

Sr. Warden Position Description

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

General

Meet monthly with the Rector and Jr. 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

- Work with rector to ensure policies and procedures are in place and enforced regarding staff
- Be available to discuss concerns of members of the congregation; avoid triangles and making hasty judgments; foster understanding, forgiveness and reconciliation
- Preside at vestry meetings at rector’s request
- Serve *ex officio* on the finance committee and Day School Board
- From the Canons:
 - In the absence of the rector:
 - Notify the bishop promptly and make provisions for worship services
 - Lead the congregation, by ensuring that:
 - The worship services, program and pastoral care needs are met;
 - The selection process for a new rector has begun;
 - Employee relations and communications with the diocese are maintained;
 - Ensure that the name of the person proposed to be called as rector is submitted to the bishop thirty days before the election is to be held; deliver written notice of the election of a rector to the bishop
 - Prepare a Letter of Agreement with the proposed new rector, which outlines mutual responsibilities and is subject to the bishop’s approval