

ADOTS Job Descriptions

Standing Committee

The Standing Committee is established by the Constitution and Canons of the diocese. It performs the duties required by the Constitution and Canons of the Anglican Church in North America and of the Anglican Diocese of the South and by the laws of the State of Georgia regarding non-profit corporations. In addition, the Standing Committee has such other authority and responsibility as the Synod may grant. The Standing Committee oversees the business and corporate affairs, procedures, and programs of the diocese on behalf of the Synod, works with the bishop in appointing various positions and committees for the work of the diocese, works with the bishop in setting the date, time, and place of the Synod, and serves as the ecclesiastical authority for the diocese if the office of bishop is vacated. The Standing Committee also determines the overall program of the diocese for adoption by the Synod. The members of the Standing Committee serve as the Board of Directors of the diocesan corporation while the bishop serves as President.

The Standing Committee is composed of twelve members half clergy and half lay. The members serve staggered terms of three years as provided by Canon. There are routinely four vacancies on the Standing Committee to be filled at each Synod, two clergy and two lay. Lay members of the Standing Committee are non-voting delegates to the Synod, *ex officio*.

The Standing Committee holds **six meetings a year: three virtual meetings and three in-person meetings** (retreat in December, budget meeting in August, and pre-Synod meeting in October). Members of the Standing Committee may be asked to serve on an *ad hoc* diocesan committee or ministry for one year during their tenure. The members of the Standing Committee will not be entitled to compensation nor to reimbursement of expenses for service as a member of the Standing Committee.

Nominees for the Standing Committee must meet the following requirements:

- Each nominee must be willing and able to attend the annual Standing Committee retreat in December.
- Each nominee must be, and remain while serving, a confirmed communicant in good standing and a member of a congregation or mission of this diocese.
- If clergy, he/she must be entitled to vote at the Synod.
- He/she should be a financial contributor of his/her church.
- The nominee must fill out the consent form, thereby indicating in writing that he/she is willing to serve and thereby gives consent to a criminal and credit background checks.
- His/her spouse may not be a member of the Standing Committee nor a nominee.

Nominations for Standing Committee will close on September 15 in order to permit the Nominating Committee to confirm that each nominee is qualified. The Nominating Committee may extend the date for nominations, should it seem an extension advisable.

Ecclesiastical Trial Court

The Ecclesiastical Trial Court of the diocese is established by the Constitution and Canons of the diocese. The Ecclesiastical Trial Court of the diocese applies Church discipline and administers and interprets the Constitution and Canons of the diocese. Every member of the clergy canonically resident in the diocese or licensed by the bishop to exercise ministry in the diocese is subject to the disciplinary provisions of the applicable canons. Every member of the laity of the diocese is subject to the disciplinary rubrics of the Book of Common Prayer authorized by the bishop and in use in the layperson's congregation or mission.

The Ecclesiastical Trial Court of the diocese consists of nine members nominated by the Standing Committee and elected by the Synod. Four members are laity and five clergy. The members serve staggered terms of three years. The members of the Ecclesiastical Trial Court will not be entitled to compensation nor to reimbursement of expenses for service as a member of the Ecclesiastical Trial Court.

Meetings are called if a disciplinary situation occurs, on an as needed basis.

Nominees for the Ecclesiastical Trial Court must meet the following requirements:

- Each nominee must be, and remain while serving, a communicant in good standing and a clergy or lay member of a congregation or mission of this diocese.
- If clergy, he/she must be entitled to vote at the Synod.
- The nominee must fill out the consent form, thereby indicating in writing that he/she is willing to serve and thereby gives consent to criminal and credit background checks.
- He/she should be a financial contributor of his/her church.
- His/her spouse may not be a member of the Ecclesiastical Trial Court nor a nominee.

Nominations for the Ecclesiastical Trial Court will close on September 15 in order to permit the Nominating Committee to confirm that each nominee is qualified. The Nominating Committee may extend the closing date for nominations, should it deem an extension advisable.

Committee on Constitution and Canons

The Committee on Constitution and Canons is established by the Constitution and Canons of the diocese. The Committee is responsible for ensuring the conformity of the diocesan Constitution and Canons with those of the Anglican Church in North America. The members of the Committee on Constitution and Canons serve staggered terms of three years, except the Chancellor, who is always a member *ex officio*. Under the advisement and with the consent of the Chairman of the Committee on Constitution and Canons, the Nominating Committee may increase or reduce prior to the Synod the number of seats to be filled on the Committee on Constitution and Canons. The members of the Committee on Constitution and Canons will not be entitled to compensation nor to reimbursement of expenses for service as a member of the Committee on Constitution and Canons.

