**Draft: Governance of the Jail Visiting Project (JVP)**

*To be revised as needed, and approved by the priests in charge of the two UTO-proposing parishes, St. John’s – Grace Episcopal Church, Buffalo and St. Mark’s & All Saints Episcopal Church, Buffalo – and the treasurer of St. John’s – Grace.*

Overall project direction and strategy will be determined by the JVP Steering Committee, consisting of the priests in charge of the two parishes and one representative from each of the sponsoring organizations.

A project Director will be hired by joint decision of the two priests. They will receive input and assistance in recruiting and evaluating candidates from the JVP Steering Committee. The Director, once hired, can be removed by joint decision of the two priests. In formal terms, the Director will be defined as a staff member of or consultant to St. John’s Grace, and therefore administratively responsible to the priest of that parish, although key personnel matters will be handled jointly by the two priests.

The Director will convene the Steering Committee at least quarterly (in person, virtually, or in a hybrid mode), prepare its agendas, and respect its decisions on overall direction and strategy.

The Director will be fiscally responsible to the priest and treasurer of St. John’s – Grace. The priest will approve project disbursements of $200 or more. Smaller disbursements can be submitted directly to the treasurer. For all items over $25, invoices, receipts, or other appropriate documentation will be required as backup for the issuance of checks or other payments out of the JVP account,. Under $25, a written explanation stating the date and nature of the expense, and who incurred it, will be sufficient.

St. John’s – Grace will provide fiscal services and oversight without charge, as an in-king contribution to the project. St. Mark’s & All Saints will provide meeting space, and if needed and feasible, office and/or storage space, without rental charge or use fee, as an in-kind contribution to the project.