Committee Terms of Reference

St. Stephen the Martyr Anglican Church, Thunder Bay

Liturgy Committee

Amended by Parish Council September 11, 2017

a. The Liturgy Committee is responsible for planning the liturgy and assisting the Pastor with liturgical decisions including music;
b. The Liturgy Committee consists of the Pastor, Deacon Associate, Altar Guild President, Music Director, Head Server, Lay Readers, Reader Co-ordinator, Sidesperson Chair, Sunday School Coordinator and members appointed by the Parish Council;
c. The Pastor chairs the Committee;
d. The Chair calls the meeting, prepares the agenda, and follows up on decisions made; and
e. The Committee appoints someone to take minutes.

Stewardship and Finance Committee

Amended by Parish Council September 11, 2017

a. The Stewardship and Finance Committee's role is to:
    i. help people to understand how money is related to their spirituality,
    ii. help communicate financial information to the parish, including how the finances relate to the parish's mission through reports to Parish Council, announcements, annual report, newsletters, web site, and letters to parishioners,
    iii. encourage people to financially support St. Stephen's through donations by offering envelope, Electronic Offering Program or CanadaHelps.org,
    iv. prepare the initial draft of the Operating and Property Budgets,
    v. advise the Wardens and Parish Council on financial policy, and
    vi. do anything else with respect to finances that the Wardens and/or Parish Council request;
b. The Committee consists of the Chair, Pastor, Wardens, Deputy Wardens, Treasurer, Envelope Secretary and members appointed by the Parish Council;
c. The Chair is appointed by Vestry and is a member of Parish Council; the Chair calls the meeting, prepares the agenda, and follows up on decisions made; and
d. The Committee appoints someone to take minutes.

Fund-Raising Committee

Adopted by the Parish Council January 12, 2026

a. Definitions:
    i. Event: a planned fund-raising occasion involving all members of the parish and revenue is anticipated to exceed $500.00 in a fiscal year.
    ii. Activity: a fund-raising venture developed by the Fund-raising Committee, or an individual and revenue is anticipated to not exceed $300.00 in a fiscal year.
b. All parishioners are involved in fund-raising and any member of parish can be part of the Fund-raising Committee.
c. All fund-raising events and activities are to build a loving Christian family of faith and to nurture our spiritual lives as we share God's love.
d. The Fund-Raising Committee's role is to:

i. discuss and develop fund-raising ideas; consider options for fund-raising i.e., parish only or involving the wider community;

ii. give advice with respect to fund-raising to the Parish Council;

iii. plan and implement events to provide financial assistance to St. Stephen's:

1) refer event plan to the Parish Council for approval before it is implemented; and

2) is not responsible for other events held by the Parish Council or other group in the parish, i.e., Yard Sale, Men's Club activities, Christmas Tea, etc. but can provide assistance if asked;

iv. plan and implement activities that would be managed by the Committee;

v. communicate events and activities to the parish and wider community through announcements, newsletters, website and, if needed, through newspapers ads;

vi. encourage people to financially support an event or activity, reminding them if event or activity is for a specific reason, i.e., Mission Project; and

vii. report on events and activities to the Parish Council through the Chair.

e. The Committee consists of the Chair, at least one Church Warden, a representative of the Men's Club, and members from the Parish. The Parish Council appoints the Committee.

f. The Chair:

i. is appointed by Vestry and is a member of Parish Council; and

ii. calls the meeting, prepares the agenda, follows up on decisions made, completes the Fund-raising event tracker and provides the Parish Council with a final event report.

g. The Committee appoints someone to take minutes.

h. Event reports are to be detailed including itemized expenses, donations, and profit/loss; all donated items need to have a value in order to properly "cost" fund-raising event; notes on the report are to provide input i.e., items purchased and unused; quantity; success.

i. All meetings are to be scheduled keeping in mind church calendar and availability of Parish Hall for such use; meetings are to be announced in the bulletin and/or e-letter.

i. Meetings to which all parishioners are invited, must be called with at least 2 Sundays notice.