Duties of the Deans of the Society of the Holy Trinity

9.The Dean of the Chapter shall be elected by a pure ecclesiastical ballot for a term of three years. Each ballot shall be preceded by Scripture reading, a hymn and prayer for the Holy Spirit. 10.The Dean shall convene the Chapter according to the Rule, schedule mutual pastoral visitation, and be responsible for the discipline of the Chapter. 11.The Dean shall by life and teaching give pastoral direction to the Chapter. 12.Should the Dean be unable to complete the term through resignation or incapacity, a new Dean shall be elected for a three year term at the next chapter retreat. In this case, the Senior shall appoint an interim Dean. – The Rule of the Society of the Holy Trinity, Chapter IX

The Council of the Society shall be the officers and Deans of chapters (see The Rule, Chapter IX)….The Council shall serve as the Board of Directors of the Society. –The Bylaws of the Society, Section 7

Overview

There are two facets of duties for deans. The first is spiritual, and is described in the Rule Chapter IX, though the detailing of these spiritual duties has not been extensively codified in the Rule, and relies upon the guidance of the Senior and the example and wisdom of more senior deans. This is particularly true in regards to Chapter IX.11 which speaks to the Dean being responsible for the "discipline of the chapter." This term has not been explored or discussed much especially in regard to the office of dean but would merit further consideration.

The second facet of decanal duties is administrative. The administrative side of the Office of Dean cannot be ignored nor subordinated to the spiritual. Both are necessary for proper functioning of a chapter and the Society as a whole. Neither the Rule nor the Bylaws make mention of the mechanics of "convening the chapter," nor are there details given regarding the administrative duties of the dean, but there are significant responsibilities that have crystallized in the 25 years since the Society's founding.

These administrative obligations can be roughly divided into two parts: concerning the local chapter, and concerning the General Chapter.

THE LOCAL CHAPTER

Communication

Communication with chapter members is key. Communication from the dean needs to be frequent: contact, reminder, and even prodding are necessary. Deans should make use of email, text, telephone, and US mail. Deans must also communicate regularly with officers of the Society, responding promptly to inquiries and directions.

To facilitate communication, deans maintain two email lists—"members" and "interested non-members," (sometimes called "fellow travelers"). Deans are required to forward emails from the Senior and the Secretary to the chapters as soon as they receive it; an up-to-date email list is crucial. The Officers of the Society do not send "mass emails" to individual members—each dean is responsible for passing on communication from the Senior and Secretary (and Bursar and Vicar) to their local members. For members without access to email, US Mail and telephone should be used. Where other special

needs of the chapter members are known, telephone visits and personal visits where possible are helpful.

Deans assist communication of their chapter members with the larger Society. The newsletter of the Society, *De Trinitate*, is primarily sent to members via email, and so changes in a member's contact information (email, phone, physical address) must be noted and sent to the Secretary immediately.

Deans are also responsible for the brief reporting to the newsletter Editor of chapter activities and calendar of upcoming retreats, so that visitors and propsective inquirers are aware of the opportunity to participate. Deans may appoint a reporter for the chapter, informing the Editor of that person's name and contact information. The Editor will send out regular email reminders to the deans before each newsletter issue deadline.

Dues

Dues for each member are due every year on the Feast of the Holy Trinity. The Secretary will send a letter and dues form to each chapter dean the week after Easter. Deans are to forward immediately that letter and form to their chapters via email and/or US Mail. Deans follow up with the chapter members before the due date, ensuring that each has paid his or her dues.

If a member can only pay a portion of their dues because of financial hardship, or is unable to pay any amount at all, deans may grant a waiver for that year and must inform the Secretary. Deans may, in consultation with the Senior, make allowances for ongoing financial hardship, or for infirm or aged members, with regard to the amount of their dues.

Deans should communicate carefully to their chapter members that dues are not a "fee" for attending the General Chapter Retreat, but are instead a pledge and investment the common life of the Society. Members pay their dues, and are able to attend the General Chapter for free. As such, there is no "refund" for members who are unable to attend the General Chapter Retreat.

