



## All Saints Church Pasadena

### Vestry Manual

V.1a Issue Date: November 9, 2022

## Welcome Message from the Rector

Welcome new Vestry member!

As a Vestry member, you are part of the leadership team of All Saints Church, working together to help the church fulfill its values of Radical Inclusion, Courageous Justice, Joyful Spirituality, and Ethical Stewardship. I am deeply grateful for you taking on this ministry.

As a body, the Vestry:

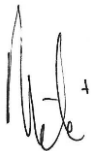
- ~ With the Rector, shares in the spiritual leadership of and provides strategic direction for the congregation
- ~ “Except as provided by the law of the State or of the Diocese, the Vestry shall be agents and legal representatives of the Parish in all matters concerning its corporate property and the relations of the Parish to its Clergy.” (Title 1, Canon 14, Sec. 3)
- ~ Has fiduciary responsibility, approves expenses, sets the budget, and assures an annual audit occurs.
- ~ Sets policy for the Parish.
- ~ Is the primary agent of support and accountability for the Rector (the Vestry’s annual review of the Rector being a primary tool for this).

This manual was developed to help orient you in this work, policies, expectations, and some of the mission frameworks – such as dismantling white supremacy culture – that we will be using.

If you have any questions, please contact our senior and junior wardens.

We pray that your experience on Vestry will be challenging, enjoyable, and rewarding. Again, so many thanks!

Con el amor de Cristo,

A handwritten signature in black ink, appearing to read 'Mike Kinman', with a stylized flourish at the end.

Mike Kinman, Rector

## All Saints Mission and Core Values

### **MISSION**

*We are an Episcopal Church, walking with a revolutionary Jesus,  
Loving without Judgment  
Doing Justice Courageously  
Embracing Life Joyfully  
Reverently Inviting All Faiths and Peoples into Relationships  
For the healing and transformation of ourselves, our community and the world.*

### **CORE VALUES**

#### ***Radical Inclusion***

We believe that all beings on earth are equally loved and valued by God, and are all irrevocably interdependent with each other. Enriching ourselves by embracing the diverse identities of others, we actively invite all to share God's love within the All Saints community, whoever you are and wherever you find yourself on the journey of faith.

#### ***Courageous Justice***

We believe no person or group has an inherent right to hold power over another or to distort nature's fundamental balance. We are committed to audacious examination and challenging of power and privilege in the world and our church; to pursue the truth relentlessly, not for retribution but toward trust and reconciliation. We choose love over fear to overcome prejudice, promote healing, redress oppression, and restore environmental equilibrium.

#### ***Joyful Spirituality***

We believe God is love. Our trust in God's love makes us whole, worthy just as we are, and able to experience the deepest joy in life from loving each other as God loves us. We continually strive to develop a personal understanding of the nature of God within us and our unique path of fellowship and faith. Through God's grace, we discover the silent essence of communion and the exuberant joy of being.

#### ***Ethical Stewardship***

We believe that with God's gift of freedom to make choices comes the responsibility to make them wisely. Therefore, we are committed to thoughtfully and rigorously nurturing the healthy, sustainable development of our financial resources, our campus, our people, and our planet.

## Dismantling White Supremacy

Dismantling white supremacy is central to the work and identity of All Saints Church, and as such, to the work of the Vestry. We need to keep the characteristics of White Supremacy Culture in front of us continually so we can be aware where we are sustaining this culture and where we can dismantle it in the Vestry, the congregation, and in our own lives. For more information on understanding and recognizing White Supremacy Culture, please read *White Supremacy Culture*, located in the Vestry Portal in My All Saints. (See "Resources" in this manual to access the portal.)

## Introduction to the Manual

Welcome to the Vestry at All Saints Church! We are so grateful that you have chosen to share your time and leadership skills to help All Saints become a place of safety for so many, a force for equity, justice and love in the wider community and the world, and a spiritual home for every parishioner.

As a leader in the parish, it is paramount that you support and embody the mission and values of All Saints Church. It is equally important that you actively engage in our work to dismantle white supremacy culture.

This manual contains the policies, procedures, expectations and resources associated with membership on the Vestry. We trust all Vestry members to read this manual and familiarize yourself with its contents – especially Functions, Responsibilities, and Expectations of Vestry Members – and then keep it handy as a guide and a resource throughout your term.

Thank you, again. We look forward to working with you!

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## Relationship Between Rector and Vestry

### What is a Rector?

According to the canons of the Episcopal Church the Rector is the priest in charge of a parish and...

- Has responsibility and authority for worship and the spiritual jurisdiction of the parish, subject to the rubrics of the Book of Common Prayer, the constitution and canons of the Episcopal Church, and the pastoral direction of the bishop.
  - Is responsible for the selection of all assistant clergy and lay staff, who serve at the discretion of the rector.
    - Has responsibility and authority over church buildings and furniture and their use.

The authority of the priest and the canons are not meant to be used coercively. The authority of the bishop, diocese, and canons – at their best – are to help us love each other and the world as deeply and as well as possible.

### What is the Vestry?

According to the canons, the vestry “shall be agents and legal representatives of the Parish in all matters concerning its corporate property and the relations of the parish to its clergy.”

### How do the Rector and Vestry work together?

We strive for a Eucharistic model of shared leadership, where Christ is at the center. The role of the Rector is to use their authority to gather the vestry (and the congregation) around the presence of Christ, to lead all in laying our lives (and the life of the congregation) on the table with Christ, and together discerning Christ’s will for the congregation.

This is a relationship of shared leadership and collaborative discernment. This means while the Rector and Vestry retain their respective canonical authority, the Rector and Vestry share the work of:

- Making policy for All Saints Church
  - Discerning the vision for All Saints Church
    - Providing spiritual leadership for All Saints Church

## Governance

### **Bishop, Diocese, Canons**

All Saints Church is a part of the Episcopal Diocese of Los Angeles, The Episcopal Church and the Worldwide Anglican Communion. As such, it is bound by the [Constitution and Canons of the Episcopal Church](#). The property of All Saints Church is held in trust for the Episcopal Church and the Diocese. ASC can administer the property any way it sees fit as long as it stays within the Constitution and Canons.<sup>1</sup>

The Bishop of the Diocese of Los Angeles is charged with being the “chief priest and pastor of a diocese” and “to guard the faith, unity and discipline of the whole Church.” Therefore, when a Bishop is present in the congregation, they are the chief presider and ecclesiastical authority in that congregation.

The Bishop is expected to exercise “episcopate” or episcopal leadership over the diocese, congregation and clergy. This leadership is rooted in baptism and Eucharist – in lovingly holding the boundaries of the community, strengthening the connections among the members of the community and in gathering the community around the presence of Christ and encouraging all together to give their lives to the following of Christ in the church and in the world.

The authority of the bishop, diocese and canons are not meant to be used coercively. They are “rules of engagement” that recognize that we are bound together in relationships of mutual love beyond our existing congregations and that what happens to or is done by one has a ripple effect that touches all. The authority of the bishop, diocese and canons – at their best – are to help us love each other and the world as deeply and as well as possible.

Clergy ordained in the Episcopal Church take an “oath of conformity” as part of their ordination. Conformity means to abide by the ongoing and never complete discernment by the Episcopal Church of scripture, reason, and tradition, under the leadership of the presiding bishop. Clergy also vow to “obey all that is true and lawful” and “be guided by the pastoral direction and leadership of (their) bishop.”

### **Priests and Deacons**

Priests are ordained by the Church because the Church:

- Discerns in them the gift of holding the boundaries of the community, gathering the community around the presence of Christ and laying their lives on the table with Christ in the church and the world.

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Title I, Canon 1, Section 4

All real and personal property held by or for the benefit of any Parish, Mission or Congregation is held in trust for this Church and the Diocese thereof in which such Parish, Mission or Congregation is located. The existence of this trust, however, shall in no way limit the power and authority of the Parish, Mission or Congregation otherwise existing over such property so long as the particular Parish, Mission or Congregation remains a part of, and subject to, this Church and its Constitution and Canons.



