



**FINAL DRAFT
Charter
Faith in Action Ministry**

St. Paul's Episcopal Church

Purpose Statement

The Faith in Action Ministry will consist of the newly formed ***Living Our Faith*** and **Outreach Committees**. ***Living Our Faith*** is a standing committee of the Faith in Action Ministry of St. Paul's Episcopal Church, Walnut Creek, California (St. Paul's). The establishment of the committee was based upon our affirmation to promote justice, equity, and compassion in human relations; and our affirmed goal of a world community with peace, liberty, and justice for all. This charter establishes the working group, ***Living Our Faith***, and guidelines for initiating, conducting, and evaluating all Faith in Action projects undertaken at, or on behalf of St. Paul's.

Our Mission

Faith in Action Ministry will inform, motivate, empower and support the Episcopal Church Millennium Development Goals (MDG's) for justice for all of God's creation through resources and partnerships.

Note: MDG's from the Episcopal Diocese of California website:

2009/2010 Goals:

- Re-energize parishes and make them aware of the MDGs and possible parish actions
- To highlight activism as a spiritual practice and type of spirituality
- To put the MDGs in the context of local poverty
- To train folks for the "long haul:" Moving the focus from charity to justice
- To continue leadership of Interfaith MDG Coalition

Our Principles

We covenant to affirm and promote:

1. The inherent worth and dignity of every person
2. Justice, equity and compassion in human relations
3. Acceptance of one another and encouragement to spiritual growth in our congregation
4. A free and responsible search for truth and meaning
5. The right of conscience and the use of the democratic process within our congregation and in society at large
6. The goal of world community with peace, liberty, and justice for all
7. Respect for all God's creation



Ministry Goals

The ministry goals of **Living Our Faith** will focus on discovering the root causes of poverty, hunger, homelessness, lack of health care, and other injustices in our community while the Outreach Committees will support the service, mission and charitable work of St. Paul's. The Living Our Faith Committee will support specific projects selected as outlined in the Project Evaluation section below. Living Our Faith Committee will act as an advocate for justice for those projects. An on-going information and advocacy effort is important to bring about change in public attitudes and policies that directly impact the lives of the most vulnerable persons in our area.

Scope

The Living Our Faith Committee will research, evaluate, and make recommendations on projects either initiated by the committee or submitted by members of St. Paul's. This effort may include both expansion of existing projects and new projects. The Committee will recommend projects for vestry approval and, if so approved, will communicate them to the congregation. A project which receives support from the congregation will be implemented by various means: recruiting and educating volunteers, partnering with existing organizations, contacting representatives and agencies, raising funds through donations and grants, and direct action. The committee will monitor and evaluate the status of each project and report to the vestry. Outreach committees will continue to operate under existing guidelines with oversight by the Faith in Action Vestry Liaison.

Living Our Faith Committee Membership

Vestry: Donna Colombo, Michael Siebert

Outreach Committee Representatives: Laura Williams, Peggy Shockley, Linda Banwell, Anne & Lyle Morton, Sue Phalen

Congregation at large: Bill Romine, Bill Ennis, Sr., Pete Smyth

Advisory, non-voting members: Director, Episcopal Charities Network, Rector, St. Paul's

Chairperson and Vice Chairperson are elected by the Committee subject to review and approval by the vestry and shall serve for a period of two years. *[No terms are indefinite and renewals will be submitted to the Vestry through the Faith in Action Liaison every 2 years, consistent with the committee charter.]*

Committee meetings are open. All members of the congregation are welcome to attend and support committee activities.

The Committee will assess its activities on an annual basis and will review this charter annually to reassess its adequacy and to recommend any proposed changes to the Vestry.

Finance



All profits from fundraising activities conducted by Faith in Action Ministry go to the restricted Faith in Action operating budget. The Vestry retains authority for their expenditure.

Meetings

The *Living Our Faith Committee* meets monthly on a date and time to be selected by the committee.

Meetings are open to any member or friend of the church.

Description of the committee and roles

Chairperson: - Oversees the work of the committee, provides regular reporting to the Vestry, supports the committee project teams.

Meeting Leader – Schedules meetings, sets the agenda, and ensures that assigned tasks are completed.

Notetaker – Records the minutes of regular meetings and prepares notes for the Vestry

Record keeper – Maintains records of all business, including: meeting notes, memorandums, blank and completed forms, and documents such as this charter.

Data Analyst – Performs data management and statistical analysis. Conducts primary analysis of data and interpret trends and observations for committee action. Develops reports and provides ongoing data analysis support to the committee.

Communications & Marketing Lead - Develops a marketing strategy that effectively markets the organization and educates the parish regarding events and issues. Responsible for the development and implementation of an annual, strategic, and special events calendar. Develops and implements communications and media strategies that successfully deliver information and key messages to the congregation and the community. Coordinates publications.

Initiating a Project

Any member of St. Paul's may propose a project to Faith in Action, through the *Living Our Faith Committee* for review and submission.

