

St. Paul's Anglican Church Brockville

Policies and Procedures

St. Paul's Policies and Procedures
Release date, January 13, 2010

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2.0 Section 2 - Record of Changes

Record Section, Change, Authority, Person entering the change, and date.

The following changes were made on Release November 16, 2009, resulting from a review by the Church Wardens. No authorization yet by Parish Council or Vestry.

Section 3.3 was, "The People's Warden shall be responsible" etc.

Section 3.4 The last sentence was added.

Section 3.6 "Administrative Assistant" was "Secretary".
Added "*and also in an electronic file using Microsoft Word.*"

Section 3.7 "Administrative Assistant" was "Secretary".
"Seven years" was "five years".

Section 4.1 Added "*Two Deputy Wardens, elected*"

Section 4.2 Added "*Member at large*".

Section 4.14 "*Administrative Assistant*" was "Church Secretary".
"*Meetings*" was added after "Parish Council".
"*Seven years*" was "five years".

Section 5.1 5) "Optionally" was removed.

Section 5.1 6&7) was "a list of donations made to missions (where applicable), a report summarizing their activities, (ensuring that the report includes their subcommittees). Subsections 6 and 7 were combined.

Section 5.6 Was "attempt to involve as many members as possible and encourage them to join the committee and become active members of our church."

Sections 5.9 and 5.10 were added.

Section 6.1 "*Galatians*" was "Galations".

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2.0 Section 2 - Record of Changes (Continued)

- Section 6.2 Under "Goals 1)", "*Minimum*" was added.
- Section 6.3 Under "Purpose", "Rector" was "rector".
Under "Accountability", "Parish Council" was changed to "Wardens".
- Section 6.6 Under "Goals", "To select and auditor and ensure that the books are audited annually" was removed since it is the Warden's job to select an auditor.
Under "Accountability", Parish Council was changed to "Wardens".
- Section 6.7 Under "accountability", "Rector" was removed.
- Section 6.8 Under "Accountability", "Rector" was "rector" and "Wardens" was "Parish Council".
- Section 7.0 "Annual" was removed.
In the second sentence, "For regular annual events," was removed.
- Section 8.1 Throughout, "minister" was changed to "Rector" and "secretary" was changed to "Church Administrative Assistant".
Under "Duties of the Altar Guild 3)" "(See attached document)????" was deleted.
- Section 9.0 Throughout, "secretary" was changed to "Administrative Assistant".
- Attachment 1 Under "Reasons for Adopting this Guideline", removed "I have found that".

The following changes were made at a special meeting of the Parish Council, November 24, 2009 to review the proposed Policies and Procedures.

- Section 3.4 was "The Parish Council is the only body that...etc." The last sentence "Changes can also be made by motions at the

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2.0 Section 2 - Record of Changes (Continued)

Vestry meeting" was removed.

Section 4.1 8. was "Lay Delegates to Synod – the number elected as stipulated by the Canons".

Section 4.2 9) was added

Section 4.2 10) was added.

Section 5.1.1 4) was "5.1 4) optionally their suggested Year of Planned Action".

Section 5.1.1 5) was "Section 5.1 5) their Budget and for the past year".

Section 5.1.2 1) was "5.1.6) an annual report to Vestry containing financials if applicable and a summary of activities (ensuring that the report includes their subcommittees)."

Section 5.1.2 2) was added.

Section 5.9 was "The Parish Council may appoint ad hoc committees, but they are non voting and can only make recommendations to Parish Council".

Section 5.10 was removed. It was, "Members of the congregation are welcome to sit on and Parish Council meeting, but they are not allowed to vote."

Section 6.2 "Worship" was "Worship and Spiritual Development". Under "Accountability", "1)" was removed. Similarly, under "Reporting", "1)" was removed.

Section 6.3 Under "Accountability" "Church Wardens" was "Wardens".

Section 6.4 Under "Membership", "any" was "Any". Under "Accountability", 'To" was "to".'

Under "Reporting" , "Monthly" was "monthly".

