

Job Description (thanks to St. Peter's Church, Cobourg, ON)

Job Title:

Chair of the Leadership Development Committee

Purpose of the Position:

To coordinate and lead a group of people dedicated to nurturing and naming leaders for St. Peter's

Tasks, Responsibilities:

- Recruit committee members
- Form the Group according to its Terms of Reference
- Lead Committee meetings
- Develop a nominations strategy/review process which includes an annual review of all Terms of Reference and Job Descriptions
- Compile information on potential leaders and distribute to the committee members
- Be alert to the skills and current circumstances of potential leaders.
- Develop plans/methods to help members of the committee see their task as an ongoing one
- Ensure all necessary reports are completed and submitted on time
- Ensure that there is leadership training available for both current and future leaders
- Ensure compliance with diocesan screening program annually

Reporting relationship:

To the Parish Council in writing four times per year, present a slate to the Annual Vestry Meeting

Liaison required with:

The chairs of the other coordinating groups, the Corporation, eventually with the Parish Coordinator of Volunteer Ministries, members of the parish

Population Served:

Parishioners of St. Peter's Church

Financial control/responsibility:

Nil

Time required:

Initially 6-10 hours per month

Term of office:

One year term, possibly renewable twice

Skills/Qualities required:

- Member of St. Peter's for at least two years
- Strong leadership skills and ability to chair committee meetings
- Diplomacy and tactfulness
- Respects confidentiality

The Anglican Church of Canada-Engaging Volunteers

- Be a servant of the people without a need to be the most important person or to be the one with the right answers to everything
- Consensus building skills
- Negotiating skills
- Implementation skills
- Visionary and breakthrough thinking

Orientation/training provided:

An annual workshop, after the first year a manual will be available for reference

Other available resources:

Nominations committees from other churches, Anglican Dioceses world wide

Benefits to the person holding job:

Living the Great Commission, getting to know a broad cross section of the parish, instrumental in recruiting outstanding leaders for church committees

Benefits to the parish:

Strong leadership presence for St. Peter's Church, well organized and effective groups working towards positive change, a manual will be created to assist future leadership development committees

Position Risk Assessment:

Low

Date Developed:

April 13, 2006

Date Last Revised: