

# **Burbank First Baptist Church**

## **Church Officer Descriptions**

### **Pastor**

The Pastor shall be called by the church body as outlined in the current Constitution and By-Laws. He shall be called to shepherd the church family in maintaining an ongoing personal relationship with Jesus Christ who is God's Son placed on this earth for the sole purpose of providing the world with a Savior who is Lord of all and worthy of worship and praise. The Pastor should be a confidant, teacher, minister, and friend of all. His scope of ministry shall not be membership inclusive. The Pastor should be reaching out to all of the community to grow the church fellowship by inviting everyone to come for Sunday School and Worship attendance. The Pastor shall be the Moderator of all church business meetings. The Pastor shall encourage the church family to be steady in church attendance. He also is the promoter of the church outreach through the support of the Cooperative Program and missions involvement via the annual church offerings as suggested by the Southern Baptist denomination. The Pastor will be an ex-officio member of all committees and should make himself available to attend meetings as requested by the committee chairpersons.

### **Deacons**

The selection process, qualifications, ordination and term of office for a Deacon are outlined in the Constitution and By-Laws and should be referenced for information. Deacons are to be servants of the church. The task of the Deacon is to serve with the Pastor in performing ministerial duties, proclaim the gospel, care for the Pastor and church members, to relieve the Pastor of certain routine duties as hospital and home visitation.

During the times that the church is without a Pastor, the chairman of the Deacon body will be responsible for securing the pulpit supply. The Deacons will assist the Pastor in administering the ordinances, as needed. The Deacons will select their own chairman and secretary. The Pastor needs encouragement and support. This shall be provided in three (3) distinct areas:

1. Spiritual – The Deacons shall encourage the Pastor in his ministry, being slow to criticize and quick to defend in all situations where such actions do not offend the Deacons. They shall collectively and individually make themselves available to the Pastor for discussing of any problem and shall respect his confidence, where it is proper to do so.
2. Physical – The problems of the church are legion and the demands of the Pastor's time and energy can be such as to tax his strength and impair his health. It is the duty of the Deacon to watch for and guard against this and to take whatever remedial steps they deem necessary.
3. Material – The Deacon shall concern themselves with the Pastor's material welfare. In case of emergency, the Deacons shall initiate corrective action, but this duty of the Deacons shall in no ways impair the privilege of any church member to take independent action.

## **Clerk**

This individual shall be elected annually by the church following nomination by the Nominating Committee. The Clerk shall keep minutes for all church business meetings. The Clerk is responsible for keeping a register of the names of members, with dates of admission, . of removal, death, and a record of baptisms. The Clerk shall issue letters to individuals

who have been voted for removal of fellowship. All communications should be preserved on file along with any official written reports. During September of each year, the Annual Church Profile (ACP) letter will be produced summarizing statistical information about church activities. It is submitted to the Kay Baptist Associational office or entered online using a personal computer with the user name and password provided by the Southern Baptist agency responsible for developing the ACP letter. All church records are church property and should be on file in the church in filing cabinets. The Clerk also can sign church related documents when an official signature is required

### **Treasurer**

This individual shall be elected annually by the church following nomination by the Nominating Committee. The Treasurer shall have a general understanding of bookkeeping procedures. The Treasurer shall hold all monies in the name of the church and shall without special vote or authority pay expenses that have been properly vouched with receipts. The Treasurer shall keep record of all receipts and disbursements and be responsible for presenting a printed report at all monthly church business meetings. Records should be maintained for ten (10) years. The Treasurer shall present to the Clerk a summary of the financial condition as required on the Annual Church Profile (ACP) letter. The Treasurer will be the designated check writer and the Assistant Treasurer will be the alternate check writer. The Treasurer's books shall be available for inspection at any time to the church Audit Committee.

### **Sunday School Secretary**

This individual shall be elected annually by the church following nomination by the Nominating Committee. The

duties shall include keeping attendance ledger, updating the attendance board in the back of the auditorium and giving account of Sunday School offering to the Church Treasurer. Special attention should be given to insuring that an adequate supply exist for Sunday School offering such as attendance ledger book and offering envelopes.

### **Sunday School Director**

This individual shall be elected annually by the church following nomination by the Nominating Committee. The duties shall include serving upon the Nominating Committee, helping teachers obtain substitutes, and promoting the Sunday School program. Any problems should be directed to the Sunday School Director. Specific job function includes the following:

1. Report to the church at the monthly business meeting as needed.
2. Work to enlarge the Sunday School program.
3. Locate any need for starting a new class.
4. See that materials are available to all teachers and that literature is distributed.

### **Trustees**

Three (3) individuals shall be elected by vote of the church to serve three (3) terms. They will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a church vote for authorization. Their function is to sign legal documents as the church prescribes. They shall be responsible for the safe keeping of all church documents, mortgages, etc.