

## **Ministry Opportunities at St. John the Evangelist Church, Kitchener Parish Council Member**

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 in this discernment.

### **How does this ministry contribute to living as a faithful and thriving community and your life of discipleship?**

Parish Council Members assist the Rector and Churchwardens to conduct the congregation's affairs so it will be able to carry out its mission effectively and represent the Vestry of the congregation between meetings of the Vestry. This includes both an advisory role and an active, working role.

### **What gifts and skills are helpful for this role?**

- Be a member of Vestry, that is, a baptized member of the congregation who has reached 16 years of age, and who for at least three months preceding the date of the relevant Vestry meeting has been involved with the congregation through regular worship, fellowship, and financial support.
- Able to provide vision, leadership, planning and problem-solving in the context of a faith community.
- Able to work and make decisions with a team.
- Good knowledge of the congregation and relevant financial and canonical matters, or willing to learn.

### **What to expect:**

Parish Council Members:

- are elected or appointed at the annual Vestry meeting for a one-year term and will be provided with an orientation to their role.
- are expected to attend one meeting per month.
- are expected to plan and implement parish events. This could be through participating on a Parish Council committee that hosts events (e.g., fundraising or stewardship) or through working on events planned and implemented by Parish Council (e.g., newcomers' luncheons or vestry meetings). See the handy checklist.
- are expected to telephone parishioners several times a year.

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### **About Parish Councils in the Diocese of Huron**

Canon 19 states that “there shall be a Parish Council consisting of the Rector/Incumbent/Priest-in Charge, Churchwardens, Deputy Churchwardens (if any), lay representatives to Synod, substitute lay representatives to Synod and not fewer than four nor more than 12 members of the Vestry of the congregation”.

Parish Councils must work within the constitution and canons of the diocese and policies of the congregation (for example, see Canon 19).

This ministry description applies to the members of Vestry who are elected or appointed to the position of Parish Council Member and applies in addition to their other duties and responsibilities.

### **Responsibilities**

- Together with the Rector and Churchwardens, provide strategic direction and monitoring of congregational activities, and report actions at the annual Vestry meeting and at all other meetings of the Vestry.
- Participate in monthly meetings.
- Some decisions can be made by the council; others are the responsibility of the Rector and Wardens and the council provides advice (for example, the Churchwardens are responsible for appointing and dismissing all lay employees of the congregation).

**Accountability:** To the Vestry

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**A handy guide to planning and implementing events**

**Planning Stage:**

- Be clear about the purpose of the event and desired outcomes
- Coordinate with the church calendar, through the office, to clear the dates for the event and book spaces and equipment.
- Create a schedule of event activities and logistics, recruit volunteers, and delegate tasks.

**Publicity:**

- Let people know about the event well in advance.
- Distribute background material as needed

**Set-up – consider tasks, as applicable, such as:**

- How room will be set up, e.g., tables, chairs, food and beverage tables
- Sound system
- Decorations e.g., tablecloths, flowers, candles
- Food preparation and distribution
- Office supplies, e.g., check-in sheets, pens, name tags, tickets
- Money float, ways to accept payment

**Event**

- Emcee, chair, facilitator
- Activities

**Clean-up**

- Room put back in order
- Resources cleaned and stored ready for next event

**Follow-up**

- Submit invoices, money, minutes
- Thank volunteers
- Update parish and community supporters re outcomes