

OFFICIAL CHURCH BOARD

BOARD MEMBER'S PORTFOLIOS

Next to the minister, the Assembly charges the Church Board members with the gravest responsibility for the spiritual life and material welfare of the church. Even by their very name they are *servants* of the church - never managers or dictators, but servants. The success or failure of a church becomes to a great extent the responsibility of the church board.

The Bible sanctions the assignment of special ministries to others than the pastor. This is done so that the work of the Kingdom may be done most effectively and efficiently. It is the duty of the church board to be so committed to God and His work that their commitment inspires and directs others to help carry out the plan of the Church of God. Each Board Member shall be given certain responsibilities by the pastor. These responsibilities are defined in given areas called Portfolios. The Board member is charged by the Assembly to carry out his area of ministry.

CHURCH BOARD EXPECTATION

Considerations for the Church Board include:

1. Setting and maintaining budget of church.
2. Reviewing the Pastor's financial needs
3. Reviewing and updating the membership roll of the assembly
4. Review membership giving
5. Approve appointments of Department Leaders
6. Supply written reports at the monthly meetings
7. Knowledge of Church doctrine.
8. Knowledge of rules of order.
9. Oversight of facilities and safety.
10. Counting and depositing the weekly offerings.
11. Assisting in the services in ministry and maintaining order.
12. Knowing and supporting the mission and vision of the assembly
13. Supporting and encouraging the Pastor.
14. Assist the Pastor in upholding the Church Constitution and By-laws and Church discipline.
15. Faithful attendance of services.

VICE PRESIDENT

GENERAL:

1. Exercises responsibilities as a member of the Official Church Board.
2. Works closely with the pastor in the accomplishment of all church functions, particularly in the area of benevolence.
3. To act as chairperson in the absence of the senior pastor.
4. Takes charge to see that all services during the absence of the pastor flow according to the pastor's instructions.
5. Assists in any way possible, staff members, to insure proper procedure in services.
6. Performs duties as delegated by the senior pastor.

SPECIFIC:

1. Assures that special events of the pastoral staff and families such as birthdays, anniversaries, Pastor Appreciation Day and Christmas are planned. That proper publicity is given and arrangements are made for appropriate recognition such as gifts, cards, etc.
2. Assists the pastor in carrying out a program designed to help, when needed, by members or adherents to reduce problems of the church needy, aged, infirmed, grief stricken, and others.
3. Assures that the membership of all persons who attend the church are kept apprised of plans and accomplishments. Discusses these matters with the pastor and makes suggestions for more efficient means for communicating such information to the congregation such as mailers, hand-outs, posters, public announcements etc.
4. Maintains interest and concern about the spiritual, emotional, and physical health and welfare of the pastor and his family. (Proper rest, vacation, housing assistance in all times of illness, stress etc.)
5. Maintains alert to the needs of church families and makes suggestions to the Senior Pastor. Being sensitive to the attendance of members and when deemed appropriate, works with the Visitation Chairperson and the pastor to encourage and or act to help those who are lax in attendance and worship services
6. Make recommendations to the senior pastor and the Official Church Board to insure more effective use of talents of individuals and groups or departments in carrying out the primary function of the church.
7. Formulates programs and makes recommendations for the induction of new members and new attendees into the congregation making them feel that they are part of the church.
8. Serves as a member of the Christian Education Committee as well as the representative of the Official Church Board to that committee with the primary aim of assuring the educational needs of all departments and the church, as a whole, are adequately provided for. In the absence of the pastor, serves as the liaison representative with the various departments of the church as needed and as called for by the Senior Pastor.
9. Works closely with visitation chairperson to see that the pastor is assisted in hospital, follow-up and shut-in visitation.

BENEVOLENCE

The Church Board Member charged with the Portfolio of Benevolence shall be responsible to:

1. Consider any need brought to the church for help to needy families or individual, whether in the church or out of the church.
2. Investigate to ascertain if the need is real or exaggerated. If help should be given or not.
3. Determine with the pastor what course of action should be followed.
4. Be responsible for any reserve that may be set up for benevolent purposes in the church. To list all items and to store in a proper place until needed.
5. Work closely with the Milford Miami Ministry Board person.
6. Be responsible for encouraging the bringing in of groceries, clothing, or offerings for the approved need.

SUPPLIES - PURCHASING

GENERAL:

1. Exercises responsibilities as a member of the Official Church Board and over the inventory of all church property and equipment (except land and buildings); the maintenance of inventory records; the inspection of equipment and the purchase and procurement of supplies and equipment for the operation of the church.

