

## **Sample Covenant Agreement of Mutual Expectations** **Requirements, Roles and Responsibilities of the** **Clergy, Wardens, Vestry, and Congregation**

### **The congregation and its clergy will practice a Team Approach to Ministry**

1. *The leaders, ordained and lay, of any area of ministry will not take on any programs or projects without a team of fellow-workers and knowledge to the vestry.*
2. *Leaders of church groups and programs will be expected to recruit and help train apprentice leaders.*
3. *Leadership of church groups should rotate at least once every 3 years. No one should be in charge of chair an area of ministry over and over.*

### **Clergy**

1. *Observe a personal discipline of prayer and study. Prays regularly for the Clergy, Vestry and people of \_\_\_\_\_ and the wider community.*
1. *Regular Sunday Morning Worship - 2 services*
  - *Prepare, celebrate and preach on Sunday Morning*
  - *Supervision of Church Organist and review of hymn selection.*
  - *Prepare, celebrate and preach at Major Feast services: All Saints, Christmas, Ash Wednesday, Good Friday, Easter and Pentecost.*
  - *Preside at Funerals and Weddings when available and is the first person asked.*
  - *Point of contact for areas around worship and music.*
2. *Available for pastoral care*
3. *Administration*
  - *Attend Vestry meetings*
  - *Will handle administrative duties such as parochial report, record maintenance, written notifications to Vestry, parish and Diocese.*
  - *Utilizes the services of a coach/mentor*
4. *Sharing in regular communication with congregation such as through letters, emails, blogs etc.*
5. *Will participate in a Mutual Ministry Review process every three months; attends annual vestry retreat.*
6. *Meets with Wardens monthly to review and plan next steps.*

### **Senior Warden**

1. *Maintain faithful attendance at worship. Prays regularly for the Clergy, Vestry, Wardens, people of \_\_\_\_\_ and the wider community.*
2. *Is the liaison between the Clergy and the Congregation, sharing joys and concerns of the Congregation with the Clergy.*
3. *Prepares agenda with Clergy and Jr. Warden.*
4. *Helps coordinate three month Mutual Ministry Review Process; attends annual vestry retreat.*
5. *Such other duties as may be agreed upon with other warden to best utilize each other's skills and gifts.*
6. *Sharing in regular communication with congregation such as through letters, emails, blogs etc.*
7. *Meets with Clergy and Warden monthly to review and plan next steps.*

### **Junior Warden**

1. *Maintain faithful attendance at worship. Prays regularly for the Clergy, Vestry, Wardens, people of \_\_\_\_\_ and the wider community.*
2. *Coordinates maintenance issues with Vestry and Sr. Warden.*
3. *Meets quarterly with Clergy and Sr. Warden; and supports and attends lay leadership trainings.*
4. *Such other duties as may be agreed upon with other warden to best utilize each other's skills and gifts.*
5. *Participates in the three month Mutual Ministry Review Process; attends annual vestry retreat.*
6. *Support and help Sr. Warden and Clergy with Vestry agenda.*
7. *Meets with Clergy and Warden monthly to review and plan next steps.*

### **Vestry**

1. *Maintain faithful attendance at worship. Prays regularly for the Clergy, Vestry, Wardens, people of \_\_\_\_\_ and the wider community.*
2. *Is the legal representative body of the parish in all things concerning its finances, its corporate property; and in the relationship of the Church with the Clergy.*
3. *Shares with Wardens and Clergy in defining and supporting the vision and mission of the congregation in all areas including worship, outreach, evangelism, Christian Education, youth programs, church growth and development, new member integration and evaluating the effectiveness of the various programs and committees.*
4. *Participates in the three month Mutual Ministry Review Process; attends annual vestry retreat.*
5. *Attends lay leadership trainings offered by the Diocese.*
6. *Recruits members for a Diocesan Church Development Team.*
7. *Responsible for all stewardship, giving and receiving activities and endowment funds.*
8. *Works with clergy in collaboration with altar guild, music ministry, greeters, ushers, lay readers and other ministries.*

### **Congregation**

1. *Maintain faithful attendance at worship. Prays regularly for the Clergy, Vestry, Wardens, people of \_\_\_\_\_ and the wider community.*
2. *Participate in and/or support programs and initiatives as developed by vestry and Clergy.*
3. *Support the parish financially to the best of their ability.*
4. *Serve in parish ministries such as administrative duties, caring for parish members, welcoming and incorporating new members, caring for building and grounds, and outreach.*
5. *To work in collaboration with the Mission of \_\_\_\_\_ and in cooperation with the vestry, wardens and clergy.*
6. *Notify the Clergy or Sr. Warden of any special needs or changes such as illnesses, hospitalizations, or relationship problems, concerns, joys or any other need for spiritual care.*
7. *Participates in the mission of the church to restore all people to unity with God and each other in Christ.*

*Signatures and Date*

Clergy

Sr. Warden

Bishop