

**JOB DESCRIPTIONS**  
**CHURCH COUNCIL RELATED**

**CHURCH COUNCIL OF THE CONGREGATION**  
**Revised 2015**

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## CHURCH COUNCIL

### I. Job Function

The function of the Church Council is to coordinate, implement, and promote the ministries of the church. The Church Council shall act on behalf of the congregation in making decisions of the Church. Before making major decisions, the Church Council shall bring appropriate recommendations to the congregation for approval.

### II. Organizational Relationships

A. The Church Council is composed of the following persons with full voting privileges, except as noted:

1. The Lead Pastor
2. Associate Pastor(s)
3. One Elder
4. The Congregational Chair (only votes in case of a tie)
5. Administrative Assistant (serves as Recording Secretary with no voting privileges)
6. Two Members-at-large
7. The Commission Directors:
  - a. Worship
  - b. Christian Education
  - c. Nurture and Fellowship
  - d. Outreach and Service
  - e. Resource
8. Treasurer
9. Representative of Board of Trustees

### B. Meetings

1. The Congregational Chair shall chair the Church Council. In the absence of the chair, one of the other members of council will be appointed by the chair or council to chair that meeting.
2. The Church Council shall meet regularly as needed. Additional meetings may be called at the discretion of the Pastors, the Chair, or a quorum of Council members.
3. A majority of members constitutes a quorum.
4. Church Council meetings are open to active members and attenders. Any requested items of business must be approved by the Chair prior to the meeting. The Council reserves the right to meet in closed session when needed to deal with issues of a sensitive nature.

### III. Responsibilities

- A. Coordinate the total church program.
- B. Receive monthly reports from the Pastors, Elders, Treasurer and Commission Directors.
- C. Provide direction and assistance to all departments, committees and other positions as needed.
- D. Select members for the Gifts Discernment Committee as needed. Affirm final list of appointees from the Gifts Discernment Committee.
- E. Make new appointments and fill vacancies as needed

1. Affirm candidates to the Adriel Board of Trustees as submitted by the Adriel Board (Terms begin in January.)
  2. Affirm candidates to the Green Hills Board of Trustees as submitted by the Green Hills Board (Terms begin in January.)
  3. Affirm candidates to the Green Hills Council of Advisors
  4. Affirm candidates to the Global Crafts Board of Trustees
- F. Review budgetary matters before presenting to the congregation
- G. Assist the pastors and Elders in overseeing the life of the congregation
1. Serve in a consultant role to the Elders as requested regarding spiritual matters
  2. Review and help to solve disciplinary problems that may arise
  3. Provide leadership in the pastor's absence or inability to function
- H. Take initiative in pastoral and congregational evaluations
- I. Promote open communication with the congregation
1. Give the congregation adequate information prior to making major decisions
  2. Schedule congregational meetings as needed and announce date and time of meetings two weeks in advance
  3. Publish the minutes of Council and business meetings
  4. Present recommended constitutional amendments to the congregation for approval

#### IV. Authority

- A. The Church Council may act on behalf of the congregation in all routine and operational matters.
- B. The Church Council may act only upon the approval of the congregation in the following situations:
1. Constitutional revisions
  2. Changes in decision- making process
  3. Selection of pastor and renewal of pastor's contract
  4. Major decisions relating to doctrines, ordinances, traditional practices, sponsoring new fellowships or major mission outreach, and major building and/or remodeling projects

#### V. Qualifications

- A. A commitment to Christ, Oak Grove Mennonite Church, Mennonite Church USA and with an awareness of Anabaptist heritage
- B. Member of Oak Grove
- C. Willingness to represent the concern of the group for whom one is responsible
- D. Willingness to seek the good of the congregation rather than one's own interests
- E. Faithful attendance at Church Council meetings and dependability in carrying out assignments

## LEAD PASTOR

### I. Job Function

The function of the Pastor is to shepherd the flock by preaching and teaching the Word, visiting and counseling members, and recruiting and developing new leadership. The pastor is to be committed to the Anabaptist Mennonite understanding of faith, the mission of the congregation, and Ohio Conference of Mennonite Church USA.

