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## Position Description: Congregation President-Elect

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### Responsibilities:

- In addition to the Roles and Responsibilities of a Congregation Council Member, the duties of the Congregation Council President-Elect shall include but not be limited to, the following:
  - Serves and chair and presides over meetings of the congregation and congregation council in the absence of the President.
  - In the event that the office of President becomes vacant, shall assume the office
  - Serve as a member of the Executive Committee
  - Shall assume the office as President upon confirmation by vote of the congregation at the annual meeting, and
  - Serve on the Personnel Committee and with the President, conduct performance reviews for the Lead Pastor.
  - Meet with Nominating Committee and Council President to discuss the leadership needs of the Council.
  - Meet with new Council members to orient them as soon as possible after they are elected.

### Opportunities/Benefits:

- Grow in your knowledge of the programs and goals of the congregation
- Share and/or develop your leadership skills
- Participate in the life and mission of the congregation in a significant way

### Gifts Shared:

- Leadership
- Goal setting
- Visioning
- Financial Knowledge

### Time Commitment:

- Monthly Council meetings
- Monthly Personnel Committee meetings
- Monthly Executive Committee meetings
- Council Retreats
- Additional time as needed to complete responsibilities

### 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
- Congregation Council