



## St. Paul's Coptic Orthodox Mission Church of Chicago

<b>Ministry:</b>	Church Board	<b>Position:</b>	Lead/Volunteer
<b>Location:</b>	Various	<b>Travel Required:</b>	Yes & Virtual options
<b>Contact:</b>	Fr. James	<b>Time Requirement:</b>	1.5 hours/month
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
1. The Lead			
<ul style="list-style-type: none"><li>• Form board using SPC process every 4 years</li><li>• Act as president of the Board</li><li>• Attend all meetings and participate actively in all of them</li><li>• Meet on all administrative, financial and operational aspects of the church</li><li>• Work with secretary in developing monthly agendas</li><li>• Work with treasurer on all financial items</li></ul>			
2. The Volunteer(s)			
<ul style="list-style-type: none"><li>• Support lead in all the responsibilities listed</li></ul>			
<b>ADDITIONAL NOTES</b>			
<b>Last Updated By:</b>		Fr. James, November 28, 2022	