

CONGREGATIONAL OFFICER NOMINEES SOUGHT

The Nominating Committee is seeking nominees for Congregational Officers for the 2025–26 election cycle. As you are likely aware, lay leaders are elected for two-year terms, which staggers among offices in an attempt to maintain smooth flow. Additional details can be found in our governing documents under **Article IV: Officers Duties** (description of duties/tasks) and **Article V: Elections** (description of the election schedule).

Offices up for election this cycle are President, Secretary, Financial Secretary, three Deacons, three Trustees, Chairpersons for the Boards of Stewardship and Youth.

We ask you to prayerfully consider the various offices and contact a member of the Nominating Committee to have your name added to the ballot or to request additional information on an office.

As noted in our governing documents, nominations may be made from the floor at the meeting with the consent of the nominee during the election.

What follows are summary descriptions of the offices excerpted from our governing documents. You can speak to a member of the Nominating Committee for further details as well.

The President shall:

1. Preside at all meetings of the congregation and the Voters Assembly.
2. Serve as an ex officio member of all boards and committees.
3. Sign all contracts and legal documents on behalf of the congregation at the direction of the Voters Assembly.
4. Appoint all committees, standing and special, subject to approval of the Church Council.
5. See that all officers and committees carry out assigned duties.
6. Perform such other duties as may be assigned by the Voters Assembly or the Church Council.

The Secretary shall:

1. Record and keep permanent minutes of meetings of the Voters Assembly and the Church Council.
2. Conduct all official correspondence authorized by the Voters Assembly and the Church Council.
3. Maintain an accurate list of all voting members of the congregation, and shall establish the eligibility of voters at all meetings.
4. Keep an attendance record of meetings of the Voters Assembly and of the Church Council.
5. Execute all approval legal Contracts, together with the President, in the name of the congregation.
6. Maintain a master copy of the Constitution and Bylaws, recording all amendments thereto.
7. Be the custodian of the valuable papers of the congregation.
8. Perform such other duties as may be assigned by the President or Voters Assembly.

The Financial Secretary shall:

1. Receive, record, and place for safekeeping all of the offerings of the congregation.
2. Account quarterly to the members of the congregation for their individual contributions.
3. Distribute contribution envelopes to all members of the congregation.
4. Furnish a fidelity bond paid for by the congregation.
5. Perform such other duties as may be assigned by the President or Voters Assembly.

Board of Deacons:

If interested, please speak with Allen Cosby (Deacon Board Chairman) or Pastor Zimmerman. There are scriptural guidelines which must be adhered to in order to be nominated.

Board of Trustees:

1. To be responsible for the maintenance, protection, and improvement of all property of the congregation as provided in the annual budget.
2. To enlist and supervise the services of all custodial and volunteer workers.
3. To maintain adequate insurance on all church property and equipment, negotiating all insurance contracts.
4. To determine and set up regulations, subject to congregational approval, governing use of church property and equipment.
5. To provide for necessary service to all church property and equipment, negotiating service contracts as necessary.
6. To maintain an inventory of all church property and equipment with approximate value.
7. To arrange for and oversee all improvements to church property as determined by the congregation, negotiating contracts as required.

Board of Stewardship:

1. Conduct the annual congregational pledge drive each Fall.
2. Provide opportunities for members to express their commitment to the Lord in using their time and talents in church-related efforts.
3. Coordinate with the Board of Deacons as requested.

Board of Youth:

1. Assume responsibility for planning and implementing programs directed toward nurturing youth to mature Christian living.
2. See as its mission the establishment of goals in the area of worship, education, service, recreation, and fellowship.
3. Determine ways and means to stress the importance and involvement of youth in the life of the congregation.
4. Enlist at least two adult members of the congregation to serve as youth advisors.

Thank you for your time and consideration!

Respectfully,

The 2024 Nominating Committee:

Woody Flickinger, Ray Miller and Brandon Smith