**Sample Vestry Responsibilities**

*This sample is offered to give you a starting point when developing your own job descriptions. Please use what you deem to be appropriate for your congregation. (Reprinted from* The Vestry Resource Guide*, published by the Episcopal Church Foundation 2015. Available through Forward Movement Publications* [*www.forwardmovement.org*](http://www.forwardmovement.org)*).*

**General Responsibilities for all Vestry Members**

**All vestry members should strive to the best of their abilities to:**

* Have a love of God and demonstrate a commitment to following the way of Christ;
* Be active in and knowledgeable about the congregation, its programs and governance;
* Be fair, interact well with people and strive to earn the respect of the members of the congregation;
* Purposefully strive to “check one’s ego at the door;”
* Purposefully strive to be a servant of the people without the need to be the “most important person” in the congregation or the need to be the one with the right answers to everything;
* Have enthusiasm and vitality for this ministry.

**All vestry members should be able to make the following time commitments:**

* Vestry meetings, committee work;
* Vestry retreat(s);
* Weekly worship services (rotating occasionally if more than one);
* Congregational events: coffee hours, meals, fundraisers, adult education programs, etc.;
* Diocesan meetings, as necessary;
* Annual meeting.

**All vestry members are responsible for:**

* Offering talents to support the congregation’s ministry;
* Praying daily for the rector, leaders and members of the congregation;
* Pledging financial support early in the stewardship campaign;
* Being active ministers of the Gospel in daily life and work;
* Bringing one’s whole self to the table; being present – mind, body, and spirit;
* Risking openness with one’s ideas, beliefs and desires.