

General Policies of St. Paul's Episcopal Church, 2022

- 1) The vestry shall meet** the Third Tuesday of each month at 7:00 P.M. for regular meeting unless agreed to otherwise. Meetings shall begin with prayer/worship.
- 2) The master calendar of events** will be kept by the Rector (or person assigned by the rector). All groups within or without the Church must notify the Rector prior to any meeting or event. All church meetings are open to all members of the parish. The Rector reserves the right to cancel any meeting of any group not following this policy.
- 3) The Clerk shall record** how each vestryperson has voted on each decision before the vestry unless the vote is unanimous.
- 4) All vestry policies shall conform** to the Constitution and Canons of the Episcopal Church of the United States and to the Constitution and Canons of the Episcopal Diocese of Eastern Michigan.
- 5) All members of the staff, vestry and those appointed** to serve as youth workers, advisors or sponsors shall undergo the required training in sexual misconduct awareness of children and racial equality. Staff shall also undergo the required training in sexual misconduct awareness of adults.
- 6) All regular meetings** of the vestry shall not exceed two hours in duration unless an extension of thirty minutes is approved by six (6) members of the vestry present and voting.
- 7) The minutes** of the vestry meeting shall be made available to all vestry members by the second Sunday following the vestry meeting. Minutes shall be kept on-line, on our website, and in a public folder or notebook in the administrative office of the church. All documents distributed to the vestry before or during each meeting shall also be maintained in the notebook as described above.
- 8) These policies** become effective when ratified by the vestry and remain in effect until the February meeting of the vestry.
- 9) Policies relating** to weddings, funerals, and other special liturgies are published as approved by the Rector.
- 10) Plaques,** awards and other personal recognitions shall not be placed in the public areas of the building without the permission of the vestry.
- 11) Meetings,** no meetings of any group, ministry, committee, guild, team (identified by any name) shall not take place in a private home or location without the express permission of the Rector.

12) POLICY ON FEEDBACK AND TRUSTING COMMUNICATION

In order to foster a more trusting atmosphere and to build community, these steps will be used in dealing with feedback to the Vestry, committees, teams or other groups, whether the feedback is positive or negative.

- a. Invite the person to attend a meeting of the Vestry, team, committee, or other group concerned to present their position, which can be done in person or by signed communication. If this invitation is refused, then
- b. Offer to bring their concern to the meeting, provided that the person agrees to their name being associated with the issue. If this is refused, then c. Tell the person that we cannot deal with anonymous feedback, but that perhaps they may wish to talk over their concern with the Rector, or Senior Warden. If this is refused, then
- d. This matter is not addressed,

13) Borrowing Permission may be granted for community members to borrow items from the church for short periods. Permission may be granted by the Junior Warden as the Vestry's representative for Buildings and Grounds or the Rector. A statement from the individual who receives the borrowed item(s) shall be signed by the individual and the JW/Rector. The statement shall include the following:

- a) description and number of items
- b) date received and expected date and time of return
- c) promise that the borrower will pay for any damage noted upon return.
- d) promise that the borrower will pay to replace any item not returned.

Committees and Ministries:

14) Committees Committees shall function under the supervision of the Vestry. They include:

Buildings and Grounds Committee, typically chaired by the Junior Warden.

Finance Committee, typically chaired by the Treasurer.

Stewardship Committee, Chaired by a member of the Vestry

Executive Committee, consisting of the Rector and Vestry elected officers shall be chaired by the Rector.

Technology and Communications Committee

Special Committees as appointed by the Rector with the consent of the Vestry.

15) Ministries Groups that function under the supervision of the Rector.
They include:

- Outreach Ministry
- Pastoral Care Ministry
- Education Ministry
- Worship and Liturgy Ministry (Advisory to Rector)
- Diversity Ministry

Special Ministry Groups as appointed by the Rector with the consent of the Vestry.

The Chairpersons of each Ministry group should not be a member of the Vestry.

16) Committee and Ministry Chairpersons are asked to make written reports to the Vestry following Each meeting. Those reports shall be made available to all members of the Vestry. If not, this responsibility falls on the Vestry member assigned to each Committee or Ministry.

