

St. Paul's Vestry Expectations for 2010

Working Draft: For distribution to vestry nominees
Monday, December 21, 2009

Mission: The ministry of the Vestry and officers is provide policies, financial decision-making, leadership, support of ministries promoting the overall health and life of the congregation.

Process: Decision-making happens in dynamic conversation working toward a consensus decision

Schedule: Vestry meetings are on the 3rd Monday from 6:00PM to 8:30 PM

Vestry Members:

1. Pray for the congregation regularly
2. Be an active participant in the life of the congregation
3. Actively ask members about how the congregation is doing
4. Actively invite members to healthy participation in the life of the congregation
5. Become familiar with the canons regarding vestries and the Cluster Memorandum of Agreement and Operations Manual
6. Attendance at meetings
7. Regular Attention to Email and participation in email conversations
8. Attendance at a 5 hour retreat in February for Goal Setting
9. Attend Diocesan Vestry training

Treasurer:

1. Pray for the congregation regularly
2. Be an active participant in the life of the congregation
3. Actively ask members about how the congregation is doing
4. Actively invite members to healthy participation in the life of the congregation
5. Oversee the financial life of the congregation according to the *Manual of Business Methods in Church Affairs*
6. Provide reports to the Sr. Warden, Priests, Vestry, Ministries, and congregation
7. Become familiar with the canons regarding vestries and the Cluster Memorandum of Agreement and Operations Manual
8. Attendance at meetings: 3rd Monday of each month with time for reporting to the Vestry
9. Regular Attention to Email and participation in email conversations
10. Attendance at a 5 hour retreat in February for Goal Setting
11. Attend Diocesan Vestry training

Clerk:

1. Pray for the congregation regularly
2. Be an active participant in the life of the congregation
3. Actively ask members about how the congregation is doing
4. Actively invite members to healthy participation in the life of the congregation
5. Take notes at meetings
6. Store them in the office, and provide files for web site
7. Attendance at meetings: 3rd Monday of each month
8. Regular Attention to Email and participation in email conversations
9. Attendance at a 5 hour retreat in February for Goal Setting

Sr. Warden:

1. Pray for the congregation regularly
2. Be an active participant in the life of the congregation
3. Actively ask members about how the congregation is doing
4. Actively invite members to healthy participation in the life of the congregation
5. Be familiar with the canons regarding vestries and the Cluster Memorandum of Agreement and Operations Manual and make them available
6. Consult with the missionary on a regular basis (3 Hours per month)
7. Lead and set the agenda for the vestry and annual meetings
8. Attendance at meetings
9. Regular Attention to Email and participation in email conversations
10. Attendance at a 5 hour retreat in February for Goal Setting
11. Attend Diocesan Vestry training

Jr. Warden:

1. Pray for the congregation regularly
2. Be an active participant in the life of the congregation
3. Actively ask members about how the congregation is doing
4. Actively invite members to healthy participation in the life of the congregation
5. Become familiar with the canons regarding vestries and the Cluster Memorandum of Agreement and Operations Manual
6. Attendance at meetings
7. Regular Attention to Email and participation in email conversations
8. Attendance at a 5 hour retreat in February for Goal Setting
9. Attend Diocesan Vestry training
10. Keep a Maintenance log and Schedule for the facility and grounds
11. Keep a prioritized list of improvements
12. Develop, utilize and thank a volunteer corps and use volunteer opportunities as a fellowship
13. Oversight of janitorial and lawn maintenance services
14. Carry out or delegate minor repairs as necessary