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CHURCH MEMBERS MANUAL COMMITTEES, COUNCILS, OFFICERS, AND PROGRAM LEADERS

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CHURCH MEMBERS MANUAL COMMITTEES, COUNCILS, OFFICERS AND PROGRAM LEADERS

It is the purpose of this church to utilize the talents of all the members in the ministries of the Church. The following guidelines apply to all standing committees unless otherwise noted in a specific job description. Special committees will be elected at the discretion of the Church and their limitations will be determined at the time of their establishment. It is understood and encouraged that all committees, officers or program directors may enlist the assistance of persons not elected to their committee when necessary.

Nomination and Election

The Nominating Committee will nominate to the Church for election all committee members, program directors, and church officers with the exception of the Nominating Committee. Vacancies on the Nominating Committee will be nominated by the Church Council and elected by the Church. The program leaders designated to serve on the Nominating Committee should be elected by the Church at the May Church Conference and take office at the beginning of the church year but should replace their predecessors on the Nominating Committee immediately after their election.

Committees will be elected for three-year terms (unless exceptions are noted in their job description) with one third (1/3) of the members rotating off each year. No person may be reelected to the same committee until at least one year has elapsed from his or her last term on the same committee. Persons elected to fill unexpired terms on a committee may be reelected to the committee provided they have served less than two years on the committee. No person may serve on more than one standing committee at the same time.

No two persons from the same family (parents, children or spouses of children) may serve on the same committee. Should two members of the same family become members of a committee as a result of ex-officio status; the chair of the committee affected will request the ex-officio member to have another person from that organization assume the position on the committee.

Nominations for all positions except those elected in May will be made annually at the October Church Conference, and those elected will begin their terms of service the following January. Vacancies occurring during the year may be filled at any regular church conference upon recommendation from the Nominating Committee.

Size of Committees

The size of each committee will be determined by the Church but should be divisible by three for rotation purposes. Ex-officio committee members will be voting members but not serve as committee officers. Should a standing committee not have an active Deacon serving as a member; an active Deacon will be appointed as an ex-officio member. The Pastor or his staff designee will be non-voting members of all committees.

Committee Officers

The Nominating Committee, in consultation with each committee, will designate at sitting committee member as chair elect. This person will assume the roll of chair of the committee in absence of the chair and will become chair when the current chair rotates off the committee. All committees will have a chair, chair elect, and secretary. The chair of all committees will be a member of the Church Council.

Church Officers

Church officers will be nominated by the Nominating Committee at the October Church Conference and will serve for the term of office as described in their position description.

Program Leaders

Nominees for program officers and leaders will be selected by their respective organizations or programs and presented for election at the May Conference by the Nominating Committee.

Reports

Committees will report to the Church at least twice a year in regular Church Conference. Following each meeting, minutes of all committees will be provided to the church office in writing. Copies will be available to church members upon request and will be placed in the church archives annually. The Moderator will notify committees as to which Church Conference they will report or the committee may request a time to report.

Finances

Committees and Program Organizations provided funding through the unified budget will be responsible for communicating to the Stewardship Committee their annual ministry plan and the amount of funds needed to provide the ministry. Any adjustments to a committee's request should be discussed with the committee prior to the Stewardship Development Committee's annual budget recommendation to the Church. Committee requests for amendments to the annual budget should be presented to the Stewardship Development Committee prior to recommendations to the Church.

Amendments

The job descriptions of all committees, officers, and program leaders may be amended at any Church Conference upon recommendation of the Church Council.

COMMITTEES

ADMINISTRATIVE COMMITTEE

PURPOSE

To assist the church staff in general office operations and request appropriate budget allocations for the efficient operation of the church offices and administration. They will assist the Church in the management and hiring of all personnel unless the responsibility is reassigned by special provision of the Church.

SIZE

Consist of six members.

RESPONSIBILITIES

1. Provide assistance in purchasing supplies upon request of the staff.
2. Consult with the staff when negotiating all contracts related to the purchase, lease or maintenance of equipment.
3. Develop policies related to the use of office equipment by persons other than staff.
4. Recruit, interview, hire, and dismiss all non-called staff as needed according to established church policy and staff criteria.
5. Consult with the staff and develop an annual budget request including salaries and office operating expenses to submit to the Stewardship Committee.
6. Maintain an inventory of all office equipment and furnishings including quantity and value and furnish the list to the Board of Directors and the insurance company.
7. Assist the senior minister in the annual evaluation of staff performances.
8. Maintain a staff personnel manual containing all staff/church covenants, staff operating procedures and policies, and any other matters related to the staff.
9. Deal with all grievances related to the non-called staff when the persons involved have been unable to resolve their differences.
10. Assist the staff with publicity of church events and ministries.
11. Serve as advocate/liaison group for the church staff.

