



St. Mary's Episcopal Church, Provo, Utah

Policies and Procedures

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POLICIES AND PROCEDURES

St. Mary's Episcopal Church

I. ST. MARY'S EPISCOPAL CHURCH

ST. MARY'S EPISCOPAL CHURCH exists for the nourishing of souls and the saving of lives. It is a place of acceptance, sanctuary, and caring, rooted in the Anglican tradition of scripture, tradition and reason. The buildings and grounds are intended to be not only for the use of its members, but also for the use and well-being of the community in which we live. The Priest-in-Charge and Bishop's Committee of St. Mary's Church are responsible for the oversight of the care and use of the buildings and grounds. These policies and procedures are intended to express those values, and to govern the stewardship we have of the buildings, grounds, and activities of this place.

In accordance with the Constitution and Canons of The Episcopal Church the buildings, grounds, and other property owned by or otherwise under the control of the Bishop's Committee are held in trust for the Episcopal Diocese of Utah.

Nothing in these policies and procedures is intended to violate the Constitution and Canons of The Episcopal Church or of the Episcopal Diocese of Utah, or of civil law, or of the rules and regulations of the Internal Revenue Service of the United States (IRS).

II. POLICIES REGARDING FACILITY USE

A. Buildings and Grounds (Facilities)

The buildings and grounds (facilities) of St. Mary's Church are a sacred trust given to the current members. We consider the buildings and grounds to be places of sanctuary and acceptance, and we expect that all persons utilizing these facilities will act accordingly.

1. Any person or group that disrespects the sacred character of this place, or purposefully damages it in any way, will have the privilege of using the buildings and grounds withdrawn.
2. The General Canons of The Episcopal Church direct that the use of the buildings and grounds is granted to the Priest-in-Charge of this Church, and that the responsibility and authority for the use of the worship space (“church”) rests in that office. The Canons allow the Bishop's Committee to adopt such policies and procedures as may be appropriate and consistent with the Canons.
3. At no time shall an officer or member of St. Mary's Episcopal Church either cause or allow any illegal activity to occur on the premises of this church.

B. Charges, donations, and scheduling

1. The regulations of the Internal Revenue Service (IRS) do not allow any for-profit entity to use the buildings and grounds.
2. The Bishop’s Committee may not at any time set a charge or fee for the use of the facilities, except as is consistent with IRS regulations.
 - a. It is appropriate that a request for a suitable donation be made to any person or group using the facilities at this church.
 - b. Regarding receptions and other social events that use the Parish Hall the Bishop's Committee may establish a base donation request.
3. The scheduling and management of the buildings and grounds is delegated to the Priest-in-Charge and staff, and the Priest-in-Charge and staff may create such procedures and forms as may be useful and appropriate in the carrying out of this responsibility.
4. Any long-term or regular use of the buildings and grounds shall be reviewed and approved by the Bishop's Committee and by the Chancellor of the Diocese of Utah; and, if an encumbrance on the property is created, by the Bishop and Standing Committee as per the General and Diocesan Canons.
5. In the scheduling of events and meetings priority shall be given in the following order:
 - a. Members and groups associated with St. Mary’s Church;
 - b. Social events related to weddings, funerals, or memorial services at this church;
 - c. Groups involved in Twelve-Step programs or other similar programs;
 - d. Meetings of community service organizations.
 - e. Meetings or events of groups involved in the musical or physical arts.

III. POLICIES REGARDING WEDDINGS AND BLESSINGS

A. Canonical Requirements

1. All marriages, blessings of civil marriages, and witnessing and blessing of same-sex relationships at St. Mary's Church shall conform to the requirements of the General Canons of The Episcopal Church, the Canons of the Episcopal Diocese of Utah, and the Rubrics of *The Book of Common Prayer*.
2. The Witnessing and Blessing of a Same-Sex Marriage shall conform to the decisions of the General Convention of The Episcopal Church, including the use of the alternative service authorized by the General Convention and any subsequent policies or protocols issued by the Bishop of Utah. This includes, without limitation, the Bishop's Policy on the Marriage or Blessing of Same-Sex Couples, issued on October 24, 2014 (see Appendix A).

