



WHAT TO EXPECT IF YOU ARE ELECTED:

President--

To serve two years beginning in even numbered years. Any officer can serve two consecutive terms before taking a break.

To preside at all meetings of the Voters' Assembly and Administrative Council.

To sign all documents with the Secretary on behalf of the Congregation subject to the direction and control of the Administrative Council and Voters' Assembly.

To appoint a Secretary pro tem when the elected Secretary is absent.

To be empowered to appoint, with the Administrative Council approval, additional committees deemed necessary to carry on the business of the Congregation.

To be a non-voting, ex officio member all boards and committees, except the Board of Elders.

Vice-president--

To serve for two years beginning in odd numbered years. Any officer can serve two consecutive terms before taking a break.

If the President is absent or becomes unable to perform the duties of that office, you will perform the duties of the President. This could involve completing the President's term—and appointing a replacement to serve as Vice-President. When both the President and the Vice-president are absent from a meeting, the Chairman of the Board of Elders shall act as presiding officer until the Voters' Assembly or Administrative Council elects a presiding officer for that meeting.

Secretary--

To serve for two years beginning in even numbered years. Any officer can serve for two consecutive terms before taking a break.

To keep accurate minutes of the meetings of the Voters' Assembly and the Administrative Council for the permanent records of the Congregation. Copies of the Voters' Assembly minutes shall be distributed to the officers and Congregation prior to the next Voter's Assembly meeting.

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To maintain records of attendance at such meetings and perform other duties in keeping with the office.

To perform the duties as the Corporate Secretary for the purpose of signing legal papers of a corporate nature on behalf of the Congregation, when directed to do so by the Voters' Assembly

Treasurer--

To serve for two years beginning in odd numbered years. Any officer can serve for two consecutive terms before taking a break.

To disburse the funds of the Congregation in accordance with the budget and resolution of the Voters' Assembly, and under the direction of the Administrative Council. The Treasurer may accomplish this task with the help of Bethlehem's office staff.

To make bimonthly reports to the Administrative Council and report at each regular Voters' Assembly or special Voters' Assembly meetings, as necessary.

To submit a written budget for the Congregation, developed with the assistance of the Stewardship Committee, to the Voters' Assembly for approval. The approved budget for the next fiscal year shall be made available to the Congregation. The budget approved by the Voters' Assembly shall constitute the authorization for expenditures therein described.

To prepare, or have prepared, and file required federal and state reports. The Treasurer may rely on Bethlehem office staff, or the payroll company used by Bethlehem to accomplish this task.

To maintain permanent records of receipts and disbursements in books which are to remain the property of the Congregation. The books are to be audited biennially. The Administrative Council may appoint assistants for the Treasurer to receive and record, by source, funds received by the Congregation including regular contributions, special offerings, refunds, bequests, etc.; and deposit such funds in appropriate account(s) and make regular reports to the President, Treasurer, and Pastor.

To be appropriately bonded as determined by the Administrative Council.

To provide at least semi-annual reports to members of the Congregation regarding their contributions.