

JOB DESCRIPTION

for Chair of a First Church Committee or Group

Qualifications

Effective leaders possess:

- Commitment to a spiritual life, to serving God, and to contributing to the mission of First Church.
- Commitment to the mission of the committee or working group.
- Willingness to serve for one year minimum (longer for some positions).
- Strong organizational skills.
- Effective meeting facilitation skills. (Experience in facilitation is a plus!)
- Time and energy to fulfill the role as described below.

Job Description

- **LEAD** your committee or working group.
Leadership means guiding and empowering others to fulfill the group's mission.
 - It does not mean doing all the work yourself. You are encouraged to act as a manager and delegate whenever possible. Sometimes you may delegate tasks to committee members, while other times you may decide to handle tasks yourself.
 - Your role is to ensure the mission and responsibilities of the group are carried out, and to be sure the members complete the tasks they agreed to handle.
- If your committee has co-chairs, list tasks each co-chair will handle and periodically check in with your co-chair to adjust tasks as needed.
- If your committee is small, draw on others outside the committee to help with events, activities/projects. A small committee or working group can be efficient and productive.

Specific important tasks

- Schedule regular meetings.
 - Use meetings to discuss the group's mission, plan actions or activities that fulfill the mission, and track progress in reaching the team's goals.
 - Note:** Some committees/groups will need to meet monthly; others will meet less frequently. However, the **expectation** is that all groups will meet at least four times each year.
 - At or near the start of the program year, devote meeting time to planning meetings and activities/projects for the year. Then create a draft calendar of meetings, activities/projects, and share it with the pastors and Church Council.
 - You may want to use a scheduling app such as When2Meet to make it easier to find a regular meeting time that works well for all committee members.
- Keep a list of members and their contact information – and share it with the group.*
(See "Forming and Strengthening a Committee or Working Group.")

- Facilitate meetings. Create and distribute meeting notes. (See “Facilitating Meetings.”)
 - Facilitation includes creating an agenda and sharing it with members before each meeting and making sure someone takes notes at each meeting.
 - Note:** It is best for someone other than the facilitator to take notes. One member can take notes at each meeting, or you can rotate this task among members.
 - Meeting notes:
 - Get meeting notes from the notetaker and make sure they are accurate and complete, including meeting date, who attended, decisions, next steps, and who agreed to “do what by when.”
 - Distribute the minutes to all committee members in a timely manner, ideally **no more than one week after the meeting**.
 - Ask the church director of communications to post meeting notes to [the Google drive^{\[AD1\]}](#) (if appropriate).
- Budget: If your committee needs a budget, plan and request an annual budget. (You will be asked for this information once each year.) Track the group’s budget.*
- Attend Church Council meetings (usually the first Wednesday evening of each month).
 - Provide a brief verbal report of your committee or group’s work.
 - Ask the Council to consider things related to your group that need a vote.
 - Participate actively in Church Council deliberations.
 - Attend Council planning retreats as scheduled by the Council.

Notes: For continuity, it is best if the committee chair or a co-chair attends each Council meeting. However, one team member (i.e., preferably the same member) may attend each Council meeting and then share Council information and requests with the chair or co-chairs. If needed, it’s OK to send a substitute to represent your committee or group at a Council meeting.
- Reply to requests from prospective members about your committee or working group. Staff may ask you to contact people who expressed an interest.
- For the church annual report, write a short summary about your committee or group’s accomplishments. Take photos throughout the year of your committee/group activities and submit selected photos with the annual report summary.*
- If your committee has a page on the church website, update it regularly or as needed. If your committee does not have a web page and you think a web page would facilitate or promote your mission or activities, talk with the church director of communications, prepare content, and work with them to include photos/images and finalize the page.*
- Mentor current committee or group members who may want to serve as a leader in upcoming years.

*Consider asking committee members to handle these tasks, with your review of final products.

(Updated 7/28/25)