

# **Vestry Administration Team Charge**

## **1. Purpose**

The Vestry Administration Team is a group of vestry officers and members who assist the rector in carrying out the day-to-day operations of the parish.

## **2. Membership**

The Vestry Administration Team consists of seven (7) members: the Rector, the Senior Warden, the Junior Warden, the Clerk and Treasurer of the Vestry (who are not Vestry members), and two additional Vestry members.

## **3. Meeting Frequency**

The Vestry Administration Team meets weekly at a mutually convenient time for all its members. Meeting times will be regular and publicized to the parish.

## **4. Role and Function of the Team**

The Administration Team assists the rector in overseeing the day-to-day operations of the parish, particularly with regards to building and grounds, financial matters, and parish policies and procedures. Its duties include:

- Setting the agenda for all vestry meetings a week before the meeting
- Drafting policies and procedures for the rest of the vestry to approve, and taking the lead in seeing that they are followed once approved.
- Working with the rector and sexton in handling necessary building and grounds maintenance, including granting approval for all expenditures. (Approval must be given by a vote of the entire administration team; no one member can approve an expenditure without consulting with the rest of the team.)
- Working with office staff to support efficient and effective work methods in the parish office
- Researching cost-saving possibilities for the parish budget (i.e., comparing phone or internet service providers for the best service at lowest cost)
- Fielding matters involving employee safety and health, general liability, and property risk management and delegating them to the Risk Management Committee when appropriate. (If there is no active Risk Management Committee, it is the Vestry Admin Team's responsibility to recruit and train one.)
- Fielding matters involving personnel policies and practices and referring them to the Personnel Committee as appropriate. (If there is no active Personnel Committee, it is the Vestry Admin Team's responsibility to recruit and train one.)