

DUTIES OF OFFICERS, BOARDS & COMMITTEES

MODERATOR: The moderator shall be the administrative head of the church, shall preside at all business meetings and may call emergency meetings of the church. In the event that the moderator is unable to serve, the Chairman of the Board of Deacons shall preside.

NOMINATING COMMITTEE: The nominating Committee shall be composed of three people, appointed by the Administrative Board during the first quarter, for a term of three years in such a manner that the term of one shall expire annually. The Nominating Committee is responsible for preparing a ballot for the November church meeting. The Nominating Committee shall nominate officers, boards and delegates as listed in Article VII and shall make its report at the November business meeting. Members of the Nominating Committee may also hold other offices in the church.

TREASURER: The treasurer shall receive all depository receipts from the financial secretary and keep a record of the same. He/She shall keep a full and accurate account of all monies received and paid out and verify this with the bank statement. He/She shall call a meeting of the Administrative Board in case an order is drawn for which there are insufficient funds. He/She shall make quarterly reports to the Administrative Board and annual reports to the church.

BOARD OF CHRISTIAN EDUCATION: It shall be the duty of the Chairman of Christian Education to have general supervision over the church's educational activities and studies, working closely with the Pastor and Youth leader to see that all needs of the congregation are being met.

He/She shall serve as chairman and shall order and distribute literature as directed by the Board of Christian Education. Three people will be appointed for a term of three years in such a manner the term of one member shall expire annually. The Pastor and Youth Leader will be members of this board by virtue of their positions. The three appointed board members will vote on one to become chairman of the Board each January and they will serve on the AB.

MUSIC DIRECTOR: The music director shall have charge of the music of for Sunday church services, Worship Team, Contemporary Services and any music needed for special services. The director will be authorized to order music as needed within budgetary allowances set by the AB.

BOARD OF DEACONS: The Board of Deacons shall be composed of six people, elected for a term of three years in such a manner that the terms of two members shall expire annually. The Board shall elect its own chairman and secretary and such other officers as it shall deem necessary, immediately after the election in November and they shall take office the following January 1.

Duties of the Board of Deacons are as follows:

Meetings shall be held at least quarterly and at such times as necessary at the call of the chairman, and reports shall be given at each business meeting of the church.

It shall be the duty of the deacons to assist the pastor in promoting the spiritual interests of the church, to assist them in the Communion Service and to provide for the table, to visit the sick, to care for the needy, and to counsel with the indifferent and delinquent members of the church. They shall direct and give guidance to the visitation and correspondence program of the women's organization.

In the event the pastor is unable to fill the pulpit by reason of vacation or illness or in the absence of a pastor, the Board of Deacons shall be empowered to fill the pulpit and take care of other ministerial duties for the period of vacancy and the Chairman of the board shall preside at the worship services.

It shall be the duty of the deacons or people whom they enlist to serve for the church services if needed, and at funerals and other special services of the church, to seek to create a welcome atmosphere by courteously meeting and properly seating the people.

AUDITING COMMITTEE: The Auditing Committee shall consist of three people, not on the Administrative Board, appointed annually by the Administrative Board. It shall be the duty of this committee to audit annually the books of the treasurer and the financial secretary and the books of any other group in the church upon request.

BOARD OF TRUSTEES: The Board of Trustees shall be composed of three people elected for a term of three years, in such a manner that the term of one shall expire annually. The Board shall elect its own officers immediately after the November election and they shall take office the following January 1. Meetings shall be held at least quarterly and at such other times as necessary at the call of the Chairman and reports shall be given at each business meeting of the church.

Duties of the Board of Trustees are as follows:

It shall be the duty of the trustees to have general oversight of the church property, such as lawn care, snow removal, and any non-major repairs as needed.

Major repairs, remodeling, or additions to real estate shall be undertaken only by majority vote of the church at any regular business meeting and then shall be under the supervision of the Board of Trustees.

FINANCIAL ADVISORY COMMITTEE – The Financial Advisory Committee shall be comprised of five voting members from the congregation. Each member will serve a term of three (3) years and can serve a maximum of three consecutive terms (maximum length of service will be nine (9) concurrent years). At the end of three consecutive terms of service, a member will be required to be removed from the committee for a minimum of 1 year, before being allowed to serve on the committee for another term.

It will be the duty of the committee to work with a financial advisor selected by the Administrative Board to oversee all monies from bequests, gifts, memorials, etc., after approval of transfer from their respective accounts by the Administrative Board. This board will follow the procedures set forth in the “Investment Policy” adopted by the Administrative Board, which states any spending over the distribution amount must have authorization from both the Administrative Board and a duly authorized congregational vote.

SISTERS IN FAITH: Sisters in Faith is an organization within the church that serves in various roles including fellowship, stewardship, mission projects and special events. The organization is comprised of people from the church. It shall be the duty of this committee to provide food for funerals when requested by the family. This organization will also help with food for church families when there is an accident or illness.

FINANCIAL SECRETARY: It shall be the duty of the financial secretary to receive all payments from pledges and offerings, to keep accurate accounts with each subscriber, to deposit all monies in the depository as designated by the Administrative Board and to submit the deposit receipt to the treasurer. He/She shall furnish subscribers with statements of their accounts annually. He/She shall make a quarterly report to the AB of all funds received and of all orders drawn during the quarter, and a like annual report to the church at its annual business meeting. All collections are to be counted by 2 persons, the amount recorded in a receipt book with the amount of cash noted and then signed by the counters. The second person counting should be from the Board of Ushers or the Board of Deacons.

MISSIONS COMMITTEE: The Mission Committee shall be composed of three members, with one holding the position of chairman. This committee is formed by the Nominating Committee each year. A representative of this committee shall report at the AB meetings on their activities and receive any approval on expenditures that exceed their policy.

HISTORIAN: The historian shall compile for permanent record a brief account of the church activities each year. Anything of traditional value should be preserved and placed in a suitable place.

BOARD OF USHERS: The Board of Ushers shall be composed of six people, elected for a term of two years in such a manner that the terms of two members shall expire annually. The Board shall elect its own chairman immediately after the election in November and shall take office the following January 1st. It is the duties of the ushers to collect the offering each Sunday, and offer assistance to the Financial Secretary, if needed, in the verification of offering collected.

SPECIAL EVENTS COMMITTEE: The special Events Committee shall consist of people appointed by the Administrative Board as needed. It shall be the duty of this committee to provide information to the church concerning the benevolent interests and plan events as it deems wise to further the Christian fellowship in the church.