

1. Authority, Accountability and Support during the Dean's Sabbatical

The Chapter has granted the Dean a sabbatical from Monday, March 28 through Tuesday, September 6. During that time the authority of the Dean will rest with the Vicar, the Rev. Amy Chambers Cortright.

This authority of the Vicar will include:

- Speaking on behalf of Christ Church Cathedral, including the authority to represent the Cathedral at diocesan and civic events.
- Management of all staff, including termination of staff and (within budget) hiring of new staff if necessary.
- Decisions regarding use of the building for events either by Cathedral groups, diocesan groups or outside community groups (see attached process document)
- Shared authority with the Bishop (when present) and the senior warden in the leadership of Chapter.
- All decisions involving liturgy (decisions involving music will be made in consultation with the canon precentor).
- All decisions which involve the pastoral care and Christian formation of the congregation (this is reserved for priest in charge by church canon).
- Enforcing, with the wardens and Chapter, the policy decisions of Chapter.
- Consulting with the Treasurer on out-of-the-ordinary expenditures including large items not in the budget that require Chapter approval.

The authority of the Vicar may be delegated at her discretion. Using the same model of shared leadership we currently employ, the Vicar will work collaboratively with the Executive Committee (wardens and treasurer) to set agendas for chapter meetings and address issues of concern as they arise. The Vicar will meet weekly with the senior warden in the same way as the Dean currently does.

The authority of the Chapter will include:

- Setting policy for Christ Church Cathedral
- entering into contracts and other agreements that legally bind the Cathedral (other than invoicing agreements with vendors that fall under normal operations/ maintenance and that are within current budget parameters)
- Sharing with the Vicar in the spiritual leadership of the Cathedral congregation.
- establishing the budget for Christ Church Cathedral and providing financial oversight for the Cathedral.

The authority of the Executive Committee will include:

- setting the agenda for Chapter meetings.
- consulting with and supporting the Vicar in the exercise of her authority.
- acting to establish temporary policy in between Chapter meetings.
- acting with the authority of Chapter to enter into contracts in emergency situations between Chapter meetings.
- coordinating Cathedral's part in functioning and process of :
 - BTM Development Feasibility Study (Rome Group)
 - Explorations with the Diocese over ownership of properties.

The authority of the Senior Warden will include:

- being the primary representative of the Cathedral in the BTM feasibility study with the Rome Group and in the explorations with the diocese as to the future of the Cathedral/BTM properties.
- with the Junior Warden, being the primary support for the Vicar, and working collaboratively with her to resolve any conflicts that might arise among various parties in the Cathedral community.
- presiding at Chapter meetings.
- with the treasurer and junior warden, signing checks for Cathedral expenses

Relationships of support and accountability

The wardens and Chapter will support the Vicar in the performance of her duties. The Vicar is accountable to the wardens and chapter for the performance of her job and the performance of the staff.

The Vicar will support the staff in the performance of their duties. The staff is accountable to the Vicar for their job performance.

The Vicar, wardens and Chapter are accountable to the congregation, bishop and the diocese to operate within:

- The Constitution & Canons of the Episcopal Church and the Diocese of Missouri
- The mission statement of Christ Church Cathedral, which states:
We seek a deeper relationship with God and each other in Jesus Christ by
 - *Celebrating the sacraments faithfully*
 - *Proclaiming the Gospel boldly*
 - *Embracing diversity joyfully*
 - *Serving all passionately*
 - as a Cathedral*

The Bishop will support the Vicar in advice & counsel as well as affirming her authority in the Cathedral.

The Vicar will obey her bishop and abide by his pastoral direction and leadership in accordance with her ordination vows.

2. Clarity on Chapter Liaisons/Lay Ministries “Flow” Structure

What: To further evolve a formal flow for lay ministries at Christ Church Cathedral to support the congregation and clergy. This will be significant especially during the Dean’s sabbatical.

Why: With one full-time clergyperson, the Cathedral will need to operate differently to meet the needs of our faith community. Chapter has a role to play in:

- Supporting the Dean/Vicar.
- Empowering our faith community to share their talents as followers of Jesus and as a faith community.
- Communicating the operational changes at the Cathedral as a result of the Dean’s sabbatical.

Who: Chapter liaisons, Ministry leaders, Chapter wardens, Vicar/Staff

How: Chapter liaisons will be:

- **A presence.** Especially now, Chapter members should stay in regular contact with their chosen ministries. Let ministry leaders know you are there for them if they need support. Regular? Check in monthly at the very least by either email, phone or direct conversation to listen to their concerns. Communicate “yes Mike, our spiritual leader, is on sabbatical but...more now than ever we need to step up for our community.”
- **A conduit and occasional convener.** You are their contact rather than the Vicar or staff if they have needs. Drop a timely email to the Senior Warden and Junior Warden if the matter rises to a level that truly needs the Vicar’s attention. Let us know what’s happening, what their needs are and be aware of upcoming events – making sure that the Cathedral Office is notified in plenty of time and that the ministry leader submits formal requests for their event set-ups. The wardens and Vicar will make sure staff follows up on requests, which need to be available .

Flow

Vicar/Staff

Wardens

Chapter liaisons

Ministry Leaders

3. Event process

When the Cathedral is approached by someone (either inside or outside the community) with a proposal for CCC hosting an event the process for approval is:

- I. Vicar (or assigned Chapter member) makes initial assessment of whether it fits with the Cathedral's mission.
- II. Feasibility checks are made with
 - a. Annette Carr – availability of space on calendar.
 - b. Gary Johnson – set-up tear down/opportunity cost for staff
 - c. Pat Partridge – advice/consent if it involves music/art
- III. Annette, Gary & Pat would determine what expenses we need to recoup (security, custodial, etc.)
- IV. Vicar, Chapter member & Staff would determine whether this is the right thing for CCC right now in terms of capacity and mission focus.

If the answer to all these is yes, the event moves forward with charge to recoup expenses and (optional) request for additional gift to CCC.

*Gary will be the primary point person for setup and teardown.

*Annette will be the primary point person for invoicing.

*Payment is due before the event.

Exceptions to any of this can be made at the discretion of the Vicar.

4. Communications process

In the Dean's absence, the Vicar has the authority to speak for Christ Church Cathedral. If a crisis or major event happens during sabbatical the process for communication is:

*If an email to the congregation is required, Vicar will give content to digital missionary (consulting with wardens if necessary), who will send the email.

*If a press release is required, Vicar will give content to Thom Gross of Communications and Marketing Committee (consulting with wardens if necessary), who will write the press release and send out using iContact media list.

In addition...

*The Vicar (in consultation with wardens) will have authority over the content on social media, which she can delegate to digital missionary or others.

*The Vicar (in consultation with wardens) will have authority over Sunday announcements, as well as final editorial approval for Wednesday Weekly.

5. Use of Funds by Vicar in Dean's Absence

*The monthly checks that usually go into the Dean's discretionary fund will instead be directed to the Vicar's discretionary fund.

*As the Vicar will be taking over the Dean's hospitality role, she will be able to charge expenses to the Dean's Hospitality Account (56725-20)

*With the advice and consent of wardens or chapter, the Vicar will be able to charge expenses to the Dean's Fund (restricted account)