LCP-JD-1: LEADERSHIP COUNCIL JOB DESCRIPTIONS

Moderator:

The Moderator shall be the chair of Leadership Council and shall conduct all meetings of the congregation.

- Meets with vice moderator, past moderator, and senior minister to plan the agenda for monthly Leadership Council meetings.
- Solicits agenda items and reports, publishes the agenda, and runs the Leadership Council meetings.
- Develops the agenda for the Annual Meeting and moderates that meeting.
- Serves as a member of Budget and Finance Committee.
- Ensures that all committees of Leadership Council are staffed.
- Communicates with the congregation through the Placard and other means.
- Leads the annual evaluation of the ministerial staff.
- Signs contracts on behalf of the church.

Vice Moderator:

The Vice Moderator shall preside in the absence of the Moderator.

- Meets with moderator, past moderator, and senior minister to plan the agenda for monthly Leadership Council meetings.
- Serves as a liaison to one of the boards or committees of the Leadership Council.
- Chairs the Budget and Finance Committee.

Past Moderator:

The Past Moderator shall preside in the absence of the Moderator and the Vice Moderator.

- Meets with the moderator, vice moderator and senior minister to plan the agenda for the monthly Leadership Council meetings.
- Serves as a liaison to one of the boards or committees of the Leadership Council.
- Assists on projects assigned by the moderator.

Clerk:

The Clerk shall keep an accurate record of all proceedings of Leadership Council as well as annual and special meetings of the congregation.

- Publishes minutes of Leadership Council meetings within 7 days to all Leadership Council members.
- Posts minutes, once approved, on a bulletin board in the fellowship hall and sends to Board Chairs and staff.
- Provides a copy of approved minutes to any member when requested.

The Clerk shall notify the congregation of all Congregational Meetings.

- Places an announcement, including the purpose of the meeting, in the church bulletin on two successive Sundays prior to the date of the meeting.
- Provides written notice of all meetings by direct mailing, an all-church email, or the church newsletter.

The Clerk, representing the Leadership Council, shall maintain a collection of policies as necessary to fully cover the needs of the church.

- Maintains this collection up to date and in an editable format.
- Posts policies in read only format on the website when approved.

The Clerk also:

- Serves as a member of the Budget and Finance Committee.
- Serves as a liaison to one of the boards or committees of the Leadership Council.
- Provides for the correspondence of the Leadership Council.

Treasurer:

Weekly

- Oversees Offering Count Ministry Team
- Checks bank account to determine if Credit Card/Text contributions have been made
    - If Credit Card/Text contributions have been made, obtain F1Go report to balance to contributions. NOTE: Contributions will be at net while F1Go report is at gross. Difference is credit card/text fee.
    - Provide Rodahl breakdown of contributions by account and credit card/text fee to record in accounting records
- Ensures weekly contributions and other receipts
    - Are accounted for
    - Coded correctly

    - Deposited in the bank
- Ensures requests for payments
    - Are processed
    - Coded correctly
    - Submitted to Bill.com
    - Approved in Bill.com for payment

Semimonthly

- Based on annual payroll schedule submits the Sexton's hours to Payroll Vault
- After the 1st and 15th confirms the AHC deposit was made and balances to the expected deposit based on the ACH report.
- After the 1st and 15th provides the ACH report to the Office Manager for entry into the database.

Monthly

- Confirms child care hours are submitted to Payroll Vault timely based on annual payroll schedule
- About the 8th of the month, provides staff members the credit card statement for their credit card with a due date approximately the 20th of the month
    - When all staff have submitted the credit card statement coded along with receipts documenting the expense, reviews the receipts and coding to provide to Rodahl to record the expenses, due before end of month
- When Rodahl provides the monthly financial reports
    - At least one week before the meeting, prepares and sends the report for the Leadership Council meeting to the Moderator. Include a summary with the current cash balances, income and expenses for the month and year-to-date and comparison to budget for the month and year-to-date. Include comparison to last year's year to date and budget.
    - Reviews the details and notes any exceptional items in the report. This is generally due one week prior to the Leadership Council meeting.
- Excerpts from the Leadership Council report the income/expenses and budget information and provides it to the Placard team before the 15th of the month
- Sends the monthly financial reports to the Board/Committee chairs

