

CHAIRPERSONS

Each council, committee, task force, or ministry group shall have a chairperson who will guide the committee to engage in activities which consistently further the mission and goals of Cherry Log Christian Church. The chairperson will be team leader, principal record keeper, and chief spokesperson for the committee.

Dependant upon the specific entity, chairpersons may be enlisted by the Nominating Committee and approved by the Board and Congregation, OR appointed by the Moderator and Minister, OR chosen from among the members of the constituency group.

In relationship to the overall programs of the congregation, the chairperson will:

- Submit budget requests to the Finance Committee
- Clear all congregation-wide fund-raising projects with the Finance Committee
- When scheduling activities, clear the use of church facilities
- Place dates on the church calendar
- Coordinate plans with other groups through the appropriate Council
- Ensure continuity through keeping timely and accurate records
- Be a member of a Council or the Church Board, as described in specific cases

GUIDELINES FOR CHAIRING COMMITTEE MEETINGS

Structuring the Meeting

1. Provide an agenda sheet which contains the beginning and ending times for the meeting, location list of committee members, and agenda topics
2. Sequence agenda items thoughtfully, starting with topics which will unify the committee and which will require mental energy, creativity, and clear thinking. Do not put difficult topics back-to-back. End with unifying topics.
3. Provide at least minimal written background information for each agenda item
4. Indicate whether the item is for discussion only or if action is expected
5. Identify on the agenda the person who is presenting each item

Facilitating the Meeting

1. Guide, mediate, probe and stimulate discussion. Monitor talkative members and draw out silent ones
2. Encourage a clash of ideas, but not of personalities. If emotions run high, return the floor to a neutral person, seek a purely factual answer, or take a break
3. Keep discussions on track; periodically restate the issue/goal of the discussion
4. In moving to a decision, call on the least senior or vocal members first to express their views. Discussions tend to close down after senior members express strong views
5. Seek consensus; unanimity is not required

6. Announce the results of actions taken and explain the follow-up needed and by whom
7. Close the meeting by voicing achievements
8. After adjournment, meet briefly with the Council head for the purpose of informing and seeking agreement

Written Report of Committee Meeting

1. Include date, time and place of meeting. Note the name of the chair, members present and absent, and other key persons in attendance
2. Note all formal motions and report on passage or defeat
3. Note all decisions reached, including motions passed and follow-up actions to be take, with deadlines for implementation
4. Include brief summary of discussions. Do not attribute comments to members except where formal motions are introduced
5. Provide information on the time and place of the next meeting
6. Prepare reports as possible after the meeting. Share reports with committee and ask for feedback and corrections before submitting to Council or Board and filing.