

Executive Board

Job Description



Job Title: Executive Board

Reports To: Congregation

Position Status: Full-Time

Purpose

The general administration of the church shall be vested in the Executive Board, the Board of Trustees, and the Board of Deacons. Each of these church boards shall report to the congregational business meetings of the church. The Executive Board shall coordinate the workings of the other church boards. Matters to be presented by the other church boards to the congregational business meetings for action must be first considered by the Executive Board.

Job Responsibilities and Duties

The general responsibilities include:

1. Present church vision and ministry goals to the congregation.
2. Discuss and deliberate on such matters and problems that arise in the activities of the church, review the programs that arise in the activities of the church, review the programs and ministries of the church, and coordinate and oversee the work of the other church boards, receive reports and recommendations, and take action as needed.
3. Ensure that decisions of the congregation are carried out.
4. Write and approve policies as needed to support the organization and ministry of the congregation.
5. Encourage representatives of various groups and organizations within the church to present concerns and issues to the board for consideration.
6. Appoint members to all standing committees and give direction to those committees.
7. Review and coordinate the church calendar.
8. In event of the resignation or death of an elected officer or board member, appoint a replacement to serve until the next annual meeting.

Specific Ministry Responsibilities:

Executive Board Organization:

Accountable to the congregation through scheduled and special congregational meetings.

Membership: The Executive Board shall consist of the Pastor, the chair, the vice-chair, the secretary, the treasurer, the financial secretary, the chairs of the other church boards and the chair of Women and Men Ministries. All except the Pastor and the chair of Women and Men Ministries are elected by the congregation.

Employee

Date

Revised: _____