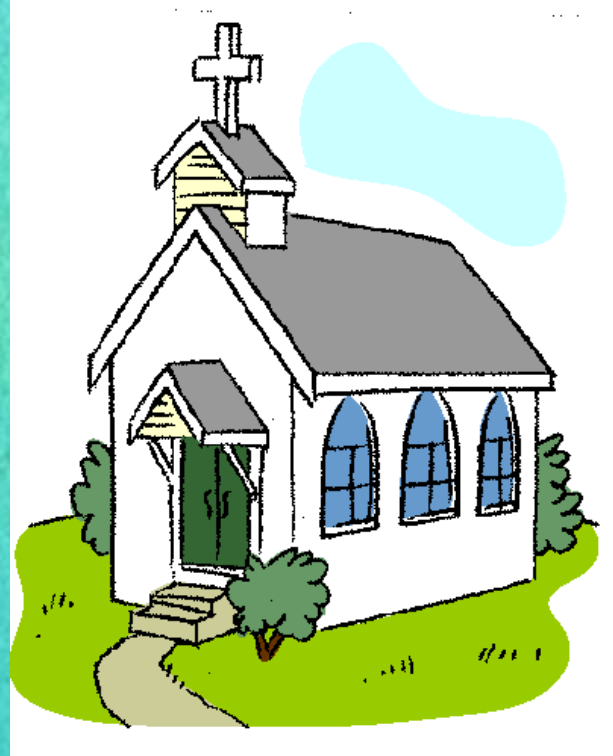


How the Church Works



And Who Does What

Let's Start with the Bishop

*After all, we are the Episcopal Church
– Episcopal means – with Bishops*

Bishop

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*After all, we are the Episcopal Church
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The Bishop is elected by the Diocesan Convention

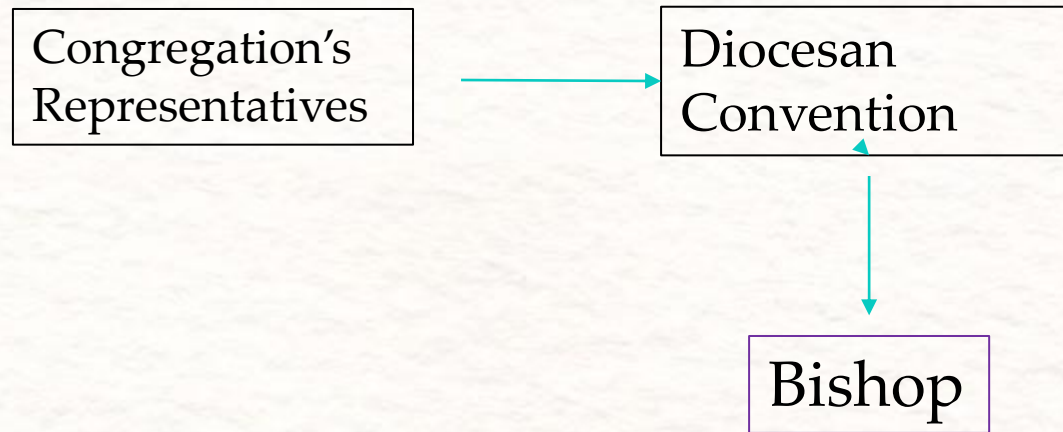


Bishop

Diocesan Convention is made up of the clergy canonically resident in the Diocese & Lay representatives of every congregation.

Some congregations elect their representatives, in some the vestry appoints them. Check your parish by-laws.

*Note:
A Bishop has to receive the majority of the lay votes
& a majority of the clergy votes on the same ballot.
The election of a Bishop must also be consented to by
a majority of the Standing Committees and a
majority of the Bishops with jurisdiction in the
Episcopal Church*

