

**Community Mennonite Church  
Job Description**

**Committee/Position** \_\_\_\_\_ **Church Council Vice-Chair** \_\_\_\_\_

**Commission** \_\_\_\_\_ **non-commission position** \_\_\_\_\_

**Mission/Purpose:**

To observe the Council Chair job description on back, to assume that role after 2 years, 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:**

- ❖ Personnel Committee Chair
- ❖ Attend Leadership Committee meetings to plan Council agenda
- ❖ Attend monthly Council meetings
- ❖ Vote on Council actions

**Regular Activities/Responsibilities:**

**January**

**February**

**March**

**April**

**June**

**July (No council meeting)**

**August**

**September**

**October**

- Leadership Retreat

**November**

- Congregational Meeting

**December**

- Review with church administrator, Corinthian Plan insurance options selected by church employees.

Updated \_\_9/4/14\_\_\_\_\_ by \_\_\_\_\_Meribeth Kraybill\_\_\_\_\_