



# The Episcopal Church of St. John the Baptist

The mission of St. John's is to love God and love neighbor  
as Jesus did: welcoming all, serving humbly, teaching  
compassion, and making no peace with injustice.  
125 Canterbury Drive, Aptos, CA 95003 • st-john-aptos.org

## **Position Description** **Job Title: Junior Warden**

**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 Administration Team of the vestry** (rector, senior warden, junior warden, clerk, treasurer, and one additional vestry member) to oversee the day-to-day operations of the parish.
2. Stay in close contact with the **Internal Ministries Support Team**, joining their meetings as possible.
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.
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. With the senior warden, **conduct the rector’s annual performance review** on behalf of the vestry.