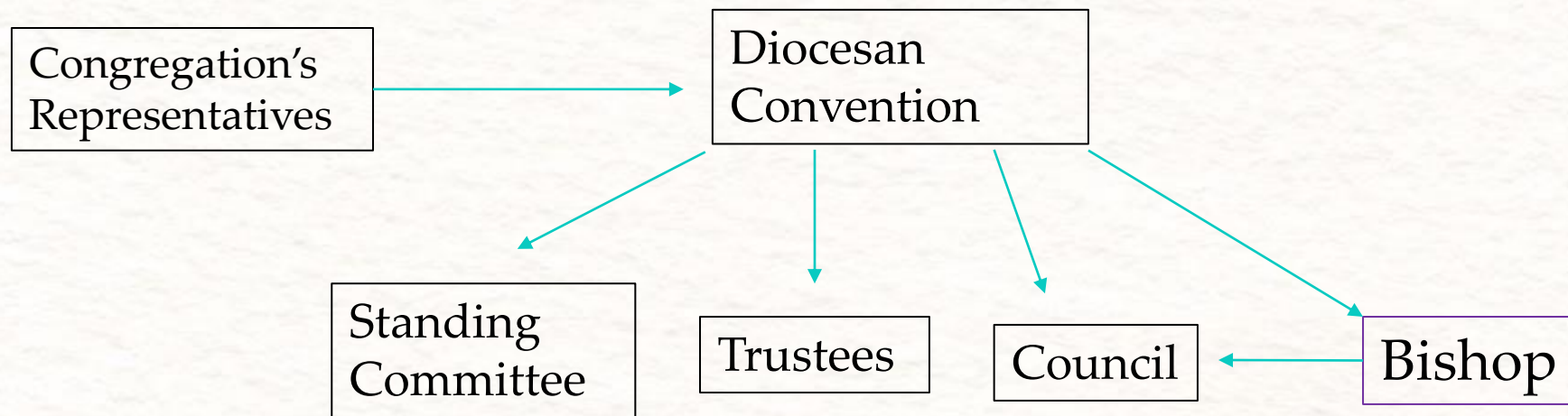


The Diocesan Convention elects three groups:

The Standing Committee: Who are the Bishop's Council of Advice

The Diocesan Council: Who oversee the Diocesan budget & policies between Conventions – the Bishop appoints some people to this too.

The Trustees of the Diocese: Who manage the Diocesan endowment funds



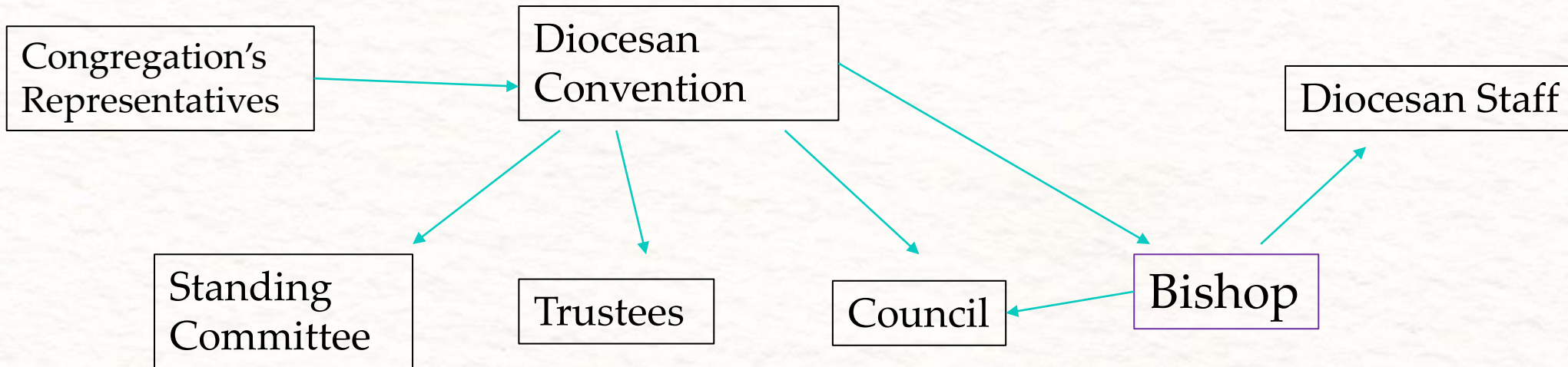
The Convention passes a Budget Resolution and the Council passes a final budget in February.

The Diocesan Budget has 3 major funding sources:

Congregation Full Share Payments, Income from a variety of Endowments & Fees

The Budget has amounts for staff.

