

SPC Vice Chair

Role Description

Position Summary

The Vice Chair supports the mission of the Trustees in overseeing the legal, financial, and facilities affairs of the church as a member of the Trustee Team and counselor to the Chair.

Key Responsibilities

- Presides over meetings in the absence of the Chairman
- Oversees responsibilities as designated by the Chairman
- Provides minutes of all Trustee and church member business meetings
- Supervises the tallying of membership votes
- Oversees record keeping of minutes, correspondence, and records as pertain to the office
- Supervises the creation and archiving of corporate documents
- Presides over the Personnel Team
- Is a member of the Leadership Team.

Working Relationships

- **Trustee Chair** – Regular communication with the Chair to stay informed of Trustee matters
- **Church Executive Administrator** – Communication regarding corporate documents, meeting schedules, congregational meeting agendas/minutes
- **Trustees** – Actively participates in Trustee meetings, providing perspective regarding personnel issues
- **Personnel Team** – Leads the team in maintaining the Employee Handbook and evaluating pastoral staff
- Serves as an officer and director of South Park Church, along with Chairman and Treasurer.

Key Results

- Maintain up to date knowledge of the operations of the church
- Maintain an understanding of staff climate and culture
- Ensure annual evaluations of pastoral staff
- Develop and maintain solid working relationships with staff, volunteers and vendors.