



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: Senior Warden

Date prepared: January 2018

Summary: Serves as the “Rector’s Warden,” the primary advisor to the rector

Serves as manager of the parish in the absence of the rector

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 senior 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. Be available to discuss any and all concerns with the rector and maintain confidentiality where appropriate.**
- 3. Foster understanding, forgiveness, and reconciliation in cases where the rector, staff, or vestry is beleaguered or being overly criticized.**
- 4. Encourage the rector to take corrective steps as appropriate in cases where the rector is overworked, disregarding his or her health and well-being or the health of the rector’s family.**
- 5. Be prepared to assist the rector or to step in and do what is necessary** (represent the congregation at community meetings, take responsibility for preparing the church for special events, advocate on behalf of the congregation, etc.). The senior warden is the second in command after the rector; diocesan canons state that “when the Rector is absent and not available for consultation, or is unable to act, the Senior Warden shall be in charge of the Parish.” (20.8)
- 6. Assist in the identification of persons for leadership roles** and participate in inviting them to serve in those roles.
- 7. With the rector, announce the bishop’s pending visit and prepare information on the spiritual and temporal state of the congregation** to be discussed during his or her visit (Episcopal Church Canon III.9.5b).
- 8. Partner with the rector in handling any misconduct in the parish.** Ensure that policies and procedures are in place and enforced regarding employee or volunteer misconduct. Immediately take any questions, concerns, and complaints to the rector and/or appropriate authorities. Support the rector in taking action when employees or volunteers are charged with misconduct or inappropriate behavior. Take action to intervene promptly (with others as appropriate) in the event that the rector is charged with misconduct (contact the bishop).