

PCC Leadership Team

JOB DESCRIPTION

VICE CHAIR

Purpose:

The purpose of the Leadership Team (formerly known as the *Council*) shall be to monitor and oversee the spiritual health of Peninsula Covenant Church, financially and otherwise. They shall demonstrate the Christian maturity and leadership called for in 1 Timothy 3:1-7, Titus 1:5-9, and Romans 12:3-8; along with demonstrable qualities of a servant-leader (see below/attached).

Vice Chairperson (serving in Executive Commission & as an Officer of the church)

The Vice Chairperson shall carry out all duties of the Vice Chair in the Bylaws, including but not limited to, assisting the Chairman and; during the Chair's absence, assume that office and its duties.

The Executive Commission shall be chaired by the Vice Chairperson & made up of the Officers of the church and the Sr./Lead Pastor, or designate of the Sr./Lead Pastor (per Bylaws, section E 1: a., b., & c.).

Other specific responsibilities and duties include:

- Grow and protect his/her heart for Jesus.
- Serving as a trusted advisor to the Lead Pastor (along with Chair & others), as he develops and implements PCC's vision, mission & strategic plan.
- Chair the Executive Commission (per the Bylaws, section E. 1; a., b. & c.).
- Review outcomes and metrics created by PCC for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics; reviewing agenda and supporting materials prior to Leadership Team and sub-committee meetings.
- Participate in the development and approval of PCC's annual budget, audit reports, and material business decisions, in collaboration with broader leadership team & PCC lead team; being informed of, and meeting all, legal and fiduciary responsibilities.
- Contribute to an annual performance evaluation of the Lead Pastor.
- Assist the Lead Pastor, Chair, & Nominating Committee in identifying and recruiting other Officers & lay Leadership Team Members.
- Partner with the Lead Pastor, Chair, and other Leadership Team Members to ensure that board resolutions are carried out.

- Serve on committees &/or task forces and taking on special assignments as needed.
- Represent PCC to key stakeholders; acting as an ambassador for the ministry of PCC.
- Ensure PCC's commitment to a diverse lay leadership team and staff that reflects the communities PCC serves.

General Expectations:

- Provide global leadership of PCC across all ministries.
- Maintain a presence at PCC events.
- Worship consistently on Sundays.
- Contribute financially to God's work at PCC.
- Pray diligently for PCC.
- Prepare for Leadership team meetings by reading packets and praying in advance.
- Regularly attend Leadership Team meetings and Council functions such as retreats or orientations.
- Maintain confidentiality.
- Develop a working knowledge of PCC governance, including, but not limited to: Constitution, Bylaws, ITAFFER, Staff Manual, Mission & Values, Playbook, calendar, org chart, strategic plan, budget, financials, denomination basics, Foundation documents, Center documents, access to past Minutes and recent annual reports (all of which are available in an e-binder).
- Get the big picture, manage loosely, encourage others.
- Service on PCC's Leadership Team is without remuneration.

Term of Service:

Pursuant to Article IV, Section 2b of the Church Bylaws, Leadership Team Members shall be elected to a three-year term. Members may serve only two (2) consecutive terms. Fulfillment of a partial term shall not count against this consecutive term limit.

Resignation:

In grace, Leadership Team Members shall resign if they are unable to maintain the service expectations of their job. Consult with the Lead Pastor in this regard.

GOVERNING BIBLE VERSES & SERVANT-LEADER ATTRIBUTES for PCC LEADERSHIP TEAM/COUNCIL MEMBERS

1 Timothy 3:1-7 (NIV) Qualifications for Overseers and Deacons

1 Here is a trustworthy saying: Whoever aspires to be an overseer desires a noble task. **2** Now the overseer is to be above reproach, faithful to his wife, temperate, self-controlled, respectable, hospitable, able to teach, **3** not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. **4** He must manage his own family well and see that his children obey him, and he must do so in a manner worthy of full respect. **5** (If anyone does not know how to manage his own family, how can he take care of God's church?) **6** He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. **7** He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.

Titus 1:5-9 (NIV) Appointing Elders Who Love What Is Good

5 The reason I left you in Crete was that you might put in order what was left unfinished and appoint elders in every town, as I directed you. **6** An elder must be blameless, faithful to his wife, a man whose children believe and are not open to the charge of being wild and disobedient. **7** Since an overseer manages God's household, he must be blameless—not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. **8** Rather, he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined. **9** He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it.

Romans 12: 3-8 (NIV) Humble Service in the Body of Christ

3 For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the faith God has distributed to each of you. **4** For just as each of us has one body with many members, and these members do not all have the same function, **5** so in Christ we, though many, form one body, and each member belongs to all the others. **6** We have different gifts, according to the grace given to each of us. If your gift is prophesying, then prophesy in accordance with your faith; **7** if it is serving, then serve; if it is teaching, then teach; **8** if it is to encourage, then give encouragement; if it is

giving, then give generously; if it is to lead, do it diligently; if it is to show mercy, do it cheerfully.

Demonstrable attributes of servant-leadership; including but not limited to:

- The empowerment and the development of others
- Expressing humility
- Authenticity
- Interpersonal effectiveness & acceptance
- Stewardship
- Values diverse opinions
- Cultivates a culture of trust
- Develops other leaders
- Encourages
- Thinks you, not me