

**Policies and Procedures**  
**A Resource Guide to the Ministry of**  
**Saint Aidan's Episcopal Church**

**Title of Ministry Area**

*The St. Aidan's Men's Group (hereafter The Group)*

**Scope of Ministry**

*This ministry is for the development of the men's fellowship and service to the needs of the St. Aidan's Parish.*

**Purpose of Ministry**

*To provide cooking services to the Parish for luncheons and other social events as requested by the Parish and to raise scholarship funds for the children of the Parish. To prepare the annual barbecue for the Fall Fair, and maintain the cleanliness of the barbecue area. Identify those areas of the kitchen, barbecue area and pantry which require immediate and continuing attention for the safety, health and welfare of the parishioners, guests and others who utilize the cooking and eating facilities of the Parish. Solicit the Parish Sexton's aid to maintain these cleanliness standards. Plan and implement a program for the upkeep of kitchen equipment to maintain its' appropriate working order.*

**Expectations**

*The services include the following:*

- *Providing Sunday brunches for the Parish after the second service five times a year.*
- *Provide for and participate in a men's group breakfast on a designated Saturday of every alternate Parish luncheon month.*
- *Establish cleaning schedules and identify personnel for kitchen, serving and cleanup responsibility for each event sponsored by The Group.*
- *With the aid of the Sexton ensure maintenance and upkeep of the kitchen equipment and kitchen and pantry areas for cleanliness and safe health of standards set by the City of Virginia Beach.*
- *Develop and provide a "Scholarship Request" form to be used by the Parish to determine those in most need for scholarship funding.*
- *Establish a procedure through which confidential scholarship requests reach the Rector of the Parish.*
- *Provide a prioritized list of scholarship requests to a Selection Committee (The Rector, the Senior Warden and The Group chairman) when and as deemed necessary for those events that the scholarship funds supports.*
- *Provide to the Vestry an annual report that forecasts the expenditures and profit/loss of The Group, including the number and amount of scholarships funded.*
- *Provide to the Property & Grounds Commission a priority list for the repair or replacement of kitchen equipment, as it becomes necessary.*
- *Provide to the Vestry an annual proposed budget for scholarship requirements to meet the needs of St. Aidan's.*
- *Invite the St. Aidan's ladies to provide one luncheon annually in place of The Group.*

## **Procedure**

- *Review and, as necessary, update this policies and procedures document annually.*
- *Convene bimonthly meetings (Saturday fellowship meetings) to set the following Months' menu and for kitchen cooking/serving/cleanup members who will participate in the scheduled event.*
- *Elect a Chairman, Treasurer and Recording Secretary, to serve as such, limited to a two-year term. A member may be re-elected only once to serve consecutively in the same office. Co-chairmen may be elected with the same service commitments as above.*
- *Report bimonthly (via the Parish newsletter) those events sponsored by The Group.*
- *Provide to the Parish Secretary the proposed menu the month prior to the luncheon event.*
- *Provide a recommended budget for scholarship funding to the Vestry each November.*
- *Set dates annually as necessary, for the Selection Committee to review and select candidates for those events that the scholarship funds support.*
- *All men of St. Aidan's are members of The Group.*
- *Recruit active newcomers to The Group.*

## **Supporting Ministries**

- *St. Aidan's Alter Guild*
- *The Properties and Grounds Commission*
- *The Pastoral Care Associates*

## **Calendar of Events or Timeline**

- *A selected member of the group should deposit all money and receipts in the counter's lock-box following a group event. Include the name on the receipts of Group members who require reimbursement for food provided.*
- *Each October, following the Fall Fair, provide to the Parish secretary a list of all planned events as soon as they are accepted and approved by the Group.*
- *Provide an annual report to the Vestry each November of income and expenditures of The Group.*
- *Provide an annual report to the Congregation regarding scholarship awarded and funds expended to support those scholarships.*

## **Resources**

- *Scholarship funding requirements should be identified annually to the Vestry based upon expected receipts from The Group events.*

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The Rev. Mark D. Wilkinson, Rector

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Mr. Fred Parkinson, Senior Warden