

Church Council Job Description



Job Title: Church Council

Reports To: Congregation

Position Status: Full-Time

Purpose

The general administration of the church shall be vested in a body known as the Church Council. In circumstances or where law requires action(s) by “Trustees” the council shall be known as the “Board of Trustees” and the members of it as “Trustees”. The council shall also serve as Board of Deacons to supervise the spiritual life of this church, as stated in 1 Timothy 3:8-13.

Job Responsibilities and Duties

The general responsibilities include:

1. Present church vision and ministry goals to congregation.
2. Supervise church membership, including recommendations relative to reception or removal of members.
3. Assist the Pastor in nurturing the spiritual life of this church and in the service of communion as planned by the Pastor, in cooperation with the worship chair.
4. Establish and approve administrative and program policies in conformity with the spirit of the church constitution.
5. Evaluate the total church program on a continuing basis.
6. Plan and recommend the annual budget and stewardship opportunities for this church.
7. Review and approve the schedule of church activities and personnel.
8. Appoint administrative committee members and church workers as defined by the bylaws for the administrative committees, as the council may deem appropriate.
9. Council members shall serve as chairs of the committees to which they are appointed and assume responsibility for directing all congregational activities which fall within that functional category, in cooperation with Pastor(s).

Specific Ministry Responsibilities:

Council Organization:

Accountable to the congregation through scheduled and special congregational meetings.

Membership: The council shall consist of the officers of the church (chair, vice-chair, secretary, financial secretary, and the treasurer) and other members as specified in the bylaws. The Senior Pastor shall be an Ex-Officio member of the council with voice and vote. Members are elected by the congregation.

Employee

Date