



MOUNT ZION BAPTIST CHURCH
Officers and Ministries Positions of Duties
Reference Bylaws version Spring 2017

Article VI Church Officers

Section 1 Titles of Church Officers

The elected officers of this Church shall be: Church Clerk, Assistant Church Clerks (3), Church Treasurer, Assistant Church Treasurer, Church Financial Secretary, At-Large Advisory Council (2 adults, 1 youth), Church School Superintendent, Assistant Church School Superintendent and Church Representative to Church Council of Greater Seattle.

Section 2 Duties of Church Clerk

The Church Clerk shall:

1. Keep a complete and accurate record of the transaction of all business meetings of the Church.
2. Read minutes for approval at the next business meeting.
3. Keep an accurate record of the names and addresses of the members, with dates and manner of admission and termination.
4. Keep a record of baptisms and a list of those suspended
5. Notify all officers, committee members and delegates of their election and appointment.
6. Issue letters of termination and recommendation voted by the Church.
7. Preserve on file all communications and written reports.
8. Give legal notice of all meetings where such is required by these Bylaws.
9. Assist in preparing denominational reports.
10. Ensure the Church Office has an accurate and up to date record of the minutes of meetings and the membership roll. See Article XII, Section 1.
11. Have access to all membership rolls.
12. Prepare and read Church resolutions and record infant dedications.
13. Serve on Membership Committee.
14. Deliver immediately to his or her successor all books and records for which he or she has been responsible as Church Clerk.

Section 2.1 Duties of Assistant Church Clerks

There shall be three (3) Assistant Church Clerks to:

1. Serve in the absence of the Church Clerk.
2. Receive new members into the Church.
3. Serve on the Membership Committee.
4. One of the Assistant Church Clerks shall maintain the Church membership roll.

Section 3 Duties of Church Treasurer

The Church Treasurer shall:

1. Have custody of the funds of the Church.
2. Have all the deposits made in the name of the Church.
3. Have all checks drawn by the Church Treasurer shall be in the name of the Church.
4. Receive all monies belonging to the Church, except the Charity Fund or others so designated by the Church.
5. Keep separate accounts of all funds raised or contributed for particular purposes.
6. Allow NO funds to be disbursed by the Church Treasurer except for the purpose for which they were raised or contributed.
7. Have custody of the securities, investments, title papers and other valuable documents of the Church.
8. Ensure that monies received are deposited in a bank selected by the Trustee Ministry Board within twenty-four (24) hours.
9. Ensure that Funds received for the support of the Church and for the reduction of the Church indebtedness is disbursed by the Church Treasurer only on the order of the Trustee Ministry Board. This shall be expedited only upon warrants confirmed by the signature of the Chair of the Trustee Ministry Board and the Church Financial Secretary.
10. Give the Trustee Ministry Board, upon their request, information as to the condition of the treasury.
11. Keep a summary of the financial standing of the Church before the members, through bulletins or other publications, by posting on the bulletin board, or by a quarterly letter.
12. Give the Church an itemized report of the receipts and disbursements, showing the actual financial condition of the Church at each quarterly meeting.
13. Give the auditors the books at the annual meeting of the Church, upon receipt of the Church Treasurer's report. The Church Treasurer of this Church shall be bonded.

Section 3.1 Duties of Assistant Church Treasurer

The Assistant Church Treasurer shall work under the guidance of the Church Treasurer to perform duties assigned by him/her. She/he shall assume all duties and functions of the Church Treasurer in their absence or should that position become vacant.

The Assistant Church Treasurer shall be an ex-officio non-voting member of the Trustee Ministry Board.

Section 4 Duties of Church Financial Secretary

It shall be the Church Financial Secretary's duty:



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1. To furnish each member of the Church envelopes with their membership number to make contributions to Church funds;
2. To keep a record of pledges made;
3. To keep an accurate account of all monies received by the Church and send a weekly statement to the Church Treasurer;
4. To send out personal statements to all members once a year, listing their gifts.
5. To report to the Trustee Ministry Board an account of the matters pertaining to his/her office at each Trustee Ministry Board meeting or upon request of the Trustee Ministry Board.
6. To report to the Diaconate Ministry Board the names of those members who have failed to make any contribution of record toward Church expenses or funds.
7. To keep a correct account of the Church finances between the Church and its members.
8. To submit his/her records upon receipt of the Church to the auditors at the annual meeting.
9. To keep an accurate record of the receipts and disbursements of all auxiliaries, groups and ministry boards, except the Charity Fund.

