



## **Responsibilities and Guidelines for Elected Officers**

“An Episcopal church relies on leadership from lay people as well as clergy.”

### **The Vestry**

The vestry consists of 12 lay members of the parish who take responsibility for the property (church buildings and grounds) and financial affairs of the parish. In the traditional language of the Episcopal Church, the clergy are responsible for “things spiritual” while the fiscal affairs and “all things temporal” fall within the jurisdiction of the vestry. Of course just as the physical and spiritual dimensions of our lives are inextricably related so are the physical and spiritual dimensions of our parish life. Members of the vestry serve a three- year term. They are not eligible for re-election until a year after they have stepped down.

Under the set guidelines for nomination to the vestry and other elected positions, nominees should:

- Be a member of the Episcopal Church; enrolled as a member of the parish; 16 years of age or older
- Be a baptized member who attends worship regularly and has received Holy Communion in this parish at least three times during the preceding year.
- Be a pledging member of the church
- Be able and willing to attend vestry meetings  
(normally the third Monday of the month from 7:00-9:30PM)
- Be able to delegate time for general vestry training and attend the yearly vestry retreat
- Be able to attend the Annual Parish Meeting

### **The Senior Warden**

The Senior Warden is the lay leader of St. Peter’s Church, is someone who is sensitive to the needs of the parish and is available to the Rector for advice and counsel. The Senior Warden should be able to participate in an Executive committee meeting once a week.

### **The Junior Warden**

The Junior Warden assumes oversight of the buildings and grounds with the help of the Property Team. The Junior Warden should be able to participate in a weekly Executive Committee meeting. This position requires a person with organizational and management skills necessary to supervise an annual program of maintenance and repair of the buildings.

### **The Treasurer and Assistant Treasurer**

The Assistant Treasurer has responsibility for the receipt, custody and disbursement of parish funds. The Treasurer maintains records and issues a financial report to the Vestry monthly, aided by the Assistant Treasurer. The Treasurer is invited to participate in the weekly Executive Committee meeting when able.

### **The Parish Clerk**

The Parish Clerk acts as a secretary for the Vestry and the Annual Parish Meeting. He/She must be available to attend vestry meetings once a month.

### **The Parish Agent**

The Parish Agent is empowered to sign legal documents on behalf of the parish. An Assistant Parish Agent is empowered to sign legal documents in the absence of the Parish Agent.

### **Delegates to Diocesan Convention**

Two delegates from this parish represent St. Peter’s Church at the Annual Convention of the Diocese of Connecticut. The convention meets once a year at the Cathedral in Hartford. They are asked to interpret news and actions of the Convention to the Vestry and Parish.

Delegates will also serve as Delegates and Alternates to any Regional Council which may be established within the Diocese.