation's spiritual and temporal state
- Applying contributions not otherwise designated from one Sunday per month to charitable uses
- Reading communications from the House of Bishops at worship
- Recording all baptisms, marriages, confirmations, and burials in the congregation register

Governance – Relationship to Diocese

- We are a parish in the Episcopal Diocese of Washington (EDOW)
- Our Bishop is Rt. Rev. Mariann Budde
- Bishop Edward Little (ret.) is a “Friend of the Parish”
- In EDOW, congregations are not “assessed” an amount to contribute to the diocese
- Instead, contributions are recommended, but parishes decide their own pledge
- In 2023, we have pledged \$50,000
- ASC clergy and lay members of the parish are invited to the annual diocesan convention in January with speaking and voting rights
- We have a strong relationship with the Bishop, diocese, and diocesan staff, and the clergy regularly participate in the life of the diocesan ministry

Structure – Election of Officers

The Lay Officers of the Parish shall consist of a Senior Warden, a Junior Warden, a Secretary of the Vestry, and a Treasurer.

The Wardens are elected members of the vestry with particular leadership responsibilities.

“The Senior Warden and the Junior Warden, as the principal officers of the Vestry and the ranking lay officers of the Parish, shall serve as chief representatives of, and spokespersons for, the congregation. They shall act as principal advisors to the Rector, and as chief custodians of all real and tangible personal property belonging to the Parish. The Wardens shall have such duties in the management of the property, and the business and affairs of the Parish as are established by tradition and customary practice, subject, however, to approval by the majority of the whole Vestry.” (By-Laws of Chevy Chase Parish, Article V, Section 2)

Election of Senior Warden (Rector’s Warden) – **Kevin Wrege**

(nominated by the Interim Rector, yet requiring Vestry affirmation)

Election of Junior Warden (People’s Warden/Building & Grounds)

Election of Assistant Junior Warden

Structure – Election of Officers

The **Secretary** of the Vestry shall:

1. Keep, or arrange with the administration of the staff to have kept, an enrollment of all members of the Parish
2. Keep, or have kept, proper records of baptisms, marriages, burials, and qualifications of voters
3. Report annually to the Vestry on the condition of such records
4. Take, or cause to be taken, the minutes of the meetings of the Vestry
5. Maintain an official file in the Parish Offices of these minutes with correspondence, contracts, agreements, financial reports, and other documents pertaining to the property, business, and affairs of the Parish, all of which shall be readily available to the Rector and the Members of the Vestry

Election of Treasurer

Election of Assistant Treasurer

Structure – Election of Officers

The **Secretary** of the Vestry shall (cont.):

6. Sign, above the title of office, all deeds, titles of property, and other articles executed in the name of the Parish
7. Keep, or have knowledge of the place of keeping, the official seal of the parish
8. Turn over all documents of the Parish within his/her control to his/her successor upon ceasing to serve as Secretary of the Parish
9. Keep or arrange for the keeping of all insurance policies of the Parish in a safe and accessible place
10. Perform all other such duties as the Vestry may assign

Election of Secretary

Election of Assistant Secretary

Structure – Election of Officers

The **Treasurer** of the Vestry shall:

1. Have or arrange custody of and provide for the safekeeping of all money, securities, and funds of the Parish
2. Receive or arrange for the receipt of contributions
3. Make or arrange for the making of deposits and disbursements
4. Keep or arrange for the keeping of financial records and present financial records by report to the Vestry at its regular meetings.

Election of Treasurer

Election of Assistant Treasurer

Structure – Other Elections/ Appointments

- **Election of Chancellor**
- **Appointment of New Members of the Endowment Committee**
 - Current Members
 - Jonathan Stroebe
 - Rich Holland
 - Mark Leahy
 - Nominees
 - Eric Fedowitz
 - Rick Rolandi

A Safe Place to Work Together

Effective teams need a safe and open work environment where all members can openly share their ideas, their concerns, and their hopes for the future.

- Attend vestry meetings regularly, in person if possible
- Keep vestry matters confidential
- Avoid “parking lot conversations” (discussions outside the meeting by only a few)
- Set aside biases



Strategic Plan

Strategic Plan – Our Mission

The Vestry orchestrates a strategic plan for facilities, finances, personnel, etc. Our current 5-year plan was adopted in 2020. All Saints Church's mission is to:

- Share Christ's love
- Transform lives
- Build God's kingdom

Strategic Plan – Our Vision



Grow our Christ-centered, Bible-based efforts beyond our Sunday worship to all corners of our church



Deepen our calling to Christ's great commission through mission and outreach, most especially in our own church and local community



Bring God's grace to people of all ages, especially youth

... while maintaining responsible and transparent stewardship of our time, talents, and treasures.

Strategic Plan – Core Priorities



Strengthen our spiritual and Biblical foundation



Expand mission and outreach



Create a robust student ministry

Strategic Plan – Support Priorities



Increase volunteer involvement



Increase regular giving and income contribution



Improve communications and transparency

Ministries



GATHER — GROW — GO

We **GATHER** our parish in faith in Jesus Christ at Sunday worship and other special services, in fellowship over coffee and meals, and in friendship through groups based on shared interest. We seek and welcome new people to our church.

We **GROW** individually and as a parish by offering Christian education and other spiritual formation opportunities for parishioners at every stage of their journey as Christians.

We **GO** in loving service, we go with God to those inside the church and outside the walls of the building, through prayer and pastoral care, and local and global mission initiatives.

All Saints Preschool

All Saints Preschool is an integral ministry of the church. Its mission is *“to instill the joy of learning in a nurturing environment that reflects God’s love.”*

The nine core values of the preschool are: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Children of the preschool are provided space both indoors and outdoors for discovery and exploration. The program is based on The Creative Curriculum, which focuses on social/emotional development, physical, cognitive, language, and literacy skills. Children also attend chapel weekly which is led by Fr. Matthew.

All Saints Preschool is licensed by the Maryland State Department of Education Office of Child Care and upholds all Code of Maryland Regulations (COMAR). These COMAR regulations ensure every child’s health and safety during their time with us.



Support Ministries

Support Ministries



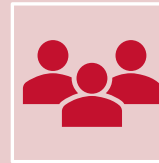
Communications



IT/AV



Finance



Human
Resources/Clerical