- Chooses to vest them with the sacred trust of the Church's story ... and the ministry of interpreting it to the congregation, interpreting the congregation's life to itself through the lens of our common story, and leading the congregation in the continuing evolution of the story through our common life as gathered community and in the world.

Priests are not the only people with these gifts and are not the only people who do this work in the community. However, they have been specifically vested with this authority in the gathered community both because the Church has discerned them to this role and because they are bound by vows (see above) by which lay members of the community are not bound.

Deacons are ordained by the Church to:

- Lead the people of the congregation in living out their baptismal vows of service and love in the world.
- Interpret the needs and concerns of the world into the gathered community through the lens of the Gospel as a guard against the community becoming insular and self-concerned, which is not the model of Christ.

This is a hierarchy of support, not a hierarchy of importance. The clergy (Bishops, priests and Deacons) are vested with special authority with the charge of using it to support the primary ministers of the church, who are the laity.

## **Rector**

In the absence of the Bishop, the Rector is the chief presider and pastor, and holds ecclesiastical responsibility for the congregation. Like the Bishop for the Diocese, the Rector's responsibility and authority are rooted in baptism and Eucharist, to love and serve others as Christ did. The Rector's job is – in the context of the parish community – to lovingly hold the boundaries of the community, strengthening the connections among the members of the community and in gathering the community around the presence of Christ, encouraging all together to give their lives to the following of Christ in the church and in the world.

The Rector is assisted by other clergy who assist in holding the centrality of Baptism as our foundational identity, and the Table as our primary way of being together around the presence of Christ. All enjoy a collaborative relationship with the Rector, one another and lay staff/congregants.

The Rector is hired by the Vestry, with the approval of the Bishop. Except for mandatory retirement by reason of age, the Rector cannot resign without consent of the Vestry and cannot be removed from office by the Vestry, except after the Rector and Vestry have gone through a process with the Bishop called "Dissolution of a Pastoral Relationship" (Canon III, 9.15)

As the leader of the congregation, the Rector is the primary presider at the Eucharistic table, which is the community's central act of gathering around the presence of Christ and invitation to engage in loving as Christ loves with all our heart, soul, body, mind and strength.

The Rector is also the chief presider at the Vestry table – as the Vestry table is an extension of the Eucharistic table with the same mission: to gather representatives of the congregation around the presence of Christ to discern what it looks like to lay our lives on the table with Christ and to lead the congregation in that joyful ministry. As the head of staff and Vestry, the

Rector holds responsibility for maintaining the boundary between Vestry functions and staff operations of the church. The Vestry's primary responsibility is fiduciary and does not include oversight of staff operations.

The Rector is the leader of the staff with responsibility for, and nurture of, the staff ... including all management tasks, defining job descriptions, creating and altering positions, hiring and firing. The Rector may delegate some of these responsibilities to designated staff. The Rector is expected to exercise this responsibility and authority lovingly and collaboratively and in line with their charge to lead in the love of Christ. The Rector must exercise this responsibility and authority within applicable church canons and state laws and within the budgetary restrictions set by the Vestry. A Vestry Personnel Committee and designated staff assist and advise in these tasks.

The Rector has responsibility and authority over the use of physical property of the congregation.

The Rector, or Rector's designee(s), is the only person authorized to speak for the Parish.

### **The Vestry**

The Vestry is elected by the congregation and has very specific roles:

- With the Rector, shares in the spiritual leadership of and provides strategic direction for the congregation, in collaboration with staff leadership.
- "Except as provided by the law of the State or of the Diocese, the Vestry shall be agents and legal representatives of the Parish in all matters concerning its corporate property and the relations of the Parish to its Clergy." (Title 1, Canon 14, Sec. 3) "Relations of the Parish to its Clergy" means to support the ministry of staff, and to encourage and motivate the laity to support and engage with staff leadership, specifically the clergy.
- Has fiduciary responsibility, approves expenses, sets the budget, and assures an annual audit occurs.
- Participates actively in the Giving Program to help secure the funds required to support the work of the Parish.
- Sets policy for the Parish.
- Is the primary agent of support and accountability for the Rector (the Vestry's annual review of the Rector being a primary tool for this).
- Each member serves on Vestry committees and chairs them as needed.
- Members are spokespeople for the church's values, mission and vision.
- Is informed and able to articulate the positions the Vestry takes and actively work toward the accomplishment of agreed-to goals around those positions.

As the Vestry table is an extension of the Eucharistic table, the Vestry is supposed to be representative of the diversity of the congregation so that in its deliberations, the entire congregation is represented as they are at the Eucharistic table.

Their duty of loyalty underscores the expectation that Vestry members, by their individual and corporate actions, will not disparage the parish or its leadership, verbally or in writing, either in person, through written correspondence or over social media platforms.

## **Senior Warden**

The Senior Warden is chosen by the Rector from among the Vestry and is:

- The primary ecclesiastical authority and presider at Vestry meetings in the Rector's absence, unless an Acting Rector is designated.
- The lay leader of the Vestry, working in collaboration with the Rector and Junior Warden to lead the Vestry in the fulfilling of its mission.
- Sets the agenda for Vestry meetings in collaboration with the Rector and Junior Warden.

## **Junior Warden**

The Junior Warden is chosen by the Vestry from among the Vestry and is:

- The primary assistant to the Senior Warden in carrying out their work.
- A collaborator with the Rector and Senior Warden in leading the Vestry in fulfilling its role.
- Responsible for setting Vestry assignments to Vestry Committees.
- The presider at Vestry meetings in the absence of the Rector, Acting Rector and Senior Warden.

## **Clerk**

The Clerk is chosen by the Vestry, and may or may not be a member of the Vestry. The Clerk records the minutes of all meetings of the Vestry.

## **Treasurer**

The Treasurer is chosen by the Vestry and "shall oversee the monies" of the Parish, working in collaboration with the Rector, Wardens, Finance Committee and staff. The Treasurer may or may not be a member of the Vestry

## **Staff**

Staff, both clergy and lay, serve at the pleasure of the Rector and under the supervision of the Rector and their designee(s) and are charged with:

- Working collaboratively with the Rector, Vestry, Vestry Committees, congregation and one another to embody the values and carry out the mission and vision of the Parish in accordance with the Values, Mission and Vision established by Rector and Vestry.
- Equipping the Parish community as the primary ministers of the church.
- Where appropriate to job descriptions, working with appropriate Vestry Committees in establishing budget priorities and managing area budgets.
- Aspects of the functioning of the congregation designated to them in their job descriptions.

## **Vestry Committees**

Vestry Committees are an organizing structure to carry out the Mission and Vision of the Parish in accordance with the Values, Mission and Vision set by the Rector and Vestry.

Vestry Committees are charged with:

- Grounding their work in the values, mission, and vision of the Parish.

- Making and executing decisions for their specific area, in collaboration with staff, in matters that do not require Vestry approval.
- Working with staff to manage budget areas.
- Communicating their activities to both the Vestry and the Parish at large (through the Communications structures of the Parish).
- Forwarding to the Vestry any matters for discussion or decision that fall under the articulated responsibilities of the Vestry (e.g. Vestry committees cannot spend money outside their budget or establish policy for the Parish).

Vestry committees have a chair, who does not need to be a member of the Vestry. In the case where the chair is not a Vestry member, a Vestry member shall serve as a liaison to the Vestry to facilitate the Vestry-committee relationship.

There are two committees mandated in the bylaws.

- Executive Committee – Made up of the Rector, Senior Warden and Junior Warden. “Where, in the estimation of the Executive Committee, an electronic vote of the Board is impracticable, the executive committee may exercise the powers of the Board in the management of the business of the corporation between meetings of the Board. In such cases, the Board shall formally ratify the action of the Executive Committee by a subsequent electronic vote or at its next regular meeting.” (Article V, Sec. 2, ASC bylaws)
- Finance Committee – Will “supervise and invest the funds of the church.” Appointed by the Rector with approval of Vestry.

