

REPORT TO THE PARISH ON THE NEW COMMISSION
SYSTEM FOR LAY MINISTRY

At its January 1989 retreat at the Roslyn Conference Center in Richmond, the Vestry of St. George's Episcopal Church approved a new structure for church leadership designed to involve more parishioners in church activities.

This new ministry of service will broaden the leadership pool, strengthen the management of the church and set clearer directions within the parish.

From the present system of commissions chaired by Vestry members, St. George's will move to a new model. Each of six new lay commissions will be headed by a non-Vestry member and will be open to all members of the parish.

Rather than just setting goals, the Vestry has mandated specific tasks to be accomplished by each commission during 1989. The Vestry will monitor the commissions' progress on these mandates on a monthly basis during the year.

Parish members are encouraged to get involved. Those interested in joining a commission and working on the 1989 mandates should contact the chairperson of that commission. Those names will be publicized. There will be sign-up opportunities and articles in the newsletter.

In addition to the lay commissions, the Vestry also approved the creation of five committees, chaired by Vestry members, designed to strengthen the management of the church.

The third part of this new organizational structure is the ministry of nurturing organizations and activities already existing, such as the Episcopal Church Women, the church choir and the acolytes. The leaders of each of these organizations will form an Activities Council to be chaired by the Rector.

Below is a listing of the specific mandates and responsibilities of each lay commission.

LAY COMMISSIONS

SERVICE: "M.C." Moncure, Chairman - 371-9515; Vestry Liaison: Ed Jones

1. Develop a specific proposal for approval by the Vestry for the dispersal of funds to needy individuals and worthy charitable organizations. To be included in this plan are programs traditionally supported by St. George's, such as the Interfaith Community Council, Hospice, the Rappahannock Area Community Services Board, Volunteer Emergency Foster Care of Virginia, St. Paul's College and Big Brothers/Big Sisters.
2. Develop a plan for the parish's involvement in low-income housing efforts, such as Habitat for Humanity or the purchase and renovation of existing housing.
3. Develop a plan for the continued support of Hope House and its expansion.
4. Develop a plan to build on our person-to-person ties with the Episcopal orphanages in Honduras, possibly including scholarship funds for Hondurans to study in the United States.
5. Continue to support the shelter for the homeless in Maury School, and help to establish a more permanent shelter for the community.
6. Decide on the dispersal of special offerings, such as at Christmas and Easter.

WORSHIP: Chairman, Thurman Brisben, 371-7439; Vestry Liaison: Fielding Lewis

1. Determine whether there is a need for expanded (or a variety of) Sunday services.
2. Plan a restructuring of the Lay Reader Program, and recommend sources of suitable prefatory comment.
3. Develop a workable choir recruitment plan and a schedule of implementation.
4. Recommend a program of reinforcement to support the acolytes.
5. Meet regularly with the Rector to plan for the liturgical calendar and for innovations in service offerings (special observances).
6. Develop a plan to increase attendance at all St. George's services.

EDUCATION: Chairman, Catherine Hicks, 898-1586; Vestry Liaison: Gayle Lea

1. Examine the document "Children in the Eucharist" and interpret the role of children in the church service. Report to the May Vestry meeting.
2. Study and make recommendations with regard to all possible youth group options in the Fredericksburg area.
3. Explore resources and programs for adult education in other churches (including the Stephens series). Make recommendations at the May Vestry meeting, including a specific proposal for a weeknight education program.
4. Plan for the conduct of an ecumenically sponsored Vacation Bible School.
5. Staff with volunteers and manage and promote the Church Library, including periodic book sales.
6. Conduct an evaluation (by parents, students, current Sunday School teachers) of the present curriculum and report by the June Vestry meeting.

EVANGELISM, FAITH & FELLOWSHIP: Chairman, Connie Eller, 371-2993; Vestry Liaison: Janis Hales

1. Develop with the Rector an integrated program for all visitor/newcomer responses (cards) and seek to implement needed changes.
2. Evaluate the possibility of a homecoming Sunday--a St. George's Day.
3. Develop a directory of parishioners, including dependents, and a file of birthdates and wedding anniversaries.
4. Organize periodic events where people can have fun and get to know each other (with the possible use of Market Square).
5. Establish a schedule for greeters, and designate people to assume responsibility for after-church socials.
6. Evaluate the establishment of a suggestion mechanism (for example, a suggestions box).

PASTORAL CARE: Chairman, Janet King, 373-9485; Vestry Liaison: Randall Clingenpeel

1. Develop a plan for identifying those parishioners who have special needs and coordinate support services for them by developing a core group willing to respond when called.
2. Develop a plan for recruiting and training persons to be available to provide grief support to parishioners who experience loss.
3. Develop and implement a plan for parent support groups.
4. Support and study ways to expand the Fresh Start program for divorced and separated persons.
5. Explore the need for support groups, such as programs for those parishioners coping with aging parents, marriage enrichment groups, retirement enrichment programs, and programs for respite care and baby sitting.
6. Meet with parish groups, beginning with each chapter of the Episcopal Church Women, and present ways of involving the membership in pastoral care activities.

