

Commission Liaisons and Commission Chairpersons Guidelines 2023

It is recommended that Vestry Liaisons do not do the work of their selected Commissions; rather, they provide oversight, communication and support of Commission leadership.

Vestry Liaison oversight can include, but is not limited to:

- Ensuring that Commission chairs provide regular Commission meeting minutes and Commission membership records and attendance to the Parish Administrator.
- Maintaining regular communication between the Commission Chair and the Vestry
- Reinforce the Vestry vision and direction to the Commission Chair
- Regularly share with the Vestry team the Commission struggles, actions and successes.
- Review the Website on a regular basis, instructing the Commission Chair to update or add information when necessary.

Commission Chairs shall be responsible to the Vestry Liaison for:

- Regular communication and updates of commission activities.
- Maintaining an accurate accounting of expenses within their assigned budget.
- Requesting approval for events prior to advertising
- Requisition Requests to be made to purchase special items (above and beyond regular monthly purchases) for approval by the Rector.

Commission Chairs shall be responsible to the Parish Administrator to:

- Schedule all Commission On-Campus Meetings, Activities and Events onto the church calendar.
- Regularly provide Commission meeting minutes immediately following each meeting.
- Provide Communications for the Epistle and Website, including copy and art for each event, by Wednesday at noon every week.
- Providing materials for copying for events or meetings., or request copies of documents for upcoming meetings or events no later than one week prior to event.
- Provide current membership rosters and leadership for Commissions and their committees, and notify the Parish Administrator when changes are made.
- Provide backup documentation for projects and events where money is involved, to be maintained in the church file system for future reference.
- Calendaring Gathering Hall displays and special promotions with the Parish Administrator.

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- Work with team members to update the Gathering Hall Alcove Displays in accordance with the Gathering Hall Guidelines.

Parish Administrator shall be responsible to the Commission Chairs by providing:

- Facilities support and scheduling for all commission events
- Communications for the Epistle and Website as provided by the commission/committee.
- Minimal administrative support of copying, collating, and preparing event resources as provided by the Commission/Committee.
- Provide Access to facilities as directed by Commission/Committee chairs. (Please provide information for special facilities access no less than one week in advance of the date requested).
- Purchasing for Commissions – submit in advance the item requested, filling out a requisition form for Rector approval.

Commission Chairs shall be responsible to the Comptroller for:

- Include Comptroller on all meeting scheduling emails.
- Submit detailed reimbursement requests for all funds due the commissions and/or their members. Provide receipts for all expenditures, keeping within the approved budget, and completing requisition forms for Rector approval for any purchases over \$100.00.

Communications Requirements for Epistle and Website submissions

- Please submit your articles to the Parish Administrator no later than Wednesday of the week you wish the article to appear in the Epistle or the Website.
- Please provide your articles with complete “copy” and “art work/photos”. The copy will be formatted by the parish administrator for the space and edited for punctuation. “Long” copy (exceeding 4 or 5 lines) will be linked to a shortened blurb.
- Please provide the “run-dates” for your article.
 - Articles will automatically run until their event date, not to exceed three weeks. Exceptions to this rule include:
 - Adult Sunday School
 - Children’s Sunday School
 - Other Classes which extend beyond the three weeks.
- If an article is to run longer than the three-week maximum, it will be removed for a week, and then will return for an additional week just prior to the end of the event. You may request the split to happen on specific dates (two weeks and two weeks).

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Other Commission/Committee Directives

- It has been suggested that every church meeting have a prayer near the beginning (but never as the “gavel” to open the meeting), some sort of devotion, and a closing prayer to send the members out, reminding them who they are working for, why they are working, and what a huge difference they are making in the church and in God’s kingdom.