

Chairperson of Administrative Board/Council

Duties/Responsibilities

- 1) The church board/council chairperson shall be elected by the charge conference annually and shall have the following responsibilities:
 - a) leading the council in fulfilling its responsibilities
 - b) preparing and communicating the agenda of the council meetings in consultation with the pastor(s), lay leader, and other appropriate persons;
 - c) reviewing and assigning responsibility for the implementation of actions taken by the council;
 - d) communicating with members of the council and others as appropriate to permit informed action at council meetings;
 - e) coordinating the various activities of the council;
 - f) providing the initiative and leadership for the council as it does the planning, establishing of objectives and goals, and evaluating;
 - g) participating in leadership training programs as offered by the annual conference and/or district.
- 2) The church council chairperson shall be entitled to attend meetings of all boards and committees of the church unless specifically limited by the Book of Discipline.
- 3) The chairperson is encouraged to attend annual conference.

Training for Adm. Board/Council Chairperson

From time to time the district and conference offer workshops that will be helpful. Check with the pastor, the committee on lay leadership and/or your district superintendent to find opportunities that match training needs.