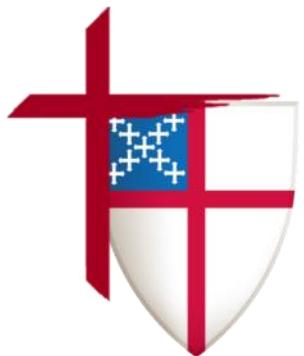


St. Martin-in-the-Fields Episcopal Church

CHARTERS FOR MISSION AND GOVERNANCE



223 South Pearson Lane, Keller, Texas 76248

Mailing: PO Box 1149, Keller, Texas 76244

CHARTERS FOR MISSION AND GOVERNANCE

I therefore, the prisoner in the Lord, beg you to lead a life worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, making every effort to maintain the unity of the Spirit in the bond of peace. There is one body and one Spirit, just as you were called to the one hope of your calling, one Lord, one faith, one baptism, one God and Father of all, who is above all and through all and in all. (Ephesians 4:1-6)

Dear Fellow Members of St. Martin-in-the-Fields Episcopal Church,

The first thing Jesus did when he began his ministry was to recruit a community of disciples. He formed them and equipped them to prepare them to continue his incarnate mission. St. Paul took care to organize churches wherever he went and to prepare and appoint leaders to carry on the work he had begun. For over two thousand years, the Church has organized itself to fulfill the ministry entrusted to her in every time and place.

This resource has been prepared to describe how St. Martin's is organized to do Christ's work in and beyond our community. For those engaged in these ministries, this will be a guide that will reduce duplication of effort and facilitate collaboration with others from time to time. For those considering a call to serve in one or more of these ministries, it will provide a description of expectations, roles, and responsibilities. For members of the Vestry and, especially Vestry Liaisons, it will be a way to monitor the accomplishments and needs of all the ministry groups of the parish in order to provide the necessary resources to support them in their work.

We have organized the charters of key parish ministry groups into two sections – Commissions for Mission and Committees for Governance. Commissions are appointed by the Rector with the consent of the Vestry to carry out the mission Christ has entrusted to us in our time and place. Committees are appointed by the Vestry to advise the Vestry and to execute various administrative responsibilities that are necessary for good stewardship in providing the resources necessary for the effective governance and operation of the parish.

The organizing theological principle of the 1979 Book of Common Prayer is the Baptismal Covenant. When we affirm that covenant, we are declaring that Christ has called each Baptized member of his Church to be a minister. The Catechism explains it this way: "The Church carries out its mission through the ministry of all its members." The Catechism takes the explanation a step further in saying, "The ministry of lay persons is to represent Christ and his Church; to bear witness to him wherever they may be; and, according to the gifts given them, to carry on Christ's work of reconciliation in the world; and to take their place in the life, worship, and governance of the Church."

We pray that each of you will find your place in the "life, worship, and governance" of St. Martin's and that this resource will be useful in describing in greater detail how we may together fulfill our calling to be the delivery system for Christ's mission. Where possible, we have included the names of contact persons. If feel called to serve, they will look forward to talking with you.

The Vestry
December 2020

The gifts he gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until all of us come to the unity of the faith and of the knowledge of the Son of God, to maturity, to the measure of the full stature of Christ (Ephesians 4:11-13).

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THE VESTRY

The Vestry of St. Martin-in-the-Fields Episcopal Church is the governing board of the parish. Vestry members are elected by the communicants in good standing at the Annual Meeting. Together with the Rector of the parish, they are entrusted with responsibility to discern the mission of the parish and to set goals and priorities to support that mission.

Canon 14 of The Episcopal Church describes the work of Parish Vestries as follows:

Sec. 1. In every Parish of this Church the number, mode of selection, and term of office of Wardens and Members of the Vestry, with the qualifications of voters, shall be such as the State or Diocesan law may permit or require, and the Wardens and Members of the Vestry selected under such law shall hold office until their successors are selected

Sec. 2. Except as provided by the law of the State or of the Diocese, the Vestry shall be agents and legal representatives of the Parish in all matters concerning its corporate property and the relations of the Parish to its Clergy.

