

CONGREGATIONAL OFFICER JOB DESCRIPTION **Trinity Lutheran Church, Savannah, Georgia**

MINISTRY NAME

PRESIDENT

PURPOSE

- To serve as the first level executive officer of the congregation.
- To work with all elected and appointed officers, boards, and committees to assist them in carrying out their assigned duties and responsibilities.

ASSIGNMENT

- The congregational President is a required officer on the Church Council and is an elected position within the church organizational structure. As such, they are selected by the Nominating Committee, voted into office by the Voters Assembly, and serve a term per the requirements of the church Constitution and Bylaws.

ACCOUNTABILITY

- The President is accountable to the church congregation and Senior Pastor.

QUALIFICATIONS

- The congregational President shall have the talents and necessary aptitude to function as an executive officer within the church.
- They shall be a committed Christian and be capable of interacting with the various officers, boards, and committees within the church.
- Background check is required.

DUTIES AND RESPONSIBILITIES

- Preside at all meetings of the Church Council and the Voters Assembly.
- Appoint a substitute to preside at meetings of Church Council and Voters Assembly when unable to attend.
- Preparation and distribution of agendas in advance of Church Council and Voters Assembly meetings.
- Exercise with care that meetings are conducted in an orderly and Christian manner. Appoint all special committees reporting to the Church Council or any of its Boards, and the Voters Assembly.
- Meet regularly with the appropriate pastoral staff and Vice President to review past progress and plan future efforts and priorities.
- Inform the appropriate pastoral staff, corporate officers, and Board Chairs of any pertinent issues received from the congregational membership.
- Together with the appropriate pastoral staff, he shall be an ex-officio member of all boards and committees, keeping himself informed on the total organization and work of the congregation.
- Together with the Secretary or Treasurer of the congregation, as appropriate, sign all legal documents and contracts in the name of the congregation after any necessary and due authorization from the Voters Assembly.
- To the best of his ability, enforce the Constitution and Bylaws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the Voters Assembly.
- Assist as needed with the coordination of calendar activities for the coming year.

- Communicate to the church membership, using the appropriate means, any information deemed necessary.
- In conjunction with the pastoral staff and Church Council, facilitate the development of appropriate plans to fulfill the mission of Trinity Lutheran Church.
- Recognize, inform, and consult with the Pastor if they believe they are unable or unwilling to fulfill their commitments to the Church Council, and to resign until such time as the situation is remedied. Should the President decide to quit their position, and barring an emergency situation, they are to 1) provide sufficient notice and reason to the Pastor so as not to disrupt the operations of the Church Council, 2) continue in their position for 30 days, or until such time as their replacement has been designated, whichever comes first, and 3) work in conjunction with the new President and Church Council to effect a smooth transition of any work in progress