

# PARISH ADMINISTRATION

## Basic Concepts of Parish Management

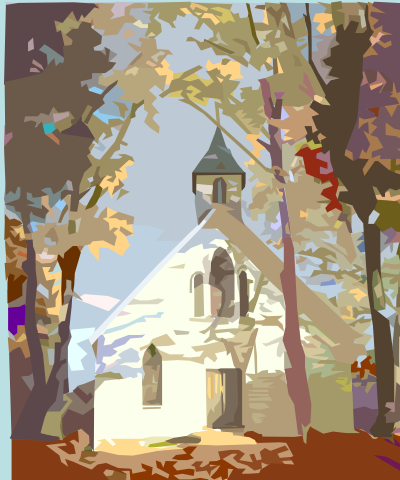
Rev. Jeffrey Monroe, Director of Communications  
Anglican Church in America  
Vice-Chairman, Board of Trustees-Logos House

# Parish Responsibilities

*Spiritual*



*Temporal*



# Spiritual

- a. Worship
- b. Pastoral Care
- c. Spiritual Growth
- d. Evangelism
- e. Christian Education
- f. Parish Direction

# Temporal

- a. Parish Management
- b. Parish Home
- c. Finances
- d. Administrative Processes



# The Rector or Vicar

First and Foremost he is a Pastor to the Congregation

He is there to serve the parish, not control it

- a. Looks after the spiritual needs of the parish
- b. Does regular pastoral visitations of members of the congregation
- c. Makes sick calls-hospital visits-**24/7 Crisis Availability**
- d. Performs baptisms, weddings, and funerals
- e. Sets the worship schedule and manages the Liturgical requirements
- f. Represents the parish to the Diocese on clerical matters

# The Rector or Vicar

- g. Represents the issues of the Diocese to the parish
- h. Arranges for supply clergy as required
- i. Appoints and Directs assisting clergy and lay ministers
- j. Responsible for Christian Education and Music Programs. May employ experts to assist.
- k. Coordinates parish evangelism and outreach
- l. Approves parish memorials
- m. Prepares weekly messages, sermons or homilies
- n. Assures conformity to BCP and other canonically permitted forms of worship
- o. Provides for training of lay leaders in their duties and responsibilities

# The Deacons

- a. Assists the Rector as required and appropriate in his responsibilities
  
- b. Leads worship as appropriate
  
- c. Assists in the Coordination of the Parish organizations and assists in their work under the Rector

# Lay Reader

- a. Assists the Rector as required and appropriate in his responsibilities
- b. Leads worship as appropriate
- c. May assist in the preparation and weekly distribution of bulletins and notices
- d. Trains and coordinates acolytes



# The Vestry

- a. Administers the secular affairs of the parish
- b. Provides and maintains the physical plant of the parish
- c. May Organize parish events
- d. Provides for regular communication to the members of the parish
- e. Responsible to the Membership



# Parish Officers

- a. **Senior Warden-** Organizes the Vestry in their functions
- b. **Junior Warden-** Is responsible for the parish's physical plant
- c. **Clerk-** Maintains the official records of the parish
- d. **Financial Secretary-** Responsible for the administrative functions related to checks and balances associated with parish finances, responsible for the income tracking and accounting of the parish, responsible for the pledge system and donation reporting (not canonically stipulated)
- e. **Treasurer-** Responsible for the expense system and tracking of the parish, follows approved budgets, prepares the annual draft budget for the parish
- f. **Director of Christian Education-** Manages the education program for the parish

# Financial Procedures

## Income-Financial Secretary

- Establish a counting system
- Maintain a deposit system
- Provide regular income reports



# Financial Procedures

## Expenditures-Treasurer

- Maintain approved budgets
- Track expenditures
- Report budget progress
- Pay bills regularly and on time
- Maintain a financial reserve

# Financial Procedures

## Fund Raising - Vestry

-Develop a program consistent with the parish mission



-Do several successful fund raising events

# Financial Procedures

## Memorials-Committee of the Parish

- Maintain a proper system of memorials
- Maintain a complete record
- provide accounting for memorial fund

# Meetings

- Plan regular meetings as required of the parish, vestry and committees
- Set and communicate agendas
- Provide meeting minutes
- Establish agendas beforehand
- Everyone should have the chance to speak  
but no one should always be talking