Sec. 3. Unless it conflicts with the law as aforesaid, the Rector, or such other member of the Vestry designated by the Rector, shall preside in all the meetings of the Vestry

The Vestry's Duties Include

- **Electing the Rector** and working in partnership with the Rector in the oversight of all aspects of the life of the parish.
- **Establishing Policies** to ensure ministry is carried out in accordance with the canons of The Episcopal Church, The Diocese of Fort Worth, and the parish Bylaws, values, mission, goals, and priorities.
- **Appoints Committees** - The Vestry, with the Rector's concurrence, appoints various administrative committees as needed. The Rector, with the Vestry's concurrence, appoints commissions and programmatic committees as needed.
- **Delegation of Authority** for the day-to-day management of the parish to the Rector and to parish administrative and ministry leaders.
- **Ensuring Resources** – Ensures that the necessary funds, and necessary and appropriate physical assets are available to accomplish its mission.
- **Establishing the Annual Budget** for the mission of the parish.
- **Ensuring that Appropriate Safeguards** are in place so that people on the campus and property are protected against harm.
- **Measuring** the degree to which the parish lives in harmony with its own values, and to measure the degree to which its mission is achieved.

Current Membership (2020)

The Very Rev. Ronald D. Pogue; Interim Rector, Keen Haynes, Senior Warden; Robert Bess and Christopher Mullaney, Junior Wardens; Kristy Pemberton, Clerk; DJ Mitchell, Treasurer; Bob Garrity, Christopher DeClerk, Linda Seeber, Becky Snell, Julie Sutton, Ben Taylor

Convener

The Very Rev. Ronald D. Pogue, Interim Rector

Meetings

The Vestry meets on the afternoon of the third Sunday of every month and on call as needed. During the time of COVID, meetings are held on zoom. Meetings are open. Anyone who needs to be on the agenda is to contact the Rector by Wednesday of the week before the meeting.

MISSION

Organizational Chart of Commissions and Their Related Ministries



Charter

The Christian Formation Commission

Mission

Christian Formation is a lifelong process that involves every member of St. Martin-in-the-Fields Episcopal Church. It helps us to learn, grow, and serve as Christ's people in our community and the world. The Christian Formation Commission oversees and advises the Children's Formation Council, the Youth Formation Council, and the future Adult Formation Council.

Ministries of the Christian Formation Commission Include

- **Children's Ministries**
 - Sunday School: 3 years through 5th Grade, including Godly Play 2021 zoom (Liza Goodner)
 - First Sunday Family Worship 2021 On Hold
 - Numerous Events Throughout the Year 2021 On Hold
 - Vacation Bible School 2021 Uncertain (Liza Goodner)
 - Band of Moms 2021 zoom (Liza Goodner)
- **Youth Ministries**
 - Youth Christian Formation: 6th through 12th grades 2021 zoom (Liza Goodner)
 - Episcopal Youth Community 2021 zoom (EYC)
 - EYC Mission Trips 2021 On Hold
- **Adult Ministries**
 - Human Flourishing Series 2021 zoom (Mary Beth Butler, The Rev. Paula Jefferson)
 - Weekly Lectionary Study 2021 zoom (Jen Duncan)
 - Wednesday Study Group 2021 On Hold
 - Spiritual Awareness Group 2021 zoom (Flo Lowrey)
 - City Week – Intergenerational service week at Union Gospel Mission, Fort Worth 2021 On Hold
- **Spiritual Direction** 2021 zoom by appointment (Diana LaCrosse)
- **Lending Library** 2021 by appointment
- **Labyrinth** 2021 Ongoing (Ronald Hitchcock)
- **Future Program Ideas**
 - Adult Programming (Mary Beth Butler, The Rev. Paula Jefferson)
Racism and social justice issues; Revive EFM Group or encourage participation in other diocesan groups; Contemplative Prayer group, weekday/online Bible study; Enneagram Journey course; labyrinth programming; share Godly Play stories with adult groups. Articles in weekly blast to share opportunities for personal exploration, like podcasts (Way of Love and Forward Movement programming), Daily Office podcasts, Unapologetically Episcopalian posts. Encourage connection between parishioners on Facebook, Instagram.
- **Take-home opportunities** - Such as Star Words, Lent in a Bag, Flat Jesus

Membership (2021)

The membership of the commission is comprised of representatives of the ministries listed above: Mary Beth Butler, The Rev. Ron Pogue, Interim Rector, Keen Haynes, Senior Warden, The Rev. Paula Jefferson, Liza Goodner, Children's Minister, Evie Larimore, Phyllis Bess, Ron Hitchcock

Convener

Mary Beth Butler

Meetings

The commission meets monthly on zoom and on call when necessary.

Charter The Evangelism Commission

Mission

Every baptized Episcopalian has vowed to proclaim with our lives, the loving liberating and life-giving good news of Christ. Through the spiritual practice of evangelism, we seek, name, and celebrate Jesus' loving presence in the stories of all people - then invite everyone to experience more.

