

Duties of the President and Four Vice Presidents

President

1. Shall cooperate with the pastor and the church lead in planning coordinating and evaluating the work of this circle.
2. Preside over the meetings of the circle.
3. Seek council and cooperation of the pastor in the setting goals for financial obligations and planning and promoting the seasons of prayer.(week of prayer)
4. Lead the circle to foster the youth and young adult departments.
5. Lead in maintaining a standard youth department according to the group of the youth.
6. Keep members of the circle informed and involved in circle activities.
7. Appoint circle committees.(if needed)
8. Serve as ex official member of all committees.
9. Keep the programs of the Woman's Baptist Home and Foreign Mission Convention before the circle.
10. See that the circle presidents make their reports on time and regularly and see that said reports are sent to the WBHFMC on time.
11. Maintain a peaceful atmosphere at all times.
12. The circle president shall not be a member of any one group.(committees).
13. Lead the circle in being involved in mission.
14. Attend meeting of the WBHFMC.
15. Attend meeting of the GBSC.

1st Vice - President (Enlistment Chairman)

1. Endeavor to enlist members of the church's community and invite them to become active members of the circle.
2. Welcome strangers and visitors to the church community and invite them to join the church and the circle.
3. Render monthly reports to the circle and quarterly reports to the president.
4. Preside over the circle meeting in the absence of the president.
5. Become acquainted with the duties of the circle president.
6. Help promote unity within the circle.

2nd Vice-President (Christian education of the circle Chairman)

1. Encourage the study of the Bible as a missionary book.
2. Promote missions' studies for all age groups using books recommended by the executive secretary treasurer of the Woman's Baptist Home Foreign Mission Convention of North Carolina (current study book).
3. Provide president with quarterly reports and appropriate literature.
4. Preside over the circle meeting in the absence of the president and the 1st vice president.
5. Become acquainted with the duties of the circle president.
6. Help promote unity within the circle.

3rd Vice-President (Mission-in-Action Chairman)

1. Be active in reclaiming the lost, careless, and unconcerned members of the church. and those who are not affiliated with the church.
2. Be observant of sick and shut in amongst the circle members.
3. Investigate and make recommendations to the circle upon all special appeals for assistance.
4. Endeavor to seek out and become acquainted with resources in the community available for those in need and make referrals when necessary.
5. Keep a good record of all personal work done and report to the circle on behalf of this circle render monthly reports to the circle and quarterly written reports to the president using the appropriate reporting forms.
6. Preside over the circle meetings in the absence of the president 1st and 2nd vice president.
7. Become acquainted with the duties of the circle president.
8. Help promote unity within the circle

4th Vice-President (Stewardship Chairman)

1. Promote the Bible plan of giving.
2. Endeavor to enlist every member of this circle and church to tithe his income for the promotion of the church and its work in Kingdom building.
3. Encourage each member of the circle to give free will offering at each meeting to support the objectives of the circle and to give self-denial annually.
4. Remind monthly reports to the circle president and quarterly written reports.
5. Preside over circle meetings in the absence of the president first, second, and third vice presidents become acquainted with the duties of the president of the circle.
6. Help promote unity within the circle.