The following committees have been created by the Vestry and are not mandated in the bylaws: Buildings & Grounds; Children, Youth & Families; Congregational Development; Pastoral Care Healing and Health & Spiritual Growth; Peace & Justice; Personnel.

### **Task Forces**

The Vestry may appoint a task force for a specific purpose, task and duration. The membership, leadership and responsibilities of that task force are all subject to Vestry approval. Task forces that are currently functioning will be discussed during Vestry orientation. Questions about task forces should be directed to the Junior Warden.

### **Advisory Boards**

The Vestry or the Rector may appoint an advisory board to advise in areas of responsibility and leadership. The following advisory boards are currently active: Giving Advisory Board; Racial Justice Advisory Board.

## All Saints Culture

All Saints Church strives to create a culture that lives into the open Eucharistic Table, which is at the heart of our community. God and our values, not the individual, are at the center. The role of the Rector and priests are to gather our community at Christ's table and to bring all the gifts of the people into resonance with God's all-inclusive love. Like Christ, we seek a holy and healthy use of power with others, not power over others to dominate. We seek to transform a hierarchy of authority to a hierarchy of responsibility and service. We strive to collaborate and empower each other, trusting abundance, rather than competing from a scarcity mindset. We work to dismantle white supremacy within our community and in the world.

Historically, the western Christian church has mirrored a white patriarchal culture, and an organization that centers the Rector. For the last two years, we have been moving into a collaborative organizational model that aligns with and supports our values while utilizing knowledge of contemporary business practices and human development to empower creativity, achieve effectiveness, and create a thriving staff and congregational culture.

Called the Circles Model, we are creating staff-congregational circles to carry out the goals and mission of the church and to dream together our future. There are six circles convened by All Saints clergy:

- Liturgy
- Progressive Intent Toward Action
- Beloved Community
- Learning Across the Life Span
- Administration, Circles and Intentional Culture
- Clergy

For more detailed information about the Circles Model, please view the PowerPoint presentation in the Vestry Portal in My All Saints, as well as the presentation by Sally Howard at the Town Hall meeting November 19, 2020, located on the Leadership page of the All Saints website.

We aspire to be the beloved community of God, living out our baptismal vows to seek and respect Christ in all persons. That begins with how we treat each other. Respecting each other means to:

- refuse indirect communication and gossip;
- assume best intentions;
- keep confidence;
- problem solve instead of blame, shame or attack ourselves or others.

Transforming the human race into the human family begins with us. See *Guidelines for Respectful Communication* in the Vestry Portal in My All Saints.

God is unity across diversity. We seek to honor difference; to be aware of both the intent and the impact of what we do or say; to try on different perspectives; to take full responsibility for creating a cooperative rather than a competitive system. We speak truthfully, not losing compassion and respect for the person to whom we are speaking. See *Guidelines for Recognizing & Valuing Difference* in the Vestry Portal in My All Saints.

## Selection of Vestry Members

A good vestry needs introverts and extraverts, faithful people from across spectra of race, economic class and generation, and people who think and approach leadership and the life of the church in a range of conventional and nontraditional ways. English fluency is not a requirement; translation services are available when needed.

Ideal candidates are committed to and live out the Core Values of All Saints Church: Radical Inclusion, Courageous Justice, Joyful Spirituality, Ethical Stewardship.

Additionally, All Saints seeks people who:

- Are prayerful and committed to ongoing deepening of their spiritual journey
- Seek collaboration and empowerment, not competition
- Are active members of the Parish
- Are self-reflective
- Are strategic thinkers who also can roll-up their sleeves and get to work
- Are willing to encourage others to participate in stewardship activities
- Are compassionate and socially aware
- Are independent thinkers while also open to the ideas of other people
- Have time to give to the Vestry as it is crucial to attend the Vestry and committee meetings.

Vestry members are elected by a vote of the voting members of the parish attending the Annual Meeting. Newly elected Vestry members take office at the first Vestry meeting in April in the year in which they are elected, and serve a four-year term. Youth Vestry members serve until April of the year of their high school graduation, and members replacing someone who has resigned or been removed from Vestry service will serve the remaining length of the unexpired term they are filling.

Parishioners are nominated for election to the Vestry in one of three ways:

- By the Vestry Nominating Committee
- By petition
- By the Rector to fill the unexpired term of someone who has resigned or been removed from the Vestry before the end of their term.

### **Vestry Nominating Committee**

- In September or October each year, a Vestry Nominating Committee is formed by the Rector and Wardens and approved by the Vestry. It is made up of a cross-section of ten to twelve parish members, as well as the retiring members of the Vestry, the Rector, and Wardens. It is their duty to select a slate of persons eligible and willing to serve as Vestry members, to replace those members whose terms expire at the end of the Vestry session at the end of March.
- A request for nominations goes out to the Parish via the Sunday liturgy, email, the website, and social media. People are encouraged to self-nominate as well as to nominate fellow parishioners they feel would make good Vestry members. Current Vestry members are also asked to submit candidates.

- The Vestry Nominating Committee will review all nominations and select a slate. The members of the slate will be contacted and asked to serve. Once all have agreed, the slate will be presented to the Vestry for a vote of approval.
- The photos and bios of the members of the slate will appear on the All Saints website and in a parish-wide email so the Parish has the names and information about the nominees before they vote on the slate at the Annual Parish Meeting.

### **Nomination by Petition**

- Once the slate from the Nominating Committee is announced, any member of the parish may submit a petition nominating another parishioner (with the parishioner's permission) to be included in the election alongside the slate.
- Once the slate from the Nominating Committee is announced, any parishioner wishing to stand for election to the Vestry may self-nominate by petition.
- The Nomination by Petition form must be used, and petitions must be signed by twelve members of the parish (equal to the number of members on the Nominating Committee). Such signatures indicate the signers' belief that the potential nominee meets the qualifications for Vestry membership, which are summarized on the form.
- Petitions must be submitted no later than one month before the Annual Meeting at which the Vestry election is held.
- Nominees by petition may submit a short statement describing their qualifications and/or reasons for seeking election to the Vestry, to be published with the statements of the Nominating Committee's slate.

### **Nomination by the Rector to fill an unexpired term**

- When a member of the Vestry leaves before the end of their term, the Rector, in consultation with the Wardens, will nominate a candidate to serve the remaining time of that term. If the vacancy occurs while the Nominating Committee is convening, the Rector may ask the Nominating Committee to include the vacancy on the slate for parish voting.
- The Rector's recommended candidate is elected to the Vestry by a majority vote of the current Vestry members.
- Each Vestry member so elected will hold office only for the unexpired term of the member whose place they are elected to fill.
- A person elected by the Vestry to fill a vacancy for less than two years is eligible for election to the Vestry by the voting members of the parish for an additional four-year term.

## Selection of Wardens

All Saints' bylaws determine the mode of selection of the wardens.

### **Senior Warden**

The Rector chooses the Senior Warden from among the current Vestry. They are the primary lay leader of the congregation and the principal liaison between the parish and the Rector.

### **Junior Warden**

The retiring Vestry class, along with the current Junior Warden, nominate the next Junior Warden from among the current Vestry for approval by the full Vestry.



# Functions, Responsibilities, and Expectations of Vestry Members

## **Functions of the Vestry:**

1. Protect the financial integrity of All Saints Church
2. “Except as provided by the law of the State or of the Diocese, the Vestry shall be agents and legal representatives of the Parish in all matters concerning its corporate property and the relations of the Parish to its Clergy.” (Title 1, Canon 14, Sec. 3)
3. Support the rector and assess their performance annually.
4. Endorse persons for Holy Orders

## **All Vestry members should strive to the best of their abilities to:**

1. Embody All Saints’ core values of Radical Inclusion, Courageous Justice, Joyful Spirituality, and Ethical Stewardship.
2. Be an informed advocate in the community for All Saints Church by understanding and communicating All Saints’ mission statement and strategic approach, as well as its history and vision.
3. Serve in a collegial, collaborative manner, treating other vestry members, staff and parishioners with respect.
4. Make important decisions only after gathering enough information to make informed decisions.
5. Follow All Saints’ governing documents and policies, as well as state and local laws that relate to All Saints and the way it conducts business.
6. Have enthusiasm and vitality for this ministry.
7. Uphold the high standard of integrity, objectivity and impartiality that is important in all Vestry decisions and transactions by avoiding any activity that presents a conflict of interest with my role on the Vestry, both intentional and accidental.

