

Bylaws of the Outreach Commission of St. Matthew's
Version: October 29, 2024

A. Purpose

The Outreach Commission of St. Matthew's Episcopal Church is one of the commissions established by the Vestry of St. Matthew's. The purpose of the Outreach Commission is to help the parish live out its passion for service to the community and to propose to the Vestry a distribution of the parish's Outreach budget to qualified organizations serving those passion areas.

Major responsibilities include:

- Familiarity with the current issues and needs of each Passion Area as identified in the parish's most recent Strategic Plan;
- Identifying service opportunities for all ages within each Passion Area, emphasizing opportunities for the parish to serve together;
- Reviewing funding requests and making funding decisions using a uniform process that is fair and transparent in accordance with the Strategic Plan;
- Ensuring annual funding allocations reflect the passion areas of the parish as a whole; and
- Reporting on all Commission activities to the Vestry regularly and to the parish annually.

B. Membership

Anyone is welcome to attend an Outreach Commission meeting.

Like other commissions of the Vestry, members of the Outreach Commission are authorized annually by the Vestry, with the advice and consent of the Rector. The number of members may change over time based on the needs of the parish, however to facilitate effective decision-making it shall be an odd number no fewer than seven (7).

Should circumstances arise that result in a number of members fewer than the number established at the beginning of year, the Rector shall appoint new members until an odd number not to exceed the original number is restored.

Members include:

- The Outreach Commission Chair, a member of the Vestry appointed by the Senior Warden.
- Other persons appointed by the Vestry upon the advice and consent of the Rector.

C. Meetings

Meetings of the Commission occur periodically, at least twice annually. Any member of the Commission can request a meeting on a particular topic. In the absence of a Chair, the Rector can call a meeting of the Commission.

Announcements of any meeting are sent to Commission members by the Chair at least two days in advance of the meeting. Meetings can be conducted in person or virtually.

D. Communication to and from the Commission

The Commission Chair communicates with Commission members on a regular basis, providing agendas for meetings and documents for review and decision-making.

The creation of minutes and distribution of agendas and minutes may be delegated by the Chair to another member of the Commission.

The Chair or a delegate:

- Communicates minutes of Commission meetings, recommendations of the Commission, and other relevant matters from the Commission to the Vestry.
- Ensures minutes of a meeting in a given month are sent to the Junior Warden, to be reviewed by the Vestry that month.
- Ensures the final approved minutes are added to the Commission's folder in the electronic archives.

A brief report of the Commission's work for the year is provided for the Annual Report of the Parish.

The Chair is copied by the Clergy and Wardens on key matters for the Commission's consideration, such as consideration of consolidating overlapping ministries into one joint ministry, or unifying St. Matthew's ministry efforts with citywide efforts.

E. Decision-Making Process

When an issue or recommendation requires a vote, a majority vote is binding, but the commission will attempt to reach consensus on each of its decisions.

A quorum for decision making is the majority of the number of members of the Commission.

F. Special Aspects

The Outreach Commission operates in alignment with outcomes of the most recent parish-wide Strategic Plan and related aspects of associated listening sessions and surveys. For example, in 2023 the congregation identified its 2023-2027 "Passion Areas" as (in alphabetical order): Alleviating Isolation, Creation Care, DEI (Diversity, Equity, and Inclusion), Interfaith, Immigrants, Poverty, and Youth and Children.

The Outreach Commission functions under a set of operating guidelines administered by the Chair and used as a training guide for new Commission members. These guidelines will be amended from time to time as needed and approved by Commission members.

Amendments to these Bylaws must be approved by a majority vote of the Outreach Commission members and the Vestry before they may take effect.

Revision History

Revision	Date	Description of the Revision
Initial version	08/18/2023	Approved by Outreach Commission
Initial version	08/22/2023	Approved by Vestry
Revised	10/15/2024	References to “voting members” changed to just “members” as all appointed members will now have both voice and vote.
Revised	10/15/2024	Approved by Outreach Commission
Revised	10/29/2024	Approved by Vestry