

# The Church of the Epiphany



To Stand for Jesus Christ, Grow  
together as God's family and Make Him  
Known through the power of the Holy  
Spirit

## Vestry Nomination Handbook

(Revised September 9, 2011)

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### INTRODUCTION

#### ***Purpose Of Handbook***

The purpose of this handbook is to provide information to:

1. Those who believe that they or another may be called to the Vestry and would like to find out more;
2. Provide a clear description of the process to help us discern who God is calling to the Vestry as we prepare to vote at the Annual Meeting.

#### ***What Is The Vestry Of The Church Of The Epiphany?***

The Vestry is the body within the congregation of the Church of the Epiphany that, with the Rector, leads the parish. As a Parish under the Anglican Church of North America, the Vestry is:

- *“The governing board is responsible for the temporalities of the congregation and, except where otherwise provided by canon, supports the clergy in the spiritual leadership of the congregation.”*<sup>1</sup>
- Helps to discern, articulate and communicate the vision toward which God is drawing us and encourages the congregation to pursue the mission of the Church;
- Ensures that parish resources are available and properly allocated;
- Provides practical leadership and oversight of the various ministries and committees of the parish; and
- Enables parishioners to use their God-given gifts to advance the kingdom and to grow spiritually themselves.

God has created and called this parish to a mission, and invites us to participate in the process of fulfilling that mission. The leaders are the stewards of God's call and hold it in trust. The congregation has been given the resources needed to do the job God has called it to do. Leaders identify and allocate those resources, enabling the church to carry out the mission. They also lead the congregation in celebrating and giving thanks for these resources.<sup>2</sup>

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<sup>1</sup> ACNA Constitution and Canons, Title I, Canon 6, section 5.

[http://anglicanchurch.net/media/acna\\_constitution\\_and\\_canons\\_june\\_2009.pdf](http://anglicanchurch.net/media/acna_constitution_and_canons_june_2009.pdf)

<sup>2</sup> ACNA Constitution and Canons, Title I, Canon 10, Sections 2-3

# DISCERNMENT OF CALL

## Could God Be Calling Me?

**Vestry is a Holy Calling** – Being called to the Vestry is just that: a calling by God. He seeks mature Christians who are willing to serve Him faithfully and take leadership responsibility. (Mark 10:42-45; Titus 1:6-9)

**Vestry Service Demands a Sacrifice of Time and Energy** – Serving God on the Vestry requires commitment of time and energy.

**Vestry Members are an Example to Others** – Because it is God who sets you apart for this work, others in the church will look to you to set an example. As a member of the Vestry you should: be faithful to public worship and church events; live out your faith at home, on the job and in the community; bring a full tithe to the church; intercede for the work of the church; show the fruit of repentance in your life. (1 Corinthians 11:1; Ephesians 4:1)

**We are looking for Prayerful Leaders** - A relationship with God through prayer is indispensable for us. We begin our monthly vestry meeting with Evening prayer and end with Eucharist in the chapel. There is always prayer support during a Vestry meeting.

## Expectations:

- To accept the role of leadership, to work diligently and congenially at assigned tasks. To take initiative. To give Encouragement. (*1 Thessalonians 5:11-18; Isaiah 1:17*)
- To know and fulfill the duties of vestry members according to the Bylaws of Church of the Epiphany and to subscribe to the Vestry Declaration and promise as stated therein.
- To stand, with our priests firm in our faith and commitment to the Biblical Faith and historical worship and discipline of the Anglican Communion.
- To actively welcome both new and regular members of the congregation on Sunday mornings and at newcomer events. (*1 Peter 4:8-9; Hebrews 13:2*)
- To live daily a life reflecting the Christian faith and to strive to grow spiritually through worship, prayer, and study. (*Romans 12:2; 2 Peter 3:18*)
- To attend and participate in the worship services and the life of the Church on a regular basis. (*Acts 2:46-47; Psalm 100:2*)
- To work for openness and unity among the clergy, vestry and congregation. (*Ephesians 4:16; Romans 15:5*)
- To contribute generously to the financial support of the Church. (*Malachi 3:10; Romans 12:13*)
- To encourage all members of the congregation to become part of the life and ministry of the Church of the Epiphany. (*Hebrews 10:25; Philippians 3:17; John 21:16-17*)

## Challenges:

- Time Management.
- Impact on family, work, prayer life.
- Spiritual impact of leadership (Ephesians 6:10)
- Rebalancing of priorities and commitments
- Making the best use of the time in decision-making at the meetings.
- Importance of committee work between the monthly meetings.

