

Internal Ministries Support Team Charge Approved by the Vestry on 4/12/21

1. Purpose

The Vestry's Internal Ministries Support Team is a group of vestry members who support parish ministries that primarily serve people who are active participants in the worshipping community of St. John's.

2. Membership

The Internal Ministries Support Team consists of four (4) vestry members, appointed annually at the vestry retreat in January. Members serve for one year and may be reappointed for additional years during their service on the vestry.

The team will appoint from among its members a **Convener** who will be responsible for calling meetings, preparing agendas for those meetings, and ensuring that team members follow up on action items set by the team.

The team will also appoint a member to be the **Financial Contact** for the internal ministries of the parish. This member will serve on the Finance Committee, closely monitor the monthly financial statements for the parish's internal ministries, and bring any matters of concern to the rest of the Internal Ministries Support Team. The Contact will, with the Team's help as needed, approve all expenditures over \$250 in internal ministry areas (the financial contact person signs off to approve all formal purchase and reimbursement requests and keeps the other Team members informed about what has been approved).

The Team will appoint a member as a liaison the Architecture and Space Use Committee when that committee considers future building and use of space.

The team may decide how long an individual will serve in one of those roles in any given year.

3. Meeting Frequency

The Team will meet at least quarterly, and as needed to consult with the various internal ministries of the parish.

4. Role and Function of the Team

The Internal Ministries Support Team supports parish ministries that are primarily directed at members of the St. John's community (but which may also reach out to the wider community), with a particular focus on

- Parish Life/Fellowship (coffee hour, potlucks, parties, receptions)
- Pastoral Care (which includes welcoming newcomers, check-in calls, greeting cards, rides to appointments, meals delivery, prayer shawls, prayer list, lay eucharistic visitors)
- Stewardship
- Episcopal Church Women
- Daughters of the King

- Order of St. Luke
- Weekday Prayer Leaders
- Architecture and Space Use Committee (when future-oriented)
- Small Groups

The Team may also consult with adult and children's formation teams as requested.

Although worship is the responsibility of the rector, the Team may bring concerns and feedback about worship to the rector and the Worship Committee as needed.

The Team will

- Communicate regularly with leaders of the parish's internal ministries to see what resources are needed and how the vestry can support their work
- Ensure that proper protocols and boundaries are in place with regard to work with children and vulnerable adults
- Serve as a sounding board for areas of conflict or concern in parish internal ministries
- Recruit leadership for fundraisers, including the annual Christmas Fair
- Recruit leadership and serve as liaisons to the vestry for major future-oriented projects like physical campus development (day-to-day upkeep is the Vestry Administration Team's purview)
- Send thank-you notes to internal ministries for their work
- Work with the Worship and Stewardship Committees to feature internal ministries during worship services through commissioning members and Minute for Ministry.

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