

# St Michael's Resource Guide

## **Junior Warden**

### Overview

- The Junior (Jr.) Warden is a member of the Bishop's Committee (BC), elected by the BC.
- The Junior Warden agrees to serve as Jr. Warden for 1 year.
- This position would best be filled by a person who is either retired, unemployed or employed with the freedom to be absent from their workplace on occasion for multiple hours based on the need to accomplish Church requirements during the normal 40 hour workweek

### In this position, you will:

- Have an understanding of property maintenance needs and oversee seasonal maintenance and annual safety checks (***Ref: Junior Warden Desk Guide***)
- Serve as a steward of the Church buildings and grounds, as well as the furniture and equipment related to said buildings and grounds (***Ref: Junior Warden Desk Guide***)
- Submit Annual Junior Warden Report (***Ref: Junior Warden Desk Guide***)
- Be responsible for custody and control of all Church Keys
- Create and maintain records of all facility projects on-going and completed
- Communicate with the BC and congregation regarding proposed and completed projects
- Serve on diocesan committees
- Support the Cleric and/or Senior Warden
- Help strengthen and communicate the "vision" that God has called for in the community
- Pray for the people and needs of the congregation

### Time Commitment:

- Annual Fire Extinguisher certifications (8) require approximately 2-4 hours per year
- Semi-Annual HVAC (Heating Ventilation Air Conditioning) service requires 2-4 hours 2X per year
- Record Keeping/Reporting up to several hours per year
- Self-Help projects performed within abilities of JW up to several days per year
- Emergent requirements/repairs (plumbing, electrical, structural) up to several days per year
  - Performed by professionals coordinated by JW with JW present
- Facility improvements/upgrades up to several days per year
  - Performed by professionals coordinated by JW with JW present
  - ***Note: examples of professional and self-help work provided in the JW Desk Guide and JW annual report***

We thank God for you, and we look forward to serving with you in the coming year!