

EXPECTATIONS OF A VESTRY MEMBER (2016) – St. Alban's Episcopal Church

As a member of the Vestry, I am fully supportive of the vision, mission and ministry of Christ through St. Alban's Parish. I am dedicated to carrying out its mission and to leading by example. I commit to the following:

WORSHIP & PRAYER

- Serve God and be open to guidance by the Holy Spirit.
- Attend and participate regularly in worship services and Christian formation.
- Pray for the clergy, leaders and congregation.

VESTRY PARTICIPATION

- Prepare for, attend, and actively participate in all Vestry meetings, Vestry retreats and annual meetings.
- Inform the Rector or Senior Warden in advance if a meeting will be missed for good reason.
- Step down if absent without good reason for three regularly scheduled Vestry meetings in any year.
- Serve as liaison to one or more committees or ministries of the parish, and as needed on special committees.
- As to any matter before the Vestry, reveal to the Vestry any personal involvement or relationship that I would be unable to set aside in order to deliberate and vote in the overall best interest of the parish community, and accordingly recuse myself from participating in the matter.

FINANCIAL STEWARDSHIP

- Make a financial pledge every year and pay it in a timely manner.
- Give proportionally, with the understanding that a tithe (10%) is a goal to be sought by all Christians.
- Assist in the annual stewardship campaign.
- Take part in budget development and review, ensuring that the parish uses its financial resources wisely.

ENGAGEMENT

- Actively participate in at least one St. Alban's ministry in addition to the Vestry.
- Attend parish forums, events, and special programs.
- Stay informed by reading all parish publications and mailings, including emails.
- Listen to the hopes and concerns of parishioners and bring those to the Vestry for discussion.
- Be active in communicating and explaining Vestry decisions to the parish, fully supporting the determined course of action once the Vestry has come to a decision.
- Help to create a climate of hospitality and respect throughout the parish.

COMMUNICATION¹

- Engage in respectful communication at all times.
- Take responsibility for what I say and feel without blaming others, remembering that we are here to decide *what* is right, not *who* is right.
- Listen empathetically, trying to see issues from more than my own perspective, and being sensitive to differences in communication styles.
- Examine my own thoughts and perceptions in light of new information or perspectives.
- Maintain confidentiality of non-public Vestry deliberations.

In signing this document, I understand that every Vestry member makes a statement of faith to be a partner with every other Vestry member to strive for the success of Christ's mission at St. Alban's. We trust one another to carry out the above agreements to the best of our ability.

Date

Vestry member

¹ These communications guidelines gently adapt those written by The Rev. Eric Law, founding director of the Kaleidoscope Institute.