



I. RECTOR & WARDENS' ROLES & EVALUATIONS, & MUTUAL MINISTRY REVIEWS

Recommendation	Bylaw Amendment Necessary?	Page # in GovCom Report	Alternative Implementation Method	Assign to:	NOTES
I.A.1. Develop Position Description and Evaluation Form for the Rector	No	4	Assign to a Committee or individual to Work Directly with Priest-in-Charge (PIC) and submit to Vestry for approval	Standing Committee on Personnel?	
I.A.2. Develop a Role Description for the Wardens	No	5	Assign to Committee or individual to draft	Ad hoc committee headed by Junior/Senior Warden?	Perhaps ad hoc committee could include a number of past wardens
I.A.3. Develop a More Comprehensive Orientation for the Wardens	No	5	Assign to Committee or individual to draft	Ad hoc committee headed by Junior/Senior Warden?	Perhaps ad hoc committee could include a number of past wardens
I.B.1. Adopt Practice of Conducting a Mutual Ministry Review on a Periodic Basis	No	7	Wardens and Rector should collaborate on forming steering committee to conduct	Ad hoc committee	GovCom did not recommend a Mutual Ministry Review be performed annually. Also MMR should not be done before new PIC has a period of time in position.

II. THE NOMINATIONS PROCESS FOR PARISH ELECTIONS

Recommendation	Bylaw Amendment Necessary?	Page # in GovCom Report	Alternative Implementation Method	Assign to:	NOTES
II.A.1. Change the Parish Nominating Committee from ad hoc to a Standing Committee Operating Year Round	Yes	10		Vestry	GovCom provided recommendation regarding makeup of committee on page 10 of GovCom report
II.A.2. Assign Standing Nominating Committee to develops Written Protocols	No	10	To be drafted by Standing Nominating Committee once formed	Standing Nominating Committee	
II.A.3. Improve/Broaden Communications about Nominations Process/Work of Committee	No	10	To be developed by Standing Nominating Committee once formed	Standing Nominating Committee	
II.A.4. Institutionalize Concept that “Pastoral Concerns” Do Not Affect Nominations Until Committee has otherwise vetted candidates	No	11	Instruct Standing Committee to Incorporate concept into Written Protocols to be developed	Standing Nominating Committee	“Pastoral Concerns” would however be identified/acted upon before potential candidates are approached about running

III. THE VESTRY ORIENTATION PROCESS

Recommendation	Bylaw Amendment Necessary?	Page # in GovCom Report	Alternative Implementation Method	Assign to:	NOTES
III.A.1. Develop a Detailed “Vestry Guide for St. Alban’s Parish” for Vestry Orientation	No	14	Assign to ad hoc committee of the Vestry	Ad hoc committee	GovCom report contains many resources and much guidance
III.A.2. Provide a More Thorough/Detailed Orientation for New Vestry Members	No	14	Assign to ad hoc committee of the Vestry	Ad hoc committee	
III.A.3. Consider Amending St. Alban’s Vestry Covenant (2016)	No	14	Submit to consideration of Executive Committee	Executive Committee	GovCom suggested using Vestry Covenant from Calvary Episcopal Church as model/yardstick
III.A.4. Adopt Eric Law’s “Guidelines for Respectful Communications and Mutual Invitation” Formally Each Year	No	15	Submit to ad hoc committee of the Vestry formed pursuant to recommendation III.A.1 above	Ad hoc committee	Could be incorporated into Vestry Covenant (ref. recommendation above)

IV. COMMITTEE STRUCTURE OF THE PARISH

Recommendation	Bylaw Amendment Necessary?	Page # in GovCom Report	Alternative Implementation Method	Assign to:	NOTES
IV.A.1. Amend Bylaws to Require a minimum of ONE Vestry Member on each Vestry Committee	Yes	16			
IV.A.2 Resolve to Maintain the following 5 Standing committees: Governance, Personnel, Executive, Property & Grounds and Finance AND Create Two New Standing committees of the Vestry: Stewardship and Vestry Nominations	No	17			
IV.A.3. Create a Standing Executive Committee	N/A	18			Already Completed.
NB: Although GovCom did not list it as a separate recommendation, evaluation of current standing committees should occur to determine where and if some members have been on for many years. Concept of “term limits” for long-standing standing committees has not been applied with any rigor.					

V. MISCELLANEOUS BYLAW AMENDMENTS

Recommendation	Bylaw Amendment Necessary?	Page # in GovCom Report	Alternative Implementation Method	Assigned to:	NOTES
V.A.1. Maintain the Requirement that Senior Warden have Two Years Prior Experience as Vestry Member	N/A	22			GovCom did not recommend changing current practice.
V.A.2. Provide for Removal of a Vestry Member for Cause or Inaction	Yes	22		Vestry	Different parishes approach this issue differently, particularly as to whether a vote of the parish is required. GovCom recommended an approach and provided language on page 23 of GovCom approach
V.A.3. Amend Process for Obtaining Absentee Ballots to Require that Requests must be made by the qualified voter him/herself in person or in writing	Yes	24			
V.A.4. Clarify the Authority/Role of the Vestry	Yes	25		Vestry	GovCom provided bylaw language on page 25 of Report

Recommendation	Bylaw Amendment Necessary?	Page # in GovCom Report	Alternative Implementation Method	Assign to:	NOTES
V.A.5.a. Do Not Amend Bylaws to Allow for Executive Sessions without the Rector	N/A	26			
V.A.5.b. Do Not Amend Bylaws to Clarify Appropriate Topics for Executive Session	N/A	26			GovCom did recommend having an Executive Session at each Vestry Meeting to remove stigma of these sessions as only negative events.
V.A.5.c. Do Not Amend Bylaws to Provide for Note-taking during Executive Session	N/A	27			Although GovCom did not recommend that notes be taken during Executive Session, we did discuss a process by which memorialization of Executive Session activities could be done without providing confidential information. See last paragraph of Section III.E of Report on page 27.
V.A.6. Do Not Amend Bylaws to Change When New Vestry Members Take Office	N/A	28			