

SMEC Committee/Commission Structure 2017 *(updated June 2017)*

Assignments

COMMITTEE*/COMMISSION	VESTRY LIAISON 2017	Chairs	Members	Notes
<i>Administration and Governance</i>	Deirdre Roesche		Tom McSweeney Melanie Davis	
<ul style="list-style-type: none"> Bell Tower & Memorial Garden Committee 		Gina Clayton		Admin for plots/ plaques
<ul style="list-style-type: none"> Bylaws, Policy & Procedures 		Rev. Cathy Boyd	Melanie Davis Gary Osborn	Reviewed annually, by Rector, Wardens or their designees
<ul style="list-style-type: none"> Collection Counters 		Bill Hern		Pledge & Loose Plate offerings
<ul style="list-style-type: none"> Diocesan Council Delegates 		N/A	Celia Jolley Carolyn Ito Joe Poole Tom Hale	Nominated by nominating committee and elected by Vestry for 2-year terms in even- numbered years
<ul style="list-style-type: none"> Kitchen Committee 		Sandy Dunton		
<ul style="list-style-type: none"> Nominating Committee 		Barb Watson		Rotating members, generally outgoing Vestry members
<ul style="list-style-type: none"> Office Volunteers 		Lois Stough Lora Price		
<ul style="list-style-type: none"> Trustees 		N/A	Ginger Ambler Joe Poole Barb Watson	
<i>Buildings and Grounds*</i>	Gary Osborn	Satoshi Ito	Dana de Jager Gina Clayton	

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Christian Formation <ul style="list-style-type: none"> • Adult Forum • Episcopal Church Women • EfM • Faith Formation • J2A • Lenten Devotional • Rite 13 • Sunday School • Vacation Bible School • YAC 	Carol Wilson			Education
Communications <ul style="list-style-type: none"> • Bulletin boards • Bulletins • Cloak • Diocesan eNews • Directory • Local media • Narthex monitor • Photography • PR • Social media, Facebook page, etc • Threads • Website 	Carol Vipavetz			<ul style="list-style-type: none"> press, radio

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Executive Committee* <ul style="list-style-type: none"> • Junior Warden • Rector • Register • Senior Warden • Treasurer 	Melanie Davis Gary Osborn Rev. Cathy Boyd Bonnie Klem Melanie Davis Dave Holtgrieve	Rev. Cathy Boyd	Jenny Hogge	Defined in Bylaws
Finance Committee* <ul style="list-style-type: none"> • Pledge Treasurer 	Ron Monark	Dave Holtgrieve Barb Faubert		Budget
Internal Ministries				Rev. Cathy Boyd
Fellowship	Diane Langhorst			
<ul style="list-style-type: none"> • Accessibility Advocate 		Leslie Cochrane		
<ul style="list-style-type: none"> • Baptism/Confirmation celebrations 		Suzanne Hagedorn		
<ul style="list-style-type: none"> • Dining Out 		Lois Stough		
<ul style="list-style-type: none"> • Flower Delivery 		Lois Gehman		
<ul style="list-style-type: none"> • Funeral Reception 		Pam Wright		
<ul style="list-style-type: none"> • Men's Fellowship 		Vip Vipavetz Dave Holtgrieve		
<ul style="list-style-type: none"> • Newcomers 		Andrea October Annabel Ebersole		
<ul style="list-style-type: none"> • Special Occasions 		Linda James		
Worship	Linda James			
<ul style="list-style-type: none"> • Acolytes 		Nellie Williams		
<ul style="list-style-type: none"> • Altar Guild 		Barbara Buder Susan Terrien		
<ul style="list-style-type: none"> • Choir 		Phaedra McNorton		
<ul style="list-style-type: none"> • Greeters 		Nancy & Jim Pierce		

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<ul style="list-style-type: none"> • Kids' Music • LEMS, Readers • Liturgical Dance • Ushers • Vergers 		Phaedra McNorton Sandy Dunton Denise Damon Wade Melinda Tremblay 9:15 Cindy Jordan 11:00 Elizabeth Keller Roger Hoopengardner		
Outreach <ul style="list-style-type: none"> • All Together • Avalon • Cloak Closet • Cloak Offering • Community Café • Episcopal Relief & Development • FISH • Giving Tree • GWOM, Greater Williamsburg Outreach Mission • Harbor House • Individual Assistance (Clergy Discretionary Fund) • Latisha's house • St. Paul's Ministry • United Thank Offering 	Bruce Ebersole	Chris James Barb Watson Lynn Hoover Karen Florimonte Chris James Martha Caruso Gary Osborn Betsy Luckham Bonnie Klem Jennifer Rodriguez Cindy Jordan Florence Downes Florence Downes Rev. Cathy Boyd Rev. Chuck Mulally Cindy Jordan		Second Sunday loose plate offering First Sunday loose plate offering

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<ul style="list-style-type: none"> Virginia Interfaith Center for Public Policy Walk the Talk Winter Shelter 		Diane Langhorst		
<p>Resource Development</p> <ul style="list-style-type: none"> Endowment Stewardship Ways and Means Planned giving Co-op preschool (contract) 	Gary Sandling Parker Burden			
<p>Spiritual Life</p> <ul style="list-style-type: none"> Benedictines Bible Studies Contemplative Prayer Daughters of the King Episcopal Youth Community (EYC) Lent, Lenten Devotional, Advent Order of St. Luke Pastoral Care Retreats/seminars Stephen Ministry Young Adults in the Church 	Satoshi Ito	<ul style="list-style-type: none"> Tom Hale Sarah Noble Hazel Farcas Sallie Wendt Ann Meyer Sally Wendt Ann Meyer Linda Osborn Martha Caruso Florence Downes Sam Thompson 	<ul style="list-style-type: none"> Carol Vipavetz Diane Langhorst Martha Caruso 	Rev. Cathy Boyd

Definitions

Committee: A group with a continued existence, formed to do its assigned work on an ongoing basis. A committee presents its recommendations to the Vestry, which has the actual authority to make decisions. At SMEC, Committees are typically chaired by Vestry members.

The committees are typically Building & Grounds, Finance, Music, Outreach, Planning, Worship, and whatever else the Vestry decides is beneficial to the ministry of the Church. These are indicated with an asterisk (*) in the table below.

Commission: A group appointed to execute policy or enact missions approved by the Vestry. One or more committees or ministries may exist under the umbrella of a commission. Commissions are empowered by the Vestry to work without additional approval within the guidelines of their charter.

At SMEC, commissions or their constituent elements are typically led by members of the congregation and overseen by a Vestry liaison. The Commissions or their constituent committees and ministries meet outside Vestry time to plan program and business, and the Vestry member only brings pertinent information or decisions to be made to the Vestry.

Commissions vary depending on the mission of the congregation, but typical ones include: Property; Finance/Stewardship; Worship; Outreach; Children's and Youth Ministry; Christian Formation; Pastoral Care; Evangelism; Communication; Administration; Fellowship; etc.

The Vestry hears reports about ministries as needed, and makes decisions as requested by committees, but otherwise, focuses its time on vision and overall mission of the congregation.