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2.0 Section 2 - Record of Changes (Continued)

- Section 6.5 Under "Accountability", "To" was "to". Similarly, under "Reporting", "Monthly" was "monthly".
- Section 6.6 Under "Accountability" "Church Wardens" was "the Wardens".
- Section 6.7 Under Membership, "Accountability" and "Reporting", "1) "was removed. Under "Accountability", "Church Wardens" was "Wardens".
- Section 6.8 Under "Accountability", "Rector" was "rector", and "Church Wardens" was" Wardens".
- Section 8.1 "Minister" was changed to "Rector" throughout.
- Under "Flowers" 1)", "sop that" was changed to "so".
- Section 9.11 was added.

Changes made December 28, 2009

Authority - December 16th meeting of Parish Council minutes, first item under Section 4, Business Arising from the Minutes of the Last Meeting.

Section 6.7 Under "Accountability", "To the Wardens" was changed to "To the Church Wardens and Rector".

Attachment 1 Under "Reasons for Following this Guideline", the first sentence was omitted.

The following was removed. "Like everything else, you get out of something what you put into it. If members come to a meeting ill-prepared, without their "homework" done, then little is accomplished. As poor meetings extend into the night with little accomplished, decisions are affected".

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2.0 Section 2 - Record of Changes (Continued)

Section 6 ***Under "Members", added "Envelope Secretary".***
Added Section 6.6.1.
Authority: January 13, 2010 meeting of the Parish
Council. Date January 13, 2010.

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3.0 Section 3 - General

- 3.1 These policies shall apply to St. Paul's Anglican Church Brockville.
- 3.2 These policies and procedures shall complement, but not disagree with the Diocesan policies and procedures.
- 3.3 The Parish Council Secretary shall be responsible for keeping the procedures current
- 3.4 Only Parish Council, Church Wardens, and Vestry can make changes to these policies subject to ratification by the Vestry, i.e., each change shall go into effect when passed by the Parish Council, but each change can either be accepted, withdrawn or amended at a meeting of the Vestry.
- 3.5 Each section is controlled separately. For instance, if a change is made to the Parish Life Committee procedures, section 6.5 can be updated and released separately; however, Section 1, "Table of Contents" and Section 2, "Record of Changes" must be updated as well. The date of the change shall be shown under the title of this policy and procedures document and the most recent change shall be shown in ***bold italics***. The date and authority for the change shall be recorded under, "Record of Changes".
- 3.6 The Church Administrative Assistant shall keep the master copy of this policy in a clearly identified binder in the church office, and also in an electronic file using Microsoft Word.
- 3.7 The Church Administrative Assistant shall file one copy of the minutes of the Parish Council, and store them for a period of seven years.

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4.0 Section 4 - Parish Council

- 4.1 The Parish Council shall comprise:
1. The Rector
 2. The Rector's Warden appointed by the Rector
 3. The People's Warden, elected
 4. Two Deputy Wardens, elected
 5. Treasurer, appointed by the Wardens
 6. The Parish Council Chairperson, elected
 7. The Parish Council Secretary, elected
 8. Lay Delegate to Synod
- 4.2 Representatives to Parish Council from each of the following committees:
- 1) Parish Life
 - 2) Justice
 - 3) Christian Education
 - 4) Worship
 - 5) Property
 - 6) Finance
 - 7) Long Range Planning
 - 8) Member at Large
 - 9) Anglican Church Women
 - 10) Youth
- 4.3 Chairpersons and representatives to Council shall be nominated by their respective committees and elected at the Church Annual Vestry Meeting.
- 4.4 The Parish Council Chairperson shall, before November 1, appoint a Nominating Committee of at least three people to nominate the Peoples' Warden and the Chairperson for any committee that is not able to elect its own chairperson. The Nominating Committee Chair shall gather the nominees from the Parish Council committees, and present a complete slate of officers, Lay Delegates and Committee Chairs for the December meeting of Parish Council.
- 4.5 No person shall hold more than one position on Parish Council, with the provision that a warden may also be a Lay Delegate to Synod. In this case, the warden shall still have only one vote on Parish Council.

