

VICE PRESIDENT JOB DESCRIPTION

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

1. Fulfill the the duties of the the leadership team as set out in the church bylaws in section 2.5.6.
2. Serve as a voting member of the executive committee.
3. Should be able to attend monthly meetings, currently held the third Tuesday of each month.
4. Assumes responsibilities of the President in the absence of the President (see President Job Description).
5. 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.