BEREAVEMENT COMMITTEE

PURPOSE

To ensure that the appropriate action will be taken when there is a death in the immediate family of a church member. "Immediate" refers to spouse, children, and parents.

SIZE

Consists of nine members.

RESPONSIBILITIES

1. Visit the bereaved family and coordinate the action to be taken.
2. Plan a menu and make arrangements for the meal in cases where a meal is to be provided.
3. Emphasize that this is a church ministry and not just individuals or a Sunday School department.

FOOD SERVICE COMMITTEE

PURPOSE

To plan, budget and coordinate the food service needs of the church economically and efficiently. The primary focus is the Wednesday evening meal, but additional food service needs required by church programs may be included.

SIZE

Consists of nine members.

RESPONSIBILITIES

1. Establish and recommend to the Church policies and procedures for use and operation of the kitchens, Fellowship Hall, Social Hall, Picnic Shelter, and associated facilities.
2. Assist the Administrative Committee in securing any paid workers for food service preparation; however, paid workers will be supervised by the Food Service Committee.
3. Review and make suggestions to the Church Hostess and/or caterer in the planning of menus and food purchasing; food preparation, storage, and disposition; cleaning processes; and utilization of paid kitchen workers.
4. See that employed personnel complies with local health standards.
5. Make arrangements for collecting payment for Wednesday night meals.
6. Oversee and coordinate the arrangement of all special meals throughout the church year, such as Homecoming, Eastern Association, Ministerial Association, Sunday School Workers' Appreciation Dinner, Men's Breakfast, church outings, etc.

HISTORY COMMITTEE

PURPOSE

Keep an up-to-date history of the Church and maintains the archive files.

TERMS OF OFFICE

Elected and may be reelected.

RESPONSIBILITIES

1. Gathers and preserves historical records: including minutes, membership rolls, news clippings, pictures, video and audio recordings, special correspondence, biographical materials, association records, and any other pertinent materials which tell the story of the Church.
2. Sets up and maintains a storage system for all historical records to assure their indefinite preservations.
3. Plans and implements special projects as needed to solicit or present information to the Church such as dedications, installations, homecomings and anniversaries.

NOMINATING COMMITTEE

PURPOSE

To nominate to the Church persons to be elected to fill all volunteer church committees and officers unless their nomination is specified elsewhere in this document or the church Constitution and By-Laws.

SIZE

Consists of six members nominated by the Church Council and elected by the Church plus the Program Directors and Chair of the Music Council.

RESPONSIBILITIES

1. Discover, interview, and nominate for election church members who are deemed best qualified and suitable to serve in positions on committees as program directors and as officers of the Church.
2. Consult with the church program organizations to nominate at the May Church Conference the WMU Director, Brotherhood Director, Sunday School Director, Discipleship Training Director, and Church of the Music Council.
3. Serve throughout the year to nominate persons to fill vacancies as they occur.
4. Present at the October Church Conference the annual nominations for volunteer positions for persons taking office in January. The report should include all organization leadership selected by organizations to begin in January.
5. Advise the Church in establishing new or special committees and in writing their job descriptions.
6. Provide annually a time for orientation and organization of all committees.
7. Recommend the replacement of committee members and officers who are unable or unavailable to fulfill their responsibilities.

PROPERTY AND SPACE COMMITTEE

PURPOSE

To assist the Church in managing all properties, buildings, furnishings, and mechanical equipment.

SIZE

Consists of six members.

RESPONSIBILITIES

1. Develop and publish policies for the use of church buildings and property.
2. Perform, supervise, contract, or provide for all work done on the buildings and properties of the Church.
3. Maintain and inventory all property, mechanical equipment, and furnishings of the Church.
4. Develop lease or rental agreements in cooperation with the Board of Directors for persons or groups outside the Church who use our facilities.
5. Recommend personnel or contracted services for the general upkeep and maintenance of the buildings and grounds. Work with the Administrative Committee concerning salaries, benefits, and supervisory relationships for all employed personnel.
6. Recommend to the Stewardship Committee the amount and use of monies held in reserve for capital improvements.
7. Approve plans for the redecorating or renovating of all rooms and buildings.

