

Vestry Job Description	Term: 3 years	Volunteer Position	
<p>The Vestry is: The vestry is the body within a congregation that, with the clergy, shepherds the parish. In addition to transacting the temporal business of the church, the vestry works with the Rector and 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.</p>			
Job Description:			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Vestry members pray for the fulfilment of St Luke's mission, vision, clergy and congregation. • Vestry members discern God's call for the congregation and building up the body of Christ. • Vestry members assist clergy in the identification of new church leaders. • Vestry members, as a group, hold fiduciary responsibility for St Luke's. They approve how funds are used. This ranges from approval of the overall budget to individual funding requests. • Each vestry member is assigned to serve as a liaison to a commission ministry. The various commissions provide input to the vestry through its vestry liaison for consideration in decision making. Each commission is structured to have both a chair and a secretary. The vestry liaison normally is not the chair of a commission, but may be. This is not intended to be a hierarchical structure: The commissions are not "in charge" of the ministries they represent, but help facilitate the work of ministry, including communication among constituent groups. Collaboration across commission lines is encouraged. • As liaison to specific commissions, vestry members provide regular reports resulting from meetings with commission chairs or commission meeting attendance. • Vestry members attend a retreat each year to identify initiatives and priorities for the parish as a whole for the coming year. They apply strategic thinking practices to identify opportunities for reaching both short-term and long-term goals. • Individual matters of parish management occasionally come to the vestry for consideration. • The Episcopal Diocese of Arizona requires vestry members to complete all modules of online training: "Safeguarding God's Children" and "Safeguarding God's People: Preventing Sexual Harassment for Managers & Supervisors". • Vestry members are to be available to parishioners to relay pertinent information from the vestry to the membership and from congregants back to the vestry. • Vestry members provide timely and thorough reports as assigned. • As stipulated by Episcopal Church canons, vestry members: <ul style="list-style-type: none"> ➤ are agents and legal representatives of the congregation in all matters concerning its corporate properties and the relations of the congregation to its clergy. ➤ ensure that standard business methods, as outlined in <u>The Episcopal Church's Manual of Business Methods in Church Affairs</u> are observed. <p>[Turn page over]</p>			

- in the event the congregation is without a rector, the officers of the vestry are responsible for the continuation of worship, including the calling of a new rector.
- are responsible for nominating persons for holy orders.

Time Commitment: Vestry members are required to:

- attend monthly vestry meetings; times and dates are determined by each new vestry. Special meetings may be convened with group approval. Additionally, plan to devote at least one hour of preparation before each meeting.
- attend annual vestry retreat.
- attend special parish events and regularly scheduled worship services.

QUALIFICATIONS:

- 18 or more years of age
- a communicant member in good standing as defined by St. Luke's By-Laws:

(St Luke's By-Laws: A communicant member in good standing is a communicant member who, for the previous year has been faithful in corporate worship and who has been faithful in working, praying, and giving for the spread of the Kingdom of God.)

Candidates for Vestry should be men and women of prayer, with gifts for ministry leadership. Those gifts are not the same for each person, and can be discerned together with the Rector or other parish leaders. Candidates should have a passion for the mission and ministry of St. Luke's, and be known and trusted in the parish. No specific educational requirements apply.

PREFERRED SKILLS

- Have a love of God and demonstrate a commitment to follow the way of Christ.
- Be active in and knowledgeable about the congregation, its programs and governance.
- Commit to actively foster partnership between vestry, parishioners and clergy leaders.
- Be able to listen and process information.
- Respect all opinions and individuals in the vestry, clergy and in the parish.
- Engage in respectful communication and discussion at all times.

ADDITIONAL NOTES

As an applicant to become a vestry member, please write a brief description containing:

- What background and experiences qualify you as a viable candidate?
- Why are you interested in serving on the vestry?
- What particular talents can you contribute to the ongoing success of St Luke's vestry?

PLEASE SUBMIT APPLICATIONS TO SR. WARDEN