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- 4.6 Guests shall be encouraged to attend meetings of the Parish Council. Guests shall be allowed to discuss but not to vote.
- 4.7 The Parish Council shall meet at least quarterly. Additional meetings may be decided upon by the Parish Council or the Wardens.
- 4.8 The Parish Council Guidelines shall be followed. See Attachment 1.
- 4.9 The Parish Council Secretary shall email a request for reports the week before the next meeting, and shall phone members without email.
- 4.10 The Members of Parish Council shall email their reports to the Parish Council Secretary and those without email shall send their written reports to the Parish Council Secretary before the Sunday evening previous to the meeting.
- 4.11 The Parish Council Secretary shall compile the reports into one file and send them to the members 24 hours or more before the meeting. Those without email will receive their reports at the meeting.
- 4.12 The Parish Council Secretary shall record the minutes, type them, and email them to the members of the Parish Council, post a hard copy on the bulletin board within one week of the last meeting. Hard copies shall also be made available for members without email, and left in the Church Administrative Assistant's office.
- 4.13 Members who cannot attend a Parish Council meeting shall phone or email their regrets to the Parish Council Secretary prior to the meeting.
- 4.14 The Church Administrative Assistant shall file one copy of the minutes of the Parish Council meetings and store them for a period of seven years. At the end of the year, the Church Administrative Assistant shall dispose of those minutes that have been stored over 7 years.

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- 4.15 Lay Delegates to Synod shall be elected on a rotational basis for three-year year terms, i.e., two per year. Six Lay Delegates shall serve at any one time. (The number of delegates may change depending upon the size of the congregation as stipulated by the Canons.)
- 4.16 The Parish Council Chair shall nominate persons to fill elected (rather than appointed) vacancies as required. Parish Council shall then vote on whether to accept the nominees.

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5.0 Section 5 - Committees

5.1.1 Each of the committees shall submit the following information for the coming year to the December meeting of the Parish Council:

- 1) Their elected chairperson
- 2) their elected secretary
- 3) their elected nominee for Parish Council Representative
- 4) their suggested Year of Planned Action
- 5) their Budget

and for the Annual Vestry

- 5.1.21) an annual report to Annual Vestry containing financials if applicable and a summary of activities (ensuring that the report includes their subcommittees).
- 2) a list of donations made to mission/outreach.

5.2 The Chairperson or any other person on that committee may be elected by that committee to be their Representative to Parish Council.

5.3 Each committee shall state in its minutes the place and time of the next meeting.

5.4 The Committee Secretary shall record the minutes of every meeting and submit them to the members of the committee within one week of the meeting. Preferably the minutes should be typed and sent by email.

5.5 The Committee Chair shall send a report of the committee's activities to the Parish Council Secretary before 9 p.m. of the Sunday before the next Parish Council meeting.

5.6 Committees shall foster open membership.

5.7 Each committee shall meet at least quarterly.

5.8 Committees shall be responsible for monitoring, supporting and reporting on their subcommittees as listed in the Section on Mission, Purpose, Goals, Membership, Accountability and Reporting.

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- 5.9 The Parish Council may appoint ad hoc committees. These committees are specific in duration and purpose and are non voting at Parish Council.

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6.0 Section 6 - Mission Statements, Purpose, Goals, Membership, Accountability and Reporting of the Church and the Parish Council Committees

6.1 Church

Mission:

"Faith expressed through loving action"

Purpose:

To proclaim the love of Jesus Christ to all people through ministry, mission, and evangelism.

Goals:

Our mission will be accomplished by:

- Cooperative investment of the individual talents and gifts granted to each parishioner.
- Education and action on local, diocesan, and world needs
- Parish programs and a variety of worship services
- A friendly and welcoming community providing spiritual nourishment
- Being open to growth and change in keeping with our history and traditions.

