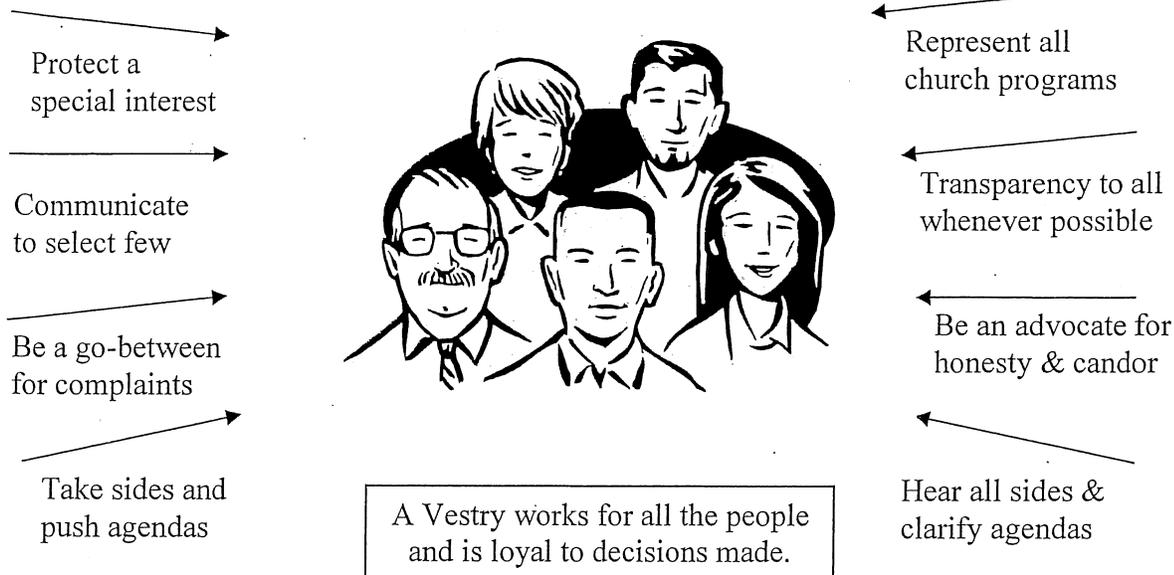


VESTRY ROLES & RESPONSIBILITIES

What you may be asked to do versus what we need to work together



HANDLING ANXIETY

The thing about anxiety is, it can take on a life of its own. Everything becomes a potential crisis. Healthy relational intimacy is based on the ability to learn how to develop trust in the unhindered verbalizing and sharing of feelings in relationships. As some have noted, when individuals are not able to "**talk, trust, and feel**" with others, anxiety increases. In response, defense mechanisms arise. If the anxiety is not released by talking, trusting, and feeling, anxious individuals will develop patterns of acting out their anxiety in behaviors. The maxim, "What is not **talked** out is **acted** out" describes this phenomenon.

Acting out often disrupts, upsets, and destroys relationships in families and churches. If uninterrupted, this will greatly affect a vestry's ability to function. This "acting out" is one major cause for unusual and seemingly inexplicable behaviors ranging from uncontrolled rage to verbal and physical abuse.

- ⇒ Anxiety can be **deflected** by redirection, information, humor, reflective silence, and prayer.
- ⇒ Anxiety **escalates** when conversations continue with no adequate listening or handling of tone, content, or emotional stress that is present.
- ⇒ Anxiety which can be **absorbed** with a non-reactive response has the best chance of slowing down and not spreading to others, until reason and feeling can come together around the issue.

*Note: When handling others' comments, the vestry has agreed to be clear about 3 things:

1. Do I have a certain position, stake, or feeling about what I am reporting?
2. Am I only reporting, or am I speaking in favor or against of the idea or concern?
3. If the person who has spoken to you will not come to the vestry directly, or will not allow their name to come to the full vestry, then either the senior warden or rector must be told who it comes from, and he/she will decide whether it will be brought up anonymously. Otherwise, you should alert the individual that their name will be used, in order to facilitate healthy follow-up.

