

KNOW WHO THEY ARE

St. Stephen's Episcopal Church, 810 Highland Avenue, Winston-Salem, NC

AREAS OF LEADERSHIP	SWEEPS	DUTIES	LIAISON TO
GENERAL ADMINISTRATION	RECTOR	<ol style="list-style-type: none"> 1. Administration of the church 2. Spiritual development, 3. Growth of all members 4. Outreach to old and new members 	Spiritual and Physical development
SERVICE	Vestry Representative	<ol style="list-style-type: none"> 1. Outreach programs – Grandparent's day, Penny Campaign, Fall festival, Crop Hunger Walk, Clergy and Heritage Sunday celebration etc. 2. Create ways to advertise and promote the church 3. Church picnic 	Community Outreach, Episcopal Church Men & Women, Grapevine, Youth Development
WORSHIP	Vestry Representative	<ol style="list-style-type: none"> 1. Help organize Sunday, weekly, and other special services such as Advent, Lent, Easter, Pentecost, and Christmas Services 2. Help train Acolytes for worship 3. Help the choir, lay ministers and altar guide plan programs that will enhance our worship. 	Acolytes, Altar Guild Choir (Adult & Youth), Lay Liturgical Ministries, Pentecost Sunday
EDUCATION	Vestry Representative	<ol style="list-style-type: none"> 1. Develop educational programs for all age groups in the church 2. Develop community educational programs that will attract new members 3. Help organize Vacation Bible School and recognition Sunday 4. Plan stewardship program annually for the church 	Education Programs, Episcopal Youth, Sunday School, Vacation Bible School
EVANGELISM	Vestry Representative	<ol style="list-style-type: none"> 1. Help to retain our current members 2. Encourage those who are not coming to church 3. Develop ways of reaching out to new members 4. Create ways to better welcome visitors and new comers 	Membership Drive

KNOW WHO THEY ARE

AREAS OF LEADERSHIP	VESTRY IN CHARGE	DUTIES	LIAISON TO
PASTORAL CARE	Vestry Representative	<ol style="list-style-type: none"> 1. Give members updates of those who are sick and needed assistance 2. Make sure members are informed of death/wedding announcements, and send cards to members. 3. Take care of the annual Christmas and Easter baskets for those who are in need. 4. Make sure there is always enough food in our pantry. 	Care and Share, Hospital Visitation, Ministry at time of Birth, Sickness and Death
STEWARDSHIP & FINANCE	Vestry Representative	<ol style="list-style-type: none"> 1. Keep an accurate financial record. 2. Make sure bills are paid on time, in and outside the diocese 3. Send letters of updates of finances and letters of encouragement on quarterly basis to all members. 4. Make sure our annual audit and parochial reports are written 5. Give periodic financial updates to members as needed. 	Annual Audit, Annual Giving, Parochial Report, Stewardship
PROJECTS/ MEMBERS RELATIONSHIP	Vestry Representative	<ol style="list-style-type: none"> 1. Make sure the church building, grounds, and property are maintained 2. Develop projects that will enhance the life of the church and give periodic reports to members concerning ongoing projects and future projects 3. Ensure member to member relationship 	Physical Plant of the Church
CLERGY WELFARE & DUTIES	Vestry Representative	<ol style="list-style-type: none"> 1. Help the clergy develop and deepen their relationship with parishioners. 2. Make sure supply clergy is in place to ensure the smooth running of the church 3. Ensure that the clergy are given all the needed tools to help them perform their duties 4. Ensure that clergy pension and other related finances are taken care of. 	Clergy/Membership relationship and development
DIOCESAN AFFAIRS AND INVESTMENTS	Vestry Representative	<ol style="list-style-type: none"> 1. Make sure the diocesan fair shares are paid and that bishop visitations are taken care of. 2. Make sure that the church is well-represented at all diocesan meetings, and keep members well informed of the happenings of the diocese. 3. Suggest ways to invest that may improve the financial level including but not limited to fundraising. 	Diocesan and Parish Welfare