SCHOLARSHIP COMMITTEE

PURPOSE

To assist the Church in the management and use of funds designated for use as educational scholarships.

SIZE

Consists of three members.

RESPONSIBILITIES

1. Maintain information files relating to the distribution of funds designated for educational scholarships.
2. Develop written policies and guidelines in accordance with the donor's wishes for establishing and managing educational scholarships.
3. Provide information to the Church about existing scholarship funds and ways to contributing to these funds.
4. Encourage church youth to take advantage of available funds.
5. Review all applications for scholarships and notify the applicant and the Financial Secretary as to disbursement of funds.
6. Notify recipients of repayment schedules when applicable.

STEWARDSHIP DEVELOPMENT COMMITTEE

PURPOSE

To assist the Church in stewardship education in all areas of church life: develop, promote, and administer a comprehensive plan for financing the ministries of the Church.

SIZE

Consists of nine members. The Church Treasurer and Financial Secretary will serve as advisors on the committee.

RESPONSIBILITIES

1. Assist the Treasurer in presenting financial reports to the regular Church Conferences.
2. Assist committees and organizations in developing their annual budget requests.
3. Develop an annual budget based upon leadership requests to present to the Church for adoption.
4. Recommend to the Church financial policies concerning the receipt and disbursement of all funds entrusted to the Church.
5. Assist church leadership in managing budgeted funds and in maintaining church financial policies.
6. Assist committees and individuals requesting funding for projects outside the church budget.
7. Provide education in individual and church-wide stewardship.
8. Provide for regular audits of the Church's financial affairs.
9. Provide for the accounting of all funds: receiving, counting, depositing, and disbursing.
10. Select the Money Counters and supervise their work.

TRANSPORTATION COMMITTEE

PURPOSE

To assist the Church and its organizations in providing needed transportation to and from church-sponsored events.

SIZE

Consists of three members

RESPONSIBILITIES

1. Develop written policies for the use of all church vehicles.
2. Help organize transportation to association meetings, workshops, conventions, or church camps when called upon.
3. Develop and administer a program of transportation for persons who need rides to Sunday School and church activities.
4. Secure qualified drivers and some with CDL licenses.
5. Set up a schedule for checking the maintenance of the vehicles by committee members.
6. Check vehicles monthly to ensure that the rules and regulations governing the use of the vehicles are being observed. The committee has the authority to deny vehicle privileges to anyone who repeatedly violates the rules.

USHER COMMITTEE

PURPOSE

To assist congregational members, guest, and leaders before, during and after services.

SIZE

Consists of six members.

RESPONSIBILITIES

1. Enlist and train an adequate number of ushers.
2. Make sure that all needed ushers are present at each service.
3. Make sure pews and chairs are in proper order for worship.
4. Make sure that all supplies are available in ample quantities for the ushers to function properly; for examples, offering plates, visitor cards, and bulletins.
5. Greet and welcome all members and visitors upon their entering the sanctuary.
6. Promote a spirit of fellowship and friendliness for each service.
7. Assist those who may have to leave during a service for any reason.

WEEKDAY MINISTRY COMMITTEE

PURPOSE

To assist the Director of Weekday Activities in coordinating all activities and ministries of various weekday programs and serve as liaison between the weekday program and the Church.

SIZE

Consists of six members.

RESPONSIBILITIES

1. Determine policies and procedures for operating and administering the program.
2. Assist the program director in developing a workable budget.
3. Comply with all legal and licensing requirements.
4. Direct public relations efforts to inform, involve, and educate church members and the community about the program.
5. Coordinate the work of the program with other church activities involving children.
6. Review reports and records to ensure proper operation of the program.
7. Report regularly to the Church about the work of the weekday education program.
8. Organize the involvement of church members and parents as volunteers in the program.

WORSHIP COMMITTEE

PURPOSE

To assist the church and staff in developing public services of worship for education and inspiration.

SIZE

Consists of nine members.

