

The Episcopal Parish of All Saints' Church and St. George's Chapel Preliminary Strategic Plan
2019 - 2020

| Topic | Responsible Parties | Content Area | Comments | Projected Date | Review Date |
|--|--|---|--|--|---|
| Selection of a New Rector | Search Committee Sr. Warden and Treasurer, Vestry | Completion of the candidate profile, Compensation package, posting of position, review of candidates, schedule interviews, redesign web site | | Canon will present candidate profile in Sept.'19 | |
| Vestry Activities | Vestry Members And Interim Rector | Completion of preliminary Strategic Plan. Develop an orientation program for new Vestry Members. Conduct a follow up retreat for Vestry - building on the initial work. Hold (2) congregational meetings and annual meeting to increase communications. | Ongoing commitment to education and discernment Launch Stewardship Program. | Develop leadership program for Vestry/ congregation Sept 2019 | Annual retreat to evaluate performance and next steps |
| Parish Environmental Assessment of existing properties and grounds | Develop committee to include property committee members, Jr. Warden, Lynn Brittingham, Aprile Incitti Vestry to review and identify a firm to conduct assessment. | Review all building structures and mechanical systems, and existing properties. Review all existing contracts related to buildings and maintenance. Rebid/award new contracts or change existing contracts | Consider Reserve Account for capital equipment replacement ? Capital Campaign | 2020 | |

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| New Thrift Shop Property and buildout | Thrift Shop advisory group, Lynn Brittingham, Joseph Cascio, a real estate agent, Jr. Warden and(1) Vestry member from each congregation | Review of parameters for needed space, ? decision to combine 2 shops into one. What services should we offer and sq. footage to accommodate needs. Do we buy or rent space and what is the best location? Hours of operation and staffing requirements. Establish an advisory committee to support Committee operations. | Work with existing volunteers to incorporate their ideas into new Sq. footage .Lynn lead. Rev. Babnis is working on this | 2020 - 2021 Fall 2019 | |
| Christian Education | Vestry members, Rev. Eunice Dunlap, congregational members who have actively been involved in teaching content | Christian Education focusing on adult learners. Need for a Director of Christian Education who is formally prepared in program development. ? start EFM or join St. Peter's Explore role of religion in our lives and our spiritual journey. | Review survey results in both congregations to develop ideas for program content | 2020 | |
| Communication Systems | Aprile Incitti, Vestry Member, Lisa Graff. Someone who has experience with Newsletters/ websites and publications. | Update computers/software, Revamp website and flexibility for new rector page, videos, Committee tabs, Events page, outreach and direct connections to the Thrift Shops. Tab for Bylaws and church documents, ? directories.-pw. protected | Can a portion be partitioned off for secure information? Contract Fine Line Computing | 8/2019 \$4,500 est. | |

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| Camp Arrowhead Commitment | Treasurer, Aprile Incitti, members from St George's Dragons and Boardwalk Boys | Work on renovations and continuing fund raising. Number of scholarships per year and review applications. | Fund raising ideas. <u>Invite campers to tell the story for fund raising.</u> Assist in review of scholarship applications. | Spring 2020 | Set new goals each year. Determine monies each year. Review scholarship applications. |
| All Saints' and St. George's Cemetery (CemSites) install cloud-based software for tracking status of cemeteries | Alan Strigga, Kelly McNinch, Andrew Parsells Additional membership, both congregations | Prepare for installation of new software, purchase equipment, begin data entry, scan cemetery, mark grave sites. | August 2019 report time line installation Software for Cemetery, CemSites. Explore need for 2 nd columbarium | ? first software payment date. Alan Strigga presentation in August 2019 | Vestry to review progress every 3-4 months |
| Eucharistic Ministry | Rector and/or Assistant, Deacon, Lay Eucharistic Minister Leads | What is the role of ministry now? How can they assist with home and nursing home visits? Can lay eucharistic visitors help? | What are the best practices? How does Bishop define the role? Job descriptions | 2019 -2020 | Review quarterly. |

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| Finance Committee | Rector, Treasurer, Metz Capital Advisors, Assistant Treasurers, Junior Warden | Review of investments held locally and by Diocese | Adjust where appropriate. Develop financial goals. Review need for Capital Campaign | Committee meets quarterly and issues report to Vestry | Quarterly report to Vestry |
| Personnel Committee (to be developed) | Rector, Treasurer, Senior Warden, 2 nd Vestry Member | Review of job descriptions & performance. Identify need for new positions | Prepare for staff evaluations. Sr or Jr. Wardens will meet with Rector and staff member for evaluation | Quarterly meetings. Job descriptions are complete. Establish/review staff goals. | Evaluations are reviewed with Vestry each October |
| Staff Meetings | Rector, Jr. & Sr Wardens | | | Monthly | Report to Vestry as needed. |
| Outreach Committee | Treasurer, two members of Vestry, Deacon, committee members from both congregations. | Distribution of funds locally, nationally, internationally for those in need. Review of previous support. Are there new areas to support? | Each quarter designate funds to distribute or change recipients. Discuss activities of agencies receiving funds. | Meet 4 times a year. | Report to Vestry quarterly |

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| Stewardship Activities | Rector, Chair. Of Committee, (2) Vestry members, congregational members, Treasurer when needed | Theme and goals for Stewardship for each year. Enlist members of congregation to tell their stories | Meet as needed to prepare materials. Articles for websites, bulletins and Newsletters. ? Videos for web site | 10/2019 | March review on success of campaign |
| Music Ministry | Rector, Director of Music, choir members, Bell choir members and interested parties | Breadth of Music presented in concerts. Refurbish bells and tune. Consider training and joint session with another bell group- ? Capital Ringers | Consider a retreat with choirs to explore new material. Utilize youth who are band members incorporate in programing. Regular schedule for Bell Choir | Present yearly annual music budget and programming each October. | |
| Liturgy Ministry | Rector or Assistant, Altar Guilds, Eucharistic Minister Leads, Verger, Music Director, Usher leads, | Review upcoming season and special services. Talk about what is needed in equipment, robes etc. New liturgy formats and music required | | Quarterly if necessary | |

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| Sexton Services/ Contracted Maintenance for both locations. | Rector, Aprile Incitti, property committee Reps from each congregation, Jr. Warden and Treasurer | Review of assessment. Bid and contract for service to cover all property and buildings. Summary of identified large projects(>\$5,000/project) reported to vestry regularly. Smaller projects (<\$5,000) handled as operation issues. | Write procedure for the handling of large/small or ongoing projects | 2020-2021 | Quarterly |
| Youth Programs- Support of the combined youth groups of All Saints, St. George's and St. Peter's | Youth support committee, Sr. Warden, youth members Kenny Shade-Rania, Quinlyn Long and John Rania, Nancy Massaro and Karen Long | Develop a plan of regular activities that may include educational forums, community service and entertainment programing | Annually the Vestry will provide financial support for activities. | 8/2019 | |
| Mental Health Ministry | Deacon, Assistant Rector or Rector, congregational membership | Regular dinners for Group Homes in Sussex County. Support for NAMI issues and activities – annual walk & MHA. Support National Resolutions on Mental Health (2015C020) and (2018C034). | Provide financial and physical assistance/ support to carry out ministry. Provide continuing education on mental health issues | Now and ongoing | |