

Church Council Chair Track

Job Description

Purpose

The Church Council Leadership Track guides the Church Council in envisioning, planning, implementing, and evaluating the mission and ministry of UPUMC. Working in partnership with clergy, staff, and lay leaders, the Council Chair helps the church listen for God's direction, remain faithful to its vision, and translate its priorities into coordinated action.

The Learning, Leading, and Legacy Chairs work together to provide continuity, institutional knowledge, and wise leadership.

Primary Responsibilities

Members of the Church Council Leadership Track:

- Help Church Council remain centered on UPUMC's vision and annual ministry priorities.
- Encourage prayerful discernment, broad participation, and consideration of diverse perspectives.
- Remain informed about the work of clergy, staff, leadership tracks, and significant ministry areas.
- Help identify needs, opportunities, and emerging concerns within the church and its communities.
- Support the development and evaluation of annual ministry and financial priorities.
- Encourage leadership development and spiritual formation among Church Council members.
- Provide counsel, continuity, and support during significant decisions, projects, or transitions.
- Develop familiarity with UPUMC's history, organization, and relationship with the wider United Methodist Church.

Additional Responsibilities of the Leading Council Chair

The Leading Council Chair:

- Partners with clergy and lay leadership to develop Church Council consensus around the church's vision and annual ministry priorities.
- Establishes and leads monthly Church Council meetings and calls special meetings when necessary.

- Develops focused meeting agendas, distributes relevant materials in advance, and facilitates productive discussion and decision-making.
- Ensures that Council deliberations include appropriate perspectives from clergy, staff, laity, the congregation, community partners, and the wider church.
- Coordinates regular reports from leadership tracks, clergy, staff, and significant ministry areas, including periodic participation by Missions representatives.
- Guides Church Council through the annual budgeting and ministry-planning processes.
- Monitors progress toward annual priorities and ensures that Council receives meaningful financial, ministry, membership, and engagement information.
- Ensures that decisions are accurately recorded and that significant Council actions are communicated promptly to the congregation.
- Helps identify laity and staff to lead priority projects and monitors progress without assuming responsibility for daily implementation.
- Ensures that Church Council fulfills its responsibilities to the Charge Conference and responds appropriately to recommendations from PPRC, Finance, Trustees, and Nominations and Leadership Development.

Learning and Legacy Roles

The **Learning Chair** attends monthly Church Council meetings, becomes familiar with current priorities and processes, and learns alongside the Leading Chair. Beginning in the fall, the Learning Chair assumes greater responsibility in preparation for becoming the next Leading Chair.

The **Legacy Chair** provides historical perspective, strategic counsel, support, and continuity, particularly when the Council addresses significant or sensitive matters.

Gifts and Experience

Effective Council Chairs demonstrate:

- Strong leadership, organization, judgment, and process-management skills.
- The ability to hold the church's vision while listening with humility and curiosity.
- Skill in leading collaborative meetings and building consensus.
- The ability to communicate clearly, motivate others, and delegate responsibility.
- Comfort using basic parliamentary procedure.
- The capacity to distinguish governance and accountability from daily staff or project management.
- Previous UPUMC committee service, familiarity with UPUMC's history, or experience in other United Methodist congregations is helpful but not required.

Time Commitment

All members of the track attend monthly Church Council meetings. The Learning and Legacy Chairs ordinarily have limited responsibilities beyond meetings, preparation, consultation, and

support. The Learning Chair's commitment increases in the fall in preparation for assuming the Leading role in January.

The Leading Chair's commitment varies significantly according to the season and the matters before the church. Regular calls, meetings, project coordination, and follow-up generally require several hours each week. The week before and immediately following a Council meeting requires additional time for agenda preparation, coordination, minutes, and congregational communication. The fall and early winter are often busiest because of budgeting, year-end decisions, and planning for the coming year.

