

Allocation of Strategic Objective Responsibilities Among Committees as of 2020

Worship Commission

Inspired by Objective: *“Develop a variety of worship (including liturgy, preaching, and music) that is adaptable and that nourishes a diverse parish.”*

- Provide recommendations to the Rector and assist in implementing worship activities that provide a variety of worship and nourish a diverse parish.
- Survey Members and Friends regarding worship preferences and suggestions and take those into account in developing worship activities (in coordination with the Connections Commission).
- Visit other churches to observe worship alternatives.
- Incorporate a representative of the Altar Guild into the Commission and coordinate with the Altar Guild.
- Specific Objective Implementation Tasks:
 - Respect existing worship formats
 - Incorporate regular combined worship services (to include a leadership update to the Parish, quarterly)
 - Schedule monthly guest preachers to provide the Parish with a variety of styles and content that will inform the calling process
 - Develop enhanced use of music, particularly music in keeping with current styles
 - Incorporate exploratory forms of worship
- Coordinate with affiliated churches to develop opportunities for shared worship.
- Inform the Parish of the full scope of Worship opportunities, encourage wide participation in varieties of worship and respect for each other's preferences.

Parish Family Commission (Former Inreach Committee with greatly broadened responsibilities)

Inspired by Objective: "Provide support and love to the entire parish family."

- Apply as a touchstone the second greatest commandment, "Love one another."
- Review and revise current membership lists.
 - o Note inactive members
 - o Create a "Friends of All Saints" list of individuals (affiliates who do not wish to be considered "Ordinary Members but participate in Parish activities)
 - o Create a "recent past members" list
 - o Update contact information to include email, text and postal mail information (and note individuals' preferred means of contact)
 - o Continually coordinate with the Connections Commission to maintain currency and ensure all listed persons receive Parish information
- Survey Members and Friends to determine preferences and suggestions for Parish fellowship activities, and for ways to care for individual parishioners (in coordination with the Connections Commission).
- Develop and execute a Fellowship program to include several and varied opportunities for members and Friends to gather socially.
 - o Coordinate with the Connections Commissions to ensure wide dissemination to Members and Friends.
- Given the proximity of major military installations, develop methods to reach out to them and invite participation (in coordination with the Connections Commission.)
- Coordinate with the Property Committee to make campus work events also social/community-building events.
- Develop a reliable methodology to ensure awareness of Members' and Friends' critical events and to offer/provide assistance
 - o Coordinate with the Prayer Circle
- Develop a reliable methodology to be aware of individuals who manifest interest in the Parish or its activities *by any means*, including visitors to the Parish for any reason, and to welcome, offer additional information and offer assistance (in coordination with the Connections Commission.)
 - o Consider technological/postal, "non-threatening" means of initial follow-up
 - o Inform the Parish about constructive ways to welcome visitors and personally engage prospective Members and Friends.
- Develop a menu of Parish-related activities, with descriptions and contact information to assist Members, Friends and newcomers in fulfilling their interests.
 - o Update regularly
- Develop a list of Parish-related, needs-based services available to Members, Friends and others, with descriptions and contact information.
 - o Update regularly
- Develop a proposed By-Laws amendment for the next Parish Meeting to account for and describe individuals who are Friends of All Saints.

Christian Formation Commission

Inspired by Objective: *"Create a dynamic, sustained, and accessible formation program for both children and adults."*

- **Nursery** – develop and execute a reliable, consistent nursery program that ensures anyone coming to church with an infant/toddler has a safe place to receive child-care during services that is consistent with Christian values.
- **Sunday School** – develop and execute a safe reliable, consistent program for elementary grade children that provides age-appropriate Christian education in an appealing setting.
- **Youth Programs** – continue to develop and expand programs for Youth that are safe, consistent with Christian values, provide alternatives to negative influences, and emphasize cooperation between other churches and high-value institutions.
- **Adult Formation** – develop and execute an adult education program that provides regular, consistent programming in conjunction with Sunday worship schedules and at other times.
 - Incorporate guest leaders of segments of several-weeks' duration and consider cooperation/interchange with other churches
 - Include monthly Sunday discussions of the lectionary texts for that day and an exchange of views additional to or consistent with the sermon content
- Invite Broadview Baptist Church to designate a co-chair for particular emphasis on Youth Programs

Coordinate with the Rector.

