

## **POSITION DESCRIPTION**

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### **Name of Position and Team/Task Force**

Vice President of St. Philip's

### **Responsibilities**

1. Chair of Human Resources Committee
2. Preside over Board meetings and Congregational meetings in the President's absence
3. Serve as a member of the Executive Committee, providing input and assistance, as requested

### **Qualifications**

1. Commitment to the vision and mission of St. Philip's Lutheran Church
2. Group process skills; ability to lead active and productive meetings
3. Organizational and planning skills
4. Ability and willingness to delegate
5. Ability to work as a team member
6. Commitment to broader member involvement

### **Amount of Time Required**

Average of six hours per month

1. Two-hour Board of Administration meeting, each month
2. Yearly Board retreat (4-6 hours)
3. 1½-hour Executive Committee meeting, each month
4. Two-hour Human Resources Committee meeting, when needed
5. One to two hours working outside meeting times, as needed

### **When Ministry is Performed**

1. Monthly meetings determined during initial orientation and/or transition meeting
2. Other responsibilities determined on personal schedule

### **Length of Commitment**

One year

### **Training Provided**

Orientation provided at Board of Administration Retreat

### **Responsible To**

Congregation of St. Philip's Lutheran Church

**Support Provided**

1. Support and encouragement of staff and other Board members
2. Response to information needed to fulfill your position and make it a rewarding and growth-filled experience for you
3. Welcome and respect for your suggestions and opinions

**Last Reviewed**

November 2006