

## **HOLY TRINITY CHURCH**

The following Clergy Position Description, Administrative (Vestry) Responsibilities, and Ministry for Members (Congregation) are to be considered individually and collectively, along with the Letter of Agreement and Covenant, signed, May 12, 2014, as the bases for annual mutual ministry reviews. A mutual ministry review provides an opportunity to review the points in this document and to evaluate our progress and our possibilities for the next year.

### **Clergy Position Description**

- Lead the liturgy and deliver the sacraments.
- Model servant leadership and community building.
- Work with the lay leadership to identify the needs of the parish and establish and provide a format for a variety of Adult Christian Formation opportunities.
- Will be intentional in developing a connection with each lay ministry group.
- Work with the lay leadership to mentor, support, nurture, maintain and grow, as led by the spirit, all liturgical ministries, including Family Worship and Mission and Outreach.
- Include musical gifts to enhance worship experiences.
- Along with the lay leadership, network with organizations such as the Ecumenical Fellowship Council, Southbridge Community Connections, and local clergy, with the goal of establishing partnerships to nurture possible community mission programs.
- Participate in parish events as feasible.
- Work with Organist/Music Director to continue music program for worship services.
- Be aware of the necessary administrative pieces of parish ministry and delegate responsibilities as much as possible.
- Model good self-care by managing work hours, private time and family time.

### **Administration (Vestry) Responsibilities**

- For Tidings, submit articles, proofread, prepare for distribution when necessary.
- Submit articles for bulletins – non-worship content.
- Oversight by Senior Warden of secretary and sexton.
- Vestry oversight of building management, to include:
  - Rentals
    - Write/amend agreements.
    - Meet with potential renters.
    - Fill in agreement and take deposit and fee or instruct the parish administrative secretary to do so.
    - Arrange for opening and closing.
  - Physical maintenance
    - Building
    - Grounds
    - Plant
- Oversee and facilitate lines of communication

- Incoming phone calls re: non-clergy matters; urgent and non-urgent; follow up.
- Incoming emails re: non-clergy matters; urgent and non-urgent; follow up.
- Website, FaceBook content, etc.
- All parish emails – determine who will decide what and when information will be sent.
- Crisis/emergency/death, etc. – determine who will handle these when clergy is not in town.
- Grow lay ministry membership.
- Work with the clergy to determine where the vestry/parish may need to devote time and energy to keep moving forward.
- Be models of the hospitality of Christ by welcoming all.
- Monitor the pulse of the parish.

### **Ministry for Members (Congregation)**

- Evaluate, grow and maintain lay ministries to ensure that they are life giving, not life extracting.
- Develop a Lay Visitors Ministry.
- Expand the Visiting Eucharistic Ministry.
- Pray for clergy and lay leadership.
- Communicate and engage with the clergy, spouse, officers and vestry members.
- Participate in parish life and events.
- Engage in discipleship.
- Encourage ministries that are inclusive of the congregation and approved by the vestry and clergy.
- Allow the ministers (ordained and lay) to lead the parish while in conversation with the congregation.
- Be a hand or foot in the larger communities' events and movements.
- Be aware of what our town is moving toward and provide positive encouragement.