Note: Our vision statement combines two pertinent scriptures: "The only thing that counts is faith expressing itself through love." Galatians 5:6
"I will show you my faith by what I do." James 2:18

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6.2 Worship

Mission

To plan and prepare Biblical, relevant and creative experiences of Anglican worship for the St. Paul's congregation.

Purpose

To bring together those involved in the liturgical ministry of the parish for the purpose of mutual support, the sharing of ideas and worship planning, with a particular emphasis on the Advent/Christmas and the Lent/Easter seasons in the church calendar.

Goals

- 1) To meet a minimum of twice a year to plan worship for the major Christian festivals;
September meeting - to plan for Thanksgiving, Advent and Christmas worship,
January meeting - to plan for Lent, Easter and Pentecost.
- 2) To encourage and support the ministry and outreach of the choir.
- 3) To coordinate parish events with a particular "tie in" to either the liturgical calendar or to the past practice of the choir, Eg. Carols and Cocoa.

Membership

- 1) Rector
- 2) Lay readers
- 3) Director of Music
- 4) Altar Guild representative
- 5) Theatre arts representative
- 6) Visual Arts representative
- 7) Children's and Youth representative

Accountability

To Rector

Reporting

Monthly to Parish Council

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6.3 Christian Education

Mission

To provide introductory and continuing education for the members of our church community.

Purpose

To work with the Rector to facilitate ongoing Christian Education.

Functions

Church School
Nursery
Little Helpers
Baptism Preparation
First Communion Preparation
Confirmation Preparation
Youth Initiatives
Adult Education Programs

Goals

Church School:

To meet twice per year, once at the end of the school year to plan for the upcoming Church School year, and once in the fall to organize the Christmas presentation.

To hold meetings as required for other aspects of this committee.
To encourage and support the ministry of the Youth Representative.

To ensure that the Rector is informed of candidates for First Communion and Confirmation.

Accountability

To Rector and Church Wardens

Reporting

Monthly to Parish Council

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6.4 Justice

Mission:

People shall know God, and social and environmental justice shall exist through Christian ideals.

Purpose:

We shall do everything we can, under God's guidance, to create and to promote a society in which all individuals have the opportunity to reach their spiritual, social and material potential.

Ongoing Goals

- 1) Coordination of diocesan and national level initiatives.
- 2) Liaise with other church and community groups regarding local initiatives.
- 3) Liaise with other St. Paul's committees/groups regarding local initiatives

Yearly Goals

- 1) Allocation of funds for fund raising associated with justice events.
- 2) Dissemination of material
- 3) Liaise with Worship and Spiritual Development committee for sermon time, (possible participatory/dramatic presentations.)
- 4) "120 second" readings on social/environmental action
- 5) Bulletin announcements
- 6) Animate and inspire the message of social/environmental action
- 7) Encourage the adoption of specific, personal goals
- 8) Establish a social, environmental action budget.

Membership

Any concerned individual

Accountability

To Rector and Church Wardens

Reporting

Monthly to Parish Council

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6.5 Parish Life

Mission

To encourage members of St. Paul's Church to become involved in ministries of love and compassion within the parish and the community.

Purpose:

To facilitate the members in becoming involved in ministries of love and compassion within the parish and the community, by meeting regularly, sharing experiences and holding one another accountable.

Goals - Ministries within the parish

St. Paul's Breakfast Group.

Newcomers

Newsletter

Name Tags

Telephone Committee

Visitation

Website

Transportation to the church

Cards to shut-ins

ACW with affiliate membership

Goals - Ministries in the community

Brownies

Harvest Share Food Bank

Loaves and Fishes

Commonwealth P.S. Breakfast Club (with Good Shepherd Lutherans)

Commonwealth P.S. Literacy program (with Good Shepherd Lutherans).

Membership

The chair person's term limited to three years (subject to renewal).

Accountability

To Church Wardens

Reporting

Monthly to Parish Council

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6.6 Finance

Mission

To ensure that the Budget and Finances are administered effectively.

Purpose

To oversee the expenditures of the Church, to monitor the Bequests and Trust Funds, GIC's and to recommend major expenditures to Parish Council.