The secretary of the Church may also serve as the Church Financial Secretary. The Church Financial Secretary shall also be an ex-officio member of the Finance Ministry Board. The Church Financial Secretary shall be bonded.

Section 5 Duties of At-Large Advisory Council Members

There shall be three (3) At-Large Advisory Council Members-- (2) Adults, one (1) Youth. Their duties shall be to:

1. Attend the Advisory Council meetings;
2. Disseminate information to the membership;
3. Represent any concerns from the members.

Section 6 Duties of Church School Superintendent

The Church School Superintendent plays a number of roles to keep the Church School vital. At Mount Zion, the Church School Superintendent can carry out the responsibilities or delegate them to the Assistant Church School Superintendent, a volunteer or an appointee.

The major responsibilities of the Mount Zion Church School Superintendent are to:

1. Provide weekly discipleship classes for children, youth and adults.

2. Establish classes that promote and support Christian Education programs and activities that encourage students to follow Jesus and become baptized believers.
3. Secure adequate and competent staff.
4. Support the staff by providing the curriculum material and any supplementary material and equipment teachers may need in a timely fashion.
5. Recruit members and visitors to attend Church School.
6. Meet with staff regularly to review and comment on the status of Church School.
7. Keep records of participants and attendance.
8. Keep records of offering.
9. Publicize and promote Church School; encourage staff to attend conferences and conventions; coordinate programs commemorating special occasions.
10. Provide quarterly and annual reports as requested by the Church.
11. Survey attendees and non-attendees periodically in an effort to improve the Church
12. School where necessary and when possible.
13. Demonstrate appreciation for staff and students in word and deed.
14. Ensure staff has security checks.

Section 6.1 Duties of Assistant Church School Superintendents

The main task of the Assistant Church School Superintendent is to fulfill the obligations and responsibilities of the Church School Superintendent in his or her absence. If at any time, the Church School Superintendent is absent, he/she must ensure that the

Assistant Church School Superintendent is aware of the absence and available to fulfill all said responsibilities.

Section 7 Duties of Representative to Church Council of Greater Seattle

The Representative to the Church Council of Greater Seattle shall be to:

1. Attend designated meetings;
2. Share and disseminate information to the Mount Zion Baptist Church membership.

Section 8. Election and Term of Office -Church Officers

Church Officers shall be elected annually to serve one (1) year and may be re-elected each year.

Section 9 Resignations -- Church Officers



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A Church Officer may resign at any time by sending a written resignation to the Advisory Council to be presented to the Church at the next regular business meeting.

Section 10 Terminations -- Church Officers

Following the procedures in the latest edition of Robert's Rules of Order Newly Revised, Chapter XX Disciplinary Procedures, the Church may for good and sufficient cause remove any Church Officer upon recommendation of the Advisory Council and a 2/3 vote of the Church providing there be present a quorum of 25 members.

Section 11 Vacancies ---Church Officers

Vacancies occurring during the year may be filled for the unexpired term at any business meeting. The Advisory Council shall present to the Church nominees for the vacancies to be filled.

Article VIII Ministry Boards

Section 1.0 General Provisions --All Ministry Boards

The following Ministry Boards shall serve the Church as outlined in the sections below: the Diaconate Ministry, Trustee Ministry, Finance Ministry, Christian Education Ministry, and Missions and Evangelism Ministry.

Section 3.0 Trustee Ministry Board ---Composition

There shall be a Trustee Ministry Board of eleven (11) Trustees, one of who shall be the Church Financial Secretary, and one of who shall be the Church Treasurer.

Section 3.1 Duties ---Trustee Ministry Board

The Trustee Ministry Board shall:

1. Hold in trust all property belonging to the Church;
2. Take all necessary measures for protection, management and upkeep of all Church properties;
3. Determine the use of the Church buildings for all extra or secular purposes;
4. Have no power to buy, mortgage, lease or transfer any property without a specific vote of the Church authorizing such action;
5. Designate the bank where the funds of the Church shall be deposited;
6. Ensure all bills authorized by the Church shall be cleared through the Trustee Ministry Board before payment is made;
7. When authorized by the Church, secure the services of a custodian of buildings and grounds at such salary as is authorized by the Church and secure from them acceptable

service. It shall also, when authorized by the Church, secure the services of other staff positions at such salaries or compensation as authorized by the Church. Such positions may include: a church secretary, business manager, bookkeeper and other such full time, part-time, temporary and/or permanent employees and contractors as necessary to ensure acceptable maintenance, administration and operation of the Church.

