



2019 Available Church Council, Church Officer and Committee Positions

At-Large Council Member Positions

These individuals shall serve as general members on Church Council. Nominees shall be a Church member in good standing, which means that the nominee is an active member of the Church known to be of good and regular standing in the Church, consistently demonstrates a spirit of cooperation and interest in the Church, and is committed to the principle of tithing. Any nominee must be a member of the Church for no less than three (3) years, and have a history of active participation within at least one (1) church ministry. Any nominee should have demonstrated leadership experience. Board-level experience (e.g., religious board experience or secular board experience such as at a non-profit or other organization) is preferred, but not necessary.

All Council Member positions have three (3) year terms with the eligibility to serve an additional three (3) years.

Financial Secretary

This individual may be a cosignatory for expenditures on Church financial disbursement accounts with banks or other financial institutions, and will be responsible for assuring the accurate collection, counting, and recording of all related Church revenues. The Financial Secretary is not a corporate officer, and reports to the Church Treasurer and Church Administrator or his/her designee.

Nominees shall be a Church member in good standing, which means that the nominee is an active member of the Church known to be of good and regular standing in the Church, consistently demonstrates a spirit of cooperation and interest in the Church, and is committed to the principle of tithing. Any nominee must be a member of the Church for no less than three (3) years, and have a history of active participation within at least one (1) church ministry. Any nominee should have demonstrated experience in financial matters including collecting, counting and expensing funds of churches or other organizations in accordance with general accepted accounting principles. A degree in accounting, finance or financial management, or a CPA certification is desired but not required. This position requires being present when collections of the Church are counted (includes weekend and special services) and a commitment of approximately no more than fifteen (15) hours per month is required. This individual will be subject to a National Background Check (credit and criminal history).

The Financial Secretary shall serve for a term of three (3) years and can be reelected for an additional three (3) year term.

Assistant Financial Secretary

Also, this individual may be a cosignatory for expenditures on church financial disbursement accounts with banks or other financial institutions. This individual will not be a corporate officer and shall report to and be under the direction and oversight of the Financial Secretary. The Assistant Financial Secretary will be responsible for assuring the accurate collection, counting, and recording of all related Church revenues. In the absence of the Financial Secretary, this individual will be responsible for those duties attributed to the Financial Secretary.

Nominees shall be a Church member in good standing, which means that the nominee is an active member of the Church known to be of good and regular standing in the Church, consistently demonstrates a spirit of cooperation and interest in the Church, and is committed to the principle of tithing. Any nominee must be a member of the Church for no less than three (3) years, and have a history of active participation within at least one (1) church ministry. Any nominee should have demonstrated experience in financial matters including collecting, counting, and expensing funds of churches or other organizations in accordance with general accepted accounting principles. A degree in accounting, finance or financial management, or a CPA certification is desired but not required. This position requires being present when collections of the Church are counted (includes weekend and special services) and a commitment of approximately no more than fifteen (15) hours per month is required. This individual will be subject to a National Background Check (credit and criminal history).

The Assistant Financial Secretary shall serve for a staggered term. The Assistant Financial Secretary shall serve a three (3) year term with the ability to serve an additional three (3) year term.

Church Clerk

This individual will be responsible for recording and preserving the minutes of all Church business meetings. The Clerk, in conjunction with the Church's staff designee, will also oversee the maintenance of an up-to-date membership roll and prepare and forward membership letters. The Clerk will also be responsible for giving proper notice to all Church Members of business meetings. This individual is not a corporate officer, and will report to the Secretary of the Church Council.

Nominees shall be a Church member in good standing, which means that the nominee is an active member of the Church known to be of good and regular standing in the Church, consistently demonstrates a spirit of cooperation and interest in the Church, and is committed to the principle of tithing. Any nominee must be a member of the Church for no less than one (1) year, and have a history of active participation within at least one (1) church ministry. Any nominee should have demonstrated experience in recording and maintaining accurate records.

The Church Clerk shall serve for a term of three (3) years and can be reelected for an additional three (3) year term.

Assistant Church Clerk (2)

These individuals will not be corporate officers and shall report to and be under the direction and oversight of the Church Clerk. The Assistant Church Clerks will be responsible for the same duties attributed to the Church Clerk.

Nominees shall be a Church member in good standing, which means that the nominee is an active member of the Church known to be of good and regular standing in the Church, consistently demonstrates a spirit of cooperation and interest in the Church, and is committed to the principle of tithing. Any nominee must be a member of the Church for no less than one (1) year, and have a history of active participation within at least one (1) church ministry. Any nominee should have demonstrated experience in recording and maintaining accurate records.

The Assistant Church Clerks shall serve for staggered terms. The 1st Assistant Church Clerk shall serve a two (2) year term, and the 2nd Assistant Church Clerk shall serve a one (1) year term. The Assistant Church Clerks can be reelected for an additional three (3) year term.

Church Historian/Chair of the Historical Society of Alfred Street Baptist Church

This individual is responsible for ensuring that the history of our Church is accurately recorded and maintained, which includes keeping a chronology of our Church's activities, milestones and historical events. The Church Historian will also be responsible for researching and analyzing historical data and events, and presenting findings in an informed and objective manner, such as articles, books, papers and reports. The Church Historian is not a Church Officer.

