



Sicklerville United Methodist Church

Job Description for Administrative Council Chair (also referred to Administrative Board Chair)

Purpose

The Administrative Council exists to create and supervise the strategic plan for your local congregation so that the congregation fulfills its mission of making disciples of Jesus Christ. The Administrative Council is the administrative agency of the charge conference to envision, plan, implement, and annually evaluate the ministry of the congregation.

An effective chairperson brings initiative, coordination, and collaboration to the group that does planning, goal-setting, implementation, and evaluation of ministry for the congregation.

Responsible to The Senior Pastor

Description of duties

- Lead the council in fulfilling its responsibilities as outlined in The Book of Discipline of the United Methodist Church, 2008, ¶252.
- Work with the pastor(s), lay leader and others to fulfill the mission of “making Disciples of Jesus Christ for the transformation of the world.”
- Through the year, this leader prepares and communicates the agenda for meetings of the Administrative Council, moderates the meetings, follows up actions by assigning responsibility for implementation, and coordinates the activities of the leadership team.
 - Attend annual Church Conference and reports on status of the work and ministry of SUMC
 - Make sure the annual financial budget has been adequately prepared and approved
 - Oversees the various Administrative Council committees: Trustees, Finance, Staff/Parish Relations and Nominations.
- In January, convene the new church council to get acquainted, share hopes and dreams for the ministry of your congregation, and plan your work for the year.
- Meet regularly with the lead pastor to talk about the future direction of the congregation so that the meetings and work of the leadership team supports the vision.

Time requirements 5-6 hours per month

Term 3 year term

Training and resources

- **Read Job Descriptions and Leadership Training in the United Methodist Church, 2009-2012, Guidelines for Leading Your Congregation 2009-2012: Church Council, and the Book of Discipline of the United Methodist Church, 2008 to understand details of position.**
- Your pastor, the lay leader, former council chairpersons, and the leaders of other congregations can help with insights for your work and assessment of the congregation.
- InfoServ answers questions and provides current information about United Methodist resources, programs and staff services.

Qualifications, skills, and gifts

- Spiritual Gifts: leadership, administration, servant-hood, discernment, teaching
- A vibrant and growing personal commitment to Jesus.
- Evidence of a Christ-like attitude in words and actions.
- Prior effective ministry leadership
- Ability to collaborate with other ministry leaders
- Ability to preside over meetings
- Delegate responsibility and follow-up getting the job done