

Diocese of Olympia
Diocesan Council Job Description

The Diocesan Council (the Bishop / ten (10) members, one elected from each of the ten regional ministries / three (3) members elected by the Diocesan Convention / up to six (6) members appointed by diocesan program commissions) shall exercise all the powers of Convention while Convention is not in session in regard to the unification, development and prosecution of the work committed to it.

Duties and Job Scope:

- The Diocesan Council is the program planning and policy making body of the Diocese between sessions of Convention.
- Diocesan Council is comprised of clergy and lay members although it is not prescribed by individual positions. This allows for maximum freedom of regional ministries, program commissions, and the Convention to elect the best qualified candidates.
- The diocesan bishop shall be the president of the Diocesan Council, unless the bishop and the Council decide to assign this role to a Diocesan Council member.
- The diocesan bishop shall be responsible for the administration of all diocesan programs and policies. The Diocesan Council members are instrumental in assisting the bishop with this role.
- The Diocesan Council shall annually (no later than September 1) adopt an operating budget for the subsequent year.
- Council shall review and recommend to the bishop such changes in budget allocations as it shall find expedient and necessary throughout the year. This involves monitoring income and expenses pertaining to the operating fund.
- The bishop shall supervise the financial affairs of the Diocese and with assistance from Diocesan Council will be responsible for the introduction and maintenance of the budget system in each parish and mission of the Diocese.
- Diocesan Council members assume and accept the role of public relations and good will towards individuals and congregations facilitating connectedness within the Diocese.
- The typical term for a Diocesan Council member is three (3) years. No member who has served on Council for two (2) full consecutive terms shall be eligible for re-election until the expiration of one (1) year.
- Diocesan Council members will assume the responsibility to attend Council meetings and retreats. The Council typically has one (1) meeting a month and one (1) or two (2) weekend retreat(s) a year.
- Diocesan Council members shall have a willingness to attend and/or conduct sub-council meetings. These meetings involve commissions, regional ministries, committees, and task forces. This responsibility varies from member to member.
- Diocesan Council members shall attend the Diocesan Convention and have seat, voice and vote.

Approved by Council, February 25, 1999