
Position Description: Congregation President

Responsibilities:

- In addition to the Roles and Responsibilities of a Congregation Council Member, the duties of the Congregation Council President shall include but not be limited to, the following:
 - Prepare agenda and preside over meetings of the Congregation and Congregation Council.
 - If President is to be absent he/she is to ensure that the President Elect can conduct the meeting
 - Meet with new Council members to orient them as soon as possible after they are elected.
 - Work with the Lead Pastor to schedule and plan the annual Council Retreat.
 - Request the Lead Pastor provide to Council annual priorities aligned with Mission Objectives from Strategic Plan.
 - Meet with Nominating Committee and President-Elect to discuss the leadership needs of the Council and other elected positions.
 - Serve as a Leader of the Executive Committee.
 - Provide leadership to the Council and Congregation in support of the mission and ministry of the Congregation.
 - Serve on the Personnel Committee and with the President Elect, conduct performance reviews for the Lead Pastor.
 - Call special meetings as required.
 - Ensure Constitutional Committees are functioning.

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:

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| <ul style="list-style-type: none">• Leadership• Goal setting | <ul style="list-style-type: none">• Visioning• Financial knowledge |
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Time Commitment:

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| <ul style="list-style-type: none">• Monthly Council meetings• Monthly Finance Committee meetings• Monthly Executive Committee meetings | <ul style="list-style-type: none">• Council planning meetings• Retreats• Additional time as needed to complete responsibilities |
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Position Description: Congregation President

Training and Support:

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

Accountability:

- Congregation
- Council
- Lead Pastor