



Position Description Vestry Member

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**, currently held on **Zoom** on the **3rd Tuesday of the month** from **6:30-8:30 p.m.** Read all materials distributed before the meeting before coming to 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 Sunday worship services (whether virtual or in person is up to you).** In addition to regular attendance at the Sunday worship service of your choice, vestry members should make an effort to attend the other service at least quarterly. This will make you visible to the people who regularly attend that service and give you an understanding of what the other service is like.

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 on one of the vestry teams.** The three vestry teams – Administration, Internal Ministry Support, and External Ministry Support – meet in addition to the regular monthly vestry meeting. Each vestry member will be assigned to one of the teams and expected to meet with that team to coordinate their work in that area between vestry meetings. (See the team charges for more detailed information.)

5. **Exercise faithful stewardship of time and money.** Stewardship of time is addressed in the above four expectations. Faithful stewardship of money includes: (1) giving 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 publicly uphold 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



The Episcopal Church of St. John the Baptist

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agreement on that 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.

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.

10. Consciously consider and review all deliberations and actions of the Vestry in light of St. John's Mission, and Values Statements:

Our Mission Statement

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.

Our Values

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