# Meetings

## Annual Meetings

- Established through By Laws
- Keep reports concise
- Approve and report on budgets
- Hold in conjunction with the parish's fiscal year
- Chaired by Rector





# Meetings

## Vestry Meetings

- Scheduled by Rector in coordination with the Senior Warden, set by By-Laws
- Chaired by Rector
- Senior Warden Chairs in Vacancy or absence of Rector



# Meetings

## Guild or Church Committees and Organizations

- Scheduled by elected chair
- Reports progress and activities at Vestry and parish meetings



# Vestry and the Building(s)

- a. Responsibilities-Maintain the physical plant as required
- b. Maintenance Procedures-Establish regular preventative and required maintenance program
- c. Supplies and Expenditures-Recommend a maintenance budget and work annually within the approved budget
- d. Junior Warden does the coordination



# Parish Emergencies

- a. Establish a plan for meeting parish spiritual and plant emergencies
  - Rector illness
  - Heat broken
  - Storm closing
  - Power failure
- b. Develop a tracking and control system for expenditures
- c. Develop a means of communication to all parish members

# Spreading the Work

- An effective working group is one where everyone contributes to the process
- Decisions are made in an effective manner
- Everyone shares the load and no one person does all the work, including the Rector
- Everyone has detailed descriptions of their duties and responsibilities
- Lay ministries are valued

# Spreading the Work

Helping hands are not a question of commitment, but of management



# Lay Ministries

Lay ministries of the Church can take several forms but the most obvious are those who assist with and support the worship of the Church. These volunteers support the celebrant and the parish rector in preparing the altar and the sanctuary for worship, providing assistance during the worship service, and handling all of the post service responsibilities. These support roles include:

Acolytes

Thurifer

Vergers

Lay Reader

Sub-Deacon

Altar Guild

# Acolytes

The highest of the four “Minor Orders” of the Church. The duties of the acolytes are to light the altar candles, to carry candles in the procession, to prepare the wine and water for the Mass, and to assist the sacred ministers at the Mass. The ministry dates back to A.D. 251. Most services use four acolytes who include a crucifer, a server, torch bearers, and a junior acolyte. The torch bearers carry the torches, the crucifer carries the cross, the server carries the incense boat during the processions and assists in preparation of the altar for communion, and the junior acolyte is in charge of the alms basins during the offertory. The junior acolyte is also an acolyte in training.



# Acolytes

Acolytes can be children age 10 and up, and many adults serve as acolytes in Cathedrals and larger parishes. Acolytes are an integral part of every service and add to the beauty of the liturgy. Training and regular service moves the acolyte from the first steps of torch bearing through crucifer and serving the priest during communion.

# Acolytes

- a. Set the appropriate candles for the service
- b. Check candles and followers prior to the service
- c. Fill wine and water cruets
- d. Position the cross for the procession
- e. Check the lighter for wick and position
- f. Check and position the torches for the procession
- g. Senior acolyte coordinates other acolytes
- h. Position the alms basins and designated ushers
- i. Insure bulletins and worship material are ready for distribution
- j. Light and extinguish the candles
- k. Check and replace the presence light and paschal candle as needed

# The Thurifer

- A person appointed to carry the thurible during worship services.
- He prepares the thurible and censes the ministers, choir and congregation during the service as directed.
- Clean and prepare the thurible
- Prepare the charcoal and light when appropriate
- Fill and position the incense boats

# Verger

- Normally at large churches or Cathedrals
- Serves as the master of ceremonies and escort during worship services
- Verger comes from the days when Bishops needed protection from the crowds
- Carries a mace or “verge”
- Coordinate all worship activities at the direction of the clergy
- Direct worship participants as appropriate
- Provide escort for worship participants

# Lay Reader

- Assists at the altar as directed by the celebrant.
- Duties include serving as directed at the altar, positioning and pointing the altar service book and reading the psalms, Old Testament Lesson and Epistle.
- He may also lead Morning and Evening Prayer.
- He also coordinates the acolytes, ushers and other altar servers.

