

## Church Council Responsibilities

### Chair

- Presides at meetings of church council and congregation
- Acts as liaison between the Council and the Minister
- Coordinates activities of church council in absence of the Minister

### Vice-Chair

- Assumes responsibilities of Chair when Chair is absent
- Advises Minister on church affairs

### Secretary

- Prepares the minutes of council meetings
- Prepares the minutes of congregational meetings
- Official correspondent for the church council and the congregation

### Christian Education

- Assesses the needs of the congregation in the realm of Christian Education and establishes an overall educational program in the areas of church school, youth, adult study, camp and special programs to meet other needs.
- In connection with church school:
  - Supervises and leads Sunday School for children in the congregation
  - Organizes training for Sunday School teachers
  - With pastor and Sunday School teachers, selects curriculum

### Fellowship

- Provides opportunities for the congregation to enjoy social fellowship and thereby create a sense of community
- With church secretary, coordinates contributions to Loaves and Fishes Café
- In consultation with pastor, develops special activities to mark important church holidays and events, such as potluck lunches and Sunday evening dinners, or to welcome newcomers in the congregation
- Seeks to involve church members in supporting fellowship activities

### Finance and Stewardship

- Chair is the Church Treasurer
- Prepares regular financial reports for the council.
- With Minister and council, prepares annual budget for the church
- Coordinates with church secretary re disbursement of church funds
- Oversees church bank accounts
- Offers advice and guidance on church's financial affairs
- Arranges an annual audit of the church books
- Arranges the annual all-member canvass campaign to solicit pledges from the members of the congregation
- With assistance of church secretary, maintains records of pledges made and contributions submitted to fulfill these pledges and provides a quarterly statement to each individual of the status of their pledges
- With church secretary arranges for counting and recording of the offerings and depositing the receipts in the church's bank account

### Membership

- With pastor and committee members, expands and strengthens the membership
- Welcomes and assists newcomers to the church
- Prepares church newsletter
- Assists with development of church's digital presence and media campaigns
- Engages new members in service to the church

### Property and Personnel

- Maintains all property and possessions of the congregation, both purchased and rented
- Proposes rules for the use of such property and possessions to the Church Council
- Makes recommendations for acquisition and disposal of properties and possessions to the Church Council
- Maintains a running inventory of church properties
- With pastor and in consultation with church council, handles personnel issues for the church, including recruitment, performance reviews, and disciplinary actions.
- Makes recommendations to the Council regarding terms of employments and salaries
- Responsible to arbitrate with Church employees when necessary

### Outreach

- Explores ways in which the congregation may express the Christian faith by sharing lives, talents and resources with others either within or outside the church
- Coordinates our contacts with the ICB Outreach Partners.
- Organizes events with ICB Outreach Partners, usually in connection with church holidays.
- Makes recommendations about possible new Outreach Partners and termination of relationships with existing Outreach Partners.
- Educates the congregation about ICB's outreach activities through preparation of bulletin inserts and invitations to Outreach Partners to participate in church services.
- Liaises with the Displaced Persons Ministry

### Worship

- Works with the pastor to prepare meaningful worship experiences for the ICB congregation.
- In the absence of the pastor, coordinates the participants in the worship service, for example, ushers, musicians, guest minister, worship leader, etc. and assists in preparing the bulletin and slides for the worship service.
- Assists the pastor in the preparation of special worship services for holidays such as Christmas and Easter or for the celebration of Communion
- Oversees the chancel appointments such as altar cloths and banners
- Assists the Property and Personnel Committee in the recruitment and selection of candidates for positions important to the worship service, such as pianist or choir director

### At-Large Members (3)

- Provide a broader cross-section of views in council deliberations
- Take responsibility for continuing tasks or special projects as needed
- As they wish, serve on one of the council committees to include the nominating committee