
Position Description: Congregation Council Member

Responsibilities:

The Congregation Council shall:

- Be responsible for the personnel, financial, and property matters of this Congregation.
 - The Congregation Council shall be the Board of Directors of this Congregation.
 - The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the Congregation.
 - The Congregation Council may enter into contracts for up to the percent specified in the bylaws of the budgeted receipts to be used for items not included in the budget.
 - The Congregation Council shall prepare an annual budget for adoption by this Congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than the bylaws specified percent in excess of the anticipated receipts only after approval by a Congregation Meeting.
- Be responsible for the creation, periodic revision, oversight, and governance of the Strategic Plan.
- See that the provisions of the Congregation's constitution, its bylaws, and policies are carried out.
- Provide for at least an annual review of the membership roster and key operational and strategic indicators and measurements
- Be responsible for the policies and procedures associated with employment and supervision of the employees of this Congregation.
- Submit a comprehensive Annual Report to this Congregation at the annual meeting.

Opportunities/Benefits:

- Grow in knowledge of the programs and goals of the Congregation
- Share and/or develop leadership skills
- Serve as example by participating in the life and mission of the Congregation

Gifts Shared:

- Leadership
- Goal setting
- Visioning
- Financial knowledge

Time Commitment:

- Monthly Council meetings
- Monthly Finance Committee meetings
- Council planning meetings
- Council Retreats
- Additional time as needed to complete responsibilities

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Training and Support:

- Council orientation
- Annual leadership retreat
- Saint Paul Area Synod Training Event
- Congregation officers and other Council members

Accountability:

- Congregation
- Congregation Council
- Policy Committees
- Non-Policy Committees, CTK Ministry Teams, Task Forces, Groups, etc.