WHAT THE VESTRY DOES

a/c national canons, diocesan canons, congregation's by-laws

LAY VESTRY MEMBERS

Must

- be responsible for the stewardship of money
- be responsible for stewardship of property

During vacancy of rector

- call a new rector (with assent of bishop)
- make provision for Sunday worship
- serve as communication link with the diocese
- convene & preside at vestry meetings
- be responsible for administration & maintenance of parish properties
- act as custodians of parish registers & records
- *may* call an interim rector

Need to support rector

- provide regular feedback on performance
- encourage rector to pay attention to clergy wellness issues
- encourage clear, direct communication between/among parish, vestry, and rector

RECTOR

Responsible for

- worship and spiritual life, *including education of all ages in the Scriptures, doctrine, discipline, and worship of the Church, as well as in stewardship, and in the exercise of the laity's ministry*
- preparing all ages for Baptism, Confirmation, Reception, or Reaffirmation
- selection and oversight of all assisting clergy (*who have no authority unless delegated by the rector*)
- use and control of all buildings and furnishings
- applying "open plate" offerings from one eucharist a month to charitable uses
- reading communications from the House of Bishops at worship
- recording all baptisms, marriages, confirmations, and burials in the parish register
- providing the bishop with information about the congregation's spiritual & temporal state

TOGETHER

(overlapping responsibilities)

- announce the Bishop's visitation
- DEFINE THE CONGREGATION'S UNIQUE MISSION
- ensure effective congregational planning
- program development
- establish & monitor programs & services
- ensure adequate resources & effective stewardship
- parish oversight
- personnel management
- assess its *own* performance
- communicate with the wider community

A Statement of Mission

- identifies congregation's goals
- states populations (who) or areas (where) they are called to serve
- indicates how goals are to be accomplished
- identifies ways the congregation can recognize progress toward the goals

FUNDRAISING 101

A CALL TO ALMS. A CALL TO ACTION.

Do you have questions or concerns about fundraising in your parish?

The Diocesan Stewardship Commission supports clergy and parishes in:

- ◆ Conducting annual commitment campaigns
- ◆ Developing a year-round stewardship strategy
- ◆ Planning and executing capital or special needs campaigns
- ◆ Understanding the importance of building a planned giving initiative - NOW
- ◆ Recognizing the value of building a parish endowment

To achieve those goals, the Stewardship Commission created Fundraising 101.

The Fundraising 101 program offers a minimal-cost opportunity for clergy and parish leaders to better understand the principals, concepts and best practices that underlie a successful fundraising effort. Fundraising 101 is a basic “how to” and “hands on” experience with practical information and sources you can actually use!

How does Fundraising 101 work?

Stewardship Commission members with professional fundraising experience and expertise meet with you for an intensive examination of your fundraising efforts. Before the meeting, you will be asked to complete a questionnaire about the current status of your fundraising efforts, to provide the facilitators a current and accurate basis for discussion. The conversation, which normally lasts 90 minutes (or as short/long as necessary), is based on this questionnaire and concerns of specific interest to the congregation. The program is designed to be a conversation, not a lecture.

Following the program, participants will prepare a brief report, summarizing highlights and opportunities for improvement. The goal is to achieve a common understanding of fundraising techniques and how to apply them in the parish. Fundraising 101 also charts a road map for additional steps that may be useful in creating an effective and permanent fundraising process in the parish.

Program facilitators are volunteers and are not paid. However, reimbursement for travel expenses may be requested.

For more information and to participate in Fundraising 101

Contact either co-chair of the Stewardship Commission:

- ◆ Elise Balcom - 757-481-3268 or emblaw@aol.com
- ◆ Al Louer - 757-253-1209 or cnwry@verizon.net

Creating Safe Churches in the Diocese of Southern Virginia

Safe Church training is grounded in our call to seek and serve Christ in all persons and to respect the dignity of every human being. This training provides an opportunity to increase and enhance our ability to live out our Baptismal Covenant within our communities of faith and in the world beyond.

We offer both live classroom training and online training. Based on the positive training evaluations received from participants, we strongly recommend that all first-time users complete a live classroom training. The collaborative learning, and question and answer period are invaluable in evaluating individual parish needs. All recommended courses may be taken online by enrolling via email through the link under Online Training below. A certificate is issued to each individual upon completion of each live or online course module. Current diocesan policy requires re-certification every three years for online training and every five years for classroom training. You must be age 16 or older to take Safe Church training.