Living Our Values Commission

Inspired by Objective: “Create a wide network to welcome social diversity, breadth of thought, past parishioners, and varying levels of participation in our area of influence.” and “Become, as a parish, a leader in our area that will address issues of importance that will improve peoples’ lives.” And Objective: “Become, as a parish, a leader in our area that will address issues of importance that will improve peoples’ lives.”

- Take as a touchstone, the song, “They’ll know we are Christians by our love.” (der. John 13:35)
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Values-Based Responses to Issues Affecting Our Community

- Anticipate potential events that could arise regarding the values identified by the Parish and develop a menu of issues and potential constructive responses
 - o Take into account the nature of the current “24-hour news cycle” where responses occurring later than 24 hours are often without effect
 - o Develop criteria to assess whether information that might precipitate a parish response is sufficiently reliable to act upon it
 - o Coordinate with the Connections Commission in doing this to consider technological tools that may be available
- *Prepare* the mechanisms to give effect to the range of foreseen Parish responses
- Coordinate with potential partners that may be interested in joining the Parish in responding to specific Parish-consensus events/issues and obtain contact information that would permit effective coordination in a short time-frame
- *Execute* Parish responses to events in the community as circumstances warrant.
- Using a broad aperture and inviting suggestions from the Parish at large, identify a list of potential areas for service consistent with our Parish Values
- Develop a list of criteria to be applied to each area to identify areas. Include the following criteria:
 - o Consistent with our Parish Values
 - o Consistent with our Parish history and traditions
 - o Significant potential for marshaling the necessary human and fiscal resources
 - o Accomplishments within the Principal Mission would provide our community with exceptional improvement in human conditions
- Propose to the Parish one or more Principal Missions that meet the criteria, together with the rationale
 - o For consideration by the Parish at the 2021 Annual Parish Meeting

Giving Back Commission (Former "Outreach Committee)

Inspired by Objective: "Become, as a parish, a high-profile leader in our area that will address issues of importance that will improve peoples' lives."

Background: for decades All Saints Parish has committed to sharing a tithe of its total income to give to the benefit of non-parishioners in need as an expression of Christ's love for others. This Commission gives effect to that fiscal outreach intention. It is an important part of addressing issues in our area to improve peoples' lives.

- Include as members of the Commission the individuals who head up key aspects of annual outreach projects (e.g., Breakfast, Angel Tree, Food Pantry Collections, Heartfelt)
- Invite parishioner ideas about outreach beneficiaries and execution
- Annually develop recommendations to the Vestry of charitable organizations to receive a portion of our tithe and the recommended amounts for each organization (to be considered for part of the Parish Budget)
 - o Include in this recommendation an amount for "Direct Assistance" to provide a fund for assistance to individuals in need
 - o Coordinate with the Treasurer and the Finance Commission during the Vestry budgeting process to determine the projected tithe based on projected total income
 - o In developing the recommendations to the Vestry, consult with the Calvert Arts Festival Committee to determine whether inclusion of certain beneficiaries may help promote the overall success of the Festival.
- Plan and prepare fund-raising activities for outreach purposes to augment other Parish income (in coordination with the Finance and Connections Commissions) (Examples: Outreach Breakfast; Calvert Arts Festival; individual donations for Thanksgiving and Christmas baskets; donations by Parish-affiliated organizations and social groups; grants)
- Plan and prepare opportunities for Members and Friends to participate in charitable activities, such as: Angel Tree; Christmas in April; Food Pantries; Heartfelt, Holiday baskets.
- Plan and prepare to administer direct assistance to individuals, coordinating with the Treasurer, Rector (as to the Discretionary Fund) and outside assistance organizations to avoid waste of resources and to shape individual assistance for maximum benefit.
- Execute the outreach program in coordination with the Treasurer and the Finance Commission.
- In executing the outreach program, identify appropriate opportunities to inform the community of the program to increase outside interest and participation. Coordinate with the Connections Commission to accomplish this.

