

PRESIDENT OF THE CONGREGATION AND THE CHURCH COUNCIL

Job Summary:

To preside at all meetings of the Congregation, Council, and Executive Committee. To help carry out the work of the Church Council as outlined in the constitution of the congregation.

Duties and Responsibilities:

- Be an example for other Christians to follow in faith and life, with the help of God
- Attend worship regularly
- Attend and preside over Congregational meetings, monthly Council meetings, and Executive Committee meetings.
- Attend Leadership Team meetings
- Be familiar with Robert's Rules of Order
- Represent the congregation at cluster meetings as needed
- Attend Leadership Team meetings and serve as a liaison between the Leadership Team and council
- Meet regularly and/or maintain an open communication channel with the Pastor

Time required:

- 1-2 hours /month for monthly Council meeting
- 2-3 hours /month for monthly Leadership Team meeting
- Hours as needed for Congregational and Executive Committee meetings
- 1-2 hours /week for preparation and to oversee church activity
- Time as needed for in-service training

Term of office:

1 year (may be less if filling a vacant position mid-term)

VICE PRESIDENT OF THE CONGREGATION AND THE CHURCH COUNCIL

Job summary:

To assist the President of the Congregation. To serve on the Executive Committee of the Council.
To help carry out the work of the Church Council as outlined in the constitution of the congregation.

Duties and responsibilities:

- Be an example for other Christians to follow in faith and life, with the help of God
- Attend worship regularly
- Attend Congregational meetings, monthly Council meetings, and Executive Committee meetings.
- Preside at Congregational meetings, monthly Council meetings, and Executive Committee meetings when the President is unable to do so.
- Preside during a meeting when the President presents an official report or presents a case on a specific issue.
- Be familiar with Robert's Rules of Order
- Represent the congregation at cluster meetings as needed
- Serve on the Memorial Committee
- Assume the responsibilities of the President if that person is no longer able to do so
- Assist the President as requested whenever possible

Time required:

- 1-2 hours /month for monthly Council meeting
- Hours as needed for Congregational and Executive Committee meetings
- Memorial Committee meetings as needed
- Time as needed for in-service training

Term of office:

1 year (may be less if filling a vacant position mid-term)

TREASURER OF THE CONGREGATION

Job summary:

To maintain records of the financial status of the congregation and to be responsible for bill payment. To serve on the Executive Committee of the Council. To help carry out the work of the Church Council as outlined in the constitution of the congregation.

Duties and responsibilities:

- Be an example for other Christians to follow in faith and life, with the help of God
- Attend worship regularly
- Attend Congregational meetings, monthly Council meetings, and Executive Committee meetings.
- Keep accurate records of the finances of the church
- Ensure that all church bills are paid in a timely fashion when funds are available and seek guidance from Council when funds are insufficient
- Provide the Council with a monthly summary of transactions
- Prepare an annual treasurer's report for distribution to the congregation before the annual meeting
- Propose an annual budget based on input from the Council, Pastor, and Leadership Team
- Ensure that tax forms are prepared and tax liability is paid to the relevant taxing authority, if applicable
- Ensure that any needed filings for the WDFI are completed and submitted in a timely fashion

Time required:

- 1-2 hours /week for bookkeeping and bill payment
- 1-2 hours /month for monthly Council meeting
- Hours as needed for Congregational and Executive Committee meetings
- Time as needed to prepare financial reports and annual budget
- Time as needed for in-service training

Additional qualifications:

- Knowledge of accounting practices and ability to maintain accurate financial records
- Proficiency using QuickBooks

Term of office:

1 year (may be less if filling a vacant position mid-term)

SECRETARY OF THE CONGREGATION

Job summary:

To record agendas and minutes of Congregational meetings, Council meetings, and Executive Committee meetings. To ensure agendas and minutes are available to the congregation. To serve on the Executive Committee of the Council. To help carry out the work of the Church Council as outlined in the constitution of the congregation.

Duties and responsibilities:

- Be an example for other Christians to follow in faith and life, with the help of God
- Attend worship regularly
- Attend Congregational meetings, monthly Council meetings, and Executive Committee meetings.
- Publish/post an agenda in advance of Congregational and Council meetings
- Produce draft minutes for Congregational meetings, monthly Council meetings, and Executive Committee meetings
- Publish/post approved minutes

Time required:

- 1-2 hours /month for preparing agendas and minutes
- 1-2 hours /month for monthly Council meeting
- Hours as needed for Congregational and Executive Committee meetings
- Time as needed for in-service training

Additional qualifications:

- Proficiency using word processing software and electronic communication

Term of office:

1 year (may be less if filling a vacant position mid-term)