

Job Description Summaries for Officers and Nominating Committee members

Note: Since “s/he” can become distracting when reading, we have used the pronoun “he” throughout. This usage is not meant to imply that these positions must be filled by men; women are equally eligible.

Treasurer

The Treasurer is responsible for paying the church’s bills, keeping proper records of all of the church’s financial transactions, and filing reports to the deacons and ministry leaders. He is accountable to the Board of Deacons. He works in collaboration with the Assistant Treasurer and the Missions Treasurer. He works with the support of the Church Administrator. The term of service is one year.

Assistant Treasurer

The Assistant Treasurer is responsible for all money contributed to the church, including the Sunday offering. He keeps records of each offering and donor, and he issues official receipts for each donor, usually at the end of the tax year. He oversees the team of offering counters. He is accountable to the Board of Deacons, and he works in collaboration with the Treasurer and with the support of the Church Administrator. The term of service is one year.

Missions Treasurer

The Missions Treasurer is responsible for all money designated for missionaries and tithed to missions. Each month he sends money to GF’s official missionary-partners and any other missionaries for whom money has been designated in the offering. He produces Federal 1099 forms for each missionary at the end of the tax year. He is accountable to the Board of Deacons, and he works in collaboration with the Treasurer and with the support of the Church Administrator. The term of service is one year.

Secretary

The Secretary is responsible for making and distributing proper records of all official meetings, and he is responsible for all matters relating to official votes of the membership. He is accountable to the Elders, and he works in collaboration with the Church Administrator. The term of service is one year.

Nominating Committee member

Members of the Nominating Committee are responsible for identifying and presenting qualified candidates for the offices of Elder and Deacon, Treasurer, Assistant Treasurer, Missions Treasurer, Secretary and future Nominating Committee members. The team consists of four church members working under the chairmanship of the Pastor. The term of service is one year.