

Amendment Consideration for the Parish By-Laws

7) LINE OF AUTHORITY

A) Ministries function in two ways: 1) to study and recommend policy to the Vestry; 2) to carry out programs in areas where policy is well established. In both cases, they regularly report to the Vestry, for purposes of information and for any necessary further action.

B) Some standing Ministries (and groups such as the Altar Guild which function as Ministries) operate somewhat independently but should maintain their Ministries through which their budget requests are processed. The Vestry is to be kept informed regarding their activities.

C) The Ministries have the oversight of expenditures in budget areas allocated to them **through the regular operating budget**. It is their responsibility to stay within the **designated operating** budget or to anticipate when this will not be possible and request adjustment of the budget **by the Finance Ministry with final Vestry approval**. Expenditures **over designated amounts as set by the Vestry** must be approved in advance according to established procedures **which would include the St. Mark's Financial Policies, Procedures & Controls Manual**.

D) This statement of procedures is intended to clarify and expedite but not to stifle.