

Leadership Council Job Descriptions

The Community Church of Sebastopol, United Church of Christ

March 19, 2018

LEADERSHIP COUNCIL - MODERATOR

Accountability:

The Leadership Council Moderator 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 Moderator is the chief corporate officer of the Church.

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

Essential Responsibilities:

- Sets agenda for Council meetings and the 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.
- 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 the leader of the Leadership Council.
- 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.