

## **Council Member**

### **Position**

This job description is for representatives and officers of the Church Council of the United Church of Christ in New Brighton.

### **Purpose**

The purpose of the Council is to act on behalf of the general membership as the policy-making body and transact the business of the church. Each member of the Council has full voting power. All acts and deliberations of the Council are subject to revision by the general membership at congregational meetings.

### **Type of Work**

The duties and authority of the Council are spelled out in the Constitution, Article VII, Section 2.

### **Term of the Position**

Council representatives are elected by the board/committee to represent it. It is recommended that the chairpersons of the elected boards and committees serve as Council representatives. Council officers are elected at the spring congregational meeting. Representatives serve one-year terms, from May to April. There is no limit to the number of terms of Council representatives, if re-elected.

### **Expectations**

1. Members are expected to regularly attend Council meetings. (The Council meets approximately 10 times per year.) If a representative is unable to attend a meeting, she or he is expected to arrange for a substitute to attend the meeting. If no substitute can be found, the representative should contact the Council Chairperson. A representative missing three consecutive meetings without explanation shall be dropped as a representative and the respective board/committee shall be responsible for electing a replacement.
2. Members are urged to share their ideas, beliefs, and feelings as group decisions are made. It is not expected that everyone will agree. Sometimes decisions may be made by consensus; at other times by majority vote.
3. Council members have specific responsibilities that are outlined in the Constitution, Article VII, Section 2. Representatives shall bring any pertinent business to the Council for action and shall report the activities of the Council to their respective groups, in an effort to keep communications open in both directions.
4. If representatives are unable to fulfill any of their responsibilities, they should discuss it with the committee that they represent or its chairperson or the Council Chairperson to see if adjustments can be made, or if a replacement can be found.
5. Officers unable to fulfill their responsibilities should consult with the Council Chairperson.

**Relationship with Leadership and Staff**

1. The Council Chairperson should be consulted when members have suggestions for meeting agendas or are experiencing problems with their responsibilities.
2. The lead minister and associate minister are resource persons who can be contacted by any representative seeking help, advice, or suggestions for carrying out their work.
3. Within limits of time, the church office secretary may be asked to provide secretarial support for Council member's responsibilities.
4. The church custodian may be asked to set up for events planned by the Council using the Facility Use Application.