

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 14, 2010)

INTRODUCTION

PURPOSE OF HANDBOOK

The purpose of this handbook is to provide information to:

1. Those who believe that they may be called to the Vestry and would like to find out more;
2. Those who believe that another may be called to the Vestry and would like to submit their name; and
3. All of us 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 and Assistant 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.”¹*
- 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

¹ ACNA Constitution and Canons, Title I, Canon 6, section 5.

http://anglicanchurch.net/media/acna_constitution_and_canons_june_2009.pdf

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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.²

WHAT IS EXPECTED OF A VESTRY PERSON?

1. 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)
2. To attend and participate in the worship services of the Church on a regular basis. (Acts 2:46-47; Psalm 100:2)
3. To work for openness and unity among the clergy, Vestry and congregation. (Ephesians 4:16; Romans 15:5)
4. To contribute generously to the financial support of the Church. (Malachi 3:10; Romans 12:13)
5. 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)
6. To attend ALL meetings of the Vestry and any commission/committee meetings for which you are responsible, and to participate in the annual Vestry retreat, other special meetings of the Vestry and in the activities of the Church. (1 Corinthians 15:58; Psalms 90:17)
7. 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)
8. To encourage all members of the congregation to become part of the life and ministry of the Church of the Epiphany. (Hebrews 10:25; Philipians 3:17; John 21:16-17)
9. To know and fulfill the duties of Vestry members according to the By-Laws of Church of the Epiphany and to subscribe to the Vestry Declaration and promise as stated therein:

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. Be a Lay Person 18 years of age or older and an Eligible Voter* of the Church of the Epiphany.³
2. Strive to be a spiritually mature Christian as defined by 1 Timothy 3: 8-13.
3. 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.
4. Attend the Vestry Nomination Discernment Day, a two to three hour "orientation" to the Epiphany Vestry. Vestry Nomination Discernment Day 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.

² Adapted from "The Vestry Resource Guide", Cornerstone, Memphis, TN, 1999. Page 5.

³ 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. God isn't looking for those who qualify themselves by their own merit, as if they had something of value to offer. Since it is not self-authority that will prevail, we must understand the call of the One who grants true authority. (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. Normally you will spend 3-4 hours per week on the average – so count the cost, always remembering that God gives grace, and provides for personal situations of those who are called. Your time will be spent: one Vestry meeting per month on the second Tuesday (3 hours); preparation for meetings; Vestry retreats; monthly commission meetings and other responsibilities depending on your assignment. If you have other significant ministry commitments, you should pray about laying these down and handing them over to others before offering yourself to the Vestry. (1 Peter 5:2; Psalm 50:14)

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)

In God's Time – Because God's time is not our time, you must seek God to discern not only that you are being called to the Vestry but also that you are being called at this time. Often God prepares us for service well in advance of when the call is confirmed and "activated" by the Church. (1 Peter 5:6; Ecclesiastes 3:1-8)

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.

VESTRY MEMBERS' RESPONSIBILITIES

Individual Responsibilities –

- Understand, internalize and support the vision of the church.
- Seek the guidance of the Holy Spirit to fulfill the vision.
- Lead the congregation, by word and example, to submit to the Lordship of Christ.
- Intercede for the church and congregation.
- Be accessible to members of the parish.

Corporate Responsibilities –

- See God's will and obey it in matters before the Vestry.
- Set aside your personal agenda and be willing to submit to one another out of reverence to Christ.
- Endeavor to be positive, cooperative and encouraging while meeting with others.
- Demonstrate personal integrity.
- Model mutual responsibility.

Related Scriptures for Study and Meditation

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

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Hebrews 13:21

1 Peter 4:10

2 Thessalonians 1:11

2 Timothy 2:22

Psalm 54:6

Psalm 107:22

1 Timothy 4:12

Psalm 75:2

Galatians 6:9

VESTRY NOMINATION FORM - 2010

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:	

NOMINEE'S BIOGRAPHY

Nominees must submit the following biographical information to the Nominating Committee Chairman on or before **October 11, 2010**. 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 **Sunday, November 7, 2010**. A picture will be taken at the Vestry Discernment Day. A softcopy of this information must be emailed to Abracy@His-Star.org on or before **October 12, 2010**.

Name:
Family Members:
Occupation:

Please answer the following questions:

- a. Please 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.
- b. Please describe your relationship with Jesus Christ, and give a brief description of your prayer life.
- c. Please provide a brief description of your spiritual journey through life, and any areas where you have benefited from ministry.
- d. What area of ministry do you believe you are gifted in? What areas of ministry do you have experience in?
- e. What do you see as the greatest challenges currently facing the Church of the Epiphany?
- f. What are your hopes and dreams for the Church of the Epiphany?