With God's help, as followers of Jesus Christ we will.....

- Recognize and live into our own belovedness as children of God
- Engage daily practices of prayer, scripture reading, worship and service
- Recall times in our lives when the love of God has been real and present to us
- Articulate our own story of experiencing God's love for us

With God's help, as bearers of the Good News of Jesus Christ, we will.....

- Invite and listen deeply to the stories of everyone we encounter
- Name and celebrate stories of the presence of God in Christ everywhere
- Share our stories of encounter, good news, and resurrection in Jesus
- Plant seeds of hope, and trust God to give them growth

With God's help, as members of the Body of Christ, we will.....

- Allow ourselves and our church to be transformed by new relationships
- Discover a fresh approach to the gospel as we gain new perspectives
- Invite others to discover their own belovedness in Christ
- Grow more servants for the Jesus Movement to change the world

Ministries of the Evangelism Commission Include

- **Coffee Hour** - Social time after each physical service. 2021 On-line zoom Coffee hour after parking lot service Sundays 11:45 a.m. hosted by Fr. Pogue. (Linda Snow)
- **Newcomers** - Greet guests and newcomers to connect to groups and ministries at St. Martin's. 2021 part of Usher activities in parking lot (Kerry Angle)
- **Welcome** - Warmly greet and welcome newcomers. 2021 part of Usher activities in parking lot (Joe Stark)
- **Ushers** - Provide bulletins to worshipers, assist with seating, count attendance, gather offering, and present Bread and Wine at the Altar. 2021 Ushers working parking lot to assist in all above (Kerry Angle)
- **SS Welcoming** - Welcoming children to Sunday School. 2021 Sunday School on zoom (Liza Goodner)
- **Bread Bakers** - Bake Bread for delivery to newcomers. [2021 On Hold](#) (Brandy Heckel)
- **Bread Delivery** - Deliver Bread to Newcomers. 2021 On Hold (Brandy Heckel)
- **Invite A Friend** - Invite your neighbor and/or friend to St Martin's. 2021 To begin when we can regather. (Mary Beth Butler)

Membership (2021)

The membership of the commission is comprised of representatives of the ministries listed above: The Rev. Ron Pogue, Ronald Hitchcock, The Rev. Paula Jefferson, Liza Goodner, Kerry Angel, Brandy Heckel, Joe Stark, Linda Snow, Evie Larimore, Ann Luttrell.

Convener

Ronald Hitchcock

Meetings

Meetings held on line by zoom 2 times for the year as no in-person services. Plan for quarterly meetings for coordination of in person service volunteer needs.

Charter The Liturgy and Music Commission

Mission

The Liturgy and Music Commission assists with planning and oversight of liturgical and musical events at St. Martin-in-the-Fields.

Ministries of the Liturgy and Music Commission Include

- **Acolytes** – Youth and Adults who assist with lighting candles, carrying cross and torches, and serving at the Altar. 2021 On hold until we regather. (Deneice Wood)
- **Altar Guild** – Prepare for Sacramental rites and care for paraments, vestments, and vessels (Linda Seeber)
- **Choir and Music** – Assists in coordination and support for music ministries (Joe Henry)
- **Flower Guild** – Provides floral arrangements for services (Linda Seeber)
- **Lay Liturgical Ministers** - Trains and schedules Lectors, Worship Leaders, Eucharistic Ministers, and assists Eucharistic Visitors (Jim Bedell)
- **Ushers** – Provides ushers for distributing bulletins, seating worshipers, receiving the offering, presenting bread and wine at the Offertory (Kerry Angle)
- **Vergers** – Masters of Ceremony for services of worship (Deneice Wood)
- **Wedding/Funeral** – Coordination of details of weddings and funerals as needed (Altar Guild, Ushers, Clergy, Organist/Choirmaster)
- **Schedulers** – Provide schedules of those serving in various roles (Becky Snell)

Membership (2021)

The membership of the commission is comprised of representatives of the ministries listed above: The Rev. Ron Pogue, The Rev. Paula Jefferson, The Rev. Ayo Omoniyi, Dr. Joe Henry, Phyllis Bess, Becky Snell, Deneice Wood, Kerry Angle, Jim Bedell, Linda Seeber, Joan Thelin, Mary Anderson, Brandy Heckel, Joe Panther, Keen Haynes, Chuck Ambrose.

Convener

Phyllis Bess

Meetings

The commission meets quarterly (or as needed) to plan for upcoming services and special liturgical and musical events. Specific coordination of details would be provided by the various ministries as relevant for the events.

