

## **Covenant Between St Mary's Whitechapel and Trinity Churches**

This covenant memorializes an existing relationship of interdependence between St Mary's Whitechapel (SMWC) and Trinity churches. This covenant recognizes that the two churches have shared a clergy person since 1973; furthermore they have shared ministries since Trinity's establishment in 1884 with other churches in the area. SMWC was established in 1669.

Within the covenant, SMWC and Trinity remain two separate churches, retaining individual identities, memberships, locations, vestries, budgets, services and programs. At the same time, by being good stewards of collective administrative, joint financial and spiritual resources, we are an example of wise management, offering opportunities for worship, Christian formation, personal guidance, community service, and more.

This covenant benefits both churches, leading to a union that supports the continued viability of the two churches while enabling support of a shared ministry. Both churches recognize and rejoice in their common purpose of serving as God's eyes, ears, hands and feet as they serve Him in the betterment of His community and the wider world. They acknowledge love for one another, and through this document agree to work together in so many of their tasks where joint ministries are most efficient and most fruitful. At the same time, they acknowledge that each church may choose to undertake programs and projects independently as the spirit moves them.

### **Elements of Ministry:**

- **Shared Personnel**
  - Rector
  - Deacon
  - Administrative Assistant
  - Organist

Currently the Rector, Deacon and Administrative Assistant are paid from the Joint Budget and the Organist is paid from each church's budget. Starting with the 2025 budget, we will move to pay all personnel from the Joint Budget.

- **Traditionally Shared Worship Services**

- Bishop visits (alternating)
- Ash Wednesday (SMWC)
- Drive-thru ashes on Ash Wednesday (Trinity)
- Palm Sunday (Trinity)
- Maundy Thursday (Trinity)
- Good Friday (SMWC)
- Easter Sunday (SMWC at the Labyrinth)
- Feast of St Francis/Blessing of the Animals (SMWC at the Labyrinth)
- Unsung Hero Sunday (Trinity)
- Other joint services to facilitate vacation, sabbatical or clergy absences

- **Shared Outreach**

- Upper Lancaster Community Food Pantry, located at Trinity Church Pavilion
- Meals on Wheels, volunteers from both churches
- Lancaster County Public Schools Partnership, providing school supplies for classrooms and individual students
- Unsung Hero, a Trinity program that honors an individual's significant contributions to our community. These honorees are not members of Trinity. The award is presented during a joint worship service, followed by a reception. The service is open to the community with special invitations to the recipient's family, their church, and friends.
- Celtic Walking Service (SMWC)
  - Planning four per year, one in each season
- Other Outreach as warranted

- **Shared Activities**

- Line dancing
- Chair Yoga
- Country Road Book Club (currently not active, planning to restart this activity)
- Shared Christian Education/Bible study

- **Shared administrative functions**

- Joint Budget – goal is for there to be equal funding from both SMWC and Trinity for shared expenses
- Joint Budget committee
  - Meet three times a year
  - Audit/examine/plan joint budget
  - Committee will be made up of:
    - Rector or Priest-in-Charge

- Senior Warden SMWC
- Senior Warden Trinity
- Vestry member not in the same “class” of Senior Warden SMWC
- Vestry member not in the same “class” of Senior Warden Trinity
- One member at large from each congregation, appointed by respective Vestries
- Disbursement Treasurer or Chairman of Finance Committee from each church, if Disbursement Treasurer is a paid position

- **Separate administrative functions**

- Vestries
  - Currently meet monthly, but going to change meeting schedule to every other month
  - Individual Vestries may utilize a working meeting (no decisions made) in their months that do not have a scheduled Vestry meeting
  - Plans to do joint Vestry meetings at least twice per year to evaluate the Covenant and address the needs of the Rector and to provide for a mutual ministry review
- Stewardship
  - Each church encourages stewardship of time, talents and financial resources during an annual emphasis
- Rector’s discretionary fund
  - Both churches will maintain an accounting line for discretionary fund on their financial reports.
  - Both churches will make contributions to the discretionary fund.
  - Disbursements will be made by the request of the priest
  - Funds will be held by the joint budget, and distributions made by the joint budget treasurer.
  - Recommend following the Manual of Business Methods in Church Affairs 2023.1
- Deacon’s discretionary fund
  - Align with the same guidelines that the Rector’s discretionary fund follows
- Treasurers
  - Disbursement treasurer – currently a paid employee at SMWC; currently a volunteer member at Trinity
  - Receipts treasurer – volunteer members at both churches
- Registers – each church has their own, Senior Warden is the contact
- Sextons – employed by Vestry, Junior Warden is contact
- Altar guilds
- Scholarship Programs – churches have distinctive programs and dedicated funds
- Operating Budgets
- Finance Committees
  - Monitor and suggest; report to Vestry