17) Kilmer Fund The Vestry hereby authorizes the Directors of the Kilmer Fund to expend funds for scholarships from the Kilmer Fund(s) in accordance with their policies, and approval of the Director of Finance or parish treasurer without further approval of the Vestry.

18) Vacancy In the case of the incapacitation of the Rector as concluded by his/her physicians, or there is a vacancy in the office of the Rector as determined by the Bishop or Ecclesiastical Authority of the Diocese, the Vestry hereby authorizes the Senior Warden to call an emergency meeting of the Vestry. The Vestry does not authorize any further special authority until adopted.

19) The Personnel and Human Relations Policies of St. Paul's Episcopal Church shall follow those as published in the most recent printing of the Personnel Policy Manual of the Episcopal Diocese of Eastern Michigan or its successor. A copy of the Personnel Policy Manual of the Episcopal Diocese of Eastern Michigan or its successor, or the web address thereof, shall be provided to each new employee of St. Paul's Episcopal Church on their first day of employment.

ALCOHOL AND DRUG ABUSE POLICY AND PROCEDURES

It is the Diocese of Eastern Michigan's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work and remain at work in an appropriate mental, emotional and physical condition to perform all of their assigned duties and responsibilities. The following are the elements of the Diocesan Policy

1. A Pastoral Approach. Alcoholism and other forms of drug dependency are illnesses, which are treatable and should be approached not with punitive action but rather in a pastoral manner and be focused on recovery.

2. Education and Communication. Educational programs to inform clergy and laity regarding alcoholism and drug dependency can and should occur at a variety of diocesan venues, including: clergy conferences, lay training workshops, parish programs (and those held at the Diocesan Center). Diocesan publications can help create awareness of the problems involved, prevention techniques and treatment options.

3. Job Protection. Job protection for those afflicted with chemical dependency and employed by the Church should be a primary concern where possible. The person who undergoes treatment should be afforded job security, both during and after treatment, while protecting the well-being of the congregation and/or Diocese and work place.

4. Refusal of Treatment. Job protection for employees (item 3) does not apply to chemically or alcohol dependent persons refusing treatment or other help. Job suspension, and, if need be, termination, allows the chemically or alcohol dependent person to experience the consequences of his or her actions. Implementing this policy for clergy refusing treatment is the joint responsibility of the Bishop and others she/he chooses to participate in this process.

5. Intervention and Treatment. When the disease of alcoholism or other chemical dependency is recognized and later confirmed by the competent professionals, intervention begins. Intervention involves a direct, consistent and loving confrontation by persons who are significant to the chemically dependent person with that person. Intervention requires careful preparation with a trained professional and must be done systematically and non-judgmentally. The goal of intervention is to break the cycle of substance abuse, denial and shielding by others and motivate the substance abuser to choose immediate treatment.

Procedure for Intervention and Treatment:

- Observation of behavior and keeping a note of incidents may lead you to believe that there is a problem. Signs may be evident but do not automatically assume that the problem is alcohol/drug related but if problems persist, it should be further looked into.
- Where a supervisor/manager identifies a work performance or behavior indicator of a possible alcohol and drug related problems, he/she should raise this with the staff member and make them aware of the availability of support services.
- The manager should only deal with work-related issues and not try to diagnose the person's problem. • He/she should keep factual and accurate written records of incidents and interaction with the employee. These records should be stored in a confidential file. The file will be anonymous until or unless suspicion is confirmed.

- The Diocese of Eastern Michigan will endeavor to ensure that any employee who seeks help will be treated with discretion and in confidence.
- If work-related problems persist, the staff member may be referred to local support services specializing in substance abuse (including but not limited to rehabilitation and support groups) with their agreement. Employees may seek help from other sources if they prefer.
- The decision to seek help, agree to referral and /or accept professional intervention will be the responsibility of the individual staff member and refusal to do so will not influence any present or future promotion or disciplinary procedures that are unrelated to the situation at hand (see item 7 below for clarification).
- Employee will be given the same sick leave and the same protection and employment rights as other employees with ill-health problems. Time off will be given for treatment or other specialist help or aftercare provided appropriate certification is submitted.
- Where however, an employee's work performance or behavior remains unsatisfactory despite availability of services, Disciplinary action will begin in consultation with the Diocesan Chancellor. The employee will be entitled to representation at their own cost and due process. It is incorrect to assume that nothing can be done until a chemically dependent person "hits bottom". Failure to intervene only allows the disease to worsen, thereby shortening life, damaging relationships and making treatment more difficult. The Bishop, together with appropriate individuals, may assist with consultation and referral for intervention planning.

