

Leadership Council Job Descriptions

The Community Church of Sebastopol, United Church of Christ

March 19, 2018

LEADERSHIP COUNCIL OFFICER FOR PERSONNEL (SECRETARY)

Accountability:

The Leadership Council Officer for Personnel (Secretary) is accountable to the Leadership Council and the Congregation as a whole.

General Purpose:

The Leadership Council is the elected governing body of the Church. The Council enables the Congregation to fulfill its mission by providing effective leadership, financial oversight and strategic vision. The Council Officer for Personnel, working in collaborative partnership with the Leadership Council and Church staff, shall facilitate, provide support and make accountable the effective functioning of the Personnel Resource Area.

The Council Officer for Personnel shall be an active or associate member of the Congregation, and shall be a full voting member of the Leadership Council.

Essential Responsibilities:

- Oversees the Personnel Resource Area, providing support and accountability to its various entities.
- Gives notice of all meetings of the Congregation.
- Notifies Leadership Council members of upcoming meetings, providing an agenda prior to meetings, and ensuring that proper meeting minutes taken, and distributed in a timely manner.
- Oversees the functions of the Leadership Council Clerk if one has been appointed for the current term.
- Maintains Council Policy Book.
- Conducts the business of the Church according to the Bylaws and other Church policies.
- Safeguards the assets of the Church to ensure adequate human, spiritual, facility and financial resources.
- Serves as ambassador to the community on behalf of the Congregation.

Required and/or Desired Knowledge, Skills & Interests:

- Commitment to attend a minimum of 10 yearly meetings.
- A willingness to function as a member of the Leadership Council team.
- Experience with, and willingness to learn about, Church governance.
- Training in, or willingness to develop, fundraising skills.
- Awareness of, or willingness to understand, Congregational systems.
- Capacity to maintain a wide perspective of Church life.
- Ability to maintain confidences, participate actively in meetings, and follow through on action items in between meetings.
- The willingness and skill to consider diverse points of view and to facilitate solutions that will best address the challenges of the Congregation.
- Excellent oral and written communications skills.
- The ability to interact with integrity and effectiveness in all situations when acting on behalf of the Church.