Finance Commission

Inspired by Objective: *“Adopt a fiscal approach that realistically identifies the cost of an activity and the source of funds to accomplish it before committing, and explore alternatives to pledges/offerings, including: Partnering with other parishes/cost sharing; Establishing reasonable set fees for services and use of facilities; Enhancing use of targeted fundraising for specific programs.”*

- Give full effect to the standing Vestry Resolution Regarding Responsibilities and Authorities of the Parish Finance Commission (Attachment 6)
- Apply the standing Vestry “Strategic Finance Committee Concepts” (Attachment 8)
- Advise the Vestry, with particular emphasis on:
 - Assisting the Vestry with executing a balanced budget annually, including use of an allocation-of-funds process to limit expenditures within the budget to quarterly increments to allow the Vestry the latitude to adjust the budget as needed throughout the year
 - Developing adequate, reliable revenue streams to support Parish programs (in lieu of budget cuts that may inhibit ministry) whenever possible
- Coordinate with other committees to assist them with resource development, including targeted funding for specific projects.
- In coordination with the Treasurer, ensure that the Vestry consistently appreciates the current financial standing of the Parish.
- Whenever feasible, partner with other Parishes and organizations to achieve cost-sharing that is beneficial to each.
- Coordinate with the Property Committee to establish a “Campus Manager” position and assist that manager in developing Vestry-approved means to:
 - Maximize revenue-generating use of Parish facilities, including a tiered fee-schedule addressing distinctions between Parishioner use, Charitable uses, and non-Charitable uses
 - Implement use-agreements and rules for facility use, with forfeitable deposits where appropriate
 - Accomplish post-use checks to insure compliance with requirements and when deposit forfeiture may be appropriate
 - Effectively Schedule all facility use to minimize inconvenience for multiple users
- Coordinate with the Planned Giving Board (PGB) to help ensure effective and appropriate use of the resources under their control.

Connections Commission

Inspired by Objective: *“Create a wide network to welcome social diversity, breadth of thought, past parishioners, and varying levels of participation in our area of influence.”*

- Coordinate with all Parish committees to:
 - Assist their respective communications, information-gathering and technological funding-development requirements
 - Deconflict and maximize the effectiveness of their respective communications
 - Achieve optimal shared use of our campus, including derivative income streams
 - Develop and maintain awareness of their respective activities and assist the Wardens and Vestry in coordination of Parish life
- Develop extensive, versatile, cost-effective communications options to:
 - Fully and expeditiously inform Parishioners and Friends,
 - Including individuals who do not use computers
 - Expeditiously and effectively connect to external Partners and other affiliates
 - Communicate with media and the public
- Make optimal use of our historic building and unique campus to attract interest in the Parish generally, sharing of our facilities by other faith groups and organizations, and generation of income streams for the Parish
 - Coordinate with the County tourism entities
- Develop survey methods that are cost-effective, simple and analytically-capable to obtain the views of Members, Friends and other affiliates
- Develop an advanced social-media program to inform and attract wide-ranging interest in Parish activities
- Develop a sophisticated web-site that can attract activity/issue-based interest, make use of drop-down menus to improve information dissemination, and interface with FaceBook users
- Develop/enhance printed information that tells our story and intentions and invites the interest and participation of others, to be available to the public in our buildings and at public gatherings
- Facilitate fundraising from Members, Friends and other sources by developing cost-effective computer/internet-based methods (including targeted funding methodologies appealing to individual interests)
- Enhance use of periodic communications to affiliates, to include newsletters and topical letters, to inform and garner support for Parish initiatives
- Improve Campus signage, considering electronically-enabled activities programming
- Develop opportunities for the Parish to be present at public gatherings and promote public awareness of the Parish and invite participation in its activities

Coordinate with the Parish Secretary

Property Committee

Under the leadership of the Property Warden, the Committee is responsible for assisting the Vestry to ensure that Parish facilities can appropriately support all the activities of the Parish, including income-generation.

