

EMMANUEL LUTHERAN  
CONGREGATION COUNCIL OFFICER

June 9, 2020

PRESIDENT

Duties and Responsibilities

- Preside at all meetings of the congregation, executive committee and council.
- May call special meetings of the congregation, executive committee or council.
- Direct meetings according to parliamentary rules of order, keeping meetings running smoothly, speedily and efficiently, assisting in discernment of God's will.
- Encourage each council member to perform his or her duty according to good order and Christian principles.
- Decide in the event of a long discussion whether the issue should be referred for further study.
- Represent the congregation in matters of business and sign or countersign all legal documents.
- Assist in preparing the agenda for council and congregation meetings.
- Uphold the constitution and bylaws and ensure policies are being followed.
- Write annual report of council activities for annual meeting.
- Attend and support synod and churchwide activities that would benefit from representation of council members.
- Assist in solving problem areas as they occur.
- Support and advise council members as needed.
- Be administratively responsible for all parts of the congregation's operations.
- Make sure that each committee and board is functioning properly.
- During a pastoral vacancy, serve as liaison between the congregation and a designated pastor as well as the synod.
- During a pastoral vacancy, work with the synod regarding necessary administrative submissions, such as trend (parochial) reports, etc.
- Recognize and seek synod advice and assistance in managing congregational matters beyond the council's expertise.
- Ensure congregational participation at synod assemblies.
- Ensure that congregational processes and procedures are documented.
- Assume other duties as assigned by the Congregation Council.