



## Positions Directly Elected by the Congregation

Position	Qualifications	Duties
<b>Church Council</b>	<p>Council Members shall be of legal age, and members of the Church. It is further provided that no member of the Church shall be qualified to be a candidate for or to serve on the Church Council if the member, or the father, mother, brother, sister, spouse, son, daughter, son-in-law or daughter-in-law, sister-in-law or brother-in-law of such member is a full time employee of the Church, or is under any contract with, or regularly provides supplies or services to the Church for pay in excess of \$3,000 per year during his/her term of office on the Church Council.</p>	<p>The affairs of the Church shall be governed by the Church Council, who shall serve without compensation, and shall be answerable to the Church membership. The management shall be exercised by the Church Council as outlined in the Constitution, these By-Laws, and as expressly required by law. The Church Council shall have the authority to establish, adopt, and enforce policies, rules and regulations with respect to use of Church property and with respect to such other areas of responsibilities assigned to the Church Council, by the Church's documents, by the Church membership and by law. The Church Council shall have the authority to establish, adopt, enforce, and reasonably publish committee Charters as specified in these By-Laws.</p>
<b>Trustee</b>	<p>Trustees must be of legal age and an Active/Resident Member of the Church and may not serve concurrently on the Church Council.</p>	<p>The Trustees shall be allowed whatever powers are allowed to Trustees under the <u>Code of Virginia</u>. They shall be the legal representatives of the Church in matters concerning the Church property; and title to the Church property shall be vested in them for the benefit of the Church, subject to the direction of the Church. The Cemetery located on the Church property shall be under the care of the Trustees and governed by written policy</p>
<b>Treasurer</b>	<p>No qualifications are stated. We presume that the Treasurer should be a member of the church. Ability to execute the following specified duties is expected.</p>	<p>Except as may otherwise be specifically provided by the Church Council, the Treasurer shall be responsible for, all funds and securities which will include the adequacy of procedures used to receive money and receipt for money paid to the Church from any source whatsoever. See that deposits of all such monies in the name of the Church be made in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of these By-Laws. Against proper vouchers cause such funds to be disbursed pursuant to guidelines or special directions from the Finance Committee, or as authorized by the Church budget on the authorized depositories of the Church. Regularly cause to be entered in books to be kept by him/her or under his/her direction, full and adequate accounts of all money received and paid by him/her for accounts of the Church; in general perform all the duties incident to the office of Treasurer.</p>

## Positions Appointed by Council

Position	Qualifications	Duties
<b>Deacons</b>	Individuals seeking appointment as a Deacon shall be a member of Effort Baptist Church, be an Active/Resident Member, be full of faith and wisdom, and be willing to assume the obligations of leadership and welfare of the membership. If appointed, all Deacons must have been called at a Service of Ordination, or be present and participate at a scheduled ordination service.	The Deacons shall be appointed by the Church Council and are responsible for assisting the pastor in the spiritual ministry of the Church and the care of the congregation.
<b>Finance Committee</b>	Each committee must have a majority of its membership composed of members of the Church. Each committee shall elect its own chairperson and secretary. Each chairman shall be a member of the Church. Committee members should complete the Leadership training course provided by Effort Baptist Church Pastoral staff. Church officers and all committee members shall be expected to exhibit Christian moral behavior and conduct.	The purpose of the Finance Committee is to have proper over-sight of the financial records of the Church and to recommend a budget for the coming year to the Council for presentation to the Church body.
<b>Personnel Committee</b>	Each committee must have a majority of its membership composed of members of the Church. Each committee shall elect its own chairperson and secretary. Each chairman shall be a member of the Church. Church officers and all committee members shall be expected to exhibit Christian moral behavior and conduct.	The purpose of the Personnel Committee is to assure that a fair and uniform Personnel Management System is established and maintained. The Personnel Committee is charged with the responsibility to develop and provide appropriate recommendations to the Church Council in the area of personnel. Consider/Arbitrate all personnel problems relating to paid members of the Church Staff. Nothing in this policy of Arbitration shall be construed to prohibit or restrict the Church Council's right to employ, suspend, dismiss, or affect the terms of employment of any employee, including salary ( with the exception of the Senior Pastor). Church Council reserves the authority to make any final decision regarding church employees.
<b>Nominating Committee</b>	Each committee must have a majority of its membership composed of members of the Church. Each committee shall elect its own chairperson and secretary. Each chairman shall be a member of the Church. Church officers and all committee members shall be expected to exhibit Christian moral behavior and conduct.	There shall be appointed by the Church Council a Nominating Committee whose duties it shall be to provide nominations for all offices to be filled for the Church Council, Committees, and other leadership roles. The duties and requirements for such Nominating Committee shall be a part of the By-Laws.

**To: Nominating Committee, Effort Baptist Church**

I, \_\_\_\_\_, nominate the following persons:

for the office of **Church Council Member**:

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for the office of **Trustee**:

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for the office of **Treasurer**:

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for appointment to the office of **Deacon**:

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for appointment to the **Finance Committee**:

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for appointment to the **Personnel Committee**:

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for appointment to the **Nominating Committee**:

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