Nominees shall be a Church member in good standing, which means that the nominee is an active member of the Church known to be of good and regular standing in the Church, consistently demonstrates a spirit of cooperation and interest in the Church, and is committed to the principle of tithing. Any nominee must be a member of the Church for no less than one (1) year, and have a history of active participation within at least one (1) church ministry. Any nominee should have demonstrated experience in records management or archiving. Experience may be demonstrated through formal training in library science or records management, or through work or community experience as a librarian, historian, archivist or records manager.

The Church Historian shall serve for a term of five (5) years and can be reelected for an additional five (5) year term or until a successor is elected by the Church.

Assistant Church Historian (4)

These individuals will not be corporate officers and shall report to and be under the direction and oversight of the Church Historian. The Assistant Church Historians will be responsible for the same duties attributed to the Church Historian.

Nominees shall be a Church member in good standing, which means that the nominee is an active member of the Church known to be of good and regular standing in the Church, consistently demonstrates a spirit of cooperation and interest in the Church, and is committed to the principle of tithing. Any nominee must be a member of the Church for no less than one (1) year, and have a history of active participation within at least one (1) church ministry. Any nominee should have demonstrated experience in records management or archiving. Experience may be demonstrated through formal training in library science or records management, or through work or community experience as a librarian, historian, archivist or records manager.

The Assistant Church Historians shall serve five (5) year terms. Each may be reelected for an additional five (5) year term.

Finance and Budget Committee Members (5) (in addition to the Chairperson and Treasurer)

The members of the Finance and Budget Committee will be responsible for overseeing all financial matters of the Church, preparing and presenting the annual operating and capital budgets to the Church, in conjunction with Church's CEO, keeping the Church Council informed of all financial matters, and providing review and approval of all internal financial policies and procedures.

Nominees shall be a Church member in good standing, which means that the nominee is an active member of the Church known to be of good and regular standing in the Church, consistently demonstrates a spirit of cooperation and interest in the Church, and is committed to the principle of tithing. Any nominee must be a member of the Church for no less than three (3) years, and have a history of active participation within at least one (1) church ministry. Any nominee should have demonstrated experience in general business, auditing, management, and budget planning, formulation and expectation. These individuals will be subject to a National Background Check (credit and criminal history).

Committee Members are elected to serve a three (3) year term, and shall be eligible to serve an additional three (3) year term.

Governance and Legal Committee Members (5) (in addition to the Chairperson and Vice Chairperson)

The members of the Governance and Legal Committee will be responsible for overseeing the creation and maintenance of the Church's policies and procedure manuals, ensuring that the Church Council adheres to established governing principles, policies and practices, and through the Church authorized transition period, providing recommendations on matters related to the implementation of the newly adopted Constitution and Bylaws.

Nominees shall be a Church member in good standing, which means that the nominee is an active member of the Church known to be of good and regular standing in the Church, consistently demonstrates a spirit of cooperation and interest in the Church, and is committed to the principle of

tithing. Any nominee must be a member of the Church for no less than three (3) years, and have a history of active participation within at least one (1) church ministry. Any nominee should have legal, governance or prior board experience.

Members will be elected to serve a three (3) year term, and shall be eligible to serve an additional one three (3) year term.

Human Resources Committee Members (4) (in addition to the Chairperson)

The members of the Human Resources Committee will be responsible for overseeing the personnel operations of the Church, reviewing and recommending Church personnel policies and procedures, serving as the final arbitrator of personnel disputes and related matters, and reviewing recommendations to the Church Council of the salary, promotion, benefits and compensation schedules for Church employees, ministerial staff (including the Pastor), and personnel services contracts.

Nominees shall be a Church member in good standing, which means that the nominee is an active member of the Church known to be of good and regular standing in the Church, consistently demonstrates a spirit of cooperation and interest in the Church, and is committed to the principle of tithing. Any nominee must be a member of the Church for no less than three (3) years, and have a history of active participation within at least one (1) church ministry. Any nominee should have demonstrated experience in human resources.

Committee Members are elected to serve a three (3) year term, and shall be eligible to serve an additional three (3) year term.

Property and Facilities Committee (6) (in addition to the Chairperson)

The members of the Property and Facilities Committee will be responsible for overseeing the acquisition, maintenance, improvements and disposition of the Church's real and other properties, serving as the principal advisor to the Church Council on all matters related to properties and facilities, assuring the projection, management and maintenance of all Church real property and related facility assets, and in conjunction with the Church staff, assuring that adequate insurances, financial records, property, legal and all related documents are properly maintained.

Nominees shall be a Church member in good standing, which means that the nominee is an active member of the Church known to be of good and regular standing in the Church, consistently demonstrates a spirit of cooperation and interest in the Church, and is committed to the principle of tithing. Any nominee must be a member of the Church for no less than three (3) years, and have a history of active participation within at least one (1) church ministry. Any nominee should have demonstrated experience in property management.

Committee Members are elected to serve a three (3) year term, and shall be eligible to serve an additional three (3) year term.

Stewardship Committee (2) (in addition to the Chairperson)

The members of the Stewardship Committee will be responsible for advising the Church Council on the Church's stewardship program, educating and encouraging members on scriptural giving and the pledging of tithes, engaging in activities intended to foster a culture of generosity that reflects the

values of the Church, and serving to inspire and expand members' understanding of their impact of committed giving on our Church, God's kingdom, and the world.

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Committee Members are elected to serve a three (3) year term, and shall be eligible to serve an additional three (3) year term.