B. Notice and Preparation

1. The Canons require that thirty days notice be given before a marriage in this Church. Only for the most serious of reasons will permission be given for a shorter period of time.
2. Persons who have a previous spouse who is still living must comply with the requirements of the Canons of this Church in seeking permission from the Bishop of Utah for the clergy to officiate at such a wedding.
3. It is expected that all couples seeking marriage or a blessing will meet with the officiating clergy at least three times to be instructed in the meaning of Christian marriage and to work out the arrangements for the service.

C. Worship and Sanctuary

1. We consider the church to be a holy and sacred space, set aside for the worship of God and as spiritual sanctuary for all people, and we expect that any person using or entering the church will conduct themselves accordingly.
2. The availability of the church for a wedding is subject to the needs and programs of the members of St. Mary's Church. It is expected that any reservation will be made at least two months in advance. No wedding shall be scheduled until the date is cleared through the church office.
3. There shall be no charge for the use of the church for a religious purpose. However, a donation may be received.
4. The Priest-in-Charge, in the absence of a Priest-in-Charge, the Wardens, shall have authority to approve all music and all decorations used in a wedding in this church.
 - a. All music must be kept within the spirit and framework of a liturgical church service.
 - b. Arrangements for music shall be made through the church office. Fees for such services are set by each artist, and shall be paid directly to them at the time of the service. All artists are subject to the approval of the Priest-in-Charge.

D. Permission for Use

1. At no time may the church be used for a wedding without the express permission of the Priest-in-Charge.

2. One of the Members of the Clergy of this church are expected to be the Officiant at any wedding at this church.
3. The Priest-in-Charge of St. Mary's Church may invite other religious leaders to participate in any wedding in this church.
4. The Priest-in-Charge may, on occasion, authorize a priest or bishop of The Episcopal Church to officiate at a wedding in this church. Any Minister of The Episcopal Church not canonically resident in the Diocese of Utah must have the permission of the Bishop of Utah to officiate in this diocese.
5. The clergy officiating at a wedding in this church are not to receive a fee for their services. However, a donation to the clergy's discretionary fund is appropriate.

E. The Holy Eucharist

The Book of Common Prayer assumes that a marriage will be solemnized in the context of the Holy Eucharist. The Priest-in-Charge may on occasion give permission for a wedding at which the Holy Communion is not celebrated.

1. The Altar Guild is responsible for supervising the physical arrangements of any wedding at St. Mary's Church.
2. Because the members of the Altar Guild are volunteers, it is expected that a donation to the Altar Guild fund will be made on behalf of the couple.

F. Receptions

Receptions or other events related to weddings at St. Mary's Church shall conform to the facility use policies of this church.

IV. POLICIES REGARDING FUNERALS AND MEMORIAL SERVICES

A. *The Book of Common Prayer*

The Book of Common Prayer is the standard of worship in this church, and will be used to determine the form and content of funeral services and memorial services.

B. Worship and Sanctuary

1. We consider the church to be a holy and sacred space, set aside for the worship of God and as spiritual sanctuary for all people, and we expect that any person using or entering the church will conduct themselves accordingly.
2. There shall be no charge for the use of the church for a religious purpose. However, a donation may be received.
3. The Priest-in-Charge shall have authority to approve all music and all decorations used at a funeral or memorial service in this church.
4. All music needs to be kept within the spirit and framework of a liturgical church service.
5. Arrangements for music shall be made through the church office. Fees for such services are set by each artist, and shall be paid directly to them at the time of the service.

C. Permission for Use

1. At no time may the church be used for a funeral or memorial service without the express permission of the Priest-in-Charge, or if there be none, the Wardens.
2. Availability of the church for a funeral or memorial service may be determined by previously scheduled commitments. Every effort will be made to accommodate a funeral because of the timing of such a service. Those arranging a memorial service will need to accommodate other scheduled commitments.
3. One of the Members of the Clergy of this church are expected to be the Officiant at any such service at this church. The Priest-in-Charge of St. Mary's Church may invite other religious leaders to participate in any funeral or memorial service in this church.
4. The Priest-in-Charge may, on occasion, authorize a priest or bishop of The Episcopal Church to officiate at a funeral or memorial service in this church. Any Minister of The Episcopal Church not canonically resident in the Diocese of Utah must have the permission of the Bishop of Utah to officiate in this diocese.
5. The clergy officiating at such services in this church are not to receive a fee for their services. However, a donation to the clergy's discretionary fund is appropriate.
6. Graveside services, or other such rites that do not occur at St. Mary's Church, are done at the discretion of the several clergy.

