



Church Chairperson

Congregational Vision Statement

We are empowered to worship, to assist our church family through life's journey, to extend the hand of service and to invite others to faith.

Summary of Role:

The Executive Officers of the Council of Church Ministries are the Chairperson, Vice-Chairperson, Past Chairperson and Recording Secretary. The Chairperson is the official representative and spokesperson for the congregation, and the presiding member of the Council of Church Ministries.

Reports to:

The Congregation

Ministry:

Executive

Term

1 year¹

Type

Elected

Typical Meeting Frequency

Council meetings occur on the first Tuesday of every month. Other meetings may be required.

Membership Requirement

Member.

Screening Requirements

Police Background Check required (new *or* on church file for less than five years)

Recommended Skills/Experience:

- Administration/Management
- Finance
- Communication
- Tact
- Delegation

¹ The Chairperson serves the first year as Vice-Chairperson, then as Chairperson the following year, and finally as Past-Chairperson in the third year.

Responsibilities

Responsibilities of Vice-Chairperson

The Vice-Chairperson is an under-study of the Chairperson, with the goal of becoming thoroughly conversant with the governing procedures and will fill in as Chairperson as required.

Responsibilities of Church Chairperson

- Executes all active policies and procedures, contracts and employment agreements
- Implements active church plans and coordinates development of future church plans and budgets
- Directs frequent reports to the congregation to provide accountability
- Presides at all meetings:
 - Congregational meetings, held in accordance with the Bylaws
 - Council meetings, usually held once a month except during summer
 - Meetings of the Executive
- Coordinates the programs and affairs of the congregation
- Ensures remuneration for paid pastor(s) and other paid church workers
- Functions as official representative and spokesperson for the congregation
- Serves as an ex-officio member of all Ministries

Shared Responsibilities as a Member of the Executive

Ensures that pastoral relations responsibilities are initiated and carried out:

- The calling of a pastor
- Providing advice and support
- Ensuring that ethical guidelines are followed both during the course of the pastor's ministry and when separation occurs

Shared Responsibilities as a Member of the Council of Church Ministries

- Upholding the Confession of Faith and the Constitution of FMC,
- Aiding the Pastoral Ministry in ensuring the well-being of the church,
- Giving direction to, supporting and coordinating the work of the various church Ministries,
- Ensuring that FMC is appropriately represented at such Conferences of which it is a member, along with the Mennonite Central Committee, and such projects to which it commits itself, and that the Church fulfills the obligations inherent in such membership,
- Appointing such individuals and/or committees it may deem necessary to advance the work of the church, including the appointment of an auditor or financial review committee,
- Being sensitive to potential problems that may harm the work and life of the church, seeking to prevent such problems, and being alert to opportunities that may enhance the work,
- Presenting an annual Church ministry plan, and directing the preparation of a budget based on the work of the Ministries for consideration and approval of members at the annual general meeting,
- Nominating members of the Gift Discernment Committee for election in March/April of each year, and
- Offering Pastors a salary consistent with Conference guidelines.