Charter The Outreach Commission

Mission

The mission of the Outreach Commission is to develop a relationship between St. Martin in the Fields parishioners and our neighbors. The vision of the Outreach Commission is to involve, through education and communication, the hearts and minds of those who seek to be Christ's hands at work in the world.

All of the ministries of the Outreach Commission are ongoing, even during COVID.

Ministries of the Outreach Commission Include

- Ensuring coordination and communication among individuals and projects focused on the Outreach Commission's vision and mission.
- Providing a way for parishioners to commit and actively engage in outreach programs and projects.
 - Provide all outreach ministries and ministry partners with necessary support
 - Identify other needs and potential church initiatives
 - Receive and review proposals for new initiatives

Ministries Provided Support by the Outreach Commission

- **Union Gospel Mission of Tarrant County** (Linda Seeber)
 - Angel Tree - Collection of toys and clothing for children living at UNION GOSPEL MISSION
 - Food, Clothing, and Monetary Donations- special Christmas donation provided funds by congregation
 - City Week program -Teen and adult volunteers spend one week working with the residents of UNION GOSPEL MISSION (Liza Goodner)
 - Service Sunday- usual Monthly "Service Sunday" provides sack lunches produced by multigenerational volunteers for the homeless population of Fort Worth - distributed by UNION GOSPEL MISSION) (Norma Barbier and Sue Ellen McMichael)
- **Presbyterian Night Shelter** (Norma Barbier)
 - Monetary donations – Special Christmas donation provided funds for it by congregation
 - Special Requests
 - Soap Donations with Soap Covers (Kathy Wilkinson)
 - Homeless comfort mats (Kathy Wilkinson)
- **4Saints Episcopal Food Pantry** (Currently Vacant)
 - Monetary donations – special Christmas donation provided funds for it by congregation
 - Special "Red Envelope" donations-Monetary donations made quarterly to 4-Saints through Red envelopes to church attendees and digital donations via website and Facebook.
 - Participating in monthly food distribution process at 4Saints Episcopal Food Pantry
 - Annual Christmas Gift program 4Saints provides bags with specific requests for their clients
- **Good News Garden** (Liza Goodner)- Food garden supported by congregation & Boy Scouts to provide fresh vegetables to the clients at 4Saints Food Pantry

Membership (2021)

The membership of the commission is comprised of representatives of the ministries listed above: Richard Seeber, Linda Seeber, Norma Barbier, Liza Goodner, Kathy Wilkinson, Rebecca Haynes, and Sue Ellen McMichael

Convener

Richard Seeber

Meetings

2021 meetings are not being held due to the pandemic. Individual project leaders are contacted to ensure programs are moving ahead and to provide assistance as needed by Convener.

Charter The Parish Life Commission

Mission

We desire to welcome each person in St. Martin's into the life of the parish, to lead a culture of abundance among the Body of worshippers; to invite others into the spirit of participation and the art of welcoming and acceptance.

Ministries of the Parish Life Commission include

- **Hospitality** - Coordinates with church office and organizes receptions for special events. Team members help with table decorations, organizing food, drink, set up & clean up; provides food for funerals; various receptions; Easter snacks; and Pot Luck meal during the annual meeting. 2021 On Hold (Ann Luttrell)
- **Sisters of the Spirit** - Christian women who gather weekly to engage in a book study. They also maintain an email prayer chain in order to offer prayers for whatever is on the hearts of attendees. 2021 Meeting on zoom weekly (Kerry Angle)
- **Men's Group** - Men sharing fellowship and faith and occasionally helping with work or service around the church. 2021 On Hold (Keen Haynes)
- **Shrove Tuesday/Pancake Supper** - Men and women who prepare and serve pancakes on Shrove Tuesday. This group also coordinates the annual talent show. 2021 On Hold (Liza Goodner)
- **Church History and Archives Committee** - A group that identifies, collects, preserves, organizes, and shares historical and official records of SMITF. 2021 Ongoing (Linda Snow)
- **Band of Moms** - A group for moms to connect and support each other in their daily lives. 2021 zoom meetings monthly (Julie Sutton)
- **Ladies Night Out** - Once a month (2nd Tue.) all the women of the church are invited to eat together at a designated restaurant for fun and fellowship. 2021 On Hold (Arlene Paul)
- **Trunk or Treat** - Annual family event near Halloween with treats handed out from trunks of automobiles. 2021 Uncertain (Liza Goodner)
- **For future discussions**
 - Foyers/Dinner Groups
 - Parish Picnics

Membership (2021)

The membership of the commission is comprised of representatives of the ministries listed above: Mary Anderson, Ann Luttrell, Keen Haynes, Kerry Angle, Rex Angle, Liza Goodner, Linda Snow, Julie Sutton, Arlene Paul.