- Confirms UCC Payment/include special offerings is made. Rodahl generates the payment.
- Confirms Pension Boards payment sent for Flex savings and TSA by Rodahl
- Reviews bank account reconciliation. Rodahl prepares the reconciliation.
- Verifies that both state and federal payroll taxes are paid by checking the bank statement. Colorado and federal taxes are due to be deposited no later than the 15th of the following month.
- Confirms deferred revenue for parking lot is transferred.
- Following bills are set for auto-pay from bank account and are not sent to Bill.com
    - Fort Collins Utilities (this is sent to Rodahl for allocation)
    - AT&T, MasterCard, Xcel Energy, Nextiva, Century Link

Quarterly

- Sends Rodahl Endowment Fund, Rodahl makes appropriate changes to accounts
- Submits quarterly invoice from Pension Board to bill.com for payment
- Submits Office Manager's Medicare bill to bill.com for payment
- Submits liability insurance payments to bill.com for payment
- Makes transfers for quarterly reserves as approved by budget
    - Minister sabbatical and Trustee building reserve
- Confirms quarterly to reserves for minister sabbatical and Trustees in accordance with the budget
- Audits King Soopers cards sold after services and in the HPI program

Annually

- Serves on the Budget and Finance Committee and assists in the preparation of the next year's budget (September - January)
    - July-Start reaching out to Boards to review budget and determine next year request

    - Provide Board chair with YTD budget/expenses
    - September—make sure you have all budget requests and complete proposed budget
    - After 3rd quarter's reports are completed —try to predict year-end expenses based on first 10 months.
    - November—talk to staff about budget and try to get all year end receipts

- Submits Flexible Savings Account withholding to the Pension Board (November)
- Prepares annual payroll schedule with Payroll Vault (early December)
    - Distributes final schedule to Director of Christian Formation for Children
    - Updates Treasurer annual payroll schedule calendar reminders
- Confirms Rodahl issues Forms 1099-MISC
- Confirms Payroll Vault issues Forms W-2
- Submits the Budget for approval at Annual Meeting (January)
- Prepares the Detailed Annual Giving report for the annual report (early January)
- Prepares the financial report, including a detailed listing of all contributions made by Plymouth, for the Annual Meeting (January)
- Changes signers on bank accounts and with Tarantino Wealth Management (investment account)
- Submits the approved budget to Rodahl to enter into the accounting records. (Late January)
- Submits to the payroll provider new salary and hourly rates effective February 1 after the budget has been approved at the Annual Meeting. (Late January)
- Sends salary report to Pension Board for retirement (February)
- Obtains from the ministers their annual designation of housing
    - Presents the minister's housing designation for approval at a Leadership Council meeting.
    - After approved by Leadership Council, submits minister's housing designation to payroll provider. (February)
- Submits Workers Comp audit request to payroll provider (October).
    - Reviews details after the report and information has been provided by payroll provider. Submits information to the Workers Comp carrier. Usually in February.

- Prepares annual exempt property report for Larimer County. Usually in March.
- Works with Alternative Giving Fair chair on credit card requirements for Fair (begin in October)
- Works with Visiting Scholar chair on credit card requirements for event (begin in August)
- Reviews Plymouth's State Corporation status is up to date (March)
- Checks parking lot Unrelated Business Income Tax exemption applies (IRS Pub 1828) (March)

As required

- Provides historical information on payments and accounting records as requested
- Adjusts ACH file with the bank when changes to ACH contributions are requested
- Makes entries to HPI Discretionary register
- Confirms new hires information (Form W-4 and direct deposit) have been submitted to Payroll Vault timely and filed
- Confirms new hires Form I-9 is completed timely and provided to Senior Minister to file

At-Large Members of Council:

Each of the four (4) At-Larger Members of Council, one of whom must be a young adult as defined in Leadership Council Policy:

- Represents the Congregation in the work of the Council.
- Serves as a liaison to at least one board, committee of the Leadership Council, staff, or ministry team, as assigned by the Council.
- May serve on special projects to further the work of the Council.