

Job Descriptions for Council Nominations, 2021

Treasurer of the Diocese

The responsibilities of the treasurer include: receiving and accounting for all monies collected by authority of the Council or deposited for any church purpose; keeping a separate account of each fund on which payments are made; making specific payments required from each fund; paying all approved expenses under the Diocesan Fund and paying the quota of the diocese to the Contingent Fund of the General Convention; notifying parishes of assessments; furnishing statements of accounts annually to the Council; acting as a member of the Executive Board.

Note: Canonical requirements call for election by Council; minimum number of two nominees does not apply; one-year term; all other requirements are related to duties.

Secretary of the Diocese

The secretary's duties include: recording the proceedings of the Council; preserving the records, books and papers of the Council; attesting transcripts from the Council's records; notifying all persons in regard to elections, resolutions or actions taken by the Council; furnishing prescribed forms for reports; certifying lists of the diocese's clergy and deputies to the General Convention; preparing and submitting reports from the diocese; supervising the proper publication of the printed Journal of the proceedings of the Council and distributing copies of the Journal.

Note: Canonical requirements call for election by Council; minimum number of two nominees does not apply; one-year term; all other requirements are related to duties.

Standing Committee (Nominate at least 2 lay & 2 clergy, elect 1 lay & 1 clergy)

The Standing Committee functions as a council of advice to the bishop and shall meet at the request of the bishop or on its own as needed. The Standing Committee gives consent for persons to become candidates for Holy Orders and gives consent for ordinations. Additionally, the committee gives consent to elections of bishops in other dioceses. When there is no bishop or bishop coadjutor, the Standing Committee takes on the role of ecclesiastical authority of the diocese. The Standing Committee of the diocese consists of three priests and three lay persons, at least 18 years of age, who are confirmed communicants in good standing of the Church within the Diocese.

Note: Canonical requirements: elected at Council by ballot; Nominations Committee to submit two names per position; 3 year term; one priest and one lay person elected every Council; if full term served has to lay out one year; meets typically 6 times a year at Camp Allen, the Diocesan Center, or Diocesan Council.

Executive Board (Nominate at least 6 lay & 4 clergy, elect 3 lay & 2 clergy)

The Executive Board directs the administration of the missionary, educational, and social service work of the diocese. It exercises all powers of the Council between its annual meetings in connection with long-range planning and development of the work of missions, church extension, Christian education, communication, the Church Pension Fund, the church and community, and any other works given to it by Council. The Executive Board is composed of 15 elected members including six clergy and nine laypersons, at least 18 years of age, who are confirmed communicants in good standing of the Church within the Diocese, with the bishop as its chair. Additionally, the bishops coadjutor, suffragan, and assistant (if there be any) serve on the board along with president of the Church Corporation, the treasurer of the diocese, and the president of the diocesan Episcopal Church Women. The chairs of the diocese's 17 divisions and the convocational deans have voice without vote.

Note: Canonical requirements call for election by Council; Nominations Committee to submit two names per position; elect 5 members each year, 2 clergy persons and 3 lay persons; 3 year term; if any part of term served (full or unexpired), have to lay out a year; meets 3 times a year over multiple days at Camp Allen and includes active participation in subcommittee work between meetings.

Trustee of the Church Corporation (Nominate at least 2, elect 1)

The Protestant Episcopal Church Council of the Diocese of Texas, also known as the Church Corporation, is a nonprofit Texas corporation that holds the titles to all diocesan parish, mission, institution, and school properties. It also administers the clergy housing trusts, various endowments and funds, assisted by the diocesan treasurer and business manager. The Board of Trustees of the Church Corporation consists of five elected members with the bishop as its chair. Trustees of the Church Corporation are clergy or laypersons of at least 18 years of age, who are confirmed communicants in good standing of the Church within the Diocese. The president of the Church Corporation is an ex-officio member of the Executive Board.

Note: Canonical requirements call for election by Council; Nominations Committee to submit two names per position; one member elected each year; 5 year term; no restrictions on reelection; meets 5 to 6 times a year at the Diocesan Center and as needed.

Trustee of the University of the South (Nominate at least 2, elect 1 lay)

The Board of Trustees for the University of the South is the principal governing body for the University of the South. As one of 28 founding dioceses, the Diocese of Texas elects one clergy and two lay on a three year rotating basis to serve as Trustees on behalf of the Diocese.

Note: Canonical requirements call for election by Council; Nominations Committee to submit two names per position; one trustee each year; 3 year term; no restrictions on re-election; meets once a year in October with other gatherings and meetings as needed.