

## **Rector's Warden**

### ***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
- Monthly meetings with the rector (people’s warden and other staff), if required
- Diocesan meetings as necessary
- Annual meeting

### ***Responsibilities***

- Meet regularly with the rector to review the life and work of the congregation, plan ahead, anticipate and resolve problems
- Provide 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
- Be available to discuss any and all concerns with the rector; maintain confidentiality where appropriate

- Be available to discuss any and all concerns with members of the congregation; avoid making hasty judgments, encourage complainants to speak to those involved, discuss problems with the rector
- In cases where the rector, staff or vestry is beleaguered or unfairly criticized, foster understanding and reconciliation and distribute accurate information
- Ensure that policies and procedures regarding employee and volunteer misconduct are in place and enforced; take any questions, complaints and concerns to the rector and appropriate authorities immediately
- Take action to intervene promptly (with others as appropriate) in the event that the rector is charged with misconduct, has problems with drugs or alcohol, or is acting inappropriately; speak with the rector and bishop as necessary and appropriate
- Support the rector in taking action when employees or volunteers are charged with misconduct or inappropriate behavior
- In cases where conflict imperils the pastoral relationship between the rector and congregation, the rector or a majority vote of the vestry may ask the bishop, in writing, to intervene; the senior warden traditionally makes this petition on behalf of the vestry
- In cases where the rector is overworked, disregarding his/her health and well-being and that of the family, encourage the rector to take corrective steps, solicit the vestry's support in reducing workload, adding staff, or funding a sabbatical as appropriate
- Assist in identifying persons for leadership roles, and participate in inviting them to serve in those roles
- Be prepared to assist the rector or to step in and do what is necessary (make an announcement, turn up the heat, write a letter)
- With the rector, announce the bishop's pending visit and prepare a report on the spiritual and temporal state of the congregation to be discussed with the bishop during the bishop's visitation (Title III, Canon 14, Sec. 1(e))
- Conduct the vestry meeting in the absence of, or when delegated by, the rector or priest-in-charge. While the canons designate the rector as the one to preside at meetings of the vestry, the rector may delegate this responsibility
- Visit anyone known to have a major problem with a program, vestry decision, or clergy person (in consultation with and usually accompanied by the rector)

### ***In the Absence of a Rector***

- If the congregation's rector leaves, notify the bishop promptly and make provisions for worship services (Title III, Canon 17, Sec. 1)
- If the congregation is without a rector, lead the congregation, ensuring that the worship services, program and pastoral care needs of the congregation are met, that the selection process for a new rector is established, and that employee relations and communication with the diocese are maintained
- Prepare a Letter of Agreement with the proposed new rector
- Ensure that the name of the person proposed to be called as rector is submitted to the bishop thirty days before the election is to be held; deliver written notice of the election of a rector to the bishop (Title III, Canon 17, Sec. 2 and 3)

### ***Accountability***

- A covenant in which both the rector and warden agree on the roles and responsibilities of the warden is developed in conversation with the vestry
- A yearly mutual ministry assessment process should be established for the warden along with the rector, vestry members, and other leaders