

ST STEPHEN'S EPISCOPAL CHURCH

DISASTER RECOVERY CONTINGENCY

1. PURPOSE:

This policy sets forth the St. Stephen's Vestry responsibility to assess, protect against, respond to, and potentially recover from disasters that may affect the parish and its members. Disaster contingency planning is an ongoing process not a singular event. The Vestry is committed to establishing and sustaining its recovery capability.

2. POLICY GOALS:

The executive committee and vestry bears the fiduciary responsibility to protect the assets of the church. The Vestry will plan, prepare, and test actions necessary to provide prudent protection.

- Identify means for parish continuity
- Protect parish assets.

3. DISASTER CONTINGENCY PLAN:

THE MANAGEMENT TEAM of St. Stephen's will prepare and maintain the Disaster Recovery Plan as follows and will carry out parish continuity by:

- Maintaining a list of the Disaster Management Team.

The order of names on the Disaster Management Team List is the chain of command and order of succession.

1. The Rector (Fr. Jesse Abell)
2. The Senior Warden (Jeffrey Bartee)
3. The Junior Warden (Yvette Kite)
4. Co-Treasurers (Peggy Yankee and Sharyn Philcox)
5. Secretary (Jim Urso)
6. Property (Mike Cassasta)

A. Disseminating information to the Vestry and Parish to facilitate a quick, effective disaster response.

B. Maintaining and practicing procedures explaining how to recover the computer and technology related systems of St. Stephen's.

C. Maintaining and practicing procedures explaining how to recover the key business functions of the parish.

D. Maintaining vital information related to insurance coverage and emergency funding.

4. GUIDELINES TO BE FOLLOWED ONLY DURING A DECLARED DISASTER

The Vestry approves the following Disaster Declarations:

- Purchase limits: the limit over which purchases must be approved in advance by the Vestry is removed. The Disaster Management Team Leader can authorize any purchase deemed necessary to preserve the safety of staff and to protect the assets of the church.

In the event of a systems failure on the computer system which can not be rectified within 48 hours, the following control procedures will be implemented.

- a. A separate computer will be available off-site that the church can test on a regular basis and set-up for operational use until new equipment is available.
- b. When the computer is in use at the host site at least (2) people will be present. A complete daily record will be maintained documenting the usage of the system.
- c. The computer will be available to input all manual transactions, print reports as needed.
- d. The following controls will be implemented:
 - The Rectors' office, and church office will be secured.
 - The Executive Committee will ok any transactions transported back to the computer site, where all files will be updated and backups run.

5. OTHER ISSUES

Personnel Needs: The Management Disaster Recovery Team will need time away from the recovery to tend to their own needs.

- Vital information related to insurance coverage and emergency funding is also located at The Episcopal Diocese of Massachusetts in Springfield.

6. REVIEW:

The Vestry will at least annually review and approve the Discovery Recovery Policy.

7. A Safety Deposit Box should be obtained by the church. A copy of each should be kept:

Copies of Insurance Policies

Video and Inventory Details

Phone # and contact for Carbonite (our backup system) and Avidia Bank

Extra checks

Password for all computers; Secretary, Power Church, Co-Treasurer's, Rectors

Parish Directory