# CONGREGATION OFFICER JOB DESCRIPTION

 **Revision Date: April 2016**

## POSITION

**VICE PRESIDENT**

## ACCOUNTABILITY

The Vice President is accountable to the King of Kings congregation and the Council President.

## QUALIFICATIONS

The Vice President shall have the talents and aptitude to function as an 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 support the President and act both as a consultant and, if delegated, driver of strategic priorities.
* 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 assist in assuring that the Congregation Council fulfills its responsibilities for the governance of King of Kings.

## DUTIES AND RESPONSIBILITIES

* In the absence of the President and by appointment from the President, preside over and facilitate Congregational, Congregation Council and Executive Committee meetings.
* Assist the President in preparing agendas for all Congregational and Congregation Council meetings.
* Attend and participate in Congregational, Congregation Council and Executive Committee meetings.
* Attend other committee meetings as called upon.
* Serve as a member of the Executive Committee.
* Provide input to and partner with the President as they prepare the annual review for Lead Pastor.
* In the absence of the President and by appointment from the President, serve as the congregational representative in areas including but not limited to community events, ELCA Synod meetings, etc. as needed.
* 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 Vice 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 Lead Pastor or Congregation Council President 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.
* 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.