

The Church of the Good Shepherd

Commission and Committee Structure of the Vestry

2007

1. **Overview** – The Vestry and the congregation are organized around eight different commissions. These commissions carry out the ministries of this Church. The eight commissions are:
 - a. **Administrative**
 - b. **Christian Education**
 - c. **Congregational Development**
 - d. **Day School**
 - e. **Outreach**
 - f. **Parish Life**
 - g. **Pastoral Care**
 - h. **Stewardship**
 - i. **Worship**

At least one Vestry member sits on each commission and **is responsible** for **keeping the lines of communication open and effective**. This is done by making sure minutes are taken in the commission and made available for Vestry mailings. Please get the minutes to the church office by the last Friday of the month. Communication is also facilitated by giving verbal reports at Vestry meetings.

The **other members of the commission** are drawn from the congregation. In the case of the Day School, membership may include those who are not from our congregation but who use our Day School. The conveners of the commissions need not be Vestry members. Conveners are chosen through consultation with the Rector and with input from the commission. No convener shall serve for more than three consecutive years, unless they are a staff member of the parish. Staggered terms are important to smooth operations.

Budgets for the commissions are developed by the commission, reviewed and when necessary changed by the Finance Committee and then approved by the Vestry. The commissions have authority to spend funds in accordance with that budget, must be reviewed by the Finance Committee and when necessary the Vestry. The commissions may change the sub-categories in their budgets in the course of the year, provided the “bottom line” does not change. However, these changes should be reported to the Finance Committee and the Bookkeeper.

There are some groups in the Church, which are not commissions, but are either task forces, vestry committees or other groups. These groups have specialized functions and report directly to the Vestry. Currently these committees are Finance, Stewardship Trust, Elections, and Executive.

2. Brief Descriptions of Commission Ministries with Conveners and Liaisons

- a. **Administration...**exercises good stewardship of our building and grounds, executing the necessary repairs and preventative maintenance. Convened by Dillon Rose, and Liaison by Norman Chambliss.
- b. **Christian Education...**educates members and encourages spiritual formation for all our members, including our youth. Convened by the Rev. Scott White, and the vestry liaison is Ryan Bullard.
- c. **Day School...**oversees the Day School programs, which provides top quality all-day care in the Christian environment for 48 children of all races, creeds and income levels. We serve children from 6 weeks of age until they are ready for kindergarten. Our nationally accredited school employs a director, assistant director, kitchen manager, 12 caregivers and a part-time sexton. Convened by Ashley Moss, and vestry liaisons are Belinda Landis and Pam Larimer.
- d. **Congregational Development...** educates the congregation on the dynamics of being a welcoming congregation and oversees ministries that both attracts, nurtures and incorporates new members. Convened by Scott White, vestry liaisons are Rick Kroncke and Mark Brown.
- e. **Outreach...**Reaches out in the name of Christ to those in need. Our efforts in recent years have been focused on housing. Convened by Chet Mottershead, and vestry liaison is Tom Stevens.
- f. **Parish Life...**strives to enhance and develop a sense of community amongst our members. Convened by Mark Brown, and the vestry liaison is Bert Godwin.
- g. **Pastoral Care....** works directly with the Rector in overseeing ministries of pastoral care in the congregation, including, but not limited to, Lay Eucharist Ministry, Encouragement Ministry, Hospital Visitation, and Pastor's Aide. Convened by the Rev. Scott White, and the vestry liaison is Nancy Ferguson.

- h. **Stewardship...**encourages stewardship as a year around opportunity and celebrates the gifts of time, talent and treasure of our members. Convened by Millie Walker, and our vestry liaison is Ken Barringer.
- i. **Worship...**assists the Rector with the planning and implementation of all worship services, on Sundays and at other times. Convened by the Rev. Scott White, and our vestry liaison is Gail Jenkins.

3. **Annual Tasks Common to all Commissions**

- a. Early in the calendar year, review the mission of the commission, make sure that role is clear to everyone. Bring in new members. Set our goals for the year
- b. Implement programs to reach goals.
- c. Keep track of commission budget, via reports from Bookkeeper.
- d. In the Fall, develop a budget for the following year and submit it to the Finance Committee.
- e. Toward the end of the year, take a look at membership recruitment. Who is rotating off and will need to be replaced? Who will be convener? (Conveners are chosen by the commissions in consultation with the Rector.)
- f. At end of year, evaluate. What goals did we meet? What still needs to be done? How can we be more effective?

4. **Membership on the Commissions**

The ideal is to have a commission of 4 to 6 members, including the Vestry members. Terms are typically three years long and it helps to have staggered terms so that 1/3 of the people are rotating off each year and 1/3 new people are being recruited. If this is not followed it can lead to very uneven transitions. Conveners should hold that position for no more than three years.

Because of the nature of the work of the Day School, with its sizable budget and staff, this commission needs to function much like a board of directors. This commission will include the Director, one or two Vestry members, at least 12 other members. There should be no more than three of the commission who are not members of our church. At least one member of this commission should have a child in the program. Some of the members

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should have financial expertise. The budget of the day school, which is substantial, is derived from tuition payments by the parents. It is separate from the operating budget of the church but is approved by the Vestry, which has final authority. Members for this commission should be recruited for three year terms and as with the other commissions care should be taken to create effective rotation of members on and off this commission.

5. **Vestry Committees and Task Force**

The **Finance Committee** has the responsibility for developing the budget, on the basis of pledges received and for soliciting input from each of the commissions. Each commission is asked to submit requests to the Finance Committee in the fall and a final budget is presented to the Vestry in December. This Committee also monitors the budget as the year progresses. Convened by Flo Alston, and our vestry liaison is Bill Bullock.

The **Stewardship Trust** manages the endowment funds of the church at the direction of the Vestry. There are six members who are appointed by the Vestry. The by-laws for the trust are included with these materials. Convened by Bruce Daughtry, and our vestry liaison is Ken Barringer.

The **Elections Committee** is made up of the senior members of the Vestry, which are Ken Barringer, Mark Brown, Nancy Ferguson, and Gail Jenkins. This committee, in consultation with the Rector, solicits nominations for the Vestry, Diocesan Convention and the Stewardship Trust.

The **Executive Committee** is made up of the rector, wardens, and two to three Vestry members, which are Ken Barringer, Belinda Landis, Mark Brown and Bert Godwin. They can be authorized (by the Vestry) to act on the Vestry's behalf between regular meetings. This committee also functions as the personal committee.

Task Forces are formed from time to time to assist with the work of the Vestry.