

## CONGREGATION OFFICER – JOB DESCRIPTION

POSITION: Vice President

ACCOUNTABLE TO: Voters Assembly

PURPOSE: To serve as the second-level executive of the congregation and work with all elected and appointed officers, boards and committees to assist in carrying out their assigned duties and responsibilities.

### DUTIES AND RESPONSIBILITIES:

1. Preside at all meetings of the church council. Preside at all meetings of the voters assembly at the request of, or in the absence of, the president.
2. Meet periodically with the pastor(s) and president to review past progress and plan future efforts and priorities.
3. Coordinate calendar activities for the coming year.
4. Perform or assign the duties of recording secretary in the individuals absence.
5. Be responsible for employee job descriptions and personnel records and review them annually.
6. Serve as elder ex officio with all the powers and duties accorded to the elders (see elder job description).
7. Attend committee meetings whenever necessary and/or upon request of the pastor or president.