

Position Description

Name

Board of Administration - Member-at-Large

Responsibilities

1. Attend monthly Board of Administration meetings and occasional retreats
2. Actively participate in the Board of Administration meetings, as well as retreats
3. Assist in overseeing and evaluating the church's Strategic Plan (long-range planning) to enable St. Philip's to fulfill its functions and perform its mission
4. Assist in evaluating St. Philip's activities in light of the church's mission and vision
5. Assist in seeking to involve all members of St. Philip's in its worship, learning, witness, service, and support
6. Assist in assuring that the worship life of the congregation be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America.
7. Assist in making financial decisions for the church to assure that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations – including reviewing and recommending the church's annual budget to be presented to the congregation for approval
8. Assist in approving major policies for the church
9. Assist in approving major staffing decisions for the church
10. Assist in overseeing and encouraging standing committees, task forces, and ministry teams of this church
11. Assist in maintaining supportive relationships with the pastor(s) and staff and help them to evaluate the fulfillment of their calling, appointment, or employment
12. Assist in promoting a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding
13. Assist in arranging for pastoral service during the sickness or absence of the pastor(s)
14. Assist in emphasizing partnership with the synod and church-wide units of the Evangelical Lutheran Church in America (ELCA) as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the ELCA.
15. Assist in recommending and encouraging the use of program resources produced or approved by the ELCA.
16. Assist in assuring that the provisions of St. Philip's constitution, its bylaws, and resolutions as adopted by the congregation are carried out
17. Assist in providing an annual review of the membership roster

Qualifications

1. Be an active, participating and voting member of St. Philip's Lutheran Church
2. Commitment to the mission and vision of St. Philip's Lutheran Church
3. Ability to work as a team member
4. Ability and willingness to give support to other members of the Board, congregational committees, congregational members, and church staff
5. Some personal experience as a volunteer in the church

Amount of Time Required

Average of three to four hours per month

When Ministry is Performed

At monthly Board of Administration meetings, Board retreats, or by special assignment

Length of Commitment

Members of the Board of Administration (other than officers) shall each serve for a term of two years, once renewable. The terms shall be staggered with one-half elected at each annual meeting. If a vacancy occurs during a year, the Board of Administration shall appoint a replacement to serve until the next annual meeting, at which time an election shall be held to fill the balance of the two-year term. Time served in a vacation position, as noted above, shall not count against a subsequent full term.

Training Provided

At the beginning of each year's first Board of Administration meeting
Occasional retreat or in-service meeting
Reading materials, when necessary

Responsible To

The congregational members of St. Philip's Lutheran Church

Support Provided

1. The support and encouragement of the officers of the Board of Administration, the pastor(s) of St. Philip's Lutheran Church, the staff of St. Philip's Lutheran Church, and the congregational members of St. Philip's Lutheran Church
2. Welcome and respect for your suggestions and opinions regarding the leadership provided by the Board of Administration
3. A response to your requests for training and/or information that you feel is needed to fulfill your position and make it a rewarding and growth-filled one for you

Last Reviewed September 2006