RESPONSIBILITIES

1. Assist the ministerial staff in the evaluation of worship services and recommend the highest level of worship methods to meet the needs of the congregation.
2. Provide appropriate audio, visual, and lighting to enhance the services of worship and learning.
3. Recommend and maintain the audiovisual equipment for worship and educational ministry.
4. Train an adequate number of persons in the proper operation of all audiovisual equipment.
5. Develop and recommend policies related to the use of all audiovisual equipment.
6. Develop and recommend policies for securing, arranging, and disposing of flowers for church services.
7. Develop and recommend policies for decorations in all areas of the church.
8. Provide for the storage of all decorations (banners, floral arrangements, receptacles, and candelabra).
9. Assist with decorations for special seasons or occasions.

COUNCILS AND ORGANIZATIONS

CHURCH COUNCIL

PURPOSE

To provide for leaders, organizations, committees, and ministries to coordinate their activities into one harmonious process of work for the Church. The council's basic responsibilities are planning, coordinating, and evaluating.

MEMBERSHIP

Composed of all committee chairs, organization and program directors, and the church professional staff. The Pastor or his designee will serve as chairperson of the Church Council.

RESPONSIBILITIES

1. Give direction to the Church's comprehensive ministry strategy and plan.
2. Outline a church calendar of activities for accomplishing the objectives.
3. Coordinate all church program ministries and activities.
4. Recommend activities and procedures to the church program and service organizations or ministry teams.
5. Refer to the Church all matters agreed upon by the Council that call for action not already authorized by the Council.
6. Evaluate the results of all programs, ministries, and activities and recommend changes where needed.
7. Meet at least monthly.

DIACONATE

PURPOSE

The Deacons will be responsible for the overall enhancement of the life and ministry of the Church. They are to be co-laborers with the staff in ministering to the spiritual and tangible needs of the membership and its pastoral community.

SIZE AND FUNCTION

The number of deacons will be one deacon for no more than 12 resident households as reported on the previous year's annual church profile. Beginning August 15, the membership will be notified through the newsletter that anyone who does not wish to be nominated as a deacon for the coming year should call the church office to remove his/her name. Then a list of eligible candidates will be made available to the membership at least two weeks prior to the day of nomination.

Nomination of deacons will take place the first Sunday of October during the morning worship hour. Each member may nominate one person for each vacancy to be filled. A committee established by the active deacons will tally nominating ballots.

Nominees will be contacted to determine their willingness to serve and to fulfill the responsibilities as presented to them. They will be contacted in descending order until the required number has agreed to serve. The nominees will be presented to the Church at the October business meeting for confirmation as deacons.

Deacons will be elected to term of three years. After serving for a three-year term, no deacon will be eligible for reelection until the lapse of at least one year. A deacon elected to serve an unexpired term of two years or more will not be eligible for reelection until at least one year has elapsed. Should vacancy occur during the year, the committee will contact the next name of the most recent nominees and follow the process used in the election of the other deacons. There

will be no obligation to install as an assigned deacon one who has been a deacon in another church; however, in such instances as one might be chosen by this church for assignment as a deacon, the previous ordination by another church of like faith and order will suffice for this church. Non-ordained persons elected as deacons will be promptly ordained.

QUALIFICATIONS

The following are minimum qualifications for persons who serve as deacons in this church:

1. A Christian for at least three years.
2. A member of this church for at least one year prior to beginning service in January.
3. Twenty-one or more years of age.
4. Biblically qualified as described in the New Testament.
5. Willing to be equipped for service through a guided program of training.
6. Supportive of the life and ministry of this congregation by regular attendance and participation.

RESPONSIBILITIES

In accordance with the meaning of the work and practice of the New Testament, deacons are to be servants of the Church. Members of the Diaconate are expected to attend deacon meetings: no one will be allowed more than three unexcused absences in a twelve-month period. They are to provide support, ministry, and encouragement for church families. They will serve the Pastor and staff in performing these pastoral ministries:

1. Leading the church in the achievement of its mission.
2. Proclaiming the gospel to believers and nonbelievers.
3. Participating in the family care ministry of their assigned families.
4. Assisting in public worship whenever possible.
5. Providing for and participating in the observance of church ordinances.
6. Assisting the Pastor in selecting persons to supply the pulpit for special services and in the absence of the Pastor.
7. Participating in the ministries assigned to the deacons and those developed by the deacons. Example: Serving when requested as an ex-officio member of a standing or an ad hoc committee.
8. Informing the Pastor and church staff as to the needs and concerns of the membership.

ORGANIZATION

The Diaconate will elect a chair, associate chair, secretary, and other leaders from its members as it may deem necessary to carry out its responsibilities. It will be the chair's responsibility to organize the Diaconate to fulfill its mission.