# Lay Reader

- a. Prepare the altar service book and point as appropriate
- b. Check all liturgical appointments
- c. Prepare the Bible
- d. Assist the Music Director as appropriate
- e. Insure acolytes are following through with their responsibilities
- f. Appoint ushers
- g. Provide or coordinate training
- h. Recruit altar servers
- i. Assist the celebrant as necessary
- j. Position altar kneelers and Prayer Books/Hymnals as appropriate

# Sub-Deacon

- Ancient but Extraordinary to the regular order of priests, deacons and lay readers.
- Part of the Ministerial Staff
- Licensed by Bishop same as Lay Reader
- Same Duties as Lay Reader PLUS is allowed to administer the chalice
- May lead Morning/Evening Prayer
- Usually a candidate for Holy Orders

# Altar Guild

- The Altar Guild is a ministry, which serves all worship services, baptisms, confirmations, weddings, funerals and memorial services. They are responsible for the care of altar linens and the decoration of the church and altar for all liturgical seasons.



- The Altar Guild prepares the church for worship under the direction of the clergy or lay ministers. It also is responsible for providing suitable furnishings and decorations for the altar and taking due care of them.



# Altar Guild

- Each week a group of dedicated members cleans brass, silver and linen, sets the altar for Sunday services and maintains other furnishings as needed. In addition to their presence at all worship services, the members of the Altar Guild also prepare the church for special music performances, [funerals](#) and [weddings](#).
- A committee of the Guild also serves as consultants to work with the clergy and those being married to ensure that all is well on that special day. The Altar Guild is open to all women in the congregation.

# Altar Guild

- a. Set up altar linens
- b. Provide and position clean purificators
- c. Provide and position altar flowers
- d. Check and clean and prepare liturgical robes for clergy and lay ministers including acolytes
- e. Clean properly chalice, paten and ciborium as needed
- f. Clear altar and credence table as needed
- g. Clean and position wine and water cruets
- h. Fill stoop as necessary with Holy Water
- i. Fill Baptismal font as required and set up for Baptisms
- j. Set up chalice, paten, purificators, burse and veil for communion
- k. Order, maintain and store candles, hosts, linens, robes and altar furnishings
- l. Clean properly used purificators
- m. Clean altar cross, candle tapers and followers regularly

# Basic Administrative Forms

- Putting things in writing often solves missed details and who is doing what
- It provides a record for the parish
- Gives new Vestry, Chairs and committees a point of reference
- Acknowledges contributions
- Lays out the scope of an activity
- Encourages participation
- Discourages criticism

# Types of Forms

## Parish Records

- Baptismal Application
- Marriage Application
- Funeral Record
- Memorial Record
- Memorial Page
- Donation Record
- Offering Count Sheet
- Constitution and Bylaws

## Communications

- Service Bulletins
- Weekly Announcements
- Press Releases
- Informational Tracts
- Event Plan
- Parish Surveys
- Meetings

## Other

- Clergy Service Record
- Parish Report to Diocese

# Baptism Application

## Anglican Church in America Holy Baptism Application

NAME: \_\_\_\_\_ Sex: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

FATHER'S

FULL NAME: \_\_\_\_\_

MOTHER'S

MAIDEN NAME: \_\_\_\_\_

PARENTS' RESIDENCE (if different)

