

## 1. THE PRESIDENT

- a. The President is the chief executive of the Congregation and shall exercise general administrative responsibility for the entire organization of the Congregation. He is responsible for ensuring that all elected or appointed officers, boards and committees function and carry out their duties and responsibilities.
- b. The President shall:
  - i) Preside at all meetings of the Voters' Assembly and the Church Council.
  - ii) Be an advisory member of all boards and committees of the Congregation.
  - iii) Meet periodically with the Pastor and the Vice-President to review past progress and plan future efforts and priorities that are needed in the total program of the Congregation.
  - iv) Recommend to the Voters' Assembly, in coordination with the Church Council, qualified auditors to perform the annual audit of the financial records of the Congregation.

## 2. THE VICE-PRESIDENT

The Vice-President shall:

- i) Preside at all meetings of the Church Council and the Voters' Assembly at the request of, or in the absence of, the President.
- ii) Meet periodically with the Pastor and President to review past progress and plan future efforts and priorities.
- iii) Coordinate calendar activities for the coming year.
- iv) Perform the duties of Recording Secretary in the absence of the Recording Secretary.
- v) Be responsible for employee job descriptions and personnel records and review them annually.

## 3. THE RECORDING SECRETARY

The Recording Secretary shall serve as a recording secretary of the Congregation and shall:

- i) Keep a permanent record of all minutes of the Voters' Assembly.
- ii) Conduct all official correspondence of the Voters' Assembly.
- iii) Be custodian of the official seal of the Congregation.
- iv) Be responsible for notifying members of the Voters' Assembly of the date, time and place of regular and special meetings of the Voters' Assembly.

- v) Maintain the roll of Voting Members.
- vi) Periodically report significant actions of the Church Council to the Congregation.
- vii) Receive all other records, reports and minutes and properly store them in the Church archives.

#### 4. THE TREASURER

The Treasurer shall:

- i) Ensure that adequate internal controls, accounting procedures, and an appropriate recordkeeping system are in place to manage and report on the Church's financial activities in accordance with policies approved by the Church Council and the Voters' Assembly.
- ii) Prepare and present financial reports to the Church Council and the Congregation on a periodic basis.
- iii) Assist with the financial planning of the Church, including the preparation of the annual budget and presentation to the Church Council and the Voters' Assembly for approval.
- iv) Maintain regular communication with the Financial Manager, or other appropriate accounting staff, of the Church.

#### 5. BOARDS

- a. The Chair of each board shall:
  - i) Preside at all meetings of the board.
  - ii) Appoint a vice-chair from the board to preside in his or her absence.
  - iii) Appoint a secretary from the board to record its minutes.
  - iv) Report the recommendations of the board to the Church Council.
  - v) Call special meetings of the board.
- b. Each board shall meet at least eight (8) times a year, provided that exceptions may be approved by the Church Council. Meetings may be convened in person, telephonically or through other electric means allowing all participants to participate in meeting discussions.
- c. With the exception of the Board of Elders, each board shall consist of the elected chair together with three to six Voting Members appointed by the Church Council upon the recommendation of the board chair.

#### 6. THE BOARD OF ELDERS

- a. The Board of Elders shall have authority and responsibility for the spiritual welfare and activities of the Congregation members, individually and corporately.

- b. The Board of Elders shall:
  - i) Consist of an appropriate number of Elders that is determined necessary to provide assistance to ministry staff of the church. The Church Council and Board of Elders, in consultation with the senior pastor, will evaluate this annually to determine the proper number of elders to serve the congregation.
  - ii) Serve as special assistants to the Pastor, supporting him with prayer, helping him with special problems in his ministry, and concerning itself with the spiritual, emotional and physical health and welfare of the Pastor and his family. It shall ensure that he is provided with adequate compensation, housing, and assistance with his work to guarantee him sufficient free time for personal responsibilities, study and relaxation.
  - iii) Assist the Pastor in cultivating a spirit of harmony among the members of the Congregation.
  - iv) Be responsible for providing the Pastor with adequate pulpit and altar assistance.
  - v) Arrange for pastoral services when a vacancy occurs in the office, including the exercising of proper leadership in calling another pastor.
  - vi) Be responsible for the proper conduct of public worship services of the Congregation.
  - vii) Make appropriate reports to the Church Council regarding the reception of new members, peaceful releases and the transfer of members to sister congregations.

## 7. THE BOARD OF MISSIONS

- a. The Board of Missions shall have authority and responsibility for the development of an ongoing year-round program of mission education, inspiration and participation in the Congregation.
- b. The Board of Missions shall be established pursuant to Subparagraph I.6.c. of this Article.
- c. The Board of Missions shall:
  - i) Together with the Board of Stewardship, challenge the individual and collective membership of the Congregation to strive for an ever greater financial support for world missions through District and Synod.
  - ii) Develop and implement the work of Evangelism, new member associations and special mission projects.
  - iii) Encourage mission and assimilation emphasis in all ministries of the Congregation (e.g., School, Sunday School, Bible Studies, etc.).

- iv) Appoint contacts or delegates who are Communicant Members, with approval by the Church Council, to represent various District or Synodical Agencies, associations, institutions and schools that request representation by the Congregation and that have been approved for such representation by the Church Council.

## 8. THE BOARD OF STEWARDSHIP

- a. The Board of Stewardship shall have authority and responsibility for the development of an ongoing program that enlists the time, talents and treasures with which God has endowed the members of the Congregation in order to achieve God- given purposes of Christian living in home, church and community.
- b. The Board of Stewardship shall be established pursuant to Subparagraph I.6.c. of this Article.
- c. The Board of Stewardship shall:
  - i) Initiate a program of Christian growth in the Congregation that identifies the privileges, opportunities and responsibilities of membership in a Christian Congregation for each and every member, old and new.
  - ii) Initiate and conduct a program of education and training of church members in the Scriptural principles and practices of the grace of liberal and proportionate giving of time, talent and treasure, so that a God-pleasing percentage of these resources is dedicated to the Savior.

## 9. THE SCHOOL BOARD

- a. The School Board shall have authority and responsibility for the School, including the Early Childhood Center and Parents' Day Out program, to provide a quality, Christ-centered education for member children and others as may be accommodated.
- b. The School Board shall be established pursuant to Subparagraph I.6.c. of this Article. The Principal, the Pastor and a member of the School faculty shall be advisory members of the School Board.
- c. The School Board shall:
  - i) Establish, subject to Church Council approval, and administer, all operational policies of the School.
  - ii) Approve contracted School faculty appointments, and recommend candidates to fill called teaching positions to the Voters' Assembly in accordance with Article III of these Bylaws.

## 10. THE BOARD OF TRUSTEES

- a. The Board of Trustees shall have authority and responsibility for all realand personal property of the Congregation.

- b. The Board of Trustees shall be established pursuant to Subparagraph I.6.c. of this Article.
- c. The Board of Trustees shall:
  - i) Supervise, or establish policies for, the purchase, repair and replacement of church property and equipment.
  - ii) Provide for hiring and supervision of all custodial maintenance employees. This supervision may be delegated to a staff member with the approval of Church Council.
  - iii) Negotiate service contracts provided for in the budget.
  - iv) Establish regulations governing purchasing by the appropriate boards, committees and entities of the Congregation.
  - v) Negotiate and execute official documents and contracts relative to the properties of the Congregation that are not in the current budget due to un- expected circumstances and that do not exceed 0.375% of the church budget.