

## DEACON & DIRECTOR ELECTIONS

**Process: June – Publish Qualifications in Newsletter, Bulletin (twice in June) and posted on Web site.**

**July – Publish nomination forms in Newsletter and insert in Bulletin (twice in July).**

**August** – In church conference the members present shall nominate candidates to be elected using the provided nomination form containing the names of those eligible and willing to serve if nominated and elected. The number of names marked will be twice the number of Director and Deacons to be elected. The names of those nominated shall be made available to the church one week prior to the election.

**September – Deacons and Directors will be elected in church conference.**

There shall be up to seven Deacons at all times elected by the Church.

The church shall elect six Directors to serve.

**Deacon Qualifications:** The Deacons shall consist of male members of the Church who have proven themselves to have Scriptural qualifications as outlined in the New Testament. A candidate for Deacon must be an individual who has been a Church member for a minimum of eight months and is at least 21 years of age at the time of election.

**Deacon Duties:** Deacons shall at all times consider themselves servants of the Church, chosen by the Church to serve in administering the will of the Church. With the Pastor, and as the Holy Spirit may lead, they are to consider and make recommendations to the Church in all matters pertaining to its spiritual work and progress. They shall arrange for regular meetings and such committees as necessary for the discharge of their duties. These duties include: (1) oversight of the discipline of the Church and (2) establishing and maintaining spiritual fraternal relations with all members of the Church. The Chairperson of Deacons, with a concurrence of the majority of the Deacons, may call the Deacons into special sessions whenever the need arises. The Deacons will hold regular monthly meetings. Unless conditions are such to justify the Pastor or Chairperson setting another date, the regular monthly meeting will be held on Monday following the first Sunday in each month. The Chairperson of Deacons shall be the administrative head of the Church when the Church is without an elected Church Pastor.

**Director Qualifications:** An individual who has been a church member for a minimum of eight months and is at least 21 years of age at the time of election may be considered for the office of Director.

**Director Duties:** The Directors shall, as provided by law and the action of the Church, hold in trust the title to all property of the Church and shall represent the Church in all matters of legal responsibility regarding the purchase, improvement and disposal of Church property. A majority of them shall execute all legal papers, contracts or letters

of obligation or authorize in writing the President, Vice-President, Secretary, Treasurer, or appropriate committee chairperson to execute legal papers, relating to the Church and the community as the Church may direct. No officer, director, employee, agent, or member of the Church shall have the power to buy, sell, mortgage, lease, or transfer any property of the Church without a specific vote of the Church authorizing such action; neither shall they have any control over the use of the Church property except by vote of the Church. The Directors shall be responsible for adequate insurance coverage of the Church property at all times. The Directors shall in their discretion, maintain a safety deposit box for the keeping of all important papers.