# CONGREGATION OFFICER JOB DESCRIPTION

 **Revision Date: April 2016**

## POSITION

**PRESIDENT**

## ACCOUNTABILITY

The President is accountable to the King of Kings congregation.

## QUALIFICATIONS

The President shall have the talents and aptitude to function as an executive officer within the church. He/She shall be capable of interacting with the various officers and committees and be a King of King’s congregation member in good standing as defined in the King of Kings Constitution.

## PURPOSE

* To provide leadership within the Congregation Council and Congregation.
* To work together with the pastoral staff, elected members of the Congregational Council and church staff for the vision of King of Kings.
* To assure that the Congregation Council fulfills its responsibilities for the governance of King of Kings.
* Organize and direct the Congregation Council planning process with primary focus on setting goals and objectives that are compatible with long range planning and vision.

## DUTIES AND RESPONSIBILITIES

* Preside over and facilitate at all Congregational, Congregation Council and Executive Committee meetings.
* Prepare and submit in advance agendas for Congregational and Congregation Council meetings.
* Appoint a substitute from the elected Council Officers to preside at meetings of Congregation Council and Congregation when unable to attend.
* Attend other committee meetings as called upon.
* Serve as a member of the Executive Committee.
* Prepare annual report for Congregational meeting and update the congregation on prior accomplishments as well as the goals and objectives of the Council for upcoming year during the annual Congregational meeting.
* Prepare regular newsletter or bulletin articles to inform the congregation of significant activities and/or decisions.
* Be a partner for the Lead Pastor, working closely with him/her, providing counsel, challenge, encouragement and support to help ensure their overall success and well-being.
* Lead the efforts to prepare and conduct annual review for Lead Pastor.
* Serve as the congregational representative in areas including but not limited to community events, ELCA Synod meetings, etc. as needed.
* Sign legal documents and contracts, as required, in the name of the congregation after any necessary and due authorization.
* Schedule a periodic meeting of the Executive Committee to review progress and plan future priorities that are needed to support and grow the ministries of King of Kings.
* Provide support and encouragement to pastoral staff, members of the Congregation Council, committees and church staff helping them carry out their duties and responsibilities and achieve the vision of King of Kings.
* Fulfill other responsibilities or duties as assigned by the Executive Committee that they determine to be appropriate and desirable for the President to perform.
* Abide by King of Kings Constitution and Bylaws.
* Conduct business within the boundaries of King of Kings policies and procedures.
* Conduct assigned duties with Congregation Council knowledge and approval.
* Uphold and support the Congregation Council Code of Conduct.
* Maintain confidentiality.
* Inform the appropriate pastoral staff or Congregation Officers of any pertinent issues received from the congregational membership.

## SKILLS

* Demonstrates forward and visionary thinking.
* Ability to strategic plan for the future of King of Kings to ensure its financial solvency, achieve its ministry goals and realize its vision.
* Proactively manages opportunities and issues.
* Comfortable speaking in front of groups/congregation.
* Ability to run meetings in an effective and efficient manner.
* Excellent written and verbal communication skills.
* Ability to mediate challenging situations if needed.
* Is approachable and encourages open communication.
* Basic understanding of or willingness to learn/investigate finances, human resources, operations, staffing, building and grounds, legal issues, property/real estate, the workings of the ELCA.
* Basic understand of or willingness to learn Robert’s Rules of Order to conduct Congregation Council and annual meetings.
* Demonstrates being a good team player.
* Ability to prayerfully discern God’s will for King of Kings.