



Saint Timothy's Episcopal Church

202 North Goldsboro Street Post Office Box 1527

Wilson, North Carolina 27894

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www.sttimothyswilson.org

Junior Warden Duties:

- Legal officer of the parish (signs contracts, checks, and like)
- Chairs vestry meeting in the absence of the senior warden, and helps create monthly vestry agenda in conjunction with rector and junior warden
- Member Finance Commission**
- Chairs Building and Grounds Commission, which includes
 - Interior Committee
 - Memorial Garden Committee
 - Columbarium Committee
- Oversees the building and grounds of the church
 - Includes contractors such as our sexton and lawn service
 - Includes reviewing contracts with Southern Piping Company, Minolta copier, Envirocon (HVAC and soon to be smoke/fire alarm)
 - Calls or has parish admin to call service people as needed
 - Does periodic walk-thrus of building and grounds to detect maintenance issues and receives the same from parishioners
- Helps assign vestry liaisons with senior warden and rector before annual vestry retreat
- Meets with rector and junior warden regularly
 - Review business of Church
 - Review issues/accomplishment/dreams of the Church
 - Vestry agenda (see above)
- Lay leader when rector AND senior warden are absent
 - Normally priest assigns licensed lay readers for Morning Prayer and/or priest for Eucharist before planned absences
 - Contacts on-call priest for pastoral emergencies/ St. Francis guild chair of that month as well
- Communicates with vestry between meetings as needed

After term is over:

- Member of finance commission for one-year**