

JOB DESCRIPTION FOR THE
CHAIRPERSON OF THE CHURCH COUNCIL
1ST UMC OF VALLEY CENTER

The Primary Task of the Chairperson of Church Council

To lead the congregation in long-range planning and in carrying out its program so that people are received into its fellowship, encouraged in strengthening their relationship with God, and supported as they seek to live as Christian disciples.

Responsibilities of the Chairperson of Church Council

1. To help all leaders focus on their primary task.
2. To preside at church council meetings and assure that meetings run efficiently and thoroughly, and to assure that within reason everyone has opportunity to be heard.
3. To be responsible for guiding the work of the church council throughout the year, planning agendas, and presiding at meetings.
4. To organize an annual church council planning meeting.
5. To have an open working relationship with the pastor.
6. To recruit others to help you in your work.
7. To become familiar with United Methodist Resources and organization.
8. To be accountable to the church conference.

Helpful Skills and Interests

1. Ability to listen to and communicate with people of all ages.
2. Interest in learning about United Methodist programs and organization.
3. Ability to work with other volunteers, preside over meetings, and guide the work of a group.
4. Skills for researching issues and programs related to people in your community and in your congregation.
5. Genuine interest in responding to the hopes and concerns of people in your community.