



## Vestry Position Description

### **Qualifications:**

Active, visible participation in the life of St. Paul's, with time, talents and gifts, including being "known to the Treasurer".

### **Commitment Needed:**

- Regular attendance at Vestry meetings. Vestry terms are for three years. The Vestry meets on the third or fourth Tuesday of the month. Meetings begin at 6:00 p.m. with a meal provided by a Vestry member on a rotating basis. Meetings generally last until 9:00 p.m.
- In addition to meetings of the Vestry itself, members are expected to offer service or leadership in at least one other committee or area of ministry within the parish.

### **Role and Responsibilities of Vestry Members:**

- Be committed to and active in Vestry work.
- Keep abreast of the ministries and programming of the parish.
- Model servanthood for the parish.
- Define and articulate the mission of the congregation.
- Set policies that guide the parish in its ministry and mission.
- Work to develop adequate financial support and resources for the mission of the congregation and utilize monies responsibly.
- Provide opportunities to enhance the capacity for leadership of parish leaders.
- Support the administration of the congregation through the Rector.
- Work with the Rector to organize the Vestry and committee structures to enable the mission to be effective.
- Develop a vision for the future and prepare an action plan to achieve that vision.



ST. PAUL'S  
EPISCOPAL CHURCH

## Vestry Nomination Form

### Nominee information:

Name of nominee: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Number of years at St. Paul's: \_\_\_\_\_

Past and current involvement at St. Paul's: \_\_\_\_\_

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Area(s) of particular interest, experience or expertise in which to exercise leadership:

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Name of person making nomination: \_\_\_\_\_

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Signature of person making nomination:

\_\_\_\_\_  
Date