

Committee Charges

Buildings and Grounds Committee Chaired by the parish Junior Warden, the Buildings and Grounds Committee shall make recommendations on the repair and maintenance of anything to do with our stewardship of our beautiful building.

Communications Ministry Shall work with the Rector, Web editor and Administrative Assistant to present a unified picture of the parish to the public via various social media, email and our parish website. Members shall check social media regularly to make sure that there have not been unapproved changes. The Rector *Senior Warden has final authority in approving anything released to the public by any means.

Diversity Ministry: shall remind the people of St. Paul's that all people are beloved of God and we as a parish and as individuals we are to respect the dignity of every person. The Diversity Ministry shall honor the memory of those who labored for equality and justice for all people and through teaching, events and services.

Finance and Budget Committee shall present to the Vestry any and all suggestions related to the day-to-day financial operations of the church. With the assistance of the Director of Finance and the Parish Treasurer, they shall present to the Vestry a full and complete report of the finances of the parish no less than quarterly. With the assistance of the Rector, the Committee shall develop and present a draft budget for the coming year to the Vestry by the end of November every year.

Outreach Ministry: shall constantly inventory the needs of the neighborhood and community within which St. Paul's resides and:

- be aware of the current events, population issues, and news
- become as fully integrated and responsive to the needs of the neighborhood
- seek relationships with community organizations and resources as well as other religious institutions that care for and serve the neighborhood.
- serve Christ by seeing and knowing Christ in all people.

Pastoral Care Ministry: shall care for those within our parish who are ill, or in need of special assistance. They shall work with the Rector in making sure that regular morale visits are being made to those of our parish who are homebound. The Pastoral Care Ministry shall include representatives of the Order of St. Luke.

Stewardship Committee: The Stewardship Committee is responsible for the development and execution of parish year-round stewardship education. The Committee shall work with the Finance and Budget Committee in conducting the annual stewardship campaign.

Technology Ministry: shall take responsibility for all audio-visual equipment, computers and electronic accessories within the parish and keep inventory of the same. The Ministry shall certify training for technicians for live-streaming, web editing, Facebook editing and all social ministry working closely with the Rector.

Worship, Music and Liturgy Ministry advises the Rector on all matters relating to worship within the church. The Ministry is composed of the leads for all relative groups related to worship, and the Director of Music.

General Committee Expectations

The Vestry representative or the chairperson of each committee shall make a written report to the vestry following each meeting of each committee (ministry). The reports are to be submitted to the Rector no less than five-days prior to each vestry meeting.

A recommendation submitted to the Vestry by a Committee (Ministry) is considered "on the table" for vestry decision. No additional motion or second is needed.

Committees (Ministries) should focus not only upon what is needed and what is wanted, but how the work is going to be accomplished.

All members of all committees (ministries) are appointed by the Rector with the affirmation of the Vestry. When appointments are made and affirmed, the names of each committee member and chairperson will be included in the minutes of the meeting wherein the appointment took place.

The Rector and Senior Warden may appoint special committees and members as needed with the approval of the Vestry.