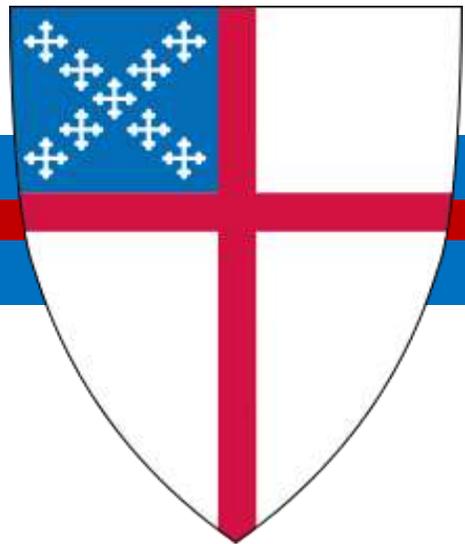


Policy Manual

March 2017



St. Andrew's Episcopal Church
Downers Grove, Illinois

Introduction

The purpose of this manual is to provide a permanent location for policies adopted by the Vestry of St. Andrew's Episcopal Church in order to give consistency and guidance to Parish employees, the Vestry, committee chairs, and other individuals with regard to activities and decisions affecting the Parish and its facilities. These policies may be changed at any time by a simple majority vote of the Vestry.

In the absence of a specific policy of the Vestry, St. Andrew's shall be governed by policies of the Episcopal Diocese of Chicago where such policies exist. Any Diocesan policies that are stricter than those of the Parish shall take precedence.

For each policy a background statement is included that supplies information that explains what concerns or issues gave rise to the policy. This background is intended to help interpret and explain the intent of the policy. Following the background statement is a statement of the policy itself. Following the policy statement are dates of the first adoption and any revisions of the policy.

Parish employees, Vestry members, and Committee Chairs should familiarize themselves with these policies. Any individuals taking on leadership of Parish activities or making use of Parish facilities (whether members of the Parish or not) should consult these policies *before* planning any activities that make use of Parish facilities.

A permanent copy of the Policy Manual shall be kept in the office of the Parish Administrator.

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—outlines the approval process for any permanent changes to the building
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—clarifies what approvals are needed for unbudgeted expenditures
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—describes approval required and fees for use

Alcoholic Beverages

Background: From time to time, Parish functions are held which may involve the use of alcoholic beverages. The following Episcopal Diocese of Chicago policy must be followed.

Policy: The following policy is intended to govern all recognized Parish events whether held on church property or not.

1. Alcohol should not be served prior to worship, or prior to or during business meetings.
2. All beverages and food containing alcohol must be clearly and distinctly labeled.
3. Food must be available at all functions where alcohol is served.
4. Equally attractive, non-alcoholic alternatives must be offered as conspicuously as alcoholic beverages.
5. The promotion of Church/Agency functions must not use alcohol as an enticement to participation.
6. All federal, state and local laws and ordinances concerning alcohol must be observed.

The latter requires:

- a. Servers of alcoholic beverages must be adults at least 21 years of age
- b. The alcoholic beverages must be under the control of an adult at least 21 years of age who shall not imbibe of the alcohol immediately before or during the event.

This policy must be displayed at the event and made known to the organizers prior to the event.

Date policy first adopted by Vestry: Governed by Diocesan Policy

Date of last revision:

Handling of Funds and Reimbursements

Background: the handling of funds at St. Andrew's as set forth reflects sound financial practices and assures that St. Andrew's adheres to the required Diocesan audit standard.

Policy: Any funds which are collected on behalf of St. Andrew's (whether, for example, through a special fund-raising event, a committee fund request, or coffee hour collection) must be turned over to a staff member. Reimbursements for expenses may never be paid out of the collection and can only be made by completing a check request form with appropriate back-up, such as receipts for items purchased.

Plate collections at church services are to be placed in a sealed pouch and put in the Treasurer's office; counting and recording of plate collections shall always be made in the presence of two Parishioners.