RELIGIOUS AFFILIATION OF PARENTS: \_\_\_\_\_

SPONSORS:(1) \_\_\_\_\_

RESIDENCE: \_\_\_\_\_

(2) \_\_\_\_\_

RESIDENCE: \_\_\_\_\_

(3) \_\_\_\_\_

RESIDENCE: \_\_\_\_\_

DATE of BIRTH: \_\_\_\_\_

PLACE of BIRTH: \_\_\_\_\_

*Application Date:* \_\_\_\_\_ *Parish:* \_\_\_\_\_

*Date/Hour Of Baptism:* \_\_\_\_\_

*Officiant:* \_\_\_\_\_

*Place Of Baptism:* \_\_\_\_\_

# Marriage Application

Anglican Church in America Marriage Application

DATE OF APPLICATION: \_\_\_\_\_ 200\_\_\_\_\_

HUSBAND'S NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

WHERE BAPTISED: \_\_\_\_\_ DATE: \_\_\_\_\_

FATHER'S FULL NAME: \_\_\_\_\_

MOTHER'S MAIDEN NAME: \_\_\_\_\_

PARENTS' RESIDENCE (if different)  
\_\_\_\_\_

RELIGIOUS AFFILIATION OF PARENTS: \_\_\_\_\_

WIFE'S NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

WHERE BAPTISED: \_\_\_\_\_ DATE: \_\_\_\_\_

FATHER'S FULL NAME: \_\_\_\_\_

MOTHER'S MAIDEN NAME: \_\_\_\_\_

PARENTS' RESIDENCE (if different)  
\_\_\_\_\_

RELIGIOUS AFFILIATION OF PARENTS: \_\_\_\_\_

# Record of Funeral

## Parish RECORD OF FUNERAL

- Name: \_\_\_\_\_
- Date of Funeral: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_
- Place of Birth: \_\_\_\_\_
- Place of Death: \_\_\_\_\_
- Parish Handling Committal: \_\_\_\_\_
- Clergy: \_\_\_\_\_
- Place of Committal: \_\_\_\_\_
- Burial of Body: \_\_\_\_\_ Ashes: Repository \_\_\_\_\_ Scattered \_\_\_\_\_
- Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Parish Memorial Record

- **Parish Memorial Record**

- Item: \_\_\_\_\_
- Size: \_\_\_\_\_
- Type of Memorial: \_\_\_\_\_
- Date of Memorial: \_\_\_\_\_
- Value: \_\_\_\_\_
- Donated by: \_\_\_\_\_
- Address: \_\_\_\_\_
- City, State, Zip: \_\_\_\_\_
- Phone: \_\_\_\_\_
- E-Mail: \_\_\_\_\_
- Given in Memory of: \_\_\_\_\_
- Blessed by: \_\_\_\_\_
- Accepted by: \_\_\_\_\_
- Cash Donation Amount: \_\_\_\_\_
- Designated For: \_\_\_\_\_
- Remarks: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



# Memorial Page

**Memorial**

The

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is Given to the Glory of

**God**

And in Loving Memory

Of

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By

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Date

# Donation Form

## HOLY TRINITY ANGLICAN CHURCH

2 Ten Lots Road, P.O. Box 33

Fairfield, Maine 04937

207-465-3219

### DONATION RECEIPT FORM

DATE: \_\_\_\_\_

DONOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

### DESCRIPTION OF ITEM(S) OR AMOUNT OF CASH DONATION

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Use additional forms for additional items or attach supplemental lists.

No cash or other considerations were received by the donor for items provided.

# Donation Letter

Anglican Cathedral of St. Paul  
ANGLICAN CHURCH IN AMERICA  
Diocese of the Northeast United States  
279 Congress Street  
Portland, Maine 04101

December 15, 2008

Mr. Tom Doe  
11 Baseball Road  
Portland, Maine 04101

Dear Mr. Doe:

On behalf of the Anglican Cathedral of St. Paul, I would like to acknowledge and thank you for your gift of hardware, materials and supplies for the rebuilding of the side altar in the Cathedral. Your generous gift will help us reuse this important item in the church for worship by our parish.

Your kindness and generosity is appreciated and we wish you all blessings.

Sincerely,  
Roger Murray  
for St. Paul's Cathedral

# Offering Count Sheet

## SUNDAY OFFERING COUNTING SHEET

	<u>LOOSE OFFERING</u>	<u>PLEDGE OFFERING</u>	<u>FOR HEAT</u>		<u>FOR MAINTENANCE</u>	<u>MEMORIAL GIFTS</u>	<u>BUILDING FUND</u>
<u>CASH</u>	*** \$	*** \$	\$		\$	\$	\$
<u>CHECKS</u>	*** \$	*** \$	\$		\$	\$	\$
<u>TOTAL</u>	<hr/>			<u>TOTAL</u>	<hr/>		
	<u>CHRISTMAS</u>	<u>EASTER</u>	<u>LENT</u>		<u>SPECIAL MASSES</u>	<u>HOLY DAYS</u>	<u>## OTHER ##</u>
<u>CASH</u>	\$	\$	\$		\$	\$	\$
<u>CHECKS</u>	\$	\$	\$		\$	\$	\$
<u>TOTAL</u>	<hr/>			<u>TOTAL</u>	<hr/>		
	<u>ALL SOULS</u>	<u>PALM SUNDAY</u>			<u>MAUNDY THURSDAY</u>	<u>GOOD FRIDAY</u>	<u>HOLY SATURDAY</u>
<u>CASH</u>	\$	\$			\$	\$	\$
<u>CHECKS</u>	\$	\$			\$	\$	\$
<u>TOTAL</u>	<hr/>			<u>TOTAL</u>	<hr/>		
<hr/>							
TOTAL OFFERING RECEIVED, Date: \$							
<hr/>							

