

# Leadership Council Job Descriptions

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## The Community Church of Sebastopol, United Church of Christ

March 19, 2018

### LEADERSHIP COUNCIL MEMBER FOR OUTREACH MINISTRY AREA

#### **Accountability:**

The Leadership Council Member for Outreach Ministry 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 Member for Outreach Ministry, working in collaborative partnership with the Leadership Council and Church staff, shall facilitate, provide support and make accountable the effective functioning of the Outreach Ministry Area.

The Member for the Outreach Ministry Area shall be an active or associate member of the Congregation, and shall be a full voting member of the Leadership Council.

#### **Essential Responsibilities:**

- Guide, coordinate and facilitate communications between all committees, programs, teams and other entities that reside within the Outreach Ministry Area.
- Collaborate with ministers, staff team members and members of the Congregation.
- Conduct the business of the Church according to the Bylaws and other Church policies.
- Safeguard the assets of the Church to ensure adequate human, spiritual, facility and financial resources.
- Serve as an 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.
- Ability to oversee, summarize and provide synergy to diverse groups, committees and functions assigned to a ministry area.
- 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.