

Vestry: Job Description (Supplemental to Parish By-Laws)

I. General:

The Vestry attends to the welfare, mission and vision of the parish, ensuring that the many steps to accomplish that mission are formulated, communicated and accomplished. The Vestry also provides for management of business and financial affairs and the care of parish property. Vestry members are accountable to the Congregation and Diocesan Bishop, under the immediate oversight of the Wardens.

II. Qualifications, Responsibilities and Duties:

A. Qualifications

1. Voting member (Baptized / confirmed / received member, in good standing)
2. Committed to following Jesus Christ and promoting the mission and welfare of St Mark's
3. Demonstrated leadership ability

B. Responsibilities

1. Assume leadership and chair position for one area of responsibility on the Vestry.
Delegate as much as possible.
2. Act as an agent and legal representative in all matters of the parish.
3. Assist in the preparation of annual reports including the parochial report.
4. Support and collaborate on the general oversight of parish life and ministry including planning and implementation of short and long term goals.
5. Assist in resolution of conflicts within the parish by encouraging and facilitating direct communication among parties.
6. Increase in knowledge and understanding of parish dynamics and Christian discipleship.
7. Act in accordance with the Bylaws

C. Duties

1. Attend 10 regularly scheduled Vestry meetings annually, plus all parish meetings and Vestry retreats. Notify a warden in advance of any meeting that must be missed.
2. ***Provide leadership and chair at one Vestry sub-committee.*** Provide written summary to the Vestry following each committee meeting and for the Annual Report. Provide verbal reports on the activities of the committee, as requested, at periodic parish forums and the annual meeting.
3. Present matters of parish life and ministry which need attention to the Rector, Wardens and Vestry, as appropriate.
4. Participate regularly in discussions and decision-making and ***interpret decisions of the Vestry, Wardens and Rector to other parishioners in a supportive way.***
5. Maintain a file of organized Vestry records and return that file to the Rector or a Warden upon completion of the Vestry term.
6. Nominate someone from your standing committee to run for Vestry at the next election.
7. ***Foster and model our minimal standards of discipleship and stewardship (by leading or participating in at least one regular adult formation/community group [e.g., EFM, adult forum, home Bible study], at least one ongoing ministry effort that reflects your own passions and gifts, and through your annual, proportional pledge.***