## Vestry members are asked to make this Vestry Declaration:

*"I do believe the Holy Scriptures of the Old and New Testament to be the Word of God, and to contain all things necessary to salvation; and I do yield my hearty assent and approbation to the doctrines, worship and discipline of Anglican Communion as set forth in the Membership Principles of Article IV of the Articles of Incorporation; and I promise that I will faithfully execute the office of Vestry Member of Church of the Epiphany, Herndon, Virginia according to my best knowledge and skill."*

## Qualifications And Requirements Of A Vestry Nominee:

A candidate for the Vestry of Church of the Epiphany must:

1. Must be 18 years of age or older and an Eligible Voter\* of the Church of the Epiphany.<sup>3</sup>
2. After a person has been called by a member of the nominations committee and decides to become a nominee, then he or she must submit to the committee chairman a personal biography by completing an application found in this document. We request an electronic submission using the form on the web.
3. Attend the Vestry Nomination Discernment meeting, a two to three hour "orientation" to the Epiphany Vestry. Vestry Nomination Discernment meeting will be placed on the church calendar and announced beforehand.

\*Eligible voters (Bylaws, Sect. C of Art. III) shall have been confirmed or received by a Bishop of a Province of the Worldwide Anglican Communion and be a person not holding equivalent status in another church or parish regardless of denomination.

**Submission of Nominations** – A member of the Church of the Epiphany may submit to any member of the nominations committee a name to be considered for nomination. You may offer your name to the committee for possible nomination if you feel you are qualified and called to do so. The deadline for submitting names is normally in early September. Please contact the office for the names of the current members of the nominations committee.

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### Related Scriptures for Study and Meditation

<u>General Leadership</u>	2 Timothy 4:2	<u>Discernment</u>	2 Timothy 2:22
Romans 12		Psalms 2:11	
1 Thessalonians 4:12	Ecclesiastes 4:9	Ephesians 6:7	Psalms 54:6
Hebrews 3:13	Mark 9:37	Colossians 1:12	Psalms 107:22
Ephesians 4:15	Hebrews 10:25	John 6:28, 29	1 Timothy 4:12
Psalms 95:6	Philippians 3:17	James 1:5,6	Psalms 75:2
Psalms 133:1	1 Timothy 3	Hebrews 13:21	Galatians 6:9
Ephesians 4:3	Galatians 6:1-2	1 Peter 4:10	
1 Thessalonians 5:12	Proverbs 31	2 Thessalonians 1:11	

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<sup>3</sup> ACNA Constitution and Canons, Title I, Canon 10, Sections 2-3

<b>VESTRY NOMINATION FORM - 2011</b>			
I have read the information contained in the Vestry Nomination Handbook and would like to submit the following member of Church of the Epiphany to stand for election to the Vestry of this parish.			
Nominee's Name:			
Address:			
Telephone:	Home	Work	
Email :			
Dates of:	Baptism	Confirmation/Reception	Transfer to Epiphany
Nominated by:			
Telephone:		Date:	
Nominee's Acceptance		Date:	
<b>NOMINEE'S BIOGRAPHY</b>			
<p>Nominees must submit the following biographical information to the Nominating Committee Chairman on or before <b>October 15, 2011</b>. This information will be published and posted at the church to provide information to the members of the parish prior to voting for the Vestry at the Annual Meeting on <b>Sunday, November 6, 2010</b>. A picture will be taken at the Vestry Discernment Day. A softcopy of this information must be emailed to <a href="mailto:Abracy@His-Star.org">Abracy@His-Star.org</a> on or before <b>October 15, 2011</b>.</p>			
Name:			
Family Members:			
Occupation:			
<p>Please answer the following questions:</p> <ol style="list-style-type: none"> <li>a. Describe your relationship with Jesus Christ, and give a brief description of your spiritual journey.</li> <li>b. Describe your history with the Church of the Epiphany, including how long you have been attending, what ministries you are or have been involved in.</li>   <li>c. What area of ministry do you believe you are gifted in? What areas of ministry do you have experience in?</li>   <li>d. What do you see as the greatest challenges currently facing the Church of the Epiphany?</li>   <li>e. What are your hopes and dreams for the Church of the Epiphany?</li> </ol>			

**Vestry Prayer**

Almighty God, look with favor upon us as we seek Your guidance and take council for the life of this parish. Grant us in our doubts and uncertainties, the grace to ask what You would have us do and the courage to obey Your voice when we hear it. Deliver us from our inclinations to follow our own way and give us a spirit of wisdom, patience and love so that Your Word may guide our footsteps and Your Holy Spirit make our paths straight. This we ask through Jesus Christ our Lord. **Amen**"

### Officers of the Vestry

- Senior Warden (Appointed by Rector. Manages the Vestry)
- Junior Warden (Elected by the Vestry. Heads Personnel Comm)
- Registrar (Take notes and minutes)
- Chancellor (Church legal representative)
- Treasurer (Finance Committee chair, reports to Vestry)
- Assistant Treasurers
- Delegates to Council

