

Job Description and Guidelines for the Vestry of St. Luke's Episcopal Church Seaford, Delaware

Senior Warden: The term of office is one year. The job description is:

- ◆To attend the Vestry retreat. (Attendance is mandatory)
- ◆To attend all Vestry meetings. (Once a month)
- ◆To serve as the Rector's Warden — to be a support person and advisor to the rector.

Junior Warden: The term of office is one year. The job description is:

- ◆To attend the Vestry retreat. (Attendance is mandatory)
- ◆To attend all Vestry meetings. (Once a month)
- ◆To serve as the People's Warden — should be the eyes and ears of the congregation.
- ◆To oversee the Fabric and Grounds of the buildings.

Vestry of St. Luke's Episcopal Church: The term of office for Vestry is three years.
The job description is:

- ◆Members of the Vestry shall be communicants of the parish. *(For clarification see Article II - The Vestry, The By-Laws of St. Luke's Episcopal Church)*
- ◆To make Vestry service a top priority, understanding that meetings are monthly and that they begin on time with Holy Eucharist at 7 o'clock.
- ◆To commit to regular weekly Sunday worship.
- ◆To attend the Vestry retreat. (Attendance is mandatory)
- ◆To be willing to give additional time to attending Church Functions and Liturgical Events.
- ◆To be willing to give additional time, as required, for program needs of the Parish, i.e. Vestry liaison to at least one Parish program group.
- ◆To be an example of stewardship, understanding that God has first call on our money, and that we accept the biblical standard of the tithe as our measure of giving, and pledge, with His help, to endeavor to meet that standard.
- ◆To treat all parish leaders with the loving respect God requires, and seek to maintain the unity of the spirit in the bond of peace.