

Role and Responsibilities of the Acolyte Warden

THE WARDEN is a member of the parish who is ultimately responsible for the staffing and direction of all liturgical services at the church. The Warden is responsible for the recruitment, training, development, scheduling, and supervision of the members of the Acolytes Guild.

The Warden serves as a member of the Liturgical Committee together with the Rector, other clergy, Parish Administrator, Sacristan, Liturgical Arts Director, and Choirmasters.

Qualifications

The Warden must have experience as a Master of Ceremonies; have a strong sense of the specifics of the liturgical life of the parish; be able to communicate clearly, both orally and in writing, detailed liturgical instructions; and have the ability to motivate the group to its highest level of performance.

The Warden must show evidence of personal maturity in faith so as to be able to maintain an atmosphere of devout yet joyous service.

The Warden must have previous experience in management or a leadership position. Teaching ability with all age groups is necessary. The Warden must have a basic understanding of church, parish, and liturgical history.

Relationships

The Warden is appointed by and reports to the Rector. The Warden supervises members of the Acolytes Guild. He or she will communicate regularly with the Parish Administrator regarding special services such as weddings, funerals and baptisms, and will also make the Administrator aware of special needs involving the distribution of monthly schedules and associated material. The Warden works closely with the Sacristan to maintain smooth coordination of preparations for services.

The Warden will be evaluated at least annually by the Rector regarding his or her effectiveness in leading the group, based on the effectiveness of liturgical preparation, the functioning of the group as it relates to the spiritual development of its members, and to working relationships with other staff members and lay leaders.