

## CONGREGATION OFFICER – JOB DESCRIPTION

POSITION: President

ACCOUNTABLE TO: Voters Assembly

**PURPOSE:** To serve as the chief executive of the congregation and exercise general administrative responsibility for the entire organization of the congregation and be responsible for ensuring that all elected and appointed officers, boards and committees function and carry out their assigned duties and responsibilities.

### DUTIES AND RESPONSIBILITIES:

1. Preside at all meetings of the voters assembly. Preside at church council meetings at the request of, or in the absence of, the vice president.
2. Be an advisory member of all boards and committees of the congregation.
3. Represent the congregation in matters of business and sign or countersign all legal documents.
4. Meet periodically with the pastor(s), deacon and vice president to review past progress and plan future efforts and priorities that are needed in the total program of the congregation.
5. Recommend to the voters' assembly, in coordination with the church council, qualified auditors to perform periodic audits of the financial records of the congregation.
6. Ensure that job descriptions for elected/appointed officers, boards and committees and church policies are established and/or periodically reviewed for accuracy. Ensure that these documents are made available to the congregation.
7. Serve as elder ex officio with all the powers and duties accorded to the elders (see elder job description).