

Administrative Leadership Team Roles/Responsibilities

Church Council:

- Set policy for how decision making happens within the overall structure of the church (following the guidelines from the Book of Discipline)
- Work with the Senior Pastor in setting the overall vision and developing overarching strategy for the church – including ministry and financial priorities
- Makes decisions about ministry direction and entrusts staff to oversee the implementation of that vision/direction including space usage and decor
- Sets the budget and approves all decisions with budgetary implications
- Responsible for communication plan of ministry direction decisions to the broader church

Staff Parish Team:

- Hire/Fire staff
- Conduct an annual formal evaluation for all staff
- Create and maintain job descriptions for each staff position
- Manage staff benefits
- Considers ministry needs and potential future staff hires (realizing Church Council sets the priorities)
- Allocate the staff budget approved by the Church Council

Finance Team:

- Sets and administers financial policies and procedures for the church
- Supports and oversees the work of the book keeper, treasurer and financial secretary
- Conducts annual audit
- Follows through on financial priorities as set by the Church Council

Trustees Team:

- Manages and maintains the church facilities and grounds
- Maintains all church vehicles (bus)
- Conduct/oversee facility maintenance, repairs and changes approved by the church council/staff
- Keeps an ongoing list of maintenance needs and costs
- Follows through on ministry decisions made by Church Council/staff relating to the facilities

Nominations/Leadership Development Team:

- Solicit and receive nominations for service on administrative leadership teams (Church Council, Staff Parish, Trustees, Finance, Nominations, Pre-school board, Missions?) from the broader congregation
- Meet each summer (August/September) to appoint leaders to serve on administrative leadership teams for the following year