

Westminster Presbyterian Church  
Anacortes, Washington

**Position Description: COMMITTEE CHAIR**

**Description of the Duties and Responsibilities of a Committee Chair**

Rev 4, 4/07/11, Session approved 4/14/2011

**TITLE:**

Committee Chair

**ROLE:**

Committee Chairs work to achieve the ministry of the church by working with committees that have been given oversight and leadership responsibilities for particular ministries within the life of the church. Committee Chairs should be persons of faith, dedication, and good judgment. Their manner of life should be a demonstration of the Christian gospel, both within the church and in the world. The Committee Chair is responsible to the Session.

**COMMITTEES:**

At Westminster Presbyterian Church there are nine (9) standing leadership committees:

- Adult Ministries
- Children and Youth Ministries
- Facilities
- Fellowship
- Human Resources
- Membership
- Mission and Evangelism
- Stewardship
- Worship

The Adult Ministries and Children & Youth Ministries Committees will be chaired by the Adult Ministries Coordinator and Director of Children & Youth Ministries respectively. The remaining seven leadership committees will be chaired by seven non-staff individuals, nominated by the Nominating Committee, and approved by Session. Committee Chairs will serve in staggered 3 year terms. Except in extenuating circumstances approved by Session, an active Elder may not also chair one of the leadership committees. New Elders in particular, without any previous WPC Elder experience, are discouraged from also serving as a Committee Chair during their first year of Elder Service

**ORDINATION:**

Committee Chairs are not ordained positions within the life of the church.

**QUALIFICATIONS:**

Christian Living

persons of faith, dedication, and good judgment; manner of life demonstrates the Christian gospel in the church and the world; evidence of grace, compassion, and fruits of the spirit in daily life

Church Involvement

regular attendance at worship; financial giving (consistency of giving—not amount); understanding of and commitment to Presbyterian polity; active participation in the life of the church; able and willing to stay in Anacortes during Term of Service; membership is not required.

### Personal Qualifications

cooperativeness; ability to follow through in assigned work; maturity of judgment; readiness to listen to the concerns and opinions of others; willingness to learn and grow in areas of leadership and faith development; openness to new ideas; ability to work with confidentiality and sensitivity; ability to express own ideas

### **SELECTION PROCESS:**

- 1) Committee Chairs are selected by the Nominating Committee, and approved by the Session.

### **RESPONSIBILITIES and TIME COMMITMENT:**

- 1) The Term of Service shall be understood under normal circumstances to begin on Jan 1<sup>st</sup> following the Session meeting at which the Committee Chair is approved by the Session to serve.
- 2) Committee Chairs normally serve a three-year term.
- 3) Committee Chairs attend monthly committee meetings (most committees meet monthly). Opportunities to change meeting times are possible, but it is suggested that the committee maintain a regular meeting date and time throughout the year. Meetings usually last between 1-2 hours.
  - Regular attendance and committed participation are critical to the health and vitality of the church. **A Committee Chair who misses more than three regularly stated meetings in a calendar year should prayerfully consider whether to continue as an active Committee Chair and may be asked to resign.**
- 4) The Committee Chair prepares the agenda and leads the monthly committee meetings.
- 5) If the Committee Chair cannot attend a committee meeting, he/she should assign/solicit a volunteer to chair the meeting.
- 6) The Committee Chair provides for opening and closing prayers at committee meetings (provided by self or volunteers).
- 7) The Committee Chair reinforces and supports the fellowship of the committee through prayer.
- 8) The Committee Chair will attend Session meetings occasionally, if requested, to participate in discussion pertinent to that committee. Committee Chairs are required to attend the Oct. and Dec. Session meetings for the Budget portion of the meeting.
- 9) The Committee Chair recruits, trains, and encourages committee members.
- 10) The Committee Chair should plan on spending 3 or more hours per month doing committee business outside of the monthly meeting (depending on the committee).
- 11) The Committee Chair attends at least the November and December committee meetings the fall before term of service begins in order to get "up to speed" on the issues and procedures of that committee.
- 12) The Committee Chair attends Congregational Meetings (usually in October and January).
- 13) The Committee Chair attends "Incoming Chair" training. This training must be completed **prior** to the beginning of the year in which their service begins. The scope would include but not be limited to: delegation, handling conflict, motivation, handling performance problems, finding additional committee members, developing a vision, mission and annual goals, correct procedures for handling committee finance paperwork, efficient meetings, bringing the Holy Spirit into meetings, and the roles and relationship between Committee Chairs and the Elder