SPECIFIC:

1. Assures up-to-date inventory records of all church property (excluding buildings and land) and equipment are maintained. (this would normally include all uninstalled property and equipment in the church as well as buses, lawn care equipment, etc. Inventory records will include date and cost of purchase and estimated value. A record of inventory will be maintained at the church office for a source of data for assessment and accounting.
2. Recommends replacement, exchange, repair or disposal of uninstalled equipment based on utility needs, age, condition, or current need in coordination with the buildings maintenance trustee and the Senior Pastor.
3. Reviews at least annually all types of insurance on buildings and equipment and recommends changes as deemed appropriate; assists the Pastor and other designated individuals in negotiating contracts for insurance coverage when called upon.
4. Inspects property and equipment at regular intervals or as required by need for fire and safety hazards.
5. Assures that a list is maintained in the church office of individuals to whom keys for the building and equipment have been issued; recalls and adjusts the need for keys by officials as change is made so that an up-to-date record can be kept; arranges for a master board of keys to be maintained in a safe place, preferably a locked safe as determined by the Senior Pastor.
6. Assists the Pastor and other ministering staff in determining the needs for service contracts on equipment or need for rental equipment and makes recommendations to the Board when asked.
7. Assures that procedures and regulations governing the borrowing of all-church property and equipment are established and followed.
8. Oversees the purchase of all church housekeeping supplies, such as janitorial cleaning supplies, kitchen necessities such as paper cups, tablecloths, plates, towels, napkins, etc. and ice and snow removal chemicals, sanitary supplies for restrooms and other items or supplies as assigned by the Pastor.
9. Assures that the best possible prices are maintained in purchasing of supplies and equipment through a list of bulk quality purchasers and the negotiation of bids, etc. Maintains a list of manufacturers and distributors and supplies with indication of discount, special rates, and etc.
10. Maintains a close cooperation with the buildings and grounds trustee and provides assistance when required as to material and equipment.
11. Assures that periodical inspection of fire extinguishers and equipment and replacement of all chemicals as necessary are made; arranges for Fire Department or County Inspections of the fire extinguishers.
12. Meets periodically with the church custodians to discuss the need for janitorial supplies and equipment and makes recommendation to the Pastor as appropriate.
13. Maintains annual inspection of property and equipment by department or area such as Sunday School, fellowship hall, kitchen; at least 60 days prior to the end fo the annual church fiscal year and renders a full report on condition and suggestions for improvement and repair or replacement to the Pastor and Board.

14. Insures that all storage areas in the church are kept clean and in order; reports needs for additional storage space and the need to obtain or arrange for the purchase of hangers, shelving, and other requirements for proper storage.
15. Assures trash receptacles are available and in good order in restrooms, and classrooms, fellowship hall, kitchen areas, etc.; follow-up to insure that all trash removal contracts are in effect and that such service is performed satisfactorily.
16. Works closely with visitation chairman to see that Pastor is assisted in hospital, follow-up and shut-in visitation.
17. Performs all other duties as assigned or requested by the Senior Pastor.

FOLLOW-UP & VISITATION

GENERAL:

1. Exercises responsibilities as a member of the Official Church Board over the general oversight of follow-up and visitation ministries of the church.
2. The training and implementation of workers and procedures having to do with follow-up and visitation ministry.

SPECIFIC:

1. Works closely with the Pastor to insure that proper inventory and records are kept for visitors and that some procedure is followed for maintaining attendance of regular attendees.
2. Co-ordinate and lead all departments into one strong visitation program.
3. Encourage everyone possible to participate in a weekly visitation program for the church.
4. Designate special visitations for those who need immediate or special attention, to those who will co-operate in a visitation out reach.
5. Work closely and in harmony with the Sunday School in its visitation program.
6. Recommends procedure to the Pastor as to implementation of how visitors are spotted by the ushers and welcomed; and that a follow-through procedure is implemented to make their visits enjoyable.
7. Reviews, at least annually, all types of follow-up programs, training, and implementation; assists the Pastor and others who are designated individuals in working in follow-up and visitation areas.
8. Secures, maintains and keeps up-to-date, a file as to current procedures and training methods being used in follow-up and visitation ministries within the current body of Christ.
9. Draws up and maintains an effective visitation schedule for Board members to assist the Pastor in calling (hospital, shut-ins, nursing homes, etc.); further taking the responsibility to see that visitations are made and proper records are kept.
10. Oversees the follow-up visitation ministry in such a way that needs in the ministry as well as individual needs, such as disgruntled members, hurt feelings, etc. are promptly reported to the Pastor.
11. Works with the Pastor and the Board to establish a proper order as to the sending of flowers, cards, etc. to hospitals, shut-ins, and in the event of death of members or their families.
12. Performs all other duties as assigned or requested by the Senior Pastor.

