Job Description

President of Chicago Classis

1. Lead Classis Executive Team
	1. The President of Chicago Classis is the leader of the Classis Executive Team.
	2. The President calls Executive Team meetings, sets the agenda and assigns action items.
2. Point of Contact
	1. The President is expected to be relationally connected to every consistory VP and minister in the Classis.
	2. The President will be available to listen, resource and support each consistory. Opportunities for intentional connection will be initiated at least twice each year by the president.
3. Facilitates Classis Meetings
	1. The President will preside over all Classis meetings during their tenure
	2. The President may call special meetings of the Classis as outlined by the Book of Church Order (BCO)
	3. The President will guide the meeting to focus on the purpose and content of the meeting according to the stated agenda. They will enforce the rules of order as outlined by the BCO.
4. Lead the Executive Team
	1. The Executive Team will meet in advance of each classis meeting under the leadership of the president and accountable to the full classis
	2. The Executive Team will set upcoming classis meeting agendas
	3. The President of the Classis will provide accountability guidelines for each team leader and clerk
		1. The President will evaluate each team leader twice every year and share a summary of the evaluations at the end of each year.
5. Other Duties
	1. The President will respond to other duties as assigned by Chicago Classis or as mandated by the Book of Church Order

*- The position of President is a two-year (renewable upon Classis vote) position*

*- The President will receive a stipend commensurate with the position and duties*

*$5,000 base salary (expectation of 4 hrs per week)*

*Additional compensation paid at $25 per hour, not to exceed $10,000 per year.*

*-* *The president is accountable to the full classis. Complaints and concerns about the Classis President should be brought to the attention of the clerk for further discussion with the remainder of the executive team.*

Job Description

Clerk of Chicago Classis

1. Point of Contact
	1. The Clerk will be a point of contact for churches, consistories, and ministers regarding records and communication of information
	2. The Clerk will be responsible for receiving, generating and disseminating all information to Classis members and congregations
2. Classis Agenda
	1. The Clerk will publish and distribute the agenda for each Classis meeting with guidance from of the Classis Executive Team
	2. The Clerk will send a meeting packet (including recent team minutes) no less than 10 days in advance of the meeting date.
		1. The Clerk will keep and maintain minutes of executive team meetings
		2. The Clerk will collect and maintain current minutes of every team meeting
3. Keeping Records
	1. The Clerk will keep and collect a historical record of Classis meetings in the Journal and, together with the President, to sign the Journal upon its approval.
4. Regional & National Resources
	1. The Clerk will communicate with regional and general synods, disseminating information as necessary.
	2. The Clerk will promote resources and connections to/from regional and general synods
	3. The Clerk will be the Chicago Classis representative at meetings of the Regional Synod of Mid-America. In the event that the stated clerk is absent, a substitute may be arranged.

*- The position of Clerk is a two-year (renewable upon Classis vote) position*

*- The Clerk will receive a stipend commensurate with the position and duties*

*$5,000 base salary (expectation of 4 hrs per week)*

 *Additional compensation paid at $25 per hour, not to exceed $10,000 per year.*

*- The Clerk is accountable to the President of Chicago Classis. They will be evaluated twice every year. A summary of the report will be disseminated by the President of the Classis*

Job Description

Pastoral Care Team Leader for Chicago Classis

1. Lead Pastoral Care Team
	1. The Pastoral Care Team Leader will build a team focused on the emotional, physical and spiritual health of Classis ministers (specialized, retired, called and under contract). The team shall be no less than two persons and no more than five persons.
	2. The Pastoral Care Team Leader will meet at least three times each year. They will also set the agenda and assigns action items as needed.
2. Fosters and Maintains Relationships
	1. The Pastoral Team Leader will foster and generate relational connectedness among ministers(specialized, retired, called and under contract) in Chicago Classis.
	2. With the assistance of the team, the team leader will proactively work to support ministers. A primary goal of the pastoral care team will be ministers thriving in their context.
	3. Four times annually the Pastoral Care Team Leader will organize a pastors gathering.
	4. Twice annually the Pastoral Team Leader will connect with all ministers through face-to-face meeting or phone call in order to be available for support, encouragement and care.
	5. The Pastoral Care Team Leader and the team will respond to pastoral needs and emergencies as they see fit.
3. Supports Students Under Care
	1. The Pastoral Care Team Leader will support and walk alongside students under care of the Classis until they are either ordained or decide on a different vocational track.
	2. The Pastoral Care Team Leader will review and approval / disapproval of the credentials of all candidates who desire to become approved by the Classis as a Preaching Elder, Commissioned Pastor, Minister under contract, or Minister of the Word and Sacrament. Final Ordination approval and disapproval of a candidate is up to the full classis.