Goals

To ensure the solvency of the Church
To oversee the preparation of and finalize the Church Budget
To monitor the expenditures on a regular basis
To review all major expenditures as to the need and cost
To provide financial information to Parish Council, as required, as to funds available for various committees, but with the idea that the raising of specific funds with the various committees would be the responsibility of the Fund Raiser, and again as mentioned above, reporting to Parish Council

Membership

Rector's Warden
People's Warden
Treasurer

Envelope Secretary

Several Parishioners in good standing

Accountability

To *Church* Wardens
To Parishioners of the Church

Reporting

To Parish Council
To Parishioners of the Church

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6.6.1 Envelope Secretary

The Envelope Secretary is appointed by the Finance Committee.

Using the current computer program, record each offering amount by the correct envelope number . If there is no envelope number, enter the amount by name.

Ensure that the deposit amount recorded by the counting team agrees with the total amount recorded for that batch.

Forward address changes, new member requests, special donations, etc., to the proper people.

Issue envelope numbers when requested.

Send a computer Deposit Report to the Treasurer for each deposit.

Monthly, record the donations from the PAG report received from the Diocese and forward it to the Treasurer.

Maintain an accurate alphabetical and numerical list of envelope numbers.

The donations of individual parishioners are to be kept confidential at all times.

Issue thank you notes for memorial donations.

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6.7 Property

Mission

To maintain and renew if necessary the Sanctuary, Parish Hall, Office, and grounds

Purpose

- 1) To maintain a long term plan of at least 5 years.
- 2) To keep a permanent record of all major improvements, replacements, or fixes including date, contractor, price paid and comments if necessary. For instance, this record will record when the roof was last shingled, furnaces replaced, when wiring or plumbing was updated, painting done, landscaping etc. This record will be filed by the Church Administrative Assistant for long-term safe keeping.
- 3) To see that custodial services are being carried out.
- 4) To see that fire safety regulations are maintained.
- 5) To see that health and safety regulations are adhered to.

Membership

Any interested person

Accountability

To the *Church Wardens and Rector*

Reporting

Monthly to Parish Council

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6.8 Long Range Planning

Mission

Purpose

Goals

- 1) Formulate a 5 Year Plan in consultation with the committees.
- 2) Review committee reports and minutes and report on LRP implementation progress quarterly to Parish Council.
- 3) Review and update plan at least once per year.

Membership

Any Parish member

Accountability

To Rector and Church *Wardens*

Reporting

To Rector and Parish Council

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7.0 Section 7 - Events

Events shall be the responsibility of a single committee or person so that it is apparent who is in charge. It is suggested that the responsibility be assigned as follows: (This is a guideline and can be changed by Parish Council.)

<u>Month</u>	<u>Event</u>	<u>Committee Responsible</u>	<u>Fund Raising or Social</u>
January			
February	Pancake Supper	Justice	Fund Raising
February	Valentine pot luck Sing-along	Worship/Choir	Social
	Mac Johnson Centre	Christian Ed	Social
March	Pot luck & Talent Show	Worship/Choir	Social
April			
May	Yard Sale	Parish Council	Fund Raising
	Spring Bazaar	ACW	Fund Raising (for ACW)
June	Picnic	Worship	Social
September	Ham Dinner	ACW	Fund Raising
	Seniors luncheon	ACW	Social
October	Attic Treasures	Parish Life	Fund Raising
November	Christmas Bazaar	ACW	Fund Raising (For ACW)
December	Christmas Crafts		Social
	Poinsettia Sale	Chair appointed	Fund Raising
	Caroling and Cocoa	Worship/Choir	Social
New Years	Concerts	Wardens	Fund Raising

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8.0 Section 8 - Subcommittee Procedures

8.1 Altar Guild

Purpose

The Altar Guild members work together to prepare the Altar for each service held at the church throughout the year, and perform any additional duties that are determined by the members to be appropriate.