Treatment Options.

In approaching the treatment of chemical dependency all of the following may be considered:

medical treatment (detoxification),
 psychotherapy,
 outpatient or inpatient treatment in private or public facilities,
 Alcoholics and Narcotics Anonymous,
 a change of job, or, if necessary, in the case of Diocesan or Church employees,
 suspension from a position.

In making a decision on treatment please refer to the Diocesan Health Insurance Policy to review which services would be covered. For family members, participation in treatment, after care, Al-Anon or Alateen is highly recommended.

6. Treatment Aftercare.

Terms such as "recovered alcoholic" or "recovering addict" refer to anyone who has acknowledged his or her chemical dependency, received treatment and stopped all use of the substance(s) involved. It is clear that there can be no cure for chemical dependency, only recovery through abstinence and treatment.

For most recovering substance abusers aftercare through regular participation in groups such as Alcoholics Anonymous and by support from family, friends, employers and the Church is essential.

While on the Diocese's (parish) premises and/or while conducting business-related activities off the Diocese's premises, no employee may use, possess, distribute, sell, or be under the influence of illegal drugs or alcohol (except communion wine) and except as stated in Section headed "Alcohol" regarding social activities, engage in the unlawful manufacture, distribution, circulation, possession, use of illegal drugs or abuse of prescription medication or alcohol.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Alcohol: From time to time, alcoholic beverages may be served at church or Diocesan social activities. In these cases:

1. Moderate use of these beverages is acceptable, immoderate use is not.
2. Applicable Federal, State and local laws shall be obeyed.
3. Alcoholic and non-alcoholic beverages should be clearly labeled.
4. Non-alcoholic beverages must always be available and served in equally attractive and visible ways as alcoholic beverages.
5. Food should always be served at events where alcoholic beverages will be served.
6. The availability of alcoholic beverages shall not be publicized as an attraction to the event.
7. These guidelines also shall apply when alcoholic beverages are served on church premises at functions where employees are not present. Employee Policy and Treatment Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted at the sole discretion of the Bishop.

The Diocese recognizes that addictions prevent persons from being all that they can be and result in personal and institutional stress for those around the addicted person. In addition to those policies governing "leave" and the legally prescribed benefits to which each employee is entitled, those with addictions may receive the additional support of the Diocese, to the degree that the Bishop believes that the provision of this help and support is appropriate.

The Bishop may, at his/her sole discretion, provide supportive services to persons with addictions, including but not limited to, referral and support for addiction intervention, counseling, outpatient services, in-patient service and hospitalization, and ongoing support services. This may include support for families and employees directly affected by the behavior of the addicted person. The provision of these services may be limited by budgetary constraints and is at the sole discretion of the Bishop.

Smoking and Tobacco Use Policy Option

1: The buildings of St. Paul's Episcopal Church are tobacco-free facilities. The Employer is committed to providing a tobacco-free and smoke-free environment to protect the health and comfort of all its employees and all people who use the Employer facilities and/or services. Therefore, smoking and the use of tobacco products are not permitted at any time inside any facility owned by, leased by, operated by, borrowed by, used by, or otherwise under the Employer's jurisdiction (including but not limited to vehicles, parish halls, office space, Employer offices, camps and conference centers, seminaries, schools, or any other location at which employees perform services). The Bishop and the employee's supervisor may provide recovery support to the smoker to assist in the breaking of this addiction.

COLUMBARIUM ROLES AND POLICIES

St. Paul's Episcopal Church
711 South Saginaw St.
Flint, Michigan 48502

1. Establishment

The Columbarium is established for St. Paul's Episcopal Church and is under the management and control of the Vestry of the Church. The Vestry has formulated these rules and policies and has established itself to govern the use and management of the Columbarium and the granting of a Certificate of the Right to Inurnment as set forth herein. These rules and policies contain the terms and conditions of the agreement between the Church and an individual purchaser of a Right to Inurnment.

