

January 2019

## **PRESIDENT POSITION DESCRIPTION**

The President is the chief administrator of the Congregation and shall preside at all meetings of the Congregation and all meetings of the Board.

**Purpose of Position:** To ensure the Board both carries out its purpose as the administrative body of the church and its charge to keep the Congregation informed on the activities of the church

A new Vice President is elected each year at the Annual Congregational Meeting and will fill the office of President after one year and after two years will fill the office of Immediate Past President.

### **Responsibilities:**

- Presides at meetings of the congregation and the Board
- Ensure open communication within the Board and with the congregation
- Be the point person by directing individuals to the correct board member, committee, staff member, etc. and a sounding board for congregational concerns
- Assess emerging issues and facilitate resolution where appropriate
- Work closely with the Minister to help St. John's vision become reality
- Work closely with the Vice President to support a smooth transition to the next Board
- Serve as chief administrative officer to sign contracts, etc.
- Perform other duties as specified in the bylaws
- Attends monthly Board meetings and one additional monthly meeting that may be held electronically
- Attends Board retreats
- Liaisons for Committees of the Board and Committees of the Congregation (Personnel Committee, Safe Congregation Committee, Committee on Ministry). Liaison shared with the Vice President and determined based on interest and experience. As liaison the goal is communication and attending meetings as needed.
- The President is non-voting board member, except in the case of a tie.

### **Gifts Required:**

- Able to listen/discuss
- Support and encourage others
- Facilitates group process
- Organizational skills
- Willingness to be a public presence

**Amount of Time Required:** 6-20 hours per week including meetings

**When Ministry is Performed:** Year-round, almost daily. Heaviest during the fall for Board retreat and spring for budgeting.

January 2019

**Length of Commitment:** Three years: One as Vice President, one as President, one as Immediate Past President

**Training Provided:** Serving as Vice President and from Immediate Past President

**Responsible to:** Board, Congregation and Minister

**Support Provided by:**

- Vice President
- Other Board members
- Minister

Last revised: March 2019