Peoples Congregational United Church of Christ

Church Officers

Summary of Duties

Excerpted by Nominating Committee from the Constitution and By-Laws.
For further details, see By-Laws adopted December 2011.

The following shall be the officers of the Church: the Moderator, the Moderator-Elect, the Church Clerk, the Assistant Church Clerk, the Treasurer, the Assistant Treasurer, the Financial Secretary, the Assistant Financial Secretary, and the Chief Usher. Associate Members are not eligible to be church officers.

The Moderator

❖ Shall be the Chief Lay Officer of the Church and shall be responsible for the planning, execution, and chairing of all Church and Church Council meetings.
❖ Shall prepare the agenda for each business or special meeting of the Church in consultation with the Senior and Senior Associate Ministers, other officers of the Church, and the Church Council.
❖ Shall convene the Church Council on a monthly basis except during July and August.
❖ Shall convene a meeting of the Governing Body at least twice a year.
❖ Shall call and chair meetings of the Executive Committee of the Church Council.
❖ Shall appoint a Parliamentarian.
❖ Shall keep the Moderator-Elect informed about the Moderator’s actions on behalf of the Church and shall assist the Moderator-Elect in preparing to assume the office of Moderator.
❖ Shall be elected to serve a term of two years. Upon completion of this term, the Moderator shall be ineligible to serve as Moderator-Elect for a period of two years.

The Moderator-Elect

❖ Shall assist the Moderator in the execution of his/her duties.
❖ In the absence of or the inability of the Moderator to serve, the Moderator-Elect shall assume the duties of the Moderator.
❖ Shall be elected to serve a term of two years. Upon completion of his/her term, the Moderator-Elect shall assume the position of Moderator and shall serve as such for a period of two years.
❖ Must have served at least three consecutive years on the Church Council in an At-Large position or six years as a Board member; or have served as Treasurer, Financial Secretary, Church Clerk, or Moderator for two years within the previous 10 years.

The Church Clerk

❖ Shall make certain that accurate minutes and records are kept of all business meetings of the Church, and shall be responsible for:
- Maintaining the official membership roll and recording all changes in the status of members;
- Filing all official reports, correspondence, and important papers;
- Issuing all letters or certificates voted by the Church;
- Maintaining records of all baptisms and, in the case of infants, a record of the names and dates of birth and the names of parents;
- Notifying all Officers, Committees, and Boards Members and Delegates of their elections or appointments;
- Calling for the Annual Reports from each Church Officer and Organization and organizing the reports into the official Annual Report of the Church;
- Maintaining custody of the seal of the Church;
- Providing notice of all Church Council and Governing Body meetings; and
- Keeping the Assistant Church Clerk informed about the Church Clerk’s actions on behalf of the Church.

- Must have served at least three consecutive years as an Officer or as a member of the Church Council in an At-Large position within the previous 10 years.

**The Assistant Church Clerk**

- Shall assist in performance of duties assigned to the Church Clerk and shall serve as Church Clerk during the absence or disability of the Church Clerk.
- Must have held membership in the Church for three years.

**The Treasurer**

- Shall receive and have custody of all monies, funds, and securities of the Church.
- Shall deposit the funds and securities of the Church in such depository as the Board of Trustees shall designate.
- Shall disburse funds upon authorization of the Financial Secretary.
- Shall provide monthly reports of account balances to the Board of Trustees and the Church Council, and submit periodic reports of receipts and disbursements to the Governing Body.
- Shall keep the Assistant Treasurer informed about the activities of that office.
- Shall be an Ex-Officio member of the Church Council and the Board of Trustees.
- Must have served at least three consecutive years as a member of the Board of Trustees or two years as a Financial Officer (i.e., Treasurer, Assistant Treasurer, Financial Secretary, or Assistant Financial Secretary) within the previous 10 years.

**The Assistant Treasurer**

- Shall assist the Treasurer in the performance of his or her duties and serve as Treasurer during the absence or disability of the Treasurer.
- Must have served at least three consecutive years as a member of the Board of Trustees or two years as a Financial Officer (i.e., Treasurer, Assistant Treasurer, Financial Secretary, or Assistant Financial Secretary) within the previous 10 years.

**The Financial Secretary**

- Shall keep account of all income and disbursements, and shall monitor the annual budget of the Church.
- Shall authorize the Treasurer to disburse funds in accordance with the budget.
- Shall furnish monthly reports of accounts to the Board of Trustees and the Church Council, and submit periodic reports of account to the Governing Body.

Shall keep the Assistant Financial Secretary informed about the activities of that office.

Shall be an Ex-Officio members of the Church Council and the Board of Trustees.

Must have served at least three consecutive years as a member of the Board of Trustees or two years as a Financial Officer (i.e., Treasurer, Assistant Treasurer, Financial Secretary, or Assistant Financial Secretary) within the previous 10 years.

**The Assistant Financial Secretary**

- Shall assist the Financial Secretary in the performance of his or her duties and shall serve as Financial Secretary during the absence or disability of the Financial Secretary.

- Must have served at least three consecutive years as a member of the Board of Trustees or two years as a Financial Officer (i.e., Treasurer, Assistant Treasurer, Financial Secretary, or Assistant Financial Secretary) within the previous 10 years.

**The Chief Usher**

- Shall cooperate with the ministers in the reception and seating of persons attending services, determine the attendance at all public services, and make an annual report to the Church.

- Must have served as an usher for three years and have held membership in the Church for three years.

**Fellowship Presidents**

- The President of the Men’s Fellowship shall organize men of all ages of the Church and shall encourage fellowship and cooperation between organizations and the men of other Christian organizations, shall assist the ministers, and shall make an annual report of activities to the Church.

- The President of the Women’s Fellowship shall organize women of all ages of the Church and shall encourage fellowship and cooperation between organizations and the women of other Christian organizations, shall assist the ministers, and shall make an annual report of activities to the Church.