

Job description for Diocesan Council Members

Approved: September 2021

CANON 6 DIOCESAN COUNCIL

Section 1. DUTIES. The Diocesan Council shall meet at least four times each year. The Council shall implement actions assigned to it by diocesan convention, review diocesan and local programs and goals, determine budget policy, and shall have full power and authority to act for convention in all matters not expressly reserved to the convention or granted to another body created herein.

Description of activities

Diocesan Council currently meets six times per year via Zoom or in person. Meetings are held on a Saturday and in person meetings usually begin at 10:00AM and end by 3:00PM. Zoom meetings typically begin at 10:00AM and generally end by 1:00PM.

Travel expenses are reimbursed when requested.

Tasks of the Diocesan Council

- Peruse monthly financial statements summaries and quarterly statements and make recommendations when needed.
- Review Department of Finance meeting minutes which may include recommendations for Council.
- Create policies for church auditing and accounting practices and review annually
- Create or recommend the creation of other policies and practices to support the business and ministries of the Diocese
- Make final decisions on Diocese and TEC grant applications (Faber Fund)
- Review assessment abatement requests, and work with abated churches to return them to full assessment capacity
- Develop and adopt an annual budget reflective of the Diocese' vision to send to Convention
- Read summary of all church audits
- Meet with the diocesan investment advisor annually
- Review annual report to TEC
- Review Diocesan Audit
- Assist in recruiting future Diocesan Council members

Committee Members:

- Attend meetings - if unable to attend, please communicate with the Bishop as soon as possible.

- To participate actively in all aspects of living into the work outlined for the Council.
- Read information that is sent to you prior to the meeting. Be prepared with questions or suggestions as needed.
- Monitor the achievements of tasks and results.
- Be a working committee member and share ideas and help where needed.
- Volunteer for subcommittees and suggest non-Council people to help in subcommittee work.