

Junior Warden Job Description	Term: 1 years	Volunteer Position	
<p>The junior warden's duties and responsibilities are determined by state law, diocesan canon or by parish by-laws. At St. Luke's the junior warden is responsible for the upkeep of the parish buildings and grounds and is the vestry liaison for the Building and Grounds Commission. The role of the wardens is especially critical during times of clergy transition due to absence or disability. The junior warden is known as the "people's warden" and is committed to personal growth as a leader and to ministering to the rector, senior warden, vestry and the St. Luke's community.</p>			
Role and Responsibility			
<p><b>The junior warden:</b></p> <ul style="list-style-type: none"> <li>• is elected and accountable to the rector, the vestry and the congregation.</li> <li>• is familiar and complies with the duties and responsibilities of vestry members.</li> <li>• assists the rector and senior warden in providing leadership so the vestry can identify the vision, mission and goals of the congregation.</li> <li>• establishes and implements plans, assesses progress and celebrates achievements.</li> <li>• provides leadership in the congregation by demonstrating a consistently positive attitude that seeks to solve problems.</li> <li>• recognizes accomplishments and gives thanks for those things that build community and further the mission of St. Luke's.</li> <li>• works closely with the rector and senior warden in providing overall leadership in the congregation.</li> <li>• has an understanding of property maintenance and insurance needs.</li> <li>• has an ability to work closely with service people and recruits and motivates congregation members to take responsibility for maintenance work.</li> <li>• chairs or maintains a positive working relationship with the chairman of the Building and Grounds Commission and is familiar with the duties and responsibilities of the Building and Grounds chairman.</li> <li>• maintains a positive working relationship with the sexton.</li> <li>• chairs or works with an appointed group to oversee new building construction and property acquisition.</li> <li>• is available to parishioners to relay pertinent information from the vestry to the membership and from congregants back to the vestry.</li> <li>• provides timely and thorough reports as requested.</li> <li>• The Episcopal Diocese of Arizona requires church leaders to complete all modules of online training: "Safeguarding God's Children" and "Safeguarding God's People: Preventing Sexual Harassment for Managers &amp; Supervisors".</li> <li>• As stipulated by Episcopal Church canons, junior wardens : <ul style="list-style-type: none"> <li>➤ are agents and legal representatives of the congregation in all matters concerning its corporate properties and the relations of the congregation to its clergy.</li> <li>➤ ensure that standard business methods, as outlined in <u>The Episcopal Church's Manual of Business Methods in Church Affairs</u> are observed.</li> </ul> </li> </ul> <p><b>Time Commitment:</b> The junior warden is required to:</p> <ul style="list-style-type: none"> <li>• attend weekly meetings with the rector and senior warden.</li> <li>• attend annual vestry retreat.</li> <li>• attend special parish events and regularly scheduled worship services.</li> </ul>			

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**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 junior warden 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.

**PLEASE SUBMIT APPLICATIONS TO SR. WARDEN**