

## **Duties of Boards, Officers, and Committees**

### **Chairman**

The chairman shall preside as chairman of all business sessions of the congregation and church council and shall perform such other duties as may be assigned to him. He shall have general supervision of the affairs of the congregation and conduct all its business affairs according to established good order. He shall sign all deeds, mortgages, notes, leases, and all other legal documents directed to be executed by the congregation. He shall assure that the congregation's financial records are audited annually and that a report of the audit is presented to the voters at the meeting following the close of the fiscal year. In the absence of the chairman, the council shall appoint a temporary meeting chairman. The chairman is an ex officio member of all boards and committees.

### **Secretary**

The secretary shall record accurately the proceedings of all meetings of the congregation and the church council. He shall be responsible for the legal records of the congregation. He shall have the authority to countersign all deeds, mortgages, notes, leases, and all other legal documents executed by the congregation and assist in the orderly conduct of its business affairs according to established good order. He shall also perform such other duties as may be assigned to him by the congregation.

### **Treasurer**

The treasurer shall receive from the financial secretary a report (at least weekly) of all monies received and credit the same to the proper accounts. He shall make disbursements according to instructions from the church council as directed by the congregation. He shall make a monthly report to the church council, quarterly financial reports to the voters' assembly, and special reports whenever the council shall so request. He shall submit his records annually for audit or at any time the voters' assembly so desires. In the absence of the secretary, he shall have the authority to countersign legal documents on behalf of the congregation. In the event the treasurer is unable to carry out his duties, the president or secretary shall have the authority to do so.

### **Financial Secretary**

The financial secretary shall receive and deposit all contributions from the congregation, shall keep an accurate account of the same and deliver a report (at least weekly) of them to the treasurer, indicating the proper accounts to be credited. He shall make a report for the regular meetings of the congregation and submit his books for audit annually or at any time the voters' assembly so desires. He shall submit to the members at least an annual report of their offerings.

The assistants to the financial secretary shall see that the financial secretary receives assistance in counting the offerings and preparing the bank deposits, and along with the Financial Secretary shall ensure that the offerings are kept safe from the time they are received until they are deposited in the bank.

### **The Board of Elders**

The Board of Elders shall, in general, be responsible for the spiritual well being of the congregation. It shall ensure that doctrine and practice in the church conform to the Word of God and the provisions of the constitution, that regular worship services are conducted in good order, and that assistance is given the pastor in administering the spiritual affairs of the congregation. It shall prepare annual budget recommendations for those items of the congregation's business for which it is responsible.

### **The Board of Evangelism**

The Board of Evangelism shall establish and maintain an active program for the congregation to reach

out to the neighborhood and the community with the gospel. It shall prepare annual budget recommendations for those items of the congregation's business for which it is responsible.

#### **The Board of Education**

The Board of Education shall oversee and promote all educational agencies of the congregation. It shall formulate all policies to be followed in the educational phases of the congregation's work, and shall recommend them by way of the church council to the voters' assembly for ratification. It shall prepare annual budget recommendations for those items of the congregation's business for which it is responsible.

#### **The Board of Property Maintenance**

The Board of Property Maintenance shall supervise the repair and upkeep of the congregation's property. It shall prepare annual budget recommendations for those items of the congregation's business for which it is responsible.

#### **The Board of Stewardship**

The Board of Stewardship shall seek to discover the talents of congregation members and encourage them to use the time, talents and treasures that God has given them to do the congregation's work. It shall inform the congregation members regarding programs and serving opportunities. It shall promote the work that the congregation does together with its fellow congregations as a synod. It shall prepare annual budget recommendations for those items of the congregation's business for which it is responsible.

#### **The Board of Worship**

The Board of Worship shall oversee activities related to the worship services in coordination with the pastor(s). It shall prepare annual budget recommendations for those items of the congregation's business for which it is responsible.