

MEMBERSHIP TEAM PRESIDENT JOB DESCRIPTION

This position has a two-year term. The occupant may stand for reelection for one additional term. The occupant must be a voting member of the congregation. The responsibilities of this position are detailed below.

1. Fulfill the duties of the leadership team as set out in the church Bylaws in section 2.5.6. (See below)
2. Serve as a voting member of the Executive Committee.
3. Should be able to attend monthly meetings, currently held on the third Tuesday of each month.
4. Presides at Leadership Team, Executive Committee, and congregational meetings.
5. Serves as an ex-officio non-voting member of all committees and teams except nominating.
6. Prepares the agenda for the Leadership Team, Executive Committee, and congregational meetings and assures that respective members receive it prior to the meetings.
7. Should be conversant with financial operations, Bylaws, job descriptions, and objectives of committees.
8. Assists in the staffing of teams and committees and, in consultation with the pastoral staff, the establishment and dissolution of committees and teams.
9. Ensures that the proposed budget, slate of candidate(s), and any other pertinent information is provided for congregational meetings,
10. Keeps a roster of Leadership Team members and contact information.
11. Votes only to break a tie vote.
12. Works in close consultation with the Pastor and President of the Spiritual Support Team.

2.5.6 Duties of the Leadership Team

Under the President and with the guidance of the pastoral staff the Leadership Team shall:

- Be responsible for establishing policies, formulating long term strategic plans, and developing annual operating plans and budgets to direct the overall ministry of the congregation towards it's mission (see section 1.2 of the Constitution);
- Maintain the financial integrity of the congregation; annually appoint a person or team to do a financial review;
- Encourage the Ministry Staff in their work through prayer, word and action and provide for the spiritual and physical health and welfare of the Ministry Staff and their families;
- Authorize the Ministry Staff to administer the day-to-day operations of the congregation in accordance with its own policies and directives and those established by the congregation through its Voters' Assembly;
- Appoint such Teams as necessary to carry out the mission of this congregation;

- Direct the calling of special meetings of the Voters' Assembly as requested by the Pastor(s) or voting members;
- Be responsible for the receiving of and acting upon, if necessary, feedback and/or complaints from members of the congregation regarding aspects of its operations;
- Post notices of meetings. The minutes of these meetings shall be available to voting members upon request, excluding discussion of confidential matters;
- Appoint persons to fill unexpired terms of Officers, members of the Leadership Team or the Spiritual Support Team;
- Be available for any additional functions that the Voters' Assembly may confer on it.

LEADERSHIP TEAM SECRETARY JOB DESCRIPTION

This position has a two-year term. The occupant may stand for reelection for one additional term. The occupant must be a voting member of the congregation. The responsibilities of this position are detailed below.

1. Fulfill the duties of the leadership team as set out in the church Bylaws in section 2.5.6.
2. Should be able to attend monthly meetings, currently held on the third Tuesday of each month.
3. Keeps the minutes of the Leadership Team, Executive Committee, and congregational meetings.
4. Assists the President, if requested, in preparing the agenda for the next meeting.
5. Serves as custodian of the minutes of all meetings.
6. Ensures a copy of Bylaws and procedures and planning documents are available at all meetings.
7. Provides ballots when a written vote is called for. Assists the President in counting the votes. Records the tally of the votes and keeps the ballots until the next vote.

LEADERSHIP TEAM MEMBER-AT-LARGE JOB DESCRIPTION

This position has a two-year term. The occupant may stand for reelection for one additional term. The occupant must be a voting member of the congregation. The at-large member is the representative of the entire congregation and, as such, has the following responsibilities.

1. Fulfill the duties of the leadership team as set out in the church By-Laws in section 2.5.6.
2. Should be familiar with all the church's ministries, issues, and concerns of importance.
3. Should be able to attend monthly meetings, currently held on the third Tuesday of each month.
4. Should expect to be asked by the Pastor or the President to assist other team members with their duties, take on specific projects, and be part of various ad hoc and standing committees.