

PRESIDENT

The president shall preside at all meetings of the congregation and the Board of Directors. As executive director of the congregation the president shall enforce the Constitution and By-Laws, see that every decision of the congregation and Board of Directors is carried out, and see that all members of the Board of Directors perform their tasks promptly and efficiently. The president shall be a voting member of all commissions and may appoint the vice-president to represent him or her at any commission meetings. He or she shall appoint necessary committees to meet the needs of the congregation or Board of Directors; shall be authorized to sign checks for the disbursement of funds in the event of the absence, disability, or death of the treasurer; shall make quarterly reports and recommendations to the Board of Directors and to the congregation; and at the March meeting of the congregation shall report the major actions of the Board of Directors during the previous year.

VICE-PRESIDENT

The vice-president shall perform the duties of the president in the president's absence, disability, or at his request. The vice-president shall succeed to the presidency at the death, resignation, or dismissal of the president. The vice-president shall serve as the chairperson of the nominating committee and shall assist the president in such duties as the president may assign him or her.

SECRETARY

The secretary shall record and keep permanent minutes of the congregation and the Board of Directors and shall conduct correspondence authorized by the Board of Directors. The secretary shall, with the pastor, maintain an accurate list of the communicant members of the congregation, noting those who are eighteen years of age or older. The secretary shall record all amendments on a master copy of the Constitution and By-Laws and shall be the custodian of the valuable papers of the congregation.

TREASURER

The treasurer shall disburse the funds of the congregation in accordance with the budget and as directed by the proper persons. The treasurer shall be responsible for the prompt payment of salaries and bills and for monthly remission of funds designated for the New England Synod. He or she shall make written monthly reports to the Board of Directors indicating receipts, expenditures and the condition of the budget. The treasurer shall also make written reports to the congregation. By February 15th of each year he or she shall have submitted his or her records for audit, after which he or she shall present a written annual financial report to the March meeting of the congregation. The treasurer shall also furnish the congregation with a fidelity bond in an amount determined by the Board of Directors and paid for by the congregation.

FINANCIAL SECRETARY

The financial secretary shall record and shall be responsible for depositing all income of the congregation. The financial secretary shall order and provide offering envelopes for communicant members, shall record contributions received through such envelopes, shall submit quarterly statements to the persons using said envelopes, shall report all income to the treasurer each month, and shall submit his or her records for audit by February 15th of each year. In consultation with the Board of Directors, he or she may appoint tellers to count the offerings. The financial secretary shall make written financial reports to the congregation with a fidelity bond in an amount to be determined by the Board of Directors and paid for by the congregation. The financial secretary shall make written financial reports to the congregation which shall include the status of invested funds.

COMMISSION ON WORSHIP

The commission on worship shall assist the pastor in the planning of worship, including the enlistment and supervision of personnel used in the preparation for and the conduct of worship. It shall study ways to enrich the worship life of the congregation, including the use of new forms and variations in worship practice. The commission shall seek to lead the members of the congregation in the deepening of their personal worship experiences and in regular participation in corporate worship. In the absence of a pastor, it shall make arrangements for services to be conducted.

COMMISSION ON GROWTH

The commission on growth shall study and promote the expression of Christian faith in daily living and in the corporate life of the congregation. It shall teach the Christian use of money and shall lead members to higher levels of proportional giving. It shall plan, promote, and administer the evangelizing of the community. The commission shall integrate new members into the life of the congregation and shall enlist the talents of members in the various aspects of the church's ministry. It shall assist the pastor, at his or her request, in seeking to regain the interest and participation of members who have absented themselves from regular worship. It shall also provide adult and family social activities.

COMMISSION ON EDUCATION

The commission on education, in association with the pastor, shall supervise the conduct of the educational agencies and programs of the congregation, including enlistment and training of teachers and leaders. It shall make provision for adequate supplies, equipment, and facilities. It shall make regular evaluations of the congregation's education program in light of current trends. It shall make itself aware of recommended procedures and materials for a relevant educational ministry. It shall encourage youth and adults to study, individually and in groups, the Bible and the relationship of the Christian faith to current issues and problems. The commission shall promote the church's publications and periodicals. It shall supervise activities conducted in and by the congregation for youth and shall encourage qualified youth to consider entering church vocations and other vocations of service to people.

COMMISSION ON SERVICE

The commission on service shall see to the maintenance, protection and improvement of all property of the congregation. It shall provide for the necessary service of all equipment and shall supervise the services of the custodian and volunteer workers. It shall supervise the use of the congregation's buildings and equipment and shall regulate the issuance of keys for the same. The commission shall maintain a running inventory of the equipment owned by the congregation and shall provide for the adequate insurance of the congregation's property.