



**Saint George's Episcopal Church**  
**1 West Ardmore Avenue, Box C**  
**Ardmore, Pennsylvania 19003-1017**

## **Vestry Sub-Committee Memo**

*February 5, 2014*

All Vestry sub-committees have as their immediate task to create, in writing, a list of goals for the coming year; to identify a chairperson; and each month to make a report to Vestry about their activity, having already communicated to Fr. Ryan what it is they'll be talking about so he can place it on the Vestry Agenda. Committee reports will rotate when they will appear on the Vestry agenda. Additionally, each sub-committee is called upon to meet at least once between Vestry meetings.

### **Executive Committee**

1. Tasked with oversight of the finances, worship, and administration of the parish.
2. Identify potential issues occurring in those areas and act proactively to address them.
3. Actively encourage a quarterly finance committee meeting.
4. Plan for a bi-annual investment committee
5. Actively work towards broadening congregational involvement in parish and worship life.

### **Buildings and Grounds**

1. Identify and act upon Buildings and Grounds issues, using the budget. If under \$2000, action does not require Vestry approval. If over \$2000, 3 bids are required to be presented to the Vestry.
2. Draw up an annual maintenance schedule.
3. Develop a list of approved/preferred contractors.
4. Plan for sequence of larger events related to maintenance.

### **S.O.C.C.: Social, Outreach, Calendar, and Communications**

1. Coordinate with Julie, the Outreach Committee, and the Hospitality Committee on the Master Calendar to ensure events are evenly spaced as much as possible
2. Identify and coordinate dates and times of Ministry and Social Events and ensure there is a balance between ministry and social parish-wide events, and among social events that there is a balance between adults only and family friendly events, cost and free events. Help suggest alternate dates when needed. When needed, stress with event planners the need for a

different kind of event (such as if we have had three adults only cost events in a row, it would be nice to have a family friendly, free event.)

3. Make recommendations to Vestry on when to retire, refresh, or create new events.
4. Coordinate with event organizers for publicity purposes.
5. Develop a template form to be filled out by event organizers for pertinent data about each event that can be used to input that data into web-based publicity.
6. When deemed appropriate, i.e. for major or unique events, communicate event details to local radio and news organizations.

### **Stewardship**

1. Organize, plan for, orchestrate, and execute the annual Stewardship campaign each year, to officially kick off no later than the end of September.
2. Identify and recruit a team of people to help do this.
3. During the announcements time at church, hold "A Stewardship Minute" once a month wherein you, or someone you've recruited, can talk or read something for a minute that helps us hold stewardship in our minds year-round. Doesn't always have to be about finances. Can be about Stewardship of: our bodies, our spirits, our talents, our families, our children, our building, etc.
4. Develop a list of resources, in conjunction with the Rector, that can aid in "A Stewardship Minute"