

# Faith Lutheran Church

## Job Description

### Council President

#### Responsibilities

The Council President's primary responsibility is to provide leadership to the church council and ministries working to fulfill the mission of Faith Lutheran Church and to communicate to the church at large.

#### Duties

- Preside at all congregational, council and executive committee meetings
- May call special meetings of the congregation or council
- Set up agendas for council, congregation and executive committee meetings
- Keep the congregation and council meeting running smoothly, speedily and efficiently
- Shall be ex-officio member of all boards and committees
- Sign all legal documents for the congregation
- In the event of an absence or vacancy of our Pastor, to serve as liaison between the congregation and a designated pastor
- Act as backup Signor on church financial accounts
- Participate in annual budget preparation
- Oversee financial statement in accordance with annual budget
- Recruit new committee chairs and council members as needed

#### Event and Activities

- Monthly Council Meetings
- On-going communication with council and church staff
- Annual Congregation Meeting
- Committee Participation upon Request
- Annual Leadership Retreat

#### Sources

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