The Office of the Canon for Formation is available to assist you in implementation of these practices in your parishes and schools. However, it is up to the rector, priest-in-charge, or vicar to assess what is best for the safety of the parish. The requirements are a baseline for misconduct prevention. Churches should not feel limited by this guide in what they require. If you feel that the baseline does not fit your context or have any other concerns, please contact the Canon's office to discuss.

Policy Manuals:

Policies for the Protection of Children and Youth from Abuse: www.bit.ly/safechurchpolicies1

Policies for the Prevention of Sexual Exploitation of Adults: www.bit.ly/safechurchpolicies2

Policies for the Prevention of Harassment of Church Workers: www.bit.ly/safechurchworkerpolicy

Safe Church Social Media policies: www.bit.ly/safechurchsocialmedia

DioSoVA Youth Ministry Safety Standards: www.bit.ly/youthministrysafety

Classroom Safe Church Training

Classroom trainings are scheduled on Saturdays throughout the program year and run from 9:00 a.m. to 3:00 p.m. There is at least one training scheduled in each convocation every year. Registration for classroom training is online through the diocesan website and closes 4 days prior to the training. A minimum of 10 registrants is required in order to hold a classroom training; if a class fails to achieve the minimum class size, those registered will be notified of its cancellation.

2018 scheduled classroom trainings:

January 20, 2018	St. Mark's, Hampton
February 3, 2018	St. Barnabas, North Chesterfield
February 10, 2018	Epiphany, Norfolk
February 24, 2018	Bruton Parish, Williamsburg

March 10, 2018	Merchants Hope, Hopewell
April 14, 2018	St. Paul's, Suffolk
April 21, 2018	Holy Trinity, Onancock
April 28, 2018	St. Paul's & St. Andrew's, Kenbridge
May 12, 2018	Galilee, Virginia Beach
June 2, 2018	Trinity, South Boston
September 8, 2018	Ascension, Norfolk
September 22, 2018	St. Andrew's, Newport News
October 13, 2018	St. Aidan's, Virginia Beach
October 27, 2018	St. Matthias', Midlothian

Resources for Classroom Trainings:

Guidelines for parishes hosting a classroom training: www.bit.ly/safechurchhosting

Safe Church Classroom Training Manual: www.bit.ly/safechurchclassmanual

Online Safe Church Training

Online safe church training is administered through Praesidium. Those interested in taking online training should send an email to Susan Allen, Safeguarding Online Administrator, at sallen@diosova.org with "Safeguarding Online Registration" as the subject. Include your full name, church or organization, whether you are staff or volunteer, and your title or role (clergy, church staff, vestry, volunteer working with children, etc.) in the email. You will receive a reply email with your user login and password. Print this email or write down your user login and password for future reference. Your user login and password will be good for three weeks, after which they will become inactive. If you wish to reactivate your user login, email your request to Susan Allen.

The Safeguarding Online Quick Start Guide (www.bit.ly/safechurchquickstart) provides easy instructions for logging in to take Safe Church training online.

Who Should Take What? (www.bit.ly/whotakessafechurch) provides information on which online Safe Church courses to take.

Other Useful Links

Online Resources on Child Sexual Abuse: www.bit.ly/nationalcsaresources

National Sex Offender Public Website: www.nsopw.gov

Virginia State Police - Registered Offenders: www.sex-offender.vsp.virginia.gov/sor

Virginia State Police - Criminal Records Check:
<https://apps.vsp.virginia.gov/catspublic/public/publicHome.html>

Vestry Best Practices

The governance of a parish in the Episcopal Church is the purview of the rector, wardens, and vestry working in concert. As a body they act as the board of directors of the corporation. They need to comply with the canons of the Episcopal Church, and the Episcopal Diocese of Southern Virginia. The Commonwealth of Virginia does not require bylaws, however, any parish bylaws must conform to the canons. In order to assure good management of the temporal affairs of the parish, these guidelines are offered to both provide basic information about duties and best practices found in vital congregations with good governance.

