



## VESTRY NOMINATIONS

*To be elected 29 January 2023 with terms ending 31 January 2026*

**The Balloting window will be between 7 am and 11 am on Sunday, January 29, 2023, and new Vestry members will take office immediately following election.**

The St. George Community has a wide and diverse leadership structure. The Rector is the ecclesial leader of St. George Church and School with oversight of the full scope of our mission and ministry including but not limited to worship and liturgy, the program of Christian formation and pastoral care, our Day School and day to day operations. Among those who partner in making all of this happen are the parish Staff, the Willmann Trust Board, the School Board, and a significant number of lay leaders both staff and volunteers.

The Canons of The Episcopal Church call for the election of members of the Vestry who work in partnership with the Rector to oversee the mission and ministry of the St. George community. The Vestry, along with the Boards it elects, the staff and the Rector, serves as a governing board and as stewards and legal agents of the parish finances and our buildings. The Vestry is composed of members of St. George in good standing and who desire to become part of a community of leaders learning and discerning together the will of God for the whole St. George Community.

The following criteria is offered in hopes that you will be able to determine if you are called to serve the church in this way. Please prayerfully consider serving St. George as a Vestry member. After reviewing the requirements and expectations listed below, please click the link to complete the online application. All applications will be reviewed to ensure the criteria are met prior to the election.

**The following deadlines are important:** All applications must be submitted by Sunday, January 15, 2023 to ensure that your biography and picture are received in order to be published in the e-Spear. If you have any questions, please ask Susan Alwais, Senior Warden, or the Rector. We will be electing **four people to serve 3-year terms.**

### **VESTRY REQUIREMENTS**

- ❖ Documentation of membership in St. George register;
- ❖ A lay person who is a confirmed/received Episcopalian in good standing;
- ❖ Understand the responsibilities of the Parish Vestry as outlined in Canon 19 of the Diocese of West Texas Constitutions and Canons (see following page)
- ❖ Have completed a signed Estimate of Giving 2023 and be a giver of record of St. George Church.

### **VESTRY EXPECTATIONS AT ST. GEORGE CHURCH**

- ❖ Attend monthly meetings and special called meetings whether they be in person or hybrid (*three missed for any reason during one year may result in a request to resign*)
- ❖ Attend Vestry retreats;
- ❖ Engaged in the life of St. George;
- ❖ Be willing to attend leadership training events as recommended.

## **DIOCESE OF WEST TEXAS CONSTITUTION AND CANONS**

### **CANON 19: *The Parish Vestry***

**Section 1.** Each parish shall elect a vestry consisting of not less than three and not more than 18 members, who shall be communicants entitled to vote at the parish meeting. Tenure shall be for a period of three years or until their successors are elected, and one-third of the members of the vestry shall be elected annually. Elections shall be by a majority vote of the valid votes cast for each office. Each communicant shall have one vote on each ballot for each office or position to be filled. When more than two persons are nominated for a single office, or when two or more persons are to be elected on the same ballot and there are more nominees than twice the number of offices or positions to be filled, and if upon the first ballot there is no majority of the votes cast for one or more of the offices to be filled, a second ballot shall be cast. The nominees, on each ballot shall be candidates receiving the highest number of votes cast on the preceding ballot not to exceed twice the number of the offices remaining to be filled: Except in the case of a tie vote in the last place, in which event the candidates receiving the tie vote shall also be candidates in the next succeeding ballot. Similarly, ballots shall be cast until all offices shall be filled. Vacancies on a vestry occurring during the year may be filled by a majority of the members of the vestry present at a regular meeting.

**Section 2.** No member of the vestry after serving on a vestry for a full term or eighteen (18) months or more of an unexpired term shall be eligible to serve again on the same vestry for a full year after such service.

**Section 3.** From the members of the vestry so elected the rector shall annually appoint a senior warden and the vestry shall annually elect a junior warden and a secretary. If there be no rector, the vestry shall elect both wardens. The vestry shall annually elect from the communicant membership a treasurer of the parish, who may or may not be a member of the vestry. The vestry may also elect a parish chancellor from the communicant membership, who shall be the legal adviser of the parish. In the absence of the rector, the senior warden or, in his/her absence, the junior warden shall be in charge of the parish.

