



Queen Anne Baptist Church
Purpose, Responsibilities, and Position Descriptions
of the Leadership Council
as of June 1, 2023

PURPOSE AND RESPONSIBILITIES: The Leadership Council coordinates, implements, and promotes the spiritual and administrative activities of Queen Anne Baptist Church, ensuring alignment with and accomplishment of the Church's mission, vision, and goals. The Council shall act on behalf of the congregation in making decisions of the Church. Before making any major decisions, the Council shall bring appropriate recommendations to the congregation for approval. The Council meets monthly, or as needed, to fulfill its responsibilities, including:

- Initiates planning, establishes goals, implements action plans, and evaluates effectiveness for congregational ministries;
- Reports on specific council positions during monthly council meetings and brings other items of business to the Council as needed;
- Coordinates with the senior pastor and treasurer to oversee the financial operations of the church and provide for financial support. Reviews and approves budgetary matters and brings major financial decisions to the congregation for approval;
- Is a member of the Church with faithful attendance at monthly Leadership Council meetings, Sunday worship, and other church events;
- Agrees to decision making by consensus.

POSITION DESCRIPTIONS: The Council is comprised of the following positions with full decision-making privileges, except as noted below:

Administrator: Works closely with the Senior Pastor and Moderator to set the agenda for monthly Council meetings. Takes meeting minutes. Does not have decision making privileges in Council matters.

Education: Works closely with the senior pastor and Christian education director(s) to create and implement goals and plans for a comprehensive Christian formation ministry so that all people at every stage of faith have an opportunity to grow in discipleship. Helps curate resources for children's Sunday school, Bible study, and new members courses, etc., considering the liturgical calendar, national holidays and observances, and current events. Organizes quarterly discipleship team gatherings to build community and provide theological vision. Identifies potential partnerships with local congregations, primary and secondary schools, and colleges and universities.



Queen Anne Baptist Church
Purpose, Responsibilities, and Position Descriptions
of the Leadership Council
as of June 1, 2023

Fellowship: Helps to create a community of welcoming and belonging by developing a plan for social and community engagement outside of Sunday worship. Creates an annual calendar of church events consistent with the overall mission and goals, and oversees all recreational church activities and events that promote fellowship. Is responsible for hosting the weekly Sunday fellowship hour, and ensuring that refreshments are provided. Promotes sign-ups/volunteering for fellowship hours and other church activities.

Moderator & Strategic Planner: Dreams and strategizes with the leadership council to help streamline processes, identify healthy systems, policies, and structures, and help implement leadership training and team development. Organizes annual leadership retreat/summit. Facilitates the Annual Meeting and all Council meetings. Works with the Senior Pastor and Administrator to set the agenda for Council meetings. Supports the vision of the church by clarifying goals and plans during business meetings and establishes follow up actions by assigning responsibility for implementation. Works with the Council and Senior Pastor to nominate candidates for Council positions or, as stipulated in Article II, Section 1 C of the Constitution and By-Laws, appoints a 3- or 5-member nominating committee to select candidates.

Outreach & Cultural Engagement: Helps cast and implement a vision for the congregation's local, national, and international community outreach and cultural engagement. Serves as a public liaison with community groups, local churches, and related ministries, including New Horizons Youth Ministry and Queen Anne Food Bank. Oversees the special offerings that are collected each year, for example, Emergency Supplies, Queen Anne Helpline, and World Mission Offering.

Property: Helps create a community of welcome and belonging by working to represent the Church building and grounds with reverence and dignity. Provides oversight for property management including: directing and advising Custodian/Sexton/Landscape staff on building and property maintenance and improvements; arranging and negotiating with outside contractors and other specialists to make repairs and improvements on the building as decided by the Council; and identifying opportunities for community building and partnerships with building partners.



Queen Anne Baptist Church
Purpose, Responsibilities, and Position Descriptions
of the Leadership Council
as of June 1, 2023

Senior Pastor: Work closely with the Council to lead the congregation in vision and mission casting, long-range planning, goal and priority setting, and the evaluation of the church's activities in light of its mission and goals. Shepherds the congregation by preaching and teaching the Word, visiting and counseling members, and recruiting and developing new leadership. Works with the Administrator and the Moderator to set the agenda for Council meetings.

Treasurer: Oversees the finances, maintains the church bank accounts, pays all monthly expenses, bills, and salaries, prepares reports and pays all state and federal taxes, maintains permanent records of salaries, benefits, and hours worked for all employees. Prepares monthly bank reconciliation and coordinates the revenue received with the financial secretary. Prepares a monthly financial report reflecting current month expenditures, year-to-date expenditures, adopted budget and percentage of the budget. Maintains separate records on other funds such as the 4 special offerings taken up each year, all designated benevolences, other designated accounts, the general fund bank balance, and total loans or obligations. Prepares a monthly and year-to-date report of income and expenditures for the Sunday bulletin. Prepares the preliminary annual budget to be reviewed by the Council before presenting it to the congregation at the Annual Meeting. Serves as a member of the Budget Committee. Assists Pastor in negotiating all long-term use of building and facilities by outside groups. Maintains records of all long-term building tenants' contributions. Participates in investments of large funds received as memorial funds. These investments must be fixed and secure. Maintains record of interest earned, maturities of principle, and re-investments as needed, to meet the church requirements.

Worship: Works closely with the senior pastor and worship leader to create and implement goals and plans for Sunday worship and special worship services. Curates resources for Sunday liturgies, including worship song lists and special prayers and litanies, considering the liturgical calendar, national holidays and observances, and current events. Organizes quarterly worship team gatherings to build community and provide theological vision.