

Mutual Respect Covenant

Vestry, Emmanuel Episcopal Church

1. This Mutual Respect Covenant will be reviewed, edited (as necessary) and re-adopted at the first meeting of each new Vestry.
2. Suggested agenda items and reports shall be submitted to the Sr. Warden at least five business days prior to a regularly scheduled meeting.
3. Final agenda and any reports shall be sent electronically to all Vestry members at least three business days prior to a regularly scheduled meeting.
4. If I am going to be late or cannot attend a meeting, I will communicate that to the group ahead of time or as soon as possible.
5. All meetings will begin on time or as soon as a quorum is present.
6. All meetings will begin and end in prayer and/or a time of spiritual reflection or worship.
7. I will keep my phone on silent or vibrate during meetings. If I receive a call that needs my attention, I will leave the room as to not interrupt the meeting.
8. I will allow others to speak without interrupting.
9. I will not speak a second time on an issue until all others have had the opportunity to speak.
10. I will allow room and time for silence and processing.
11. At any time, a Vestry member can request a break for prayer.
12. I will only speak for myself and use "I" statements.
13. I understand that **process (how we do things)** is as important as **product (the content or what we do)**. I will respect both and endeavor to conduct myself in a manner that respects the worth and dignity of every human being. I understand that either a process observer (if granted voice at a meeting) or any Vestry member may call the group to consider attention to process during the course of a meeting and that it is appropriate for any member of the Vestry to ask that attention be focused on the Mutual Respect Covenant.
14. Action items will be fully vetted and discussed prior to any vote being taken.
15. Once a decision has been made by the group, I will respect the process and decision.
16. I will not engage in "parking lot" conversations. Conversations that take place in secret with the intent to exclude the whole group bring down rather than build up the community.
17. I will strive to meet standards of conversational behavior that build up trust within the community.
18. I will notify the Rector/MIC and/or Sr. Warden in advance about all committee meetings in order that she/he may participate if desired.
19. I will attend the Diocesan Leadership Training, Prevention of Sexual Misconduct Training and any other training deemed necessary as soon as possible after election to Vestry.