

FIRST CONGREGATIONAL CHURCH

Role Descriptions for Open Church Council Positions

Spring 2025

Executive Council: Church Council Executive Team is responsible for providing leadership and governance for the overall administration of the church. Executive Council consists of four key roles: Moderator, Associate Moderator, Clerk, and Treasurer. This team meets monthly with the minister, conducts a monthly Church Council meeting, and on an as-needed basis with church staff and Council teams.

Two open positions on Executive Council:

The **Treasurer** is responsible for overseeing the financial health of the church and ensuring accurate and confidential management of all financial records. Key responsibilities include establishing and managing monthly EFT pledges, running and verifying monthly Budget vs. Actual reports for Council meetings, and preparing annual budgets and financial summaries. The Treasurer maintains strict confidentiality and accuracy in all financial matters.

The **Clerk** is responsible for maintaining accurate and timely records of all Church Council meetings and official proceedings. This role includes preparing and distributing meeting minutes, documenting decisions and actions, and assisting with membership and business transactions as needed. The Clerk ensures proper record-keeping and supports the smooth operation of church governance.

Church Council Team Representatives: Meet monthly as a Council to represent their teams as well as participate and vote on Council decisions and on an as-needed basis with respective teams.

Three open positions on Church Council:

The **Fellowship Team Representative** leads and supports the Fellowship Team in planning and coordinating fellowship events of the church. This role also involves providing organizational support for receptions and gatherings related to weddings and funerals held at the church. The Fellowship Team Representative ensures a welcoming and hospitable environment for all church events, working closely with volunteers to plan, set up, and clean up as needed.

The **Property Team Representative** is responsible for overseeing the maintenance, care, and improvement of the church's physical property and facilities. This role includes leading the Property Team in identifying and prioritizing maintenance needs, managing facility-related projects, and ensuring that the church building and grounds are safe, clean, and functional for all activities. The Property Team Representative works closely with Church Council to ensure that property-related concerns are addressed in a timely and cost-effective manner and also helps to develop and maintain a long-term property maintenance plan.

The **Liturgy Team Representative** leads and coordinates the Liturgy Team in supporting the minister with the production and execution of worship services. This role is integral to creating an environment that enhances the worship experience for the congregation, ensuring that all liturgical elements are prepared, maintained, and thoughtfully arranged in alignment with the church's seasonal and spiritual themes. Key responsibilities include support of worship services, sanctuary preparation, seasonal decorations, music selection, communion preparation, liturgical supplies management: and Pulpit Supply facilitation.