

# CHRIST CHURCH EPISCOPAL

## JOB DESCRIPTIONS

Christ Church Episcopal should have written job descriptions for every position employed or functioning in the church.

**Job descriptions are reviewed and evaluated annually** for possible revision and may be revised at any time needed as determined by the Priest or Rector.

The format should be maintained as illustrated in the following policies.

# **CHRIST CHURCH EPISCOPAL**

Christ Church should have written job descriptions for every paid or unpaid position in the church. Job descriptions should be reviewed and revised annually or as needed. Records of reviews/revisions should be recorded at the end of each Job Description.

## **Job Description**

### **All Vestry Members**

To the best of their ability, Vestry members should:

- Have a love of God and demonstrate a commitment to following the way of Christ
- Be active in and knowledgeable about the congregation, its programs, and governance
- Be fair, interact well with people, and strive to earn the respect of the members of the congregation
- Commit themselves to the concept of partnership between vestry and clergy leaders, recognizing the success of an inclusive model of leadership relies on everyone's participation
- Offer talents to discern and support the congregation's mission and vision
- Be active ministers of the gospel in daily life and work
- Pledge financial support early in the annual or other campaign

### **Vestry members should be able to make the following time commitments**

- Vestry meetings and committee work
- Vestry retreat(s)

# **CHRIST CHURCH EPISCOPAL**

## **Job Description**

### **Senior Warden**

The Canons of The Episcopal Church assign specific responsibilities to the senior warden and form the basis for this job description. Responsibilities include these in addition to those for all vestry members.

#### **Time commitment**

- Weekly Meetings with the rector, if required.
- Meetings may be one-on-one or include the junior warden or other church staff depending on the need

#### **Responsibilities**

- Meet regularly with the rector to review the life and work of the congregation, plan ahead, anticipate and resolve problems
- Provide leadership so the vestry can identify the mission, vision, and goals of the congregation; make and implement plans, assess programs, and celebrate achievements.
- Provide leadership in the congregation by demonstrating a consistently positive attitude that seeks to resolve problems, recognizes accomplishments, gives thanks for those things that build community, further the vision and mission of the church.
- Be available to discuss any and all concerns with the rector and maintain confidentiality when appropriate.
- Be available to discuss any and all concerns with members of the congregation: avoid making hasty judgments and avoid triangulations by encouraging complainants to speak directly to those involved.
- Foster understanding, forgiveness, and reconciliation in cases where the rector, staff, or vestry is being beleaguered or being overly criticized.
- Ensure that policies and procedures are in place and enforced regarding employee or volunteer misconduct; immediately take any questions, concerns, and complaints to the rector and/or appropriate authorities
- Support the rector in taking action when employees or volunteers are charged

with misconduct or inappropriate behavior.

- Take action to intervene promptly (with others as appropriate) in the event that the rector is charged with misconduct, has problems with drugs or alcohol, or is acting inappropriately; speak with the rector and the bishop.
- Petition the bishop in writing on behalf of the vestry to intervene in cases where conflict imperils the pastoral relationship between rector and congregation.
- Encourage the rector to take corrective steps as appropriate in cases where the rector is overworked, disregarding his or her health and well-being, or the health of the rector's family.
- Assist in the identification of persons for leadership roles and participate in inviting them to serve in those roles
- Be prepared to assist the rector or to step in and do what is necessary to represent the congregation at community meetings, take responsibility for preparing the church for special events, advocate on behalf of the congregation, etc.
- With the rector, announce the bishop's pending visit and prepare information on the spiritual and temporal state of the congregation to be discussed during his or her visit (*Title III. Canon 9, Section 5b*)

#### **When the congregation is without a rector:**

- Notify the bishop promptly and make provisions for worship services (*Title III. Canon 9, Section 6d*)
- Lead the congregation by ensuring that:
  - worship services, programs, and pastoral care needs are being met.
  - The selection process for a new rector has begun.
  - Employee relations and communications with the diocese are maintained.
- Ensure the name of the person proposed to be called as rector is submitted to the bishop thirty days before the election is to be held and deliver written notice of the election of a rector to the bishop (*Title III. Canon 9, Section 3a (2&3)*)
- Prepare a letter of agreement with the proposed new rector which outlines mutual responsibilities and is subject to the bishop's approval. Check with your diocese for sample letters. (*Title III, Canon 9, Section 3a (4)*).

#### **Additional Responsibilities:**

- The following responsibilities may not apply to all congregations. They are often more applicable to smaller congregations, especially those without full time clergy.

In cases where the clergy's role is limited to providing Sunday services and pastoral care, the wardens may provide the primary leadership in the congregation. In some congregations, tradition dictates the senior warden provides more leadership.

- Conduct vestry meetings in the absence of, or when delegated by a rector or priest-in-charge. While the canons designate the rector as the one to preside at vestry meetings, they may delegate this responsibility.
- Conduct the annual meeting. Again, the rector often does this, but in some congregations, the senior warden takes this responsibility.
- Make the Sunday morning announcements.
- Visit anyone known to have a major problem with a program, vestry decision, clergy, etc. in consultation with, and often accompanied by the rector.