### II. Organizational Relationships

- A. The Lead Pastor shall be chosen by the congregation upon recommendation of the Church Council and/or a Pastoral Search Committee. This shall be done with the Regional Pastor and the Credentialing Ministry of the Ohio Conference of Mennonite Church USA. The Lead Pastor shall be a member of the Oak Grove Congregation prior to installation.
- B. The Lead Pastor shall be given charge of the congregation for a specified number of years commensurate with training and experience. Should the pastor chosen be a person with no previous pastoral experience, the first term of office shall be for a period of two (2) years and then continue for a term of three (3) to five (5) years. If the pastor chosen has previous pastoral experience, the first term of office shall be for a period of three (3) years and then continue for terms of three (3) to five (5) years each.
- C. Periodic reviews of the Lead Pastor's ministry, with congregational input, shall be initiated by the Church Council. All reviews shall be completed mid-term. A report of the review shall be shared with the Pastor and Council of Elders. A summary report is given to the congregation. Any need or desire for a change in the pastorate, whether originating with the pastor or the congregation, shall be referred to the Church Council for consideration and recommendation. Further action shall be processed through channels provided by the Ohio Conference of Mennonite Church USA.
- D. A Memo of Understanding shall be issued by the Stewardship Committee, acting as agent for the Church Council and congregation.
- E. The Lead Pastor shall meet regularly with the Elders for counsel, fellowship and a discussion of his activities.
- F. The Lead Pastor is responsible to the Elders, Church Council and the congregation.
- G. The Lead Pastor shall serve on the Council of Elders, Church Council and the Worship Committee.
- H. The Lead Pastor supervises the church secretary, administrative assistant, and the associate pastor(s).
- I. The Lead Pastor is an ex-officio member of all other committees and boards and may attend as seems necessary.
- J. The Lead Pastor serves as a delegate to the Annual Conference Assembly (ACA) of Ohio Conference of Mennonite Church USA.

### III. Responsibilities

- A. Develop and model an authentic spiritual life
- B. With the Associate Pastor and the Elder Team, lead the congregation in shaping, articulating and achieving its vision
- C. Conduct a strong preaching ministry, devoting time to study and preparation of sermons
- D. Equip others for ministry
- E. With the Worship Committee, plan and provide meaningful Sunday morning worship services and special services.
- F. Exercise administrative oversight of all departments and activities of the church.

- G. Develop and maintain a program of evangelism and spiritual development.
- H. Officiate at the ordinances of the church: i.e. the Lord's Supper, baptisms, weddings, funerals, etc.
- I. Work at maintaining positive, supportive relationships and unity in the congregation
- J. Visit persons in the congregation, especially those in the hospital, shut-ins, persons experiencing special needs and new or potential attendees
- K. Take an active teaching role in the life of the congregation when requested and as available.
- L. Consult periodically with the Regional Pastor for the purpose of maintaining support, perspective and wholesome relationships within the congregation.
- M. Work with other local Mennonite pastors and participate in the West Liberty Ministerium
- N. Prepare a written report for the annual business meeting

IV. Authority

- A. Licensed and/or ordained by Ohio Conference of Mennonite Church USA
- B. Lead the congregation in a manner consistent with the standards of God's Word, the *Confession of Faith in a Mennonite Perspective* (1995) and current Mennonite Church USA Polity
- C. Accountable to the Council of Elders, Church Council and the Congregation
- D. Consult with the Associate Pastor, the Elders, the Church Council and/or the congregation before receiving, disciplining, and/or excommunicating members
- E. Consult with the Associate Pastor and Elders to develop a workable daily schedule and make it known to the congregation
- F. Consult with the Elders before attending seminars and refresher courses
- G. Consult with the Elders and the Church Council before accepting any conference or other major responsibilities outside immediate pastoral duties

V. Qualifications

- A. A commitment to Christ, Oak Grove Mennonite Church and Mennonite Church USA with an awareness of Anabaptist heritage
- B. Have experienced a personal call of God to the ministry
- C. Seminary education and training preferred
- D. Possess strong interpersonal skills
- E. Possess leadership gifts
- F. Demonstrate the Fruits of the Spirit as given in Galatians 5:22-23
- G. Possess ability to work well with others.

## ASSOCIATE PASTOR

### I. Job Function

The function of the Associate Pastor is to work in conjunction with the Lead Pastor and the Elder Team to shepherd the flock by preaching, teaching, ministering, and working with youth. The Associate Pastor is to be committed to the Anabaptist Mennonite understanding of faith, the mission of the congregation and to the Ohio Conference of Mennonite Church USA.

