



Outreach Committee Charter

December 6, 2022

Our Calling

Respond to the call of Jesus by living in loving relationships and community with all beloved children of God. Listening to the Holy Spirit to discern new ways God is calling us to love and serve our neighbors, and to help those in need.

Pursue our parish priorities: the care of creation, caring for one another, and confronting the systemic problems of prejudice and racism that afflict our country and our world, we emphasize systemic change and are mindful of a wide range of interdependent needs – food, housing, education, and equal access to justice.

Fulfill our Baptismal Covenant by serving Christ, loving our neighbor as ourselves, working for justice and peace among all people, proclaiming by word and example the Good News of God in Jesus Christ and respecting the dignity of every human being.

Volunteer Service Opportunities

Living out our Christian faith by serving those in need, especially the neediest and forgotten in our local community, church, Diocese, state, nation, and world to foster transformative change.

Engaging all parishioners, asking for an annual commitment of 10 hours for St. Mary's outreach activities.

Providing a wide range of opportunities for parishioners to participate in our community of service and draw on the breadth of parishioners' time, talent, and treasure.

External Grants

Requests for funding are to be submitted on a grant application form provided by the Outreach Committee. The Chair and the Finance subcommittee review all grant applications and make a recommendation to the Outreach Committee in every case. Then members of the Outreach Committee review each grant request. Organizations receiving grants are required to submit a written report on the use of the funds one year after disbursement, or upon request for prior renewal of the grant.

Grant requests shall be reviewed twice a year at Outreach Committee meetings, once in June and once in December; or sooner in the case of an emergency or time-sensitive request. A quorum of six committee members must be present to vote on all grant requests above \$1,000 and a simple majority is required to recommend approval of a grant request to the Vestry.

A committee member who is not in attendance at a meeting may vote by proxy. In an emergency, the Chair may accept an e-vote on the grant request

Financial Reserves

St. Mary's shall maintain a reserve of \$20,000 - \$30,000 for significant Diocesan impact, for example, establishing Santa Maria and the refurbishment of the Shrinemont Camps. We shall also sustain a reserve capacity so we can respond promptly to natural disasters and humanitarian crises.

Roles and Responsibilities

Committee Members

Committee members shall promote parishioner involvement and volunteerism and act as the point of contact for grant recipients. Members must regularly attend committee meetings and are expected to participate in at least one parish-wide outreach event per year. The committee shall include a Chair or 2 Co-chairs, Finance Chair, and Outreach Coordinator approved by the Rector; a supervising member of the clergy appointed by the Rector; a youth representative approved by the Rector; a Vestry-liaison member; and up to eight at-large members appointed by the Rector in consultation with the assisting member of the clergy and the Chair.

Parishioners interested in serving on the committee shall contact the Rector, Chair, or the assisting clergy or staff member. Membership is contingent on the Rector's approval. Committee members serve a three-year term.

Clergy

The Clergy shall ultimately be responsible for Outreach grants, events, parish updates and notifications, and all relationships with grant partners. The Clergy representative on the committee will provide input to meeting agendas and keep the Clergy well informed of Outreach activities.

Chair

The Chair will preside at Outreach Committee meetings and will work with the clergy and staff members to prepare the agenda for meetings.

The Chair will ensure that, for each Outreach ministry event, a committee member, staff member, or other parishioner is responsible for coordinating the event, and to make a summary report to the committee at the conclusion of the event.

Finance Chair and Finance Manager

The Finance Chair and finance subcommittee review grant applications, make recommendations to the Outreach Committee, and work with Clergy and the manager of finance to ensure proper administration of the budget.

The finance manager will make regular reports to the committee regarding the status of the outreach budget and status of all grant payments.

Vestry Liaison

The Outreach Committee's Vestry liaison member is appointed by the Vestry and shall represent the Outreach Committee at Vestry meetings when a funding recommendation is to be considered.

Outreach Coordinator

The Outreach Coordinator shall be responsible for maintaining records, including: maintaining contact with outreach partners; budget administration for the allocation of Outreach funds; maintaining records of all meetings and grant requests. The Outreach Coordinator will work with the Communications Minister to keep the Outreach website updated.

The Outreach Coordinator will assist the Outreach Committee to engage parishioners, promote involvement in outreach, and identify volunteer opportunities.

The Outreach Committee will review this charter annually and evaluate progress.