

## ARTICLE IX—OFFICERS OF THE CHURCH

9.01 OFFICERS: The officers of the Church shall be the officers of the Board of Trustees, which shall be a President, a Vice-President—Finance, a Vice President—Facilities, a Secretary, and a Treasurer.

9.02 SELECTION: At its first meeting following each Annual Meeting of the Church, the Board of Trustees shall elect from among its members the President, the Vice President—Finance, the Vice President—Facilities, and the Secretary. It shall also select a Treasurer from its members or from the membership of the Church.

### 9.03 DUTIES:

A. PRESIDENT: The President is the presiding officer of the Board of Trustees. He or she shall be an ex-officio non-voting member of all committees except Nominating, Audit, Bylaws, and Committees on Ministry, and shall represent the Church on all appropriate occasions.

B. VICE-PRESIDENT-FINANCE: The Vice President—Finance shall act in place of the President during any absence and shall be responsible for the operation and functioning of committees responsible for finance, canvass, capital fund drive, planned giving, and the investments of the Church. The Vice President—Finance may be an ex officio member of each of the committees with which he or she maintains liaison, and shall perform such other duties as may be prescribed by the Board of Trustees.

C. VICE PRESIDENT-FACILITIES: The Vice President—Facilities shall act in place of the President if both the President and Vice President—Finance are absent and shall be responsible for the operation and functioning of committees responsible for maintenance and planning regarding the building, grounds, and real property of the Church. He or she shall provide oversight and review of the Facilities, Landscape, Art in the Lobby, and Aesthetics committees. Working with the Church Administrator, the Vice President—Facilities shall provide support to the custodial functions of the Church and serve as its liaison to the Board of Trustees. The Vice President—Facilities may be an ex officio member of each of the committees with which he or she maintains liaison, and shall perform such other duties as may be prescribed by the Board of Trustees.

D. SECRETARY: The Secretary shall be responsible for keeping an accurate record of the meetings of the Church and of the Board of Trustees, for posting notices and notifying the membership by mail of all meetings and affairs to be voted on, for certifying the count of all ballots, for receiving and filing all ballots for a

period of one (1) year, for processing requests for change in membership status pursuant to Section 5.05, and shall perform such other duties as may be prescribed by the Board of Trustees.

E. TREASURER: The Treasurer shall receive and safely keep all monies and securities entrusted to his or her care, and shall disburse the same under the direction and to the satisfaction of the Board of Trustees. The Treasurer shall keep a complete account of the finances of the Church on books which shall remain the property of the Church, and which shall be open for inspection at any time to the officers or Trustees. The Treasurer shall render a written financial report monthly at a regular meeting of the Board of Trustees and of the Church, and shall prepare an annual statement for the fiscal year, which shall be reviewed and certified by persons designated by the Board of Trustees. The Treasurer may delegate such of these functions as she or he may deem advisable to Church staff, such as bookkeeper, or to lay members of the Church. However, the final responsibility for the functions rests with the Treasurer. The Treasurer shall be bonded in such amount as determined by the Board, and shall serve as an ex officio, non-voting member of the finance committee and Board of Trustees, except when serving as an elected member.

9.04 TERMS OF OFFICE: All officers' terms shall be for approximately one (1) year commencing from the date of election as provided for in Section 9.02 and ending when new officers are elected in accordance with Section 9.02. Any vacancy shall be filled for no more than the unexpired term of office.