

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

**MINISTRY NAME**

COUNCIL VICE PRESIDENT

**PURPOSE**

- To serve as the second 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 Vice 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 Voter's Assembly, and serve a term per the requirements of the church Constitution and Bylaws.

**ACCOUNTABILITY**

- The Vice President is accountable to the church congregation and reports directly to the Church Council.

**QUALIFICATIONS**

- The congregational Vice 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 at the request of, or in the absence of, the congregational President.
- Succeed the congregational President in the event of his death, resignation, expulsion, or permanent disability.
- Assist the congregational President in all his duties as requested.
- Meet regularly with the appropriate pastoral staff and President to review past progress and plan future efforts and priorities.
- Assist with the coordination of calendar activities for the coming year.
- Perform the duties of recording secretary in that individual's absence.
- Serve as the Chair of the Nominating Committee.
- Perform an annual review of ministerial staff and congregational officer job descriptions and personnel records, with the assistance of those individuals deemed necessary to accomplish the task.
- Assist with the preparation and distribution of agendas in advance of Church Council and Voter's Assembly meetings.
- Communicate to the church membership, using the appropriate means, any information deemed necessary.
- Recognize, inform, and consult with the President of the Church Council if they believe they are unable or unwilling to fulfill their commitments to the BOARD, and to resign until such time as the situation is remedied. Should the CHAIR decide to quit their position, and barring an emergency situation, they are to 1) provide sufficient notice and reason to

the President so as not to disrupt the operations of the BOARD, 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 CHAIR and Church Council to effect a smooth transition of any work in progress.