# CONGREGATION COUNCIL JOB DESCRIPTION

 **Revision Date: April 2016**

##  POSITION

**CONGREGATION COUNCIL SECRETARY**

## ACCOUNTABILITY

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

## QUALIFICATIONS

The Congregation Council Secretary shall have the talents and aptitude to function as the recording secretary for King of Kings. 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 serve as the recording secretary of the Congregation.
* To represent the general interests of the congregation on issues of interest and concern.
* 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

* Take and prepare accurate minutes of Congregational meetings, Congregation Council meetings, and other meetings as needed.
* Receive reports from pastoral staff, treasurer and others, compile these into the monthly Congregation Council minutes.
* Forward minutes prior to Congregation Council meeting for review prior to approval.
* Ensure approved minutes are shared with the Congregation via the King of Kings website.
* Attend and participate in Congregational meetings, Congregation Council meetings and other meetings as required.
* Attend other committee meetings as called upon.
* 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 Congregation Council Secretary 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.
* Is approachable and encourages open communication.
* Excellent written communication skills.
* Respects and encourages a culture of consensus, working toward agreement
* 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.
* Demonstrates being a good team player.
* Ability to prayerfully discern God’s will for King of Kings.