2. Terms and Conditions of Purchase of Right to Inurnment

A. Application Agreement.

Each individual desiring to purchase a Right to Inurnment in the Columbarium shall submit a written application to the Rector and Vestry. The form will request information necessary for the Vestry to act upon the application. The applicant will be given a copy of these Rules and Policies when the application is requested.

B. Availability

A Right to Inurnment is available for purchase and inurnment of members of the Church and their immediate family members on an as available basis. The Right to Inurnment will entitle the holder named to use a designated Niche space in perpetuity. The Board reserves the right to approve or disapprove any application for interment of ashes in the columbarium regardless of the status of the applicant.

C. License of Space:

Once an application has been approved by the Vestry and full payment has been received, the Rector will assign a space to the Applicant and the assignment will be noted in the minutes of the Vestry at their next regular meeting. A copy of the fully executed application shall be given to the Applicant with a Certificate of Right to Inurnment.

- D. Location and Appearance:
- (i) The Columbarium is located in the Columbarium Chapel of the Church Building.
 - (ii) The Junior Warden shall see that the Columbarium Chapel and the Columbarium itself is kept in a neat and presentable manner in due reverence and respect for those whose cremains are inurned.

- E. Transfer:
- The Right to Inurnment is personal and may not be transferred or assigned to another person without the consent of the Vestry. However, any holder of an unused Right to Inurnment may release their Right to Inurnment and return it to the Church.

The returned Niche will be placed into a pool of unsold Niche spaces and the purchaser who returned the Niche will be placed in a chronological ordering of those who have returned Niche spaces. As Rights to Inurnment in Niche spaces are sold (regardless of the location of the Niche space sold) the Church will refund 50% of the Right to Inurnment purchase price to the purchaser who returned an unused Niche space in chronological order of the return.

3. Inurnment:

- A. Eligibility:
- (i) Inurnment in the Columbarium is limited to persons who are members of the Church or such immediate family members. The term "immediate family members" includes the family of a church member who is the spouse, child, grandchild, prospective partner, parent, step-parent or partner of the church member. Any other person whose cremains are to be inurned in the Columbarium must be specifically approved by the Rector.
 - (ii) Only human cremains, that are accompanied by a cremation certificated, issued by the crematory, are eligible for inurnment in the Columbarium.
- B. Purchase of a Right to be Inurned
- i The purchase price of each individual Right to Inurnment in the Columbarium shall be determined by the Vestry from time to time. The payment for the Right to Inurnment must be paid at the time the Columbarium Purchase Agreement is granted. Cremains may be inurned once the Columbarium Purchase Agreement is granted.
 - ii No real property right or interest is created in the purchaser by the purchase of a Right to Inurnment.

- iii Payment only entitles the holder to the benefits granted by the Certificate of Inurnment:
 - a. Inurnment (Committal) service conducted by the Rector (or a Deacon, Priest or Bishop of the church or a church with whom the Episcopal Church is in full communion).
 - b. A container for the cremains of one individual that is then placed in the niche.
 - c. Inscription on a plaque placed on the outside of the niche.
 - d. Use of space within a Niche in the Columbarium in perpetuity; and
 - e. Perpetual care of the Columbarium.
- iv. The purchaser of the Right to Inurnment will be entitled to choose a location in the Columbarium for inurnment on an as available basis.
- v. There shall be no right to any refund of any payment except as noted in this document.

C. Permitted Niche Uses

- i. Each niche may contain one container (urn) allowing for secure closure of the container and the niche. A label shall be affixed to the container noting the name of the individual whose cremains are inurned.

4. Notification of Address Change:

The holder of a Right to Inurnment has an obligation to keep the Church notified concerning his or her current address and contact information. Neither the Church, nor the Vestry shall bear any liability for any action taken without the consent of a holder of a Certificate of a Right to Inurnment if the contact information in the Certificate holder's file is not current.

5. Container (Urn) Limitation:

The purchaser agrees to use the Niche spaces, containers and designs approved by the Church. No object of any description shall be placed in a Niche except the container (urn). The Church may, at its discretion, remove or require removal of any item not approved by the Church.

