

# Holy Trinity Church

## Mutual Ministry Covenant

June 2022

*See, I am doing a new thing! Now it springs up; do you not perceive it?  
I am making a way in the wilderness and streams in the wasteland. [Isaiah 43:19]*

The following list of the responsibilities of the Priest-in-Charge, Vestry, and Congregation is designed to clarify expectations and to be the basis for effective communication so that we will continue to grow in our faith and mission, guided by the Holy Spirit.

### **Responsibilities of the Priest-in-Charge**

The Priest-in-Charge is responsible for pastoral oversight of the congregation, collaborating with the Wardens and Vestry in planning worship, faith formation, administration, and communication.

1. Lead the liturgy and administer the sacraments.
2. Work with the lay leadership to identify the needs of the parish and coordinate with the Faith Formation Steering Committee to offer Christian formation programs for all ages
3. Meet regularly with the members of lay ministries and collaborate with the Vestry to conduct an annual Mutual Ministry Review.
4. Collaborate with the lay leadership in developing ministries in Worship, Faith Formation, Pastoral Care/Fellowship, and Outreach/Community Partnerships
5. Participate in parish and diocesan events as feasible.
6. Develop ecumenical partnerships for shared worship and mission.
7. Oversee the administration of the parish and delegate responsibilities as appropriate in collaboration with the Wardens
8. Oversee staff, in collaboration with the Wardens and the Chair of the Building Committee
9. Oversee the compilation, proofreading, and distribution of Tidings in collaboration with the Parish Administrator and lay ministers
10. Oversee weekly Announcements in collaboration with the Parish Administrator and lay ministers
11. Collaborate with the Wardens in arranging for liturgical and pastoral care during vacation time
12. Collaborate with the Executive Committee to prepare the Agenda for Vestry and parish meetings
13. Model good self-care by managing work hours, private time and family time.
14. Model servant leadership and community building.

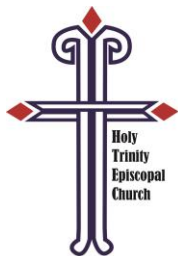
### **Responsibilities of the Wardens and Vestry**

The Wardens and Vestry are responsible for collaborating with the Priest-in-Charge to monitor the pulse of the congregation, develop inclusive ministries, and explore new ways to engage with the community.

1. In consultation with the Priest-in-Charge, exercise oversight of building management under the leadership of the Chair of the Building Committee
  - Write/amend agreements.
  - Meet with potential renters.
  - Finalize agreements and take deposits and fees or instruct the Parish Administrator to do so.
  - Arrange for opening and closing
  - Arrange for repairs and replacement of defective structures
  - Monitor and take necessary steps to meet the requirements for Fire Safety and Food Service
  - Maintain the building and grounds

446 Hamilton Street  
Southbridge, MA 01550  
508-765-9559

[holytrinitysouthbridge@gmail.com](mailto:holytrinitysouthbridge@gmail.com)  
[www.holytrinitysouthbridge.org](http://www.holytrinitysouthbridge.org)



# Holy Trinity Church

## Mutual Ministry Covenant

June 2022

2. In collaboration with the Priest-in Charge and coordinating with the Parish Administrator, facilitate communication under the leadership of the Communications Chair
  - Coordinate online streaming of services and meetings as needed
  - Coordinate responses to incoming emails regarding non-clergy matters
  - Postings on the parish website, HTC Facebook pages, and other platforms
  - Decide when all-parish emails will be sent and what information will be included
  - Decide when MailChimp notices will be sent and what information will be included
3. Collaborate with the Priest-in-Charge to determine priorities for planning future ministries
4. Be models of the hospitality of Christ by welcoming all.

### **Responsibilities of the Members of the Congregation**

The members of the congregation are responsible for sharing in the stewardship of the building and ministries, participating in ministries according to their gifts, and communicating clearly with the Priest-in-Charge, Wardens, and Vestry.

1. Contribute time, treasure, and talent to the mission of Holy Trinity
2. Participate in parish life and events
3. Share in maintenance of the building and grounds
4. Engage with our local community by participating in local events, sharing in ecumenical partnerships for worship and mission, and learning how to meet local needs

446 Hamilton Street  
Southbridge, MA 01550  
508-765-9559

[holytrinitysouthbridge@gmail.com](mailto:holytrinitysouthbridge@gmail.com)  
[www.holytrinitysouthbridge.org](http://www.holytrinitysouthbridge.org)