



**RUNNING  
FOR  
OFFICE**

**WARDEN  
VESTRY  
DIOCESAN DELEGATE**

**MARCH 26, 2017**

## Annual Meeting March 26, 2017

### QUALIFICATIONS

All candidates must be members of the parish, over 15 years of age, and have a financial contribution on record as of March 26, 2017. [Bylaws: *Section 401. Eligibility*]. Note: Candidates for Diocesan Delegate are required to be confirmed members of the Episcopal Church.

### JOB DESCRIPTIONS

#### Senior Warden

- Serves as the “chief lay officer” of the parish, working in partnership with the Rector to provide overall leadership for the parish; develops and implements policy, budget, and programs.
- Works with the Executive Committee to plan monthly Vestry meetings and to make recommendations on matters for the agenda
- Serves as a member of the Finance Committee which has responsibility for developing the annual budget
- Nominates officers (Register, Treasurer, HR Officer and Legal Counsel, etc.); recommends to the Vestry and/or appoints chairs of standing/ad hoc committees and task forces; supports the recruitment and selection of pillar chairs
- Works in a consultative role with pillar chairs
- Is part of the leadership team for planning and implementation of the annual stewardship pledge campaign

#### Junior Warden

- Works closely with the Senior Warden and clergy re: the impact of programs, policies, and practices affecting the building
- provides leadership in the establishment and implementation of policy for the care and use of the buildings and grounds
- Co-chair of the Fabric Committee
- appoints the Manciple (co-chair of the Fabric Committee)
- works with the Parish Administrator in re: the daily cleaning

- and care of the building
- responsible for budgetary expenses related to the maintenance of the building and grounds
- member of the Executive Committee
- member of the Finance Committee

#### Vestry

- Participates in making and overseeing the implementation of policy
- Actively participates in the monthly meetings providing insight, experience, and perspective in helping the group fulfill its responsibilities
- Serves as liaison to a pillar, a standing committee or other aspect of parish operations
- Participates in the Spring Vestry retreat and the Fall Vestry-Pillar-Parish Managers retreat
- Assists in maintaining Vestry connection with the balance of the parish, explaining policies and plans, and bringing feedback from the parish to the Vestry’s deliberations
- Actively participates in planning the Annual Meeting and elections of new Wardens, Vestry, and delegates
- Members are:
  - Strategic in their thinking
  - Willing to do the work involved to be an effective Vestry member
  - Willing to fully participate in decision-making by expressing themselves
  - Interested in looking at issues from the perspective of the parish as a whole rather than on behalf of a specific interest group or program area
  - Willing to consider new approaches, new possibilities
  - Cognizant that we are part of the continuity of the community--past, present and future – with obligations to sustain what we have inherited, provide for our current needs and ensure the long-term future health of the parish.

*A schedule of meetings for 2017-8 will be available in the tract racks. Candidates should be prepared to attend monthly meetings and two vestry retreat weekends. Note: meeting times/days are subject to change*

### **Diocesan Delegate**

- attend Diocesan convention (last Saturday in January) and the Regional meeting in October
- consult with the Vestry about convention resolutions
- keep the parish apprised of actions and events of the Diocese including diocesan finances

### **NOMINATIONS, DECLARATION, AND ELECTION**

- Nominations must be accompanied by the signatures of 10 pledging members by petition (in tract racks or from members of the Nominating Committee electronically)
- Nominations will be accepted between January 15-February 19. They may be handed directly to, mailed to any member of the Nominating Committee (see back), or deposited in the envelope on the foyer board. No forms will be accepted late.
- Candidates shall prepare a brief description of their interest in an office to be sent to the parish, posted on the foyer board and on the website; due to the Nominating Committee by February 20, 2017.

- Candidates prepare a speech to be delivered at the Annual Meeting (Vestry/Delegates: 3 minutes; Wardens: 5 minutes)

## **2017 Nominating Committee**

***Please contact any of the members with questions***

Out-going Wardens, officers/Vestry Members:

Peter Sherer

Doris Burton

Jack Burton

Steve Dalzell, Fritz Henn, Martha Huizenga

Parish Representatives to the Committee

Marilu Sherer

Bill Dickenson

Rev. Michele Morgan, Priest-in-Charge *ex officio*