

Job Title

Church Council Member, Vice President

Description

The Vice President (VP) serves as the Chair of the Strategic Planning Committee during his or her term of office (two years). The Strategic Planning Committee facilitates progress and updates for the current strategic plan on behalf of the Church Council. This position also serves on the Good Shepherd Executive Committee and fills in for the President when he or she is absent or otherwise unavailable. The Vice President:

- Attends Church Council meetings on the 4th Tuesday of the month. Meetings begin at 7 PM and generally last 60-90 minutes.
- Attends Executive Committee meetings, which precede the monthly Council meetings at 6 PM. As part of this role, he or she assists with setting the proposed agenda for the Council meeting that follows at 7 PM.
- Attends & leads Strategic Planning Committee meetings on the 2nd Tuesday of the month at 5:45 PM. Meetings typically last 60-90 minutes.
- Participates in various activities related to the Strategic Planning Committee. For a description of specific activities for this committee, refer to the **Volunteer Position Description for Strategic Planning Committee**.
- As the Committee Chair, the VP 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).

Timeframe

- The Vice President serves a term of two years, followed by a two year term as President. The total commitment is four years. Candidates must be able to complete their expected service in both offices within the allowable total of 6 consecutive years (two consecutive full Council terms) on the Congregation Council.
- Total weekly and monthly time commitments will vary depending on activities of the Council, Executive Committee and Strategic Planning Committee. The time required for meeting attendance at Council, Executive Committee and Strategic Planning Committee ranges from approximately 2-4 hours per month.

Training/Qualifications

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

Staff Liaison

Pastor Dave Berg or Pastor Karen Pahl

Contact for Information

Bart Hanson, 990-1234

hansonbart@hotmail.com

Last revision: January 2011