



St. David's Episcopal Church & School

Vestry Job Description

Purpose of Position	<ul style="list-style-type: none">• Focus the vision of our parish through strategic leadership and oversight as we follow Jesus towards a more intimate life transforming relationship with God and one another (5/15/06 motion;)• Support the programs of St. David's Episcopal Church & School through a commitment to service and biblically-based standard of proportional giving;• Encourage the members of the church to support the programs and give generously to support those programs; and• Extend personally a hearty welcome to newly baptized, confirmed, received, or transferred members of the congregation.
Responsibilities	<ol style="list-style-type: none">1. Ensure that the Rector is properly supported, that his/her salary is paid in full and with regularity, along with a benefit package.2. Review annually the Rector Compensation package in keeping with the published guidelines of the Diocese.3. Advise the Diocese by November 30th of the percentage of its annual disposable income that will be shared with the Diocese.4. Strategic budget allocation/management and prioritization fiscal resources.5. Participation in parish life ministries and encourage unity amongst all groups/ministries in the church.6. Sharing resources/ability to respond to the congregation, provide education, transparency.7. Be prepared to assume the role of Senior or Junior Warden if the need arises.8. Participate in annual meeting planning.9. Identify future leaders.10. Always represent the Church and the Vestry in a positive light. Undermining the body is detrimental and shall not be allowed. It is okay to disagree or have a difference in opinion, but when a decision is made by the Vestry, everyone shall honor that decision.11. Respect and keep confidential all sensitive information.
Qualifications	<ol style="list-style-type: none">1. Must be a confirmed adult communicant (16 years or older) in good standing.2. Attend services regularly.3. Be known to the Treasurer by submitting a pledge form each year.4. Complete the prevention of sexual abuse trainings provided by the Diocese within three months of being elected.
Spiritual Gifts	<ol style="list-style-type: none">1. Leadership2. Discernment3. Administration
Amount of Time Required	<ul style="list-style-type: none">• Three hour Vestry meeting held monthly.• Be in attendance at all Vestry meetings (at least 90-100%). Any member that is unable to participate fully should respectfully resign.• Participate in planning sessions, Vestry retreats, Vestry committees, etc.• Properly prepare for Vestry meetings by reviewing materials in advance
Length of Commitment	<ul style="list-style-type: none">• Vestry terms are three years.• A Vestry member cannot serve two consecutive full terms
Responsible to	The Congregation of St. David's Episcopal Church & School