



Ministry Position Description - Vestry Member

Role Name and Primary Responsibilities

Vestry Member:

The vestry is the council of St Peter's. In addition to transacting the temporal business of the church, the vestry works with the Rector, under the Bishop, to lead the congregation in the ministries of the church. Following the model of servant leadership, each member of the vestry is responsible for the effectiveness of our ministries, shaping and guiding them for the growth of the people of the congregation, and for our mission to the community beyond our walls. Members of the vestry are also committed to personal growth as leaders and to ministering to one another in Christian community.

According to the Canons, a vestry member must be a "communicant in good standing" (*DoV Canon 11, Sect. 4*) defined as:

"All communicants of this Church who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying, and giving for the spread of the Kingdom of God, are to be considered communicants in good standing." (*GC Title I, Canon 17, Sect 3*)

The vestry of St. Peter's consists of 12 persons elected by the congregation. Each vestry member serves a 3-year term, with the terms staggered so that each year four new members are elected. The four vestry members who will serve starting after the annual meeting in January of each year will be elected at the end of October of the previous year. During the period between the election and the annual meeting, the newly elected vestry members will have opportunities for orientation and transition.

All persons interested in being candidates for this leadership ministry should:

1. Read and prayerfully consider this Vestry Position Description document.
2. If desired, discuss the role of vestry member with the Senior or Junior Warden.
3. Prepare a short statement for publication to the congregation. Instructions on the content of this statement available from the wardens.
4. Provide the statement and a digital photo of yourself (one can be taken if you do not have one) to the church office.

Responsibilities: A vestry member provides leadership in the parish by:

- Performing the duties described in the constitution and canons of the Diocese of Virginia, especially those described in Canon 12 (attached).
- Subscribing to the following declaration and promise:



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"I do believe the Holy Scriptures of the Old and New Testament to be the Word of God, and to contain all things necessary to salvation; and I do yield my hearty assent and approbation to the doctrines, worship and discipline of The Episcopal Church; and I promise that I will faithfully execute the office of Vestry member of St. Peter's Church, in Region 13 in the County of Loudoun according to my best knowledge and skill." (*Canon 11, Section 8*)

- Preparing for and attending vestry meetings and retreats.
- Serving as a liaison to a particular ministry area:
 - A. Facilitate communication with vestry, other ministries & the parish
 - B. Advocate & celebrate the ministry
 - C. Encourage, support, build and develop the ministry team.
 - D. Assist with planning, budgeting and annual reporting

Role Contributions:

Regular Meetings: 3rd Tuesday of every month, 7:00 PM to about 9:00 PM

Retreats: Full Day Saturday orientation in November (at St. Peter's)
Overnight off-site in the Spring.

Other: Annual Parish meeting in January. Meeting with assigned ministry area as needed, preparing budget input, annual report and other plans. Review monthly minutes, and upcoming agenda items. Emergency meetings when required. Keep current with email items and discussions.

Length of Commitment: 3 Years.

Organization: The vestry of St. Peter's consists of 12 persons elected by the congregation. Each vestry member serves a 3-year term, with the terms staggered so that each year four new members are elected.

Each vestry elects one person each to serve in the following roles:

- Sr. Warden
- Jr. Warden
- Treasurer
- Register

The Wardens have to be vestry members; the Treasurer and Register do not. The duties of the Wardens, Register and Treasurer are as defined in the canons of the Diocese of Virginia. Generally the Wardens provide the overall leadership of the vestry, working closely with the Rector to establish the agenda for vestry meetings. The Register records and publishes the meetings of vestry meetings. The Treasurer is responsible for the handling and reporting of the parish finances. Each of these positions is elected for one year. Four vestry members, in either their 2nd or 3rd year, serve as leaders in one of the



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four ministry areas: *Community, Communion, Commission or Support*. First year-vestry members serve as assistants in one of the four ministry areas.

Role Competencies: (Network terminology)

A person filling this role should have a passion for: The building up of St. Peters as a place that is *Building Christians for Service*.

Spiritual Gifts that would be particularly valuable in this role:

- Leadership
- Apostleship
- Wisdom
- Administration
- Helps
- Intercession

Personal Style: Vestry service involves a range of activities. There are activities for which each of the personal styles is best suited, however perhaps the majority of the role is best suited to those who are Task or People oriented and Structured.

