



POSITION DESCRIPTION

Vestry Member

(Please turn over for Delegate to Convention Job Description)

The Canons of the Diocese of Olympia state: "The Vestry shall aid and support the Rector to promote the spiritual welfare of the growth of the parish. The Vestry shall transact the temporal affairs of the Parish." Behind this dry statement is the opportunity for service, spiritual growth, and ministry during a very dynamic time at the Cathedral.

The Saint Mark's Cathedral Vestry consists of fifteen members, plus the Bishop and the Dean. Under the governance model for Saint Mark's Cathedral adopted by the Diocese and Cathedral in 2002, the Vestry is comprised of representatives of the diocese and the community, in addition to representatives from the Saint Mark's parish.

All Vestry members are elected to serve a three-year term to begin in the month following the Annual Meeting. They are expected to attend monthly Vestry meetings, the meetings of the Vestry committee(s) to which they have been assigned, two Vestry workdays (fall and spring), and Cathedral events. They are responsible for understanding and carrying out the vestry governance plan.

Vestry members are encouraged to take part in a range of Cathedral activities during their period of Vestry service. They are expected to demonstrate leadership in supporting Cathedral fundraising projects, such as the Annual Campaign and *Saint Mark's Celebrates Seattle*, in order to motivate and raise the sights of subsequent donors.

The Saint Mark's Cathedral Vestry meets monthly, usually on the fourth Tuesday of the month, from 6:00 to 8:30 p.m. at the Cathedral. All meetings are open to the community except when the Vestry goes into executive session.

For more information about Cathedral activities, please visit our website at www.saintmarks.org.

About selection of diocesan and community representatives:

Each year, beginning in 2004, all diocesan delegates to the Diocesan Convention will elect a diocesan representative to the Saint Mark's Cathedral Vestry at the annual meeting of Convention; that representative will begin serving on the Vestry in the month following the Saint Mark's Cathedral Annual Meeting (held on the last Sunday in February.) The Cathedral will present a slate of two persons to the Convention for this position. The position may be filled by a lay person or member of the clergy (however, only one of the eventual total of three diocesan representatives may be a clergy member). The diocesan representative will be joined each year by a community representative, who will be appointed by the Dean with the advice and consent of the Vestry.

10/10/08