

SOP: Duties of Officers
Introduced: July 11, 2019 • Adopted: November 6, 2019

Moderator: one year term, cannot be re-elected
To preside at all business meetings of the congregation
To preside at the meeting of the Church Council
To ensure that the SOP Manual is current
To be a voting member of the Church Council

Note: Any voting member who misses four council meetings in a calendar year will be considered to have resigned.

Moderator-elect: one year term, two year commitment
Assume the responsibilities of the Moderator in that officer's absence
Succeed to the office of Moderator on completion of a year as Moderator-elect or if there is a vacancy in the office of Moderator.
To be the Director of Personnel
(Note: This means meeting with the Personnel Committee, doing annual employment reviews of all non-pastoral employees and recommend any wage adjustments, and assuring that all positions on the Personnel Committee are filled prior to the first of the year.)
To act as Parliamentarian
To be a voting member of the Church Council

Note: Any voting member who misses four council meetings in a calendar year will be considered to have resigned.

Secretary: Two year term, no term limit
to record the minutes of the congregation meetings and the meetings of the Church Council
To ensure that the Annual Reports of the Pastor, Officers, Church Council and Ministry Teams of the Congregation are available for the business meeting.
To be a voting member of the Church Council

Note: Any voting member who misses four council meetings in a calendar year will be considered to have resigned.

Treasurer: Two year term, two term limit
To oversee the finances of the Church
To ensure that the accounts of the Church are accurate
To present a financial statement at each meeting of the Church Council.
To assist the Church Council in the preparation of an annual budget to be approved by the congregation
To be a voting member of the church council

Note: Any voting member who misses four council meetings in a calendar year will be considered to have resigned.

Directors: Two year term, two term limit
Attend all Church Council Meetings and vote on matters before the Council
To communicate with and be a resource to the ministry teams assigned to that Director and to be their advocate to the Church Council.
To receive periodic reports from each team and convey the information to the Council via written reports.
Note: The Director is the main communication vehicle between the Council and the Ministry teams. There should be contact with the team at least once a quarter. In addition to the activities of the team, the Director should inform the team leads when the budget process begins and who to contact with budget requests, and contact each team to determine if the team will continue in the coming year and who will be the team lead.
Note: Any voting member who misses four council meetings in a calendar year will be considered to have resigned.