

## **Vestry Position Description**

*Holy Trinity is a people passionately seeking  
to love with the heart of Christ,  
to think with the mind of Christ,  
and to act in the world as the Body of Christ.*

**The Vestry** functions as the elected body of Holy Trinity parish that, in cooperation with the rector, oversees the affairs of the parish as directed by canon law and provides parish leadership.

**Term of Office** - Vestry members serve **three (3)-year** terms.

### **Responsibilities**

- Work with the Rector in promoting the spiritual welfare of the Parish.
- Aid the Rector in the institution, conduct, and development of the program of the Church both within and outside the Parish.
- Provide leadership and support to ministries and committees in the Parish. Each Vestry member serves on one or more committees of the Vestry.
- Serve as the collective agent and legal representative in all matters concerning property: maintain the buildings and furnishings, maintain other property, provide adequate insurance, etc.
- Oversee the financial responsibilities of the Parish, including fundraising, prompt payment of salaries and bills, prudent care of trust funds, endowments and bequests, sale and transfer of securities and other assets, maintenance of records, annual reporting, budgeting (approval of expenditures, and recommendations and approval of salaries), etc.
- Represent the Parish in its relations with the Rector.
- Serve as a "Council of Advice" for the Rector, when requested.
- Provide nomination and management for Vestry election proceedings.
- Select a Rector, if there is a vacancy.

### **Qualifications**

- Be 16 years of age or older.
- Be an active communicant of the Parish for at least 6 months.
- Be a pledging member of record.
- Be a confirmed Episcopalian or received by a bishop into the Episcopal Church from another Christian church.
- Participate in the Eucharist every Sunday "unless for good cause prevented."
- Outgoing Vestry members cannot be reelected until one year has passed.

### **Amount of Time Required / When Ministry is Performed**

- Monthly meetings (typically third Sunday of the month, approximately 2 hours per meeting) and special meetings as necessary.
- Frequent interaction with parishioners and committee leadership. Regular meetings with committees may also be required.

### **Training Provided**

- Vestry Orientation Retreat.
- Printed guidelines, suggestions, Parish By-Laws.
- Periodic In-Service Training.