Anyone wishing to conduct a Faith in Action project at St. Paul's should speak with the *Living Our Faith Committee* to help clarify the project's goals, scope, and potential concerns. A written proposal shall be made to the *Committee* that clearly defines the project and its scope, sets project goals, discusses how the project will be conducted, and defines measures for evaluating the success of the project.



Project Evaluation

The Committee shall evaluate the project in accordance with our mission and the following criteria:

- Issue coverage (basic human needs: food, shelter, medical care, job, etc.)
- The activity alleviates a symptom or attempts a transition toward a permanent cure
- Geographic scope and demographics that the activity will serve
- Efficiency (both as to Cost/Person helped but also the extent others are involved)
- How the project will be funded. Evaluation of required resources available and the ability to provide resources.

All projects recommended by the Committee will be submitted to Vestry for approval and communicated to the congregation.

The *Living Our Faith Committee* will act as the primary communicating and coordinating body for all projects involving Faith in Action.

Reporting Structure

The Living Our Faith Committee will provide a monthly report to the Vestry that addresses the following three topics:

- New and unresolved issues being addressed by the Faith in Action Ministry Teams
- Issues that have been resolved since last report
- Progress on scheduled events, projects, and deliverables with a special emphasis on impending critical dates

The Committee will provide monthly communication to the congregation of St. Paul's that addresses the following topics:

- Projects currently underway
- Projects authorized by the Vestry but still in the developmental stage
- Proposed projects awaiting Vestry approval
- Outstanding action items, issues or questions

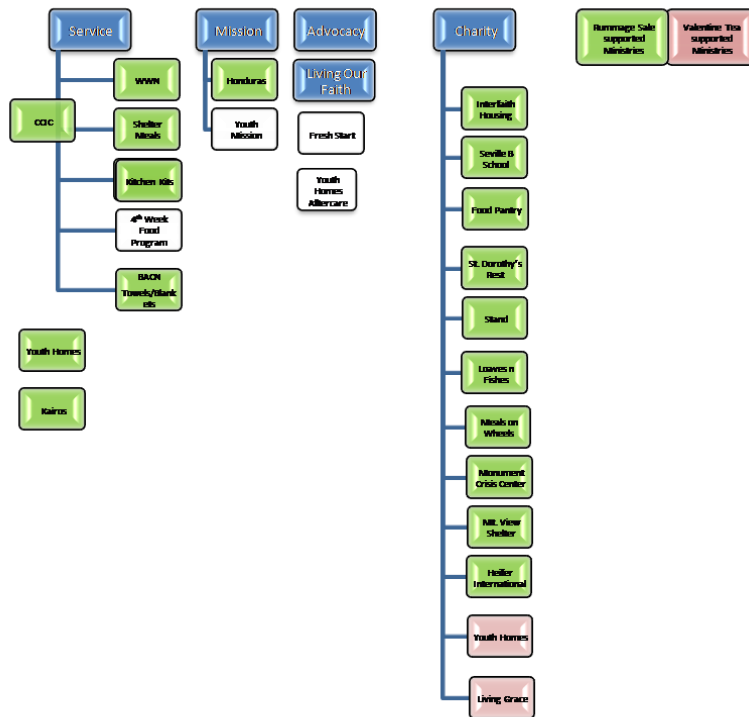
The Committee will provide the Faith in Action Ministry Liaison with an annual account of its plans and projects that will be incorporated into St. Paul's annual report.



APPENDIX



FAITH IN ACTION MINISTRY





CURRENT OUTREACH COMMITTEES AND GROUPS

Youth Homes Auxiliary
Rummage Sale
Valentine Tea

Contra Costa Interfaith Housing: CCIH

Contra Costa Interfaith Council (I4C)

Contra Costa Interfaith Coalition (CCIC)
Adult Shelter Meals
Food Pantry
Monument Crisis Center, Quilts
Kitchen Kits
Lenten Food Boxes
Loaves & Fishes
Mountain View Family Shelter Meals
Furniture Distribution
Fourth Week Food Program
Warm Winter Nights
Children/BACN

Fresh Start

American Red Cross

Honduras Mission
Scholarship

Habitat for Humanity

Seville B School – South Africa



Living our Faith – Advocacy

Example

The Living Our Faith Committee may propose Youth Homes as a project for approval by the Vestry. Youth Homes is an organization committed to serving the needs of abused and neglected children in this area and since its creation in 1965, St. Paul’s Church has been involved with Youth Homes. As of 2005, Youth Homes has received 56% of its funding from Mental Health Government contracts. Only 10% of the funding comes from donations, and the balance comes from other government sources. Recently announced budget changes in California may drastically impact mental health funding. For Youth Homes, this may mean that many clients would no longer be able to receive services and opportunities for young people would be lost. Public awareness and support would be critical to maintaining services. However, with existing advocacy activities in place, the public would already view Youth Homes as a valuable, indispensable part of the community and there would be greater chance for continuity of service. Advocacy on their behalf may mean that the lives of some of the most vulnerable would continue to be nurtured.