

Leadership Team

Job Description



Job Title: Leadership Team

Reports To: Congregation

Position Status: Full-Time

Purpose

The Leadership Team shall be responsible for building, maintaining and overseeing the spiritual welfare of the congregation and for directing and overseeing all ministries and business affairs of the church.

Job Responsibilities and Duties

The general responsibilities include:

1. Present annual mission goals and objectives to the congregation and monitor Ministry Team progress.
2. Determine Ministry Teams needed to carry out the church's mission and ministry, and appoint appropriate leadership for the ministry teams.
3. Write and approve church policies as needed to support the organization and ministry of the congregation.
4. Be responsible for representing the congregation in certain staff relationships including: hiring and dismissal, annual appraisal, review and approval of compensation and other personnel expenses, establishing personnel policies, approval of changes in staff job descriptions and job descriptions for new staff positions.
5. Oversee the preparation and submission of a proposed budget to the congregation for approval and carry out the budget as approved or adjusted according to the bylaws.
6. Appoint a member of the church as Financial Secretary and Church Treasurer.
7. Annually appoint a team to review the financial records of the church and report such findings to the congregation.
8. Hear and respond appropriately to concerns of members.
9. Be responsible for church discipline as outlined in the bylaws.
10. Act as the trustees of the church for the advancement and protection of its assets. The Leadership Team shall designate those who shall be authorized to sign legal documents on behalf of the church.
11. Be responsible for action on applications for membership.

Specific Ministry Responsibilities:

Leadership Team Organization:

Accountable to the congregation through scheduled and special congregational meetings.

Membership: The Leadership team shall be comprised of not less than 5 or more than 9 Leadership team members, one of whom shall be the Senior Pastor (ex-officio). The Leadership Team may appoint other Pastors or staff members as non-voting advisors, and may remove the same. The members of the Leadership Team are elected by the congregation.

Employee

Date