



## **Position Description – Council**

**TITLE:** Church Council

**PURPOSE:** The Church Council is the governing, executive and leadership body of the congregation which, along with the Senior Minister, guides the business and the total ministry of the church according to the church's vision and mission.

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### **SPECIFIC TASKS and RESPONSIBILITIES:**

The Council:

- ◆ Is the keeper and custodian of the congregation's vision and mission and its strategic long-term plan and direction, and understands its work as ministry.
- ◆ Is the executive body of the congregation as it implements its vision and guides its ministry especially through committees, teams, and other ministry groups.
- ◆ Is the leadership team that leads, guides and ensures the coordination of the total ministry of the church and its long-term and overarching vision.
- ◆ Creates and approves administrative and program policies to ensure clarity and efficiency.
- ◆ Approves and recommends the Annual Ministry Spending Plan (budget) to the congregation, ensuring that it reflects the vision and mission of the church, and assures the auditing of all financial accounts regularly.
- ◆ Ensures that the resources of the church—human, financial and facilities, etc.—are cared for and used wisely to fulfill the vision and mission of the church.
- ◆ In collaboration with the Senior Minister, oversees the administrative functions of the church.
- ◆ Appoints teams, committees or task forces as needed, especially for new tasks and ministries.
- ◆ Nominates a search committee to seek an ordained professional staff position during a vacancy of such position.
- ◆ Evaluates the total ministry of the church and its programs on a continuing basis.
- ◆ Is the custodian of all church records, including a complete and accurate record of all its meetings.
- ◆ Ensures that the church's vision is living and vital and continues to give meaning and purpose and direction to the church's ministry.

### **WHAT COUNCIL DOES NOT DO:**

- ◆ Plan or implement programmatic events such as Sunday School, chancel flowers, etc. Those tasks belong to other ministry teams or committees.
- ◆ Only *receive* reports from committees and ministries, which would cause Council to lose its big picture, long-term visionary focus. However, it can receive succinct and to the point reports about new events and programs.
- ◆ Only *manage and maintain* the church's ministry, which would cause Council to lose track of its task to guide and lead. Successful management happens through policy making.