Basic Duties

Vestry members have three broad duties in their trustee role: care, obedience, and loyalty. The duty of care requires vestry members in their individual and corporate roles to take positive actions that promote the well-being of the parish corporation, its members and parish ministry. The duty of obedience mandates that vestry members in their individual and corporate actions be obedient to all federal, state and local laws, the Episcopal Church and diocesan constitution and canons, and the parish bylaws. The duty of loyalty underscores the expectation that vestry members, by their individual and corporate actions, will not disparage the parish or its leadership.

Vestry members are expected to support the work of the parish by participating in corporate worship and by giving of their time, talent and treasure. Vestry members should be people of prayer and be especially diligent in their prayers for God's mission as it is being lived out in the parish community.

Additional Responsibilities

1. Mutual Ministry Review: each parish should conduct an annual Mutual Ministry Review (MMR) with the guidance of a diocesan-trained facilitator. The review provides an opportunity for leadership to evaluate congregational life and ministry and serves as a general wellness check for the congregation.
2. Hold an annual vestry retreat for the purpose of setting short-term and long-term goals.
3. The vestry is responsible for assuring that an annual audit is done.
4. The vestry should review the church's finances monthly. To do this, vestry members must be familiar with basic church business practices and the finances of the parish. The vestry must assure that all employment agreements are being faithfully executed. This includes:
 1. pension payments
 2. medical benefits
 3. payroll taxes and withholding
5. The vestry should review basic employment practices of the parish to assure compliance with all laws. Special care should be taken to audit Internal Revenue Service requirements as well as Virginia Employment Law.
6. The vestry is responsible for the stewardship program of the parish, assuring that all members give to the mission of God in and through the parish.
7. The vestry is responsible for church property. This includes conducting appropriate ongoing maintenance.
8. Vestry members are required to take Safeguarding God's People, either online or in a classroom training. This class helps to assure that practices to avoid sexual abuse and misconduct are in place. Please contact Susan Allen (sallen@diosova.org) for information and registration.

9. All vestry meetings should be placed on the parish calendar so that members of the parish can attend, and observe the functioning of the vestry.
10. Executive or closed sessions should be for discussing confidential matters. This particularly should be done when discussing personnel matters and real estate transactions, but should be used sparingly.
11. Vestry meeting minutes should be approved at the succeeding meeting. It is best to post these minutes in a public place. The minutes should be the definitive public presentation of the meeting.
12. Vestries may want to decide at the conclusion of the meeting if a brief statement, perhaps in bullet form, of the salient decisions of the meeting will be posted or made available in some other reasonable way. These can be posted, sent via email and/or placed in the Sunday bulletin.
13. Decide how the vestry is going to communicate and stick to the plan. The chief spokesperson for the parish and its leadership is the rector. It can often be counterproductive for vestry members to share their views of the actions of the vestry. This can create differing stories and interpretations.
14. When visitors come to vestry meetings, they may observe, but not participate in, discussion and decision-making. Those who wish to make a presentation to the vestry should request time on the agenda before the agenda is published.
15. Vestries are not only the legislative body of the parish; they also provide leadership for church ministries. A clear organizational structure for the vestry's work is advisable. It is often helpful for the structure to follow the goals outlined by the annual vestry retreat.
16. Unless your parish by-laws state something to the contrary, vestries should approve the annual budget; the annual parish meeting should not.
17. Vestry members are elected by the parish annual meeting. It is a good idea to look ahead and plan for the election of the next year's vestry by recruiting candidates. A practice in many parishes is for the retiring vestry members to form the nominating committee for the next year's vestry. This process helps recruit particular skills.
18. The role of rector can be a lonely job. Clergy who function well are integrated into the life of the diocese. Experience shows that isolated clergy tend to lead their parishes through treacherous terrain that could have been avoided had they been surrounded by the wise counsel of their peers and bishop. Vestries should make sure that their rectors, and other clergy, are engaged in diocesan life (clergy conference, clergy days, a colleague group). Similarly, vital congregations often have a notable number of lay persons involved in diocesan ministries.
19. In strong congregations, vestry members avail themselves of diocesan trainings. This includes those who serve as treasurers, and all vestry and any required staff and volunteers who must complete Safe Church requirements.
20. It is not appropriate to serve alcohol before or during a vestry meeting. The General Convention of the Episcopal Church has spoken specifically about the abuses of alcohol in resolution A158. View the full text here: http://www.generalconvention.org/gc/2015-resolutions/A158/current_english_text.
21. Vestries should have a Gift Acceptance Policy that communicates that the vestry evaluates and approves all restricted gifts for funds or projects that have not been previously approved. It is wise to have a vetting process that considers whether the gift is in keeping with the priorities and missional objectives of the congregation. Having such a policy in place before a restricted gift is offered can be helpful in the instances when a gift is best declined, such as stock or real property, and in some instances can provide the context for redirecting the gift to more useful purposes.
22. In all matters of governance, business practices and hiring, the vestry should avoid all appearance of a conflict of interest. Special care should be taken in the hiring of church members (or unaffiliated family members), particularly for positions which have access to sensitive personal or financial information.

