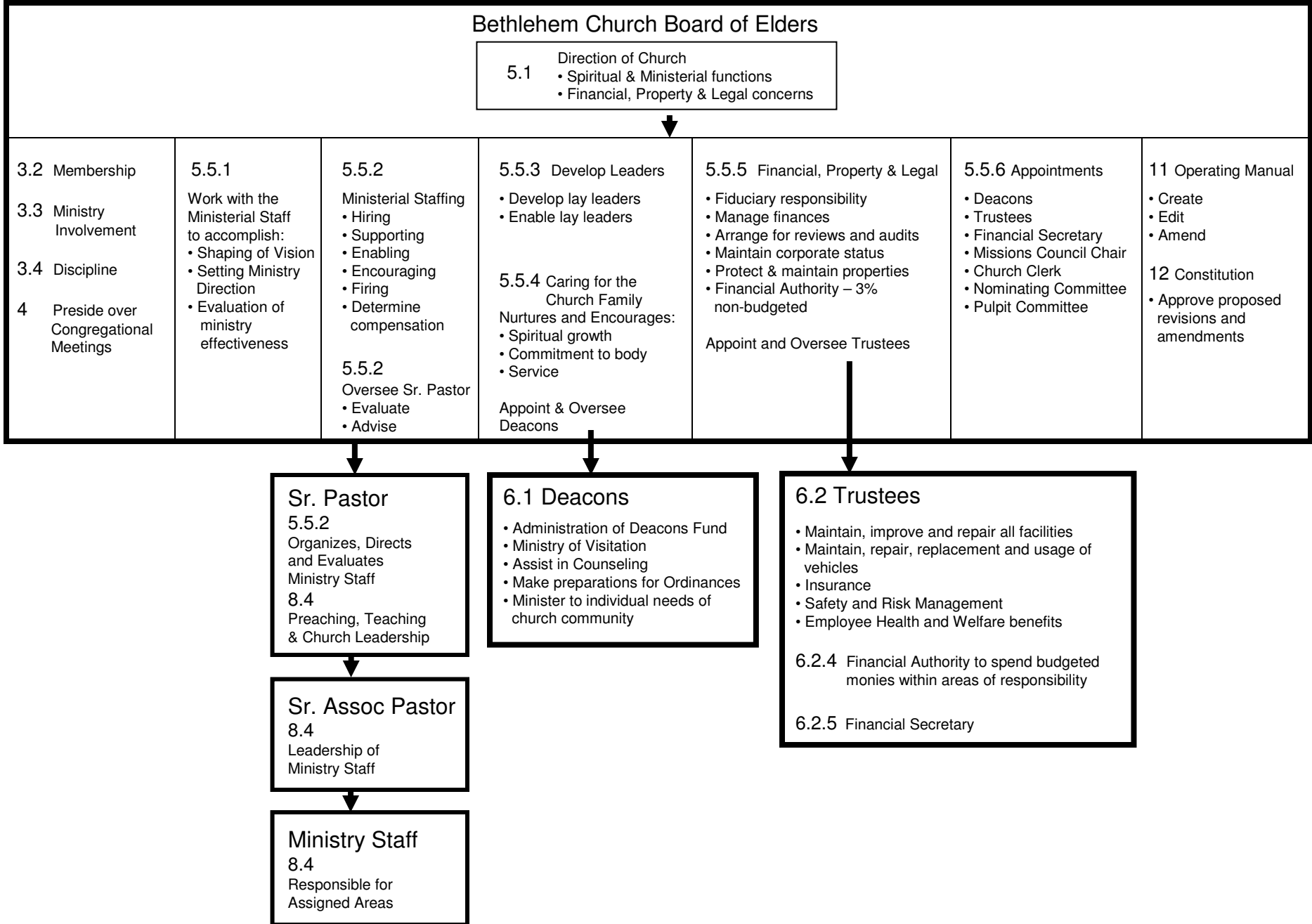


Bethlehem Church – Proposed Governance Responsibilities



Illustrations of the roles of various positions under the proposed Constitution (these do not exhaustively describe the responsibilities of these positions)

1) Elders:

Chairman: calls and presides over congregational meetings; serves as chair of Elder Board, sets Elders' agenda; congregational members may take concerns, questions to the Chairman.

Vice Chair: discharges all the duties of the Chairman when the Chairman is not available.

Secretary: takes minutes at Elder Board meetings.

Elder Treasurer: responsible to see that monthly financial reports are provided to staff and Elder Board; responsible for preparing and presenting annual budget; responsible to ensure quality of church financial procedures.

Elder Trustee: meets with and leads appointed Trustees, reports to Elder Board on issues regarding finances, facilities, vehicles, insurance.

Elder Deacon: meets with and leads appointed Deacons, reports to Elder Board on issues regarding the Deacon's fund, visitation and counseling, and issues related to congregational care.

Other Elders: sit on specific ministry committees, meet with members of the staff and congregation, carry out membership interviews, carry out special assignments.

2) Trustees:

help manage financial issues – investigate costs of purchases, services, recommend equipment.

help manage and maintain facilities, grounds.

help manage and maintain vehicle pool and use.

help manage insurance, risk and safety issues, help insure building security, safety.

3) Deacons:

help manage, oversee Deacon's fund, Benefits Committee.

help manage and oversee ordinances: Baptism, Lord's Supper.

help with pastoral support: arrange special recognition, meet with pastors, address specific needs.

help with care of body: visitation, helping enfold new congregants.

4) Other appointed positions:

Missions Council Chair: manages missions conference, missions Sundays, oversees Faith Promise campaign, oversees support of Church missionaries.

Church Clerk: takes minutes at congregational meetings.

Nominating Committee: solicit names from the congregation, review these, and submit recommendations for Elders to the Elder Board each spring.

Pulpit Committee: conduct a search for candidates for the positions of Senior Pastor or Senior Associate Pastor.

Financial Secretary: provides accounts information to Treasurer, oversees records of congregational giving and tax receipts.