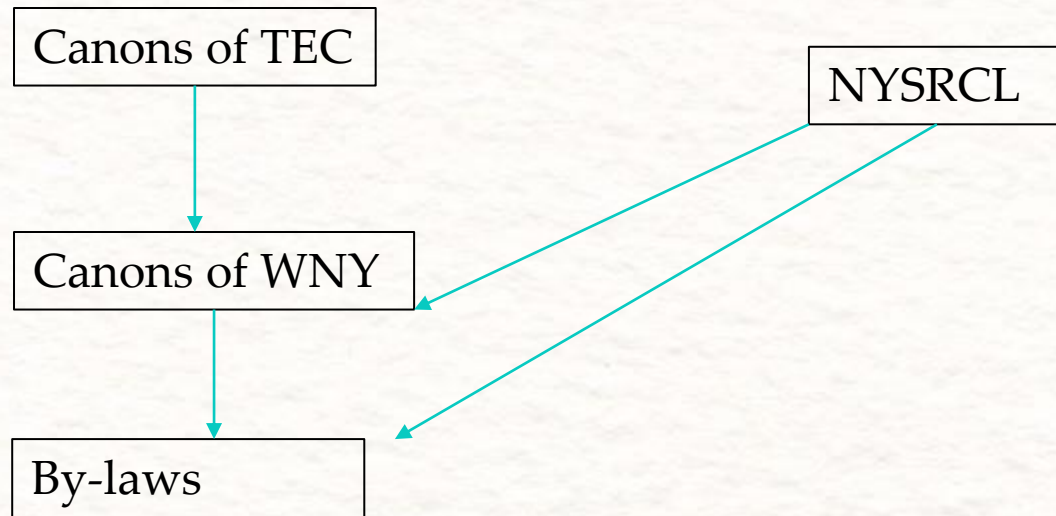
The Bishop hires the Diocesan staff and they serve at the pleasure of the Bishop.



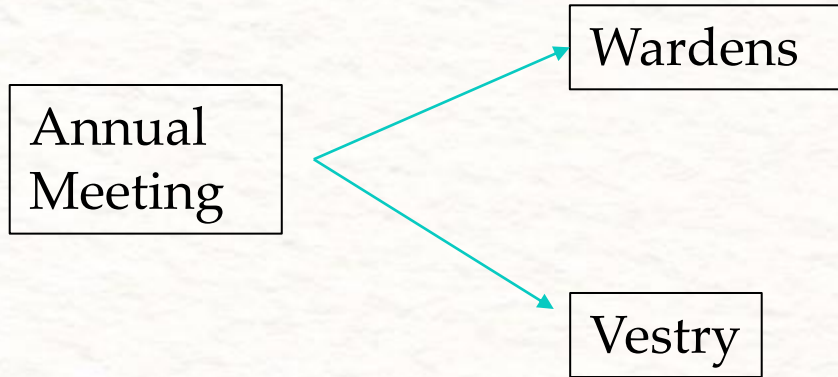
Questions so far?

Now let's look at the congregations. There are four documents that govern how congregations work:

Canons of the Episcopal Church
Canons of the Diocese of Western New York
New York State Religious Corporation Law
The by-laws of the congregation



The basic governing unit of the parish is the annual meeting
All adult communicants in good standing are allowed to vote.
The annual meeting elects the vestry and in most cases, the wardens.



The vestry elects the rector and the Bishop must approve the election.

Once a rector has been called and installed by the Bishop he or she has tenure and neither the vestry nor the Bishop can remove him or her from office.

There is a process to end a pastoral relationship, but it is complicated and takes time and the vestry has to start it.



The Rector is an ex-officio member of the vestry with seat, voice and vote.

The Rector presides at all vestry meetings unless he or she chooses not to.

The Vestry is the governing board of the congregation. The Rector is the president of the corporation, the senior warden is the vice-president, the junior warden is the second vice-president. The vestry elects a treasurer and a clerk.

While there is a tradition in many congregations that the senior warden has oversight over administration and the junior warden over property, that is not a part of either the Canons or the NYSRCL – (so junior wardens, you are off the hook)

The Budget is presented (and sometimes approved) at the Annual Meeting.

The Vestry manages the budget between the Annual Meetings.

The budget sets the money for the staff, the rector hires and supervises the staff.

The vestry has the final say over the operating budget and, unless the parish by-laws set up a board of trustees for certain funds, over all the funds of the congregation.



The vestry & rector are responsible for:

Filing the parochial report on time (BTW the deadline is March 1)

Having the books audited (or reviewed) each year. (The audit is due October 1)

Making a pledge to the Diocese and paying it.

Using best business practices

Making sure that all employees have had a background check & Safe Church Training

Making sure that all volunteers who work with children & youth have had a background check & Safe Church Training

Making sure that the parish buildings and grounds are safe and up to code.

Obviously, it is best when the Rector and vestry work together and come to consensus.

But, the Canons give the final say in some things to the Rector and in some things to the vestry

Rector

- Worship (including music)
- Use of the building
- Programs
- Staff
- Committees

Vestry

- Money (raising & spending)
- New Programs
- Repairs/Changes to the building
- Committees

Yes, the Canons give the final say on Committees to both the Rector and the Vestry. That is why it is good when the Rector and vestry work together.

Questions?