*- The position of Pastoral Care Team Leader is a two-year (renewable upon Classis vote) position*

*- The Pastoral Care Team Leader will receive a stipend commensurate with the position and duties*

*$2,500 base salary (expectation of 2 hrs per week)*

 *Additional compensation paid at $25 per hour, not to exceed $10,000 per year.*

*- The Pastoral Care Team Leader is accountable to the President of Chicago Classis. They will be evaluated twice every year. A summary of the report will be disseminated by the President of the Classis*

Job Description

Congregational Care Team Leader for Chicago Classis

1. Lead Congregational Care Team
	1. The Congregational Care Team Leader will build a team focused on the health of classis congregations.
	2. The Congregational Care Team will provide support, guidance and direction to consistories (and ministry staff teams) as needed.
	3. The Congregational Care Team Leader will call at least three meetings per year. They will set the agenda and assign action items as needed.
	4. The Congregational Care Team may bring recommendations to the Classis Executive Team or the gathering of the stated Classis.
	5. The Congregational Care Team may only supersede the authority of a local consistory with the vote of the full Classis.
2. Maintain Relationships
	1. The Congregational Care Team Leader will maintain a supportive relationship with every consistory in the Classis. It is expected that the Congregational Care Team Leader will be in direct relationship with the President and Vice-president of every consistory within the classis. Direction relationship is defined as at least one consistory visit and one visit and one phone call every year.
	2. The Congregational Care Team Leader will ensure that each consistory is run faithfully and effectively.
3. Monitor Congregational Health
	1. The Congregational Care Team Leader will ensure that every congregation submits an annual consistorial report
	2. The Congregational Care Team Leader will ensure that every congregation completes a church health assessment every three years
	3. In the event that a congregation is without pastoral leadership, the Congregational Care Team may make suggestions or recommendations to the local consistory. If a consistory wishes to extend a call to a minister, the Congregational Care Team should bring that request to the Classis Executive Team so that the request may be handled in a timely fashion.
	4. In the event that Chicago Classis votes to supersede a local consistory, the congregational care team will assume responsibility for developing a plan and team to lead until the situation is resolved and authority is returned to congregational leadership.

*- The position of Congregational Care Team Leader (CCTL) is a two-year (renewable upon Classis vote) position*

*- The CCTL will receive a stipend commensurate with the position and duties*

 *$5,000 base salary (expectation of 4 hrs per week)*

 *Additional compensation paid at $25 per hour, not to exceed $10,000 per year*

*- The CCTL is accountable to the President of Chicago Classis. They will be evaluated twice every year. A summary of the report will be disseminated by the President of the Classis*

Job Description

Stewardship Team Leader for Chicago Classis

1. Lead Stewardship Team
	1. The Stewardship Team Leader will build a team focused on the oversight and stewardship of Chicago Classis finances and properties.
	2. The Stewardship Team will provide support, guidance and direction for the full Classis as needed.
2. Treasurer
	1. The Stewardship team leader will serve as the official treasurer of Chicago Classis
	2. The Stewardship Team Leader will maintain the financial records of Chicago Classis
	3. The Stewardship Team Leader will pay all bills and expenses incurred by and approved by the Classis
	4. The Stewardship Team Leader will draft and present a budget for approval at the fall classis meeting.
	5. The Stewardship Team Leader will submit a “Treasurer’s Report” to the Classis before each Classis Meeting. This will include information on all accounts and funds of the Classis
3. Property Management
	1. The Stewardship Team Leader will manage vacant classis owned properties and make recommendations on disposition to the Stewardship Team and full classis.
	2. In situations where a vacant property needs active management, the Stewardship Team will assume immediate supervision and maintain it until the full Classis can vote on a long term plan for the property.
4. Financial Advising
	1. The Stewardship Team may make financial recommendations to the Classis Executive Team or to a stated session of the Classis. All non-budgetary requests over $10,000 must be approved by the full Classis.
	2. Any sale of Classis owned property must be approved at a stated Classis meeting.
	3. Requests for financial assistance should first be directed to the Congregational Care Team. Only the Congregational Care Team can bring a financial request to the Stewardship Team.

*- The position of Stewardship Team Leader is a two-year (renewable upon Classis vote) position*

*- The Stewardship Team Leader will receive a stipend commensurate with the position and duties*

*$5,000 base salary (expectation of 4 hrs per week)*

 *Additional compensation paid at $25 per hour, not to exceed $10,000 per year.*

*- The Stewardship Team Leader is accountable to the President of Chicago Classis. They will be evaluated twice every year. A summary of the report will be disseminated by the President of the Classis*