

Recommendation to the Good Shepherd Nominating Committee

Please submit by Monday, April 21

Your name (required): _____ Date: _____

Name of person you are recommending to potentially serve on the Executive Team:

Why are you recommending this individual for this position?

What qualities or skills does this person have that make them qualified for the position?
(See reverse for position description of an Executive Team Member)

Does this person know that you are recommending him/her for this position? ☐ Yes ☐ No

(If possible, please talk to the person before you submit their name to the Nominating Committee)

You may drop this form in the black box by the church office, in the box at the Welcome Center, or put it in Kevin Gentz's church mailbox. We need your recommendation no later than **Monday, April 21.**

B.7 Article 7 – Purpose and Duties of Executive Team

B.7.1 Executive Team

The purpose of the Executive Team is to provide overall leadership to ensure that Good Shepherd's mission is effectively carried out and to serve as the central governing body of the church. Responsibilities of the Executive Team include:

Strategic Planning and Oversight

- Clarify the mission of the church and ensure it is carried out; actively share the mission and vision of Good Shepherd with others.
- Listen to and solicit member's concerns and feedback; appropriately coach people and help remind them of the "big picture" as needed.
- Oversee management of the affairs of the church.
- Determine overall church priorities and objectives and ensure that these are effectively communicated to staff, ministry leaders and the congregation and that they are accomplished. Ensure that all leadership positions within the church (staff and volunteer) are identified and filled. Prayerfully appoint individuals to serve as Ministry Team Leaders, Lay Ministers, and ad hoc committee members.
- Provide overall direction and support for the Ministry Team Leaders, Lay Ministers, Staff Relations Team, Nominating Committee, and any ad hoc committees.
- Be knowledgeable enough to direct people to appropriate resources for information, service opportunities, to resolve issues, etc.
- Recruit and develop leaders as necessary to ensure effective functioning of all ministries considering spiritual gifts and passions of individuals.

Spiritual Leadership

- Pray for the church overall, its staff and leaders, and members of the congregation.
- Promote unity within the body.
- Individually, be committed to his/her ongoing spiritual growth.

Financial Management

- Develop and approve an annual operating budget for the congregation's approval. Approve any essential non-budgeted expenditure and report same to the congregation. Ensure that independent financial reviews are conducted as appropriate.

General

- From their membership, appoint an Executive Director, Assistant Executive Director and Secretary.
- Attend and actively participate in Executive Team meetings for purposes of communication, planning and coordinating.
- Uphold and follow the constitution and bylaws of the church.
- Ensure that adequate documentation is maintained for all ministries.

In addition, specific duties include:

Executive Pastor:

- Cast vision for the church.
- Share the church's direction/priorities with the congregation (from the pulpit, written communication, church meetings, etc.).
- Ensure that an effective Confirmation/Religious Education (R.E.) program is run.
- Work with the Executive Director to develop the agenda for all Executive Team and Voters' meetings.
- Serves as an ex-officio, non-voting member of the Executive Team.

(These responsibilities are in addition to the duties described in the Pastor's position description)

Executive Director:

- Work with the Executive Pastor (and other Executive Team members as needed) to develop the agenda for all team and voters' meetings.
- Lead all meetings (Voters' and Executive Team) and ensure their effectiveness by following agendas, keeping discussions focused, etc.
- Appoint all special committees as needed including the Nominating Committee and Staff Relations Team.
- In the event of vacancies in elected positions, make interim appointments until the next Annual Election meeting.
- Votes on Executive Team issues only when required to prevent a tie vote.

Assistant Executive Director

- Lead meetings in the absence of the Executive Director.
- Ensure that information from the Executive Team is communicated through the church office as needed (e.g., issues, priorities, etc.).
- Chair the Nominating Committee.

The Executive Team shall normally meet each month. The Executive Director of the congregation and/or the Pastor(s) may call additional meetings as required. The regular meetings of the Executive Team shall be open to members of the church, who are welcome to attend as observers. The Executive Team shall have the right to close the meeting to all persons who are not members of the Executive Team whenever the subject under discussion merits confidentiality.

The Executive Team shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation.