

Bon Air Baptist Church Council

Position Descriptions for Leadership Roles

Chairperson

Responsibilities & Duties

1. Provides guidance and direction to the discerning, decision-making and administrative work of the Council
 - a. Coordinates meeting dates and room assignments in cooperation with BABC staff
 - b. Prepares meeting agenda in conjunction with senior pastor
 - c. Convenes and conducts council meetings, ensures focus, and effective operation
 - d. Delegates tasks to council members as necessary
 - e. Ensures delegated tasks are implemented and completed
2. Serves as a liaison between pastoral staff, the council and church congregation
 - a. Communicates as necessary with (or designates another council member to communicate with):
 - i. The church at business meetings
 - ii. The senior pastor
 - iii. The Ministry Coordination Group
 - iv. Teams and committees of the Church
 - v. The Church staff

Skills

1. Listens more than speaks
2. Facilitates; does not dominate
3. Encourages participation by each member

Term of Service: One year, eligible for a second one-year term

Vice Chairperson

Responsibilities & Duties

1. Assists the Chairperson of the Council
2. Functions as the Chairperson in his/her absence.
3. Reviews portal inquiries and recommends to the council an action for each inquiry

Skills

1. Pays attention to details
2. Flexible
3. Communicates effectively

Term of Service: One year, eligible for a second one-year term

Recorder (church clerk or designated scribe)

Responsibilities & Duties

1. Serves as the administrative assistant to the Council
2. Keeps accurate minutes of all meetings
3. Disperses minutes to Council members in a timely manner

Skills

1. Efficient administrative skills