### Roles & Responsibilities of Officers and Members

1. Vestry Member
  - a. Represents the congregation in decision-making.
  - b. Works with the Rector to grow people into the image of Christ.
  - c. Takes responsibility for coordinating the ministries under their Commission, regular contact with ministry leads, financial coordination and budgeting oversight.
  - d. Lead the congregation, by word and example, to submit to the Lordship of Christ.
  - e. Be available to members of the parish. Listen and give feedback to the leadership of the church.
  - f. Endeavor to be positive, cooperative and encouraging while meeting with others.
  - g. Demonstrate personal integrity.
  - h. Model mutual responsibility.
2. Rector
  - a. Rector presides at the meetings or delegates leadership to a priest or Warden.
  - b. Provides spiritual direction in decision making.
  - c. Convenes, leads monthly Warden's meeting to prepare for vestry meeting.
  - d. Works for unity of decisions and insure each member is heard.
3. Senior Warden
  - a. Along with the Jr. Warden, meets monthly with the Rector to consult, plan and communicate. Helps manage and organize the Vestry
  - b. Next in line for leadership of the church after the priest(s).
4. Junior Warden
  - a. Available to the Vestry and congregation for feedback, communication of important issues.
  - b. Oversees Personnel Committee
5. Registrar
  - a. Takes minutes at the Vestry meetings.
  - b. Minutes reflect: Agenda items covered. Subjects of discussion. Motions and votes taken. Acts as Parliamentarian at general parish meetings, and
  - c. Documents proceedings of the Vestry for permanent retention.
6. Treasurer (not necessarily held by a vestry member) - Handles all the financial business of the church, including:
  - a. Authorization to write checks.
  - b. Monthly Treasurer's report to the Vestry.
  - c. Monthly Finance Committee report to the Vestry.

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- d. Responsibility to coordinate and prepare the Finance and Budget presentation at the Annual Parish Meeting.
- e. Prepares all other financial statements for review at Vestry meetings.

### **Decision Making Process:**

At vestry meeting voting is by majority using basic Roberts Rules of Order:

1. Presentation is proposed action
2. Prayer, Discernment, questions & answer
3. Motion to accept or amend, followed by a second
4. Discussion
5. Vote

We usually give two weeks for making any major decision.

Email- sometimes we “vote” by email if required.

Silence doesn't always mean agreement- don't be afraid to speak up.

### **Schedule of Required Meetings** (*1 Corinthians 15:58; Psalms 90:17*)

- Vestry Meetings - 2nd Tuesday of Every Month; 7 – 9 PM
  - Please be on time – we respect your time and will do our best to start and end on time.
  - Attendance is required at all meetings.
  - Preparation Expected
- Vestry Staff Retreat March 10, 2012
- Vestry Planning Sessions. Budget Preparation, Planning and Vestry-Staff Communication.
- Commission/committee meetings for which you are responsible
- Regular contact with Ministry Leaders.
- Other special meetings of the Vestry

### **Vestry Members By Year**

#### **Class of 2013**

Fred Apelquist

Alan Pino

David Schreiner

Renee Tassone

#### **Class of 2012**

George Hamlin

Roger Kodat

Dennis McNeely

Sandra Stoddard

#### **Class of 2011**

Lisa Ellis

Tom Conlon

Steve Mentzer

Dave Bassert

## **Vestry Nomination Committee and Process**

### **Purpose:**

This is an annual process to develop a slate of candidates to run for vestry election. The goal is to have 7-8 candidates out of which the church will elect 4 new vestry members to serve a three-year term.

### **Vestry Nomination Committee Composition**

- 4 out-going members (serving their last year)
- 2 Wardens (may already be on committee if in last year)
- 2 At-Large Members elected for two-year term at annual meeting
- 1 Vestry Nomination Committee Chair chosen from one of the committee members

### **Tasks:**

#### **November Annual Meeting:**

Elect At-large member and update Commission/Ministry lead chart

#### **December/January Vestry Meeting:**

Select a chairperson and update Commissions/Ministry leads chart

#### **June:**

Work with Anne to update the vestry nomination guidebook with current year dates. (e.g., discernment meeting, bios due, election)

#### **August:**

Schedule mission minute

Committee meet to talk about potential candidates and pray over names

#### **September:**

Mission Minute to announce to congregation the need for candidates

Nominations from Parish

#### **October:**

Vestry Discernment Meeting – October 1

Consent – let member of the nominating committee know of decision to be nominated

Biographical Information – by October 15th

Posted in Gathering Place

Summarized in the November Star

Posted on the Web Site

Ballot Preparation – October 12th – November 6th

#### **November:**

Election – Sunday, November 6th after the 10:00 service

Orientation Vestry Meetings – November 8, December 113

(Old and new vestry members get 2 months to pass on information.)

#### **January:**

Take Office on 1st January