## **All Vestry members should be able to make the following commitments:**

1. To serve their full term of four years (for a newly elected vestry member); serve until April of their year of high school graduation (if a youth member); serve the remaining length of an unexpired term if replacing a member who has resigned or been removed from the vestry.
2. To model support of the ministry and mission of All Saints Church through an annual pledge.
3. To take their fiduciary responsibility seriously and ensure that All Saints’ funds are used appropriately.
4. Approach all Vestry issues with an open mind, prepared to make decisions in the best interest of the entire parish.

5. To prioritize attendance at Vestry and committee meetings, because the full participation of all members is vital to the effectiveness of the work and leadership of the Vestry.
6. Respect the confidentiality of parishioners' and staff's personal information, as well as discussions and business conducted in Executive Sessions of the Vestry.
7. Complete *Safe Church, Safe Communities Training*, under direction of the wardens, by the date specified by them.
8. Serve on at least one Vestry committee each year of their term.
9. Attend worship services and parish-wide events.
10. Attend the Vestry/Staff Conference and the Annual Parish Meeting.
11. Sign up for at least three Sundays a year to represent the Vestry on the lawn after services, greeting parishioners, hearing their concerns and answering questions.
12. Refrain from airing grievances about All Saints or its leadership, or talking about confidential information, on social media or in any other public forum.
13. Refrain from using their position or All Saints' assets in a way that would result in pecuniary or monetary gain for them, any member of their family or friends.
14. Exercise authority as a Vestry member only when acting in a meeting with the full Vestry or as the Vestry delegates.

## Code of Conduct

All Saints Church is comprised of diverse people and groups that have different relationships to one another. It is essential in such a community that all members recognize and respect not only their own rights and responsibilities, but also the rights and responsibilities of other members of the community, as well as those of All Saints itself.

To ensure orderly operations and provide the best possible work and worship environment, All Saints Church expects employees, Vestry members, other volunteers and ministry leaders to follow rules of conduct that will protect the interests and safety of all employees, parishioners, and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, including removal from the Vestry and possible legal consequences:

- Theft or inappropriate possession or removal of All Saints' property
- Negligence or improper conduct leading to damage of church-owned or parishioner-owned property
- Offenses regarding possession, distribution, sale, transfer, or use of illegal drugs
- Fighting or threatening violence
- Possession of firearms, explosives or dangerous materials while on campus or at any All Saints-sponsored event
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Unauthorized use of telephones, computer systems/internet access, mail system, or other All Saints-owned equipment
- Unauthorized disclosure of confidential or personal information
- Violation of the law
- Violation of All Saints' policies

## Drug and Alcohol Use by Individuals

It is All Saints Church's desire to provide a drug-free, healthful, and safe environment for everyone who works on, meets on, or visits our campus. To promote this goal, and to ensure that Vestry members are leading the church in a satisfactory manner, Vestry members are required to be in appropriate mental and physical condition when attending Vestry meetings, committee meetings, or representing All Saints at any worship service or event.

While on All Saints Church premises and while conducting All Saints business-related activities off All Saints Church premises, no Vestry member may use, possess, distribute, sell, or be under the influence of illegal drugs. No Vestry member may be under the influence of alcohol while conducting All Saints business-related activities.

Violations of this policy may lead to disciplinary action including removal from the Vestry and possible legal consequences.

A Vestry member with drug or alcohol problems may request approval to take time away from their Vestry obligation to participate in a rehabilitation or treatment program.

## Vestry Responsibilities in Stewardship and Giving

Church canons and All Saints' policy require Vestry members to be currently pledging communicants of All Saints Church. A pledge is an annual written commitment of financial support of All Saints.

As a member of the Vestry at All Saints Church Pasadena, part of your responsibility is to support the mission of All Saints by making an annual pledge during the Vestry pledging period of the Fall Giving Campaign.

We understand each Vestry member has a different capacity to be generous, and we call on every member to make a pledge commensurate with their commitment as a parish leader.

Additionally, every member of the Vestry is called to assist in giving and stewardship by:

- **Thanking parishioners** who support the church through their giving of time and financial resources.
- **Asking parishioners** to support our ministries through generous financial support.
- **Welcoming new members** to this wonderful faith community.
- **Inviting friends** to visit All Saints for worship or special events.

## My All Saints

My All Saints is the web portal through which parishioners are able to manage and update their personal information in the All Saints Church Pasadena database. Additionally, they can view the groups they are part of and track their giving. By using My All Saints, parish leaders and volunteers can view group documents and send group texts and emails.

The quick video tutorial at the link below introduces My All Saints, how to sign up (if you haven't already done so) and log in, what can be seen there, and how to update personal information. (When using this link, you may need to click on the "Browse YouTube" button to open the window with the tutorial.)

[My All Saints Video Tutorial](#)

This Ministry Leaders How-To Guide, located on the All Saints Church Pasadena website, walks through the basics of checking personal information and groups, and gives clear instructions on how group leaders can send group emails and text messages:

[MyAllSaints Ministry Leaders How To Guide \(allsaints-pas.org\)](#)

For more information or assistance with My All Saints, email [ArenaHelp@allsaints-pas.org](mailto:ArenaHelp@allsaints-pas.org).

### **Home of the Vestry Portal**

My All Saints is also the way that you as a Vestry member can access the Vestry Portal – a collection of confidential documents helpful for Vestry service. How to access the Portal, and what tools can be found there, is discussed in more detail on the "Resources" page of this manual.

## Safe Church, Safe Communities Training

### 1 Corinthians 12:12, 26-27

*Christ is just like the human body—a body is a unit and has many parts; and all the parts of the body are one body, even though there are many. If one part suffers, all the parts suffer with it; if one part gets the glory, all the parts celebrate with it. You are the body of Christ and parts of each other. (Common English Bible)*

From the Diocese:

*“Each of us has a unique part to play in the life of the church and in the life of our communities. We are all part of the body as a whole and we are all important to the work of the church. Each of us has gifts to bring and share.*

*The obligation to seek and serve Christ in all persons and to respect the dignity of every human being is binding for all the baptized. The authority with which **leaders** — ordained persons, adults who minister with minors (**children and youth**), youth in leadership roles, and adults who minister with vulnerable humans — are entrusted, creates an inherent power imbalance in the **pastoral relationship**. This power imbalance derives from the leadership role and, in the case of clergy, the symbolic authority of an ordained person. Christian leadership is intended to provide occasions for guidance and grace, and its abuse is always and unequivocally wrong.”*

To assure the safety of all parishioners in dealings with church leadership, *Safe Church Model Policies* were adopted in 2017 and recently the *Task Force to Develop Model Anti-Sexual Harassment Policies & Safe Church Training* has been working hard to create new trainings to accompany the model policies.

All Vestry members are required to complete *Safe Church, Safe Communities* training. The specific modules required will be assigned by the wardens, along with the date by which the training must be completed.

# Emergency Procedures

The primary goal of All Saints' disaster preparedness work is life safety – keeping as many children and adults as safe as possible. The Emergency Planning Committee has produced a manual to train and guide staff in emergency procedures for earthquakes, fire and threat requiring lockdown. It includes an emergency preparedness calendar of general staff and department specific trainings and equipment check dates.

Emergency preparedness is discussed in both Ministry Leader Training and Vestry Orientation, and the parish will be introduced to the All Saints Church Emergency Plan through adult education offerings and *This Week At All Saints* articles during earthquake preparedness month in April each year. Volunteer jobs that need to know how to evacuate folks in an earthquake or fire – such as ushers, greeters and CYF volunteers – will receive specific training for their areas.

