



Title: Executive Team Roles
Policy #: 51
EXPIRES: When Replaced
ISSUED BY: Church Council
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	1/19/21	STEFANIE TRAKEL	ESTABLISH THE ROLES FOR THE EXECUTIVE TEAM

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to the Church Council.

3 Policy

All members of the executive team serve as voting members on the church council.

Role of President

Preside at Congregation and Council Meetings. The President shall sign all records, transactions and documents involving the corporate body of the congregation on behalf of the congregation when properly authorized by the congregation or council. Perform all duties as usually required of chairs of corporate bodies and as may be required of them by the congregation.

Role of Vice President

Preside at Congregation and Council Meetings in the absence of the President or upon the request of the President. Perform all duties as usually required of chairs of corporate bodies and as may be required of them by the congregation.

Role of Secretary/Treasurer

The Secretary/Treasurer shall be a member of the council. The Secretary/Treasurer shall accurately record the proceedings of the congregation meetings and the council meetings, submit records for revision and approval at the following regular session of each group and perform such other duties as

are common to the office. The Church Council may appoint a recording secretary to carry out the recording duties in the preceding paragraph.

The Secretary/Treasurer shall also sign, together with the President, all other records, transactions and documents involving the corporate body of the congregation on behalf of the congregation when properly authorized by the congregation or the council.

The Secretary/Treasurer is responsible for maintaining proper, complete and accurate financial records for the church and shall submit reports to the Church Council and Congregation on the financial condition of the church. These duties will be carried out with the assistance of the church office staff. The Secretary/Treasurer, with the assistance of Ministry Team Leaders, is responsible for the compilation and submission of the annual operating budget to the Church Council and congregation for approval.

All approved records made must be preserved by the Director of Church Administration as public record.

Role of Head Elder

The Head Elder shall serve as a resource on doctrinal matters, together with the Senior Pastor. He will report to the Church Council on a monthly basis with the proceedings of the Elder Team Meetings and activities.

4 Procedure

None

5 Forms

None