

**Vestry Policies and Procedures
The Church of the Good Shepherd
Dunedin, Florida**

Accepting Gifts to The Church of the Good Shepherd

Every effort should be made to work with potential donors who desire to make a gift to the Church...

The Vestry and Rector have the responsibility of determining whether a proposed gift should be accepted, the terms of the gift negotiated, or the donation politely declined. In addition, there may be considerations as to the origin of the gift, and whether there are any related moral or ethical concerns.

In-Kind Gifts

An "in kind" gift is usually (1) a physical item, such as a vehicle, furniture, decorations, artwork, equipment, fixtures, or appliances, or (2) real estate or an interest in real estate.

Prior to accepting an in-kind gift, the Pastor and Vestry should consider:

- any expenses that might be associated with the gift – for example, insurance, maintenance costs, supplies, and license and renewal fees;
- whether the church is able to properly care for the property;
- if the gift is donated for the specific purpose of reselling it, whether a minimum sales price is expected and, if so, whether it is realistic.
- whether there are any restrictions on the church selling or donating the property and, if so, whether they are acceptable;
- in the case of real estate, the nature of the title and any environmental law exposure.

This policy does not apply to donations to the Thrift Stores.

Gifts of Intangible Property

Intangible property includes cash, intellectual property such as royalties and patents, securities, trusts, and insurance policies.

Prior to accepting a gift of intangible property, the Pastor and Vestry should consider:

- any expenses that might be associated with the gift – for example, premiums, custodial
- whether the value of the gift is dependent on the donor's future actions;
- whether there are any restrictions on the church selling or donating the property and, if so,
the marketability of the property.

Designated Gifts

A designated gift is one given for a particular purpose and is restricted in its use; it may be an in-kind gift or intangible property.

Prior to accepting a designated gift, the Pastor and Vestry should consider:

- whether the designated use is clearly spelled out;
- whether the designated use is consistent with the values and priorities of the parish;
- the consequences if the church were to accept the gift but was unable to comply with the fees, and filing fees; whether they are acceptable; designated use, or no longer desired to support the use; the gift terms should be clear as to whether repayment is required or, if not, whether there is a clear and simple mechanism for the church to re-direct the funds for other purposes.

[Vestry approval: 07/23/2014]

Annual Meeting Balloting Procedures

These procedures are to be followed for all Congregational meetings at which elections are being held to fill positions on the Vestry or Endowment Board.

1. Prior to the meeting, the Vestry will name a Head Teller and at least two other people to count the ballots. No member of the Teller Team may be a candidate for a position being filled by election at the current meeting, nor a member of the Vestry or Endowment Fund Board. The selection of the tellers is at the sole discretion of the Vestry.

2. The Chair of the meeting will inform the people attending the meeting of the names of those on the Teller Team.

3. The Vestry is responsible for ensuring that elections are held and ballots are prepared in accordance with the Constitution and Canons of the Diocese, Vestry policy and procedures, and the bylaws of the Congregation. In the absence of a relevant Vestry policy or procedure or Congregational bylaw, the canon relating to voting procedures at Convention (Canon II, Section 2) shall be used at the Congregational meeting.

4. The Teller Team will collect all of the ballots for counting.

a. The ballots must be counted and recorded in the presence of at least three people.

b. The head Teller is responsible for preserving all of the ballots and any tally sheets used to record votes and giving them to the Clergy in Charge when the meeting adjourns.

5. The results of the election will be conveyed to the Chair for reporting to those in attendance.
[Vestry approval: 07/23/2014]

Approval for a Fund Raiser

Persons interested in holding a fund raiser need to fill out the *Proposal for Good Shepherd Fund Raising Project* form. This form must be turned in to the treasurer to be presented at a Finance Committee meeting. If approved, the request will be presented at a Vestry meeting for consideration.

As contributions are collected, all money will be turned in for deposit on the first banking day after the event. Contributions will be turned in to the church office and be clearly marked: name of fund raiser and name of person turning in money. Any expenses incurred will be reimbursed through church bookkeeping, not taken directly from funds collected. A *Payment Request Form* will be filled out, receipts attached and approved signature of designated person responsible for the budget line item will be necessary.

[Vestry approval: 07/23/2014]

Associate Membership

Baptized persons who are at least sixteen years of age who (i) have been faithful in corporate worship, unless for good cause prevented, (ii) faithful in working, praying and giving for the spread of the Kingdom of God; (iii) covenant to participate in the life of the community, (iv) are approved by the congregational clergy, but (v) designate another congregation than The Church of the Good Shepherd as their primary faith community, may be enrolled as Associate Members in the congregation's records.

Voting: Members and Associate Members who during the current or prior year have (a) been regular in attendance at worship services and (b) made contributions of record in support of the congregation, may participate at any annual, regular or special meeting of the congregation

except that Associate Members shall not be eligible to vote in elections for lay delegates to diocesan convention or to serve in any position that requires a person to be an "elector", as that term is defined by Diocesan canon. Congregational clergy and ministerial clergy are qualified and entitled to vote at any annual, regular or special meeting of the congregation. A person's vote shall not be questioned unless the eligibility to vote is first challenged by a qualified voting member. In the event of a challenge, the person's eligibility to vote shall be determined by the Vestry. For purposes of these bylaws, the term "voting member" is, those who meet the above qualifications as to attendance and support.

Leadership and Service: Leadership or service on any parish committee, team, or task force shall be open to Members and Associate Members of the congregation.

[Vestry approval: 11/24/2013]

Bank Signatures

The Rector may be an authorized signer on any account, if desired.

