

**St. Philip's Episcopal Church**  
**P.O. Box 10476**  
**Southport, North Carolina 28461**  
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**Policy for Approval of Policies, Procedures, Customaries and Job Descriptions**

**PURPOSE**

This policy standardizes the process for the staffing required prior to Vestry approval of the development, modification, or deletion of documents pertaining to policy, procedures, customaries, and job descriptions used by St. Philip's Episcopal Church (SPEC) in Southport, NC. It is in no way intended to steer any ministry in the construction or creation of any policy, customary, or job description. This policy will ensure that these documents, as presented to the Vestry, are not in conflict with other like documents, and that they can be implemented as written and approved. It is not the intent of the Executive Committee or Vestry to modify these documents, but to inform the originators of these conflicts so they can be corrected to ensure harmonious agreement.

**Background For Approval of Policies, Procedures, Customaries and Job Descriptions**

The Vestry, in order to fulfill its responsibility to act as trustees for the temporal concerns of the Parish, will provide oversight (as defined by the bylaws) and guidance to each of the Ministry Boards as needed. One Vestry function is to provide a process for review and establishment of documents that define operation, either uniquely at the Ministry Board level or across the Ministry Boards. In fulfilling this role, the Vestry is charged to be familiar with all SPEC policies already in place and procedures being developed by each Ministry Board. This pre-approval process is intended to ensure that there are no policies that conflict between Ministry Boards or with Church Canons.

The Executive Committee, comprised of Senior Warden, Rector, Junior Warden, one additional vestry member, and the Treasurer, is tasked with resolving time-sensitive issues between vestry meetings to provide greater responsiveness for ongoing mission and ministry needs. The committee composition and flexibility are specifically well suited to provide for the review of proposed documents and resolution of issues prior to Vestry adoption of SPEC policies, procedures, customaries, and job descriptions.

**Definitions:**

1. **Policy:** A process for operating that has been standardized within St. Philip's Church and applies to the congregation in general or to one or more Ministry Boards. Examples:
  - a. Providing safety for building occupants
  - b. Establishing Endowments
2. **Customary:** A standard practice that is used in support of church services. Examples:
  - a. Weddings
  - b. Funerals
  - c. Beach Services
  - d. Lay Eucharistic Ministers

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- e. Altar Guild
  - f. Flower Guild
  - g. Ushers
3. **Procedures:** Establishing standard practices for specific groups to accomplish specific goals. Examples:
- a. Yard Crew duties
  - b. Counters duties
  - c. Securing fire alarms for specific events
4. **Job Descriptions:** Specific tasks assigned to an individual or a group. Examples:
- a. Treasurer
  - b. Parish Administrator
  - c. Sexton
  - d. Executive Committee

### Procedures for Document Reviews at St. Philip's Church

Policies are generally initiated at the Ministry Board level to standardize a process or procedure used by the ministries of that Board. If there is a procedural overlap with another Ministry Board, the Ministry Board originating the policy is responsible to coordinate with and obtain concurrence with the other Ministry Board(s).

After the originating Ministry Board approves the draft policy, procedure, customary, and/or job description, the document is submitted to the Senior Warden who will distribute the document to the Executive Committee for review. The Executive Committee review is intended to ensure that:

1. The purpose and procedures being proposed are clear,
2. The draft document does not conflict with any existing SPEC policies, procedures, etc.
  - a. In case of conflicts, the document will be returned to the originator to resolve the conflict (with the assistance of the Executive Committee if needed).
  - b. Upon resolution of a conflict, the document will be returned to the Executive Committee for further staffing.
3. The draft document does not conflict with Church Canons.
  - a. Conflict with Church Canons will require a revision of the draft document to eliminate the conflict.
  - b. Upon resolution of the conflict with Church Canons, the document will be returned to the Executive Committee for further staffing.
4. The Executive Committee, after determining that the draft document is clearly written and not in conflict with existing SPEC policies or Church Canons, will forward the draft document to the Vestry with a recommendation for approval or acceptance.
5. The Vestry, at a scheduled meeting will consider approval or acceptance of the draft document and the results of the decision will be recorded in the Vestry minutes.
6. Upon acceptance by the Vestry, the document will be:
  - a. Included in the Index of Current Policies, Procedures, Customaries, and Job Descriptions.
  - b. Posted on-line on the church website.
  - c. Reviewed annually by the originator for:
    - i. Retention,
    - ii. Modification, or
    - iii. Deletion.