

# *Section 2 – Church Officers/Leadership*

First Baptist Church, Lolita

## Moderator

**Principle Function:** The chief responsibility of the moderator is to make preparation and to preside at church business meetings, that is, to coordinate and facilitate productive business meetings in an orderly, efficient manner. The moderator shall be the senior pastor. In the absence of a senior pastor, the church shall elect the moderator from the Deacon Body to serve until there is a senior pastor present.

### **Duties:**

1. Develop church business meetings agenda in cooperation with appropriate persons. Copies should be shared with church staff members, chairperson of deacons, and others included on the agenda prior to each session, if possible.
2. Help members stay informed and involved in church business by promoting attendance and participation in business meetings.
3. Preside over all church business meetings.
4. Clarify matters voted on for later action and follow up on these.
5. Evaluate each business session and its activities.

### **Responsibilities:**

1. Work with the church clerk in preparation of agenda before business meetings and in preparation of minutes after meetings.
2. Consult with church staff members, committee chairpersons, church program organization directors and other responsible persons in preparation of the business meeting agenda and in evaluation of each business session and its activities.
3. Follow up after each business meeting with responsible committees, officers, individuals and others to insure that decisions are executed.
4. Be in touch with as many members as possible to know the spirit and mood of the congregation.

# Trustees

**Principle Function:** The trustees serve as legal representatives in all transactions related to the church. They hold legal title to the church property and they sign all documents related to the purchase, sale, mortgaging, or rental of church property after approval by the church in regular business session.

## **Duties:**

1. Hold legal title to all church property (as required by state law) and act only as directed by the church regular session.
2. Sign all legal documents involving church property, upon direction by the church in regular business session.
3. Maintain an up-to-date inventory of all church property, mortgage loans, and insurance on church property. (Such information should be kept in a safety deposit box with copies filed in the church office for ready reference.)

## **Responsibilities:**

1. Relate to appropriate civil officials in all legal matters involving the church.
2. Keep abreast of latest insurance and legal changes (innovations, programs, etc.), report such changes to the appropriate church leaders, and advise the church staff and any committee concerning legal matters.
3. Counsel with appropriate church officers and committees in matters related to church properties. For example, finance committee, treasurer, property and space committee, deacons, insurance committee, and long-range planning committee.
4. Maintain all church legal documents in conjunction with the church clerk.
5. If qualified, serve as resource personnel to the church staff and church families in legal matters.
6. Stay in touch with the deacons to report on current plans and ideas as necessary.
7. Report to the church as necessary.

# Church Treasurer

**Principle Function: Responsible for the proper receipt, accounting, and disbursement of church funds within the policies established by the church for adequate financial control. The treasurer's work focuses primarily on financial records and payment procedures rather than the handling of cash.**

## **Duties:**

- 1. Serve as the point-of-contact, along with the Pastor and Trustees, in financial matters related to the church.**
- 2. Serve as chairperson of the Stewardship Committee**

## **Responsibilities:**

- 1. Oversee the financial activities of the church in partnership with the Stewardship Committee.**
- 2. Work closely with the church secretary to insure the accuracy of church financial records.**

# Church Clerk

**Principle Function:** Responsible for recording, processing, and maintaining accurate records of all church business meeting transactions. The clerk also is responsible for all official church membership records and communications. (Some responsibilities may be assigned to church staff members.)

## **Duties:**

1. Assist in preparation of the agenda for church business meeting(s).
2. Keep an accurate record (in the form of minutes) of all business transactions made and approved in church business meetings.
3. Present the minutes of the prior meeting(s) at each business meeting for official church approval.
4. Provide clerical assistance during the invitation period of the worship services for new members, rededications, and other decisions.
5. Work with church secretary in maintaining accurate member records. This includes: (a) adding new names and pertinent information to the chronological membership roll and dropping other names as necessary through transfer, inactivity, or death, (b) correcting records for change of address or phone number, and (c) sending a memo as needed to church personnel for other records to avoid incorrect information.
6. Assist secretary in requesting letters by transfer from churches requested by members and notify persons when their names are removed from the church roll for any reason other than transfer of membership by letter.
7. Preserve records for present and future use.

## **Responsibilities:**

1. Work with the moderator in preparation of agenda before meetings and in preparation of minutes after meetings.
2. Work with the church secretary in getting the minutes prepared for distribution to the members in the next business meeting.
3. Provide statistical information on the church membership as requested.
4. Give necessary information about new members the person in charge of new member orientation as well as other church program leaders and deacons (for Family Ministry Plan) so the new members can be enrolled in these programs.

# The Deacon Body

**Principle Function:** The Deacon Body assists with a church's pastoral ministries program.

**Duties:** Its major functions are planning, coordinating, and evaluating the work of the church related to pastoral functions. The concept of deacon comes from the Greek word "diakonos" which means to minister or serve. It carries the meaning of a servant stirring up the dust because he is so busy serving tables.

**Responsibilities:**

1. Proclaim the gospel to believers and unbelievers.
  - a. Personal witnessing activities
  - b. Preaching as a layperson
  - c. Church revival support
2. Care for the church's members and other persons in the community.
  - a. Ministering in times of crisis
  - b. Listening to burdened persons
  - c. Referring persons in need to qualified sources for assistance
  - d. Counseling on vocational guidance and family ministry
3. Build Christian fellowship among church members.
  - a. Sharing information about the church's life and work
  - b. Assisting in administering ordinances
4. Serve as an exemplary Christian leader.
  - a. Set an example in Christian life-style
  - b. Set an example in Church leadership responsibilities
  - c. Give personal support to church activities

**Note: Procedures need to be established to guide the Deacon Body in determining the number of deacons needed to implement and carry out the duties and responsibilities of the Deacon Body, the process of electing new deacons, whether or not to accept deacon ordination from other church bodies, and election of officers within the Deacon Body organization.**