The chair and associate chair will be responsible for equipping and motivating deacons for service (for example, providing training in administering the Lord's Supper to the homebound). The associate chair will serve in the absence of the chair and will perform other duties as assigned by the chair.

The secretary of the Diaconate will be responsible for preparing deacon resource books, for recording and maintaining minutes of all deacon meetings, and for maintaining attendance records.

MISSIONS DEVELOPMENT COUNCIL

PURPOSE

To seek actively to discover mission opportunities and needs in the community. Work with the program organizations (WMU, Brotherhood, and Sunday School) and with individuals to respond appropriately to those needs. Assist the Church in defining its total mission needs, determine the appropriate response to needs, identify its resources, and respond as a total church.

MEMBERSHIP

Consists of six members elected by the Church, plus the WMU and Brotherhood Directors or their designees and any mission project coordinators.

RESPONSIBILITIES

A. Mission Education

1. Assist the Church's mission organizations in developing ongoing mission education opportunities for all ages.
2. Assist in setting goals and promoting mission offerings for national, state, and local mission organizations.
3. Request appropriate funding to provide literature and promotional materials for the ongoing mission organizations and emphases.
4. Provide information to the congregation of issues related to denominational relations and our relationship to various mission opportunities.

B. Community Ministries and Mission Actions

1. Designate specific mission action projects for church involvement each month.
2. Lead the Church to work with community agencies to address the concerns and needs of specific people groups in the community.
3. Provide financial assistance to meet the physical/material needs of people in a financial crisis.

C. Special Projects and New Ministry Starts

1. Assist the church in selecting short-term mission-action projects.
2. Work with the local association to establish new churches or new ministry points.
3. Study community and church data for awareness of mission involvement opportunities.
4. Assist the Church in local or national partnership mission projects.

D. General

1. Enlist coordinators to lead mission projects and contact persons for community service agencies.
2. Assist project coordinators in enlisting and organizing groups.
3. Request funding for mission education materials, special projects, designated offerings, and ongoing benevolent ministries.
4. Consider all requests related to mission projects and ministries and make recommendations to the Church regarding its involvement.

MUSIC COUNCIL

PURPOSE

To assist the Church and staff in developing a comprehensive music ministry of education and worship.

MEMBERSHIP

Consist of three members elected by the Church plus the Associate Pastor/Music and Senior Adults, Organist, Pianist, Adult Choir President, and the Directors of all age-group choirs and music ensembles.

RESPONSIBILITIES

1. Assist the ministerial staff in developing and implementing the music ministry of the Church.
2. Recommend policies concerning the use of instruments and equipment.
3. Assist the staff in maintaining, purchasing, and caring for all musical equipment and furnishings.
4. Recommend the graded choir directors to the Nominating Committee each year.
5. Arrange community concerts of Christian artists funded through the Christian Artist Endowment Fund.
6. Assist in the cataloguing and filing of all music.

SENIOR ADULT COUNCIL

PURPOSE

To assist the various church ministries to become aware of the needs of senior adults and plan and promote effective ministries to meet such needs.

SIZE

Consists of six members.

RESPONSIBILITIES

1. Assist the staff person responsible for the senior adult ministry in determining needs.
2. Develop, recommend to the Church Council, and coordinate a comprehensive senior adult ministry plan.
3. Plan and implement ministry programs including an actively functioning senior adult organization with a developed calendar of events for senior adults.
4. Assist in integrating the senior adult ministry into the total ministry of the Church.

Evaluate periodically the effectiveness of the senior adult ministry and study its ongoing needs. Make recommendations for improvements to the Church and implement authorized changes.

SUNDAY SCHOOL COUNCIL

PURPOSE

To plan, coordinate, and evaluate the work of the Sunday School and Bible Teaching Program, its projects and its emphases.

MEMBERSHIP

Composition will be the Sunday School General Officers, Division Directors, Department Directors, and Vacation Bible School Director.

RESPONSIBILITIES

The Council should meet regularly for the purpose of:

A. Planning

1. Set the numerical goals for outreach and growth for the Sunday School.
2. Study records and reports and develop ways to improve outreach, Bible teaching and Christian living.
3. Determine the best use of space, furnishings, and supplies available.
4. Formulate an annual calendar of activities to incorporate into the overall church ministry.
5. Schedule special activities and projects for the Sunday School.
6. Prepare for and enlist leaders to be elected by the Church.
7. Provide appropriate training for Sunday School leadership.
8. Act upon recommendations of the Church Council related to the Bible teaching program.
9. Plan for an efficient functioning Sunday School organization.
10. Assist with the selection of Bible teaching materials for Sunday School.

