

POSITION: **PARISH FELLOWSHIP BOARD DIRECTOR**

SPECIAL QUALIFICATIONS & RESTRICTIONS OF POSITION:

Should be spiritually committed to Christ and His Church. This commitment should be exhibited by a disciplined and well-ordered personal life.

Should be faithful in attendance of worship services and Sunday school and partake regularly in the Sacrament of Holy Communion.

Should support and actively participate in programs and activities of the church.

VOTING STATUS ON COUNCIL: Voting Member

STANDING COMMITTEE RESONSIBILITIES:

Shall serve as Chairman of the Parish Fellowship Committee.

SPECIAL COMMITTEE RESPONSIBILITIES: None.

BUDGET AND EXPENSE AUTHORIZATION DUTIES & RESPONSIBILITIES:

Shall annually prepare and submit for council approval a budget for all anticipated expenditures within member's area of activity in the coming year. Such budget, following council approval shall be included within the overall budget of the congregation for the coming year.

Shall approve or reject all check requests for expenditures within member's area of activity, and upon approval shall transmit such request to the treasurer for payment.

Shall be responsible for the control of those expenditures within member's area of activity, subject to council or congregational override, in order that such expenditures are maintained in line with the approved budget for the year.

GENERAL DUTIES AND RESPONSIBILITIES:

Shall represent all auxiliary organizations at Church Council meetings.

Shall provide for the babysitting needs of the congregation at the following times:

- Sunday services and Bible classes
- Semi-annual congregational meetings
- Any other called congregational meetings
- Family Night
- Other times as may be directed by the Church Council

Shall supervise and coordinate the programs and social functions of all auxiliary organizations.

Shall be a resource contact for helping auxiliary organizations determine how the congregation can best assist them in fulfilling their goals.

Shall coordinate various special events and/or gatherings that directly relate to the life of the whole congregation and appoint leaders for the same. Such events include:

- Church Picnic
- Congregational meetings (specifically the dinners and babysitting)
- Fellowship Sunday
- Pictorial Directory
- Anniversary celebrations
- Ordination and/or Installation celebrations
- Family Night
- Congregational Retreat

SPECIAL DUTIES & RESPONSIBILITIES:

Shall perform duties as may from time to time be directed by the President and/or the Church Council.

MEETING ATTENDANCE & REPORT REQUIREMENTS:

Expected to attend all council meetings unless specifically excused by the president.

Expected to attend all congregational meetings and to prepare and present as may be appropriate a report to the congregation as to the activities within the member's area of responsibilities.

PERSONNEL SUPERVISION REQUIREMENTS:

Shall be responsible for the supervision of baby sitters.