Convener

Mary Anderson

Meetings

Meet quarterly when it is possible to regather to discuss the needs of each ministry for budgets, volunteers, and requests of the Rector/Vestry.

Charter The Pastoral Care Commission

Mission

The Pastoral Care Commission oversees ministries that support our community's spiritual wellness. Collaboration among lay ministries allows us to meet pastoral needs while respecting the dignity of each person. The Commission also collaborates with clergy and staff to engage all resources of the parish to learn of needs and provide care.

The Ministries Overseen by the Commission Include

- **Eucharistic Visitors**- Carry communion to place-bound parishioners. 2021 Ongoing (Phyllis Bess)
- **Quiet Committee**- Teams provide a meal for those who have recently been hospitalized, had a new baby, or experienced the loss of a family member. 2021 Ongoing (Susan Reeves)
- **Online Prayer Ministry**- Through email needs for prayer are communicated to a dedicated group to lift others in prayer. 2021 Ongoing (Flo Lowrey)
- **Daughters of the King**- An intergenerational community of women who desire a closer walk with the Lord, who are strengthened through discipline of a Rule of Life and prayer. 2021 Ongoing (Linda Snow)
- **Narcotics Anonymous Hope Group**- A safe community for hope that every addict has the chance to find the opportunity for a new way of life. 2021 On Hold (Robin & Kat Robbins)
- **Al-Anon Family Group of Keller**- This fellowship of relatives and friends of alcoholics share their experience, strength and hope to solve their common problems. 2021 Meeting under strict COVID protocols. (Evie Larimore)
- **Prayer Shawl Ministry**- Members knit/crochet shawls, chemo caps, scarves, stocking caps, ear warmers and soap sacks to be given to those in need of comfort and support. 2021 Ongoing handwork with zoom meetings (Kathy Wilkinson)
- **Memorial Garden**- Respectful perpetual garden for reflection, remembrance, and the interment of ashes. 2021 Ongoing (Cathy Tolliver)

Membership (2021)

The membership of the commission is comprised of representatives of the ministries listed above: Becky Snell, Phyllis Bess, Kerry Angle, Susan Reeves, Flo Lowrey, Linda Snow, Robin & Kat Robbins, Evie Larimore, Kathy Wilkinson, Cathy Tolliver, The Rev. Paula Jefferson

Convener

Becky Snell

Meetings

Quarterly online, currently by zoom

Charter The Stewardship Commission

Mission

To lead the Church body in an understanding of our heavenly directed role as Stewards of God's Creation, our fellow human beings, and our church through the works of the Annual Pledge Campaign, Time and Talents Campaign, and Environmental Stewardship Team to support resource development, planning, and provision of resources for the various ministries.

The Ministries Overseen by the Commission Include

- **Annual Pledge Campaign** – Obtain agreements from parishioners and resulting notifications of the inclusion of St. Martin-in-the-Fields in their annual family budget, will, or estate plan. Manage communications, marketing, branding, and events that encourage parish awareness and inclusion. Key events include: Annual Pledge Campaign Kick-off, Testimonials, and Parish Dinner.
- **Time and Talent Campaign** – Teach and participate in systems of stewardship through time and talents of parishioners to engage in various roles such as: Holy Mowers, Music, Parish Life, Grounds, Cooking, Serving, Events Participation, and more.
- **Environmental Stewardship** – Provide in-church opportunities organically to encourage local environmental stewardship through active programs of waste reduction (e-bulletins), recycling, awareness of impacts, and public conversation on reuse, recycle, reduce to create a positive engagement throughout the parish while making quantifiable impacts on our environment.

Membership (2021)

The membership of the commission is comprised of representatives of the ministries listed above: Dan Wagner, Brandy Heckel, Linda Seeber, Becky Snell, Lesli Pemberton, Suzanne Lincoln

