

**DELEGATES AND ALTERNATES TO DIOCESAN CONVENTION**

The job of a Convention Delegate is to provide a link between the congregation and the Diocese by representing the congregation at the diocesan levels, and by reporting back to the congregation on events, actions and decisions that occur. The Convention is the annual business meeting of the Diocese and is presently held over a weekend in the fall. Convention conducts elections, votes on the budget, resolutions, any other actions presented, and hears reports.

The Rev. Patrick C. Ward, Associate Rector, is the chaplain for these delegates.

**Responsibilities:**

- Attendance and representation of the parish at the annual Diocesan Convention, which takes place over a weekend in the fall.
- Stay up to date (via Diocesan mailings) re: pending issues
- Advise their vestry and congregation of issues pending before the Diocese, seek their opinions, and report back to them when actions are taken.
- Attend special sessions, as necessary.
- All delegates should report back to the congregation as a whole as well as the vestry/mission committee after Convention. This can take place in a forum, annual meeting, vestry meeting, or through the newsletter, blog post, etc.
- Meet as a team with Trinity's delegates (including all alternate delegates) to discuss issues at hand. Retiring lay delegates should pass on information to all new lay delegates. All information should be shared with alternate delegates, as they may be called upon unexpectedly to act on behalf of the lay delegates.
- Assist the chaplain in training the parish's new delegates: ensure that the paperwork is filed with the Diocese for new delegates so that they may receive official communications; pass on pertinent materials; explain structure, unfamiliar terms, current issues; introduce new delegates at larger gatherings.

**Qualities sought:**

- A lay delegate should be someone who can represent the congregation and vote on its behalf on a variety of subjects.
- As an existing member of the parish:
  - Be faithful and steadily present in Sunday worship.
  - Reflect a deep commitment to the Christian faith and to the Church's ministry.
  - Be a proportional, pledging member of the parish.
  - In most cases, manifest leadership abilities and commitment within the parish and/or diocese.

**Selection:**

Elected at the congregation's annual meeting, and certified as such to the Secretary of the Convention.

**Term:**

The term of office is generally one to three years as determined by the parish bylaws. We attempt to stagger terms of the delegates and alternates to allow for continuity.