

January 2019

PROGRAM DIRECTOR POSITION DESCRIPTION

Elected at Annual Congregational Meeting, term starting July 1 for three years.

Purpose of Position: Keep the Board informed of committee, program, and team activities from different areas of the church (Examples: Religious Education, Membership, Caring Circle, Denominational Affairs, etc.).

Responsibilities:

- Attends monthly Board meetings and one other monthly meeting that may be held electronically
- Board liaison for committees/teams
- Establish regular correspondence routine with committee chairs/team leaders to facilitate communication between committees/teams and the Board.
- Periodically meeting with all committee chairs/team leaders to facilitate communication within committees/teams.
- Annually working with committee chairs/team leaders to create a calendar of major activities (Examples: auction, lunches, dinners, adult RE classes, etc.) for the church year July through June.
- Track volunteer needs and working with Membership to match members with volunteer needs but is not responsible for recruiting volunteers.
- The Program Director is not required to attend all committee meetings but may choose to attend when he/she feels it's appropriate or has been invited by a committee chair/team leader.

Gifts Required:

- Patience
- Organization
- Planning
- People Skills
- Responsibility

Amount of Time Required: 2 hours per week or 8 per month

When Ministry is Performed: Year-round

Length of Commitment: Three years

Training Provided: Mentoring available from previous Council Directors

Responsible to: Board; Congregation

Support Provided by:

- Other Board members
- Minister
- RE Director

Last revised: March 2019