CHURCH USHERING

The Church Board member charged with the Ushering Portfolio shall be responsible to:

1. Select and schedule ushers for each church service; Sunday morning, Sunday night and Wednesday night. The ushers shall be chosen from all the members of the church as much as possible, so that all may feel that they have a helpful part in the Church.
2. See that one usher tallies the attendance number and properly reports it.
3. Serves as a contact point for, and works closely with the Head Usher. Assures that procedures for accomplishing the usher's functions are placed in a written form and that copies of such procedures are made available to all ushers and further assures there is an Annual Usher's Training Meeting held in conjunction with the Men's Task Force.
4. See that all visitors are properly greeted and given a visitor's card, and that the visitor's card is given to the Church Secretary.
5. See that the building is as comfortable as possible regulating the means of heating and cooling.
6. Encourage reverence and an orderly flow of traffic.
7. See that ushering supplies are maintained.
8. Provide adequate training for the ushers through monthly meetings.
9. See to it that ushers always seat late-comers.

EQUIPMENT MAINTENANCE

GENERAL:

1. Exercises responsibilities as a member of the Official Church Board and for the maintenance, repair, and care of all installed equipment, vehicles used for transportation, and various items, self-propelled or motorized equipment as may be assigned by the Senior Pastor and Official Church Board.

SPECIFIC:

1. Exercises general surveillance over the sound system and all sound equipment; assures that responsibility for the sound system is assigned to an individual or individuals and all things are kept in neat and proper order.
2. Assures proper maintenance, care and repair of various items of the equipment such as furnaces, air conditioners, hot water heaters, kitchen equipment, etc.; checking all items needing repair with the Senior Pastor before repair is made.
3. Exercises responsibility for the maintenance and repair of the church van and/or buses or other vehicles used for transportation purposes; determines requirements for maintenance or repair including painting, and arranges for such repairs to be accomplished either by donated labor or repair contracts or hired individuals as directed by the Senior Pastor.
4. Assures that lawn care equipment and other items, as may be assigned, are properly maintained and kept in good, safe working order. Insures the regular maintenance is performed in effort to off-set expensive and costly repairs.
5. Develops a written checklist for items and equipment which are to be repaired periodically, and inspected. Insures that periodic inspections take place as required; takes repair actions as necessary, but first makes recommendations to the Pastor and Board to determine if appropriate.
6. Takes action without reference of the Board, with the Pastor on emergency repairs unless considerable lay-out of funds is required; keeps Senior Pastor apprised of all actions being taken at all times.
7. Arranges for servicing of transportation equipment including the weekly maintenance of gasoline, lubrication, and oil changes, etc.; inspects vehicles periodically to insure that servicing is being performed properly and that vehicle use forms are being used.
8. Recommends purchase of additional equipment based on usage or need; and when so directed helps obtain comparative prices and makes recommendation for purchase action.
9. Performs such other duties as may be determined appropriate as assigned by the Pastor and/or Board.

GROUND MAINTENANCE

GENERAL:

1. Maintains surveillance over the maintenance and care of all grounds surrounding or adjacent to the church building including such areas as lawns, parking lots, fields, shrubbery, roads, etc.

SPECIFIC:

1. Oversees lawn maintenance and care including the seeding, sodding, or fertilizing or mowing and trimming thereof; assures that lawns are cared for properly.
2. Maintains constant review of the parking lot areas to insure proper care, maintenance, and improvement, drainage and necessary maintenance thereof; recommends resurfacing, resealing, and repair as determined appropriate to the Senior Pastor.
3. Assures the shrubbery is properly maintained by trimming, spraying, fertilizing, water, etc.; replaces shrubbery as required; working closely with the Men's Ministry to insure as much volunteer labor as possible.
4. Assures the adequate outdoor lighting is available; recommends improvements and/or changes as appropriate.
5. Check periodically, to insure that steps, sidewalks, entry ways are maintained in such a manner as not to present safety hazards.
6. Arranges for snow and ice removal and the placing of melting chemicals on inclines, entry ways, stairways, and steps etc.; checking all these items first with the Senior Pastor prior to obligating the church to financial responsibility.
7. Oversees the maintenance of outdoor church signs and gives concern to the overall maintenance of shrubs, flowers, and/or other items determined appropriate or as directed by the Senior Pastor.

BUILDING MAINTENANCE

GENERAL:

1. Maintains surveillance over the maintenance, repair and care of all buildings (inside and outside) including the church building, parsonage, and all other buildings used by the church.

