Pastoral Liaison (Senior Warden)

MINISTRY DESCRIPTION

to be evaluated no less than yearly

Summary

From the :

The Pastoral Liaison is an active Vestry member who assists the Senior Clergy in maintaining the ongoing welfare of the church and acts as a communications agent (a bridge) from the Senior Clergy to the Vestry and the congregation (representing the Senior Clergy to the other groups in the church). In case of a vacancy in the Senior Clergy position, the Pastoral Liaison acts as the Vestry's contact to the bishop and as the temporary spiritual leader of the church, taking an active pastoral role with the congregation until a new Senior Clergy is chosen (or ensuring that role is covered).

See also section 4.2 "Pastoral Liason" (attached)

Essential characteristics

DMAC Covenant Member in good standing, ready to lead as part of a community focused on godly discernment, mature, wise. Able to take charge and responsibility for the church as called upon.

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Monthly communication with Fr. Nathan to set Vestry Agenda

Quarterly meetings to discuss direction of pastoral ministry and the church

Key conversation partner in Rector's yearly evaluation process

Occasional communication in regards to pressing issues or time-sensitive counsel

Increased work load and responsibility during Rector's vacation and/or sabbatical

Required Knowledge,

- Clarity and charity in communication
- Attention to detail and administrative needs
- Able to offer constructive feedback to the Rector

Work Environment

- Time is usually spent on church grounds
- 1 on 1 meetings may be in public places such as coffee shops, etc

Hours & Compensation

- The Pastoral Liaison is a volunteer, unpaid role
- Time commitment may vary, but averages 1-3 hours per month in addition to standard Vestry duties.

Communications

- Standard mode of remote communication with Fr. Nathan for items requiring response within 48 hours is email. Emails received Friday-Sunday may receive a response as late as Tuesday.
- Text messaging should be used for items requiring a same-day response from Fr. Nathan, or a response Saturday or Sunday.
- Fr. Nathan’s day off is Friday. Expect limited availability on Saturdays and Sundays.
- Emails from within the church (clergy, staff, parishioners) pertaining to your ministry should be answered within the week.

APPENDIX: 2021 DMAC Bylaws - 4.2PASTORAL LIAISON

Purpose Statement:

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Selection/Vacancies:

The Senior Clergy selects the Pastoral Liaison from current Vestry members. In case of a vacancy in the Pastoral Liaison position, the Senior Clergy can select another current Vestry member to fill the position. In the event of a vacancy in both the Senior Clergy and Pastoral Liaison positions, the Vestry will select one of its members to serve as the Pastoral Liaison until the Senior Clergy position is filled, at which time the Senior Clergy chooses a new Pastoral Liaison or requests the current Pastoral Liaison to remain.

Since the Pastoral Liaison’s term is contingent upon being a member of the Vestry, four consecutive years is the longest a Pastoral Liaison may serve in that position. As long as a person is eligible to serve on the Vestry and is ratified for a Vestry position, they are eligible to be appointed as the Pastoral Liaison. An annual ministry assessment should take place for a Pastoral Liaison.

Duties/Job Description:

Responsibilities would include but are not limited to the following:

Be intimately familiar with the church bylaws.

Be available to discuss any and all concerns with the Senior Clergy, maintaining confidentiality where appropriate.

Be available to discuss staffing issues with the Senior Clergy. The Pastoral Liaison will make recommendations to the Vestry in the case where a family member of the Senior Clergy is being considered for a church staff position.

In cooperation with the Congregational Liaison (if one has been selected), be available to discuss any and all concerns with members of the congregation–avoiding hasty judgments, encouraging those complaining to bring resolution to the problems, informing the Senior Clergy of the situation.

In cases where the Senior Clergy, staff, or Vestry is beleaguered or unfairly criticized, foster understanding and reconciliation and distribute accurate information.

Ensure that policies and procedures regarding employee and volunteer misconduct are in place and enforced; take any questions, complaints and concerns to the Senior Clergy and appropriate authorities immediately. Support the Senior Clergy in taking action when employees or volunteers are charged with misconduct or inappropriate behavior.

In a case where the Senior Clergy is charged with misconduct or inappropriate behavior, take action to intervene promptly (with others as appropriate); speak with the Senior Clergy and bishop as necessary regarding the situation. In instances of the gross misconduct or extreme negligence of the Senior Clergy, the Pastoral Liaison shall notify the bishop.

In cases where the church is without a Senior Clergy’s active oversight for any other reasons (e.g. resignation, health issues) the Pastoral Liaison shall notify the bishop.

In cases where the Senior Clergy is overworked, disregarding his health and well being and/or that of his family, the Pastoral Liaison encourages the Senior Clergy to take corrective steps and solicits the Vestry’s support in taking appropriate action to help the Senior Clergy.

In the case of a vacancy in the Senior Clergy position, ensures that the ongoing functions of the church continue (worship services, programs, and pastoral care needs of the congregation), that a selection process for the new Senior Clergy is underway (as determined by existing policies and procedures, and the Vestry), and that employee relations and communication within the congregation are maintained.

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