6. Identification of Cremains:

The Church, the Rector or any employees, volunteers or agents shall not be responsible, or liable, for the identification of the cremains of any person at the time of the inurnment or at any subsequent time. The Church acts in good faith that the cremains are those of the person on record. Permanent marking of the name of the deceased and date of death will be required on all cremains delivered to the Church for inurnment, in addition to a cremation certificate issued by the crematory.

7. Limitation of Liability and Security:

The Church and the Vestry have taken steps through the design and construction of the Columbarium to provide a reasonable level of security, balanced by the need for visits by loved ones and availability of the Chapel for services. The Church is liable for loss or damage resulting from causes beyond its control including: acts of God, vandalism, theft, accidents, riots, military action or strikes.

8. Termination of Columbarium:

The Church maintains the right to relocate the columbarium in the event of a disaster, or for any reason that the Church no longer owns or operates the current church edifice. In the event of the closure of St. Paul's Episcopal Church, the Columbarium and all other property shall be under the control of the Bishop and Standing Committee of the Diocese under which St. Paul's operates and acknowledges authority.

The Church, Diocese or other ecclesiastical authority, will endeavor to give written notice of such change at the last known address in the Church's records. In the event that such notification is not possible, the cremains in question will remain as the entire Columbarium is relocated.

9. Reconfiguration of the Columbarium

The Church reserves the right to enlarge or remodel the Columbarium, or to remove the same and build a new Columbarium in a new location. If any such event affects the Niche referred to in the Certificate of Right to Inurnment, the Church shall substitute for the Niche others of substantially like size and character, in which event the Certificate Holder shall have the same rights in such substituted Niche as granted by the Certificate of Right to Inurnment and these Rules.

10. Removal of Cremains

In the event that the next of kin wishes the removal of cremains from the niche as noted in the Certificate of Right to Inurnment, a form for that purpose must be completed including the signatures of all named executors of the estate of the deceased. The application for removal is then presented to the Vestry for approval. The Rector will see to the transfer of the cremains to those requesting removal including the container (urn) in which the cremains have been placed.

11. Annual Report

The Senior Warden shall report annually to the members of the congregation concerning the status of the Columbarium both physically and financially. The report shall include the number of niches filled, purchased and the number available in the pool for purchase. The report may be presented at the Annual Meeting of St. Paul's Episcopal Church, but must be submitted in writing with a copy available to all members of the parish.

12. Records

File by Sold Niche to include:

- Application for Right to Inurnment and Columbarium Purchase Agreement.
- Rules and Policies applicable at the time of purchase.
- Death Certificate (copy is acceptable)
- Cremation Certificate
- Copy of Bulletin if service conducted at St. Paul's Church
- Contact Information of Family/Designated Executor.

Columbarium Master file to include:

- Date of Purchase
- Purchaser
- Inscription of Person Inurned
- Obituary if one was published on-line or print.
- Last place of residence
- Date of birth of inurned
- Date of death of inurned
- Copy of Death Certificate
- Copy of Cremation Certificate
- Date of Committal (Inurnment)
- Name(s) and Title(s) of Officiating Clergy
- Name of Mortuary or Cremation Service

13. Designation of Fund

The Columbarium Designated/Restricted Fund shall be created by the Vestry of St. Paul's Episcopal Church with the adoption of these policies. All funds received for the purchase of niches shall be deposited in this fund. Expenses shall be limited to the needs of the maintenance of the Columbarium as well as Niche containers (urns) and plaques.

14. Church Representatives

Columbarium Documents will be signed by the Rector (or Canonical equivalent) or the Senior Warden. In the absence of the Rector and Senior Warden and with their permission, Documents may be signed by the Junior Warden.

15. Amendments

The Vestry of St. Paul's Episcopal Church reserves the right to amend these Rules and Policies. The holder of a Right to Inurnment recognizes that amendments to these rules may be necessary and agrees to abide by changes as they may be made in the future.

**APPLICATION FOR
RIGHT TO INURNMENT AND
COLUMBARIUM PURCHASE AGREEMENT**

St. Paul's Episcopal Church
711 South Saginaw St.
Flint, Michigan 48502

I _____ ("Purchaser") hereby make this application to St. Paul's Episcopal Church (the "Church") to purchase a Right to Inurnment in the Columbarium. I have read the Rules and Policies and agree to adhere to them in making this Application and Purchase Agreement. The Columbarium Purchase Agreement will include this Application, the Rules and Policies; the Certificate of Right to Inurnment and the Niche Configuration Diagram.