Spiritual Maturity: *Leading/Guiding Believer*

Note: The terms *Passion, Spiritual Gifts, Personal Style* and *Spiritual Maturity* are used as defined in the Network Program



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Canons of the Protestant Episcopal Church in the Diocese of Virginia

CANON 12.

Duties of Vestries, Wardens and Parish Officers.

Section 1. The Rector of a Church shall be elected by its Vestry, with the advice of the Bishop and in compliance with General Convention Canon III.17. The Vestry Committee of every Mission shall elect a Vicar upon nomination by the Bishop, such Vicar to serve at the pleasure of the Bishop. Any assistant ministers of a Church, by whatever name they may be designated, shall be selected by the Rector subject to the approval of the Vestry and in accordance with General Convention Canon III.14.1.(b).

Section 2. Each Vestry shall cooperate with the Rector or Vicar in promoting the spiritual welfare of his cure and assist him in his duties as defined in General Convention Canon III.14.

Section 3. Each Vestry member shall support the programs of the Church and continuously encourage the members of the congregation to support the programs of the Church and to give generously towards the support of those programs; and each Vestry member shall extend personally a hearty welcome to newly baptized, confirmed, received, or transferred members of the congregation.

Section 4. Each Vestry shall see that the Rector or Vicar is properly supported, that his salary is paid in full and with regularity, together with the pension premiums and other obligations due from the Church; annually review the compensation of its Rector or Vicar in keeping with the published guidelines of the Diocese; and make all necessary provision for Church music, with the advice and consent of the Rector or Vicar, and subject to his control.

Section 5. Each Vestry shall advise the Diocese by November 30th of the percentage of its annual disposable income that will be shared with the Diocese in support of Diocesan Programs and remit the resultant sum to the Treasurer of the Diocese in regular monthly installments. It shall be the joint duty of the Rector or Vicar and Vestry to submit to the Bishop by the first of February of each year a parochial report for the year ending December 31st preceding, which report shall be submitted in duplicate on the form prepared by the Executive Council.

Section 6. Each Vestry, as the constituted agents of the Church, shall transact all its temporal business, e.g.: (a) providing for the appointment of Trustees pursuant to the laws of the Commonwealth of Virginia to hold title to the property of the Church; (b) making and executing all contracts for erecting, furnishing, and preserving the Church edifice and other property; (c) regulating the use of any graveyard or columbarium; (d) establishing a Finance Committee as required by Canon 25 (Finance Committees); and, (e) observing Canon 13 (Business Methods in Church Affairs).

Section 7. With the assistance of the other members of the Vestry and congregation, the Wardens shall have the following duties:

(a) To oversee the operation and maintenance of the Church property;



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(b) To see that the Church is duly prepared for every occasion of public worship, attend to the accommodations of the congregation with seats, and maintain order and decorum at the time of public worship;

(c) To collect the offerings of the people;

(d) To provide out of Church funds, under the direction of the Vestry, a sufficient supply of vestments and books to be used in public worship and also the elements for each celebration of the Holy Eucharist;

(e) To see that the sexton and other employees properly discharge their duties; and,

(f) To possess a copy of the current General Convention and Diocesan Constitutions and Canons for the information and guidance of the Rector, Vestry and congregation.

Section 8. It shall be the duty of the Register of the Vestry to take charge of all records except the Parish Register and keep correct entries of all proceedings of the Vestry in a well-bound book to be provided for that purpose and to deliver the records and minute books to the Rector, Vicar, or Wardens, when the Register's term of office expires.

Section 9. The Treasurer shall take charge of all funds except Communion Alms as provided for in General Convention Canon III.14.2.(f), and disburse the same under the direction of the Vestry, maintaining his accounts in accordance with the canonical requirements for the conduct of business in Church affairs, rendering reports to the Vestry and to the Council as may be required. At the end of his term of office, he shall deliver all books and records pertaining to his office to the Wardens.

Section 10. The provision of this Canon shall also be applicable to Vestry Committees to the extent not in conflict with other Canons.

[To review the complete Constitution and Canons of the Protestant Episcopal Church in the Diocese of Virginia, visit: <http://www.thediocese.net/Diocese/c&c/index.htm>]