

POSITION: **SECRETARY**

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: None

SPECIAL COMMITTEE RESPONSIBILITIES: None

BUDGET AND EXPENSE AUTHORIZATION DUTIES AND RESPONSIBILITIES

Shall annually assist the president and other council members in the preparation of the annual budget for presentation to the congregation for approval at the November congregational meeting.

GENERAL DUTIES & RESPONSIBILITIES:

Shall record accurate minutes of all council meetings.

Shall provide each council member with a written record of each council meeting and congregational meeting.

Shall record accurate minutes of all congregational meetings.

Shall compile and record a list of all voters in attendance at congregational meetings.

Shall maintain in an orderly fashion the official operating documents of the Congregation to include such documents as:

- Congregational By-laws, and all amendments thereto
- Congregational Meeting Minutes
- The Official Voting Member Roster
- Council Job descriptions

Shall provide input on all matters brought before council.

SPECIAL DUTIES & RESPONSIBILITIES:

Shall perform duties as may from time to time be directed by the president and/or by 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 record accurate minutes of those meetings.

PERSONNEL SUPERVISION REQUIREMENTS:

None