### COUNTER NOTES:

1. Counters should check for notes and memos on offering envelopes
2. A copy of the slip confirming deposit from the bank should go to the treasurer

# Constitution and Bylaws

## HOLY TRINITY ANGLICAN CHURCH

Anglican Church in America

(Traditional Anglican Communion)

P.O. Box 33, Fairfield, Maine 04937

207-465-321 [www.holytrinityme.org](http://www.holytrinityme.org)

## CONSTITUTION AND BYLAWS OF THE PARISH

As approved by the Vestry

And Members of the Congregation

January 21, 2007

as Amended

April 22, 2007

**SUNDAY SERVICE 10:00 AM**

Worshiping at Asa Bates Memorial Chapel

2 Ten Lots Road, Fairfield, Maine

The Rev. Mr. Jeffrey W. Monroe, MM-Pastor

207-799-5141, Cell: 207-233-3710, [mirage@maine.rr.com](mailto:mirage@maine.rr.com)

# Service Bulletin

## Include Essentials of What We Believe

### **The Apostolic Faith in the Anglican Tradition**

**We** affirm that the Church of our fathers, sustained by the most Holy Trinity, lives yet, and that we, being moved by the Holy Spirit to walk only in that way, are determined to continue in the Catholic Faith, Apostolic Order, Orthodox Worship and Evangelical Witness of the Traditional Anglican Church.

**We** repudiate all deviation or departure from the Faith, in whole or in part, and bear witness to these essential principles of Evangelical Truth and Apostolic Order.

The Holy Scriptures of the Old and New Testaments are the authentic record of God's revelation of himself, his saving activity, and moral demands; a revelation valid for all men and all time.

**We** further affirm that no Church body may require as necessary for salvation anything that is not contained within Holy Scripture, nor may it require of its members allegiance to any doctrine, discipline, or practice that is contrary to the same.

# Weekly Announcements

**ST. MICHAEL'S ANGLICAN CHURCH**  
**Holderness, New Hampshire**  
**Community Church, Rt 3, Holderness Village**

*We welcome you this morning to the Orthodox Anglican Community of St. Michael's Anglican Church, a parish of the Anglican Church in America-Worldwide Traditional Anglican Communion. If you are visiting, we hope to make you feel welcome. If you are looking for a home church, we hope you will consider our parish family. Please join us for refreshments after the service.*

**SEXAGESIMA SUNDAY, January 27, 2008**

**WORSHIP** –The service follows the Order for Morning Prayer beginning on Page 3 of the Book of Common Prayer. Morning Prayer is led by our Lay Reader, Mr. Peter Leech. The Homily, prepared by Deacon Monroe, is based upon the Epistle and the Gospel and is entitled “Ears That Hear.”

## **PARISH SCHEDULE**

Feb. 03	Sunday	HOLY COMMUNION	Quinquagesima
Feb. 10	Sunday	MORNING PRAYER	Lent 1
Feb. 17	Sunday	HOLY COMMUNION	Lent 2
Feb. 24	Sunday	MORNING PRAYER	Lent 3

**SCHEDULE NOTE**- Holy Communion 1st and 3rd Sundays, Morning Prayer 2nd and 4th Sundays.

**PRAYERS**-Please remember in your prayers to pray for unity among all orthodox Anglicans.

**BIBLE STUDY**-We hold Bible Study each Friday from 9:45 to 11:00 AM in the parish hall (basement) of Holderness Community Church. We are currently studying Acts. Please join and members of the Holderness Community Church for this enlightening class.

**HEAVY WEATHER**-If we have to cancel events or services due to bad weather, we will phone everyone to let them know.

**PASTORAL ASSISTANCE**- Our interim pastor is on call 24 hours a day, 7 days a week. If you are shut-in, our Pastor will be pleased to bring you the Sacrament PLEASE, if you or someone you know are in need of pastoral support please contact **Deacon Monroe at Home: 207-799-5141 (evenings) or by Cell: 207-233-3710 (daytime).** [mirage@maine.rr.com](mailto:mirage@maine.rr.com)

# The Press Release

## Elements of a Press Release

- Who is sending it-Church Heading, Address
- Date of Release
- Point of Contact with PHONE NUMBER
- Brief Headline
- Release Information
- Sub-Text: Info on Church, Service Times, Rector
- Event Summary
- Press Information: Cameras permitted?



