

# **St. Martin de Porres Episcopal Church**

## **Job of the Wardens, Treasurer, Sexton/Property Liaison and Clerk**

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## **Job of the Wardens, Treasurer, Sexton and Clerk**

All Vestry members filling the Vestry officers will adhere to the St. Martin de Porres Episcopal Church (St. Martin's) Bylaws. All Vestry members are examples to the church of Christian discipleship.

The Executive Committee is comprised of the Wardens, Treasurer, Clerk and Rector. This committee is formed to ensure the vestry agenda and meetings address the business of the church and other concerns which impact the church.

The Finance Committee is chaired by the Treasurer and includes the Finance Clerk and Wardens. This committee is formed to address tasks or concerns for parish funds outside the normal day-to-day operational processes.

### **The Job of the Wardens**

The Sr. and Jr. Wardens have very specific duties as defined in the Canon 11, Section 7, the Wardens with assistance from members of the Vestry and congregation will:

1. Oversee the operation and maintenance of the Church property
2. Ensure the Church is duly prepared for every occasion of public worship, attend to the accommodations of the congregation with seats, vestments, books, elements for Holy Eucharist celebration, etc.;
3. Ensure administrative and financial processes are effectively handled;
4. Ensure the Sexton, Property Liaison or hired company properly address the maintenance of the Church; and
5. Ensure adherence to the General Convention and Diocesan Constitutions and Canons for the information and guidance of the Rector, Vestry and congregation.

#### **Job of the Sr. Warden**

1. Serve as the principal lay advisor for the Rector for all matters associated with the church, to include lay ministries, operation and maintenance of church facilities, and executing church programs.

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2. Serve as a member of the Vestry executive committee and assist the Rector and the committee with planning, providing guidance and leadership, and carrying out the church mission.
3. Provide leadership, guidance and support to Vestry members in carrying out the church's annual program.
4. Plan and conduct an Annual Congregational Meeting in January, in conjunction with the Rector, to elect Vestry members and approve the church program and operating budget.
5. Provide guidance and support to the Jr. Warden in planning, operating, and maintaining the church facility and property.
6. Provide leadership for the church's long-range plans.
7. Provide guidance and support to plan a year-round stewardship program and an annual campaign which includes establishing an annual operating budget.
8. Provide guidance and support to Treasurer and Finance Clerk in managing and controlling church expenses, and providing periodic financial reports to the Rector and Vestry.
9. Support the Diocesan Affairs (Wardens work with clergy and staff, as needed):
  - a. Coordinate the church's participation in Regional, Diocesan, and National Church affairs.
  - b. Recruit volunteers and/or assist the Vestry in electing representation to the Diocesan/National Church Conventions.
10. Delegate responsibilities to other members of the Vestry or members of St. Martin's, when required or directed.
11. Serve as a member of the Vestry Finance Committee, as appropriate.
12. Support Parish Office Management<sup>1</sup> which addresses the planning, organizing and administering activities that normally occur in any day-to-day office:
13. Be a shepherd to the Vestry members.

Job of the Jr. Warden

1. Serve as the principal lay advisor for all matters associated with the church facility, plant and property.
2. Serve as a member of the Vestry Executive Committee and Finance Committee.
3. Serve as a member of or chair the committees related to building and grounds to include oversight of the property liaisons.
4. Function as the Sr. Warden as necessary when the Sr. Warden is not available.

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<sup>1</sup> Office Management includes, purchasing, human resources, printing, records management, forms management, payroll, space management, risk management, office technology and information management.

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5. Manage the facility use of church's facilities and grounds. Reference Facility Use Policy.
6. Perform the role of the Sexton<sup>2</sup> in absence of a Sexton or property liaison(s). As appropriate, ensure an annual contract is in place with companies to provide the cleaning of the church and the maintenance of the landscape for the facilities which includes bioretention garden maintenance.
7. Ensure building and grounds are maintained in good condition.
8. Ensure annual Letter of Agreement (LOA) for facility use are revised with cost and usage signed and filed, along with insurance certificate.
9. Responsible for planning and budgeting a program to address routine maintenance, repairs, acquisitions, landscape, hardscape, and scheduled improvements of the church's property (to include furnishings). Provides recommendations and updated budget costs to the vestry.
10. Provide input to the budget concerning the projected facility-related and utility-related maintenance, repair and operating costs.
11. Participate in the inventory of church assets.
12. Prepare and submit to the Vestry a Plan for the near-term and long-term improvements of the church to include major program changes, facility improvements, purchases, and other changes necessary to accommodate church growth or operational changes.
13. Ensure office and parish supplies are onsite for bathrooms, kitchen, and other needs (toilet paper, paper towels, trash bags, etc.).
14. Organize with other Vestry members, facility-use groups and parishioners, opportunities for a Spring and Fall parish-wide clean-up day to clean and repair the church facility and grounds.

