



DUTIES AND QUALIFICATIONS OF ELECTED OFFICIALS

SENIOR WARDEN

The senior warden is the congregation's primary elected lay leader, serves as the vestry's legal chair, and fulfills duties as assigned to the wardens according to the constitutions and canons. The senior warden also works closely with the dean on special projects and initiatives in the life of the cathedral congregation. In the absence of the dean, the senior warden presides at meetings of the vestry. The senior warden is elected by simple plurality; the person receiving the most votes is elected. *One person is to be elected for a one-year term.*

JUNIOR WARDEN

The junior warden fulfills duties as assigned to the warden according to the constitutions and canons and presides at meetings of the vestry in the absence of the dean and the senior warden. The junior warden is elected by plurality; the person receiving the most votes is elected. *One person is to be elected for a one-year term.*

VESTRY MEMBER

As the legal representative body of a parish or cathedral, the vestry defines the mission of the congregation; ensures effective organization and planning; and manages resources and finances. Vestry members are required to attend the regular meetings and should be available for special events at the cathedral. Vestry members are elected by plurality but with no fewer than one-third of all ballots cast in any round of voting. *Five people are to be elected for five 3-year terms.*

ENDOWMENT TRUSTEE

Trustees administer assets for the benefit of a third party; in the case of the cathedral, the assets are the endowment fund. Trustees are required to attend quarterly meetings and to review detailed financial reports. Trustees are elected by plurality; the person receiving the most votes is elected. *One person is to be elected for a five-year term.*

BUDGET AND FINANCE COMMITTEE MEMBERS

The role of the Budget and Finance Committee will be to assist the Cathedral and Cathedral staff in developing and making recommendations regarding the annual budget. Approval of the annual budget will remain in the sole discretion of the Vestry. Members are elected by plurality at the Annual meeting. *Three persons are to be elected to serve a one-year term.*

DELEGATES TO THE DIOCESAN CONVENTION

Delegates represent the congregation at the annual diocesan convention. Delegates are required to attend the convention during a weekend in early November. Delegates are elected by plurality. The two persons receiving the most votes are to serve as delegates; the two receiving the third and fourth number of votes serve as alternates. Alternate delegates serve in the absence of the delegates. *Two delegates and two alternate delegates are to be elected to serve a one-year term.*

NOMINATING COMMITTEE MEMBERS

Members of the nominating committee utilize congregational input to compile a slate of candidates for the cathedral's open leadership and representative seats. Nominating committee members are expected to attend a series of meetings from May through January to complete their work. Nominating committee members are elected by plurality. Two persons are to be elected to serve two-year terms.

QUALIFICATIONS

To be eligible to run for any of the above offices, a candidate must meet the following criteria:

- Be regular in attendance at worship and participate in some aspect of congregational life
- Make an annual financial pledge to the cathedral
- Be baptized in a Christian tradition and moving toward Confirmation.