

## **INTRODUCTION TO ST. PAUL'S VESTRY**

**ELECTION & TERM:** The lay members of the Vestry are elected by members of the Parish at the Annual Meeting and must be at least 16 years of age, communicants in good standing at St. Paul's for at least six months, and active in their financial support of the Parish. Lay members are elected for three-year terms, with one third of the members being elected each year, and are not be eligible for service on the Vestry except as Senior Warden until after the expiration of one year from the date of termination of the member's previous service.

**LEADERSHIP RESPONSIBILITIES:** Vestry members are elected to represent the congregation. Members of the Vestry are expected to worship regularly, attend coffee hours, and other education and fellowship events, make themselves known to parishioners, and be aware of parishioners' concerns, hopes and ideas.

The Vestry is responsible for the business and affairs of the Parish. The Vestry acts as Trustees of the Parish and exercises ultimate responsibility for the management of all the financial assets of the Parish. Matters which come before the Vestry include finances, program, recommendations for parishioners who seek Holy Orders, and other matters affecting the life of the Parish. Each Vestry member is expected to act as liaison to one of the Mission Teams established by the Vestry. Vestry members are expected to assist the Treasurer and greeters by counting the Sunday offering for one month. The Parish carries unpaid directors' liability insurance.

**MEETINGS:** Meetings are usually held from 7:00-9:00 PM on the second Tuesday of the month. Reminders for meetings are sent via e-mail. It is expected that Vestry members will attend every meeting. Please notify the Rector or the Senior Warden if you are unable to attend a meeting. Three unexcused absences may result in the position being declared vacant. The Vestry does not normally meet in July.

The Rector chairs the Vestry and draws up the agenda in concert with Vestry membership. If possible, additional agenda items, and any supporting documentation, should be given in writing to the Rector a week prior to the meeting. If time allows, items may also be added at the time of the meeting. In the absence of the Rector, the Senior Warden functions as the Principle Officer of the Parish. An Executive Committee composed of the Rector, Senior and Junior Wardens and Treasurer may serve as the Rector's Council of Advice.

**MINUTES:** The Recording Secretary is appointed by the Rector and need not be a member of the Vestry. Minutes are typed and made available for review before the next Vestry meeting.

**RETREAT:** An annual planning retreat is held. Individual members of the Vestry are asked to contribute to the cost of the weekend with the understanding that an inability to contribute is never a barrier to participation.