



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: Vestry Member

Date prepared: January 2018

Summary: Serves as an elected member of the Board of Directors of the incorporated parish.

Exercises leadership by example and participation both in the temporal affairs (business life) and the spiritual life of the parish.

Position is volunteer and unpaid.

Duties & Responsibilities:

1. **Prepare for and attend at all vestry meetings.** Read all materials distributed before the meeting before coming to the meeting. (Liaison reports should be submitted in writing via email to the rest of the vestry a week in advance of the meeting.) If unable to attend a vestry meeting, the vestry member should notify the rector in advance, preferably as soon as the schedule conflict is known.
2. **Regular attendance at worship services.** Vestry members should make an effort to attend a worship service other than the service one usually attends at least quarterly, in order to have an understanding of what the other worship services are like and to be visible to the people who regularly attend those services.
3. **Regular attendance and participation in the activities and life of St. John's.** At any major event of the parish, all vestry members should be present if at all possible. Example of "major events" include stewardship dinners, Lenten series, the Bishop's annual visit, the Christmas fair or other fundraisers, Helpful Shop grants luncheon, and so forth.
4. **Serve as an Officer of the Vestry or as a Liaison to one of the Vestry Committees.** Liaisons do not necessarily have to chair the committee, but the vestry liaison is responsible for ensuring that activity is happening in that area of the parish's life.
5. **Exercise faithful stewardship of time and money.** Stewardship of time is addressed in the above four expectations. Faithful stewardship of money includes: (1) making and paying a responsible annual pledge to the operating or building fund of the parish and (2) supporting the stewardship education ministries of St. John's.
6. **Be fair, interact well with people, and strive to earn the respect of the members of the congregation.** Listen to and deal with the views of parishioners, especially their questions, suggestions, complaints and compliments. When responding to parishioner input, if there is criticism of a decision of the vestry, always support the decision of the vestry, even if you did not personally vote for that action. (You might say something like, "The vestry was not all in agreement on this matter, but the decision has been made to do X, and it's important that we honor the outcome of the process.") Where appropriate, share feedback received from parishioners with the Rector and the rest of the Vestry.



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7. **Pray regularly for the clergy and lay leaders of the parish, and for the congregation as a whole.** Reference the Parish Prayer List for particular prayer requests.
8. **Speak the truth in love for the upbuilding of the body of Christ in the church.** Vestry members are encouraged to bring their whole selves to the table, being present in mind, body, and spirit, and risk openness with their ideas, beliefs, and desires for the enrichment of the community as a whole.
9. **Consciously consider and review all deliberations and actions of the Vestry in light of St. John's Vision, Mission, and Values Statements:**

Our Vision

We are disciples of Jesus and strive to be a light of hope to those who seek to transform their lives.

Our Mission Statement

The mission of The Episcopal Church of St. John the Baptist is to equip our members for life and service to others through our ministries in Santa Cruz County and the wider world.

Our Values

Journey with Christ: We walk with Jesus as our way of transforming our lives and spreading Jesus' love in our parish family and in our community.

Worship Joyfully: We worship with formational preaching, reflection time, uplifting music and song, and communion in a circle that welcomes all.

Build Trust and Exercise Integrity: We endeavor to live our lives trusting in the Gospel for our Christian formation and healing as we live into a vision of "acting on God's behalf."

Empower Parishioners: We follow our Christian values in how we live each day, offering all the freedom to grow their faith and equipping all for a life of service to others.

Practice Reconciliation: We share the Gospel, and it deepens our understanding of Jesus' teachings, informs how we work together, shows us how to forgive continuously, and helps us experience the joy of God's love.

Exercise Compassion: We reach out to those who are hungry, those who are homeless, those who are addicted, those who seek better language skills and those who seek healing and recovery.

Welcome All: We strive to be a light of hope and are intentionally conscious of how our presence and activities are tied to our service and outreach to our community and beyond.