Deans should lead by example and pay their dues promptly.

Retreats

Deans arrange for and organize retreats of the local chapter quarterly, in accordance with the direction of the Rule. Some chapters have modified this quarterly practice to accommodate two 48 hours retreats due to distance of travel or other considerations. This is acceptable with the consent of the chapter members. Deans communicate with the retreat house and handle all administrative tasks for registering chapter members for the local retreats. If a retreat location requires proof of insurance, deans contact the Secretary, who will assist in obtaining a Certificate of Insurance.

Deans may choose to delegate registration and organization of local retreats to another chapter member, if that is deemed more efficient.

Deans appoint a chapter chaplain for each year, or at least for each retreat. It is best practice to have a single chaplain for each year/retreat. A copy of the "Chaplain's Chapter Retreat Manual" should be given to each chaplain.

In the time immediately preceding retreats, deans pray for all attendees, including visitors and for any hosts/hostesses at the retreat site. At the close of retreats, deans arrange for those present to take

another retreatant as their particular intercession for the retreat interim. Deans also organize a schedule of pastoral visitation within the chapter. This can be done by grouping pastors geographically, or drawing names randomly.

Since the Rule is basic to the Society, deans arrange for discussion of the Rule at Chapter retreats; if not at every retreat, at least frequently. These need not always be extensive, but the Rule needs to be regularly held up before the members, and some portion of the Rule should at least be read once at every retreat.

Financial Duties

The dean is also responsible for oversight of the funds of the local chapter. Chapters are required to establish a checking/savings account to be used as a pass-through account for individuals attending retreats in that chapter, and to pay outside speakers, assist seminarians with attendance at retreats and the like. Such accounts will be located in a bank or credit union rather than co-mingled with the accounts of a parish or individual. Exceptions to this requirement will be made on a case-by-case basis by the Bursar in consultation with the Officers.

Deans may choose to be responsible for maintaining the chapter's financial account, but it is better practice for the dean to appoint a treasurer for the chapter. When a treasurer is appointed, such position is not limited in term with that of the dean. Treasurer responsibilities should be shared over the years and not maintained by one person for more than 10 years. A newly-elected dean, after having assumed their office, shall have within his or her purview the ability to appoint a new treasurer.

When opening a bank account, chapters shall use the Society's name plus chapter name, and use the Society tax ID # which is available from the Secretary. Chapters shall receive pre-approval to open an account from the Senior and the Bursar.

No chapter will maintain more funds than necessary to conduct essential chapter business, up to a maximum of $5000. Chapter account funds in excess of $5,000 should be returned to the Society's general account for use by the whole.

Because chapter funds are funds of the whole Society and are required to be reported each year on the Society's 990 tax form, each dean is responsible to report the activity in their account for the fiscal year to the Bursar no later than August 15. The Secretary will send a reminder to each dean by June 30th, along with the form to be used for reporting to the Bursar. The dean is responsible for getting that form to the chapter treasurer, and following up with the treasurer and Bursar to make sure it has been submitted, along with a copy of the chapter's bank statements for the fiscal year (July 1-June 30).

Membership

Chapter IX.2 of the Rule states, "Neglect of the Rule will constitute resignation of membership in the Society." Article IV.3 of the Bylaws states, "Members may resign from the Society at will, after counseling with their Dean or the Senior. Members who show no evidence of following or growing into the Rule may be removed from the Society, after consultation and counsel by the Dean and the Senior." Recent practice holds that should a member desire to leave the Society, then the Senior should dispense that person from their vows. Deans will make diligent effort to contact and inquire after inactive members, submitting a list of inactive members to the Senior and Secretary. The dean will also keep track of active members who move, retire, or accept a new call and give that information to the

Secretary. A member who moves to the territory of another chapter should request transfer to that chapter and the dean will communicate that to the Secretary as well as the other chapter's dean. Deans should also inform the Senior and Secretary of any deaths within their chapter.

