2016

Vestry Retreat

THE VESTRY YEAR

May 7, 2016

Presented by
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2016: VESTRY RETREAT
The Vestry Year

- Annual Meeting
- Parochial Report
- Other March 1 Reporting
- Audit
- Stewardship
- Pledge Drive
- Budgeting
2016: VESTRY RETREAT
The Annual Meeting

Canon VII: Section 1. Annual Meeting. A Congregation shall hold an annual meeting every year…within 120 days before or on the 28th day of February.

Much of the business of this meeting feeds the information required for the March 1 reporting:

- Review activity and financial results of the last year
- Present approved Budget
- Elect new Vestry/Bishop’s Committee members
- Elect Lay Delegates to Diocesan Convention
The Parochial Report is the data collection tool for The Episcopal Church.

- Included in the March 1 reporting requirement of Canon VIII, Section 3.a.
- Includes congregational statistics and financial information based on the calendar year.
- This report must be filed online with The Episcopal Church.
- Originals with signatures are mailed to the diocese no later than March 1st of each year.

Diocesan staff holds an annual workshop to review the process and give hands-on assistance to those preparing the Parochial Report.

Next year’s workshop is on January 31, 2017.
Other items required as part of the **March 1** reporting requirement of **Canon VIII, Section 3**: 

- Annual Certificate
- Year end financial statements
- List of Vestry/Bishop’s Committee members
- List of all Clergy (active/retired/stipendiary/non-stipendiary/full-time/part-time)
- List of church staff
- List of Lay Delegates
- Budget
- Any other information requested
Annual audits of the church’s financial records are due to the Diocese by September 1\textsuperscript{st} of each year.

BUT, planning ahead can have this annual task completed well early of the required deadline. The audit uses the same financial information as the Parochial Report.

An audit can be completed by a church committee made up of parishioners or by an outside auditing firm.

The Diocese offers Audit Procedures which are to be used for committee audits.

The Diocesan staff holds an annual workshop to review the Audit Procedures for committee audits.

Next year’s workshop is on January 31, 2017.
Churches use the term “stewardship campaign” to describe the annual effort to collect pledges of financial support from parishioners to support the operating budget for the coming year.

Planning for the stewardship campaign should be done in early fall of each year.

The diocesan resource for stewardship is The Rev. Canon Chris Gray, who can offer a variety of resources to the Vestry/Bishop’s Committee in planning for a stewardship campaign.

Rev. Gray also offers an annual workshop on Stewardship.

This year’s workshop is on August 20, 2016.
Pledging gives the church a chance to assess priorities in a planned and thoughtful way and is an indispensable tool in the Vestry/Bishop’s Committee creation of the annual budget.

The Pledge drive should end in early November.

This gives the planning committee enough time to complete an initial budget for the November Vestry/Bishop’s Committee meeting.

At this meeting decisions can be made on how best to balance the budget.
For a church to be successful in managing its financial resources, budgets are an absolute necessity.

Budgets are a control mechanism. But, more than that, they are a planning tool and an operational guide to help each church achieve its short- and long-range objectives. The Vestry/Bishop’s Committee should view the budget as an opportunity to establish church goals and a tool in visioning new missions or ministries.

The final budget should be approved at the December Vestry/Bishop’s Committee meeting, in time for presentation at the Congregation’s Annual Meeting.

Diocesan staff holds an annual workshop to aid Vestry/Bishop’s Committee and rectors with budgeting.

This year’s workshop is on October 25, 2016.
The Vestry Year

- Annual Meeting – January/February
- Parochial Report and other required items – March 1st
- Audit – summer months, due September 1st
- Stewardship Campaign – October
- Pledge Sunday - early November (even on All Saints Day)
- First presentation of Budget – November Vestry/Bishop’s Committee meeting
- Final review and approval of Budget - December Vestry/Bishop’s Committee meeting
- Budget presented to the Congregation at Annual Meeting - January