

Duties of Elected Church Officers

At the May congregational meeting, Live Oak members elect board officers, at-large trustees, the assistant treasurer and members of the nominating committee. All adult members in good-standing are eligible to stand for election for all offices. Associate members are eligible to run for all offices except for the board officers and assistant treasurer, which require a person to be 21. To be in good-standing a member must have signed the membership book and made a pledge for the current church year. Officers and the assistant treasurer are elected for one year terms while trustees and nominating committee members serve for two years. There are term limits spelled out in the Bylaws.

All elected members of the board are expected to read all materials produced for meetings and to attend committee meetings regarding board business. All elected members of the board, except for treasurer, are encouraged to sign up for offertory counting every month or two.

The duties of the President of the Board are to prepare the agenda for and conduct Policy Committee meetings; sign church contracts; and meet with members, staff, and community representatives on behalf of the church. The President also meets with the Minister and/or Vice President as needed. These duties are estimated to take from six to 20 hours a month.

The duties of the Vice-President are to be available to stand in for the President in his or her absence; and conduct all congregational meetings. The Vice President also meets with the Minister and President as needed. These duties are estimated to take from six to 12 hours a month.

The duties of the Treasurer are to provide financial reports to, as well as to attend and participate in Finance Committee meetings; be available to stand in for the President when the Vice-President is not available; make disbursements in accordance with the approved budget; manage and monitor church bank accounts; provide to the Policy Committee financial reports and guidance; ensure that all tax forms, reports and other items required by law are properly prepared and filed with the appropriate authorities in a timely manner; and to assist in preparation the yearly budget. This job requires attention to detail and moderate Excel knowledge. These duties take from 16 to 22 hours a month with the higher time commitment occurring during beginning and end of year processing and during the budget development process.

The duties of the Secretary are to be available to stand in for the President when the Vice-President and Treasurer are not available; send out notices of up-coming congregational and Policy Committee meetings; keep a list of elected office holders; make meeting arrangements; take the minutes during the meetings, post the approved minutes, and send out official church correspondence. These duties take from six to 12 hours a month.

The duties of the Assistant Treasurer are to receive all pledges and other funds that are paid into the church; to make timely bank deposits of those funds; to keep accurate records; to send out reminders regarding pledges; to keep records of all persons making pledges during the pledge drive; to send out annual tax letters to all donors; and to attend Finance Committee meetings. This job requires knowledge of financial software and takes about 20 hours a month except for December and January when more time is required to process the pledge information and send out tax letters.

The duties of the At-large Trustees are to participate in ad hoc committees of the board as necessary; make decisions for what is best for this church; listen to and respond to member concerns; and help ensure an open governing process. These duties take from six to 10 hours a month.

The duties of the Nominating Committee are to identify church members who are willing to stand for elections. The Nominating Committee also identifies members of a Search Committee when it is necessary to look for a new minister. These duties are limited to January through April of each year.