V. POLICIES REGARDING THE BISHOP'S COMMITTEE

A. Bishop's Committee Person of the Day (BCPOD)

The Bishop's Committee Person of the Day (BCPOD) is a member of the Bishop's Committee assigned to monitor the details of Sunday Morning and Feast Day worship in collaboration with the clergy and the other assigned ministers. The purpose of having a Bishop's Committee Person of the Day is to provide a point of contact for members of the congregation and to provide the member of the Bishop's Committee with a greater awareness of the many elements that go into providing a joyful worshipping experience. In other words, the BCPOD acts as a steward of the details of Sunday morning worship and fellowship that, if overlooked, can result in distraction from worship and create uncertainty, confusion, and embarrassment.

In order to perform this ministry the BCPOD will be equipped with a current list of the members of the congregation, a name badge, a check list of responsibilities, and training in the various technical aspects of this responsibility (e.g., offering accounting, emergency supplies).

The BCPOD may request assistance in performing this ministry from other members of the Bishop's Committee as needed.

The primary duties of the Bishop's Committee Person of the Day include having a general overview of the facility and campus; assisting in providing security for parishioners and guests; reviewing the list of assigned ministers of the day; acting as an additional greeter to guests and visitors; assuring that the church building has been secured after the service has ended.

The Bishop's Committee shall create and maintain a job description and list of duties for this ministry. (See Appendix.)

VI. POLICIES REGARDING THE FOOD & CARE COALITION MINISTRY

A. The Food & Care Coalition

St. Mary's Episcopal Church was one of the founders (with the Provo Community United Church of Christ) in the early 1980s of what has become the Food & Care Coalition. This is a core ministry of this congregation, done for the well being of the Coalition's clients and in cooperation with its staff. Nothing in these policies and procedures is meant to contradict an requirements, policies, or procedures of the Coalition.

St. Mary's Episcopal Church will, whenever possible, provide at least one of its members to serve on the Board of Directors of the Coalition, to provide communication and information and to maintain the Ministry's historical relationship between the congregation and the Coalition.

B. Ministry Coordinator

The Priest-in-Charge of St. Mary's Church, or in the absence of a Priest-in-Charge the Wardens, shall have the authority to appoint the Coordinator of the Food & Care Coalition

Ministry, who shall serve for a term of three years from their appointment, which appointment may be renewed at the discretion of the Priest-in-Charge. This appointment shall be reported to the Bishop's Committee of St. Mary's Church.

1. The Ministry Coordinator shall be responsible for the implementation of these policies and procedures, and for training the volunteers in their implementation.
2. The Ministry Coordinator shall report monthly, in writing, to the Priest-in-Charge and the Bishop's Committee, the previous month's activities of this ministry, including the number of volunteers, the number of clients served, and any other information or events deemed important and necessary.
3. The Ministry Coordinator shall annually submit a written review and report of the activities of this Ministry for inclusion in the Parish Annual Meeting Reports.
4. The Ministry Coordinator may, with the consent of the Priest-in-Charge, appoint an Assistant Coordinator, who shall serve for a term of three years, which appointment may be renewed at the discretion of the Coordinator and the Priest-in-Charge.

C. Volunteers

1. The Ministry Coordinator may recruit and appoint such volunteers as are necessary for the fulfillment of the requirements of the Food & Care Coalition Ministry. Volunteers may be recruited and appointed from the membership of the congregation or the community at large.
2. It shall be understood that serving in this Ministry is a privilege, and that privilege may be withdrawn at the discretion of the Coordinator.
3. All volunteers working in this Ministry shall be trained and informed regarding these policies and procedures and those governing this Ministry. The Coordinator shall provide a written form attesting to this training, and certifying that the Volunteer understands the privilege of this Ministry and its requirements.

