



St. David's Episcopal Church & School

Vestry Position Description

<p>Purpose of Position</p>	<ul style="list-style-type: none"> • Focus the vision of our parish through strategic leadership and oversight as we follow Jesus to guide St. David's Episcopal Church & School ("Church") to thrive and grow in the love of God and each other • Support the programs of the Church through a commitment to service and biblically-based standard of proportional giving; (DoVA Canon 12, Section 3) • Encourage the members of the congregation to support the programs of the Church and to give generously to support those programs; and (DoVA Canon 12, Section 3) • Extend personally a hearty welcome to newly baptized, confirmed, received, or transferred members of the congregation. (DoVA Canon 12, Section 3)
<p>Responsibilities</p>	<ol style="list-style-type: none"> 1. Ensure the Rector is properly supported, that his/her salary is paid in full and with regularity, along with a benefits package. (DoVA Canon 12, Section 4) 2. Review annually the Rector Compensation package in keeping with the published guidelines of the Diocese. (DoVA Canon 12, Section 4) 3. Make all necessary provision for Church music, with advice and consent of the Rector, and subject to the Rector's control. (DoVA Canon 12, Section 4) 4. Annual review of Church commitment to the <i>Virginia Plan for Covenantal Giving</i> and remit the resultant sum to the Treasurer of the Diocese in regular monthly installments. (DoVA Canon 12, Section 5). 5. Each Vestry, as the constituted agents of the Church, shall transact all its temporal business, e.g.: <ol style="list-style-type: none"> (a) appoint Trustees to hold title to the property of the Church; (b) execute all contracts for the Church buildings and other property; (c) regulate the use of the graveyard and columbarium; (d) establish a Finance Committee as required by Canon 25; and, (e) observe Canon 13 Business Methods in Church Affairs. (Canon 12, Section 6) 6. "The Vestry has fiduciary responsibility for church funds, to make informed financial decisions, and to determine how they are doing in relationship to the budget." (ECUSA Canon 7, Manual of Business Methods, General Information i-6) This includes strategic budget allocation, management and prioritization of fiscal resources. "To enable the Vestry to fulfill its obligation of fiduciary responsibility and proper stewardship, the bookkeeping and accounting system, along with the related internal controls and procedures, the budgeting process, the financial audit, and the management oversight provided by the Vestry should be viewed as a single system. No part stands alone; each supports the other." (ECUSA Canon 7, Manual of Business Methods, Chp. 1, P. 1) 7. Participate in parish life ministries and encourage unity amongst all groups/ministries in the church. (DoVA Canon 12, Section 3) 8. Be responsive and transparent with the congregation regarding all oversight of the Church. 9. Be prepared to assume the role of Senior or Junior Warden if the need arises. 10. Participate in annual meeting planning. 11. Identify future leaders including Vestry candidates. 12. As a member of the Church Leadership, always represent the Church and the Vestry in a positive light. Undermining the body is detrimental to our Church community. It is okay to disagree or have a difference in opinion, but when a decision is made by the Vestry, members shall honor that decision going forward.

St. David's Episcopal Church & School Vestry Position Description (cont.)

	13. Respect and keep confidential all sensitive information.						
Qualifications	<ol style="list-style-type: none"> 1. Must be a Confirmed or Received (in the Episcopal Church) adult communicant (16 years or older) in <i>good standing</i>. "All communicants of this Church who for the previous year have been faithful in corporate worship, unless for good cause prevented, and have been faithful in working, praying, and giving for the spread of the Kingdom of God, are to be considered communicants in <i>good standing</i>." (ECUSA Canon I.17.3) (DoVA Canon 11, Section 4) 2. Attend services regularly ("faithful in corporate worship"). 3. Be known to the Treasurer by submitting a pledge form each year ("faithful giving"). 4. Complete the <i>Misconduct Prevention Training</i> provided by the Diocese within three months of being elected. Training recertification is required every 5 years as of 8/1/2022. 5. "Every person chosen a Vestry member shall qualify by subscribing the following declaration and promise: "I do believe the Holy Scriptures of the Old and New Testament to be the Word of God, and to contain all things necessary to salvation; and I do yield my hearty assent and approbation to the doctrines, worship and discipline of The Episcopal Church; and I promise that I will faithfully execute the office of Vestry member of St. David's Episcopal Church & School, in Northern Piedmont Region, in the County of Loudoun, according to my best knowledge and skill." No person shall act as a Vestry member until this declaration and promise have been subscribed to." (DoVA Canon 11, Section 8) 						
Spiritual Gifts	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Administration</td> <td style="width: 50%;">Leadership</td> </tr> <tr> <td>Discernment</td> <td>Service</td> </tr> <tr> <td>Faith</td> <td>Wisdom</td> </tr> </table>	Administration	Leadership	Discernment	Service	Faith	Wisdom
Administration	Leadership						
Discernment	Service						
Faith	Wisdom						
Amount of Time Required	<ul style="list-style-type: none"> • Two to three-hour Vestry meeting held on the 3rd Wednesday of every month at 7pm. • Attend all Vestry meetings (at least 90-100%). Any member that is unable to participate fully should respectfully resign. • Participate in planning sessions, Vestry retreats, Vestry committees, etc. • Properly prepare for Vestry meetings by reviewing materials in advance. • Generally ~10 hours/month for members, more for Sr./Jr. Wardens. 						
Length of Commitment	<ul style="list-style-type: none"> • Full Vestry terms are three years. (DoVA Canon 11, Section 3) • The Vestry members elected and qualified under Canon 11 shall serve until their successors are elected and have qualified. (DoVA Canon 11, Section 3) • A Vestry member cannot serve two consecutive full terms. (DoVA Canon 11, Section 4) 						
References	<ul style="list-style-type: none"> • (ECUSA) The General Convention of the Episcopal Church Constitution & Canons Rev. 2018 https://extranet.generalconvention.org/staff/files/download/23914 • (DoVA) The Constitution & Canons of the Diocese of Virginia Rev. 2021 https://www.thediocese.net/Customer-Content/www/CMS/files/Governing_Bodies/CC_2021_English.docx • Manual of Business Methods in Church Affairs In Accordance With Title I, Canon 7 of the General Convention of the Episcopal Church (ECUSA) Rev. December 2019 https://www.episcopalchurch.org/wp-content/uploads/sites/2/2020/07/Manual-Of-Business-Methods.pdf 						
Responsible To	The Congregation of St. David's Episcopal Church & School, The Diocese of Virginia, The Episcopal Church of the USA.						