Responsibilities of Elected Positions

VESTRYMEMBERS AND WARDENS

The wardens and vestrymembers provide leadership in the parish, ensure that parish funds are expended properly, elect the rector, and provide for the rector's maintenance. The wardens and vestrymembers, under the rector, protect church property and provide for all things needed for the orderly worship of God and for the administration of the Sacraments and Ordinances of the Church. *(Christ Church By-laws Article 7 Section 7.1)*

Functions of wardens:
There are two wardens: the rector's warden and the people's warden. In addition to other duties that may be required by law or by canon, the rector must appoint one warden to serve as administrative chair of the vestry and the other to serve as program chair, each with such duties as may be prescribed by the vestry. *(Christ Church By-laws Article 7 Section 7.2)*

General Responsibilities of the Vestry:

1. Acts in accordance with New Jersey laws governing the Episcopal Church and the national and diocesan canons.
2. Together with the wardens, elects and calls a rector and provides for his/her maintenance.
3. Together with the wardens, serves as a council of advisors to the rector, and provides strategic initiatives to enhance and increase the effectiveness of the parish.
4. Together with the rector and wardens, insures that the means are provided and the fabric maintained for the worship and programs of the parish.
5. Together with the rector and wardens, enlists, supports and sponsors candidates for the ordained ministry and individuals for lay ministries.

Individual Vestrymembers Responsibilities:

1. Serves for a term of three (3) years. This is the regular term, however, elected vestrymembers can serve for less than three (3) years if they are filling an unexpired term. (Vestry members can run for a second three year term after one year of rotating off the vestry.)
2. Attends all regular and special vestry meetings. Refer to the by-laws, article 7, section 7.3c for further details.
3. Chairs one vestry committee and holds regular meetings of that committee, (unless exempted by the rector for good cause).
4. Each committee chairperson is encouraged to set up his/her committee meetings, and to specify a standard meeting venue and timeframe (e.g.: 1st Wednesday of each month at 7:30, at the church in the Ross Room). Committee chairpersons should always inform the church office when setting a meeting in order to avoid conflicts and to keep the sexton informed.
5. Refers to the current year's annual report and consult with previous committee chairperson of the committee you are chairing to ensure continuity.
6. Prepares and submits written committee status reports to the vestrymembers prior to the vestry meetings.

Responsibilities of Elected Positions

7. Tracks and manages committee's budget for the current year. Budget details are reflected on the Treasurer's monthly report.
8. Prepares and submits committee's budget for the subsequent year to the finance committee, by October 15, of the current year.
9. Prepares and submits a written annual report for each Annual Meeting. The annual report should outline the committee's accomplishments for the year, and plans for the new-year. The report may also acknowledge the contributions of its members, etc. Annual reports are due into the church office by the end of the first week in January. The deadline is usually communicated in the Sunday leaflets during the December timeframe. Examples of past annual reports are filed in the church office.
10. Worships weekly at the Sunday service and attends on other important festival and penitential days of the church year (unless for good cause prevented).
11. Exercises a leadership role at Sunday and other services.
12. Sets an example as a baptized member or communicant in good standing in one's public faith and practice.
13. Strives to stay mindful that the business of the vestry is not merely that of another organization, but is rather God's business for the extension of Christ's Kingdom and the fulfillment of His will.
14. Vestrymembers retiring from the vestry should submit their resignation in writing to the rector or to the wardens in the absence of a rector.
15. Vestrymembers rotating off the vestry are expected to serve on the Annual Meeting Nominations committee for the Annual Meeting in the following year.
16. Vestrymembers may be designated by the entire vestry to serve on Ad-hoc committees to execute special events or specific activities, such as planning the farewell of an interim vicar or planning the welcome of a new rector.

DEPUTY TO DIOCESAN CONVENTION

- Attends Diocesan Convention on March 2026 as well as one or two meetings in preparation for the Convention. A second convention will be held in November 2026.
- Responsible for paying for own hotel accommodations and food during convention.

ALTERNATE TO DIOCESAN CONVENTION

- Attends Diocesan Convention only in the chance that a Deputy is not able to fulfill his or her duties.
- Responsible for paying for own hotel accommodations and food during convention.

DELEGATE TO NORTHERN CONVOCATION

- Attends three convocation meetings throughout the year.
- Reports to the congregation about the contents of said meetings.