Membership

- 1) Any member of the congregation may volunteer, or be asked to serve on the Altar Guild.
- 2) The Rector is an ex officio member.
- 3) Six teams comprised of not more than 5 or less than 3 workers are needed to ensure that members are not required to be on duty more than every five weeks.
- 4) Whenever possible, new members are assigned to teams that will include experienced members.
- 5) There will be a Chair and a Vice Chair whose term of office will be for 2 years.
- 6) If needed, the Chair can be asked to remain for 1 additional year.
- 7) It is expected that the Vice Chair will assist the Chair as required and assume the responsibilities of the Chair if they are unable to act or at the end of their two-year term
- 8) Nominations for Chair and Vice Chair will come from within the membership and the new Chair will be installed at the fall meeting.

Meetings

- 1) Meetings will be held at least twice a year (April and October) or at the call of the chair or Rector.
- 2) Minutes will be taken and shared with the membership of the Altar Guild as well as Parish Council

Reporting Relationship

- 1) The Altar Guild Chair will be in regular communication with the Rector and will report to Parish Council through the Worship Committee.
- 2) An Annual Report will be prepared by the Chair and Vice Chair, with input from the membership and will be included in the Annual Report for the Annual Vestry Meeting.

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Duties of the Altar Guild

- 1) Each team will be responsible for keeping the area behind the Altar dusted and clean as well as the Chancel.
- 2) Linens will be laundered, brass polished and flowers arranged as needed.
- 3) A detailed list of duties will be provided to each member and it will be posted in the Sacristy.
- 4) The preparation of the Altar will reflect the needs of the Rector.
- 5) The Chair and or Vice chair are responsible for ordering regular supplies such as candles, wafers, hosts and communion wine through the church Administrative Assistant and members are asked to notify them if they find something is needed.
- 6) Cleaning supplies can be purchased by any of the teams or by notifying the Chair or Vice Chair.
- 7) Supplies for special services such as Palm Sunday (Palm crosses), are also ordered by the chair or Vice Chair through the church Administrative Assistant.
- 8) Altar linens from time to time need to be replaced. The Chair will request permission from Parish Council to purchase needed items and the congregation may be asked to consider making memorial donations to help cover these costs.

Flowers

- 1) During the winter months the congregation will be encouraged to make donations to the Memorial Fund so fresh flowers can be placed on the Altar to celebrate a birthday or special occasion or as a memorial to a family member or friend.
- 2) The team on duty will be notified by the Church Administrative Assistant that flowers are coming and they will arrange these flowers as needed.
- 3) During the summer months, June through October, each team will be asked to bring flowers from their gardens or the market.
- 4) Members who wish to purchase flowers can submit their bill to the Administrative Assistant and they will be reimbursed from the Memorial Fund.
- 5) If there are donations of special flowers during the summer on a particular Sunday the Team will be notified by the Administrative Assistant.
- 6) Special services - Christmas/Easter/Thanksgiving

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The Chair or Vice Chair will arrange for a notice to go in the bulletin requesting donations for flowers or a gift of produce.

- 7) A notice will be put in the bulletin asking for volunteers to help decorate, however the Team on duty will be responsible for leading the process.

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9.0 Section 9 - Parish Hall, Kitchen, and Sanctuary Bookings

- 9.1 All bookings shall be made through the Church Administrative Assistant.
- 9.2 Details of the booking shall include
- 1) the Name of the group or organization,
 - 2) the date(s) and times of the event,
 - 3) the Name and Contact details of the representative of the group or organization, i.e., name, address, phone number, email address if applicable.
 - 4) the Name of the St. Paul's overseer.
- Note that some groups are referred to St. Paul's by one of their members who is a parishioner of St. Paul's. That parishioner should be responsible as outlined for the use of the hall. In the event that the group does not include a parishioner, an opportunity for outreach can occur. A friendly volunteer may be recruited to take on this responsibility as a mission.
- 9.3 The Church Administrative Assistant shall consult the wardens for approval when new outside organizations request use of the Parish Hall, Kitchen, or Sanctuary.
- 9.4 A St. Paul's member should oversee each usage and fulfill the following:
- 1) Ensure that the user organization is acceptable.
 - 2) Ensure that the hall is available, and clean, and that access is safe.
 - 3) Check whether the user organization has its own liability insurance.
 - 4) Doors must be opened and closed by a St. Paul's representative who will be responsible for the key and must not distribute any copies of the key.
 - 5) Ensure that the fee for use is paid. Cheques shall be made payable to St. Paul's Anglican Church.
- 9.5 Fees for the hall must apply equally to members and non-members of St. Paul's. Government regulations forbid a two-tier system.
- 9.6 User organization is responsible for clean-up. Or an additional fee for janitor service will apply.