Trends in the 21st Century

1. Generations: Millennials will insist on solutions to accumulated problems and injustices and will profoundly impact leadership and lifestyles.

2. Diversity: In a series of tipping points, majorities will become minorities, creating ongoing challenges for social cohesion. (Worldwide: Growing numbers of people and nations will discover that if we manage our diversity well, it will enrich us. If we don't manage our diversity well, it will divide us.)

3. Aging: In developed nations, the old will generally outnumber the young. In developing nations, the young will generally outnumber the old.

4. Technology: Ubiquitous, interactive technologies will shape how we live, how we learn, how we see ourselves, and how we relate to the world.

5. Identity and Privacy: Identity and privacy issues will lead to an array of new and often urgent concerns and a demand that they be resolved.

6. Economy: An economy for a new era will demand restoration and reinvention of physical, social, technological, educational, and policy infrastructure.

7. Jobs and Careers: Pressure will grow for society to prepare people for jobs and careers that may not currently exist. (see #14)

8. Energy: The need to develop new sources of affordable and accessible energy will lead to intensified scientific invention and political tension.

9. Environmental/Planetary Security: Common opportunities and threats will intensify a worldwide demand for planetary security.

10. Sustainability: Sustainability will depend on adaptability and resilience in a fast-changing, at-risk.

11. International/Global: International learning, including relationships, cultural understanding, languages, and diplomatic skills, will become basic. (Sub-trend: To earn respect in an interdependent world, nations will be expected to demonstrate their reliability and tolerance.)

12. Personalization: In a world of diverse talents and aspirations, we will increasingly discover and accept that one size does not fit all.

13. Ingenuity: Releasing ingenuity and stimulating creativity will become primary responsibilities of education and society.

14. Depth, Breadth, and Purposes of Education: The breadth, depth, and purposes of education will constantly be clarified to meet the needs of a fast-changing world.

15. Polarization: Polarization and narrowness will, of necessity, bend toward reasoned discussion, evidence, and consideration of varying points of view.

16. Authority: A spotlight will fall on how people gain authority and use it.

17. Ethics: Scientific discoveries and societal realities will force widespread ethical choices.

18. Continuous Improvement: The status quo will yield to continuous improvement and reasoned progress.

19. Poverty: Understanding will grow that sustained poverty is expensive, debilitating, and unsettling.

20. Scarcity vs. Abundance: Scarcity will help us rethink our view of abundance.

21. Personal Meaning and Work-Life Balance: More of us will seek personal meaning in our lives in response to an intense, high tech, always on, fast-moving society.

