



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

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 redirect 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]