Program Council

FUNCTION:

To facilitate communication among the standing and acting committees, the Minister, and the Board of Directors, with the purpose of coordinating activities, setting priorities, and providing opportunities for information sharing.

DUTIES:

1. Coordinate activities where more than one committee is affected or involved.
2. Discuss and prioritize all expenditure requests that exceed any committee budget for the fiscal year; make recommendations to the Finance Committee concerning these expenditures.
3. Present reports from each committee on activities for the month and plans for the following month.
4. Review and resolve any scheduling conflicts to better coordinate activities.
5. Provide a forum for the Board President or Vice-President to inform the council of pertinent Board decisions and information.
6. Provide an opportunity for the Minister to share information related to her/his role.
7. Provide an abbreviated finance report pertinent to each committee.
8. Orient committee chairs to church procedures and resources.
9. Participate in annual Leadership retreat.

ORGANIZATION:

1. The Council is chaired by the Vice-President of the Board of Directors, or a designated substitute if needed.
2. The Council consists of representatives of all committees, and any subcommittee or task force wishing to attend. The committee Chair may designate a representative if unable to attend. The Minister and Board President are invited to attend.
3. Decisions are made by consensus, with recommendations for formal action taken to the Board.
4. All representatives will be given time to share committee information.

MEETINGS AND REPORTS:

1. The Council meets once per month, September through May.
2. Minutes of each meeting are prepared and distributed to all committee Chairs, Staff, Board members, and the church office.
3. An annual budget will be submitted to the Finance Committee in the month of February, unless otherwise directed by the Board of Directors.
4. An annual report will be submitted in May for the annual meeting in June.