

VESTRY JOB DESCRIPTION

Christ Church Grosse Pointe

Grosse Pointe Farms, Michigan

Christ Church Grosse Pointe recognizes the basic authority of the Canons of the General Convention of the Episcopal Church, the Constitution and the Canons of the Diocese of Michigan, the laws of the State of Michigan and the Bylaws of Christ Church Grosse Pointe.

It is essential that Vestry members agree to fulfill the responsibilities and duties of their position as outlined herein until their office ends. The actions of the Vestry are directly related to Christ Church's continued vitality and strength. Vestry terms and conditions of election are outlined in the Christ Church By-laws.

The Rector and Vestry of Christ Church Grosse Pointe are committed to the concept of mutual ministry with common faith and purpose and are responsible for all the duties stated in the Canons of the Episcopal Church, the Diocese of Michigan, and the Bylaws of Christ Church Grosse Pointe. Responsibilities of the Vestry follow.

RESPONSIBILITIES

1. Participate in worship and support the programs of Christ Church.
2. Define and articulate with the rector the mission of the congregation. Support the mission by word and deed.
3. Oversee the business affairs of the parish including the fiduciary, facilities, human resources and volunteer efforts.
4. Ensure there is an annual discussion and mutual review of the total ministry of the parish as defined in the rector's letter of agreement between the wardens and vestry of Christ Church and the rector.
5. Ensure there is an annual performance review of the clergy and staff based on job descriptions, goals and objectives.
6. Model leadership by discovering and exercising own gifts for ministry.

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7. Ensure adequate financial resources. And model stewardship by increasing proportional giving with tithing as a goal.
8. Formulate a budget and manage resources effectively.
9. Determine that appropriate programs, policies and procedures have been developed and followed.
10. Formulate a comprehensive long-range plan for worship, education, outreach ministries, finance, human resources, pastoral care, lay ministry, property management, stewardship and parish life.
11. Exercise care and good judgment with confidential information.
12. Assess the effectiveness of members of the vestry as a whole with an annual review.
13. As assigned, act as the liaison for a committee, reporting to the vestry for that ministry area.

REQUIREMENTS

1. Confirmed member of the Episcopal Church and member of the parish.
2. Sixteen years of age or older.
3. Regular worshiper at Christ Church for at least six months prior to being elected to the vestry.
4. Demonstrated financial support by pledge or being a contributor of record and a history of participation in church activities.

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