Convener

Dan Wagner

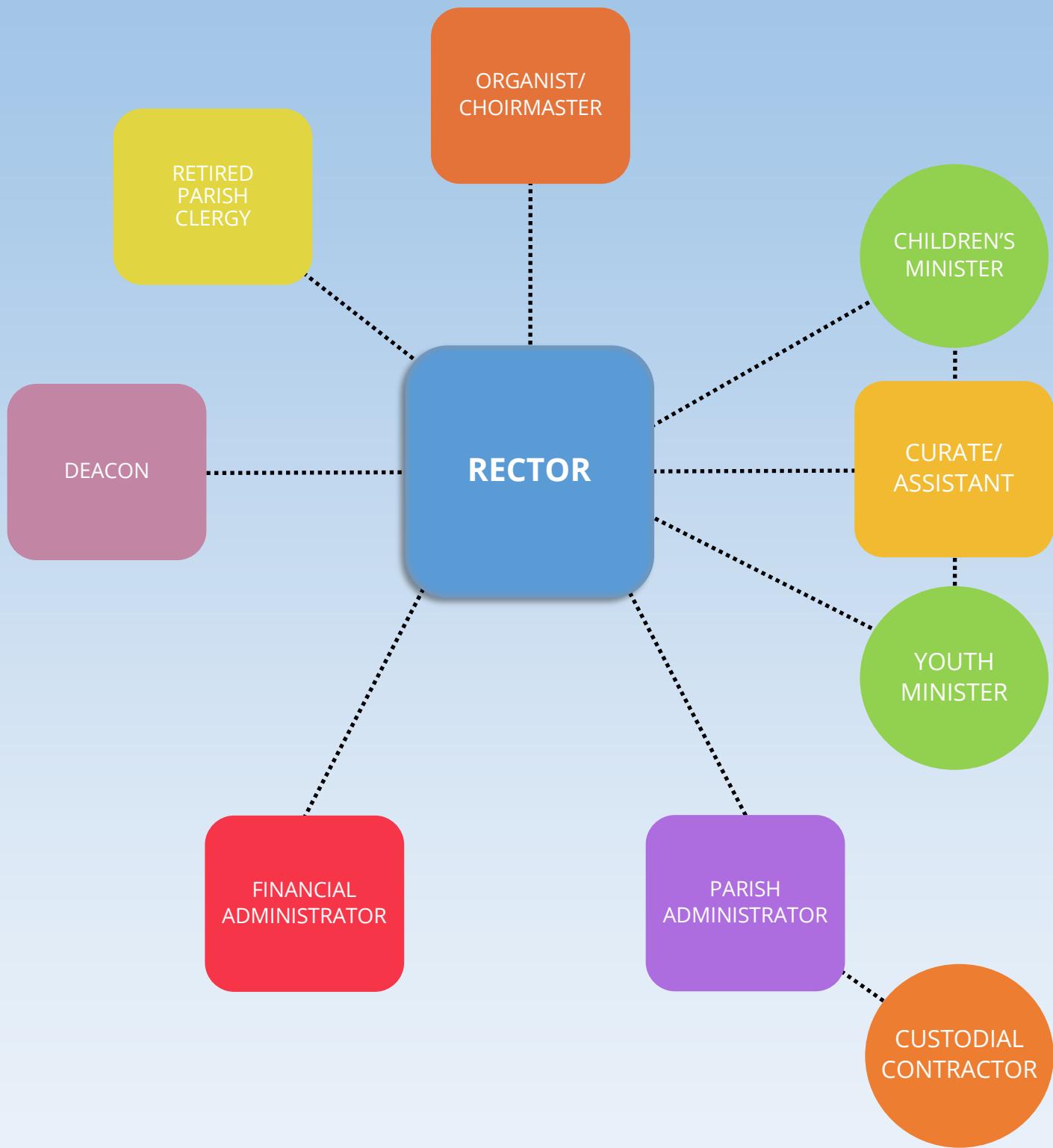
Meetings

As needed by zoom.

GOVERNANCE

Staff Organizational Chart

(Paid & Unpaid)



St. Martin-in-the-Fields
Episcopal Church

Charter The Buildings and Grounds Committee

Mission

Within the parameters set forth by the Vestry, the Buildings and Grounds Committee assists the Junior Warden(s) in the repair, maintenance, and beautification of the St. Martin-in-the-Fields physical plant. The committee assists, advises, and recommends buildings and grounds plans and actions to the Junior Warden(s) but has no decision-making responsibility.

Duties of the Buildings and Grounds Committee

- Oversees the work of the Holy Mowers, the Memorial Garden Committee, and the Landscape Committee.
- Works collaboratively with the Parish Administrator in purchasing, directing, and engagement of vendors.
- Organizes and conducts periodic work days for interior and exterior spaces as needed.

Membership

The committee is chaired (co-chaired) by the Junior Warden(s), who appoints the committee members as needed. 2021 To be organized early in the year.

Convener

Junior Warden(s)

Meetings

The committee shall meet at least quarterly or more frequently if necessary.