### II. Organizational Relationships

- A. The Associate Pastor shall be chosen by the congregation upon recommendation of the Church Council and/or a Pastoral Search Committee. This shall be done with the Regional Pastor and the Credentialing Ministry of the Ohio Conference of Mennonite Church USA. The Associate Pastor shall be a member of the Oak Grove Congregation prior to installation.
- B. The Associate Pastor shall be given charge of the congregation for a specified number of years commensurate with training and experience. Should the pastor chosen be a person with no previous pastoral experience, the first term of office shall be for a period of two (2) years and then continue for a term of three (3) to five (5) years. If the Associate Pastor chosen has previous pastoral experience, the first term of office shall be for a period of three (3) years and then continue for terms of three (3) to five (5) years each.
- C. Periodic reviews of the Associate Pastor's ministry, with congregational input, shall be initiated by the Church Council. All reviews shall be completed mid-term. A report of the review shall be shared with the Lead Pastor and Council of Elders. A summary report is given to the congregation. Any need or desire for a change in the pastorate, whether originating with the Associate Pastor or the congregation, shall be referred to the Church Council for consideration and recommendation. Further action shall be processed through channels provided by the Ohio Conference of Mennonite Church USA.
- D. A Memo of Understanding shall be issued by the Stewardship Committee.
- E. The Associate Pastor shall meet regularly with the Pastor and Elders for counsel, fellowship and a discussion of his/her activities.
- F. The Associate Pastor is responsible first to the Lead Pastor and Elders, then to the Church Council, and the congregation.
- G. The Associate Pastor shall serve on the Council of Elders, the Church Council, Worship Committee, and Christian Education Committee.
- H. The Associate Pastor is an ex-officio member of all other committees and boards and may attend as seems necessary.
- I. The Associate Pastor serves as a delegate to the Annual Conference Assembly (ACA) of Ohio Conference.

### III. Responsibilities

- A. Develop and model an authentic spiritual life.
- B. Share with the Lead Pastor in pastoral responsibilities, including preaching, teaching, visitation, counseling, and equipping members for ministry.
- C. With the Lead Pastor and the Elder Team, lead the congregation in shaping, articulating, and achieving its vision.
- D. Officiate at the ordinances of the church: i.e. the Lord's Supper, baptisms, weddings, funerals, etc.
- E. Work with the Lead Pastor and the Worship Committee to create meaningful worship services.
- F. Take an active teaching role in the congregation when requested and as available, especially as it relates to Jr. High through Post-High youth.

- G. Share preaching responsibilities with the Lead Pastor.
- H. Participate actively in Oak Grove's evangelism efforts and outreach events.
- I. Coordinate the youth program (JYF and MYF): Stimulate vision, set goals, plan, implement, and evaluate age-appropriate activities, events and programs
- J. Build close relationships with the high school youth and their families, give pastoral care and counsel. Recognize, encourage and help to build personal strengths among the youth including, but not limited to, leadership skills.
- K. Be available to Christian Education personnel, when requested, to help define and carry out the vision for nurturing, teaching and discipling JYF age through post high school youth
- L. Work with other local Mennonite pastors and participate in the West Liberty Ministerium
- M. Prepare a written report for the annual business meeting.

#### IV. Authority

- A. Licensed and/or ordained by Ohio Conference of Mennonite Church USA.
- B. Lead the congregation in a manner consistent with the standards of God's Word, The *Confession of Faith in a Mennonite Perspective* (1995) and current Mennonite Church USA Polity.
- C. Accountable to the Lead Pastor, Council of Elders, Church Council and the Congregation.
- D. Communicate with the Lead Pastor and Elders to develop a workable daily schedule and make it known to the congregation
- E. Consult with the Lead Pastor and Elders before attending seminars and refresher courses.
- F. Consult with the Elders and the Church Council before accepting any conference or other major responsibilities outside immediate pastoral duties

#### V. Qualifications

- A. Commitment to Christ, Oak Grove Mennonite Church and Mennonite Church USA with an awareness of Anabaptist heritage
- B. Experience a personal call of God to the ministry
- C. Seminary education and training preferred
- D. Possess strong interpersonal skills
- E. Possess leadership gifts
- F. Demonstrate the Fruits of the Spirit as given in Galatians 5:22-23
- G. Possess ability to work well with others.



## ELDER AND COUNCIL OF ELDERS

### I. Job Function

The Council of Elders provides spiritual leadership to the life of the congregation, overseeing its spiritual and organizational life and the articulation and implementation of its vision.

