

**Grace Episcopal Church
Ministry Role Description
2025**

Ministry name - Junior Warden

Time Commitment

- Weekly meetings with the rector, if requested
- Vestry meeting on the third Tuesday of every month
- Meet with rector on the Thursday before vestry meeting
- Check in with parish administer bi-weekly for updates

Responsibilities

- Assist the rector and senior warden in providing leadership so the vestry can identify the mission, vision, and goals of the congregation; make and implement plans; assess programs; and celebrate achievements
- Provide leadership in the congregation by demonstrating a consistently positive attitude that seeks to resolve problems, recognizes accomplishments, and gives thanks for those things that build community and further the mission and vision of the church
- Work closely with the rector and senior warden in providing overall leadership of the congregation
- Have an understanding of property management and maintenance needs
- Have an ability to work with service people and to recruit and motivate members of the congregation to take responsibility for maintenance work
- Establish and oversee process of annual safety checks
- Review insurance needs with the treasurer and insurance agent; revise annually as needed
- Establish and oversee a process for obtaining the service of contractors as needed
- Chair or work with the head of a maintenance committee. If such a group exists, the above responsibility may be delegated among the members with the warden providing primary oversight on behalf of the vestry
- Chair or work with an appointed group to oversee new building construction or renovation and property acquisition or disposal
- Consult with the vestry and rector on whether or not to accept gifts to the parish of real property, tools or equipment
- Develop and submit a budget request each fall/November for maintenance and repairs (1867-21 account)

- Oversee leasing and maintenance of rented properties
- Oversee maintenance and upkeep of church grounds