The Treasurer, Senior Warden, and Junior Warden will have signing privileges on all church accounts. The Administrative Assistant may be a signer on the Rector's Discretionary Fund account. If there is a change in any of these positions, the banking documents must be updated within 10 business days.

[Vestry approval: 07/23/2014]

Checking Accounts for Groups

Church groups are not to open their own, separate checking accounts without prior approval from the Vestry. Groups may, however, have a separate fund in the church's chart of accounts and held in the Restricted Account. If a group requests a separate checking account, the justifications shall be given to the Finance Committee, which shall make a recommendation to the Vestry. The Vestry shall make the final decision.

[Vestry approval: 07/23/2014]

Depositing Funds Donated

All monies collected will be put in safekeeping as soon as possible.

All members of the counting team must have a background check. At least two unrelated people should be on a team, and present when cash is handled. All team members will sign the Counters' Form that is filled out for each deposit. When the team is confident of the deposit total, a member of the team will make the bank deposit.

An Endowment disbursement check may be deposited by itself. After appropriate documentation, anyone may make the deposit immediately.

[Vestry approval: 07/23/2014]

Distribution of Keys to the Campus

Keys for the campus buildings, if deemed necessary, are distributed through the Administrative Assistant. At the time of key distribution documentation will be made.

[Vestry approval: 07/23/2014]

Purchasing and Vendor Selection

The Church of the Good Shepherd shall select vendors for products, projects, services or events at the church in one of the following ways:

Preferred Vendors

The church office will maintain a list of vendors, which includes contractors, businesses and service providers, who have a proven record of timely completion, are in good standing with city and county regulatory agencies, and provide current certificates of insurance and licensure.

Changes may be made to the Preferred Vendor list at any time with the concurrence of the Rector and one of the Wardens. Nothing in this policy requires the use of a preferred vendor for any given product, project, service or event.

Competitive Bidding

Products, projects, services or events anticipated costing more than \$10,000, and for which the church has no Preferred Vendor, shall be put out for competitive bidding. A minimum of three written bids shall be received, if possible. The bids will be analyzed based on the quality of the materials; the qualifications, licensure, insurance, and reputation of the vendor; price; timing; flexibility on direct purchasing by the church (see "Tax Exempt Purchasing," below); and other proposed terms of the contract. If three qualified vendors are not available to bid, the church shall select a vendor either by receiving fewer bids or using the procedure below for contracts for less than \$10,000.

Vendor Analysis

Products, projects, services or events anticipated costing less than \$10,000, and for which the church has no Preferred Vendor, may be selected based on an analysis of potential vendors made by the church, using such criteria as will best ensure timely and high-quality completion.

Tax-Exempt Purchasing

In all contract negotiations, the church shall work with potential vendors to determine the feasibility of the church purchasing products and materials directly, using its tax-exempt status. Willingness to make this accommodation will be a significant factor in selecting a vendor.

Contract Award

Every contract must be approved in advance by the Rector and one of the Wardens.

[Vestry approval: 07/23/2014]

Reporting Accidents/Injuries on Campus

As soon as possible after the event, a "Church of the Good Shepherd Incident Report Form" should be completed by the accident victim or person/s that witnessed or assisted at the incident. All information concerning the incident and/or bodily injury will be kept in the church office.

[Vestry approval: 07/23/2014]

Vestry Meeting Visitors

The leadership of The Church of the Good Shepherd values openness and transparency when undertaking our canonical and fiduciary duties. We also value advanced planning and good order with a view toward keeping our meetings focused and effective, and to honor the time commitments of those who have agreed to serve the parish as leaders. The Rector prepares the agenda in consultation with the Wardens, Vestry members and Committee chairs. To promote efficiency and permit adequate preparation, the Vestry rarely deviates from its final pre-meeting agenda, except in emergencies. To ensure thoughtful deliberations, it is also the Vestry's practice to discuss non-emergency matters for at least one meeting prior to making a decision.

Parish Committees are where most congregational issues are dealt with initially, and all committee meetings are open to anyone who attends The Church of the Good Shepherd. Persons with questions or concerns are encouraged to attend the appropriate Committee meetings and participate in the discussion of issues. If a person is not sure which committee is responsible for a matter, a Vestry member or the Rector will welcome inquiries. If there is no committee responsible for an issue, people are encouraged to confer with a Vestry member to determine whether the matter should be recommended for the agenda. Determining the agenda, however, is solely within the discretion of the Vestry.

To act consistently with these values, we adopt the following policy for official meetings of the Vestry:

1. All Vestry meetings will be on the parish calendar, both on line and in print, and will be open to people who attend The Church of the Good Shepherd. Should confidential matters need to be discussed, the Vestry may exercise the discretion of going into executive session.
2. Persons not on the Vestry may be invited by the Chair to make a presentation on, or asked to take part in the discussion of, a particular agenda item. When the Chair indicates that no additional input from the guest is needed, the guest is requested and expected to refrain from further participation in the Vestry's consideration of the item.
3. Unless the Chair of the Vestry invites a guest to speak on an agenda item, the guest is requested and expected to observe the proceedings quietly and without comment or interruption.

[Vestry approval: 5/23/2012]

Use of Facility or Grounds

Church groups desiring to use space on the church campus must complete a *Facility Use Request Form* before a meeting or event. All requests expire on August 31st of each year.

Outside groups or individuals must complete the *Request to Use the Campus of The Church of the Good Shepherd* form.

[Vestry approval: 07/23/2014]