



## Church Council Chair Roles and Responsibilities Draft

Summary: With the minister(s), Church President, Board and Council members, the Church Council President helps to create the conditions by which First Unitarian Church can live its mission and covenant. To do so, the Church Council president serves as Chair of the Church Council, serves as communication between Council and Board via ex-officio position on Policy Board, and coordinates the efforts of cluster coordinators. The Council Chairman is aware of and reacts appropriately to significant activities of the cluster committees.

### Organizational Relationship:

- Elected by the Congregation
- Non voting member of the Policy Board
- Presides over Church Council meetings

### Key Responsibilities:

- Presides over Meetings of Church Council
- Facilitates communication from Church Council to Policy Board
- Collaborates with committees on scheduled congregational event(s)
- Facilitates development of the coming year's budget, in conjunction with Church Administrator, Treasurer, Finance Committee, and Council
  - Works collaboratively with Policy Board to receive direction on fiscal and strategic priorities of the congregation
- Works in collaboration with the Church President on key issues regarding matters of the Church

Key relationships: Church Officers and Policy Board members  
Church Council members

Minister(s)  
Church staff  
Congregation