

WAKE CHAPEL CHURCH

CONGREGATIONAL COUNCIL

POSITION DESCRIPTION

A Congregational Council member will be actively engaged in the business of Wake Chapel Church. This person should bring a Christ centered enthusiasm to the role with a sincere commitment to appropriately engage with Wake Chapel Church members, staff and the Senior Pastor. As a Congregational Council member:

Your Responsibilities Include:

- Understanding, abiding by and applying the Wake Chapel Church Constitution & Bylaws
- Understanding the fiduciary role of the Congregational Council
- Ensuring the Congregational Council fulfills its fiduciary role/duties
- Attending the scheduled and special Congregational Council meetings
- Participating in any other Congregational Council activities/assignments which arise from time to time
- Representing Wake Chapel Church to its members and to the public
- In coordination with other Congregational Council members, providing strategic direction and guidance in critical matters which affect Wake Chapel Church's activities
- Providing proper oversight of various Wake Chapel Church major projects, including ensuring appropriate audit controls are in place
- Proactively identifying, evaluating and planning for future risk to Wake Chapel Church.
- Ensuring Wake Chapel Church's policies and procedures are legally compliant, up to date and consistent with best practices, policies and procedures
- Providing proper oversight of all Wake Chapel Church legal matters
- Performing other duties as required by the Congregational Council Chair
- Submitting to a background investigation as deemed appropriate by the Congregational Council
- Executing a Non-Disclosure Agreement as deemed appropriate by the Congregational Council

Your Required Knowledge, Skills and Abilities Include:

- A strong business acumen
- A solid understanding of issues that affect the operation of a church
- An ability to work creatively in a fast-paced environment
- Sound decision-making skills
- An attention to detail and an ability to work simultaneously on multiple priorities
- Possessing excellent interpersonal and relationship building skills necessary to establish credibility and trust throughout the Wake Chapel Church community
- An ability to handle and maintain confidential information
- Interacting positively and professionally with all ministries, Wake Chapel Church personnel and members by working together to achieve Wake Chapel Church's goals and objectives
- Leading Innovation: Creating an environment that encourages people to freely share ideas. Having the capacity to drive innovation through collaboration
- Having Foresight: Having an ability to simplify complex problems and develop creative solutions
- Collaboration and Teamwork: Having an ability to work cross-functionally across Wake Chapel Church ministries; being very approachable