



RESURRECTION LUTHERAN CHURCH

Position Description

Position Council Vice President (Serves one- or two-year term)

Accountable to God, Church Council, and the Congregation

Responsibilities of the Vice President

- Responsible for the health and vitality of Resurrection Lutheran Church, its members, staff, and friends.
- In the absence of the President, set agendas, conduct Council meetings and congregational meetings including the Annual Meeting.
- In the absence of the President, serve as the congregational representative in areas including but not limited to contracts, community events, ELCA Synod Assembly meetings, as needed, etc.
- Attend ELCA Synod Assembly meetings.
- Counsel, challenge, encourage, and support Pastors and fellow Council members.
- Work with the President to plan Council retreats and retreats that also include staff and ministry directors.
- Serve as the liaison to select congregational committees including the Property Audit Committee.
- Work with other council members to develop and write Resurrection policies and procedures.
- Partner with the President to conduct annual evaluation of Lead Pastor and staff.
- Assist with the planning of the Annual Meeting including selecting gifts for outgoing Council members and ministry directors.
- Serve as an approved check signer and sign checks as requested by the Financial Administrator. (Two or more signatures are required on checks of more than \$1,500.)
- Attend/participate in special congregational meetings, as required
- Assist in the planning of the Council Annual Retreats (one to three per year)
- Participate on the academic scholarship review committee with the Children, Youth & Family Director and Member at Large

Skills

- Demonstrates forward and visionary thinking.
- Ability to strategic plan for the future of Resurrection to ensure its financial solvency, achieve its ministry goals and realize its vision.
- Proactively manages opportunities and issues.

- Comfortable speaking in front of groups/congregation.
- Ability to run meetings in an effective and efficient manner.
- Excellent written and verbal communication skills.
- Ability to mediate challenging situations if needed.
- Basic understanding of or willingness to learn/investigate finances, human resources, operations, staffing, building and grounds, legal issues, property/real estate, the workings of the ELCA.
- Basic understand of or willingness to learn Robert's Rules of Order to conduct Council and annual meetings.
- Maintain a culture of consensus – work toward agreement.
- Is approachable and encourages open communication.
- Demonstrates being a good team player.
- Ability to prayerfully discern God's will for Resurrection

Requirements and Responsibilities of all Council Members

- Uphold and support a Lifestyle of Generosity, Culture of Consensus and Direction through Discernment.
- Maintain confidentiality.
- Must be a member of Resurrection in good standing.
- Casting vision in partnership with other Council members, Lead Pastor and Ministry Directors so that the overall mission of Resurrection may be realized.
- All members of Council must sign and uphold the Leadership Covenant.
- Demonstrates being a good team player.
- Ability to prayerfully discern God's will for Resurrection.

A member's place on the Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Council without being excused by the officers of the Council.

Responsibilities of all Council Members as defined by the Constitution

- Lead congregation in stating its mission, to do long- range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- Seek to involve all members of this congregation in worship, learning, witness, service, and support.
- Oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- Maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
- Be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- Promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.

- Arrange for pastoral service during the sickness or absence of the pastor.
- To emphasize partnership with the synod and churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the ELCA.
- To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- Serve as the board of trustees of this congregation and be responsible for maintaining and protecting its property and the management of its business and fiscal affairs including but not limited to property, contracts, investments and insurance programs, as applicable.
- Prepare an annual budget for adoption by this congregation and supervise the expenditure of funds in accordance with the budget. (May not incur obligations of more than 10 percent in excess of the anticipated receipts unless it receives Congregation approval.)
- Appoint and supervise of the salaried lay workers of this congregation. The day-to-day administration and supervision of church staff is the responsibility of the Lead Pastor, and Council will defer to his direction.

Boundaries

- Following the Word of God
- Abide by Resurrection Lutheran Church Constitution and bylaws
- Conduct business within the boundaries of Resurrection policies and procedures
- Remain objective and nonjudgmental.
- No promotion of personal agenda.
- Perform responsibilities within financial budget
- Conduct activities with Council knowledge and support.
- Work through Lead Pastor to provide direction and/or information to staff.
- Work through the Lead Pastor to provide direction and/or information to ministry directors.

Resources and Support

- The Bible
- Prayer
- Family & Friends
- Pastors & Fellow Council Members
- Congregation
- Former Council Members and Council Officers
- Resurrection Lutheran Church Constitution
- Synod Staff
- Resurrection Lutheran Church Staff
- Robert's Rules of Order

- Resurrection resources including the Resurrection Employee Manual and Resurrection policies and procedures,

Spiritual Gifts needed for this position or a willingness to develop or grow in the following:

- Knowledge/Information
- Leadership
- Discernment/Insight
- Faith/Confidence
- Humility
- Compassion
- Wisdom/Common Sense
- Administration/organization
- Hospitality
- Communication
- Giving
- Caregiving/Shepherding