

Norms for Ministries, Activities, and Committees

Operational Norms

1. **Organization:** Each ministry, activity, committee, or group functions as part of one of the ministry areas (Worship, Spiritual Formation, Inreach, Outreach) or administrative areas (Finance, Development, Communication, Buildings and Grounds) of the cathedral and seeks to fulfill the cathedral's mission and vision.
2. **Leadership:** Each group has a chairperson who reports to a vestry or staff contact responsible for a specific ministry or administrative area. Chairpersons are appointed and reappointed at the annual meeting by the dean, with recommendation from the group.
3. **Membership and Participation:** In the spirit of welcome and inclusion, all groups and activities should be open to all members of the cathedral. Training, auditions start or sign up deadlines, or other requirements for participation need to be clear and consistent with the cathedral's mission and should be approved by the dean.
4. **Activities and Goals:** The ministry, activity, committee or group needs to align its work with the mission of the cathedral, establishing goals related to the cathedral's mission on an annual basis.
5. **Calendar:** All meetings of ministries, activities, committees or groups (whether on or off campus) need to be scheduled through the cathedral office. This includes on-line meetings or meetings on zoom. (Groups should plan on hosting zoom meetings themselves using a cathedral zoom account.) Please include set up and take down time as well as the time of the event or meeting itself. Any instructions for set up / for the sexton can be given to Lynne in the parish office.
6. **Security / Opening and Closing:** Unless otherwise arranged (and a sexton fee is provided), ministries, activities, committees and groups are responsible for opening and closing, set up and clean up, turning on and off lights, etc.
7. **Communication:** Electronic copies of material for the Sunday bulletin and e-pistle need to be sent to the cathedral office before noon on Wednesday. Material for the website needs to be sent the communication director Reports need to be sent to vestry representatives by the second Wednesday of every month.
8. **Finances:** While activities are often on a school year basis, the budget works on a calendar basis. All budget requests must be completed and sent to the cathedral treasurer by October 15. Account balance and other financial information, as well as check request and reimbursement forms, are available through Gunhild Gross in the Business Office
9. **Fund Raising:** All fundraising events and activities must be approved by the vestry prior to events.
10. **Safe Church, Alcohol, Non-Discrimination and money handling policies:** All groups need to follow Cathedral and Diocesan Policies, including those related to Safe Church, the use of alcohol, nondiscrimination, and the handling of money. Copies of these policies are available in the cathedral office.

Relational Norms

1. All ministries, activities, groups, committees should serve as models of Christian community that reflect the values of the baptismal covenant. These values should be reflected in on-line and in-person communications and gatherings.
2. All meetings and gatherings should begin and end with prayer and with some sort of pastoral check-in or sharing and offering of support to those who are there. Meetings and groups should establish norms and expectation about confidentiality and sharing of what was discussed.
3. Participants are asked to respect one another, to not dominate discussion, and to honor diversity of perspective as well as people.
4. Leaders and participants are asked to use care and respect in social media, limiting use of “reply all” and avoiding sharing of confidential or personal information.
5. Out of respect for the participants, meetings should begin and end on time and have a clear agenda or purpose, with timing and agenda communicated in advance, and minutes taken to provide a record and communicate with those who were not there.