### **Accountability**

- The senior warden is elected and accountable to the rector and the vestry. In some dioceses and congregations, the rector appoints the senior warden.
- Adopt the practice of creating a covenant (promise) in which both the rector and the senior warden agree on the roles and responsibilities of the warden. This document should be developed and reviewed annually in conversation with the vestry and in place before the election/selection of the senior warden.
- The senior warden's ministry should be considered as part of the annual ministry review of the congregation.

# CHRIST CHURCH EPISCOPAL

## Job Description

### Junior Warden

These requirements are in addition to the requirements and responsibilities of all vestry members.

#### **Time commitment:**

- Weekly meetings with the rector, if requested

#### **Responsibilities:**

- Assist the rector and senior warden in providing leadership so the vestry can identify the mission, vision, and goals of the congregation; make and implement plans; assess programs; and celebrate achievements
- Provide leadership in the congregation by demonstrating a consistently positive attitude that seeks to resolve problems, recognizes accomplishments, and gives thanks for those things that build community and further the mission and vision of the church.
- Work closely with the rector and senior warden in providing overall leadership of the congregation.

#### **Responsibility for property management and maintenance:**

- Understand property management and maintenance needs.
- Have the ability to work with service people and recruit and motivate members of the congregation to take responsibility for maintenance work.
- Establish and execute a plan for and oversight of seasonal maintenance of all equipment (furnace, air conditioning, plumbing, kitchen facilities, office equipment, etc.).
- Establish and oversee a process for annual safety checks.
- Review insurance needs with the treasurer and insurance agent; revise annually as needed.
- Establish and oversee a process for obtaining the service of contractors as needed.
- Chair or work with the head of a maintenance committee if such a group exists.

As with other job descriptions, this document should be reviewed and revised as needed annually in conversation with the vestry and in place before election/selection of the junior warden.

The junior warden's ministry should be considered as part of the annual mutual ministry review of the congregation.

**Review History:** Initial Adoption 3.21.21

# CHRIST CHURCH EPISCOPAL

## Job Description

### Treasurer

These responsibilities are in addition to the requirements and responsibilities of all vestry members.

#### **Time commitment:**

- Weekly oversight of collections and deposits
- Periodic payment of bills
- Monthly generation of accounting reports

#### **Responsibilities:**

- Supervise the collection, counting, and deposit of all contributions to the church ensuring that at least two persons are present at all times during the collection and counting process.
- Supervise the treasurers of all other accounts ensuring that they follow established accounting procedures and appropriate safeguards. (Accounts maintained by any organization/committee/task force that is part of the congregation.)
- Ensure that bills are paid in a timely fashion.
- Work with any designated committee to make certain that adequate insurance is maintained on all real property.
- Determine that the books and accounts of the congregation are kept in accordance with standard accounting procedures and the requirements of the canons.
- Ensure that the congregation's financial operations are maintained in accordance with The Episcopal Church and diocesan canons, congregational bylaws, and state and federal laws.
- Ensure that the congregation's deeds and other instruments of ownership are secure and maintained in the manner prescribed by canon and civil law.
- Ensure that anyone serving as custodian of any congregational or organizational funds over \$500 is bonded by a professional bonding insurer.
- Meet regularly with the rector, wardens, and/or staff for planning and evaluation,
- Develop and serve on the finance committee.
- Assist in the development of budgets.

- Be available to consult with other committees that might need help in planning budgets or other assistance with financial matters.
- Submit a monthly financial report to the vestry and an annual financial report to the congregation.
- Make appropriate contributions to the diocesan parochial report.

**Accountability:**

- The treasurer may be elected or appointed as provided by the diocesan canons or congregational bylaws.
- The treasurer is accountable to the rector and vestry, and depending on the diocesan canon or congregational bylaws, may or may not be a member of the vestry.
- Adopt the practice of creating a covenant (promise) where the treasurer, rector, and the vestry agree on the roles and responsibilities of the treasurer.
- As with other job descriptions, this document should be reviewed and revised as needed annually in conversation with the vestry and in place before election/selection of the treasurer.
- The treasurer's ministry should be considered as part of the annual mutual ministry review of the congregation.

**Review History:** Initially adopted 3.21.21

# CHRIST CHURCH EPISCOPAL

## Job Description

### Secretary/Clerk

These responsibilities are in addition to the requirements and responsibilities of all vestry members.

#### **Time commitment:**

- Distribution of agenda and minutes from previous meetings.
- Maintain a roster of members and contact information.
- Other duties as deemed necessary by the rector and senior warden

#### **Responsibilities:**

- Take notes during vestry meetings, and afterward, prepare and distribute minutes.
- Maintain a file of all vestry meeting minutes.
- If asked, take minutes for the annual congregation meeting,
- Prepare, date, sign, and maintain documents as required.
- Maintain documents relating to all church business and activities in the church office.

#### **Accountability:**

- The secretary/clerk may be elected or appointed as provided for by the diocesan canons or congregational bylaws.
- The secretary/clerk is accountable to the rector and vestry.
- A covenant between the secretary/clerk, rector, and the vestry should be developed and reviewed annually.
- The secretary's/clerk's ministry should be considered a part of the annual mutual ministry review.

**Review History:** Initial adoption: 3.21.21