



Saint Timothy's Episcopal Church

202 North Goldsboro Street Post Office Box 1527

Wilson, North Carolina 27894

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www.sttimothyswilson.org

Senior Warden Duties:

- Legal officer of the parish (signs contracts, checks, and like)
- Chairs vestry meeting and creates monthly agenda in conjunction with rector and junior warden
- Member finance commission**
- Member (ex officio but voting) Memorials committee**
- Chairs personnel committee (annual reviews, hire/fire non-ministerial employees)**
- Oversees business of the church
 - Assigns vestry liaison with input from rector and junior warden
 - Nominates treasurer to vestry(informally a 5 year term, Randy began 2017)
- 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 is 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**
- Member of personnel committee for one-year**