- Monitor endowments and make suggestions to Vestry
- After receiving yearly guidance for spending priorities in support of vision and program goals, prepare yearly a draft operating budget for the vestry's approval
- Delegates to region and convention
- Audit as required by the Diocese is conducted by each church.
  - Suggest 2 people, conducting the audit. Each person will serve for 2 years, so that there is always someone who has previously conducted the audit. These persons cannot be a current treasurer.

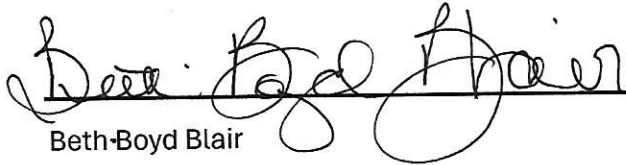
NOTE: The laity must take a more active role in running each church, including managing functions that might otherwise be handled by clergy. Parishioners at both churches have to adjust their thinking and expectations to accommodate the shared pastoral arrangement.

- **Pastor responsibilities**

- Plan and provide weekly Eucharistic worship to each congregation. (only one worship service for the planned joint services)
- Manage the church office and provide general direction to staff.
- Attend Vestry meetings – suggestion: alternate monthly attendance between the two churches (2 meetings per year are joint)
- Attend Joint Budget Committee meetings
- Support Mission Statements of the churches
- Support and/or guide any Bible study
- Attend any planned retreats.
- Tend to the pastoral needs of the staff and congregation.
- Parochial Report
  - Suggestion, use the online Register app to track attendance
    - Data can be entered by Administrative Assistant after being reported from the ushers and/or the rector
  - Treasurers will compile and populate all financial data

NOTE: Both vestries will work together to reassign workloads as needed to help the Rector have more time for worship and pastoral care. Deacon will support and partner with Rector to fulfill pastoral responsibilities within the boundaries of her role.

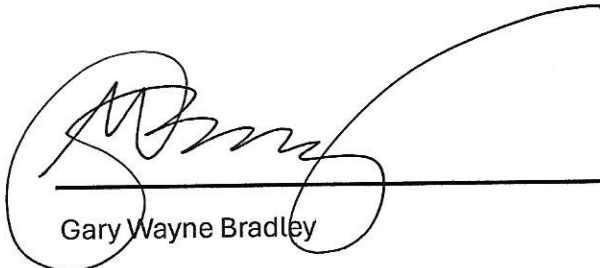
Approvals



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Beth-Boyd Blair

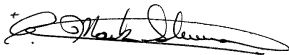
Senior Warden of St Mary's Whitechapel Church



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Gary Wayne Bradley

Senior Warden of Trinity Church



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The Right Reverend E. Mark Stevenson

Bishop of the Diocese of Virginia






# covenant 20240415

Final Audit Report

2024-04-15

Created:	2024-04-15
By:	Shirley Smith Graham (Ssmithgraham@thediocese.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfYvKbhRye3XNaXXyDp3mhuyXQzN2bmk

## "covenant 20240415" History

-  Document created by Shirley Smith Graham (Ssmithgraham@thediocese.net)  
2024-04-15 - 7:46:23 PM GMT
-  Document emailed to E. Mark Stevenson (mstevenson@episcopalvirginia.org) for signature  
2024-04-15 - 7:46:29 PM GMT
-  Email viewed by E. Mark Stevenson (mstevenson@episcopalvirginia.org)  
2024-04-15 - 11:38:48 PM GMT
-  Document e-signed by E. Mark Stevenson (mstevenson@episcopalvirginia.org)  
Signature Date: 2024-04-15 - 11:39:51 PM GMT - Time Source: server
-  Agreement completed.  
2024-04-15 - 11:39:51 PM GMT