



Policy / Document	Job Description – Chair, Church Council	
Approved	TCC Church Council Leadership Team	2023-11-30
File Location	/Volumes/DATA/Users/1 - CHURCH COUNCIL LEADERSHIP TEAM/Structure_And_Job_Descriptions - Church Council/Job_Decription - Chair Church Council - 2023-11-30.Docx	



This Job Description is approved by the action of the Church Council

Approved by the Church Council Leadership Team

Rick Tarquine, for Church Council

Date 2023-11-30



All Church Council Leaders

Read and become familiar with: Structure and Current Names – Church Council Leadership Team.

Read and become familiar with the following sections of the Book of Doctrines and Discipline of the Global Methodist Church: at end of document.

Become extra familiar with the sections that relate specifically to your Church Council position.

Below are the **ordinary responsibilities** of this Church Council Leaders position. There may be times that other responsibilities fall to the Church Council and to this specific Leadership position.

Chair, Church Council

Two weeks before the Church Council Meeting, contact all Church Council Leaders, the Pastor, the Staff, the Church Administrator, and the Church Financial Administrator to request items for the Meeting Agenda.

Develop the Meeting Agenda.

Forward it to the Pastor for review. Any revision the Pastor makes will be reviewed with the Chair before the Meeting Agenda is forwarded to the Church Council Leaders.

Pastor will forward final version of the Meeting Agenda to the Church Administrator to be sent to Church Council Leaders and printed for the Church Council Meeting.

Work with the Church Administrator to make sure the room for the Church Council Meeting is properly set up. Also, that arrangements are made to clean up after the meeting.

Lead the Church Council Leadership Team Meeting.

Work with the Church Council Secretary and the Church Administrator to produce Meeting Minutes as soon as possible after the meeting.



10.16.2023 version of the Transitional

Book of Doctrines and Discipline of the Global Methodist Church

Church Council Leaders, read and become familiar with the following sections of the Book of Doctrines and Discipline of the Global Methodist Church:

¶ 103. PRINCIPLES OF OUR LIFE TOGETHER.

¶ 301. THE MISSION OF THE CHURCH.

¶ 305. TRANSFORMATIONAL DISCIPLESHIP.

Section VII. Organization and Administration

¶ 336. PRIMARY TASKS.

¶ 337. ORGANIZATION.

¶ 338. THE CHARGE CONFERENCE.

¶ 339. POWERS AND DUTIES.

¶ 340. ELECTION OF LEADERS.

¶ 341. REMOVAL OF OFFICERS AND FILLING OF VACANCIES.

¶ 342. DUTIES OF LEADERS.

1. Out of the professing membership of each local church, there shall be elected by the charge conference a **lay leader** who shall function as the primary lay representative of the laity in that local church and shall have the following responsibilities:

2. The **lay member(s) of the annual conference**....

3. The **church council or governing board chairperson**....

¶ 343. THE CHURCH COUNCIL. 1. The church council, or its equivalent governing body, shall provide for planning and implementing a ministry of evangelizing and spreading scriptural holiness through **nurture, outreach, witness**, and resources in the local church. It shall also provide for the administration of its organization and temporal life. It shall envision, plan, implement, and annually evaluate the mission and ministry of the church. The church council shall be amenable to and function as the administrative agency of the charge conference.



Section VIII. Local Church Administrative Committees

¶ 344. NOMINATIONS AND LEADERSHIP DEVELOPMENT COMMITTEE.

¶ 345. PASTOR-PARISH RELATIONS COMMITTEE. [SPRC here at TCC] ¶

346. BOARD OF TRUSTEES.

¶ 347. FINANCE COMMITTEE.

¶ 348. OTHER ADMINISTRATIVE AND PROGRAM COMMITTEES.