

CONGREGATION OFFICER – JOB DESCRIPTION

POSITION: Church Council

ACCOUNTABLE TO: Voters Assembly

1. The church council shall consist of the Pastors, DCE, President, Vice President, Recording Secretary, Treasurer, Financial Secretary, the Board of Elders, Trustees, Christian Education and Evangelism. The Vice President shall serve as Chairman of the Church Council and the President as its Vice Chairman. The Recording Secretary shall serve as Secretary of the Church Council.
2. The church council shall meet once a month, at a regular time, to consider and discuss matters pertaining to the general welfare of the congregation and to present recommendations and reports to the congregation. The president may call special meetings by notifying each member of the church council of the time and place of such meeting at least 24 hours in advance of the meeting. A majority of members of the church council shall constitute a quorum.
3. The church council shall serve as the board of directors of the corporation. Except to the extent powers and authorities are retained by the voters' assembly, all corporate powers shall be exercised by or under the authority of, and the business and legal affairs of the congregation shall be managed under the direction of, the church council.
4. Disputes concerning functions and authorities of officers, boards and committees shall be decided by the church council.

CHURCH COUNCIL DELEGATIONS OF AUTHORITY

1. Except to the extent powers and authorities are retained by the voters' assembly, all corporate powers shall be exercised by or under the authority of, and the business and legal affairs of the congregation shall be managed under the direction of, the church council. These delegations are intended to formalize the delegations of authority of the church council. These delegations shall be filed with the boards and committees as maintained by the recording secretary.
2. Each board is hereby authorized to approve expenses within its areas of responsibility (as maintained in the boards and committees), and the pastor is authorized to approve expenses for the church office within the following guidelines:
 - a. The expense must be within the annual budget. However, the church council retains the authority to suspend this delegation if actual revenues are significantly below the annual budget.
 - b. The expense must be incurred in the normal course of business; this includes, without limitation:
 1. Expense reports;

2. Normal operating supplies and expenses; and
3. Pay increases (again within budget).

POSITION: Church Council (continued)

3. This delegation does not extend to capital purchases in excess of \$5,000.
4. Except for pay increases and capital purchases, the pastor may re-delegate his authority to approve expenses.
5. The pre school (BOE) for positions within its area of responsibility and the Pastor and Elders for the church office shall have authority with respect to hiring, terminating, disciplining and promoting non-called employees within the annual budget and in accordance with the Personnel Manual.
6. The Board of Christian Education shall have authority to establish curricula/lessons for Sunday school, vacation Bible school and other educational areas under their responsibility.
7. The Board of Elders shall have the authority to approve reception of new members, and issue peaceful release and transfer of members to sister congregations. The Board of Elders shall also have the authority to arrange for vacancy or temporary pastoral services within the annual budget limits.
8. The Board of Trustees, with the approval of the president, treasurer and pastor, may approve capital expenses within the annual budget in excess of \$5,000 but less than \$25,000. The Board of Trustees, with the approval of the president, treasurer and pastor, may also approve expenses outside of the annual budget in cases of emergency.