

IMMANUEL LUTHERAN CHURCH OF OSMAN

The Lutheran Church Missouri Synod

CONGREGATION OFFICER JOB DESCRIPTION

ARTICLE II – OFFICERS AND COMMITTEES AND OFFICIAL MEETINGS

The Chairman shall be elected every two years.

THE CHAIRMAN shall preside at all regular and special meetings of the Assembly of Voters and Church Council and all other boards and committees of which he shall be an ex-officio member. He shall perform such other duties as may be assigned to him by the Church Council and Assembly of Voters.

POSITION: CHAIRMAN

ACCOUNTABLE TO: CHURCH COUNCIL AND CONGREGATION

PURPOSE: To serve as the chief executive of the congregation and exercise general administrative responsibility for the entire organization of the congregation and be responsible for ensuring that all elected or appointed officers, boards and committees function and carry out their duties and responsibilities.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Preside at all meetings of the voters' assembly and the church council.
2. Be an advisory member of all boards and committees of the congregation.
3. Represent the congregation in matters of business and sign or countersign all legal documents.
4. Meet periodically with the pastor to review past progress and plan future efforts and priorities that are needed in the total program of the congregation.
5. Recommend to the voters' assembly, in coordination with the church council, qualified auditors to perform the annual audit of the financial records of the congregation.