

Job Title

Church Council Member, Fellowship Committee Liaison

Description

Each member of the Church Council serves as a liaison to one of the Council's standing committees and functions as that committee's Chair. This description relates to Chair duties and responsibilities for the Council Liaison to the Fellowship Committee:

- Attends Church Council meetings on the 4th Tuesday of the month. Meetings begin at 7 PM and generally last 60-90 minutes. Gives a brief committee update as part of the regular Council meeting agenda.
- Attends & leads Fellowship Committee meetings on the 2nd Tuesday of the month at 7 PM. Meetings typically last 60-90 minutes.
- Participates in planning and conducting various activities sponsored by the Fellowship committee. For a description of specific activities for this committee, refer to the **Volunteer Position Description for Fellowship Committee**.
- The Chair records, types and distributes (electronically) committee meeting minutes to other committee members as well as the pastors and office manager (or may recruit a committee member to do so).
- The Chair oversees the recruitment of new committee members (if needed) with assistance from the Spiritual Gifts Director, the pastors and other committee members.
- The Chair provides a brief written summary of committee activity from the calendar year to be included in the Annual Report prepared for the congregation's annual meeting (occurs in late January or early February).
- This committee partners with the Evangelism Committee on some events.

Timeframe

- A full term on the Good Shepherd Church Council is three years. Partial terms may occur in the event of a vacancy and will depend upon the remaining term for the position that is vacated or open. Council members are permitted to serve two consecutive full terms per the Constitution.
- Total weekly and monthly time commitments will vary depending on activities the committee is planning or conducting. The time required for meeting attendance at Council and the committee ranges from approximately 2-3 hours per month.

Training/Qualifications

No special training is needed. Good planning and organizing skills are helpful.

Staff Liaison

Pastor Dave Berg

Contact for Information

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