Purchaser's Name: _____

Date of Birth: _____

Address:

Telephone Number: _____

Email Address: _____

If individual to be inurned is different than purchaser:

Relationship of person to be inurned to the purchaser: _____

The Church hereby acknowledges the sum of \$____.____ dollars from the Purchaser and the request to the Right to Inurnment in Niche Number _____ of the Columbarium of St. Paul's Episcopal Church of Flint, Michigan subject and upon the terms and conditions set in the Rules and Policies.

Purchaser hereby acknowledges reading and understanding the above Agreement and the attached Rules and Policies which are a part of this Agreement. Purchaser further agrees to abide by such Rules and Policies.

Purchaser

Church

By _____

By _____

Printed Name

Printed Name and Title

Date: _____

Date: _____

St. Paul's Episcopal Church
711 South Saginaw Rd.
Flint, Michigan 48502

REQUEST FOR REMOVAL OF CREMAINS WITH RELEASE FROM LIABILITY AND INDEMNIFICATION

I, _____, am of sound mind, am 18 years or older, and request the removal of the Creains of _____
_____ interred in Niche _____.

I am related to the inurned person(s) as _____. I further freely and voluntarily enter into this Release of Liability and Indemnity Agreement (hereafter referred to as the "Release") for the removal of said Creains. I fully understand and agree that my request for the removal of inurned remains at St. Paul's Episcopal Church Columbarium is subject to the approval of the Vestry of St. Paul's Episcopal Church.

I expressly agree and intend that the requested removal of Creains is undertaken AT MY OWN RISK. I further agree and intend to FOREVER RELEASE, DISCHARGE, AND FULLY INDEMNIFY, HOLD HARMLESS AND DEFEND St. Paul's Episcopal Church and its clergy, employees, vestry members, volunteers, directors, representatives, insureds and other affiliates or agents from any and all claims, losses, liabilities, actions or causes of action, expenses, or other damages incurred as a result of or in connection with my request and subsequent removal of the Creains.

AGREED TO AND ACCEPTED BY _____

Printed Name and Title: _____

Printed Address: _____

Telephone: _____

E-Mail Address: _____

CERTIFICATE OF RIGHT TO INURNMENT

St. Paul's Episcopal Church
711 South Saginaw St.
Flint, Michigan 48502

This Certificate Grants to:

-
- A Right to Inurnment in Niche _____.
 - A Committal (Inurnment) service conducted by a member of the Clergy.
 - An appropriate container (urn) for the cremains to be placed in the Niche.
 - The inscription to be engraved on a plaque situated on the front of the Niche where the cremains have been inurned.
 - The use of the Niche space in the Columbarium in perpetuity
 - Perpetual care of the Columbarium

All subject to the terms of the Columbarium Purchase Agreement.

Dated this _____ day of _____ in the year of _____

The Reverend _____

Release

THIS RELEASE OF THE RIGHT TO INURNMENT (this "AGREEMENT") is made and entered into this _____ day of _____ in the year of _____ by and among _____ (Purchaser) and _____ (Church).

WITNESSETH

WHEREAS Purchaser has previously purchased a Right to Inurnment in the Columbarium of St. Paul's Episcopal Church of Flint, Michigan Niche _____

WHEREAS the Purchaser now desires to release the Right to Inurnment and the Church;

NOW THEREFORE, for and in consideration of the foregoing, and other good and valuable consideration, the legal sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Purchaser hereby releases all right, title and interest in the Right to Inurnment in Niche _____ dated _____.
2. Purchaser further releases the Church from any and all liability and obligations under the Right to Inurnment dated _____.
3. The Church, by the signature of its representative below accepts this Release; and this Release shall be binding upon and inure to the benefit of the Purchaser, the Church and their respective heirs, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

Purchaser
By _____

Church
By _____

Printed Name

Printed Name and Title

Date: _____

Date: _____

These Policies

These policies shall be reviewed and adopted annually with any other parish policies following the Annual Meeting of the parish and shall be available upon request to any member of the parish or diocesan official requesting them.