### **The Job of the Treasurer**

The Treasurer may or may not be a member of the vestry. The Treasurer serves as the St. Martin's Chief Financial Officer and will:

1. Serve as the principal lay advisor to the Rector for all matters associated with the church finances.
2. Serve as a member of or chair the budget committee.
3. Serve as a member of the Vestry Executive Committee.
4. Serve as chair of the Vestry Finance Committee.
5. Finalize and implement an approved Vestry budget each year.

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<sup>2</sup> A Sexton is an officer of the church charged with the maintenance of its buildings and surrounding property.

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6. Approve and submit the monthly, annual and ad hoc reports on the financial status of the church. Ensure the monthly financials are sent to the Vestry at least 3 days prior to the monthly meeting for review and approval.
7. Advise program leaders as necessary concerning annual budgets and the financial status.
8. Provide the Rector and Sr. Warden with financial report on the prior year's financial activity and current financial status for use at the Annual Congregational meeting.
9. Responsible for reporting invested monies to the Vestry on a regular basis.
10. Support the stewardship committee as required in its year-round stewardship campaign.
11. Oversight of the bookkeeping functions of the church, to include contributions/income, payroll and payment of expenses under designated Church Management System. (as of 2020, REALM is the selected software).
12. Oversight of all financial accounting functions, which will include, but not limited to: open and close bank accounts, sign checks, conduct current business related to current and future banking or loan needs, e.g., Checking, Money Market, Savings, CDs.
13. Oversight of the results of the audit committee or external audit company to ensure all financial documents are provided by the Finance Clerk.

### **The Job of the Sexton/Property Liaison**

The role of a Sexton can be accomplished by hiring a Sexton, hiring a company or electing member(s) of the parish under the title of Property Liaison. As identified in the 2022 Merger Agreement under Property Management, an individual from each parish that owns property on the Olivet campus and St. Mark's campus will serve on an interim basis as the manager of such property. If a Sexton/Property Liaison is a hired company, a separate letter of agreement is created which will identify the support of the property and will identify payment schedule.

1. Be responsible for keeping identified facilities clean and orderly. Reference the Facilities Cleaning and Maintenance as a guideline.
2. Perform basic preventative maintenance and repairs based on best practices for repairs.
3. Set up church rooms for use as needed.
4. Keep Rector, Sr Warden, Jr Warden and Parish Administrator, advised of dangers and/or concerns about the condition and maintenance of the buildings and grounds.
5. Ensure there is a 30-day supply of regularly used cleaning and maintenance supplies.
6. Provide input to the budget concerning the projected facility- and utility-related maintenance, repair, and operating costs.

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7. Work with other vestry members and parish committees, organize and implement opportunities for parish-wide involvement in cleaning and repairing the church facility and grounds.

### **The Job of the Register (Clerk)**

The Clerk may or may not be a member of the vestry.

The Clerk will:

1. Serve as a member of the Vestry Executive Committee.
2. Ensure an agenda is submitted at least 3 days prior to each vestry meeting and the minutes to be approved are matched to the agenda.
3. Document true and accurate minutes of vestry meetings and the annual church meeting in WORD format.
4. Ensure information obtained during Executive Sessions are not documented in the monthly vestry minutes, due to a confidential nature.
5. Ensure the meetings adhere to Robert's Rules of Order format listing attendees, motions, agreements, new business and old business.
6. Request if meetings can be recorded. If allowed, announce that the meeting is being recorded. Please note, that recording the meeting does not circumvent the objective of documenting the minutes. The recording method is a validation of the documented meeting minutes that are taken.
7. Ensure copies of the vestry minutes are submitted electronically to the Rector and each vestry member at least 3 days prior to the next regularly scheduled meeting for review, comment and approval.
8. Ensure that all comments are tracked and applied to the minutes as appropriate.
9. Electronically, provide the final version of the minutes to the Vestry members, Rector and Parish Administrator.