

POSITION:                   **VICE-PRESIDENT**

SPECIAL QUALIFICATIONS & RESTRICTIONS OF POSITION:

Should be a male member of the congregation.

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:

Shall serve as a member of the compensation committee.

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

BUDGET AND EXPENSE AUTHORIZATION DUTIES AND 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 & RESPONSIBILITIES:

Shall serve as acting President during the President's absence.

Shall, in coordination with the President, the Vice-President shall assist in assigning job responsibilities to individuals, either directly or indirectly through various committees (i.e. he will serve as a resource person to know who is capable of accomplishing certain jobs).

Shall assist the President in every way possible.

SPECIAL DUTIES & RESPONSIBILITIES:

Shall perform duties as may from time to time be directed by the President and/or 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 present at such meetings a written or oral report as to the activities within his area of responsibility.

PERSONNEL SUPERVISION REQUIREMENTS:

Shall be responsible for the supervision of the organist, music director and choir accompanist.