

**TRINITY EPISCOPAL CHURCH**  
***Leadership Nomination Form***

Please consider the following general guidelines in selecting nominees for leadership positions:

- ✦ A nominee should be regular in attendance.
- ✦ A nominee should be faithful in praying for Trinity.
- ✦ A nominee should take his/her financial commitment to Trinity seriously by making a meaningful pledge to Trinity.
- ✦ It is desirable (*not mandatory*) that a nominee has been a member of the Episcopal Church for at least three years.

If you are interested in any of our leadership positions please complete the information below.

If you are nominating someone else, please contact that person first to determine his/her willingness to serve, and then fill out the information below.

***If you have any questions or would like more information,  
please talk to Fr. Mac or any of our current vestry members.***

Please check  any position this nominee is interested in (*see the reverse for details on each position*):  
(*number of positions to be filled in parentheses*)

- Vestry - Three year term (3)
- Youth (16 and 20 years old) Vestry member - One year term (1)
- Senior Warden - One year term (1)
- Junior Warden - One year term (1)
- Treasurer - One year term (1)
- Assistant Treasurer - One year term (1)
- Clerk - One year term (1)
- Steward of the Offering - One year term (1)
- Assistant Steward of the Offering - One year term (1)
- Delegate to 2012 Diocesan Convention - One year term (6)  
*two adult (one must be a member of the vestry), one youth (16-20 years old) and two alternates*

Your Name or Name of nominee, if different from yours: \_\_\_\_\_

Have you secured this nominee's willingness to serve?  Yes  No

What gifts or abilities does this nominee bring to this position? \_\_\_\_\_

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***Please return this completed form to the Senior Warden's folder (on Fr. Mac's door) by Monday, January 16, 2012***

## **Information about Leadership Positions to be filled at January's Annual Meeting**

The following are brief descriptions (from the Canons of the Diocese of Western Massachusetts) of each of our elected leadership positions, followed by some general "expectations":

### **Wardens (Junior and Senior)**

- ✦ Executive officers of the Vestry and the Parish.

### **Treasurer and Assistant Treasurer**

- ✦ Receive all monies due the Parish from pledges, gifts, and legacies and to issue periodic statements in connection with pledges and receipts for gifts and legacies
- ✦ Keep a true record of the money and property received by the parish
- ✦ Make disbursements as and when authorized to do so by the Vestry
- ✦ Execute deeds, assignments, stock powers and other documents to facilitate the sale, purchase and transfer of securities and other assets authorized by the Vestry
- ✦ Present a full financial statement at each Annual Meeting of the Parish

### **Clerk**

- ✦ Keep in a minute book the minutes of all meetings of the Parish and of the Vestry
- ✦ Perform such other duties as the Parish or Vestry may vote

### **Vestry**

- ✦ Responsible 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 without the Parish.
- ✦ The agent and legal representatives of the Parish in all matters concerning its corporate property
- ✦ Care for and maintain the buildings, furnishings, and all other property of the Parish and provide adequate insurance thereon
- ✦ Responsible for the finances of the Parish, the raising of money to support its program, the prompt payment of salaries and bills, and the prudent care of all trust funds, endowments, and bequests, including the sale, purchase and transfer of securities and other assets
- ✦ Represent the Parish in its relations with the Rector
- ✦ Serve as a Council of Advice for the Rector whenever the Rector requests it.

### **Delegate to Diocesan Convention and Deanery**

- ✦ Every Parish in this Diocese in union with Convention shall be entitled to four (4) Lay Delegates, including at least one (1) Youth Lay Delegate who is between the ages of sixteen (16) and twenty (20), inclusive, at the time of election;
- ✦ Such delegates shall remain in office until the next Annual Meeting of the Parish;
- ✦ At least one of the Lay Delegates shall be a member of the Vestry at the time of election as a Delegate.
- ✦ Attend deanery meetings as scheduled
- ✦ Attend the Diocesan Convention in June for the election of our new diocesan bishop – June 2, 2012
- ✦ Attend the Diocesan Convention - October 19-20 *or* 26-27, 2012

### **Expectations of Elected Leadership**

#### ***Wardens:***

- ✦ Attend Parish Warden's Workshop – April 28, 2012
- ✦ Attend Annual Warden's Dinner – in the fall of 2012

#### ***All:***

- ✦ Attend monthly vestry meetings – Second Monday of the month at 7pm
- ✦ Attend Vestry, Wardens and Leadership Training Day - March 10, 2012
- ✦ Act as Vestry Person of the day (once a quarter)  
*Responsibility includes: Greeting after both services and Assist with Counting*
- ✦ Coordinate Activities and Annual Report Inputs for a Vestry Area of Responsibility
- ✦ Attend Vestry Retreat / Mutual Ministry Review - (Date TBA)