

COUNCIL PRESIDENT'S DUTIES :

- Preside over all council meetings which are usually the second Tuesday of each month at 7 pm, unless they need to be changed . If unable to attend, ask the vice president to run the meeting.
- Preside over all congregational meetings and special meetings that may arise
- Sign checks for treasurer/financial officer , as needed.
- Work with all committees, as needed.
- Keep up with and share all correspondence received , in a timely manner (there is a folder on the file cabinet in Church office where your incoming mail is kept).
- Approve minutes once they are typed up from each council meeting (this is approval for distribution only - - all minutes are approved by the entire council at each meeting).
- Work with Church secretary as needed *****Always remember her/him on Administrative Professionals Day *****
- Help with all functions that are done at Church, such as Tinsel Day, Picnic, etc.
- Have good communication skills with Pastor, Musical Director, Secretary and all members of congregation
- Decide on whether Church services will be held during inclement weather and inform everyone of your decision. (you may want to have 2-3 people to help you with this).
- Keep information from each council meeting in binder, for reference as needed.
- Refer to Church By-Laws, when needed.
- Have great patience !!!!

Submitted by Lori Betch , Church Council President

9/06