

St. Timothy's Episcopal Church

Draft Job Description of Vestry Clerk

The main function of the Vestry Clerk is to be present at all vestry meetings, whether regularly scheduled or called, and record the actions of the vestry in the form of Minutes and to make sure these Minutes are properly kept and archived. A second function is to certify those certain vestry actions have occurred which will be sent onto the Episcopal Diocese of North Carolina and/or The Episcopal Church.

Skill set needed for the position is:

1. Dedicated prayer life and regular attendance at worship
2. Good listening skills
3. Good communication skills
4. Able to maintain confidentiality

Duties of Vestry Clerk:

1. Be present at all vestry meetings, whether regularly scheduled or called
 - a. Take Minutes of all the actions of the vestry and who has attended
 - b. Contacting the Rector and Senior Warden in a timely manner when cannot be present so that a substitute can be identified and notified.
 - c. When absent, obtaining the Minutes and notes from the assigned vestry person
2. Send out minutes (electronically) to the vestry members in advance of the next meeting so that they can be reviewed before the next vestry meeting.
 - a. Make the appropriate corrections from feedback of the vestry
 - b. Insure that the Parish Administrator has an electronic copy of approved minutes in a timely manner.
 - c. With the Parish Administrator's assistance, make sure that paper copies of approved minutes and any other documentation that must be kept are place in the Vestry Minutes notebook.
 - d. Insure that the Vestry Minutes are kept in the Parish Office where they may be reviewed by Parishioners.
3. Canonically (National and Diocesan Canons), the Clerk is required to certify, by their signature, that certain vestry actions have taken place.
 - a. Vestry votes that are in support of parishioner on an ordination track as either priest or deacon.
 - b. Vestry approval of the Annual Parochial reports (Parish Office/Rector will send the electronic and hard copies to diocesan office and the national office).
 - c. Vestry approval of the selection of the Parish's Delegates to the Diocesan Annual Convention and other Diocesan-wide meetings where voice and vote are anticipated (bishop elections as an example).