Virtual Meetings are called by the chair as necessary

Nominees for the Committee on Constitution and Canons must meet the following requirements:

- Each nominee must be, and remain while serving, a confirmed communicant in good standing and a clergy or lay member of a congregation or mission of this diocese.
- If clergy, he/she must be entitled to vote at the Synod.
- The nominee must fill out the consent form, thereby indicating in writing that he/she is willing to serve and thereby gives consent to criminal and credit background checks.
- He/she should be a financial contributor of his/her church.
- His/her spouse may not be a member of the Committee on Constitution and Canons.

Nominations for the Committee on Constitution and Canons will close on September 15 in order to permit the Nominating Committee to confirm that each nominee is qualified. The Nominating Committee may extend the closing date for nominations, should it deem an extension advisable.

Nominating Committee

The Nominating Committee is established annually by the Synod. The Committee is responsible for seeking and reviewing nominations for positions and offices to be voted upon by the Synod, establishing and reviewing qualifications for the same, and establishing procedures for the making of nominations for positions and offices to be elected by the Synod. The Nominating Committee may increase or reduce prior to the Synod the number of seats to be filled on the Nominating Committee, if it deems such increase or reduction advisable. The members of the Nominating Committee will not be entitled to compensation nor to reimbursement of expenses for service as a member of the Nominating Committee.

Virtual Meetings are called by the chair as necessary

Nominees for the Nominating Committee must meet the following requirements:

- Each nominee must be, and remain while serving, a communicant in good standing and a clergy or lay member of a congregation or mission of this diocese.
- If clergy, he/she must be entitled to vote at the Synod.
- The nominee must fill out the consent form, thereby indicating in writing that he/she is willing to serve and thereby gives consent to criminal and credit background checks.
- He/she should be a financial contributor of his/her church.
- His/her spouse may not be a member of the Nominating Committee.

Nominations for the Nominating Committee will close on September 15 in order to permit the Nominating Committee to confirm that each nominee is qualified. The Nominating Committee may extend the closing date for nominations, should it deem an extension advisable.

Finance Committee

The Finance Committee has been established by the Synod in accordance with the Constitution and Canons. The Committee acts under the direction of the Synod, and when the Synod is not in session, the Standing Committee. The Finance Committee supervises the Treasurer in preparing the annual budget of the Diocese and issues requirements for audits and investment management and any other financial matters of the diocese the Finance Committee may think appropriate. The members of the Finance Committee serve staggered terms of three years. The Finance Committee may increase or reduce prior to the Synod the number of seats to be filled on the Finance Committee, if it deems such an increase or reduction advisable. The members of the Finance Committee will not be entitled to compensation nor to reimbursement of expenses for service as a member of the Finance Committee.

Virtual Meetings are called by the chair as necessary

Nominees for the Finance Committee must meet the following requirements:

- Each nominee must be, and remain while serving, a communicant in good standing and a clergy or lay member of a congregation or mission of this diocese.
- If clergy, he/she must be entitled to vote at the Synod.
- The nominee must fill out the consent form, thereby indicating in writing that he/she is willing to serve and thereby gives consent to criminal and credit background checks.
- He/she should be a financial contributor of his/her church.
- His/her spouse may not be a member of the Finance Committee.

Nominations for the Finance Committee will close on September 15 in order to permit the Nominating Committee to confirm that each nominee is qualified. The Nominating Committee may extend the closing date for nominations, should it deem an extension advisable.

Delegates to the Anglican Church in North America Provincial Council and Assembly

The Synod of the Diocese elects three delegates, one clerical and two lay, to the Provincial Council of the Anglican Church of North America from a list of nominees provided by the Standing Committee and the Bishop. Nominations from the floor of Synod are allowed, provided that the Nominating Committee is given written notice of intent to make a nomination from the floor by September 15, in order to permit the Nominating Committee to confirm that each nominee is qualified. The Nominating Committee may extend the closing date for such notice, should it deem an extension advisable. The Synod may elect alternates and is expected to elect one clergy and two lay alternates.

The Provincial Assembly usually meets every three years, with the Provincial Council, whereas the Provincial Council meets every year. The delegates to the Provincial Council also serve as delegates to the Provincial Assembly. The number of additional delegates to Provincial Assembly the diocese is entitled to will be determined in the year immediately preceding the next Provincial Assembly.

Term of elected office as Delegate or Alternate is five years.

Nominees for delegates to the Provincial Council and the Provincial Assembly must meet the following requirements:

- Each nominee must be, and remain while serving, a communicant in good standing and a clergy or lay member of a congregation or mission of this diocese.
- If clergy, he/she must be entitled to vote at the Synod.
- The nominee must fill out the consent form, thereby indicating in writing that he/she is willing to serve and thereby gives consent to criminal and credit background checks.
- He/she should be a financial contributor of his/her church.
- His/her spouse may not be a nominee to be a delegate.