

Sample Policies and Procedures Manual Table of Contents

Administrative Policies

- Accident/property loss reporting
- Accident report form
- Property loss report form
- Posting notices
- Use of alcohol with WA State Liquor Control Board Policies on Banquet Permits and Special Occasions Licenses
- Copyright policy
- Computer Policy
- Discernment for Ordination
- Vestry Attendance

Buildings and Grounds Policies

- Facility Use Agreement
- Joint Use Agreement
- Lock and Key Policy
- Member Parish Hall & Kitchen Fees
- Additional Insured

Finance Policies

- Check Signatures
- Funds from Parish Events
- Gift Acceptance (see Sample)
- Memorials and Gifts
- Expenditure Policy
- Procedures for Handling/Counting Money
- Annual Audit Procedure

Personnel Policies

- Sick Leave
- Holiday
- Bereavement Leave for Full Time Employees
- Jury Duty
- Medical Leave
- Vacation

The Diocese and Bishop's Offices Information and Resources

- Who at the diocese to contact for...
- One sheet with FAQ link
- Diocesan Structure and Meeting dates
- Diocesan Policy on Intinction
- Diocesan Policy on Alcoholic Beverages
- Diocesan Pastoral Care Policy
- Diocesan Policy on Electronic Communications
- Link to Diocesan Constitution and Canons

ECUSA Resources

- Vestry Resource Guide from the Episcopal Church Foundation
- Vital Congregations website link
- Frequently Asked Questions
- Link to National Constitution and Canons
- Copy of Canon 9 regarding Rectors, Parishes, and Vestries
- Copy of Canon 10: Parish Registers and Parochial Reports
- Copy of Canon 12: Business Methods in Church Affairs
- Copy of Canon 13: Church Debt