Charter The Communications Committee

Mission

The mission of the Communications Committee is to work with the Director of Communications in the development and implementation of a communications plan for St. Martin's as well as to ensure that all communications equipment and programs are in good condition with a team of people to operate them.

Duties of the Communications Committee

- The Weekly Electronic Newsletter
- Occasional Electronic Emails
- Posters and Flyers
- Pew Distribution
- Worship Bulletins
- Social Media
- Communications in Diocesan, Episcopal Church, and Secular Media
- Sound Systems
- Data Projector Systems
- Video Systems and Productions

Membership

To be appointed in 2021

Convener

To be appointed in 2021

Meetings

To be determined after committee is organized.

Charter The Endowment Committee

Mission

The Endowment Committee has oversight responsibility of the Endowment and Investment Fund. The committee manages the investments, oversees distribution of the funds for the purposes agreed upon, encourages planned giving among the members of the parish, and makes sure that the rules established by the Vestry are followed. The Vestry determines how the funds will be used.

Duties of the Endowment Committee

- Oversees the management of the invested funds and monitors the distributions from the fund in compliance with the approved Spending Policy and in accordance with the purposes and distribution policies set out in this Resolution.
- Invests funds in accordance with the investment guidelines established in the Investment Policy Statement.
- Ensures that a comprehensive planned giving program is developed to encourage persons, trusts, and estates to consider making gifts, grants, bequests, or other legacy gifts to St. Martin-in-the-Fields Episcopal Church. This Planned Giving role is to be carried out by a separate individual or small committee with skills in communication and relationship building. The Endowment Committee shall be an important advocate on behalf of Legacy Gifts.
- Reports on a quarterly basis to the Vestry and, at each annual meeting of the parish, shall render a full and complete account of the administration of the funds during the preceding year. The Treasurer shall report on the status of the funds and the uses and purposes of expenditures from the funds each year at the annual meeting of the Parish.

Membership

The Endowment Committee shall consist of a minimum of three regular members, or more in increments of odd numbers, all of whom shall be members in good standing of St. Martin-in-the-Fields Episcopal Church. They shall be appointed by the Vestry. Additionally, the Rector and Senior Warden shall be ex-officio members of the committee without votes. No member of the committee shall be a current member of the Vestry or employed by the Parish. Except as limited by policy, the term of each appointed member shall be three years. The Vestry will stagger the terms of members to maximize continuity over time. No member shall serve more than two consecutive three-year terms. After a lapse of one year, former committee members may be reappointed. In the event of a vacancy on the committee, the Vestry shall appoint a member to complete the unfulfilled term. Upon the completion of the term, that person would be eligible for reappointment to a standard three-year term.

Convener

To be appointed in early 2021

Meetings

The committee shall meet at least quarterly or more frequently as deemed by it in the best interest of the Fund.

Charter The Finance Committee

Mission

The Finance Committee is responsible to the Vestry for the oversight of the parish's financial health by recommending financial policy, ensuring the organization is in good financial health, developing long-range financial plans and receiving the financial audit from the audit committee.

Duties of the Finance Committee

- Ensuring that accurate, timely and meaningful financial statements are prepared and presented to the Vestry and that financial records are maintained in compliance with The Episcopal Church Manual of Business Methods
- Budgeting and oversee financial planning
- Collaborating with the Stewardship Committee
- Safeguarding the assets of the parish
- Helping the Vestry understand the financial affairs of the parish
- Advising the Vestry as to the financial consequences and viability of the policies and programs it has under consideration
- Ensuring compliance with government laws and Episcopal canons related to the organization's finances
- Ensuring that an audit of the financial statements is conducted annually
- Annually reviewing and recommend to the Vestry updates to the committee's charter
- Ensuring that the parish operates at the highest level of financial transparency

Membership (2021)

The membership of the Finance Committee includes the Rector, the Treasurer, the Senior Warden, the Junior Warden, a member of the Endowment Committee and the Financial Manager (ex officio with no vote). Other communicants in good standing of the parish may be appointed by the Rector: Gary Wilkinson, Keen Haynes, Sr. Warden, Bob Bess, Jr. Warden, Brandy Heckel, DJ Mitchell, Treasurer. Fr. Ron Pogue, Interim Rector. Ex Officio: Sue Mitchell, Financial Administrator

Convener

Gary Wilkinson

Meetings

Meetings of the committee will be held monthly with an agenda and materials provided prior to the meeting. The meetings will be held prior to the regularly scheduled monthly meeting of the Vestry. All members are expected to attend each meeting in person, via telephone conference or video conference. Other meetings may be held as needed.