Date policy first adopted by Vestry: April 2011

Date of last revision:

Ministry Coordination Policy

Background: To define roles and responsibilities of Ministry Coordinators.

Policy: To enable coordination among committees with inter-related responsibilities and communication between committees and the Vestry, the Vestry shall commission four Ministry Coordinators for the areas of Finance, Fellowship, Formation, and Facilities & Operations. Shortly after each annual meeting, the Wardens, with the agreement of the Rector, shall recommend individuals to the Vestry for the Vestry's approval. The Ministry Coordinators or "Coordinators" shall be chosen from among staff members or current or past Vestry members and may be recommissioned to serve if desired.

The Ministry Coordinators are responsible for keeping in frequent contact with the committees in their ministry areas and often attending committee meetings. The Ministry Coordinators or representative shall be invited to the monthly Ministry Coordination Meeting along with the Rector, deacon(s), and Wardens. The monthly meeting shall be used to review committee activities and give approval or guidance to committees. Generally, this monthly meeting shall be used for temporal or business matters that need not take the attention of the entire Vestry. The Ministry Coordinators shall report any decisions to the Vestry. The meeting shall be open to any interested Parishioner. The Ministry Coordinators, together with the Rector, deacon, and Wardens constitute the "Ministry Coordination Team." A sample organization chart for the year 2016 is attached for reference.

Date policy first adopted by Vestry: 4/19/2016

Date of last revision:

Ordained Ministry Committee and Review Processes

Background: At the June 2015 Vestry meeting, the Vestry established an Ordained Ministry Committee consisting of the two Wardens, a third Vestry member, and a non-Vestry member of the Parish. The selection of the third Vestry member and the non-Vestry member of the Parish must be approved by the Rector. The Rector has the responsibility to conduct an annual review for each staff member.

Policy: The “Mutual Ministry Review” will be conducted annually in November and will be supported by the three documents attached to this policy, namely, (1) Rector’s job description, (2) Rector annual performance review form, and (3) Vestry performance review form. These forms were approved by the Vestry at the October 2015 Vestry meeting; however, by mutual agreement of the Rector and the Wardens, modifications to these documents may be made without Vestry review and approval. Such changes shall be shared with the Vestry and incorporated in this policy manual. For a newly hired Rector, an informal review with the Ordained Ministry Committee will occur after six months.

The results as recorded on the Vestry performance review form will be retained by the Wardens in a “Warden’s File.” Such file will be retained by the senior Warden and passed on to his/her successor. Once a Rector leaves the Parish, the contents of this file with respect to that Rector will be destroyed. The results of annual Vestry performance review will be shared with the entire Vestry and the summary report and the supporting detail (individual Vestry member’s responses) will be retained by the Wardens in the “Warden’s File.” At the November Vestry meeting the Rector will give a report to the Vestry on his or her having conducted the annual staff reviews.

Date policy first adopted by Vestry: June 2015

Date of last revision: June 2016

Physical Changes to the Building

Background: As our building is used by many different members and groups of the Parish and by community groups, Saint Andrew's should strive to ensure that all interests are considered before changes are made to our building, either in function or in appearance.

Policy:

A. Approval of Permanent Physical Changes to the Building:

- a. If any group or individual wishes to make a permanent change to the function or appearance of Saint Andrew's church building, the group or individual shall first present the proposal to the Buildings & Grounds Committee.
- b. If the proposed change affects space used only by the requesting group, the Buildings & Grounds Committee may approve the change. They should report the upcoming change to the Ministry Coordination Team and the Vestry, but no further approval is needed.
- c. If the proposed change affects space that may be used by other groups, the Ministry Coordinator for Facilities & Operations shall present the proposed change to the Ministry Coordination Meeting. The Ministry Coordination Team shall seek input from other affected groups and, if the Ministry Coordination Team finds that the change is desired by all, approve the proposal. If the Ministry Coordination Team finds that the change is not desired by all affected groups and the Team cannot achieve consensus between or among the groups, the Team shall refer the proposal to the full Vestry.
- d. Any proposal to change function or appearance of the Nave, Gathering Space, Parish Hall, or other areas of common use must be approved by the full Vestry.
- e. The Buildings & Grounds Committee shall oversee the work on any approved permanent changes.
- f. This policy applies even if the changes are to be financed by an individual or group outside of the church's budget.