- (In coordination with the Finance Commission) establish a “Campus Manager” position and assist that manager in providing the Vestry with a plan to:
 - Maximize revenue-generating use of Parish facilities, including a tiered fee-schedule addressing distinctions between Parishioner use, Charitable uses, and non-Charitable uses
 - Implement use-agreements and rules for facility use, with forfeitable deposits where appropriate
 - Accomplish post-use checks to insure compliance with requirements and when deposit forfeiture may be appropriate
 - Effectively Schedule all facility use to minimize inconvenience for multiple users
- Accomplish routine maintenance and cleaning of Parish facilities, including:
 - Recruitment and organization of volunteers to assist on an ongoing basis and for specific needs or projects
 - Hire contract cleaning services and accomplish regular checks to insure compliance with contract requirements
- Develop a comprehensive maintenance plan.
- Develop a capital-needs plan.
- Respond to Vestry requests for advice concerning the physical facilities
- Prepare budget recommendations to be provided to the Treasurer
- Prepare estimates for major repairs and recommendations to the Vestry concerning them.

Planned Giving Board (PGB)

The Board is responsible for:

- Advising the Vestry regarding the receipt and disposition of gifts to the Parish.
- Managing endowment funds established for long-term benefits to the ministries of the Parish, and for major capital improvements to Parish facilities.
- Informing potential end-of-life donors of the Parish processes to facilitate and receive gifts and to ensure their use as directed by the donors. These may include but are not limited to one-time gifts, bequests, insurance benefits, and 401K distributions.
 - o The PGB assists with information concerning financial advisers and attorneys who may be of help to prospective donors.
 - o When appropriate and with sensitivity, the Board invites individuals to become members of the Legacy Society by pledging such gifts. The PGB facilitates Parish and Diocesan recognition, as desired.

The Board:

- Gives full effect to the standing Vestry Resolution Regarding Planned Giving and Disposition of Gifts to the Parish (Attachment 7)
- Coordinates with the Finance Commission as necessary to ensure effective and appropriate use of the resources under PGB control.

Episcopal Church Women (ECW)

The ECW is a semi-autonomous organization of the Parish with a focus on enhancing the quality of Parish life. Their assistance to the Parish includes:

- Hosting and managing special activities such as coffees, receptions, a Christmas Market and yard sales.
- Improvement of kitchen facilities
- Assistance to organizations and individuals

The ECW:

- Raises and distributes funds through and for its activities
- Provides the Parish Treasurer with a monthly financial report
- As feasible, donates to the Parish Budget
- May designate an ECW member to serve as a member of the Finance Commission
- May designate an ECW member to serve as a member of the Parish Family Commission

Calvert Arts Festival Committee

Under the auspices and oversight of the Vestry, the Calvert Arts Festival Committee organizes and manages an annual Festival on the Parish campus, with the proceeds being allocated to Parish purposes designated by the Vestry. In recent years those proceeds have been designated for charitable purposes, in coordination with the Outreach Committee (re-designated Giving Back Commission).

The Committee optimizes use of the Festival as a means of raising the public profile of the Parish and increasing interest in its activities.

The Committee coordinates with all other Parish committees necessary for a successful Festival, particularly the Connections Commission.

The Committee maintains extensive operational and historical materials regarding execution of its responsibilities in electronic and paper form.

Cemetery Committee

The Cemetery Committee assists the Vestry in management of cemetery plots and making them available to individuals.

The Cemetery Committee:

- Recommends Regulations concerning the Parish Cemetery to the Vestry, and upon approval gives them effect. (See Attachment 10)
- Annually invites plot-holders to contribute to the maintenance of the Cemetery
- Make annual budget recommendations to the Treasurer concerning the Cemetery
- In coordination with the Treasurer, applies budgeted funds for the upkeep of the Cemetery.
- Develop information about the cemetery and those buried there and, with the Connections Commission, make this information available to the public
- In coordination with the Property Commission ensure that the Cemetery is well cared for and presents a positive impression

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