Connection and Communication Outside the Chapter

Deans will seek to widen awareness of the Society in their territorial Synods and Districts. They should aim to get information and invitations in synod and district communications, as well as ensuring that synodical bishops and district presidents receive the newsletter. Deans are responsible for communicating the name of a newly-elected bishop/president and their address to the Secretary for update in the Society database. Deans must respond promptly to inquirers, directing the person to the Society's documents found on the website, inviting further conversation, and answering other questions. Deans should keep copies of the Rule on hand for distribution.

THE GENERAL CHAPTER

Members register for the General Chapter, including early arrival at the retreat, through their chapter dean. Guests and pastors planning to subscribe to the Rule also register through their local chapter. The Secretary will send the registration information to the deans the end of May or beginning of June, including all deadlines and other important dates. Deans must forward immediately the registration information to their chapters, prospective members, and guests.

The Secretary will established a detailed procedure for registration. Deans must follow these directions and respond to the Secretary promptly, making note of all deadlines. Registration for the General Chapter opens on July 1 and will close 2.5 weeks before the retreat.

Deans should begin to collect names, housing requests and arrival dates before July 1.

Deans will wait to register their chapters until they have the majority of members' responses in hand. Partial and piecemeal registrations are strongly discouraged. Registrations will not be accepted prior to July 1 to allow the Secretary time to finish with the reception and recording of dues.

On July 1 or after, the dean of a chapter will send the Secretary the following information for each person attending:

- First and last name
- Request for single room in Joseph and Mary House OR shared room in main building
- Name of requested roommate (if staying in main building)
- Early arrival or not
- Early arrival meals or not
- Any mobility issues, dietary issues, or other health considerations

Single rooms are available in the Main Lodge for those with health or mobility issues. Those members without health or mobility issues who desire a single room will be placed in Joseph and Mary House.

Non-members and guests must fill out the form attached to the bottom of the registration information. Members do not use this form for any purpose. Non-members and guests will send the registration fee to the Secretary.

If a pastor subscribes to the Rule at the General Chapter, and that person has not paid dues for this year, they will owe the balance, over and above their room cost. Deans are responsible for reminding the new member of this fact, and ensuring the Secretary has the complete contact information for each newly-subscribed member.

If members desire to come early or stay later at the General Chapter, they are responsible for paying their room costs and any meals. Payment is sent to the Secretary, not to the chapter or the retreat house.

Deans must pay careful attention to the deadline for the closing of registration and communicate that to members, as well as the fact that there is no refund for members who are unable to attend the General Chapter.

At the General Chapter, Deans will accompany their chapter's prospective members to the altar for subscription to the Rule.

The Leadership Council

The Council of the Society is made up of its officers and chapter deans and is considered the Board of Directors of the Society. According to the bylaws, the Council shall meet within 6 months of the close of the General Chapter Retreat, and at other times at the direction of the Senior. The recent custom of the Council has been to meet for three days in February, usually before Ash Wednesday. The Vicar will organize the Leadership Council retreat and communicate dates, travel and registration to the deans and officers. Deans will be reimbursed for travel costs to the Council meeting and should save receipts and documentation for submission to the Bursar.

The purpose of the Council meeting is to "evaluate the previous annual retreat and assist the Senior in the planning of the next annual retreat. The Council shall determine travel equalization and set the amount of annual dues of the members. The Council shall establish an annual operating budget and make provision for the finances of the Society. Proposed budgets and audited financial statements shall be made available to the members at the General Chapter." (Bylaws 7.4)

Since the Society seeks consensus in all its affairs, Deans "shall solicit the view of members of their chapters and report back to their chapters decisions made by the Council." (Bylaws 7.5). Deans shall also respect sensitive or privileged communication of the Council and take care not to improperly share such information with those not in the Leadership Council.