

## Vestry Member Core Competencies and Responsibilities

### Introduction

In October 2011, the vestry discerned core values for the parish as it looked to share more deeply in God's grace with the world. The rector works with the vestry to help the congregation live into these values.

- We worship together.
- We joyfully welcome all people.
- We embody Christ's love by serving others.
- We nurture children in the knowledge and love of God.

### Core Competencies for Vestry Member

**Fosters Healthy Relationships:** Works to get to know people and to connect people to each other; stays in relationship with people in the midst of conflict and disagreement; looks for the best in people.

**Presents a Welcoming Spirit:** Is equally open, friendly and inclusive to all people; prioritizes the outsider, the seeker, the guest; looks for new ways to bring the good news of God in Jesus Christ to people outside the walls of the church.

**Is Project Oriented:** Is open to immediate human need and the movements of the Holy Spirit, while focused on concrete outcomes; is self-starting; follows through to completion efficiently.

**Leads in Collaboration:** Actively seeks to include a variety of ideas and gifts into ministry, while providing a final decision when appropriate; resists the temptation to be the "lone-ranger;" always looks for opportunities to build up the leadership abilities of others to enable them to use their gifts and to sustain their ministries with minimal clergy support.

**Maintains Confidentiality:** Protects private or confidential information and otherwise uses sensitive information responsibly.

**Is a Spiritual Leader:** Helps the rector when appropriate in furtherance of the Gospel; contributes one's best understanding of how to strengthen our church's service to God; represents one's best understanding and highest vision of how the parish can serve God as His people in the world.

### Essential Functions of Vestry

The vestry is appointed by the elected nominating committee of the parish during the annual meeting to:

- Work with the rector to create and/or stay focused on the core values of the parish.
- Manage parish finances through review of Treasurer and Finance Committee work.
- Manage parish buildings.
- Act as agents and legal representatives of the parish in all matters concerning its corporate property and the relations of the parish to its clergy.
- Staff positions of church leadership and representation in the diocese.

**Vestry members are expected to:**

- Attend all vestry meetings.
- Uphold group norms developed by current vestry.
- Follow up on meeting tasks in a timely manner.
- Serve on at least one standing committee or task force.
- Serve as a "Greeter" at least 8 times a year.
- Pledge a financial commitment and attend church regularly.
- Obtain/renew "Safeguarding God's Children" certification within first year on vestry.
- Engage with the Rector in an annual Mutual Ministry Review (MMR) in which each individual vestry member reflects on the rector's performance and also on his/her own performance. Additionally, the MMR looks to uncover how well the vestry worked together as a whole.
- Address individual parishioner concerns either directly or by seeking out information for the parishioner. Follow up with the parishioner.
- Develop a working understanding of church operations including:
  - Programs and their budgets
  - Income and financial assets (Stewardship, Pledges, Rental, Capital Funds, Line of Credit)
  - Church property (building and grounds maintenance, safety, records)
  - Insurance
  - Staffing and benefits
  - Rector's responsibilities as head of staff
  - Columbarium management
  - Relevant laws and policies: Parish By-Laws, Diocesan Cannons, National Cannons, Relevant State or Federal Laws.

**Group Norms of 2015 Vestry**

to be determined at annual retreat