For smaller emergencies, it is important for all volunteers to know where on campus to find first aid kits, the emergency landline for calling 911, and portable defibrillators. Only trained personnel may use a defibrillator but it is important for everyone to know where they are located.

- **(1) Emergency Landline Telephone for calling 911**
  - South Tower
- **(2) AEDs (portable defibrillators)**
  - Church, at the North Transept entrance.
  - Regas House, at the double-door entrance.
- **(3) Large First Aid Kits**
  - Usher Room near the Baptistry in the Sanctuary
  - Sweetland Hall Kitchen
  - Office Building, in the Kitchenette off the workroom
- **(6) Small First Aid Kits**
  - OCC
  - Music Room
  - Choir Room
  - CYF
  - Scott Hall
  - Office Building, 2<sup>nd</sup> floor.

## How to Report an Incident, Accident or Injury

Providing a safe and healthful work and worship environment for staff, parishioners, and visitors is a top priority for All Saints Church. Keeping the campus safe depends on the alertness and personal commitment of all.

Each employee, volunteer and Vestry member is expected to obey safety rules and to exercise caution in all work activities. Any unsafe condition should be reported immediately to the Facilities Manager or any senior staff member. Vestry members who violate safety standards or who cause hazardous or dangerous situations may be subject to censure or removal from the Vestry.

To ensure volunteer, parishioner and staff safety, all incidents and accidents, regardless of how minor they appear or whether or not they result in injury, must be reported immediately to a senior staff member and/or the Facilities Manager who will assist in filling out the incident report form. Report every injury, no matter how insignificant it seems.

It seems obvious to most of us that an accident on campus needs to be reported, especially if it results in even a slight injury, but many of us tend to dismiss incidents if no harm or injury is evident. However, reporting a situation that seems unusual, curious, troubling or unsafe may be the step that keeps something harmful from happening to someone else.

Some situations are obviously reportable, such as an armed person on campus or someone vandalizing church property. Others may not seem so obvious, but are equally as important to report. It could be something as simple as a puddle or hole that someone could slip in, a backpack or bag that doesn't appear to have an owner, or a chair that is about to break, or more dangerous situations like a person who seems to be following children, a threat made to you or a member of the staff or congregation, or a heated verbal exchange that appears to be escalating. The adage **"if you see something, say something"** definitely applies!



## Facilities Use

### Access and use of facilities and rooms

Ministries and groups are welcome to use rooms and open spaces on the All Saints campus for meetings and gatherings during daytime and evening hours when the campus is open. However, advance booking of rooms and spaces in the church calendar is required to avoid conflicts with other events or meetings.

### Booking rooms

To reserve a room or space in the church calendar, fill out the Event and Publicity Form on the website **no later than** three weeks prior to your event. The larger the event, the earlier you should submit the form. Here is the link:

<https://allsaints-pas.org/event-and-publicity-request/>

This form streamlines the booking and publicity process for all events, from one-time meetings to multi-day conferences. It gathers, in one central place, all of the information needed by various departments. For example, it gives the administrative staff all of the information they need to schedule your event and request the desired set-up. It gives the Buildings & Grounds department advance notice of your event so they can anticipate appropriate staffing. And it gives the Communications department all of the information they need to create the necessary publicity to help your event be successful.

It also helps Ministry Leaders by guiding them to think through all of these questions well in advance of the event.

Once you have submitted the form, the appropriate staff member(s) will be in touch with you to confirm that it has been received and is being worked on.

If you have any questions, please contact the Administrative Assistant for your ministry area.

### Kitchen etiquette

The kitchen is available to be reserved in the calendar if your meeting or event involves food preparation. To reserve the kitchen, you need to also reserve either Sweetland Hall or the Seminar Room so your group will have access to the kitchen without interrupting another group's meeting.

Please note the following kitchen use etiquette:

- All Saints is not responsible for the loss of items stored in the kitchen. To help avoid theft, or the inadvertent or unauthorized use of items meant for a specific group, label all food and beverages left on the counter or stored in the refrigerator or freezer. If something is left over and is available for use by others, it is helpful to have that labeled as such.
- When using the kitchen to prepare food, please clean all counters and prep surfaces. Please wash all dishes and utensils that were used, dry them, and put them back into

the appropriate cupboard, drawer or shelf. Leave the kitchen as clean or cleaner than you found it.

- When using the kitchen, be aware that sound in the kitchen carries to gatherings in both of the connecting rooms and can be disruptive to meetings in those rooms. Please be considerate and keep the noise level in the kitchen to a minimum.

## Reimbursement of Expenses

Only expenses that are pre-authorized are eligible for reimbursement.

To receive a reimbursement, submit the original receipt(s) in an envelope or folder to the Administrative Assistant who works with your ministry. Be sure to include your name and address, and the event name, description and date for which the purchases were made. Your Admin will add the proper account number, get approval from the department head for the reimbursement, and submit it to the bookkeeper for payment.

Please allow at least two weeks from submission to your Admin to receive payment.

Reimbursement requests should be submitted in a timely manner. Expenditures that are more than six months old are no longer eligible for reimbursement. All expenses for a calendar year must be submitted by the beginning of December to be paid from the current year budget. After that date, expenses will come from the new calendar year budget.

## Problem Resolution Procedure

All Saints Church encourages an open, frank and safe atmosphere in which problems, complaints, suggestions, and questions are taken seriously and responded to in a timely manner. Vestry members and staff members are expected to treat each other with mutual respect and are encouraged to offer positive and constructive criticism. Also, they are expected to refrain from gossip and from speaking poorly about each other.

If a Vestry member disagrees with established rules of conduct, policies, or practices, or if a situation occurs when a Vestry member feels uncomfortable, they can express their concern in a reasonable, business-like manner, through the appropriate problem resolution procedure below.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of concerns and problems can trust and confidence in each other be developed, and the efficient and harmonious work of the Vestry be ensured.

### **Concern involving another Vestry member**

1. If a Vestry member has a concern or problem with another Vestry member, they are encouraged to talk with the other member in an effort to resolve the problem.
2. If that person is unavailable, if the Vestry member believes it would be inappropriate to contact that person, or if the concern remains unresolved after one-on-one discussion with the other member, the Vestry member may present the problem to the Wardens.
3. The Wardens will respond to the problem during discussion or after consulting with the Rector or clergy team, when necessary. The Wardens will document the discussion.
4. If the problem or concern is unresolved, the Vestry member presents it to the Rector.

### **Concern involving a staff member**

1. If a Vestry member has a concern or problem with a staff member, the Vestry member should present the problem to the Convener of the Administration Circle.
2. If the Vestry member's concern involves the Convener of the Administrative Circle, the Vestry member should present the problem to the Rector.

### **Concern involving the Rector**

1. Should the Vestry member's concern involve the Rector, the Vestry member should present the problem to the Wardens.

If a staff member has a concern with a Vestry member, a brief, written explanation can be given to the Rector and Convener of the Administrative Circle summarizing the nature of the concern, what efforts have been made to try to resolve the issue, the results of those efforts, and what would feel like an appropriate resolution. Once received, the Rector will review the situation, meet with all individuals involved, and make a decision concerning the situation.

In all of these situations, every effort will be made to maintain confidentiality within the scope of the investigation and review of the conflict/concern.

## Guidelines/Procedure for Evaluating the Rector

According to the bylaws of All Saints Church, the Vestry, led by the Wardens, shall provide an annual review and evaluation of the Rector's performance.

*Article II, Section 4, (b): To select the Rector and, through the Wardens, annually review and evaluate the Rector's performance.*

*Article IV, Section 4, third sentence: The Wardens shall conduct the Board's annual review and evaluation of the Rector's performance.*

The structure of the annual review and evaluation process is determined by the current Senior and Junior Warden. The Wardens may create an evaluation team to include the Chair of the Personnel Committee and former Wardens to assist in developing the structure and content of the evaluation.