SPECIFIC:

1. Prepares checklist covering the maintenance needs of all building (church, parsonage, etc.) to the Official Church Board.
2. Insures those items for which checklist is prepared is inspected periodically or as specified in checklist. Inspections may be performed by assignment of individuals or by committees. Completed checklist will be submitted to the Board and Pastor along with all recommendations for repairs, replacement or other action.
3. Takes action, without reference to the Board, with the Pastor in case of emergency for repairs unless such repairs call for considerable layout of funds.
4. Checks and recommends the need for painting both interior and exterior of all buildings; arranges for donated labor if at all possible; recommends such to the Board of Deacons and follows their determined procedure.
5. Maintains the responsibility to see that all equipment such as audio-visual, office equipment, janitorial items, pews, furniture, floor coverings, etc. are in proper repair and maintained at all times.
6. Insures that roofs are inspected periodically and makes recommendations for their repair or replacement.
7. Arranges for periodic cleaning of the windows and glassed areas and for the reglazing or replacement of glass as required.
8. Checks electrical wiring outlets, extension cords, electrical equipment to keep all in good repair as to prevent fire hazards.
9. Makes recommendation and assists the pastor as required in assuring that the foyer and sanctuary are tastefully furnished and appropriately decorated at all times.
10. Assures that adequate custodial care of interior of church building is provided; works closely with the custodian to insure proper cleanliness standards are met; checking with the Senior Pastor as to specific needs in the area.
11. Performs all other functions as determined appropriate by the Pastor and Board of Deacons.
12. Be responsible to see that repairs are done.
13. Keep ready those facilities needed for heating or cooling the church buildings. Know that they are in working condition.
14. Be responsible for the work of the custodians.
15. Maintain an inventory of all equipment owned by the Church complete with description, model number, make and purchase price.

YOUTH

The Church Board Member charged with the Youth Portfolio shall be responsible to:

1. Concern yourself with the general atmosphere of the young peoples meetings and personal spiritual problems that may present themselves.
2. Be apart of the Youth Council as the Board representative.
3. Conduct a quarterly planning conference with the officers of the Youth. This will be to provide a schedule and a plan for the services and social activities of the young people of the church.
4. Provide adequate supervision for all youth meetings whether spiritual or social in nature.
5. Be responsible for transportation and travel to monthly Youth Rallies, conventions, or camps which primarily affect the youth.
6. Plan for the special features of Youth Revivals, Speed-the-Light, Youth Day, Retreats, etc., in conference with the officers of the Youth.
7. Attend the weekly youth services to lend a spiritual influence to the total program of the youth as the Young People's Counselor.

MEN'S MINISTRY

The Church Board Member charged with the Men's Ministry Portfolio shall be responsible to:

1. Work closely in promoting and providing for all men in out-reach activities of the church to win men for Christ.
2. Assist the Senior Pastor in the selection of the Men's Ministry officers and Council.
3. Meet quarterly with the officers of the Men's Fellowship, for planning and prayer session.
4. Promote the Light-for-the-Lost program among the men of the church.
5. Assist in planning and promoting the Royal Ranger Club in its activities. Be a member of the Royal Ranger Outpost Council by virtue of office.

WOMEN'S MINISTRY

The Church Board Member charged with the Women's Missionary Council Portfolio shall be responsible to:

1. Meet quarterly with the WMC officers in a planning session and prayer.
2. Assist the Senior Pastor in the selection of the Women's Ministry officers and Council.
3. Promote a general participation by all of the women in the church, in WM's activities as much as possible. Also, reaching women outside of the church.
4. Oversee, with the WM's officers, the Missionette clubs by appointing sponsors and workers to the various girl groups and working closely with them in the over-all activities program of the Missionettes.

COMMUNION

The Church Board member charged with the Communion Portfolio shall be responsible to:

1. See that the communion set is taken care of by a responsible person
2. Prepare the bread and drink for all services of Holy Communion
3. Place the equipment in place for Holy Communion when requested by the pastor
4. Give proper care to the communion furnishings after the service
5. Assigns individual or a responsible committee for the collecting of glasses and cleaning of Communion ware after observance.
6. Selects individuals to assist in serving Communion at times when Board Members are not present. Checks this list with the senior pastor before asking individuals to assist in serving Communion.
7. Evaluates procedure followed and makes recommendation to the pastor for more effective observance of Communion.
8. Purchase the elements necessary for communion
9. Assist the minister in the serving of communion

MISSIONARY

The Official Church Board member charged with the Missionary Portfolio shall be responsible to:

1. Create a missionary emphasis in the church. Present missionary projects to the church in a planned program with the pastor.
2. Review the missionary commitments of the church annually with the church board, with recommendations to increase and enlarge our Missionary outreach.
3. Present to the church monthly the missionary letters and prayer requests. Read articles of missionary interest and emphasis, etc.
4. Be responsible for raising the monthly budget for our commitments to various missionary projects we have obligated, and to make disbursements to the same.
5. Plan with the pastor for missionary conferences in the church. Be responsible for the entertainment of itinerant missionaries - their comfort, needs, etc.
6. Make an annual report of all missionary activities and disbursements to the annual business meeting of the church.
7. Maintain a close contact with all departments such as the WMC's so that unity of purpose and program is carried out in regards to missions.