

# Cathedral Chapter

Junior Warden – The “People’s Warden”

By

James Dalton

# Requirements of becoming a Junior Warden\*

You first must be an Active Communicant Member

- Active Communicant Member – Must be both Baptized and Confirmed.
  1. Achieved his/her 18<sup>th</sup> Birthday
  2. Been a stated contributor to the Parish throughout the six- month period prior to the meeting of the Parish.
  3. Sustained a record of responsible contributions and attendance during that period.
  4. Attended such Inquirer's Class as may be prescribed by the Rector on the doctrines and practices of historical Anglicanism.
  5. And in conscience believes himself or herself to have met the membership norms

Having met these requirements, the individual will be deemed as an Active Communicant with right of voice and vote.

*\* Please note that the qualification of voters, shall be such as the Provincial, Jurisdictional or Diocesan Canon Law may permit or require, and as required by the By-Laws of the Parish.*

# Annual Parish Meeting

- Annual Parish Meeting \* - there shall be at least one meeting of the Active Communicant Members of the Parish annually at a date set by the Vestry, no later than the 15<sup>th</sup> of February.

## VESTRY

The vestry shall consist of nine (9) \*\* Active Communicant Members elected for a term of three (3) years on a staggered basis by the Active Communicant Members at the Annual Meeting. The management of the affairs of the Church shall be conducted by the Vestry, elected by the Active Communicant members in good standing of the Parish, and all powers not specifically reserved for the Rector or those requiring the approval by the Active Communicant members of the Parish, shall reside in the Vestry. Vestry action shall be accomplished by majority vote of Vestry members, with the Rector having a tie-breaking vote, if required.

The Purpose of this meeting is to be the election by ballot of three Vestry Members, plus to fill any vacancies, by simple majority. . It shall also approve the Rector's selection for Senior Warden and conduct such other business as shall properly come before the meeting. The Junior Warden shall be elected from among the seated or newly elected members of the Vestry, by the Vestry, at its first meeting following the Annual Meeting of the Parish.

*\*In each Parish, annually, during Easter week, or at some other time previously appointed by a stated Parish meeting, an election by ballot shall be held for the purpose of electing Wardens, Vestrymen, Delegates and their alternates to the Synod or Council of the Diocese or Missionary Diocese, and in each Parish of all Dioceses, Deputies and Alternates to General Council.*

*\*\*Vestry size may vary from Parish to Parish, from as few as 3 up to 9 members.*

# The Wardens

- The Senior Warden, otherwise known as the Rector's Warden. He/she shall represent the Rector before the Vestry, keeping the Vestry apprised concerning the Rector's welfare and needs . The Senior Warden shall have general authority over the operations of the Vestry, subject to these Constitution and Bylaws and the review and approval of the Vestry.
- The Junior Warden, otherwise known as the "Peoples Warden". The Junior Warden shall represent the congregation before the Vestry and the Parish Council, keeping them apprised of the people's needs, desires and feelings be they individual or corporate.

# Junior Warden Duties and Responsibilities

- The Junior Warden shall generally assist the Senior Warden, shall serve in his/her stead in the event of his/her absence or disability, and shall perform other duties and powers prescribed by the Vestry consistent with these Bylaws.
- The Junior Warden shall also serve as a member of the Finance Committee and ensure that the books of the Church are audited biannually for financial and operational integrity by a qualified independent auditor.
- The Junior Warden shall also supervise the Property Committee. The committee shall oversee the purchase of all articles necessary for the operation of the Church. The committee shall provide for and oversee the custodial work necessary to keep all property in good order. At CHC these duties are coordinated through the Business Manager.
- The Junior Warden shall also be a member of the Parish Council. The Parish Council shall consist of the Rector, the Senior Warden, the Junior Warden and up to three additional Active Communicant members, selected by the Rector and the Senior Warden.
- The Junior Warden shall also supervise the Building Committee.

# Personal Experiences serving as Junior Warden

- Most churches do not have the luxury of having a full-time Sexton. The individual selected to be Junior Warden must be available to serve/ act when called upon. In my experience the best person for the role would be someone that is partially or fully retired. Or someone that has flexibility in their occupation to devote to this role.
- It will typically take a minimum of 6 months to year to fully understand the job and position. I believe the position needs to serve a minimum of a 2-year term, to ensure continuity.
- The Business Manager is your best ally! The Junior Warden cannot be everywhere at the same time. Fortunately for CHC, we have a BM on staff. Their role is in fact is a pseudo-Junior Warden, Security Guard, Janitor, Baby-Sitter, etc., Jack of all Trades. The BM also helps to instill continuity in the Junior Warden position by having an ongoing understanding of the campus.
- Funds used for major repairs to the campus/ buildings must not come from operating income. At CHC we do budget for minor repairs and service in the operating budget, but major repairs must come from a different source/ fund. This fund could possibly come from prior years earnings or having a separate fundraiser. At CHC we used donations that were non-designated to fund what we called the Capital Reserve Fund. Most recently we held a fundraiser called "Secure our Foundation". The cost of repairs/ maintenance can be the second highest expenditure behind salaries.
- Having a background in construction or business management would be a tremendous asset in this position. This must be considered in the selection process.