8. Supervise ways and means of raising the necessary funds for the support of the Church and for benevolences.

9. Make written reports to the Church at the quarterly business meeting and as such other times as may be desired.

10. Perform such other duties as are imposed upon it by the Church and State.

Section 4.0 Finance Ministry Board--Composition

There shall be a Finance Board of six (6) members The Chair of the Trustee Ministry Board and the Church Financial Secretary shall serve as ex-officio members of this Board.

Section 4.1 Duties ---Finance Ministry Board

The Finance Ministry Board shall:

1. Act as the budget committee for the Church;
2. Devise means and solicit contributions for the revenue of the Church;
3. Report all pledges to the Church Financial Secretary;
4. Lead and direct the financial efforts of the Church.

Section 5.0 Christian Education Ministry Board----Composition

The Christian Education Ministry Board shall consist of twelve (12) elected members,

In addition to the elected members, the following persons shall serve by virtue of their office as ex-officio members with voting privileges. They are: the Pastor, the Director/Minister of Christian Education, and the general Superintendent of the Church School.

Section 5.1 Duties ---Christian Education Ministry Board

The work of the Board will be divided into the following areas: Children, Youth, and Young Adult. Adult Leadership Development, Education for Missions. Athletics and Recreation. The Church Arts, Library and Audio/Visual. A member of the Board shall be responsible for each of these areas. The chair of each area will function with and through committees, particularly the age-group chairs. In addition to this, the Board will operate with task groups. A task group is any ad hoc committee with limited tenure. This is a task force



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appointed to accomplish a particular job within a given length of time.

The Christian Education Ministry Board shall be responsible for:

1. Organizing, Administering and Supervising of the entire education program of the Church;
2. Developing and Interpreting Educational Objectives or Goals of the Church;
3. Studying the educational needs of the Church;
4. Making decisions concerning time schedules, educational use of housing and equipment, and the elimination or addition of classes or organizations;
5. Discovering, Enlisting, Training and Appointing all Church educational workers;
6. Coordinating and Approving the outreach program of the groups and organizations under its jurisdiction;
7. Evaluating, Determining and Supervising the curriculum of the educational program;
8. Preparing the educational budget of the Church and submitting the same to the Finance Board;
9. Preparing a report of the activities of the program to be submitted at the quarterly meeting of the Advisory Council and the annual meeting;
10. Appointing the counselors for youth;
11. Interviewing and approving the teachers for the Church School;
12. Nominating the leaders for the Church School and Baptist Fellowships Groups.

**Section 6.0 Missions and Evangelism Ministry Board--
Composition**

The Board of Missions and Evangelism shall consist of nine (9) elected members. The chair of the Diaconate Ministry, Trustee Ministry, Christian Education Ministry, and Finance Ministry Boards, and the presidents of the Brotherhood and Women's Ministry shall be non-voting members. An Assistant/Associate in the Ministry, if any, may be assigned to work with this Board as an ex-officio member.

**Section 6.1 Duties ---Missions and Evangelism Ministry
Board**

The Missions and Evangelism Ministry Board shall:

1. Cooperate with the Pastor in providing practical ways for implementing the evangelistic mission of the Church, such as neighborhood visitation, preaching services and study groups, etc.
2. Plan and administer the Missions and Evangelism Budget.

3. Organize promptly following the annual election and elect from its own membership a chair, vice-chair and secretary.
4. Prepare a report of activities to be submitted at the quarterly Advisory Council meeting and the annual Church Meeting.

Section 7.0 Building Ministry Board ---Composition

The Building Ministry Board shall consist of 5 elected members.

Section 7.1 Duties ---- Building Ministry Board

The Mount Zion Building Ministry exists to facilitate the Church with design and construction of structures. To accomplish this work it shall:

1. Provide a safe environment for ministries and programs;
2. Administer the Church's Capital Improvement Projects;
3. Function as an advisory committee for capital improvement and capital maintenance projects. Capital Improvement and Capital Maintenance projects are defined as any estimated costs of \$25,000 or more.
4. Assist the Congregation and Church Administration in developing the scope of work for capital improvement and capital maintenance projects, including architectural, structural, electrical, mechanical, plumbing, etc.
5. Identify, interview and present to the Church the credentials of potential project managers who will represent the Church's interest during the capital remodel/renovation projects when deemed appropriate.
6. Ensure at least two qualified bids are presented on each project to help ensure the best price for the best quality of work.
7. Engage the Administration and ministries in planning required or desired uses of space within the Church facilities.