

PROVINCE V OF THE EPISCOPAL CHURCH

Synod 2027 Role Descriptions

Offices to be filled at the February 2027 Synod

Lay Representative to the Executive Council

To be elected at the February 2027 Synod

Term of office: 6 years

Number to be elected: 1 Lay

Those elected to Executive Council from Province V also serve as a Province V Executive Board Member. See the responsibilities of Province V Executive Board Officers that follow for details.

The Executive Council of General Convention is an elected body representing the whole church. In the three years between General Conventions, the Executive Council meets multiple times (see details below). The Executive Council has the duty to oversee execution of the programs and policies adopted by the General Convention and to have oversight of the ministry and mission of The Episcopal Church in its capacity as its Board of Directors. Currently, the Executive Council is composed of twenty members elected by General Convention (four bishops, four priests or deacons, and twelve lay leaders) and 18 members elected by the nine provinces of The Episcopal Church.

The Executive Council is required to manage the budget of the Church, submit to the General Convention a budget for the next triennium, and make annual reports to the Church of receipts and disbursements, including a statement of all trust funds and properties. They also serve as the Board of Directors of the Domestic and Foreign Missionary Society. The Council does its work as a whole body and within several committees, the two primary committees being: Finance and Government & Operations.

Qualities and Competencies and Expectations

All nominees must have a commitment to the ministry of Council Member and the time to fully participate. Council members need a deep commitment to God's Church, strong faith, openness to new ideas, flexibility, the ability to communicate in small and large groups, and a broad perspective of the Church. Specific skills and gifts are desired in the areas of understanding of the workings of The Episcopal Church, including Church Polity, the General Convention, and the Anglican Communion. Special knowledge of finances and budget management, organizational development, proven advocacy skills, the planning and implementation of assignments, and experience having served on a board(s) are desired. As required in the by-laws of Province V, all nominees must be physically and canonically resident in one of the eleven dioceses which are constituent members of the Province.

Term

This six-year term will begin immediately following the 82nd General Convention (2027) and conclude at the close of the 84th General Convention (2033).

Meetings

Meetings of the Executive Council are primarily conducted virtually with one in-person meeting per year. Members must be able to attend and participate in all scheduled Executive Council meetings, and other such task forces and special working groups of Council, as appointed. Advanced reading and preparation for each meeting of Council is

required. For in-person meetings, members are expected to arrive on time and remain until the close of the meeting. As an elected representative from the Province, the Council member is expected to report to the Provincial Executive Board at regularly scheduled meetings.

Number of meetings per year

Three (generally held in February, June, and October); customarily, there is one multiple day in-person meeting per year and two virtual 2-day meetings. (Travel days will likely extend the amount of time committed to a particular meeting.)

Meeting locations

Locations vary and take place primarily within the continental United States.

Committee participation

All Executive Council members serve on a Joint Standing Committee. Additionally, members will be appointed to other task forces or working groups of the Council of the Church, which generally meet in the interim between Council's regular meetings; these meetings are typically virtual, though there are occasional in-person meetings.

Meeting expenses

Travel arrangements are made through an approved agency and are paid for by the General Convention Office. Approved out-of-pocket expenses related to attending a Council meeting will be reimbursed.

Interpretation

Interpretation and translation for Spanish speakers is in place for Executive Council meetings, Joint Standing Committees, etc. Other accommodations for language interpretation needs will be addressed on an as needed basis.

Nomination process

Executive Council members are elected at a provincial synod, when it is held in a General Convention year (prior to the Convention.) Each province elects one clergy and one lay representative, although not concurrently, but rather at alternating pre-General Convention synods. *Nominations for the Lay Representative to the Executive Council, to be elected in February 2027, must have a Nomination Form completed and returned by December 15, 2026. An online form is available at www.provincev.org/synod-nominations.*

For questions and more information, please contact: The Rev. Heather Barta, Coordinator, 989-413-3229, ProvinceVCoordinator@gmail.com

After the nomination has been submitted, the Coordinator will reach out for a biographical statement and a picture.

Responsibilities of Province V Executive Board Officers

To be elected at the February 2027 Synod

President*

A Bishop, Presbyter, Deacon or Lay Person of the Province who shall be elected by the Synod for a term of three years, or until a successor is elected, and the term of office shall begin at the close of the Synod meeting where elected. The President shall preside at Synod meetings, convene and lead the Executive Board, supervise the work of the compensated employees, and execute other duties as delineated in these By-Laws. A written report on the ministries, programs and other work of the Province shall be submitted annually to the Executive Council by the President. *[Reference: Constitution and Canons of The Episcopal Church, Title I, Canon 9.12.]*

Vice President*

A Bishop, Presbyter, Deacon, or Lay Person of the Province who shall be elected by the Synod for a term of three years, or until a successor is elected, and the term of office shall begin at the close of the Synod meeting where elected. The election shall be concurrent with the election of President. The Vice-President shall assist the President in fulfilling the duties of the President. In the absence of the President, the Vice-President leads the Synod or Executive Board. If the President resigns, the Vice-President fulfills the remainder of the President's term until there is an election at the next Synod.

Secretary

A Bishop, Presbyter, Deacon, or Lay Person of the Province who shall be elected by the synod for a term of three years, or until a successor is elected, and the term of office shall begin at the close of the Synod meeting where elected. The secretary is responsible for taking and filing minutes for Provincial Executive Board and Provincial Synod meetings. The Secretary also assists the Provincial Coordinator in the filing of reports as mandated by the Canons of the Episcopal Church, Executive Council action, and per Title I, Canon 9.12 of the Constitution and Canons of The Episcopal Church.

Treasurer

A Bishop, Presbyter, Deacon, or Lay Person of the Province who shall be elected by the Synod for a term of three years, or until a successor is elected, and the term of office shall begin at the close of the Synod meeting where elected. Nominees for Treasurer should be familiar with the business methods of this Church or have a background in and understanding of financial systems. Provincial funds will be held by the Diocese of Chicago as a designated account for Province V use only, and there will be a Diocese of Chicago-provided Diocesan Bookkeeper (DB) assigned as liaison with the Province Treasurer. The Treasurer, working closely with the DB, will assure that the funds are audited each year as a part of the Diocese of Chicago financial audit. The Treasurer is responsible for working with the DB to oversee the collection and distribution of Provincial funds; assuring that the necessary motions and data are regularly provided to keep the Board appraised of the financial needs and standing of the Province; and reporting regularly to the Executive Board and Synod on the state of Provincial finances. *[Reference: Constitution and Canons of The Episcopal Church. Title I, Canon 7.1.]*

* Either the President or the Vice President must be a Bishop.

Nominations are due December 15, 2026 and biographical information is due January 15, 2027. Submit online at www.provincev.org/synod-nominations. Questions? Contact The Rev. Heather Barta, Coordinator of Province V, 989-413-3229, ProvinceVCoordinator@gmail.com. Revised November 2026.