**Anglican Cathedral of St. Paul**  
ANGLICAN CHURCH IN AMERICA-Diocese of the Northeast  
279 Congress Street, Portland, Maine 04101

**FOR IMMEDIATE RELEASE:** December 6th, 2005

Contact: Very Reverend Lester York (207) 828-2012, Dean-St. Paul's Cathedral

**CATHEDRAL TO HOST SERVICE OF LESSONS AND CAROLS**

The Anglican Cathedral of St. Paul will host a day traditional English Christmas service of Lessons and Carols on Sunday, December 11th, at 4:00 PM. The service will feature traditional music by the choir and soloists and readings from scripture on the birth of Christ. The historic tradition of this type of service goes back hundreds of years to the English Church. The service is open to everyone and there is no charge. There will be a reception in the parish hall after the service.

Old St. Paul's Parish is the oldest continuing church in the greater Portland area, founded in 1763. Many of the founders of Maine and the young United States passed through the doors of Old Saint Paul's. Commodore Edward Preble, a member of the Parish, was Commander of the USS Constitution and later contributed much to the formation of the United States Navy. In 2000 British World War II veterans placed a Memorial in Saint Paul's to the service of the Merchant Marine and Veterans of The Royal Navy, US Navy, Canadian Navy, and Russian Navy, of the Arctic Campaign of World War Two. Today the Cathedral is also known as the Seafarer's Church of Portland. St. Paul's is an orthodox and apostolic church and is a member of the Anglican Church in America and Worldwide Traditional Anglican Communion.

**TRADITIONAL ENGLISH CHRISTMAS SERVICE OF LESSONS AND CAROLS**

**WHEN: SUNDAY DECEMBER 11th**

**TIME: 4:00 PM**

**WHERE: ANGLICAN CATHEDRAL OF ST. PAUL, 279 CONGRESS ST. PORTLAND**

**(The Press is invited to attend-filming and photographs during the Mass are permitted)**

# Informational Tracts

**ARE YOU A ROAMIN'CATHOLIC?**

**THE ANGLO-CATHOLIC TRADITION-A Guide for Catholics**

Perhaps one of the biggest misunderstandings in modern Christianity is the concept of Catholicism. In the early days of the Christian Church, the faith spread throughout the Roman Empire and took hold in the Middle East, Southern Europe and as far north as the British Isles.

Each of the churches established in those areas developed the characteristics of the culture and belief structure of the society it became part of. In the first century, early Christians looking to spread the Gospel introduced Christ to the Celtic tribes of what was later to become Ireland, England, Scotland and Wales.

## PARISH EVENT PLAN

1. Event: \_\_\_\_\_

2. Date(s): \_\_\_\_\_ Day(s): \_\_\_\_\_

3. Location: \_\_\_\_\_

4. Coordinator: \_\_\_\_\_

5. Other Persons: \_\_\_\_\_

7. Supplies Needed: \_\_\_\_\_

8. Preparation (What Setup is Required): \_\_\_\_\_

9. Who is in charge of preparation: \_\_\_\_\_

10. What is required at the event: \_\_\_\_\_

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## HOLY TRINITY PARISH SURVEY

October 2007

The purpose of this survey is to provide the Pastor and Vestry with some basic information to help you grow in your life in the Church. All of the feedback will be reviewed and if some changes regarding service to this community makes sense, they will be considered seriously. This also helps us in planning for future events. Please take a few moments to fill this out and return it to our Pastor or Lay Reader.

