

Job Description of Secretary of the Elders' Board ("Secretary Elder")

1. Assume the general duties as Officer of the Church and work closely with the Chairman (Senior Pastor), Vice-chairman (to be elected among elders) and Treasurer (Elder of Finance);
2. Be an authorized signatory of the church's bank accounts;
3. Attend and take minutes at General and Special Annual Meetings, Elders' Board meetings, and any dialogue or special meetings held by the Elders' Board;
4. Work closely with the Pastors, the Literature Deacons & Caring Deacons to maintain the Membership List active and current;
5. Coordinate and supervise signing up, counting of votes and other related matters in Annual General Meetings and Special General Meetings;
6. Be responsible for external and church wide official written communications except those which are responsible by the Treasurer e.g. financial matters, employment issues, bank and CRA matters etc (Official spokesperson of the church shall be designated by the Elders' Board as the need arises.);
7. Administer "Suggestion Box" jointly with the Finance Elder;
8. Supervise the Office Administrator, who shall be responsible for the day to day office administration, and present related issues and concerns for discussion in the Elders' Board;
9. Coordinate with the Office Administrator to maintain official church records;
10. Supervise the coordination between the Office Administrator and Literature Deacons with respect to literature, office, and secretarial matters;
11. Prepare Literature and Office Administration Budgets;
12. Coordinate the church wide publications with Literature Deacons to encourage congregation's contribution of articles;
13. Coordinate the production of the Annual Report of the Church with all Literature Deacons;
14. Work closely with Pastors, Congregational Elders, Literature Deacons, Bible School Deacons and Discipleship Deacons to review the spiritual needs of the three congregations and to enhance nurturing through spiritual books, tapes, CD/DVD or other library resources or materials;
15. Work closely with the Librarian, who is accountable for the library inventory and operations;
16. Oversee the operation of the Design Team;
17. Compile and implement departmental reports, operation policies and guidelines;
18. Submit monthly ministry reports and annual report to the Elders' Board as required;
19. Attend Elders' Board and Deacons' Board prayer meetings and congregational prayer meetings;
20. Participate actively in teaching of bible school, discipleship training, leading fellowship, local evangelism, or caring for the needs of the congregation; and
21. Assume general duties as Elder to provide spiritual leadership to the entire church serving the needs of all the three congregations jointly and corporately with other members of the Board of Elders.

Qualifications of Secretary Elder:

In addition to the basic requirement as prescribed in I Timothy 3:1-13, Titus 1:5-9, and By-law 1 of Article #VIII and other general requirements set out for eldership, he should have a good understanding of the operational needs of the ministry, good written and oral communication skills and commitment to confidentiality.