B. Temporary Changes. Temporary changes are those that may be reversed without damage. Parish groups may, without seeking permission, post temporary signs, temporary decorations, or posters of customary size in common areas. Groups should remove outdated materials.

C. Regular upkeep. This policy shall not prevent the Buildings & Grounds Committee from regularly refreshing paint or other surface finishes.

Date policy first adopted by Vestry: 4/19/2016

Date of last revision:

Unbudgeted Expenditures Policy

Background: Committees and their chair people have authority to spend the amounts allocated for their committees in the annual budget. This policy clarifies who may authorize unbudgeted expenditures. As committees and the Ministry Coordination Team take on more responsibility, the Vestry felt the need for this policy to give clear guidance for which expenses need approval of the whole Vestry.

Policy:

A. Elective Expenses:

The Rector, or in the absence of the Rector, the Senior Warden may authorize unbudgeted expenditures up to one-percent of the annual budget, assuming that funds are available in the church's accounts. As soon as practical after he or she make the decision, the individual shall report to the Vestry on the expenditure.

A Majority (at least four members) of the Ministry Coordination Team (Rector, Senior Warden, Junior Warden, and Four Ministry Coordinators) may authorize unbudgeted expenditures up to two percent of the annual budget, assuming that funds are available in the church's accounts. As soon as practical after they make the decision, the Ministry Coordination Team shall report to the Vestry on the expenditure.

Unbudgeted expenditures in excess of two percent of the annual budget must be approved by a majority of the Vestry.

A committee that wishes to spend in excess of the committee's budget should request authorization from the Rector, the Ministry Coordination Team, or Vestry, as appropriate for the amount of the expense.

B. Emergency Building & Grounds Expenses:

In the event prompt action is needed to repair damage, to prevent additional expense, or to prevent damage to the building and grounds, necessary expenditures may be authorized by the Rector and the Senior Warden, the Rector and the Chairperson of the Buildings & Grounds Committee, or the Senior Warden and the Chairperson of the Buildings and Grounds Committee. As soon as practical after they make the decision, the individuals shall report to the Vestry on the expenditure.

C. Use of Restricted Donations:

When a gift is received for the purpose of covering a specific unbudgeted expense, the chairperson of the committee responsible for the expense shall nonetheless follow the Unbudgeted Expenditures Policy and seek approval and concurrence of the Rector, Ministry Coordination Team, or Vestry as appropriate to the amount of the expenditure.

Date policy first adopted by Vestry: 4/19/2016

Date of last revision:

Use of Building for Non-Parish Functions

Background: The Parish building is routinely used by outside groups and occasionally by Parish members for non-Parish functions. This is to set a policy for who may use the building, what fees shall be charged, if any, and what insurance/liability-waiver is required.

Policy: Any use of the building by outside groups (whether for-profit or not), or by a Parishioner for a non-Parish event, must be approved by the Rector and/or Wardens. Any fees charged for not-for-profit's use shall be negotiated relative to their ability to pay and their alignment with the overall mission of St. Andrew's. All outside groups must sign a liability waiver and submit a statement regarding insurance coverage. Use of the building by a for-profit organization shall incur the following fees for each 3-4 hour period of use:

Parish Hall:	\$150.00
Smaller meeting rooms:	\$50.00 (per room)
Kitchen	\$50.00 (in conjunction with use of another room)

Use of the building by groups from St. Andrew's will have priority over use by outside groups. All room reservations must be scheduled through the Parish Administrator.

Date policy first adopted by Vestry: 5/19/16

Date of last revision: