



ST. LUKE'S  
EPISCOPAL  
CHURCH  
Prescott, Arizona

# **Commission Leader Handbook**

**A guide to the Commission Chair  
Responsibilities**

Last updated: 1/24/2024

**The purpose of this handbook is to acquaint Commission  
Leaders and their Vestry Liaisons with  
job responsibilities and procedures to be implemented  
church-wide.**

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## **Introduction**

The Commission Chairman is a very important component to the parish as a whole. Not only are Commission leaders directors of activity, they are also encouragers, disciplinarians, organizers, and spiritual guides, leading the people of their commission to act and behave like Christ in all aspects of their ministry and enabling them to do the ministry of Christ.

Each ministry of the church falls under the purview of a Commission Chair. No ministry exists at St. Luke's without oversight of a commission. While some ministries operate under a diocesan banner, reporting to a Commission Chair will keep all lines of communication open and solidify the church ministry as a whole.

Understanding their responsibilities is paramount in leading well.

Communication is of the utmost importance – no commission exists in a void – all St. Luke's commissions are connected, one to the other, all striving to uphold the mission of St. Luke's:

### ***To know Christ and make Christ known.***

The hierarchy of St. Luke's, as outlined in the By-laws and Parish Operations Manual, begins with the Rector. The Vestry is next, playing an important part in keeping the business of St. Luke's moving forward. The ministry of the church depends heavily on the Commissions; each commission focusing on one aspect of Ministry at St. Luke's and fulfilling its mission statement as well as the mission statement of St. Luke's. By making the vestry aware of the commission's activities, understanding and respecting the roles of the committee members and the staff of St. Luke's, and communicating to the parish in a timely manner, your ministry will be successful in fulfilling its mission.

## **The Commissions of St. Lukes**

There are ten commissions to do the ministry work of the Parish.

- **Budget and Finance**
- **Christian Formation**
- **Fellowship**
- **Membership**
- **Pastoral Care**
- **Worship**
- **Buildings and Grounds**
- **Communications**
- **Heritage and Environment**
- **Outreach**
- **Stewardship**

## **Commission Responsibilities**

Let's take a moment and briefly describe the responsibilities of each of the people groups in management of St. Luke's in relationship to the Parish Commissions.

### **THE CLERGY**

#### **The Rector:**

The Rector is the head of the church: it's policies, procedures, ministries, and spiritual health. Everything that happens at the church is within the Rector's purview.

- **All new ministry ideas must be presented to the Rector for approval prior to planning and execution.**
- **The Rector also approves all major event facilities requests.**

#### **The Clergy**

Every Commission has clergy oversight. Their insight to the spiritual health of each ministry and the events held thereto will keep the church healthy and strong. If you are unaware of who oversees your commission, speak with your Commission Liaison who has a list of each commission

### **THE STAFF**

#### **The Parish Administrator**

The Parish Administrator is in charge of the office, including the file system (computer and physical), record-keeping, calendaring and facilities management, email, staff human resources, office machines and computers, phone systems and fob/key systems, and administrative assistance to the Rector and Vestry. Execution of special events such as Memorial and Funeral Services, Baptisms, and Weddings fall under the purview of the

Parish Administrator. As such, the Parish Administrator does not regularly participate in ministry outside of normal office duties.

### **Minimal Admin Support**

Administrative assistance is provided to each Commission on a limited basis, taking direction from the Commission Chair, Vestry and the Rector. (Discussing your administrative needs with the Parish Administrator well in advance of your event will lead to success of the event and a good relationship with the Parish Administrator). Each Commission has a file on the system which contains many documents needed for specific ministry activities, and the Parish Administrator can access those files for printing or reference. Any documentation that is sent to the Parish Administrator is saved in the Commission files.

- **Regular Reporting**

Each commission is required to submit regular meeting minutes to the Parish Administrator within one week of a regular meeting. By providing the Parish Administrator with monthly meeting minutes, not only are those minutes supplied to the Vestry for their edification, the Parish Administrator is also aware of your activities and can assess your needs more efficiently. Adequate lead time is necessary to ensure your needs are met.

- **In-Office Staffing for Telephones**

In the event of telephone reservations, it is important to communicate with the Parish Administrator when phone reservations are required for your event, and the Commission may be asked to supply personnel to assist in fielding phone calls.

- **End of the year Reporting**

End-of-the-year reports for the Annual Report are due to the Parish Administrator by December 1<sup>st</sup> each year. The report should give an overview of the events that the ministry engaged in, milestones that were met, and an accurate listing of commission personnel.

- Finally, the Parish Administrator is currently also the Web Manager. All communication regarding web changes and Epistle articles (the weekly newsletter), will come to the Web Manager from the Commission Chair (or assignee) via a form available on the website (See *Appendix 1: Commission Liaison/Commission Chair Instructions for Website Maintenance*, and *Appendix 3: Website/Epistle Submission Form* ).

- **In summary, contact the Parish Administrator**

- **for all calendaring and facilities requests: simple and major events**

- **for all Fob/key/access requests**
- **when extra phone coverage will be needed, and when requested, be prepared to have members of your commission cover phones.**
- **For all communication needs for Epistle/Website (*see guidelines*)**
- **Supply the Parish Administrator with meeting minutes and other documentation for the Vestry.**
- **Limited administrative assistance is available, with due notice. Supply the Parish Administrator with all necessary needs in an organized and clear manner.**

### **The Comptroller**

The Comptroller is responsible for the finances of the church. The Commission Leader and Liaison are responsible to the Comptroller for budgeting and accurate expenditure of funds throughout the fiscal year. Budgets are due in a timely manner when requested each year, and it is expected that these budgets be adhered to. Requests for reimbursements must have receipts attached and the correct form utilized (*See Appendix 4: Request for Check/Reimbursement/Invoice*). All forms are approved by the Rector prior to expedition.