B. Coordinating

1. Build a spirit of unity among all workers in Sunday School.
2. Develop and use worker's covenants and job descriptions; challenge workers to excel in their work.
3. Coordinate all activities involving more than one age group, department, or division.
4. Coordinate special emphases and projects related to the performance of church functions through the Sunday School.
5. Coordinate with the Vacation Bible School Director the promotion and enrollment of teachers and students for Vacation Bible School.

C. Evaluating

1. Review regularly the work of the Sunday School in light of church objectives and goals in Sunday School tasks and goals.
2. Adopt and use a general Sunday School Standard to evaluate progress.
3. Evaluate projects and emphases immediately after completion and identify areas for improvement.

PRESCHOOL COUNCIL

Purpose

To assist ministerial staff in planning and coordinating a balanced ministry to preschoolers and their families.

Membership

Consists of three members elected from the adult membership and teachers in the preschool's Sunday School department

Responsibilities

1. Assist church staff in planning activities for preschoolers which provide opportunities for fellowship, discipleship, and mission.
2. Seek ways to involve preschoolers in the total ministry of the church.
3. Secure adults to supervise and chaperone activities for preschoolers.

CHILDREN'S COUNCIL

Purpose

To assist ministerial staff in planning and coordinating a balanced ministry to children and their families.

Membership

Consists of three members elected from the adult membership and teachers in the children's Sunday School department

Responsibilities

4. Assist church staff in planning children's activities which provide opportunities for fellowship, discipleship, and mission.
5. Seek ways to involve children in the total ministry of the church.
6. Secure adults to supervise and chaperone children's activities.

YOUTH COUNCIL

PURPOSE

To assist the ministerial staff in planning, coordinating, and structuring a balanced youth ministry.

MEMBERSHIP

Consists of three members elected from the adult membership, two representatives elected from each youth Sunday School Class, and the Directors of the Youth Sunday School divisions.

RESPONSIBILITIES

1. Assist the church staff in planning youth activities, ministries, and education.
2. Present to the Church the needs expressed by the youth and inform the Church of youth activities.
3. Seek ways to involve youth in the total ministry of the Church.
4. Provide interactive opportunities involving youth, parents, and other adults.
5. Assist the staff in securing adults to supervise and chaperone youth activities.

MODERATOR

PURPOSE

Preside at all church conferences ensuring that proper parliamentary procedure is followed.

TERM OF OFFICE

Elected annually and may be reelected to no more than five consecutive terms. In the absence of the Moderator the Chair of Deacons will preside. Should neither of these person be available the Clerk will serve as the Moderator Pro Tem to enable the assembled body to elect a person to serve as Moderator Pro Tem.

RESPONSIBILITIES

1. Coordinate with committees, program leaders, and church staff to develop an agenda for church conferences.
2. Ensure the appropriate notification is given to the congregation regarding special conferences and issues of particular importance to come before the congregation.
3. Conduct orderly church conferences, ensuring fairness and decorum in handling all matters and discussions. The latest edition of *Robert's Rules of Order* will serve as the guideline for conducting all church conferences.
4. Moderate the meetings but do not share personal opinions. If the moderator wishes to express a personal opinion or submit recommendations or motions to the body, the Moderator must relinquish the chair to another member who will moderate during that period of time. At the conclusion of that item of business the Moderator will resume the chair.
5. Develop skills in leading group discussions and in clarifying opinions and statements. The Moderator should keep the conference focused on the tasks at hand and execute business in a fair and timely manner.
6. Appoint a person to serve alongside the Moderator as Parliamentarian and request assistance as needed.
7. Serve as a member and vice chair of the Church Council.

TREASURER

PURPOSE

Assist in ensuring that the Church financial system functions properly and efficiently.

TERM OF OFFICE

Elected annually and may be reelected to no more than five consecutive terms.

RESPONSIBILITIES

1. Serves as one of two signatories on all church accounts.
2. Serves as an advisory member of the Stewardship Committee.
3. Serves as a member of the Board of Directors.
4. Makes financial reports to the Church at each regular church conference.

CLERK

PURPOSE

Provide accurate records of church business meetings and other important membership communications.