1. There are generally 4 Sundays in a month. What is your preference for type of worship? (Number)  
\_\_\_\_\_ Morning Prayer \_\_\_\_\_ Holy Communion
2. During Holy Communion, what is your preference during the administration?  
\_\_\_\_\_ Standing \_\_\_\_\_ Kneeling \_\_\_\_\_ Does not matter
3. Would you attend and possibly invite family members to a special service during the week in the form of Evening Prayer? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Would you be able to attend Wednesday Evening Services during Lent?  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Occasionally
5. Would you be interested in an event during the week such as a seminar on church history, theology, faith or practice? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Occasionally
6. Considering work or other activities, what is the best time for mid-week services?  
\_\_\_\_\_ 5PM \_\_\_\_\_ 5:30 PM \_\_\_\_\_ 6PM \_\_\_\_\_ 6:30 PM \_\_\_\_\_ 7PM \_\_\_\_\_ 7:30 PM
7. How often do you look at the web site? [www.holytrinityme.org](http://www.holytrinityme.org)  
\_\_\_\_\_ Often \_\_\_\_\_ Sometimes \_\_\_\_\_ Never \_\_\_\_\_ No Computer
8. We are planning on a Christmas Even Service at 10:00 PM-how is that time?  
\_\_\_\_\_ Too Late \_\_\_\_\_ Too Early \_\_\_\_\_ Just right
9. Would you be interested in private confession during Lent with a priest?  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ I would prefer a discussion with the Pastor if needed.
10. In meeting national Church obligations, would you prefer it be paid by the parish out of existing funds or a special offering in late fall? (\$30 per member)  
\_\_\_\_\_ Pay out of Church Funds \_\_\_\_\_ Special Offering

# Meetings-Keep them Short, Prepare Agenda, Do Brief Minutes

- **Church Name**
- *Rector*
- **Annual Meeting-Date**
- **MINUTES (or AGENDA)**
- Call to Order-Always Begin with Prayer
- Pastor's Report
- Vestry and Clerk's Report
- Finance Report
- Memorial Committee Report
- Parish Life
- Old Business
- New Business
- The Next Meeting of the Parish was announced as DATE
- (in conformance with the approved bylaws)
- Closing Prayer
- Submitted: Clerk of the Parish



# Average Stipends and Mileage Fees-Covering Clergy

- Miles at \$.50 per mile-2010 Rate
- \$100 per service for a Priest-minimum
- \$ 50-\$75 per service for a Deacon
- Lodging if required for service or meetings
- Meals if required for travel
- Seminar and meeting fees
- Misc. Expenses as appropriate

# Average Priest Compensation

- Parish Priest

- Ordained to priesthood less than 3 years**

- \$36,500 as of 1/1/2010

- \$39,400 as of 1/1/2011

- Ordained to priesthood more than 3 years but less than 10 years**

- \$41,700 as of 1/1/2010

- \$45,000 as of 1/1/2011

- Ordained to priesthood more than 10 years but less than 15 years**

- \$43,800 as of 1/1/2010

- \$45,500 as of 1/1/2011

- Ordained to priesthood more than 15 years**

- \$49,500 as of 1/1/2010

- \$51,500 as of 1/1/2011



# Common Rector's Compensation

- Salary
- Health, Dental and Life Insurance
- Rectory or Housing Allowance
- Equity replacement at 3% if housing provided-matched
- Vacation (1 month per year-5 Sundays)
- Sick Leave-Short/Long Term Disability
- Retirement (ACA requires \$1200 annual)
- Travel mileage and expenses
- Seminar and educational fees
- Sabbatical
- Surviving Dependant's Housing

# IRS Tax Deductible with Proper Documentation

- Clergy Expenses
  - Clergy Supplies
  - Clothing and Vestments
  - Worship Material
  - Books and Supplies
  - Housing Allowance (full amount)
  - Travel Meals +24 hours
  - Travel Miles
  - Hotel, Car Rental, Air-Bus-Train Fares
  - Goodwill Meals

# Clergy Service Record

## ANGLICAN CHURCH IN AMERICA

### *Diocese of the Northeast*

#### Travel and Service Record

Clergyman: \_\_\_\_\_

Home Address: \_\_\_\_\_

Travel to: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_ Reason: \_\_\_\_\_

Was Any Part of Travel by Private Auto: Yes No Total Miles: \_\_\_\_\_

(If Travel by Common Carrier) Type: \_\_\_\_\_ Ticket Cost: \_\_\_\_\_

Cost of Parking: \_\_\_\_\_ Cost of Lodging: \_\_\_\_\_

Cost of Meals: (List-Type, Location, Cost) *Attach All Receipts*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Expenses: (List-Type, Location, Reason, Cost) *Attach All Receipts*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will Diocese or Parish Provide Reimbursement: Yes No Amount: \_\_\_\_\_