STEWARDSHIP: Chairman (to be determined) Vestry Liaison: Steve Saphos

1. Develop a short-term plan for year-round stewardship education.
2. Recruit the 1989 Stewardship Team by March 1, 1989.
3. Review and report on the applicability to St. George's of national and diocesan materials on giving.
4. Monitor and review (or develop a program for) a current history of pledge payments, with quarterly statements and congratulatory letters.
5. Develop three alternative plans to increase giving to St. George's in 1989 by a) 25 percent, b) 35 percent and c) 50 percent.
6. Produce by April a fund-raising budget for the 1989 giving year.

1989 VESTRY COMMITTEES

St. George's Episcopal Church

PERSONNEL: Andrew Hagy, Chairman; Anne Nere, Fielding Lewis, Gayle Lea and David Adams

1. Understand the deployment process: set up a selection/screening process; formulate job descriptions and determine salaried positions; formulate policies for benefits, including both sick and professional leave; develop policies for sabbaticals and continuing education.
2. Be a support group for new employees
3. Supervision: evaluation of staff; develop a grievance procedure; make recommendations to the staff about staff supervision; have periodic meetings with the staff without the Rector.
4. Create an orientation directory for new Vestry members.
5. Handle complaints and comments from parishioners.
6. Determine the scope of who is considered church personnel.
7. Study staffing needs.
8. Produce a procedure manual (tips for locking up, etc.).

FINANCE: George Van Sant, chairman; Jim Branscome, Steve Saphos, Frank Mason

1. Make the Treasurer an ex officio member.
2. Conduct an inventory of resources, both those controlled by the Vestry and those that are not.
3. Monitor short-term and long-term liabilities.
4. Oversee monthly financial statements.
5. Develop long-range financial planning (including investments and a capital improvements plan).
6. Study staff fringe benefits (with the Personnel Committee).
7. Conduct ongoing budget preparation and justification, including the drafting of a budget.
8. Ensure that a certified audit is conducted.
9. Ensure uniformity in accounting practices.
10. Provide data for parochial report.

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BUILDINGS & GROUNDS: David Adams, Chairman; Ed Dinger and Cline Barton

1. Provide and maintain a suitable place of worship.
2. Procure utilities associated therewith.
3. Conduct an inventory that identifies the needs and facilities of the congregation, commissions and the community.
4. Review the planned growth and development of our service area with respect to the suitability of present or future facilities.
5. Develop a short- (one-year), mid- (two to four years) and long- (five years) -term plan for normalized maintenance, capital expenditures and related costs and timing.
6. Propose ways in which members of the congregation can make contributions to the facilities (work parties, cleanup parties, etc.).

OPERATIONS: Ben Wafle, Chairman; Janis Hales and Ed Dinger

1. Monitor management practices for day-to-day operations in the office and for facility use management (for example, use of the building by AA, etc.).
2. Monitor information and communications systems in the office.
3. Acquire and maintain office equipment.
4. Meet with office staff.
5. Develop an operations manual.
6. Oversee insurance policies, supply purchases, janitorial services and purchases of vestments.
7. Oversee building security and security systems.
8. Develop a system for finding, reviewing, maintaining and recording contractual obligations.

PLANNED GIVING: Mary Frances Funk, Chairman

1. Interest persons in including St. George's when preparing wills.
2. Identify special new memorials and publicize present memorials and funds.
3. Educate the congregation on planned giving, and investigate national church resources.

VESTRY - 1989

Cline Barton	614 Lewis St	h. 371-4761 w. 371-6082
Jim Branscome	1200 William St	h. 371-1977 w. 373-6735
Fielding Lewis	8 Fox Run Lane	h. 371-5410 w. 371-5410 899-4040
Ed Jones	227 Princess Anne St	h. 371-5649 w. 373-5000
Anne Nere	25 Mt. Vernon Dr 22405	h. 373-8371
Dave Adams	349 Greenbank Rd Falmouth 22405	h. 373-1678 w. 899-4142
Gayle A. Lea	18 Yosemite Lane	h. 898-2462 w. 786-8133 899-1440
Janis N. Hales	420 Ingleside Dr 22405	h. 373-2899
Andy Hagy	9702 Courthouse Rd Spotsylvania 22553	h. 898-5121 w. 371-4411
Steve Saphos	212 Camden Dr 22405	h. 373-6784 w. (301) 258-1486
Ed Dinger	810 McClain St	h. 786-5036 w. (703) 524-0440 818 3669
Randall Clingenpeel	109 Poplar Dr	h. 371-2646 w. 371-2646 659 4176 371 4000
Mary Frances Funk	1602 Franklin St	h. 373-9314
George Van Sant	1407 Washington Ave	h. 373-8885 w. 899-4376
Ben Wafle	510 George St	h. 373-0443 w. 371-2400

Direct us, O Lord, in all our doings with your most gracious favor, and further us with your continual help; that in all our works begun, continued, and ended in you, we might glorify your holy Name, and finally, by your mercy, obtain everlasting life: through Jesus Christ our Lord. Amen