



ROLES AND RESPONSIBILITIES OF ELECTED CHURCH LEADERS

BOARD OF ELDERS

The local Church must choose once every three years by the election and draw of elders, at least three (3) or more according to the number of members of a Local Church. They will help the pastor to minister in the Church, especially in measures related to the development of spiritual life. One of them is selected by election and draw to assign the chairman of the board, leader and in charge.

An elder in the Church should be at least twenty-five (25) years old or older, male or female, with five (5) years member of the Church, has experience in serving the Lord, know the Bylaws of the Church and have characteristics according to the Scripture. 1 Tim. 3:1-7, Titus 2:1-5.

ROLES OF ELDERS IN THE CHURCH:

- a) Verify the acceptance of the new members in assistance with the Pastor.
- b) Verify the transfer of any member to another church in assistance with the Pastor.
- c) Look after the moral and spiritual life of members. Take steps to implement righteousness of the Christian life discipline, the rules or policies adopted by the local church council.
- d) Assist the Pastor in the performance of the Lord's Supper
- e) Monitor the activities for the enrichment of spiritual life for members, such as Sunday School, Christian training and efforts of adults, youths and the organizations and board.
- f) Assist the pastor in administering the activities held within and outside the Church
- g) Manage the use and care of Church property especially the worship sanctuary.
- h) Safekeeping of important documents such as land titles and more.

BOARD OF DEACONS

Similar to the Elders of the Church, the local Deacons were selected through an election and casting of lots every three years. One of them is selected as Chairperson of the Board. The number will start with two (2) and not limit

the number as above, Hence it should be according to what the Church needs. It is assumed that every fifteen (15) families or household should have a Deacon.

DUTIES:

- a) Visit households of the Church members in their assigned districts.
- b) They will lead in monitoring livelihood of Church members especially those who need more assistance.
- c) Inform the Pastor, Associate Pastor, the Assistant Pastor, Church Elders those who are sick, have problems and are unable to attend activities. Pray for them and their prayer requests. Inform them of the activities of its members like the bereaved, celebrations, investiture, thanksgiving, good learning, marriage and more.
- d) Help in the financial development of the Church.
- e) Receive and pay attention to guests and new members.
- f) Insure peace and order during worship.
- g) Immediately visit members that are unable to attend activities and find out their condition.

SECRETARY OF THE CHURCH

The Secretary of the church was chosen as elders and Deacons by election and casting of lots.

DUTIES:

- a) Record important objects discussed at the meeting of the council.
- b) To keep and organize the history of the church, record of previous pastors, workers, and members indicating the day of their affiliation, birth, day of baptism, marriage, occupation, and death. Organize, and inform the authorities heed the memorandum received.
- c) Write according to the decision of Administrative Local Church, Council of Elders or the right of any correspondence, for example: moving to another church, proof of affiliation, evidence of receiving baptism, requests different tasks.
- d) Organize paper work for the Church.

CHURCH TREASURER

The treasurer of the Church will be chosen through election and casting of lots.

DUTIES:

- a) Strive to carefully preserve the financial state and property of the Church so that it will grow and be safe from harm.
- b) To keep a clean financial record books in and out, with the evidence or receipts book records stipendiary and property of the Church.
- c) Issue of money in the bank according to the decree or consent of council. It is suggested that the treasurer, Chairman Elders and Pastors will be signatories for monetary transactions.
- d) Will deposit the remaining financial instruments according to the council's decision.
- e) Should not lend or loan any financial instruments of the Church.
- f) Reports the financial condition of the Church during regular council meeting.

CHURCH AUDITOR

The Auditor is chosen by the members in an election and draw. Its duty is to examine the finances and property of the Church and all the local organizations every month, this will help the auditor to carefully account without blemish the finances entrusted to the treasurer, any report of the treasurer for finance the auditor should have the consent and signature.

BOARD OF CHRISTIAN EDUCATION

This Committee will make arrangement in lessons and teaching materials to have unity and correlation in all branches of the Christian teaching that will be conducted by the Church.

DUTIES:

- a) Create policies and plans for a total program of all Christian Education branch of the Church.
- b) Precede the total of Christian Education program with quality, unbiased and comprehensive.
- c) Establish and define the goals of Christian Education.
- d) Explore the needs of the people.
- e) Lead the Christian Education program.
- f) Consolidate and coordinate related programs or activities of all branches of Christian Education.
- g) Create or select a Curriculum to respond to needs of the Church.
- h) Lead the selection of Christian Education leaders.
- i) Establish training of leaders.
- j) Suggest and recommend policies and budget of the Christian Education Programs.
- k) Develop awareness of the Church in Christian Education.
- l) Keep the cooperation of the household and Church about Christian Education.
- m) Ensure the continuity of Christian Education activities.

The church will select the Director/Chairman of the Board with the knowledge and skills in Christian Education, attending studies related to it and carry on Christian Education Church. The selection is by election and casting of lots. The Director or President shall hold office for three years unless he/she is elected again.

All the presidents of the organization are members of this body.

SUNDAY SCHOOL PRESIDENT

Sunday School President is chosen by an election and draw from teachers. He was a member of the Board of Christian Education.

DUTIES:

- a) To Lead in arranging the Sunday School with the assistance of Christian Education Board in choosing its teachers.
- b) Prepare the class with the help of teachers, as adults, teens and children. Regardless to the size of the Church it should have at least three classes, as mentioned so that it would meet the needs according to their type and knowledge for those who come to study.
- c) Prepare study materials for teachers and students
- d) Regularly set meetings with the teachers to further improve the way of good teaching to help the spiritual and moral growth of students.

PASTORAL CARE PRESIDENT

The president of the board will be selected by election and casting of lots. The president will hold office for three (3) years and will be a member of the pastoral and workers care district board. Its duty is to lead the Board's supervision and care to the needs of workers in the Church. It will consist of three or more according to the number of members.

PRESIDENT OF EACH ORGANIZATION

The presidents of the organization were chosen the same as elders and deacons of the Church by the election and casting of lots. Shall hold office within three (3) years, and they will be members of the Church Council. Their duty is to report their organizational activities. They will also contribute to the development of physical, moral and spiritual life of its members throughout the Church.

- a) Men's
- b) Women's
- c) Youth
- d) Music Ministry