

Community Mennonite Church
Job Description

Position: Church Council Chair

Mission/Purpose: To be available to church members, Council members and Pastoral Team as a listening ear, encouraging vision and decision-making that will carry forth the mission of the congregation

Responsibilities:

- Facilitate Leadership Committee meetings, including planning, preparing and distributing monthly Council agendas and annual congregational meeting agenda
- Solicit periodic reports by Commission chairs and Finance chair to Council
- Facilitate monthly Council meetings
- Vote on Council actions
- Assist as needed in approving Council minutes
- Annually sign pastors' Covenants of Understanding
- Serve as a voting member of Personnel Committee
- Lead congregation in votes of affirmation
- Communicate with congregation on matters of significant Council actions
- Aid incoming Vice-Chair in preparing for future role as Chair

Regular Activities & Responsibilities:

January

- Affirm new positions discerned for the congregation
- Receive year-end financial report

April

- Receive 1st-quarter financial report

July

- Receive 2nd-quarter financial report

August

- Request job-description updates from Council

September

- Encourage the return of congregational pledge forms

October

- Receive 3rd-quarter financial report
- Work with Council to approve preliminary budget

November

- Participate (as member of Personnel) in annual staff reviews
- Chair annual congregation meeting to approve new budget

December

- Write annual report
- Approve annual reports
- Sign pastors' Covenants of Understanding