### II. Organizational Relationships

#### A. Council of Elders

1. The Council of Elders consists of the pastor(s) and four elders.
2. The Council of Elders shall organize at the first meeting of the year.
3. Meetings
  - a. The Council of Elders shall meet at least once a month.
  - b. Additional meetings may be called at the discretion of the pastor(s) or quorum of elders.
  - c. Three elders and a pastor are necessary for a quorum to do business.
  - d. Official meetings of the elders shall be held only with the pastor(s)' presence or awareness.

#### B. Elder

1. Candidates' names for the office of Elder shall be submitted to the chair of the Gifts Discernment Committee by eligible active participants of the congregation. The appointment is made by the Gifts Discernment Committee, the three continuing elders and the pastor(s).
2. Four elders shall be appointed to serve the congregation for a term of four (4) years, one appointed each year. Elders may serve two consecutive four-year terms, and may be reappointed after a one-year break.
3. One elder serves on the Church Council and one on each of the commissions.
4. Each elder is assigned to a particular commission at the first elder meeting of the year.
5. Elders are responsible to the pastor(s), the other elders and the congregation.

### III. Responsibilities

#### A. Council of Elders

1. Be the center of the spiritual leadership, modeling, ministry and direction of the congregation
  - a. Lead the congregation in developing, defining, and refining the congregational vision as based on an understanding of Scripture, the moving of the Holy Spirit and the unique opportunities and challenges of the congregation and community
  - b. Articulate the congregational vision and partner with the Commissions in its achievement
2. Undertake the processing necessary in issues of church discipline and church conflict
3. Provide guidance to the Church Council in its decision and policy-making role
4. Assist and give input to the Stewardship Committee regarding the distribution of the Share and Care Fund
5. Review and approve requests for membership and transfers of membership
6. Inform the Church Council of membership decisions prior to official announcement

7. Maintain active and inactive membership lists
8. Review and help to solve disciplinary problems
9. Provide leadership in the pastor's absence or inability to function

B. Individual Elders

1. Each elder is responsible to hold the other elders and the pastors accountable in maintaining a high level of personal spirituality and modeling Christian living in the life of the congregation.
2. Provide counsel for the pastors and other elders in the oversight of the spiritual life of the congregation
3. Serve as a liaison between the pastors and the congregation
4. Assist in the administration of the church ordinances such as baptism, communion, and anointing with oil

IV. Authority

A. Council of Elders

1. Carry out the job function and responsibilities listed above
2. Initiate a means of resolving concerns and conflicts within the life of the congregation as needed
3. Administer church discipline in the spirit of Matthew 18

B. Elder

1. Carry out the responsibilities listed in Section IIIB

V. Qualifications

- A. Commitment to Christ, Oak Grove Mennonite Church and Mennonite Church USA with an awareness of Anabaptist heritage
- B. Member of Oak Grove
- C. Demonstrate the Fruit of the Spirit as given in Galatians 5:22 and 23
- D. A history of active involvement in the spiritual ministries and programs of Oak Grove
- E. Respect for the authority given to them as congregational leaders:
  1. A commitment to team work
  2. A commitment to the giving and receiving of counsel
  3. Willingness to serve as well as to lead
- F. Flexibility to communicate by:
  1. Listening and discerning individual and congregational concerns
  2. Relating well with people in the congregation
  3. Maintaining confidentiality

1998 - Revised - Elders  
 1998 - First written description - Council of Elders  
 Revised - 2000, 2006, 2008, 2010, 2012, 2015

## CONGREGATIONAL/CHURCH COUNCIL CHAIR

- I. Job Function  
The function of the Congregational Chair is to chair the Church Council and to preside over all business meetings of the congregation.
- II. Organizational Relationships
  - A. Appointed by the Gifts Discernment Committee for a term of two years
  - B. The term begins immediately following the annual business meeting.
  - C. A member of and responsible to the Church Council
- III. Responsibilities  
Prepare Church Council and business meeting agendas with input from the pastor(s), elders, and council members
- IV. Authority  
Call each Church Council and business meeting to order, directing the discussion and decision making according to *Robert's Rules of Order*.
- V. Qualifications
  - A. Commitment to Christ, Oak Grove Mennonite Church and Mennonite Church USA with an awareness of Anabaptist heritage
  - B. Member of Oak Grove
  - C. Ability to chair meetings
  - D. Workable knowledge of parliamentary procedure
  - E. Ability to conduct a meeting without showing personal bias

