

## SECRETARY JOB DESCRIPTION

This position has a two-year term. Occupant may stand for reelection for one additional term. Occupant must be a voting member of the congregation. The responsibilities of this position are detailed below.

1. Fulfill the duties of the leadership team as set out in the church Bylaws in section 2.5.6. (See below)
2. Should be able to attend monthly meetings, currently held the third Tuesday of each month.
3. Keeps the minutes of Leadership Team, Executive Committee, and congregational meetings.
4. Assists the President, if requested, in preparing the agenda for the next meeting.
5. Serves as custodian of the minutes of all meetings.
6. Ensures a copy of Bylaws and procedures and planning documents are available at all meetings.
7. Provides ballots when a written vote is called for. Assists the President in counting the votes. Records the tally of the votes and keeps the ballots until the next vote.

### **2.5.6 Duties of the Leadership Team**

Under the President and with the guidance of the pastoral staff the Leadership Team shall:

- Be responsible for establishing policies, formulating long term strategic plans, and developing annual operating plans and budgets to direct the overall ministry of the congregation towards it's mission (see section 1.2 of the Constitution);
- Maintain the financial integrity of the congregation; annually appoint a person or team to do a financial review;
- Encourage the Ministry Staff in their work through prayer, word and action and provide for the spiritual and physical health and welfare of the Ministry Staff and their families;
- Authorize the Ministry Staff to administer the day-to-day operations of the congregation in accordance with its own policies and directives and those established by the congregation through its Voters' Assembly;
- Appoint such Teams as necessary to carry out the mission of this congregation;
- Direct the calling of special meetings of the Voters' Assembly as requested by the Pastor(s) or voting members;
- Be responsible for the receiving of and acting upon, if necessary, feedback and/or complaints from members of the congregation regarding aspects of its operations;
- Post notices of meetings. The minutes of these meetings shall be available to voting members upon request, excluding discussion of confidential matters;
- Appoint persons to fill unexpired terms of Officers, members of the Leadership Team or the Spiritual Support Team;
- Be available for any additional functions that the Voters' Assembly may confer on it.