D. Food & Care Coalition Policies and Procedures

1. All activities of the Food & Care Coalition Ministry shall conform to any applicable Utah State, Utah County, or Provo City regulations regarding food service, health regulations, and safety regulations.
2. All activities of the Food & Care Coalition Ministry shall conform to all Food & Care Coalition policies, procedures, and rules.
3. The Ministry Coordinator shall create such specific policies and procedures for this Ministry as may be necessary, subject to the review of the Priest-in-Charge and the Bishop's Committee. The Bishop's Committee may include such policies and procedures in the general Policies and Procedures of this congregation.
4. Each volunteer shall verify in writing that they have read and understand and are willing to abide by all applicable laws, regulations, and policies. (*See C.3, above.*)

APPENDIX

APPENDIX A: MINISTRY DESCRIPTIONS

Member of the Bishop's Committee

Bishop's Committee Person of the Day

APPENDIX B: REGARDING THE BLESSING OF SAME-SEX UNIONS



St. Mary's Episcopal Church

Ministry Description: Member of the Bishop's Committee

1. Authority —

The Bylaws of St. Mary's Church, the Canons of the Episcopal Diocese of Utah, and the General Canons provide the legal framework for the Bishop's Committee. See especially the parish Bylaws, Sections V-VIII; EDU Canons, Title IV, Canons 34-37, 39; and General Canons: I.13, 14, III.1. See also the Articles of Incorporation of St. Mary's Church, Articles VII and IX.

2. Requirements —

- a) Any person elected to the Bishop's Committee must be a communicant member of St. Mary's Church sixteen (16) years of age or older (EDU Canon 37).
- b) Any person elected to the Bishop's Committee must be a giver of record (pledge card filed with the Treasurer annually).
- c) Upon election to the Bishop's Committee each member complete the requirements of all lay leadership in this Diocese including a review of *The Diocesan Policy Manual* and submission of the acknowledgement form to the Chancellor of the Diocese of Utah.
- d) Complete the requirements of the Diocese of Utah regarding Anti-Racism Training.

3. Responsibility —

The Priest-in-Charge, Wardens, and members of the Bishop's Committee are responsible for the life and of the Congregation and the care of its property. As individuals all vestry members are responsible for:

- a) Offering talents to support the congregation's ministry, and encouraging others to do the same.
- b) Praying daily for the rector, leaders and members of the congregation.
- c) Contribute financially, as they are able, for the support of the congregation's ministry.
- d) Being active ministers of the Gospel in daily life and work.
- e) Bringing one's whole self to the table; being present – mind, body, and spirit, risking openness with one's ideas, beliefs and desires.

4. Job Description —

Joint responsibilities of Bishop's Committee and Clergy include:

- a) Articulating and promoting the congregation's mission and ministry.
- b) Achieving effective congregational planning.
- c) Promotion of Christian Stewardship by the witness of their own commitment to the church and by articulating the congregation's theology of stewardship.
- d) Establishing and monitoring the congregation's programs and services.
- e) Communicate with the congregation.
- f) Communicate with the wider community
- g) Assessing (evaluating) the Bishop's Committee's ministry.

5. General Qualities of Leadership —

All Bishop's Committee members should strive to the best of their abilities to:

- a) Have a love of God and demonstrate a commitment to following the way of Christ;
- b) Be active in and knowledgeable about the congregation, its programs and governance;
- c) Be fair, interact well with people and strive to earn the respect of the members of the congregation;
- d) Purposefully strive to “check one’s ego at the door;”
- e) Purposefully strive to be a servant of the people without the need to be the “most important person” in the congregation or the need to be the one with the right answers to everything;
- f) Have enthusiasm and vitality for this ministry.

6. Time commitments —

All Bishop's Committee members should be able to make the following time commitments:

- a) Monthly Bishop's Committee meetings, and other meetings and committee work (as agreed).
- b) An annual Bishop's Committee retreat.
- c) Assist in the Sunday morning offering accounting (as scheduled).
- d) Serve as the Bishop’s Committee Person of the Week (as scheduled; obtain substitute if unable to serve).
- e) Be regular in attendance at weekly worship services, and participate in worship ministries.
- f) Attend and support congregational events: fellowship, meals, fundraisers, education programs, etc.
- g) Diocesan or regional meetings as necessary.
- h) Promote and attend the Annual meeting.



St. Mary's Episcopal Church

Ministry Description: Bishop's Committee Person of the Day

A. Primary Duties

The primary duties of the Bishop's Committee Person of the Day include:

1. Having a general overview of the facility and campus;
2. Assisting in providing security for parishioners and guests;
3. Reviewing the list of assigned ministers of the day;
4. Acting as an additional greeter to guests and visitors;
5. Assuring that the church building has been secured after the service has ended.