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9.7 Guides/Scouts organizations are sponsored by the church and use the hall without charge.

9.8 The A.C.W. use the hall for receptions and set their own fees.

9.9 Funerals: if the St. Paul's family requests a reception, it is normally done without setting any fee. However, in most cases a donation is made.

9.10 RATES:

Hall only:	\$10/hour, minimum \$25
Hall and kitchen:	\$20/hour, minimum \$50
Use of kitchen dishes and dishwasher:	\$25
Janitor service:	\$15/hour, minimum \$30

9.11 A special rate shall be negotiated for groups interested in regular use of the Hall at the discretion of the Church Wardens.

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Attachment 1**

Guidelines for St. Paul's Parish Council

These are guidelines that have been developed and followed through in recent years.

The meetings should be used by the Parish Council, for reporting what has been accomplished, and what has been planned.

Encouraged are: questioning items on a report, making a motion, seconding a motion, talking in support of, or against the motion on the floor, amending the motion on the floor, and voting on the motion. i.e., move, second, discuss, vote.

Discouraged are: brainstorming, unwritten reports, off-topic anecdotes, questions put to the meeting, problem solving etc. These are the inefficient, time-consuming matters that should be handled by the committees. *If* required, separate problem-solving or brainstorming meetings can be arranged.

With the advent of email, it has become much more efficient to submit reports electronically to the Parish Council Secretary before 9 p.m. of the Sunday before the meeting. Those without email can hand their written reports to the Parish Council Secretary the Sunday before the meeting. The Parish Council Secretary can then email to the members a combined report to be read before the meeting.

Members should come prepared for a meeting having submitted a written report containing an account of the goals that have or have not been met, an evaluation of the achievements, or failures, and the goals planned to be achieved before the next meeting.

After a report comes up on the agenda, members of the council may question or comment on certain parts of the report. Any problems should be referred back to the committee that made the report and not solved at the council meeting.

After a report has been presented, nothing should be forthcoming except *the next* report or a motion. If the motion is an action item, then it should state who is to do what by when so that there is no misunderstanding who is

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Release Date, December 28, 2009
Attachment 1**

expected to accomplish the task and when it is to be accomplished.

If a goal is not met, then the member should evaluate why it was not met and set a new date.

If a member has no written report, whether nothing was done, or whether not getting around to it in time, he/she should simply apologize and state, "nothing to report until next meeting".

Reasons for Following this Guideline

When the rules or Order are not understood or followed, meetings become long and boring, and not enough is achieved for the time spent. Those who complain most about the length of meetings are often those who break the rules of order at a meeting.

Important items of new business are often given insufficient consideration or dropped since there is no time to address them.

Without proper preparation, decisions are often made with insufficient supporting information. Discussion is often fruitless, and decisions are made out of frustration just to get the matter "put to bed".

Members should limit their comments to the motion on the floor, or specific items of a report.

It is easy to run proper formal meetings. The rewards are efficient, fruitful and satisfying meetings (and short!).

Summary

1. Formal meeting
2. Reporting meeting (as opposed to brainstorming or problem-solving).
3. Written reports emailed to the Parish Council Secretary before 9 p.m. the Sunday before the meeting, the Parish Council Secretary emailing the combined reports to the members the day before the meeting, and members read and digest the reports before the meeting.

4. For those unable to email their reports, a hard copy of the report to the Parish Council Secretary the Sunday before the meeting.