

**Priest-in-Charge Report**  
**Submitted January 22, 2023**

**1. VESTRY RETREAT** The Vestry Retreat will begin at 8:00 on Saturday February 11, 2023, at Camp Cope n Conic. The Camp is located about a mile south of Baldwin on Fenton Road on the East side of the road. As far as I know, we will be in the lodge which is on the right side of the drive into a major part of the camp past the dining hall. We will have a light breakfast (rolls, fruit and coffee) in the lodge and then lunch in the dining hall.

I would suggest that you bring paper and pen so that you can take notes. If you own a Book of Common Prayer, you might wish to bring that along too. We should be finished around 2-3 in the afternoon.

**2. EXECUTIVE COMMITTEE** The Executive Committee will meet on Tuesday January 24 at Café Rhema (428 S Saginaw close to Hoffman's Deli) at 8:00. Coffee and Muffins. The Executive Committee is composed of the Priest-in-Charge as chair, SW, JW, Treas, and Clerk. The Director of Finance is often invited and others when needed. The ExComm cannot take the place of the Vestry but is a counsel of advice to the priest and the personnel committee when needed.

**3. POLICIES** As we just completed an extensive re-write of our parish policies, we will consider them "good to go" by a simple resolution this morning. We will also pass the financial policies which have been posted.

**4. RESOLUTION** We will pass a bank resolution this morning removing the current Senior Warden and adding the new Senior Warden as a signatory along with the new Treasurer. By Canon the Treasurer of the parish must be a signatory on all accounts of whatever nature owned by the parish.

**5. PHONE/SECURITY** Our new phone system has been installed and is working. We are close to completing work on the purchase of a new Security system. It turns out, keeping the new purchase under the \$16,000.00 limit was more difficult than we thought. We had to consider cutting down the system somewhat. More on this as it becomes available.

**6. VESTRY MEETINGS** Currently the Vestry meets the third Tuesday of the month at 7:00. We will need to make a decision if this or some other time or day will be selected. We will meet in accordance with the by-laws. The Vestry may be asked to be "on-call" during a month as announced by the priest.

**7. PARKING-LOT** The JW will take over a current hot topic dealing with our Parking Lot and a few who are parking nearly everyday in spaces that are leased by other people. A new plan has been developed and put into practice for dealing with this and the Vestry will get a full report at our February meeting.

**8. CONGREGATIONAL DEVELOPMENT INSTITUTE** The parish should send two-three people to the event being held from July 21-28 in Midland. The school is an excellent way to learn and grow with practical training in many areas of congregational

life. One of the three-seats should be set-aside for the priest with the others tagged for parish leaders. Those attending need not be members of the Vestry. If members of the Vestry, they should have at least two years left of service. The Course is two-years and will cost the parish \$900.00 to send the participants. This includes housing and meals. People will be housed in University Housing. Anyone may attend beyond 3, but each person will need to pay the full \$900.00 fee. More to come.

**9. LOTS OF INFORMATION** A great plethora of information is delivered to you each week (sometimes multiple times a week) from the Diocese of Eastern Michigan. Everything comes to you via email and is also available on the Diocesan Website. In the next few months, I would expect that the Dioceses will combine their websites.

**10. LISTENING SESSIONS,** The Building Bridges Group is offering a number of in-person and virtual listening sessions as part of the process to see if the Episcopal Diocese of Eastern and the Episcopal Diocese of Western Michigan will become a new united diocese. The sessions include conversation around a series of questions and are intended to last under 90 minutes. I would highly encourage each vestry member to attend at least one of these sessions.

**11. DEPARTURE** My last day with St. Paul's will be April 9, 2023 (Easter Sunday). I have attempted to make it clear that I do not wish to have any party or recognition for my service. I do not believe such recognition is necessary and the only party on that Sunday should be about the resurrection of our Lord.

I will be working with the Director of Finance and others to make sure that I have checked out reasonably. While I will leave as much information (passwords etc.) with the Wardens, I do feel that there will be a gap in such things as IT and publications. During the time of any vacancy, I will be available to provide assistance with Funerals, Weddings (and premarital), and IT work at no charge to the church. Once a new priest is on board, that work will be at their favor.

**12. STAFFING** I have engaged qualified staffing to find us a "temporary Administrative Assistant" for the next 6 months or 500 hours. Going this route was not my favorite idea, but the need will be particularly significant without a priest, or with a priest who is not a geek/office rat. The process is expensive. While the staffing organization will provide all the necessary background and financial work for the individual, we will be charged 41% of their hourly wage that will be paid to the staffing agency for the first 500 hours (or about 6 months). For example, if we pay our AA \$20.00 an hour, we will need to pay the agency \$28.00 an hour. At the end of the 500 hours, we may then hire the individual on our own. We can hire the person earlier, but we will be assessed a fee which will be close or equal to the amount we would have paid anyway. I would appreciate approval of this plan today.

**13. COMMITTEE OR MINISTRY** A Committee is under the supervision of the Vestry. If a committee makes a recommendation to the Vestry, it does not need a motion or second by a member of the Vestry as it is afforded a place on the table and a vote.

A Ministry is part of the responsibilities of the Rector (or Priest-in-Charge). If a ministry group suggests or asks for funding from the Vestry, that will need a member of the Vestry to provide a motion and second. Ministry groups work with the Rector as principal supervision and make reports to the Vestry after every

meeting. These reports should be authored by either the chairperson of the group or the representative of the Vestry to the group. All reports are due to the Rector (priest-in-charge) no less than five days prior to the vestry meeting. A Committee or Ministry Group need not report if the group has not met since the last meeting of the Vestry.

**14. CALENDARS** The Master Calendar is on-line. The Administrative Assistant, Rector (Priest-in-Charge) and Director of Music have access to the Master Calendar. They can add or remove items on the calendar. All meetings of every committee and every ministry group or anything else connected with St. Paul's MUST be listed on the calendar. All meetings must be open to anyone who wishes to attend (with the exception of the Search Committee). If a meeting is held on ZOOM, a contact of how a person can get the ZOOM coordinates should be listed on the calendar.

Meetings may be held in the church building or in a public location such as a coffee shop. Meetings may not be held in a private home.

**15 VESTRY REPRESENTATIVES** Each member of the Vestry may be assigned to one or more groups within the parish. No groups should include more than three members of the Vestry. As a courtesy, four members of the Vestry should not assemble for any function (other than a church service, event or educational activity) at one time. If four members of the Vestry are present at the same time, the perception of a vestry meeting can be considered obvious. Please guard against that.

**16. VESTRY REPRESENTATIVES2** The Representative may be a voting member of the group. They are responsible for creating reports to the Vestry and submitting them five-days before the vestry meeting if the report is not submitted by the group chairperson. The Vestry representative is also to make sure that upcoming meetings and events are displayed in the Master Calendar.

Vestry members should not be chairpersons of committees or ministry groups. We all want the greatest number of people involved in the greatest number of ways in everything at St. Paul's.

**17. PRIEST'S REPORT** The Priest-in-Charge (Rector) should submit a written report to the Vestry five days before each vestry meeting. This report should consist of events, issues, and commentary. The report becomes a part of all the reports connected to the meeting and is saved in a big notebook as required by laws of the State of Michigan for non-profit corporations.

Faithfully submitted,