

Church of Saint John the Evangelist, Hamilton

Ministry Description

Ministry Area	Leadership	Position	Deputy Churchwarden
Nature of Ministry	<p>As a member of the Leadership Team and Corporation of the parish you will share in the overall leadership of the parish community with the Rector and other churchwardens. Churchwardens are responsible to the Parish Vestry for the temporal welfare of the church.</p> <p>The purpose of this ministry is to build up the body of Christ in its life and mission in the community.</p>		
Outline of Responsibilities	<ol style="list-style-type: none"> 1. Member of the Corporation and attend Corporation meetings. 2. Member of the Parish Council and attend Parish Council meetings. 3. Signing authority for the Corporation. 4. Available for consultation with the Rector, ministry staff and parish community. 5. Available for parish building emergencies. 6. With Corporation give general oversight to the various ministries of the parish. 7. Regular attendance in Sunday worship. 		
A Person Well-Suited	<p>Will be working in a people-oriented, unstructured environment.</p> <p>Will be enjoy working in a team setting and have good organizational and communication skills.</p> <p>Will be a leading/guiding Christian who is generally familiar with the community and comfortable interacting with a number of people.</p> <p>Will care deeply for stability, growth and development of the faith community and its outreach into the wider community. Will be passionate about supporting the various ministries of the parish.</p> <p>Spiritual gifts that may apply to this ministry include: administration, apostleship, leadership, discernment, shepherd, helps, wisdom.</p>		
Time Commitment	<p>Monthly meetings, with option for a second meeting.</p> <p>Availability to sign cheques on a weekly basis.</p> <p>Availability to consult with Rector and parishioners on an as-needed basis.</p> <p>Parish Council meetings, approximately nine per year.</p>	Length of Term	Elected or appointed to a one-year term, renewable.
Participation Group	Working mainly with the Rector and other churchwardens. Also relating to the entire church and occasionally with the community.		
Support, Supervision and Training	<p>Training, support and supervision is by the Rector in cooperation and mutuality with the other churchwardens.</p> <p>Training is provided on an occasional basis by the Diocese of Niagara.</p>		

Boundaries and Limitations	Churchwardens are responsible to follow all diocesan canons, policies and practices as well as those approved by the parish. Strict adherence to the diocesan Policy for Working with Vulnerable Persons protects those who are vulnerable and those who work with them.
Benefits to Volunteer	The volunteer will enjoy the satisfaction of sharing expertise for the benefit of the community and a sense of accomplishment in a task well-done as well as an intimate knowledge and participation in the work of the church community. The volunteer will enjoy working closely with other leaders in the community. The volunteer will be part of an amazing team of leaders.

Risk Assessment		
Risk Type	Description	Assessment
Participation and Supervision	Mainly adults, but includes any member of the parish, including the vulnerable.	Medium
Setting	Mostly public spaces.	Low
Nature of Relationship	Sometimes (rarely) one-to-one, high levels of influence.	High
Degree of Authority	High authority with perceptions of power.	High
Physical Safety	Minimal physical risks.	Low
Financial	Frequent financial involvement with cheque signing authority. Substantial checks and balances. Access to safe. Handling of offering pouches.	High
Privileged Information	Regular possession of confidential or sensitive information.	Medium
Damaged Reputation	Risk of accusation.	Medium
Key-Holder	Key 1.	Medium
Risk Level Assessed	High.	

Screening Requirements	
Training is required.	✓ Training is offered, but not required.
✓ Interview is required.	✓ References are required.
✓ Police Records Check (PRC) is required.	✓ PRC with vulnerable sector screening required.
✓ Volunteer Registration Form completed. (Must be completed if interview, PRC, and/or references are required.	✓ Signed statement regarding ministry description required.
✓ Signed statement regarding confidentiality required.	✓ Key-holder agreement required.

✓ Signed statement regarding policy on ministry with vulnerable persons required.	
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By signing below I acknowledge that I have read and agree to assume the duties, responsibilities and expectations as set out in this Ministry Description.

Full name (please print)

Signature

Date