TERM OF OFFICE

Elected annually and may serve no more than five consecutive terms.

RESPONSIBILITIES

1. Attends all church conferences and keeps an accurate record of all business transactions.
2. Assists the staff in preparing the Annual Church Profile for the Eastern Association, listing all officers, members of committees and messengers.
3. Issue letters of dismissal and request letters of transfer as authorized by the Church.
4. Assists the Church Historian in the preservation of all papers, valuable letters, and records that belong to the Church.
5. Ensures that an accurate roll of the Church membership is kept with dates and methods of admission and dismissal, name changes, correct mailing addresses, and other pertinent information.
6. Serves as a member of and secretary to the Church Council.

BOARD OF DIRECTORS

PURPOSE

Serve as legal representatives in all transactions of the Church. Hold title to the Church property and sign all documents related to the purchase, sale, mortgaging, or rental of church property after approval by the Church in the Church conference.

MEMBERSHIP

Composed of the Moderator, Chair of Deacons, Treasurer, Clerk and three persons elected from the membership to serve six year terms.

RESPONSIBILITIES

All actions of the Board of Directors must have the approval of the membership to become the official action of the corporation. At least five directors must be present to transact business of the board.

1. Serve as representatives of the Church in all legal matters.
2. Hold in trust the deeds to all real estate.
3. Serve as the legal signatures for all transactions, except the signing of checks.
4. Examine the By-Laws annually recommending any necessary amendments.
5. Maintain an inventory of all legal documents and Church holdings.
6. Meet at least annually on the first Tuesday of November. Additional meetings may be called at the discretion of the Chair, or any two members, or at the request of the membership.

OFFICERS

The Moderator will serve as Chair, Chair of Deacons as Vice Chair, and the Clerk as Secretary.

MINISTRY PROGRAM LEADERS

The Nominating Committee, in consultation with Program Directors, will designate an Assistant Director for all program organizations. The Assistant Director will ascend to the Director's position when it becomes necessary to replace a Program Director.

BROTHERHOOD DIRECTOR

PURPOSE

To plan, coordinate, and evaluate mission education and involvement among men and boys of the Church.

RESPONSIBILITIES

1. Plan, promote, and preside at all meetings of the Baptist Men's Group.
2. Recommend to the Nominating Committee persons to lead the men's and boy's organizations.
3. Assist the leaders of the Royal Ambassadors as requested.
4. Coordinate the work of all Brotherhood organizations and report their ministry to the Church.
5. Serve, or designate someone to serve, on the Church Council, the Nominating Committee, and the Missions Development Council.
6. Assist in the planning and promotion of special mission emphases and projects among the men of the Church.
7. Submit an annual budget request for all Brotherhood organizations to the Stewardship Committee.

DISCIPLESHIP DIRECTOR

PURPOSE

Coordinate the church's discipleship ministry.

RESPONSIBILITIES

1. Work with other program leaders to develop training opportunities to equip church leaders to perform their responsibilities.
2. Assist in establishing ongoing new member training.
3. Assist the Church in establishing discipleship training to equip the members for Christian living.
4. Select (when desired) other persons to help in the planning, coordinating, and evaluating of discipleship training.
5. Serve as a member of the Church Council.
6. Present budget request to the Stewardship Committee.

SUNDAY SCHOOL DIRECTOR

PURPOSE

To lead the Bible teaching ministry of the Sunday School.

RESPONSIBILITIES

1. Preside over the Sunday School Council.
2. Assist Division Directors, Department Directors, and Teachers in developing plans for leading all age groups in a systematic study of the Bible.
3. Serve, or appoint a designee, on the Nominating Committee and the Church Council.
4. Assist the ministerial staff in evaluating and planning Bible teaching ministries as needed in the Church.
5. Present budget requests to the Stewardship Committee.

WMU DIRECTOR

PURPOSE

To lead the Women's Mission Organizations and encourage mission education and involvement among women and girls.

RESPONSIBILITIES

1. Chair the WMU Council and preside at all general meetings.
2. Lead the WMU Council to select all organization leadership and present their nominees to the Nominating Committee for election.
3. Serve, or appoint a designee, to serve on the Church Council, the Nominating Committee, and the Mission Development Council.
4. Coordinate the work of all WMU organizations and report their work to the Church.
5. Lead in planning, coordinating, and evaluating all WMU emphases and activities which involve the total church membership.
6. Present an annual budget request to the Stewardship Committee.