*(Please provide any additional information as required on a separate attached sheet)*

# Clergy Travel Log

**ANGLICAN CHURCH IN AMERICA**  
***Diocese of the Northeast***  
Travel Log-Private Automobile

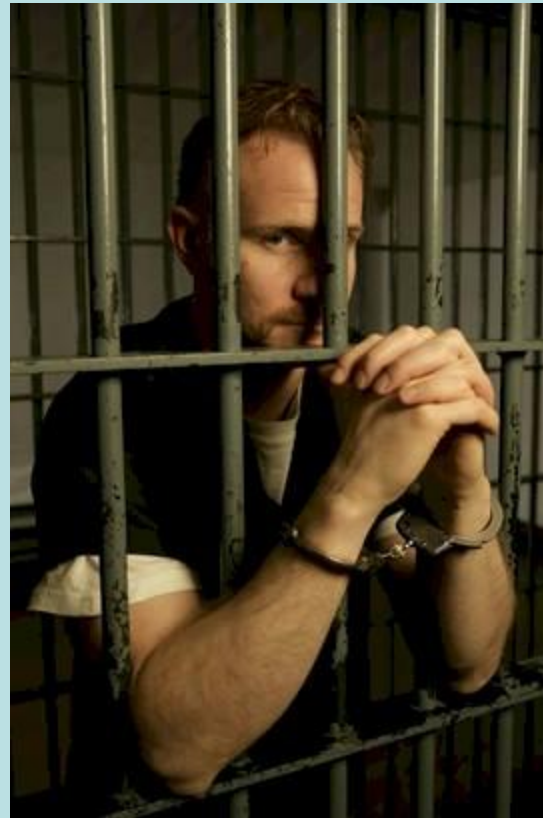
Clergyman: *Father Harvey Wallbanger*

Home Address: *211 Tom Collins Drive, Vermont, VT 02220*

DATE	MILEAGE	RATE	TOTAL	TOLLS	REASON	TOTAL
<i>3/3/2010</i>	<i>100</i>	<i>.50</i>	<i>\$50.00</i>	<i>\$2.00</i>	<i>Hospital Calls</i>	<i>\$52.00</i>
<i>3/5/2010</i>	<i>200</i>	<i>.50</i>	<i>\$50.00</i>	<i>\$2.00</i>	<i>Clergy Meeting</i>	<i>\$27.00</i>
<i>3/8/2010</i>	<i>100</i>	<i>.50</i>	<i>\$50.00</i>	<i>\$2.00</i>	<i>Hospital Calls</i>	<i>\$52.00</i>
<i>3/10/2010</i>	<i>100</i>	<i>.50</i>	<i>\$50.00</i>	<i>\$2.00</i>	<i>Hospital Calls</i>	<i>\$52.00</i>
<i>3/16/2010</i>	<i>200</i>	<i>.50</i>	<i>\$100.00</i>	<i>\$2.00</i>	<i>Clergy Meeting</i>	<i>\$102.00</i>
<i>3/22/2010</i>	<i>100</i>	<i>.50</i>	<i>\$50.00</i>	<i>\$2.00</i>	<i>Hospital Calls</i>	<i>\$52.00</i>

# Reminder-All Clergy and Lay Ministers Including Teachers are to Have A Background Check

“I was in Prison, ah Ministry”



# Administering is a Function of Ministering

- Administration is a tool to stay on track
- Train your Vestry and officers
- Let them run with the ball
- Guide them, don't command them
- Monitor progress without micro-managing
- Keep Christ in the conversations
- Start meetings with prayer and Scripture

# The Basic Concept of Good Parish Management

- No one individual is smarter than all of you together
- Lay leaders have lifetimes of good experience-look out their strengths and build a team, balance the weaknesses
- Talk to people-too much communication is better than not enough-find the balance
- “Father Knows Best” was a TV show, not a management concept for the church

*Don't Hesitate to Remind Everyone and Yourself Who Church Belongs To!*

Lead as He Led





# How Did Our Lord Lead?

- Leadership by Teaching
- Leadership by Example
- Leadership by Demonstration

*“When you look at the cause of most problems in the Church, there shall ye find the clergy”*

*Anonymous*

# AMEN

