

St Timothy's Vestry Job Description

Episcopal Canonical Duties:

Summary:

The vestry of a parish shall be the trustees, shall have charge of all the secular concerns thereof, shall hold the property belonging thereto, and shall be authorized to collect, invest, and disburse its funds and enter into contracts on its behalf.

- Review and approve annual parish report to diocese and national church offices (Parochial Report). [Physical copy due in to diocesan office by March 1st. Electronic submission to national office is actually not due until May 1st, but diocesan due date triggers earlier completion.]
- Are the agents and legal representatives of the Parish in all matters concerning its corporate property. Must obtain diocesan permission before selling or encumbering parish real property with certain exceptions.
- Are the agents and legal representatives of the Parish in all matters the relations of the Parish to its Clergy.
- Choose new vestry members from eligible parish members when a member of the vestry resigns before the end of his/her term.
- Write a letter of support for any persons the Parish is nominating to the process to ordination within the Episcopal Church and throughout that ordination process.
- Stands as the pastoral/spiritual lead in the absence of have clergy (between rectors). The Senior Warden stands in for the rector (with certain canonical limitations) when the rector is absent. "In the absence of the rector, the wardens shall preside in all meetings of the vestry or congregation, in order of their official seniority. As representatives of the vestry, they shall (subject to the vestry's directions and consistent with the rights of the rector) have charge of the church building and they shall see that it is kept from all uses inconsistent with the doctrine or discipline of the Protestant Episcopal Church and, so far as possible, in good repair, as becomes the house of God. The wardens shall see that the church is prepared for public worship and that order is preserved during that worship; that suitable books are provided for the services, vestments for the clergy, and, when necessary, the elements for the Holy Communion."
- Has the final vote on the selection of a new rector. [The Wardens must notify the Ecclesiastical Authority (normally the diocesan bishop) within 30 days of that vote.]
- Meet with the Bishop at the Bishop's visitation

- Insures that “accurate minutes of each vestry meeting shall be kept, signed by the secretary or clerk, presented at the next meeting for approval, revised if necessary, thereafter approved, and preserved with the records of the parish”
- Follows the Business Standards set forth by the Diocese, including annual audits of all financial records and accounts held by the Parish, “submit to the Department of Business Affairs and Administration of the Diocesan Council, on or before September 1 each year, a certified copy of its annual audit for the preceding fiscal year”

Traditional role at St. Timothy’s:

- Is assigned to a Commission
 - Attends Commission meetings
 - Works with the Commission chair to insure good financial and resource stewardship. Has signatory authority for reimbursement forms
 - Communicates the actions and challenges of the Commission back the vestry. In case of an urgent matter, contacts the Wardens and Rector on the matter.
 - Attends the commission meetings and partakes in the Commission activities *as time allows*
 - Insure that the commission chair or their assigned person submits articles/announcements to the Epistle and on time
- Assist the Wardens and the Rector in identifying qualified parishioners to stand for election to the vestry at the Annual Meeting
- At the Annual meeting, vestry members whose terms are finishing are in charge of the balloting for the election of new vestry members
- Counting the Sunday contributions in the plates (paired with another vestry member on rotating schedule)
- Pledge to the church
- Be present regularly at worship and at church functions
- Attend monthly vestry meetings and other called vestry meetings
- Listen to the congregations ideas/concerns/stories