



125 Canterbury Drive, Aptos, CA 95003
Mail: P.O. Box 188, Aptos, CA 95001
Phone: 831-708-2278
Email: admin@st-john-aptos.org
Website: www.st-john-aptos.org

Position Description

Job Title: Junior Warden

Date prepared: January 2018

Summary: Serves as the “People’s Warden,” the primary liaison between the congregation and the rector and vestry

Serves a lay partner of the rector in articulating the mission and vision of the parish, managing its day-to-day operations, identifying and nurturing leaders, and empowering members of the congregation to live out the Gospel in their daily lives.

Position is volunteer and unpaid.

Duties & Responsibilities:

In addition to the duties and responsibilities expected of all vestry members, the junior warden is expected to:

1. **Meet weekly with the Executive Committee of the vestry** (rector, senior warden, junior warden and treasurer) to oversee the day-to-day operations of the parish. This committee also conducts the rector’s annual performance review on behalf of the vestry.
2. **Communicate regularly with the parish about the activities of the vestry.** This can take a variety of forms and is up for adaptation to what best suits the person serving in this role. At a minimum, write a monthly column for the All-Parish E-News summarizing significant actions taken by the vestry.
3. **Listen carefully to issues and concerns brought by parishioners and either provide information, resolve the issue, or refer it to the best person to help.** To avoid triangulation, the junior warden should also encourage individual members to have direct conversations with vestry members or other parish leaders with whom they have questions or concerns. Except in cases of misconduct, a warden must always encourage a parishioner to speak directly with the rector when there are issues of disagreement or concern regarding the rector.
4. **Coordinate the practical details of the annual vestry retreat** (registration, money collection, communication with the retreat center, etc.)