Trends and Shifts in Christian Formation

- 1. Teacher-focused learning to student-focused discovery.** From a body of knowledge that must be poured into a student learner by a teacher/authority to a focus on transformation, learning within the context of the culture, and mutual discovery.
- 2. From children/youth to adults.** A shift away from placing primary emphasis on children's Christian formation to a focus on discipling adults with the recognition that equipped, motivated, and transformed adults will model faith for their children, mentor them and care for their Christian Formation needs. Movement away from "drop them off" and "confirmation as graduation" mentality to a focus on life-long learning.
- 3. "Sunday-only" to "seven-day-a-week."** A growing recognition that one hour a week on Sunday may no longer be the best (and only) time for learning. Movement toward offering learning opportunities at different times, in a variety of styles targeted to audiences whose needs, Christian education experiences and interests differ widely.
- 4. Front-loaded to rear-loaded.** A shift away from a focus on the front end hoops an inquirer must jump through to become a "member" to a perspective that receives the inquirer into membership with the expectation of commitment to discipleship and learning experiences over time.
- 5. Classroom/lecture style to cell-based, experiential and relational style.** Strong shift toward "small group" and relational learning. Recognition that learning must be experienced; that paper, pencil, and lecture are not the best or only means of teaching the faith.
- 6. Age-level divisions to intergenerational family ministries.** Due to time constraints in the secular world, church is often the only place families can be together. A movement away from segmented learning to an appreciation for generations learning, teaching, and growing together.
- 7. Congregation as classroom to a congregation as launch-pad for making and sending disciples.** Traditional Christian education has focused on a completed body of faith knowledge. The goal of learning was to secure that body of knowledge rather than to create mature Christians. The new focus is on developing a life-sustaining faith grounded in a relationship to Christ, and understanding of the Bible as an important tool that supports the life of faith, not information to be acquired, and that prayer is central to daily life.
- 8. From single-format presentations to multi-sensory, multi-media presentations.** Growing awareness of the need to utilize a variety of media and presentation options in order to speak relevantly to the "shaped by media" culture.
- 9. From top-down educational leadership to a network of partnership among coordinators, teachers, parents, and other congregational members.** Movement away from the traditional hierarchical structure of Christian education with one person responsible for running the program to a celebration to the gifts of a team that shares leadership and mutually supports learning.
- 10. From pre-packaged curriculum resources to resources customized for the congregation.** A growing recognition that congregations can't take a cookie-cutter approach to curriculum resources. Congregations are using printed resources but always with the aim of adapting them to meet the needs of the students that participate in the learning process.

Top Ten Resources for Vestry Members

Brendon Hunter

Are you a new or returning vestry member this year? Looking for tools and resources to help you and your fellow vestry members? Here is a list of resources for your vestry toolbox that we at the [Episcopal Church Foundation](#) (ECF) believe to be particularly helpful.

1. *Vestry Resource Guide*

[The Vestry Resource Guide](#) is the essential guide for leadership in an Episcopal congregation, no matter what the size, location or demographics are for your church. Chapters include the ministry of the vestry, vision and strategic thinking and clergy transition. Included are some helpful templates for job descriptions, a commissioning liturgy and suggested *Vestry Papers* articles that share how congregations have lived out the topic being addressed. The *Vestry Resource Guide* is available in print and e-book and in English and Spanish.

2. Your congregation and community demographics

The Episcopal Church provides a great resource through the Office of Research with [statistical data](#) on every Episcopal congregation. There, you can find a handy chart that shows your congregation's average Sunday attendance (also known as ASA), baptized membership and pledge and plate numbers for the previous eleven years. The information is taken from your annual parochial report. You can also download your community demographic data there. A free report, provided each year by the Episcopal Church, the Community Profile provides demographic information based on a three-mile radius around your church. Some congregations will find it more useful than others, but why not see what you can glean from it?

3. *Vestry Papers*

[Subscribe to Vestry Papers](#) and receive free articles, tools and resources for congregational leaders, written and composed by your peers in throughout the Church. In January and February, the focus is always on vestries, and the September and October issue is always on stewardship. [Click here](#) to view previous issues. The Vital Practices digest, sent out each month, features a topic related to congregational life and offers a curated list of the best resources from the archives of ECF Vital Practices. [Click here](#) for the digest archive.

4. Your parish by-laws, diocesan canons and state nonprofit laws

Do you know if your congregation has by-laws? If you don't, try asking another congregation in your diocese and state for a copy of theirs. Contact your diocese for the most recent version of your diocesan canons, too. Why is this important? Your congregation must abide by your state's nonprofit laws and diocesan canons. Typically, diocesan canons cover most, if not everything, needed to comply with state nonprofit laws. Get to know what's in your by-laws, and consider whether it's time to update them to reflect the current reality of the congregation.

5. Basics of parish finance

Whether or not you're the treasurer of your congregation, it's important to understand the basics of your congregation's finances. Watch the video of [Basics of Parish Finance](#) and read Basics of Church Financial Reporting - [Part 1](#) and [Part 2](#) for an orientation to the essentials of parish finances. The vestry has the legal obligation to present and pass a budget annually. Typically, a treasurer's report is presented at each vestry meeting, either by consent agenda or at the end of the meeting.

