



St. David's Episcopal Church & School Vestry Position Description (based on DoV canons 11 and 12)

<p>Purpose of Position</p>	<ul style="list-style-type: none"> • Focus the vision of our parish through strategic leadership and oversight to guide St. David's Episcopal Church & School as we strive to become a church that looks and acts like Jesus. • Encourage the members of the congregation to support the programs of the Church by modeling this through our own actions by supporting the programs of the Church through a commitment to service. • Extend personally a hearty welcome to newly baptized, confirmed, received, or transferred members of the congregation.
<p>Length of Commitment</p> <p>Responsible to</p>	<ul style="list-style-type: none"> • Full Vestry Terms are 3 years. There may be partial terms due to resignations and other circumstances. Elected members cannot serve two consecutive full terms. Elected members can serve a partial and subsequent re-elected full term consecutively. • Elected Vestry Members shall serve until their elected successors are elected and qualified. • The Congregation of St David's Episcopal Church and School, the Diocese of VA and the Episcopal Church of the USA
<p>Responsibilities</p>	<ol style="list-style-type: none"> 1. Ensure the Rector is properly supported, their salary paid, along with a benefits package. 2. Review annually the Rector Compensation package in keeping with the published guidelines of the Diocese. 3. Make all necessary provision for Church music, with advice and consent of the Rector, and subject to the Rector's control. 4. Annual review of Church commitment to the Virginia Plan for Covenantal Giving and remit the sum to the Treasurer of the Diocese. 5. Each Vestry, as the constituted agents of the Church, shall transact all its temporal business, <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. (e) observe Canon 13 Business Methods in Church Affairs. 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) <p style="margin-left: 20px;">This includes strategic budget allocation, management and prioritization of fiscal resources.</p> <p style="margin-left: 20px;">"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)</p> 7. Participate in parish life ministries and encourage unity amongst all church groups/ministries 8. Be responsive and transparent with the congregation regarding 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. <i>As a member of Church Leadership, always represent the Church/Vestry in a positive light. Regardless of how a member voted, or feels about the matters discussed and decided at the meeting, we leave the meeting as a united front. Negative comments about the decisions or motives of the Vestry are detrimental to St David's. If this is difficult for a member, the member should seek a meeting with the Rector/Warden(s) to discuss their views and concerns.</i> 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 good standing. 2. Attend services regularly. 3. Be known to the Treasurer by submitting a pledge form each year. 4. Complete the Safe Church Training provided by the Diocese within three months of being elected. Training recertification is required every 3 years. 5. Subscribe to the Vestry Member 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." 										
Spiritual Gifts	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Administration</td> <td style="width: 50%; border: none;">Giving</td> </tr> <tr> <td style="border: none;">Discernment</td> <td style="border: none;">Leadership</td> </tr> <tr> <td style="border: none;">Evangelism</td> <td style="border: none;">Service</td> </tr> <tr> <td style="border: none;">Exhortation</td> <td style="border: none;">Wisdom</td> </tr> <tr> <td style="border: none;">Faith</td> <td></td> </tr> </table>	Administration	Giving	Discernment	Leadership	Evangelism	Service	Exhortation	Wisdom	Faith	
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Discernment	Leadership										
Evangelism	Service										
Exhortation	Wisdom										
Faith											
Amount of Time Required	<ul style="list-style-type: none"> *Emails/conversations variable – average one hour weekly *Properly prepare for Vestry meetings by reviewing materials in advance - average one to two hours monthly *One and a half to two and a half hour Vestry meeting held monthly. Required attendance of a minimum of 9 Vestry meetings. *Participate in Vestry workshops and retreats (appx 4 hours 6-8 per year) *Participate in Vestry committees (variable) *Generally ~ 8 to 12 hours/month for members, more for Sr./Jr. Wardens and Register * Any member that is unable to participate 80% of the time should respectfully resign. 										
References	<ul style="list-style-type: none"> *(ECUSA) The General Convention of the Episcopal Church Constitution & Canons Rev. 2024 Constitution, Canons and Rules of Order - The General Convention of The Episcopal Church *(DoVA) The Constitution & Canons of the Diocese of Virginia Rev. 2025 Constitution and Canons - The Episcopal Diocese of Virginia *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 Manual-Of-Business-Methods.pdf 										

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