Each year, the Rector and Wardens will discuss and mutually agree upon the goals on which the Rector will focus and be evaluated through the following year.

In March of each year, the Wardens solicit feedback from the Vestry to be used in the formation of the annual evaluation. Vestry members may be provided the Rector's goals and general duties to assist in the provision of written input.

Utilizing the input from Vestry and through a discernment process with the evaluation team, the current Wardens will create a formal review and evaluation document. The Wardens may include the evaluation team to meet in person and support the Rector in reviewing and understanding the evaluation and feedback provided in writing.

## Ending Vestry Service

### Resignation

Periodically, circumstances arise that make it impossible for a member to fulfill their Vestry service obligation; circumstances such as illness, relocation or increased family or work responsibilities. If this happens, the member should notify the rector and wardens in writing that they wish to voluntarily resign from the Vestry. The notice should include the reason for the resignation and the effective date of the resignation.

If a Vestry member joins the All Saints' staff or enters the discernment process, they are required to tender their resignation from the Vestry.

### Retirement

When a Vestry member's specified term ends, the member retires from Vestry service. This applies to the end of a four-year term, the end of the fulfillment of unexpired term of longer than two years, and the end of a youth term in the year of the youth's graduation from high school. Term ending dates are always the last day of March.

Once retired, a parishioner is not eligible to be re-elected to the Vestry for a regular four-year term until they have been off the Vestry for at least one year. The exception to this is a person who has filled an unexpired term of less than two years, who may immediately stand for election to a regular four-year term.

### Removal

Serious and/or repeated infractions of All Saints policies or the Vestry Code of Conduct, or unlawful behavior, may result in a member being removed from Vestry service, at the discretion of the Rector and the Wardens. A member may be removed from the Vestry for a variety of reasons, including, but not limited to: gross misconduct or insubordination; being under the influence of alcohol or drugs; theft of property or misuse of church equipment or materials; abuse or mistreatment of staff, parishioners or fellow Vestry members; failure to abide by church policies and procedures; failure to meet physical or mental standards of performance; and failure to satisfactorily perform assigned duties.

Any member of the Vestry may be removed from office upon the vote of that number of Vestry members constituting two-thirds (2/3s) of the number of Vestry members established in the Bylaws of the Parish with the consent of the Rector and the consent of the Bishop or Ecclesiastical Authority.

A Vestry member who is removed from the Vestry shall not be eligible to stand for reelection until the next annual meeting of the members.

Any Vestry member removed from office shall turn over to the Vestry within 72 hours any and all records of the Vestry in their possession

## Alcohol Use (At Sponsored Events) Policy

*Adopted by the Vestry of All Saints Church, Pasadena, on October 3, 2017*

Based on guidance from the 78<sup>th</sup> General Convention in July 2015, All Saints Church, Pasadena (ASC) hereby adopts the following policies and procedures regarding the use of alcohol.

1. ASC seeks to create a welcoming and safe environment for all of God's people, including those in recovery. To that end, all committees and ministries must purposefully regulate alcohol use at their functions.
2. ASC clergy shall acknowledge the efficacy of receiving the sacrament in a non-alcoholic form, e.g., grape juice.
3. The serving and/or consumption of non-sacramental alcohol at ASC sponsored events, on church property, and at rented facilities, shall be permitted only when all of the following conditions are met:
  - a. The rector, or his/her designee, wardens, and/or vestry approves the serving of alcohol prior to the event.
  - b. Non-alcoholic beverages must be offered in a way that is equally attractive and accessible as alcoholic beverages. Hard liquor (anything other than beer or wine) is not permitted.
  - c. All federal, state and local laws regarding alcohol use are complied with, including the prohibition of serving alcohol to anyone under the age of 21 or permitting anyone under the age of 21 to consume alcohol. Serving alcohol at events where minors are present is discouraged, and if minors are present, alcohol must be served at a separate station that is monitored at all times by an adult. Alcohol may never be served at a youth event or a youth sponsored event.
  - d. Moderation is observed at all times in the serving and consumption of alcohol.
  - e. Food must be served when alcohol is present.
  - f. Recognizing the effects of alcohol as a mood-altering drug, no business or open discussion of issues is conducted during or after the serving of alcohol. Business includes the work of vestry, discernment and recruitment committees, and all committees and ministry meetings, as opposed to social events.
  - g. Any beverage or food that contains alcohol must be clearly labeled as such.
  - h. The availability of alcohol must not be advertised or promoted as the attraction of an event, e.g., wine and cheese reception, cocktail party, beer tasting, etc.
4. All committees and ministries are encouraged to discuss ASC's relationship with alcohol and thoughtfully determine whether alcohol should be included at sponsored events.

## Copier Use and Confidentiality of Codes

Copiers are to be used for All Saints business only. Codes to activate the copiers are confidential, only for use by staff members and Sunday front desk volunteers, and are not to be shared with parishioners or ministry leaders regardless of their status in the parish.

Any ministry that requires copies should work through their staff liaison. The staff person may not give the code to the ministry representative. Instead, the staff member must enter the code into the copier themselves, or arrange with another staff member or Sunday front desk volunteer to do so for the ministry. Once the code has unlocked the copier, the ministry representative may use the machine to make the appropriate copies.

If a ministry volunteer or Vestry member inadvertently becomes aware of a copier code, they must keep that code confidential and not share it any other parishioner, ministry leader or non-staff person. They must immediately alert the HR Department that they are aware of a code, and which code it is.

Any staff member, Vestry member or volunteer who is aware of a breach of this confidentiality must report it immediately to the HR Department or the Convener of the Administrative Circle who will then decide if the codes need to be changed to protect All Saints from unwarranted copier costs.

Volunteers and Vestry members must respect this policy and not encourage staff members or Sunday front desk volunteers to divulge copier codes. Any Vestry member found to be using copier codes outside of the authorized usage will be subject to reimbursing All Saints Church for costs associated with use. Repeated disregard and violation of this policy may result in censure of the Vestry member.

## Declaring All Saints A Gun-Free Zone

*Adopted by the Vestry of All Saints Church, Pasadena, on May 8, 2018*

In accordance with our discipleship of Jesus Christ and the vision of the All Saints Church Gun Violence Prevention Task Force to “create communities that are peaceful, safe and secure — where people do not live in fear of the impact of gun violence and we protect the sacredness of every human being” – we declare All Saints Church a Gun Free Zone.

Specifically, this means:

- At no time will guns be allowed in the Nave (primary worship space) of All Saints Church.
- A gun will be allowed on campus if it is part of the mandated uniform of an on-duty law-enforcement officer who has been asked by All Saints Church staff or wardens to be on campus in performance of their duty.

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*This policy is in accordance with 2012 General Convention resolution D003*

*Resolved, That the 77th General Convention requests every parish and every diocesan place of work to declare their establishments as Gun Free Zones.*

*Any questions about this policy, its interpretation and application are to be referred to the rector, who has canonical authority over church buildings. The rector’s decisions in this matter are final.*



## Political Activity in an Election Season

*All Saints Church ▪ September 18, 2008*

Recognizing that parishioners who come to worship or meetings are free to express themselves and their political beliefs, All Saints Church has established the following procedures and policies for employees and for volunteers who are acting in a role representing All Saints Church or the ministries of All Saints Church:

- No buttons advocating for or against a particular candidate are to be worn;
- No clothing advocating for or against a candidate is to be worn;
- No advocacy for or against a candidate can be expressed at a table on the lawn.

This applies to Vestry members, volunteers working a ministry table, to lay Eucharistic ministers, ushers, acolytes, choir members and staff in worship, and to employees during their time on campus or representing the parish at events off-campus.

Advocacy and the wearing of buttons or clothing expressing an opinion for or against propositions is permissible.

Volunteers in leadership in All Saints ministries may not send emails to their ministries with content that advocates for or against a candidate, and may not include links to candidate-related blogs or websites on the emails they send as ministry leaders or participants.