B. General Overview Responsibilities

1. The BCPOD should arrive at the church not later than thirty (30) minutes before the service is to begin.
2. The BCPOD should carry a cell phone with them.
3. The BCPOD should be identified by an appropriate name badge.
4. The BCPOD should take a quick walk around the buildings and through the facility looking for unforeseen problems or issues (e.g., utility problems, safety issues).
5. The BCPOD locates the Priest-in-Charge and other clergy to inform them that they have arrived, and asks for any needed information for the day.
6. The BCPOD checks to see that the sound system has been turned on (plugged in).
7. The BCPOD may assist the ushers at the Offertory, especially in regard to the congregation's offerings for the Food & Care Coalition and the Noisy Bucket.
8. The BCPOD assists other ministers as needed and as appropriate.

C. Security Responsibilities

1. Should any problems with the physical plant be discovered the BCPOD should find the Junior Warden (or designate) and arrange to have the problem addressed.
2. The BCPOD is authorized to call law enforcement agencies, the fire department, or any other first responders in case of an emergency regarding the well-being of the congregation or any other urgent situation.

D. Ministry Review Responsibilities

1. The BCPOD obtains a copy of the Sunday order of worship and checks the list of Worship Ministers.
2. The BCPOD acquires the binder "Prayers of the People" and delivers it to the assigned minister, or appoints another person to lead the prayers in the absence of the assigned person.
3. Any absences in assigned ministries may be filled by the BCPOD.
4. When all ministers have arrived the BCPOD notifies the clergy (including any changes).

E. Greeter Responsibilities

1. The BCPOD acts as an agent of the congregation's ministry of hospitality.
2. The BCPOD is to seek out any strangers (visitors, guests) and welcome them, and offer assistance.
3. The BCPOD is to extend a special welcome to children and to persons with disabilities, and seek to assist them as needed, including during the time following the service.

F. Final Responsibilities

1. Following the service the BCPOD assists in the general straightening and tidying of the church building.
2. The BCPOD informs the clergy of any concerns, issues, or information that may have arisen during the service. (Often, this is most helpfully done in writing on a slip of paper.)
3. The BCPOD checks to see that the exterior doors have been secured and, as appropriate, that the lights have been turned off.
4. The BCPOD checks to see that the money offerings have been removed from the church, and then assists the assigned counter in the primary accounting of the offering.

APPENDIX B: BISHOP'S POLICY REGARDING THE BLESSING OF SAME-SEX UNIONS

**Bishop's Policy on The
Blessing of Same Sex Couples
Effective Advent 2012**



**The Right Reverend Scott B. Hayashi
Eleventh Bishop of Utah**

October 2012

PURPOSE

This policy is intended to provide clear pastoral guidelines for the Diocese of Utah to establish the conditions under which clergy may choose to bless same sex couples making a life-long commitment to one another.

In the context of extending pastoral care, clergy may choose to bless same sex couples (partnerships, relationships, friendships, covenants, unions) according to the norms of purpose, dedication, and readiness followed in marriages, provided that:

- Clergy have secured permission from the Bishop to perform the blessings of same-sex couple following the process set forth in the Bishop's Pastoral Letter to the Diocese of Utah August 2012:

"I will require of the clergy who request permission to utilize the liturgy that they undertake a study, with the Vestry or Bishop's Committee and invite the entire congregation as well, of the document prepared by the SCLM "I Will Bless You and You Will Be a Blessing."

After a period of prayerful study and reflection of the information presented in this report, if the Vestry or Bishop's Committee of the

congregation agrees with the Rector or Vicar to proceed with offering blessings for same same-sex couples, then a letter signed by the Rector/Vicar and the Wardens requesting my permission to proceed should be sent to me. In addition, an announcement to the congregation of the decision of the Rector/Vicar and Vestry/Bishop's Committee shall also be made before the first service utilizing the liturgy."

- The Liturgy for the service will be the one authorized for provisional use by the 77th General Convention of the Episcopal Church.
- Clergy require meeting for pastoral counseling to those involved.
- Clergy speak with the Bishop, prior to the occasion, raising then any further questions they may have.
- At least one of the partners to be blessed is a member of the Episcopal Church in Utah.
- The solemnity of the service is honored without undue publicity.
- If either party has been married prior to such a blessing, documents attesting to the dissolution of the marriage are given to the clergy. A copy of the divorce decree shall be retained on file at the church.
- Clergy keep a separate record of such blessing and also of known dissolutions of unions between same sex couples