

Sample Job Description JUNIOR WARDEN

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Qualifications and Gifts

- Have a love of God and demonstrate a commitment to following in the way of Christ
- Be active in and knowledgeable about the congregation, its programs and governance
- Be known as someone who is fair, interacts well with people, and is respected by members of the congregation
- Have respect and, preferably, affection for the rector
- Have an ability to “check one’s ego at the door,” to be a servant of the people without a need to be the most important person in the congregation or to be the one with the right answers to everything
- Have an enthusiasm and vitality for this vocation

Time Commitment

- Vestry meetings
- Vestry retreat
- Weekly worship services (rotating occasionally if more than one)
- Congregational events: coffee hours, meals, fundraisers, adult education programs
- Weekly meetings with the rector (senior warden and other staff), if required
- Diocesan meetings as necessary
- Annual meeting

Responsibilities

- Assist the rector and senior warden in providing leadership in the vestry to identify the vision, mission and goals of the congregation, make and implement plans, assess progress and celebrate achievements
- Provide leadership in the congregation by demonstrating a consistent positive attitude that seeks to solve problems and learn from mistakes, recognizes accomplishments and gives thanks for those things that build community and further the mission of the Church
- Pray daily for the rector, leaders and members of the congregation
- Meet regularly with the rector and senior warden if asked to do so
- Work closely with the rector and senior warden in providing overall leadership in the congregation

In congregations where this post is responsible for property maintenance:

- Have an understanding of and empathy for property maintenance needs
- Have an ability to work with service people and to recruit and motivate members of the congregation to take responsibility for maintenance work
- Establish and oversee seasonal maintenance of all equipment
- Establish and oversee annual safety checks
- Review insurance needs with the treasurer and insurance agent once a year
- Establish and oversee a process for obtaining the services of contractors as needed
- Chair or work with the chair of a maintenance committee, if extant
- Chair or work with an appointed group to oversee new building construction and property acquisition

Other Responsibilities

- In congregations where the junior warden automatically succeeds the senior warden, learn the roles and responsibilities of the senior warden
- In congregations where paid staff handle maintenance work, the junior warden's role is more that of an assistant to, or partner with, the senior warden

Accountability

The junior warden is usually elected by and accountable to the rector and vestry. In some congregations, the wardens are elected by the congregation.

The junior warden's ministry should be assessed as a part of the annual ministry review of the entire leadership team of the congregation (rector, wardens, vestry, and, in many cases, heads of ministry groups and committees).