

JOB DESCRIPTION

TITLE	CHURCH BOARD
PURPOSE	To serve as the governing body in behalf of the church membership as delegated by the church in business session.
MEMBERSHIP	Those serving on the church board shall be as defined in the latest edition of the <u>Church Manual</u> with additional members as organizational needs require. The minister appointed by the local field to serve the church as its pastor is always a member of the church board. In addition, the following church officers and leaders shall serve on the church board: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <ul style="list-style-type: none"> Elder or Elders Head Deacon Head Deaconess Treasurer Clerk Lay Activities leader Lay Activities secretary Community Services or Dorcas leader Sabbath School superintendent Family Ministries leader Home and School leader </div> <div style="width: 45%;"> <ul style="list-style-type: none"> Adventist Youth Society leader Pathfinder director Interest coordinator Communications Committee chairperson or Communication secretary Health secretary Temperance leader Stewardship leader Religious Liberty leader Others as deemed necessary by the Church. </div> </div>
CHAIRMAN	To be chosen by the church board in harmony with the church manual.
MEETINGS	The church board needs to meet at least once a month, with provision for more frequent meetings if necessary.
ATTENDANCE	All members of the board should plan to attend the board meetings. If a member misses more than two regularly scheduled meetings without notifying the board chairman, the member should be contacted to determine interest in serving on the board.
QUORUM	The church should decide at one of its regularly called church business meetings the number of board members who must be present at a church board meeting to constitute a quorum.
RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Planning evangelism in all of its phases. 2. Coordinating outreach programs of departments. 3. Dividing and assigning missionary territory. 4. Encourage and help the outreach departments of the church. 5. Cooperating with Interest Coordinator to ensure prompt follow-up of interests. 6. Encourage each department to report to the board at least quarterly. 7. Details of the church business should be considered by the board, and the Treasurer should report the state of finances on a regular basis.

Job Description

Title	School Board Member
Purpose	To represent the Local Church at the Elementary School Board meetings.
Term	Three years
Accountability	To the Local Church
Responsibilities	<ol style="list-style-type: none">1. To attend monthly school board meetings faithfully.2. To report to church board and church as necessary the decisions of the school board.3. To present the views of the local Church members at school board meetings.
Qualifications	<ol style="list-style-type: none">1. A committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns a faithful tithe to the local church.4. Dresses according to the highest Christian standards.5. Believes in and be willing to follow denominational education policies.6. Belief in and loyalty to the principles of Christian Education.7. Be a SDA in regular standing.

Job Description

Title	Junior Deacon and Deaconess
Purpose	To train youth so that they may know how to serve the church.
Term	One or two years, depending on local church officer election cycle.
Authority	Not applicable.
Accountability	To the Head Deacon and/or Head Deaconess.
Responsibilities	<ol style="list-style-type: none">1. To assist deacons and deaconesses in ushering, receiving the offering, preparation and administration of the Ordinances of the church (foot washing, communion, and baptism).
Qualifications	<ol style="list-style-type: none">1. A committed born-again Christian and sound in the faith.2. Example in Christian and family living.3. Returns faithful tithe to the local church.4. Dresses according to the highest Christian standards.