Charter The Personnel Committee

Mission

The purpose of the Personnel Committee is to advise the Rector and Vestry of all employment areas affecting the staff of St. Martin-in-the-Fields and to coordinate the annual review of the Rector and all staff, as directed by the Vestry.

The Duties of the Personnel Committee

- Be available to assist the Rector in matters regarding the staff of the Parish, subject to the canonical requirement that all members of the staff, lay or ordained, serve at the discretion and direction of the Rector.
- Review and present recommendations to the Rector on personnel policies and procedures, compensation, benefits and all other appropriate aspects of the support and evaluation of the staff of the Parish.
- Develop and maintain up to date personnel policies, present them to the Vestry for approval, and ensure that these policies are given to each member of the parish staff upon arrival and whenever there are revisions.
- With the Rector, Wardens, Treasurer, and Parish Administrator, annually direct a review the benefits package, policy manual, job descriptions, evaluation forms, and salary structure of St. Martin-in-the-Fields and make recommendations to the Rector and Vestry for any changes.
- Recommend review timelines for all staff and the Rector to the Vestry, and serve as a reminder to the Vestry that mutual ministry reviews should be conducted annually for all staff including the Rector.
- Coordinate and implement Search Committees for key staff members as directed by the Rector and Vestry, and make recommendations to the Rector regarding candidates to hire.
- Conduct annual employee satisfaction surveys and report outcomes to the Vestry.
- All members of this committee must sign an annual Confidentiality Agreement, stipulating the restrictions of discussing any committee work with anyone not on the committee, with the exception of the Rector, the Vestry, and the Parish Administrator.

Membership

Membership on the Personnel Committee includes the Rector, as Chair, and not more than five (5) additional members of the Parish appointed by the Rector.

Convener

To be appointed in early 2021

Meetings

The committee meets when called by the Rector.

Charter The Candidate Qualification Review Committee

Mission

For all practical purposes, the committee functions as the nominating committee for the parish, seeking out confirmed communicants in good standing in the parish to discern the call to serve on the Vestry or as Delegates to the Diocesan Convention.

The Duties of the Candidate Qualification Review Committee

- The Candidate Qualification Review Committee shall review the names of persons nominated as candidates for election to vacancies on the Vestry, and for election as Delegates and Alternates to the Diocesan Convention, and shall certify to the Rector the names of those persons who are qualified to be placed on the ballot for the election at the next Annual Parish Meeting
- Beginning in August, announcements are made asking for names of persons to be nominated as candidates to be submitted to the committee. All nominations shall be made in writing on nomination forms provided by the Rector or by online nomination forms posted on the Parish web site. The form shall be signed by the person making the nomination, and shall state that the person nominated has indicated his or her willingness to serve if elected. Such forms shall require the listing of standard biographical information about the person nominated. The committee shall verify the canonical qualification of each nominee under Article 5.1 of the parish bylaws and if the nominee meets such qualifications, the committee shall certify the name of the nominee to the Rector as a candidate to run for the position to be filled.
- The committee shall certify the names of all qualified candidates to the Rector in sufficient time for the Rector to provide the names of the candidates and their biographical information to the Parish at least two weeks before the Annual Parish Meeting. The names of all certified eligible candidates shall be listed on the written ballot for the election at the Annual Parish Meeting. Election shall be by written secret ballot. Election by acclamation shall also be permitted. Elections to all vacant positions on the Vestry shall be filled by a majority of those present and voting. The election of delegates and alternates to the Diocesan Convention shall be by a plurality of those present and voting, the requisite number of delegate positions to be filled by those receiving the highest number of votes, and the alternate positions to be filled in descending order of votes.

Membership (2021)

The Candidate Qualification Review Committee shall be composed of the Senior Warden, the Junior Warden, and up to three (3) additional Vestry members appointed by the Rector who are not standing for reelection. The Senior Warden shall serve as Chair of the committee and shall call any and all meetings. If the Senior Warden is eligible for a second term and desires to be nominated for such term, then the committee chair shall be appointed by the Rector. To be appointed at the Annual Vestry Retreat in February 2021.

Convener

Keen Haynes, Senior Warden

Meetings

The committee is appointed in June and holds an organizational meeting soon thereafter so that the call for nominations and recommendations can go out to the parish beginning in August. A series of meetings is then held as needed in order to perfect the list of names and contact potential nominees. The names, forms, biographical statements, and photos should be given to the Rector by the first week in December to allow time to prepare and publish notices at least two weeks prior to the Annual Parish Meeting.