

CMF CHURCH COUNCIL

Purpose: To provide overall leadership for the CMF faith community and ultimate responsibility for the healthy functioning of the congregation.

Composition: The Council shall consist of six (6) members (including the Chair and the CMF Treasurer). Council members shall serve 3-year staggered terms, with the exception of the Treasurer whose term shall be two (2) years. The 3-year Chair position includes serving one year each as Chair-Elect, Chair, and Chair Emeritus. Although not a member of Council, the Pastor attends Council meetings.

Key Responsibilities:

- Provide overall administrative leadership and coordination for the congregation.
- Facilitate the adoption of strategic directions for the congregation.
- See that policies are properly implemented.
- Create committees as needed and define their roles.
- Eliminate committees when their functions are no longer appropriate.
- Annually fill all intra-church positions by recognizing individuals' God-given gifts and encouraging service. Appointed positions to be affirmed by the congregation.
- As defined by the congregation's agreed Consensus Process, Church Council will be responsible for monitoring and supporting the utilization of consensus-building practices and guidelines during proposal development and discernment. See document: *Consensus Building and Decision Making Workflow, February 2018*.
- Disseminate affirmations and concerns from the congregation and the council to/for the Pastor and from the Pastor to/for the congregation or council as needed.
- Conduct annual performance reviews of the Pastor and resolve personnel issues as needed. Include the congregation in a Mini-Pastoral Review at the completion of a new Pastor's first year.
- Conduct a Pastor Review, to be completed at the end of each 3-year term.
- Establish Pastoral Search Committee when needed to research and to interview qualified pastoral candidates.
- Council representative coordinates annual evaluation and supervision of Office Administrator. Work with the Pastor to fill the position if vacancy occurs.

- Fill the cleaning position when a vacancy occurs.
- Approve and monitor the budget as prepared by the Finance Committee.
- Ensure the annual budget is reviewed and affirmed by the congregation prior to the start of the fiscal year.
- Council representative makes decision with Pastor if church services are to be cancelled due to unsafe travel conditions. *FYI: Level 2 Advisory definition encourages non-essential traffic to stay off the roads.* Search ‘travel advisory, Hamilton County, OH’ for info. Decision made by 7:30 a.m., with email sent to all by 8 a.m. If possible, add cancellation to CMF website/Facebook.
- Attend annual retreat for long-range planning.
- Attend monthly meetings.

Council Chair Responsibilities:

- Plan agenda, chair, and facilitate Council meetings.
- Conduct general congregational planning in conjunction with pastor (e.g. annual calendar, committee assignments).
- Primary contact for communications/information from the Council or congregation to the Pastor; with frequent personal communication desirable.
- Ensures completion/renewal of Memorandum of Understanding for Pastor.
- Lead and facilitate congregational meetings.
- Communicate Council’s proposals/actions to the congregation.
- Be familiar with current and past church policies and decisions.
- Meet with Chair-Elect at the beginning of term and include her/him in monthly meeting with Pastor to plan agenda and discuss pertinent issues.

Revised: January 16, 2020