

East Cedar Grove Missionary Baptist Association Inc.

Officer Application

Name of the Candidate_____

Mailing Address_____

Telephone/E-Mail Address_____

Which Office is the Candidate Seeking?_____

Please check the appropriate box of the position you are seeking as an officer in the East Cedar Grove Missionary Baptist Association in Section A and respond to Sections B through E and return your application to the Nominating Committee Chairperson at the following address **Sister Judy S. Jacobs, 1744 Coleman Loop Road, Hillsborough, NC 27278.**

You may attach additional pages as needed.

Section A: Positions

Moderator

- Administrator and leader of the Association
- Presides at meeting
- Provides oversight information
- Makes recommendations
- Informs churches of procedures and operations
- Advises auxiliaries
- Gives annual reports
- Maintains spiritual, financial and organizational integrity

The First-Vice Moderator

- Gives full support and assistance to the Moderator by performing required duties
- Accepts special assignments and provides advice for the good of the Association and churches.

The Second-Vice Moderator

- Gives full support and assistance to the Moderator and First Vice Moderator by performing required duties
- Accepts special assignments
- Provides advice for the good of the Association and churches

The Recording Secretary

- Writes accurate and concise minutes of meetings
- Reads the minutes upon request of presiding officers Provide copies and minutes or section thereof to the Moderator and delegates as needed
- Compiles and prepares an annual report of the proceedings of the Association and its Auxiliaries.

The Chairperson of the Executive Board

- Shares in the administration and leadership of the Association by presiding at all Executive Board, called and special meetings
- Provides counsel to pastors and churches
- Helps to maintain spiritual, financial, and organizational integrity
- Promotes and supports the Association in Conventions and other religious organizations.

The Director of Christian Education

- Be an advocate within the Association for Christian Education
- Evaluate, recommend, and unify all areas of the Association's educational ministries.
- Develop and implement a comprehensive educational program for all ages consistent with Baptist doctrine.
- Work closely with all Auxiliaries of the Association to develop all aspects of the Christian Education ministry of the Association.
- Encourage people to explore and use their spiritual gifts, equipping leaders, volunteers and teams through training and support.
- Assist the Association in providing leadership development training for church leaders.
- Work with the Congress of Christian Education to implement Year-Round programs for Christian Education.
- Assist in curriculum development that benefits church development and church growth.
- Assist the Moderator and the Executive Board in preparing status reports at the One-Day and Annual Sessions of the Association.
- Assume other responsibilities as assigned by the Moderator in keeping with the scope of this job description.

Section B: Experience (List your experiences)

Section C: Service to the Association (List services and dates)

Section D: Professional Services or Services to Other Organizations (List Services)

Section E: Strengths of the Candidate for the Office (Lists strengths)

Signature of Candidate _____ Date _____

Signature of Church Pastor/Chair Deacon Board/
Church Clerk _____ Date _____

Please Send Application to:

**Sister Judy S. Jacobs
1744 Coleman Loop Road
Hillsborough, NC 27278**

**APPLICATIONS MUST BE RECEIVED OR POST MARKED NO
LATER THAN APRIL 3, 2021 BY 5:00 P.M.**

THERE WILL BE NO EXCEPTIONS.