**Section 4.** It shall be the duty of the vestry to elect a rector; to cooperate with him/her for the spiritual welfare of his/her cure; to see that he/she is properly supported, and that his/her salary is paid with regularity and punctuality; to make provision for the payment of the Diocesan Apportionment and the Church Pension Fund Assessments; to make and execute all contracts for the erection, furnishings and preservation of the church edifice and other church properties; to comply with the Canons of the Church in regard to surety bonds and audits; to provide out of the funds of the parish a sufficient supply of vestments and books to be used in public worship, and also the elements for the celebration of the Holy Communion; to maintain order and decorum during the time of public worship; to make proper provision for sacred music, subject to the control of the rector; and generally as constituted agents of the parish to transact all temporal business. The above referenced audits, which are directed by the Canons of the Episcopal Church, if not completed by the congregation, may, at the direction of the Executive Board, be overseen by the Diocesan Finance Committee.

**Section 5.** It shall be the duty of every member of the vestry to attend regularly the meetings of the vestry. In the event a member of the vestry shall fail for a period of six months to attend vestry meetings, the vestry shall give written notice to such member of the vestry that failure to attend the next regular meeting shall be evidence of inability or lack of desire to serve. In such case, if said member of the vestry does not attend the next meeting, the vestry shall declare the office vacant and notify said member of the vestry of their action.

**Section 6.** It shall be the duty of the wardens to keep watch over the church property and to see that sextons and other employees of the parish perform their duties. When the office of rector becomes vacant, it shall be their duty to give notice thereof immediately to the Bishop.

**Section 7.** It shall be the duty of the secretary of the vestry to take charge of the records of the vestry and to keep correct minutes of the proceedings of all vestry meetings, and to deliver the same to his/her successor. Immediately after the first meeting of the vestry following the annual election, the secretary shall certify to the Bishop the names and addresses of the officers of the parish and other members of the vestry.

**Section 8.** It shall be the duty of the treasurer of the parish to take charge of all funds collected for the purposes of the parish, and to disburse the same under the direction of the vestry, provided that the treasurer shall promptly pay over to the rector the communion alms as provided by the canons of the Church, and to the Bishop the open offering at the time of the Bishop's official visitation for confirmation. The treasurer shall keep full and accurate accounts, in a system of bookkeeping approved by the vestry, of all finances and financial transactions of the parish. The treasurer shall make an annual report thereof on and in accordance with the standard parochial report form authorized by the General Convention,

and shall transmit the same to the rector or, if there be no rector, to the senior warden at least one week prior to the annual Council.

Section 9. (a) Meetings of the vestry shall be held at least once every two months at such time, place and frequency as the vestry itself shall determine at its first meeting of each calendar year. A special meeting may be held at any time at the call of the rector, or of the vestry officer of senior authority if there be no rector, provided that due notice shall be given to each member. In case there has been no meeting of the vestry for a period of two months, then one of the wardens or any three members may call such a meeting, provided that the rector and all members of the vestry are duly notified.

(b) The rector or, in his/her absence, the vestry officer of senior authority shall preside at the meeting of the vestry.

(c) A quorum of the vestry shall consist of a majority of the lay members of the vestry.

## VESTRY NOMINATION

Name: \_\_\_\_\_

Name of Spouse/Children: \_\_\_\_\_

\_\_\_\_\_

In what ways are you engaged in the life of St. George?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How has God prepared you to serve as a Vestry member? What spiritual gifts, skill sets, passions and talents have you been given to serve as a leader?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Include any additional comments on why you feel called to serve on the **Vestry** at this time.

\_\_\_\_\_

\_\_\_\_\_

**I have read and understand the requirements to be a member of the Vestry at St. George Episcopal Church to include Canon 19 of the Constitution and Canons of the Diocese of West Texas. I ask God to help me keep the obligations of this important ministry of servant leadership.**

Signature: \_\_\_\_\_

*Please send us a digital photo for us to share with the congregation.*

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_