# Social Media Policy

All Saints Church Pasadena – updated 3/2020

This Social Media Policy (the “policy”) applies to all online or mobile-based tools for sharing content and discussing information, whether controlled by All Saints or hosted on other platforms (such as Facebook), on which members of the All Saints community engage in activities relating to All Saints Church Pasadena. The term “social media” refers to activities that integrate technology, telecommunications and social interaction through the use of words, images, video or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and video-sharing sites, live webcasting and real-time web communities.

## General Guidelines

**Be selective:** There are a variety of digital media available. Use the right medium for your message. A blog or social network might not be the right place for messages intended only for a small group. Email or other means might be best.

**Be responsible:** Social media are individual interactions, not official parish communications. Members of the All Saints community are personally responsible for their posts and should use “I” statements so it is clear that opinions expressed are personal and not official. Official statements of parish policy may only be made by the Rector or his designee.

**Be smart:** A blog or community post is visible to the entire world. Remember that what you write will be public, and potentially for a long time. Be respectful to our community. A good rule of thumb might be to post nothing that you wouldn’t want your mother or a judge in a court of law to read.

**Identify yourself:** Authenticity and transparency are driving forces behind social media. Use real identities to the greatest extent possible rather than anonymous posts and comments.

**Respect the privacy of others:** Do not publish the personal information of others in the community without their permission or, in the case of minors, written permission of their parents.

**Be respectful:** All Saints is a thoughtful and prayerful community that encourages free expression and values civil debate. If you disagree with others, do so with civility. Respect your audience, express your views with appropriate language, and be respectful of the Church and its teachings.

**Do not tell secrets:** Respect the confidentiality of matters that are shared with you in confidence, or that are meant to be kept confidential by the nature of your work, ministry or volunteer mission.

## Specific Policies

### 1. Use of Official Name and Logo.

Any use of the All Saints Church Pasadena name or logo for branding or titling pages, blogs, or other similar elements of social media must be approved in writing prior to use. Requests for prior consent to use such names or logos should be made to the Director of Digital Communications. Any uses in existence at the time of adoption of this policy are not grandfathered and should be authorized pursuant to this policy. Permission to use the name or logo of the parish may be revoked at any time in the sole discretion of All Saints. This policy, however, should fully preserve free expression. It should not, for example, be interpreted to limit the ability of members of the All Saints community from using the name of All Saints to identify themselves in profiles, discuss matters relating to All Saints, or other similar uses.

### 2. Interpretation.

In areas where this policy does not provide a direct answer for how members of our community should answer social-media questions, members should use their best judgment and take the most thoughtful and prudent action possible, bearing in mind All Saints' need to preserve accountability for the use of its name in all social media.

### 3. Duties of Moderators.

Moderators of official All Saints social media are responsible for ensuring compliance with this policy statement. All comment and blog response areas must be moderated; all social media pages/groups/platforms must include a staff admin. Those responsible for such areas must monitor and review for posts or comments that do not meet our standards for civility, that misrepresent the position of the parish, that include profanity, defamatory language or speech that is otherwise inappropriate or off-topic and any commercial or fundraising posts. Anonymous comments should not be permitted. All moderation functions should reserve the right to delete comments or posts in violation of the above – and to ban repeat offenders.

### 4. Individual Judgment.

Even when engaging in social media for personal use, the posts and comments of a member of the All Saints community may be viewed as a reflection on All Saints. Users should use their best judgment when engaging in social media activities and should be on guard against actions and discussions that could harm the interests of our community. Moderators reserve the right to remove posts or comments deemed in violation of the above.

### 5. Group Engagement.

The following standards are expected for members of all social media groups affiliated with All Saints Church:

[a] Treat your fellow group members with the same respect with which you wish to be treated. (Luke 6:31)

[b] Posts or comments directed at another group member with words that are harmful, threatening or not in-line with our ethic of mutual respect will be removed at the discretion of the moderator.

[c] The moderator is entitled to deny entry to any member they choose. They are also empowered to remove members who do not comply with the norms established for respectful engagement outlined under the general guidelines above.

#### 6. Transparency.

Users' social media communications are made in their personal capacity and not on behalf of All Saints. Statements made by members of the All Saints community should not be taken as expressing the formal position of All Saints unless the speaker is specifically authorized to do so by the Rector or the Rector's designee.

#### 7. Copyright Laws.

Users must comply fully with copyright law when posting and uploading copyrighted materials. Any posting of materials to official All Saints social media must be limited to materials in which the copyright is owned by the party seeking to post the information. Images and other materials from the All Saints parish website shall not be copied and uploaded to other forums without the prior written consent of the Director of Communications. This policy should not be construed to limit discussion of matters using the All Saints name, and it should not be interpreted to limit users' ability to link to All Saints sites.

#### 8. Privacy.

All users of social media within the All Saints community should take care to safeguard the privacy interests of other community members. In particular, personally identifiable information (that is, information that can identify a particular person, including name, phone number, address or email address) should not be disclosed without the prior written consent of the person identified. In cases where a user has consented to the publication of such information, appropriate privacy settings and levels should be utilized. Users of social media must comply with the All Saints Privacy Policy.

#### 9. Minors.

Social media maintained by All Saints are not intended for the use of children under the age of 13. Any site operated by All Saints that is oriented toward youth between the ages of 13 and 18 must require registration for all users and must be password-protected so that only registered users may access the site. Registration for such a site must require the use of a legal name and valid contact information, such as an operational email address. Users of such a site may not post images of minors without the prior written consent of a parent or legal guardian of any minor depicted.

#### 10. If You See Something, Say Something.

Any use of social media that does not comply with this policy should be brought to the attention of the Communication Department at [communication@allsaintspas.org](mailto:communication@allsaintspas.org)

#### 11. Commercial/Promotional/Fundraising Posts:

Moderators reserve the right to remove posts of commercial, promotional or fundraising nature – including promoting personal blogsites.

## 12. Partisan Political Posts:

Moderators reserve the right to remove posts advocating for or against a partisan candidate.

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### Questions and Updates.

This policy was drafted by the All Saints Social Media Task Force in collaboration with the parish staff and approved by the Rector. Questions concerning the policy should be directed to the Director of Communications at [kholeman@allsaints-pas.org](mailto:kholeman@allsaints-pas.org). This policy may be updated and modified at any time. Users will be apprised of changes in this policy by our posting this policy on the All Saints website at [www.allsaints-pas.org](http://www.allsaints-pas.org)

## Communications

### Publicity

If you have an upcoming event for which you need publicity, fill out the Event and Publicity Form on the website **no later than** three weeks prior to the event. The larger the event, the earlier you should submit the form. Here is the link:

<https://allsaints-pas.org/event-and-publicity-request/>

This form streamlines the booking and publicity process for all events, from one-time meetings to multi-day conferences. It prompts you to think through all of the information needed by the Communications department to create the necessary publicity to help your event be successful.

### Communications 101

For an overview of the various communication platforms used by All Saints, take a look at the Communications 101 presentation, using the link below for the best format for you:

**PDF:** <https://allsaints-pas.org/wp-content/uploads/2021/04/ASC- Communications - 2022.pdf>

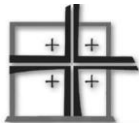
**PowerPoint:** <https://allsaints-pas.org/wp-content/uploads/2021/04/ASC- Communications - 2022.pptx>

## Connect With Us

All Saints Church  
132 N. Euclid Avenue | Pasadena, CA 91101  
626.796.1172

[www.allsaints-pas.org](http://www.allsaints-pas.org)

Whoever you are and wherever you find yourself on the Internet there is a place for you at All Saints Church, where we are living out God's love, justice and compassion one newsletter, website page, video clip, Tweet, Instagram and Facebook update at a time!



### Website:

Visit the All Saints Website for a comprehensive look at the work & witness of All Saints Church [www.allsaints-pas.org](http://www.allsaints-pas.org) – including livestream links to Sunday worship and other events.