Liaison to that committee, etc.

- 14) All leadership Committee Chairs, as well as active Elders attend the annual Leadership Retreat (usually a Friday evening and Saturday the second weekend in January).
- 15) An outgoing Committee Chair provides transition service to the new Committee Chair through January, one month after term expires. The outgoing Committee chair may continue to serve as a committee member at the discretion of the Incoming Committee Chair.
- 16) An active Elder will be assigned to serve as a member of and an Elder Liaison to one of the leadership committees and will represent that committee at Session. The Elder Liaison will attend all committee meetings and be responsible for the timely preparation and issuing of the minutes of each meeting. They will also be responsible for providing monthly committee updates to Session via the Session Docket, and presenting to Session any motions for which the committee seeks or requires session approval. In addition they are responsible to provide updates to the committee and Committee Chair, of the highlights of the Session meeting, especially any decisions involving the committee.
- 17) A three way dialog between the Committee Chair, Elder Liaison, and Pastor is required for any discussions of 1) personal or committee performance issues or 2) communication/relationship issues. This 3-way discussion between the parties can be requested by any of the three parties, and is highly encouraged before there is any deterioration in communication.
- 18) The Committee Chair establishes yearly goals for the committee's ministry in the coming year, by working with the Committee and Elder Liaison for that committee to create/set them. The reporting of these goals to Session will be the responsibility of the Elder Liaison for the committee.
- 19) The Committee Chair leads the committee to work toward achieving all of its yearly goals, and monitors progress against those goals.
- 20) The Committee Chair creates the budget for the committee's ministry in the coming year, by working with the Committee and Elder Liaison for that committee to develop the budget. Submitting the committee's budget to Session will be the responsibility of the Elder Liaison for the committee.
- 21) The Committee Chair administers the committee's budget throughout the year.
  - The Committee Chair will be the individual authorized to approve expenses against the committee's budget line items.
- 22) The Committee Chair oversees the recruiting of volunteers to support the ministries of the committee.
- 23) If the Committee has employees under its supervision, the Committee Chair, with the support of the Human Resources Committee, will supervise those employees and conduct annual performance reviews for those individuals.
- 24) The Committee Chair will maintain or create a Committee notebook or electronic file that will be passed to the next Committee Chair.
- 25) The Committee Chair will provide for an overall communication plan for the committee. This includes the following communication tools:
  - Church Calendar
  - Westminster's World – monthly newsletter
  - Weekly Update – emailed weekly

- Weekly Announcement Sheet handed out at Sunday services.
- Weekly Sunday Slideshow before/after services
- Website
- Advertising in community newspapers (printed and online)

26) The Committee Chair is responsible for reserving building room resources as needed for events or meetings scheduled by/for the committee, by working with the Office Manager to update the facility calendar.

**LEADERSHIP STYLE:**

The purpose and pattern of leadership in the Church in all its forms of ministry shall be understood not in terms of power but of service, after the manner of the servant ministry of Jesus Christ. (Book of Order, G-14.0103)

**RELATIONSHIPS:**

Committee Chairs maintain supportive collegial working relationships with their committees, members and friends of the congregation, the Pastor, Session, Deacons, and the Church staff. Committee Chairs also support each other in their responsibilities, ministries, and personal discipleship. Serving as a Committee Chair can be an experience that deepens your personal faith and broadens your perceptions of the Church's ministry locally and globally.