

Leadership Council Job Description

The Community Church of Sebastopol, United Church of Christ

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Name: Leadership Council

Support and accountability: Church members elect Leadership Council Officers and Members at the Annual Meeting of the congregation.

Council Positions (8): Moderator, Council Officer for Facilities (Vice-Moderator), Council Officer for Personnel (Secretary), Council Officer for Finance (Treasurer), Council Member for Worship & Arts, Council Member for Faith Formation, Council Member for Care & Fellowship, Council Member for Outreach

Church Staff Team Support Partners: Lead Minister, Associate Minister, and Congregational Administrator serve in ex-officio capacity at Leadership Council meetings.

Additional Support: A Notetaker may serve in an ex-officio capacity at Leadership Council meetings.

General Purpose: As the elected governing body of Community Church, enables the congregation to fulfill its mission by providing effective leadership, financial oversight, and strategic vision.

Essential Duties & Responsibilities:

- Attends at least 10 monthly meetings and follows through on action items in-between meetings.
- Collaborates with other Leadership Council members, ministers, staff team members, and members of the congregation. to conduct the business of the church according to Bylaws and other policies.
- Safeguards the assets of the church to ensure adequate human, spiritual, facility, and financial resources.
- Provides support and accountability (oversight) to entities within respective Ministry or Resource Areas..
- Serves as ambassadors to the community on behalf of the congregation.

General Knowledge, Skills & Interests of Council Members:

- Must be an active member of the congregation.
- Focus on governance while understanding its relationship to ministry.
- Understanding of effective fundraising and financial oversight.
- Awareness of the congregation as a system and the roles of leaders.
- Ability to maintain confidences, participate actively in meetings, focus on purpose of agenda items, and follow through on action items in-between meetings.
- Willingness and skill to consider diverse points of view and to facilitate solutions that further the mission of the congregation.
- Excellent communications skills and willingness to use digital media.
- Ability to interact with integrity and effectiveness when acting on behalf of the church.

Duties Specific to Positions:

- ***Moderator*** (Staff Partner: Lead Minister)
 - Collaborating with Council members and ministers, sets agenda for Council meetings and Annual Meeting of the Congregation.
 - Assures that all Council Officers and Members understand their roles and have the tools necessary to fulfill their role.
 - Serves as “Supervisor” to the Lead Minister.
 - Identifies church members who will represent the congregation at Association, Conference, and National meetings of the United Church of Christ.
- ***Vice Moderator*** (Council Officer for Facilities) (Staff Partner: Congregational Administrator)
 - Oversees the Facilities Resource Area, providing support and accountability to its various entities.
 - As Vice-Moderator, conducts the business of the Council and/or Congregation in the absence of the Moderator.
- ***Secretary*** (Council Officer for Personnel) (Staff Partner: Lead Minister)
 - Oversees the Personnel Resource Area, providing support and accountability to its various entities.
 - Assures that proper minutes, policy decisions and membership records are maintained.
 - Collaborates with Church Clerk and fulfills Clerk responsibilities in their absence.

- Maintains record of Council policies.
- ***Treasurer*** (Council Officer for Finances) (Staff Partner: Lead Minister)
 - Oversees the Finance Resource Area, providing support and accountability to its various entities.
 - Coordinates with Lead Minister, Congregational Administrator, and Bookkeeper to assure that proper financial records are being kept and necessary reports are produced so that the Council has an accurate picture of the financial health of the congregation.
 - Works closely with Finance Committee to develop financial policies for recommendation to the Council.
 - Forms and chairs the annual Budget Committee.
 - Represents the Council in relationship to audit procedures.
- ***Council Member for Worship & Arts*** (Staff Partner: Lead Minister)
 - Oversees the Worship & Arts Ministry Area, providing support and accountability to its various entities.
 - Partners with ministers, musical ensemble directors, and various volunteers.
- ***Council Member for Faith Formation*** (Staff Partner: Associate Minister)
 - Oversees the Faith Formation Ministry Area, providing support and accountability to its various entities.
 - Partners with ministers and various volunteers.
- ***Council Member for Care & Fellowship*** (Staff Partner: Associate Minister)
 - Oversees the Care & Fellowship Ministry Area, providing support and accountability to its various entities.
 - Partners with ministers and various volunteers.
- ***Council Member for Outreach*** (Staff Partner: Associate Minister)
 - Oversees the Outreach Ministry Area, providing support and accountability to its various entities.
 - Primary Council point of contact for delegates to the North Bay Organizing Project Leadership Council, Burbank Heights & Orchards Board, and Inter-Church Food Pantry Steering Committee.
 - Partners with ministers and various volunteers.