

# Duties & Roles of Vestry Members

Item	Vestry or Priest?	Who is Responsible?	Delivery Date																				
1	V & P	Vestry selects chairperson (by Aug.) who selects a theme and presents it to Vestry in Sept. Campaign to start by Oct. . Survey results put together by Rector's Warden/People's Warden. Pledge sheets to Treasurer.																					
2	V	Committee to oversee all fundraising activities Create checklist to avoid conflict & coordinate to Official Parish calendar and with Women's, Men's group, Copley Kids, etc. No committee at present.																					
3	!	Holy Family House, FISH, Scouts, AA, 3 African Churches, STEP, Cruise (JHS), Mother's Day out, Copley Kids. (No committee - we do this well). Quarterly update to Vestry under purview of People's Warden.																					
4	V & P	All parishioners are responsible, motivate participation - committee (Jim & Dani Rice, Judy Kawaja, Stephen Franzoni, Evelyn Wilson)																					
5	V & P	Priest, Wardens, Treasurer, Registrar prepare meeting agenda. Committee reports due 2 weeks prior to meeting.																					
6	V	Pam Reiter, others? on committee. Jim Rice (Prop. Warden), Dani Rice Historic tours. Wish list?																					
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8	V & P	How do we track & find sick or missing parishioners? Who/why. Improve information to priest.																					
9	V & P	Committee reports to Amanda Roman (Church calendar, activities reporter). She dispenses to parish and outsiders, Epistle, Connect to Steve Franzoni?																					
10	V	Monthly newsletter to members. Dani Rice is editor. Jim prints, etc. Timely submission of articles is a must. It is on the web site. The production, usually during last week of the month (Printing, folding, collating) is labor intensive and help would be welcomed.																					
11	V	Determine if ongoing programs still meet the Parish/special interest group needs. Re-vamp, re-shape- resize? Evaluate & qtlly Report to special Vestry meeting.																					
12	V	Jim Rice is Webmaster. Member comment or input is welcome.																					
13	V	Go between for Vestry and Parish members. Kim Cross currently.																					

14	Property Warden	V	Responsible for the maintenance of the buildings and grounds. To solicit help for any needed activities such as mowing, internal-external repairs. Jim Rice is current PW.	
15	Church Secretary	V & P	VACANT . Parish administrative Secretary. Maintains THE calendar, general office duties.	
17	Fees & Rules for Facility Usage	V	See web site for fee schedule and facilities usage rules. Property Warden needs to know.	
18	Conflict Resolution Process	V & P	Use mediation (Internal or at need, external). Evaluation.	
19	Religious Services / Music	P & O	Priest, Liturgical committee and Organist.	
20	Christian Education: Sunday School & Adult Edu.	P	Sunday School Superintendent (Peggy Wilson). Vestry for funding.	
22	Altar Guild	P	Priest, volunteers currently headed by Pat Rawlings.	
23	Rector's Warden	P	Go between for Vestry and Priest & Congregation & Priest. See by-laws.	
24	Office Admin. Duties / Triage	V & P	Jim & Virginia are currently checking for messages.	
25	LEM & Acolytes	P	Responsibility of Priest. Ken Hawley currently trains both groups and Pam Young is Acolyte Mother who assigns duties.	
26	Bulletin	P	Priest & Office Secretary	
27	Registrar	V	Corporate Secretary for Parish. Keeper of the Corporate Seal, signs legal documents. (See by-laws).	
28	Treasurer	V	Responsible to Vestry. (See by-laws). Seek assistant. Recruit more counters? Confidentiality issue?	
29	Grant Proposals	V	Sub-Committee of the Fundraising committee? Ask Josh Barmer to join?	
30	Usher	V	Jim Rice is head Usher and recruits additional volunteers.	