

St. Michael's Resource Guide

Senior Warden

Overview

- The Senior (Sr.) Warden is a member of the Bishop's Committee (BC), appointed by the Bishop.
- The Sr. Warden agrees to serve as Sr. Warden for 1 year.

In this position, you will:

- Communicate congregation concerns with Clergy and connect congregation with Clergy vision
- Provide an example of spiritual leadership to the Congregation
- Create volunteer opportunities with the Congregation and BC
- Conduct BC Meetings (to include the Annual Congregation Meeting)

Time Commitment: 2 hours a week (different for each person)

- In general, expect to volunteer about 2 hours a week of your time by communicating with the congregation and listening to member concerns.
- Expect to volunteer an additional hour in the weeks before and after a BC Meeting.

The BC generally meets on the 3rd Sunday of each month following the Sunday service, (although they are only required to meet 10 times each calendar year). Dates and times are subject to change, based on BC or Congregation need. Additional meetings may also be called based on BC or Congregation need.

At St. Michael's, we strive to keep BC meetings under 1 hour, but we are flexible when matters at hand require further attention.

Responsibilities Detail

PLEASE NOTE: As of July 2018, St. Michael's is currently without Clergy. We are seeking Clergy in accordance with our available resources. However, as we are currently without Clergy, some duties and responsibilities have been modified to reflect our present situation.

Sr. Warden responsibilities are fluid, and can be delegated. Further Guidance can be found in the Vestry Resources Guide (© 2015, Revised 2017), pages 74-75.

1. Communicate with Clergy and Congregation

- Is in communication with Supply Clergy to schedule availability
- In the absence of Clergy, communicate directly with Canon Anna.
- Be prepared to make announcements at church, or delegate as needed.

2. Provide an example of spiritual leadership to the Congregation

- Be approachable, positive, and seek solutions
- Be available to listen to concerns, applying confidentiality when needed
- Recognize congregation accomplishments, and give thanks
- Be slow to make judgments, but intervene when necessary, and foster forgiveness
- Uphold church policies and discuss concerns with Diocesan leadership
- Help Diocesan office seek new Clergy for local church
- Nurture vision for the local church, and seek to develop leadership capability in all members

3. Create volunteer opportunities with the Congregation and BC

Strive to include congregation members in the governance of the local church. While congregation members may not be voting on church matters, their discussion on church matters is always valued.

When a congregation member has an idea or concern, listen to the member, and encourage them to develop a plan of action.

- For ministry ideas, encourage the person to plan:
 - Dates of event(s)
 - Number of volunteers, responsibilities, and time commitments
 - Contacting others who might be available for planning and listening to ideas
 - Sustainment strategy for long-term ideas
- For concerns, use your best judgment. If urgent, report to Canon Anna.
 - If non-urgent, encourage the person to:
 - See from different perspectives
 - Summarize the concern
 - Describe the concern in more detail
 - Propose a solution to be shared at the next BC Meeting
- Share ministry ideas and concerns at the BC Meeting.

4. Conduct BC Meetings

- At St. Michael's the Clerk currently assists with conducting BC Meetings, and writing Agendas.
 - The Clergy is ultimately responsible to conduct the BC Meeting.
 - In the absence of Clergy, the Sr. Warden is ultimately responsible to conduct the BC Meeting.
- Please notify the Clerk if you choose to re-delegate this responsibility.

5. Remain in communication with the Diocesan office about your duties.

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