

St. Paul's Episcopal Church
Senior Warden's
(also known as the Rector's Warden)
Expectations 2022

Qualifications and Gifts

Have a love of God and demonstrate a commitment to following in the way of Christ;

Time Commitment

Weekly worship services (rotating occasionally)
Vestry meetings
Vestry retreat
Executive Committee Meetings
Congregational events: coffee hours, meals, fundraisers, adult education programs
Weekly meetings with the rector (junior warden and other staff), if required
Diocesan meetings as necessary
Group Meetings when requested or time permits
Annual meeting

Responsibilities

Meet regularly with the rector to review the life and work of the congregation,
plan ahead, anticipate and resolve problems
Be available to discuss any and all concerns with the rector; maintain
confidentiality when appropriate
In cases where the rector, staff or vestry is beleaguered or unfairly criticized,
foster understanding and reconciliation and distribute accurate information
Ensure that policies and procedures are in place and enforced; take any questions,
complaints and concerns to the rector immediately
Take action to intervene promptly in the event that the rector is charged with
misconduct, has problems with drugs or alcohol, or is acting inappropriately;
speak with the rector first and then the bishop as necessary and appropriate
Support the rector in taking action when employees or volunteers are charged
with misconduct or inappropriate behavior
In cases where conflict imperils the pastoral relationship between the rector and
congregation, the rector or a majority vote of the vestry may ask the bishop, in
writing, to intervene; the senior warden traditionally makes this petition on behalf
of the vestry

In the Absence of or process of electing a new Rector

If the congregation's rector leaves, notify the bishop promptly and make provisions for worship services

Appoint the Profile Committee, Search Committee and Hospitality Committee

If the congregation is without a rector, lead the congregation, ensuring that the worship services, program and pastoral care needs of the congregation are met, that the selection process for a new rector is established, and that employee relations and communication with the diocese are maintained

Prepare a Letter of Agreement with the proposed new rector

Ensure that the name of the person proposed to be called as rector is submitted to the bishop and deliver written notice of the election of a rector to the bishop

Accountability

Be a strong advocate for the Rector assisting him/her in all phases of parish life

Every two years, assist in the conduct of an evaluation of the Rector by the Executive Committee, and a Vestry review by the Vestry.

Additional Responsibilities

Conduct the vestry meeting when delegated by the rector.

Conduct the annual meeting in the absence of the rector

Make Sunday morning announcements as asked.

Visit anyone known to have a major problem with a program, vestry decision, or clergy person (in consultation with and usually accompanied by the rector)