### Twitter:

Follow @ASCpas and get up to the minute news and information.



### YouTube:

Subscribe to the All Saints Church Pasadena channel for sermons, forums, etc. <https://youtube.com/allsaintspasadena1>



### Facebook:

- **Page:** Like our ASC Facebook page to stay up to date on events, actions and programs. @AllSaintsPasadena <https://www.facebook.com>
- **Group:** Join our ASC Facebook group to connect with other members of the wider ASC community. <https://www.facebook.com/groups/4760348537>



### Instagram:

- Follow @allsaintspas for awesome photos and video moments
- Follow @ascchildren for updates, events, amazing art from our kids and more



### Podcasts:

Subscribe to All Saints Church Pasadena via iTunes  
<https://podcasts.apple.com/us/podcast/all-saints-church-pasadena-podcast/id256713207>

## Violence Prevention

All Saints Church is committed to preventing violence on our campus and maintaining a safe environment for everyone. Given the increasing violence in society, All Saints Church has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur on its premises.

All employees, parishioners, and visitors should be treated with courtesy and respect at all times. People are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of All Saints Church without proper authorization.

Conduct that threatens, intimidates, or coerces an employee, a parishioner, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, sexual orientation, gender identity, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the rector, the wardens, an associate rector, or any other member of management. This includes threats by employees, as well as threats by other parishioners, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a member of the staff. Do not place yourself in peril. If you see or hear a commotion or disturbance, do not try to intercede or see what is happening.

All Saints Church will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain campus safety and the integrity of its investigation, All Saints Church may suspend the subject of the report, pending investigation, if that person is a staff member or Vestry member.

When a member of the Vestry is determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines, they will be subject to prompt disciplinary action including removal from the Vestry and possible legal consequences.

All Saints Church encourages employees and parishioners to bring their disputes or differences with other employees or parishioners to the attention of rector, the wardens, an associate rector, or any other member of management before the situation escalates into potential violence. All Saints Church is eager to assist in the resolution of disputes.

## Financials and Finance Policies

The following financial information/documents are available for review in the Vestry portal in My All Saints:

- Monthly financial statements
- Year-end financial statements
- Current year budget
- Prior year audit

The finance policies listed below can also be found in the Vestry portal in My All Saints.

*1995 to present*

<b>Subject</b>	<b>Approved By</b>	<b>Date Approved</b>	<b>Date Amended</b>
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### ***POLICIES***

Endowment Policies and Guidelines	Vestry	Originally approved 5/22/1995	Amended 11/24/1997, 10/26/1998 and 2/7/2006
Budgeting and Fundraising	Finance Committee	4/2004	
Statement of Investment Objectives and Guidelines	Finance Committee	3/26/2002	Revised 2/10/2022
Revenue Policy	Vestry	10/26/1998	Revised 4/30/2019
Expenditure Policy	Vestry	September 12, 2000	
Statement of Clergy Housing Policy Guidelines	Vestry	Originally adopted 7/25/2003	Revised by Finance Committee 9/23/2004; Approved by Vestry 10/5/2004



## All Saints Church Vestry Resolutions

All of the resolutions listed below can be found on the All Saints Church website here: [Vestry Resolutions - All Saints Church, Pasadena \(allsaints-pas.org\)](https://allsaints-pas.org) or by typing "Vestry Resolutions" in the search bar at the top of the website home page.

*2000 to present*

Subject	Date Approved	Date Amended
Resolution Opposing and Condemning War	10/4/2022	
Climate Change Resolution	6/28/16	
Racial Justice Resolution	4/12/16	Revised 6/26/18
Economic Justice Resolution	1/6/15	Revised 6/26/18
Gun Violence Prevention	11/19/13	
Abolition of the Death Penalty	2/7/12	
Anti-Torture Resolution	3/23/10	
Pasadena Unified School District Parcel Tax Resolution	2/2/10	
Marriage Resolution (after Prop 8 upheld by court)	6/2/09	
Comprehensive Immigration Reform	10/7/08	
Marriage Equality Resolution	5/22/08	
Minimum Wage Resolution	11/14/06	
Pro Choice Position Statement	10/23/89	Reaffirmed 4/13/04
Opposing War Against Iraq	3/11/03	
Moratorium on Capital Punishment in California	4/2/02	
The Issue of Drug Addiction and Treatment, Resolution	7/18/00	
Jubilee 2000, Resolution	3/14/00	
Opposing Proposition 21 (juveniles tried as adults)	2/2/00	Electronic vote

## Resources

We have identified a number of documents that may be helpful resources during your time on the Vestry. Some of them contain confidential information, so we have set up a library of these documents in a location that is accessible only to Vestry members, called the **Vestry Portal**.

The Vestry Portal is accessed through your My All Saints account. To access your My All Saints account, either go to **my.allsaints-pas.org** or click on *My All Saints* in the top navigation bar on the home page of the All Saints Church website ([www.allsaints-pas.org](http://www.allsaints-pas.org)). Follow the instructions below to access the portal:

- On the sign-in page, enter your Log In ID and your password.
- In the top navigation bar, click on *My Groups*.
- In the list called My Committees, click on the *current Vestry session* (for example, *Vestry 2022-2023*)
- In the list of four choices, printed in blue just under the name of the group, click on *Group Documents*.
- In the list that comes up, find the document you want to view and click on its title (printed in blue) to open it. In most cases, the title includes the type of document it is (Word, Excel, PDF, PowerPoint, etc.)

*The following resources can be found in the Vestry Portal or on the All Saints website:*

- ✓ Annual Current Year Budget – portal
- ✓ Audit, Prior Year – portal
- ✓ Bylaws – portal
- ✓ Circles Introduction – portal
- ✓ Communications 101 – All Saints website
- ✓ Financial Policies – portal
- ✓ Guidelines for Recognizing & Valuing Difference – portal
- ✓ Guidelines for Respectful Communication – portal
- ✓ Resolutions – All Saints website
- ✓ Staff Directory – contact info in portal; photo directory on All Saints website
- ✓ Terminology – portal
- ✓ Town Hall Presentation on Circles Restructure – All Saints website
- ✓ Vestry Committees and Advisory Boards – portal
- ✓ Vestry Directory – contact info in portal; photo directory on All Saints website
- ✓ Vestry Meeting Schedule, current year – portal
- ✓ White Supremacy Culture – portal
- ✓ Year-end Financial Statements – portal

## Vestry Member Confidentiality Statement

All Saints Church ▪ 132 N. Euclid Avenue, Pasadena, CA 91101 ▪ 626-796-1172 ▪ [allsaints-pas.org](http://allsaints-pas.org)

*All Vestry members of All Saints Church, Pasadena, must sign this statement of confidentiality prior to the effective date of their term.*

As a volunteer of All Saints Church, Pasadena, I understand that all information regarding individuals used or acquired during my term as a Vestry member, as well as all information disclosed and/or discussed during Executive Sessions of the Vestry, is confidential and is not to be used or shared outside of the assigned work.

1. This applies to all information maintained by All Saints Church, which may be in the form of printed materials, electronic data, or other formats.
2. Confidential information regarding individuals may include, but is not limited to, names, contact information, giving and pledge history, pastoral care notes and any other information I may access in the course of my volunteer work.
3. Confidential information from Executive Sessions may include, but is not limited to, financial and budget information, staff salaries, potential staff reductions, and any other information discussed during these closed sessions.
4. I also understand that I am responsible for proper usage of this information while in my possession and agree to inform the rector and wardens of any misuse of information.
5. Information may never, under any circumstance, be saved, copied, shared, revealed or transferred, in any format, without prior written approval from All Saints Church.

My signature below confirms that I have read, understand, and agree with the above statement.

Vestry member Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date term begins: \_\_\_\_\_

If Vestry member is a youth under 18 years old:

Parent/Guardian Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Warden or Rector Signature: \_\_\_\_\_

Date: \_\_\_\_\_