

Ministry Opportunities at St. John the Evangelist Church, Kitchener

Churchwarden

At St. John's our various ministries support our intention to be a faithful and thriving community. Connecting individuals and ministries is an act of mutual discernment – you may wonder which ministry is the best fit for you at this time, and the community may recognize gifts in you and encourage you to share them as we seek to be a thriving community.

The community also has some expectations for ministries. Knowing these expectations can help you and the community discern which ministry makes sense for you at this time. Some ministries also have a trial time to assist further in this discernment.

How does this ministry contribute to a thriving community and your life of discipleship?

From its earliest beginnings the role of administration was considered essential for building up and maintaining the Body of Christ. For example, in the letter to the church at Corinth we read, "Now you are the body of Christ and individually members of it. And God has appointed in the church first apostles, second prophets, third teachers, then miracles, then gifts of healing, helping, administrating, and various kinds of tongues. 1 Corinthians 12: 27-28

In the Diocese of Huron, the Churchwardens function as a corporation to represent the interests of the Parish for which they are so elected or appointed, for example, they sign all deeds and documents required to be signed on behalf of the corporation.

The Wardens work closely with the Rector, and under the Rector's guidance, help to set the tone and direction of the parish.

What gifts and skills are helpful for this role?

- Commitment to the vision and ministry of the church
- Integrity, leadership skills, trustworthiness
- Initiative, flexibility, resilience, ability to maintain confidentiality
- Communication and relational skills
- Familiarity with the community and a commitment to its long-term stability, growth and development
- Administration, including finances, human resources, and building upkeep

What to expect:

Churchwardens oversee and are responsible for the effective stewardship of all physical and financial assets entrusted to the Parish and have general responsibility for all matters relating to the Parish that are not expressly the responsibility of the Bishop or the Incumbent.

Churchwardens, along with Deputy Churchwardens also:

- Are available for building emergencies (e.g., alarms, damages)
- Open and close the building for Sunday worship and week-day events
- Welcome newcomers and assist in their integration into the community by offering information and connecting them with others

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Responsibilities:

The role of Churchwarden is different from many other ministries at St. John's in that it is governed by Canon (Church) Law. From Canon 18 Vestries and Church Wardens:

ELECTION AND APPOINTMENT OF CHURCHWARDENS. At the annual meeting of the Vestry, the Incumbent shall appoint one lay member of the Vestry as a Churchwarden and the members of the Vestry shall elect another lay member of the Vestry to be the second Churchwarden for the ensuing year. No person shall be eligible for the office of Churchwarden except a regular Communicant member of such Vestry who has attained the age of 18 years. The spouse of the Incumbent shall not be eligible for the office of Churchwarden or Deputy Churchwarden, Treasurer or Envelope Secretary, without the written consent of the Bishop.

The two Churchwardens shall hold their respective offices until the conclusion of the next annual meeting of the Vestry or until the appointment or election of their respective successors. A vacancy shall be created in the office of Churchwarden upon the occupant's death, removal, resignation or cessation of membership in the Parish and such vacancy shall be filled in the manner provided in Section 7 of this Canon either at the next annual Vestry meeting or at a special Vestry meeting called for the purpose of filling such a vacancy. No person who has held the office of Churchwarden for five consecutive years shall be appointed or elected a Churchwarden again until the expiration of one year following the termination of his/her fifth consecutive year of holding office as a Churchwarden, save and except with the approval of the Bishop or his/her designate, should new lay leadership not be available in the Parish.

CHURCHWARDENS TO BE AS A CORPORATION. Pursuant to the provisions of section 8 of the Act of Incorporation of The Incorporated Synod of the Diocese of Huron (38 Victoria, c. 74, 1874), the Churchwardens shall be as a corporation to represent the interests of the Parish for which they are so elected or appointed and may sue and be sued in such corporate capacity and shall sign all deeds and documents required to be signed on behalf of the corporation. Any documents pertaining to the real property of a Parish shall be executed by the appropriate Diocesan representatives rather than the Churchwardens.

DUTIES OF CHURCHWARDENS.

The Churchwardens shall have equal status and responsibilities in the Parish in which they serve. They must act jointly in the exercise of their duties and responsibilities. They shall exercise leadership and act as the executive officers of the Parish Council of the Parish in the supervision of all temporal matters in relation to the Parish and shall have general responsibility for all matters relating to the Parish that are not expressly the responsibility of the Bishop or the Incumbent. They shall act in consultation with the Incumbent and the Parish Council of the Parish in the advancement of the Kingdom of God in the Parish.

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Without limiting the generality of the foregoing, the Churchwardens shall:

- (a) give leadership in the Parish by regular worship, example and stewardship;
- (b) exercise leadership to raise the revenue necessary for the operations of the Church, including the payment of all salaries and benefits;
- (c) keep or cause to be kept proper, accurate and current books of account containing details of all financial matters relating to the Parish and to submit full and complete financial reports to the Diocese as required from time to time;
- (d) cause all insurable buildings and property of the Parish to be covered by adequate insurance against fire, theft and other insurable perils in accordance with the policies of the Diocese; ensure the proper administration and management of any cemeteries or churchyards belonging to the Parish in accordance with section 20 of this Canon;
- (e) in consultation with the Director of Human Resources of the Diocese as a source of information and guidance, appoint, and dismiss all lay employees and officers of the Parish including but not limited to the Envelope Secretary, the Treasurer, the Verger and the Organist;
- (f) prepare and present to the Vestry meeting an annual budget for the financial operations of the Parish, which shall include an annual plan and budget for building maintenance and repair, and, following the adoption of such budget by the Vestry, use their reasonable best efforts to carry out the provisions of such budget;
- (g) present at the annual Vestry meeting a full account of their actions as Churchwardens of the Parish as well as a full report on the preceding fiscal year's financial results and the state of the life and viability of the Parish;
- (h) present, at regular meetings of the Parish Council, an account of their actions as Churchwardens of the Parish and a full accounting and disclosure of financial matters involving the parish or Parish;
- (i) use their respective best efforts to carry out all lawful resolutions of Synod, the Diocesan Council or Diocesan Sub-Council, the Vestry and the Parish Council of the Parish whom the Churchwardens represent and to comply with the Constitution and Canons;
- (j) upon the relinquishment, death, retirement, permanent disability, resignation or removal of a cleric appointment, the Churchwardens will assume responsibility for all Parish registers in his/her possession containing records of baptisms, confirmations, marriages and burials and also a complete list of parishioners. Such cleric shall receive a receipt for the delivered records, and his/her successor shall be given the items on signing a receipt for the same.

Churchwardens are also expected to attend Deanery Council (see Canon 31).

Accountability:

- To the Vestry and Parish Council (accounts of their actions, reports on finances and viability of the Parish)
- To the Diocese (financial reports)

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