### **The Director of Music**

The Director of Music for St. Luke's is responsible for the preparation of music for worship services, and in some cases, can assist the Commission Leader with music for special events. Adequate lead time must be given for such requests. The Director of Music is also responsible for the Technical Board located in the Sanctuary and those who operate it. If technical assistance is needed, make that request through the Director of Music. All music needed for special events must be arranged through the Music Director. There are protocols in place, and personal requests should be made to the Music Director and not to the parties themselves.

### **The Sexton**

The Sexton cares for the buildings and grounds of the church. Any special set-up requirements for ministry events must be made of the Sexton two weeks prior to your event. The "In-House Facilities Form" (Appendix is utilized for this purpose. When presented to the Parish Administrator, the fully-completed form serves as an approval form and an instruction to the Sexton for facility set-up. Please remember that the Commission is responsible for maintaining the order and cleanliness of the room being used, returning it to its original layout after use (leave it as you found it)

## **LAY LEADERS OF THE CHURCH**

### **The Vestry:**

Beyond the Rector, the Vestry is the governing board that watches over our financial situation, approving those activities that fall within budgetary consideration. Each Commission has a Vestry Liaison: a vestry member that provides oversight to commission activities and communicates to the vestry regarding commission concerns and approval requests. This is the person that you go to once the Rector has approved the concept of a new ministry or activity. The Vestry Liaison will bring your activity, concerns, and suggestions to the Vestry for discussion and approval.

### **In summary,**

- **Bring all new ministry ideas to your Liaison for presentation to the Vestry**
- **Supply the Vestry with all meeting minutes**
- **Periodic reporting to the Vestry regarding ministry activities may be required.**

### **The Commission Liaison**

The Commission Liaison is a Vestry member who is your connection to the Vestry. Not only do they communicate your needs to the Vestry and help you to plan, based on the direction of the church, but they also keep an eye out for your website. If you have a major event in mind, the Liaison can help to bring your vision into focus. The Liaison position is not designed to do the work of the ministry they are liaisons for (although they might), but their oversight and involvement helps to keep the church focused and moving together.

### **The Commission Chair**

The Commission Chair is responsible to hold regular meetings of the Commission: planning activities and events, breaking down those activities and events into tasks, and assigning those tasks to the commission members. All events must be presented to the Rector for approval before any other action is taken. All requests for use of the church facilities are made through the Parish Administrator. The Chair is also responsible for the Ministry Presence on the website and in the Epistle, maintaining content and artwork for events as they occur, and to communicate with their Vestry Liaison in obtaining approval and direction from the Vestry.

### **The Commission Member**



The Commission member does the work of the commission, either as a Committee Head or as a member, under the leadership of the Commission Chair or Rector. The responsibility of the Commission member is to attend meetings as they are called, to step up and accept responsibility for a specific aspect of the ministry, to work as Christ in all they do, and to uphold the mission of the Commission. Remembering people over task and completing each task as assigned, with thoughtfulness and completeness, is essential to the success of the commission and the events which they produce.

### **Communications Responsibilities**

The Commission Chair is responsible for the Commission's presence on the Website and in the Epistle.

#### **Wednesdays at noon will be the deadline for all same-week submissions for both the Website and the Epistle.**

Submissions are to be complete copy and art, and are subject to formatting and editing by the Web Manager. Forms are available on the Website (slecp.org) under "Ministry/Resources" to be completed in full and returned to the Web Manager with specific dates to run. (See *Appendix 3: Website/Epistle Submission Form*).

Articles may run up to three weeks in a row. If a "Save the Date" article runs for three weeks, any subsequent articles must wait one week before running on the same topic. This is to ensure an ever-changing presence which keeps the interest of the reader.

Any photos should be .jpeg format. Any copy should be in Word so that formatting can take place.

*(For more information, please refer to Attachment entitled "Commission Liaison/Commission Chair Instructions for Website Maintenance")*

### **Facilities Responsibilities**

The Commission Chair will contact the Parish Administrator for any facilities reservations that need to be made. For a simple meeting, a phone call is all that is needed. Reservations should be made at least one week in advance, and are on a first-come-first-served" basis. (Please note that Worship or Memorial Services will always take precedence over minor ministry events utilizing the Sanctuary or Parish Hall).

For larger events that require additional resources (such as set-up of tables and chairs, kitchen use, and/or tech equipment, **please complete the In-house Facilities Reservation form on the website under Ministries/Resources** and deliver it to the Parish Administrator no less than one month prior to your major event. (Please see

*Appendix 2: Facilities In-House Reservation Form*). This form will require approval of the Rector. How you complete this form will ensure you have everything you need for a successful event. Upon completion and approval, the form will be forwarded by the Parish Administrator to all who will be assisting in the set-up and tear-down of the event.

Any music requested for your event must be made to the Music Director for approval and scheduling. All parish members who serve under the Music Director are subject to protocols set in place by the Worship Commission and must be adhered to. This includes technical assistance as well as instrumentalists and singers.

Please remember that all facilities usage on church grounds follow the rule to “leave it as you found it.” Especially in the large conference room, the tables are set for various meetings throughout the week. If a special event on a weekend displaces those tables, they need to be returned to their original layout. Same with the kitchens. Always clean up and put away whatever supplies you used. If we all stick to these rules, we will all be confident that the next time we are in need of these resources, they will be clean and ready to go.

## Appendices

- Commission Liaison/Commission Chair Instructions for Website Maintenance



Commission  
Liaison.Commission

- Facilities In-House Reservation Form



In-House Facilities  
Request Form.pdf

- Website/Epistle Submission Form



St Luke's Website  
or Epistle Submissio

- Request for Check/Reimbursement Form



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