1986 - First printed description  
Revised - 1994, 2000, 2008, 2012

## CHURCH COUNCIL MEMBERS-AT-LARGE

- I. Function  
The function of the Church Council Members-at-Large is to broaden the congregational representation on the Council in coordinating, implementing and promoting the programs of the church.
- II. Organizational Relationships
  - A. Two persons are appointed by the Gifts Discernment Committee for a term of two years, one appointed each year.
  - B. Responsible to the other Church Council members and to the congregation
- III. Responsibilities
  - A. Attend Council meetings
  - B. Relay concerns to the Council from the congregation
  - C. Participate in all Council activities
  - D. Assist in implementing Council tasks
- IV. Authority  
Carry out the above responsibilities
- V. Qualifications
  - A. Commitment to Christ, Mennonite Church USA and Oak Grove Mennonite Church with an awareness of Anabaptist heritage
  - B. Member of Oak Grove
  - C. Willingness to listen to concerns and suggestions from the congregation
  - D. Willingness to seek the good of the congregation rather than one's own interests
  - E. Dependability

April 2006 - First written job description  
Revised – 2008, 2012

## **GIFTS DISCERNMENT COMMITTEE**

### **I. Job Function**

The function of the Gifts Discernment Committee is to discern the gifts of persons in the congregation and to make appointments to serve in all church and Sunday school offices.

### **II. Organizational Relationships**

#### **A. Membership**

1. Appointed by the Church Council and operates from April through September 1
2. Committee members shall include:
  - a. One person from the previous year
  - b. One person from the Church Council
  - c. One member of the Constitution and Procedures Review Committee
  - d. Four persons at large

#### **B. Chair**

1. Chosen by the Church Council
2. Calls the first meeting and organizes the group
3. Reports progress and/or problems to Church Council

#### **C. Responsible to the Church Council**

### **III. Responsibilities**

#### **A. Appointment of Elder**

1. Present position qualifications to the congregation requesting recommendations for the appointment of Elder.
2. The first-, second- and third-year elders and the pastors shall join the Gifts Discernment Committee in the review and appointment of Elder.

#### **B. Prepare a worksheet for the congregation requesting suggestions and volunteers for all other church and Sunday school offices, including the names of present office holders**

#### **C. Through prayer and discussion, contact persons for each position**

1. Give the appropriate job description to each person being asked to serve on the first visit
2. It is recommended that these contacts be done in person.

#### **D. Reports of each meeting shall be given to the Church Council Chair.**

#### **E. Present the list of appointees to the Church Council for affirmation**

#### **F. Provide the approved list of appointees to the administrative office for distribution**

### **IV. Authority**

Carry out above responsibilities

V. Qualifications

- A. A commitment to Christ, Mennonite Church USA and Oak Grove Mennonite Church
- B. Openness to develop an awareness/discernment of gifts within the congregation
- C. Confidentiality

1986 - First printed description  
Revised - 2002, 2007, 2008, 2012

## **LAY DELEGATES TO ANNUAL CONFERENCE ASSEMBLY (ACA)**

### **I. Job Function**

The function of Lay Delegates at the Annual Conference Assembly of Ohio Conference of Mennonite Church USA is to represent Oak Grove at the annual delegate assembly and to relay information back to the congregation.

### **II. Organizational Relationship**

- A. Appointed by the Gifts Discernment Committee for a term of two years, two appointed each year
- B. An additional delegate may be chosen to specifically represent young adults (ages 18-30). This delegate should be mentored by a senior delegate.
- C. Responsible to the Church Council

### **III. Responsibilities**

- A. Represent the congregation at the ACA
- B. Participate in the discussions and vote in delegate sessions
- C. Inform the congregation of Conference activities, events and issues as they occur
- D. Study prayerfully and seek Holy Spirit discernment of issues and projects
- E. Attend area cluster meetings
- F. Represent the different facets of the congregation

### **IV. Authority**

- A. Establish format for feedback from the congregation on Conference issues
- B. Assess feelings and wishes of the congregation before voting
- C. Vote on behalf of the congregation at the annual meeting

### **V. Qualifications**

- A. A commitment to Christ, Oak Grove Mennonite Church and Mennonite Church USA with awareness of Anabaptist heritage
- B. Member of Oak Grove
- C. Interest in and knowledge of the mission and program of the Ohio Conference of the Mennonite Church
- D. Manifest spiritual discernment and mature judgment

1986 - First printed description  
Revised - 1994, 1996, 2007, 2008, 2012

