

St. Paul's by-the-Sea Episcopal Church Organizational Structure

The Vestry

The Vestry is comprised of the Rector, twelve elected members, and as many as four appointees in accordance with the parish's Constitution and Bylaws. The "executive" of the Vestry consists of the Rector, the Senior Warden, the Junior Warden, the Registrar and the Treasurer.

The role of the Vestry is to:

1. Oversee the parish's finances
2. Take care of the parish's property
3. Select parish leadership and representation
4. Ensure that proper records are kept
5. Determine and set the "vision" for the parish
6. Give direction to the various committees and organizations of the parish to ensure that the church is collectively working toward the fulfillment of its vision

The Finance Committee

The Finance Committee consists of four persons who are on the committee because of the title they hold in the parish (Rector, Senior Warden, Treasurer, and Chairperson of the Memorial Fund) and six persons appointed by the Vestry for a total of ten. The term of membership for the six persons appointed is three years. Two of these members are appointed each year to ensure a continuity of knowledge. If a person leaves before the end of his/her term, the Vestry appoints a person to fill the remaining portion of that term. A person may be reappointed immediately upon the end of his/her term. The term of office for each person on this committee ends at the time of the annual meeting, including the four members who are named by title. The membership of this committee may include no less than four and no more than six members of the Vestry.

The Finance Committee is responsible for administering all investments held in the St. Paul's by-the-Sea Foundation and Memorial Funds; reporting to the Vestry as to the current value of the Foundation at least quarterly and at the annual meeting; preparing the budget for the future year; performing a membership census or canvass; and completing other duties as specified by the Vestry. These responsibilities may be changed by the Vestry at any time but currently include overseeing:

1. The parish budgeting process
2. The SPBTS Foundation
3. The SPBTS Memorial Fund
4. Fundraising: Antiques by-the-Sea, Chicken and Dumpling Dinners, the Opportunity Shop, etc.
5. Parish records/ register/ minutes
6. Parish capital campaigns
7. Episcopal Relief and Development Fund
8. United Thank Offering
9. Personnel matters

The committee elects a chairperson and a secretary, subject to the approval of the Vestry, each year at the first meeting after the annual meeting. These positions may not be held by a person who is appointed to the committee by title.

The Buildings and Grounds Committee

The Buildings and Grounds Committee consists of two persons who are on the committee because of the title they hold in the parish (Rector and Junior Warden) and six persons appointed by the Vestry for a total of eight. An additional four persons may be added to the committee at its discretion for a maximum membership of twelve. The term of membership for the six persons appointed is one year. Any additional members added by the committee may also serve for a term of one year. If a person leaves before the end of his/her term, the Vestry may appoint a person to fill the remaining portion of that term. A person may be reappointed immediately upon the end of his/her term but may not serve more than three consecutive terms. The term of office for each person on this committee ends at the time of the annual meeting, including the two members who are named by title. The membership of this committee may include no less than three or more than five members of the Vestry.

The Buildings and Grounds Committee is responsible for:

1. Overseeing the welfare of the parish's physical plant and grounds
2. Ensuring that regular maintenance and repairs are done in a timely and cost-effective manner
3. Developing a long-term plan for building repair, renewal, renovation or replacement

The committee elects a chairperson, a vestry liaison and a secretary, subject to the approval of the Vestry, each year at the first meeting after the annual meeting.

The Parish Life Committee

The Parish Life Committee consists of two persons who are on the committee because of the title which they hold in the parish (Rector and Senior Warden) and six persons appointed by the Vestry for a total of eight. An additional four persons may be added to the committee at its discretion for a maximum membership of twelve. The term of membership for the six persons appointed is one year. Any additional members added by the committee also serve a term of one year. If a person leaves before the end of his/her term, the Vestry may appoint a person to fill the remaining portion of that term. A person may be reappointed immediately upon the end of his/her term but may not serve more than three consecutive terms. The term of office for each person on this committee ends at the time of the annual meeting, including the two members who are named by title. The membership of this committee may include no less than three or more than five members of the Vestry. The Parish Life Committee is responsible for implementing or overseeing:

1. Christian education for children, youth and adults
2. Stewardship campaigns, education, and programming
3. Pastoral care
4. Worship: Altar Guild/ acolytes/ lay ministers/ readers
5. Saint Clare's Guild
6. Fellowship/ fundraising events
7. The Labyrinth ministry
8. Outreach: NOEL Committee, Shepherd's Crook
9. Evangelism: new member recruitment, ministry to the lapsed
10. Missionary work

The committee shall elect a chairperson, a Vestry liaison and a secretary, subject to the approval of the Vestry, each year at the first meeting after the annual meeting.