

Expertise Supporting Vestry Roles

Key Roles and Responsibilities	Technical/Functional Training	Relevant Experience	Other Skills, Abilities
Vestry member - Attend Vestry meetings - Attend committee meetings - Lead sub-committees, initiatives - Participate in parish events - Listen to concerns and answer questions from parishioners	- Leadership roles, training in other organizations - Some accounting/budgeting training helpful - Basic computer literacy	By Policy 18 years old, minimum - Confirmed communicant in good standing - Pledging member for at least one year prior - Regular attendance at public worship - Demonstrated commitment and responsibility in Parish life - Able to pass Diocesan criminal background check In addition - Leadership roles in church and elsewhere - Spiritual/prayer practices - Discipleship	- Social sensitivity - Collaboration - Self-awareness - Reliability - Maturity/Self-control - Openness to new ideas - Personal commitment - Listening skills - Willingness to lead - Willingness to share information
Senior Warden - Oversee and keep eye on work of Vestry committees - Keep Rector informed - Confidential advisor to Rector - Lead the Vestry to pursue the strategic plan - Keep big picture in the frame- rather than devolving into following every little issue - Available resource to parish for questions and complaints	- Leadership roles in other organizations - Formal leadership training - Financial management; practical accounting/budgeting expertise - Conversant with P/P and EDOD canons - Computer literacy	- Need at least a year exposure to BFA and some time on BGT and MM - Experience with past Vestries helpful - Long time church involvement helpful; know the “players” - Experience as Jr warden for a year	- Organizational skills - Meeting management skills - Communication skills - Interpersonal skills (active listening, conflict management, etc.) - Ability to accept criticism (Church or Vestry) and not take personally - Available to participate in various Vestry committee

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			meetings and other key church meetings
Junior Warden - Assist Senior Warden in carrying out responsibilities - Manage Vestry in absence of Rector & Senior Warden	Same as above	Same as above	Same as above
Budget, Finance, and Administration Chair (BFA) - Analyze the financial reports of the Treasurer, Bookkeeper and Parish Administrator - Present an analysis of these reports at BFA Meetings and as necessary at the Vestry Meetings - Create Agenda and Chair BFA meetings to reach consensus on action items, recommendations, and points to take to Vestry for discussion and approval - Work with the Rector and Parish Administrator to create a preliminary budget,	- Ability to understand and analyze financial reports (financial and/or accounting background is helpful, but not necessary, as the staff and Treasurer handle the accounting) - Ability to work with numbers - Knowledge of employment law, recruiting and selection practices, personnel policies, etc.	- Exposure to past practices of BFA committee - Experience with budgetary processes - Experience using financial reports - Experience formulating and implementing policies	- Conscientiousness - Dedication - Cooperation - Diplomacy - Ability to encourage open discussion and listen to all views - Organizational skills - Delegation

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revisions for the following year, and longer- term budgets. Interact with the Wardens on budget changes and formulations			
Building, Grounds, and Technology Chair (BGT) - Chair BGT committee - Create Agenda and Chair BFA meetings to reach consensus on action items, recommendations, and points to take to Vestry for discussion - Work with Rector and Parish Operations Manager to create plans and budgets	- Common computer applications - Building construction and maintenance - Landscape/grounds maintenance - Heating, Ventilation, and Air Conditioning	- Project management - Landscape management - Contract implementation and management - Long range planning - IT implementation - Architecture - Disaster recovery; crisis management - Leadership roles	- Practical, common sense - Vigilance/constant checking - Ability to weigh the input of technical experts
Mission, Ministry & Communications Chair (MMC) - Chair MMC committee - Produce reports for Vestry on Ministry Health and Functioning - Co-ordinate with other Vestry committees & Staff - Facilitate support for Ministry function	- Meeting Organization - Familiarity with Spreadsheets - Budget planning - Report production	- Formulating policy - Working in an organizational “matrix” - Spiritual Formation/Education - Outreach - Pastoral care - Liturgical service - Leadership Roles	- Compassion - Communication skills - Project implementation

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Treasurer • Oversee administration of financial procedures • Adhere to financial policies • Conduct tax reporting/filing • Report monthly and annual financials in an accurate & timely manner	• Financial/accounting • Computer technology • Spreadsheets • Account reconciliations • Budgeting • Financial variance explanation • Financial reporting	• Financial roles • General accounting experience	• Attention to detail • Organization • Clear communication • Ability to simplify complexity • Task Orientation