

Jr. Warden Position Description

In addition to sharing the responsibilities that pertain to all members of the vestry, the position of Jr. Warden of Holy Trinity includes the following:

General

Meet monthly with the Rector and Sr. Warden to

- Ensure follow through of vestry decisions by the appropriate people or ministry groups is happening
- Develop the agenda of the next vestry meeting
- Provide a “counsel of advice” for the rector
- Provide overall leadership so the vestry can stay focused on the vision, mission, and goals of the parish
- Demonstrate a positive attitude that seeks to address problems, recognizes accomplishments, and expresses gratitude for the people and ministries that build community and further the mission of the parish

Specific

Oversee the maintenance of the property

- Chair the Buildings and Grounds Committee, which identifies building and property issues that need to be addressed, sets priorities, and provides opportunities for parishioners to participate appropriately in seasonal property maintenance opportunities, such as clean up days, painting projects, etc.
- Work closely with the Parish Administrator in addressing property issues, especially those that involve maintenance contractors, for example, seasonal safety checks, repairs, response to building emergencies, etc.
- Communicate with the Finance Committee in a timely manner regarding proposed expenditures