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# Position Descriptions

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**Senior Warden** - The Senior Warden works closely with the clergy to identify issues, concerns, and opportunities for the parish. The Senior Warden attends the monthly Executive Committee meeting (currently a sixty-minute meeting held via Zoom) to help develop the agenda for the monthly Vestry meeting and assists the clergy in gathering information and documentation for the Vestry. The Senior Warden also serves as an important resource, offering perspective and thoughtful advice to the clergy and serves on various committees as a liaison and resource. In addition to the monthly Executive Committee meeting the Senior Warden attends the monthly Vestry meeting (6:30 – 9:00 pm in the Parish Hall with an online hybrid option for those who need it), a 1 ½ day Vestry Retreat, and closes the church on Sundays one month of the year. The Senior Warden serves a 1- year term and is eligible to serve three consecutive terms if elected.

**Junior Warden** – The Junior Warden works closely with the clergy to identify issues, concerns and opportunities for the parish. The Junior Warden attends the monthly Executive Committee meeting to help develop the agenda for the monthly Vestry meeting and assists the clergy in gathering information and documentation for the Vestry. The Junior Warden is responsible for the maintenance and upkeep of the building and campus, identifying and evaluating maintenance and repair needs and the resources needed to address them. The Junior Warden does not need to be the person who does the work. They can be the person who calls the parishioner or the outside contractor with the skills to address and rectify the concerns. In addition to the monthly Executive Committee meeting the Senior Warden attends the monthly Vestry meeting (6:30 – 9:00 pm in the Parish Hall with an online hybrid option for those who need it), a 1 ½ day Vestry Retreat, and closes the church on Sundays one month of the year. The Junior Warden serves a 1 year term and is eligible to serve three consecutive terms if elected.

**The Vestry** – St. Andrew’s Vestry serves as the governing body of the parish. Our primary function is to develop strategies for fulfilling our mission – to grow together as the body of Christ. We also establish and monitor the budget, have robust and healthy discussions, laugh a lot, support each other and celebrate our accomplishments. The commitment to the Vestry includes a monthly meeting (6:30 – 9:00 pm in the Parish Hall with an online hybrid option for those who need it), an annual 1 ½ day retreat, and closing the church on Sundays one month of the year. Members of the Vestry also serve as Liaisons to a ministry area of the church. Members of the Vestry serve three-year terms.

**Endowment Committee** – Members of the Endowment Committee are responsible for establishing an application process and making recommendations to the Vestry for the distribution of funds from our permanent endowments. The first grant was awarded last year to strengthen our community of families with children. The Committee is also responsible for assessing the impact of endowment grants and designing a program of planned giving. Meetings are held as needed. Members of the Endowment Committee serve a three year term.

**Diocesan Convention Deputies** – The Convention Delegate attends the annual convention of the Diocesan of Milwaukee, scheduled to be online in 2020. As such, s/he reviews and votes on Diocesan resolutions and the budget. The representative seeks input from other parish members and reports on Convention outcomes during a Sunday forum. The time commitment is 3-5 days per year. The Convention Deputies serve a 1 year term.