

# Description of Duties for Open Church Leadership Positions – 2024

## **Church Officer Vacancies:**

- Assistant Church Clerk
  - The Church Clerk Ministry welcomes new members to Christ, the Church, and the congregation. The role of the Assistant Church Clerk is to assist the Church Clerk with maintaining accurate records of current members, new members, fellowshiped members, infant dedications, transfers and deceased members, annual reports, correspondence and documentation of church advisory council and general meetings.
- At-Large Advisory Council (Adult)
  - Attends all Advisory Council meetings, disseminates information to the membership, represents the adult membership at the Advisory Council meetings.
- At-Large Advisory Council (Youth)
  - Attends all Advisory Council meetings, disseminates information to the membership, represents the youth membership at the Advisory Council meetings.
- Church Council of Greater Seattle
  - Attends designated church council meetings and shares information with church membership.
- Church School Superintendent
  - Serves as representative to the Christian Ed Ministry.
  - Provide weekly discipleship classes for children, youth, and adults.
  - Establish classes that promote and support Christian Education programs and activities that encourage students to follow Jesus and become baptized believers.
  - Secure adequate and competent staff.
  - Support the staff by providing the curriculum material and any supplementary material and equipment teachers may need in a timely fashion.
  - Recruit members and visitors to attend Church School.
  - Meet with staff regularly to review and comment on the status of Church School.
  - Keep records of participants and attendance.
  - Keep records of offering.
  - Publicize and promote Church School; encourage staff to attend conferences and conventions; coordinate programs commemorating special occasions.
  - Provide quarterly and annual reports as requested by the Church.
  - Survey attendees and non-attendees periodically to improve the Church School where necessary and when possible.
  - Demonstrate appreciation for staff and students in word and deed.

- Ensure staff have security checks.
- Assistant Church School Superintendent
  - The Assistant Church School Superintendent is to fulfill the obligations and responsibilities of the Church School Superintendent in their absence. If at any time, the Church School Superintendent is absent, they must ensure that the Assistant Church School Superintendent is aware of the absence and available to fulfill all said responsibilities.
- Church Treasurer
  - Have custody of the funds of the Church.
  - Have all the deposits made in the name of the Church.
  - Have all checks drawn by the Church Treasurer shall be in the name of the Church.
  - Receive all monies belonging to the Church, except the Charity Fund or others so designated by the Church.
  - Keep separate accounts of all funds raised or contributed for particular purposes.
  - Allow NO funds to be disbursed by the Church Treasurer except for the purpose for which they were raised or contributed.
  - Have custody of the securities, investments, title papers and other valuable documents of the Church.
  - Ensure that monies received are deposited in a bank selected by the Trustee Ministry Board within twenty-four (24) hours.
  - 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.

#### **Church Ministry/Board Vacancies:**

- Building Ministry
  - The Mount Zion Building Ministry exists to facilitate the Church with design and construction of structures. To accomplish this work, it shall:
  - Provide a safe environment for ministries and programs.
  - Administer the Church's Capital Improvement Projects.
  - 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.

- 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.
- Identify, interview and present to the Church the credentials of potential project managers who will represent the Church's interest during capital/remodel/renovation projects when deemed appropriate.
- Ensure at least two qualified bids are presented on each project to help ensure the best price for the best quality of work.
- Engage the Administration and ministries in planning required or desired uses of space within the Church facilities.
- Christian Education Ministry Board
  - Organizing, administering, and supervising of the entire education program of the Church; Developing and Interpreting Educational Objectives or Goals of the Church; Studying the educational needs of the Church. The work of the Board is divided into the following areas: Children, Youth, Young Adult, Leadership Development, Education for Missions, Athletics and Recreation, Church Arts, and Audio Visual/Library.
- Finance Board
  - Provides the church congregation, ministries and administration with financial planning and budgeting that meet the current and future financial needs.
  - Implements the Church annual budgeting process to ensure the administration and ministries are appropriately funded and submitted to the Advisory Council and Church Congregation on schedule.
- Missions and Evangelism Ministry
  - Work 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.
  - Plan and administer the Missions and Evangelism Budget.
  - Organize promptly following the annual election and elect from its own membership a chair, vice-chair, and secretary.
  - Prepare a report of activities to be submitted at the quarterly Advisory Council meeting and the annual Church Meeting.
- Trustee Ministry
  - Hold in trust all property belonging to the Church.
  - Take all necessary measures for protection, management and upkeep of all Church properties.

- Determine the use of the Church buildings for all extra or secular purposes.
- Have no power to buy, mortgage, lease or transfer any property without a specific vote of the Church authorizing such action.
- Designate the bank where the funds of the Church shall be deposited.
- Ensure all bills authorized by the Church shall be cleared through the Trustee Ministry Board before payment is made.
- 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.
- Supervise ways and means of raising the necessary funds for the support of the Church and for benevolence.
- Make written reports to the Church at the quarterly business meeting and at other times as may be desired.
- Perform such other duties as are imposed upon it by the Church and State.
- The Trustees shall prepare a report of the financial condition and indebtedness of the Church for presentation and recommendation to the Advisory Council and Church regarding the payment of all liabilities and disposal of all assets of the Church exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c) (3) of the Internal Revenue Code.