6. Vestry norms and covenant

ECF recommends that every vestry establish norms and a covenant. Norms refer to procedures. A covenant is concerned with behavior. A few examples can be found at [this link](#) on ECF Vital Practices. Also consider doing an Internet search on “Episcopal vestry norms” and “Episcopal vestry covenant” for ideas and potential templates for your own congregation.

7. *Manual of Church Practices in Business Affairs*

[This guide](#), issued by the Episcopal Church, sets the standards for business practices for all Episcopal congregations. Chapters include internal controls, taxes and audit guidelines. At the back of the manual, there is a useful guide for document retention, so be sure to check this first before deciding whether or not to shred those old files in the parish office.

8. History of your congregation and community

You may be surprised at what you can learn about your congregation today from its history and its community. Why do you do certain things? Where did certain traditions come from? Why are some things readily changed while others cause consternation? All are contained in your congregation’s history. Consider ways to share the history of your congregation, its milestones and leaders from years past. Who had the vision to plant your church where it is? Who gave the generous gifts that beautify and enrich the sanctuary? The [National Episcopal Historians and Archivists](#) also has publications if you’re looking to start an archive or publish a history of your congregation.

9. Diocesan Safe Church policies

It’s important that all employees and leaders in your congregation are aware of and have received safe church policies and training from the diocese. Safe church generally refers to sexual misconduct training for both children and adults. Each diocese has its own set of requirements, but typically all vestry members are required to receive safe church training. Your insurance, whether from Church Insurance or another agency, may also require this. Consider updating your by-laws and orientation materials if this requirement is not already noted.

10. Job descriptions

Clear expectations start with descriptions of the responsibilities of vestry members, including those with specific roles like the treasurer and senior warden and extending to the congregation’s staff. Is there a personnel file with a signed copy for each staff member? Has everyone running for the vestry received a copy of the job description before deciding to run? Some resources that can be helpful are [this article](#) on the role of the rector or vicar and the [Vestry Resource Guide](#) for specific roles like senior warden. You can also check with other congregations, whether by Internet search or calling a neighboring congregation.

A bonus eleventh resource:

11. Bible and *Book of Common Prayer*

Last but certainly not least, every church leader, whether ordained or lay, needs to be engaged with the Bible. Consider having a Bible study at the beginning of each vestry meeting. It can be as simple as selecting a passage from one of the scriptures from the Daily Office for that day. Forward Movement’s [Daily Prayer](#), Satucket’s [The Lectionary](#) and [Mission St. Clare](#) provide easy access to these readings. Also consider how your personal devotional practice might help ground you as a leader in the Church. Keep a copy of the *Book of Common Prayer* handy and draw from the great assortment of prayers that

begin on page 814 for vestry meetings. You can also access the *Book of Common Prayer* online at [this link](#).

What are your essential vestry resources? Comment below or send us an email. If you have any questions or need to find a specific resource, please contact us at the Episcopal Church Foundation, 800-697-2858 or ecf@episcopalfoundation.org.

***Brendon Hunter** is Program Director for Leadership Resources at ECF, focusing on ECF Vital Practices and the Fellowship Partners Program. He also coordinates all of ECF's events and partnerships, which includes ECF's in-person presentations and workshops and online webinars. Brendon is a graduate of the School of the Art Institute of Chicago and brings a passion for spiritual practices and creative approaches to strategic thinking. He came to ECF having most recently served as Director of Administration for a congregation in the Diocese of Chicago as well as years of work with diocesan convention and communications, young adult ministries, and campus ministries.*

Resources

- [Vestry Orientation](#) an ECF webinar presented by Miguel Escobar and Brendon Hunter, January 14, 2016
- [Top Ten Traits of a Terrific Vestry Member](#) by Linda Buskirk, ECF Vital Practices Blog, February 9, 2017
- [Top 10 Resources for Vestries](#) by Bronwyn Clark Skov, Vestry Papers, May 2009
- [My Top Ten: Vestry Responsibilities](#) by Scott Evenbeck, Vestry Papers, September 2003

This article is part of the January 2018 Vestry Papers issue on [Vestry Essentials](#).