

**ROLES AND RESPONSIBILITIES
CURRENT AND FUTURE STATE: DEACONS, TRUSTEES AND ELDER BOARD**

DEACONS			
CURRENT STATE	REF	FUTURE STATE	REF
<p><i>DUTIES</i> The Board of Deacons shall assist the Pastor in his work as specified in these Bylaws. Along with the Pastor, the Board shall consider all requests for letters of dismissal. They shall be leaders of the prayer meeting and Bible Study in his absence unless another person has been appointed by the Pastor. They shall cooperate with the Pastor, Deaconess, and Outreach Ministries in visiting the sick, confined, needy, and distressed members of the Church. Along with the Pastor and Church staff they shall also be responsible for disbursing the benevolent funds. The Board of Deacons shall assist the Pastor in administering the ordinances of communion and baptism. They shall assist in promoting the evangelistic ministry of the Church. The Board of Deacons shall recommend to the Budget Committee the Pastor’s salary and benefit package. A Deacon may serve as a Trustee, if appointed by the Pastor.</p>	<p>A-XIII, SEC B</p>	<p><i>DUTIES</i> The Board of Deacons shall cooperate with the Pastor, Deaconess, and Outreach Ministries in visiting the sick, confined, needy, and distressed members of the Church.</p> <p>They shall be responsible for distributing Benevolent Funds.</p> <p>They shall assist the Pastor in administering the ordinances of communion and baptism.</p> <p>They shall be assigned to families within the church and be responsible for ministering to the needs of those families.</p>	
<p><i>SELECTION PROCESS</i> All Deacons shall be appointed by the Pastor. No Deacon can serve unless he participates in Bible Study and other Church growth opportunities such as Sunday School, Annual Leadership Conference, Bible Conference, and any other church-sponsored or church-approved bible studies or conferences.</p>	<p>A-XIII SEC-C</p>	<p><i>SELECTION PROCESS</i> All Deacons shall be appointed by the Pastor. Deacons shall participate in Bible Study and other Church growth opportunities such as Sunday School, Annual Leadership Conference, Bible Conference, and any other church-sponsored or church-approved bible studies or conferences.</p>	

TRUSTEES

CURRENT STATE	REF	FUTURE STATE	REF
<p>Trustees to Serve as Governing Board The Board of Trustees (the “Trustees”) shall serve as the Governing Board of the Church as provided in the Articles of Incorporation.</p> <p>DUTIES</p> <p>1. Church Property: The Trustees shall take all necessary measures for the protection, management, and upkeep of the properties of the Church, provided that all bills, other than standard salary and utility items, have been paid. Expenditures in excess of \$1,500.00 that are not in the Church-approved budget, shall first be authorized by the Church, except in emergency repairs where delay for the vote would be costly to the Church. After specific authorization by the Church, the Trustees shall have power to buy, sell, borrow, and execute deeds of trust and/or mortgages and sign notes and other evidences of indebtedness or exercise any of the powers of the Corporation, as stated in the Articles of Incorporation, for or on behalf of the Church.</p> <p>2. Fiscal Duties: The Pastor and Finance Department shall provide direction to the Trustees when designating the bank where the funds of the Church shall be deposited. At least one month before the Annual Church Business Conference the Trustees shall receive a proposed General Operating Budget from the Budget Committee. The Finance Department shall provide the Trustees with a financial statement itemizing Church expenditures and sources of income.</p> <p>3. Insurance: The Trustees shall be responsible for procuring appropriate policies of insurance in such form and in such amounts as the Trustees may deem prudent.</p> <p>4. Legal Documents:</p> <p>a. <u>Review:</u> The Trustees shall review and approve all forms of contracts, deeds, mortgages, promissory notes, and other written instruments binding upon the Church</p>	<p>A-15 Sec A</p> <p>A-15</p> <p>SEC C</p>	<p>DUTIES</p> <p>1. Church Property: The Trustees shall take all necessary measures for the protection, management, and upkeep of the properties of the Church, provided that all bills, other than standard salary and utility items, have been paid. Expenditures in excess of \$5000.00 that are not in the Church-approved budget shall first be authorized by the Elder Board. After specific authorization by the Elder Board the Trustees shall have power to buy, sell, borrow, and execute deeds of trust and/or mortgages and sign notes and other evidence of indebtedness.</p> <p>2. Fiscal Duties: The Elder Board shall provide directions to the Trustees when designating the bank where the funds of the Church shall be deposited. The Budget and Finance Committee shall provide the Trustees with a financial statement itemizing Church expenditures and sources of income.</p> <p>3. Insurance: The Trustees shall be responsible for procuring appropriate policies of insurance in such form and in such amounts as the Elder Board deems necessary.</p> <p>4. Legal Documents:</p> <p>a. <u>Review:</u> The Trustees shall review all forms of contracts, deeds, mortgages, promissory notes, and other written instruments binding upon the Church as may be necessary in order to accomplish the business of the Church as authorized by the Elder Board.</p> <p>b. <u>Execution:</u> Legal Documents may only be executed upon proper authorization of the Elder Board.</p>	

<p>as may be necessary in order to accomplish the business of the Church as authorized by the Church.</p> <p>b. <u>Execution</u>: Legal Documents may only be executed upon proper authority granted under the Governing Documents or by Church authorization at the Church Annual Business Conference.</p> <p>5. Legal Affairs:</p> <p>a. <u>Corporate Formalities</u>: The Trustees shall be responsible for keeping the Church in compliance with corporate formalities under California Law.</p> <p>b. <u>Obtain Legal Advice</u>: The Trustees shall obtain legal advice as may be prudent in order to make recommendations to the Pastor, Board of Deacons, and the Church.</p> <p>c. <u>Legal Action</u>: In the event the Church becomes involved, or it appears likely that the Church may become involved, in any legal action, the Trustees shall arrange for legal representation on behalf of the Church.</p>			
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<p>SELECTION</p> <p>The Pastor shall appoint all Trustees. A Deacon may serve as a Trustee, if appointed by the Pastor. No Trustee can serve unless he participates in Bible Study and other Church growth opportunities such as Sunday School, Annual Leadership Conference, Bible Conference, and any other church-sponsored or church-approved bible studies or conferences.</p>	<p>A-XV SEC B</p>	<p>SELECTION</p> <p>The Pastor shall appoint all Trustees. Trustees shall participate in Bible Study and other Church growth opportunities such as Sunday School, Annual Leadership Conference, Bible Conference, and any other church-sponsored or church-approved bible studies or conferences.</p>	
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ELDER BOARD

CURRENT STATE	REF	FUTURE STATE	REF
<p>N/A</p>		<ul style="list-style-type: none"> • Provide church governance including set and/or review church policies and exercise church discipline • Provide Senior Pastor accountability and establish Senior Pastor’s compensation • Approve Church’s budget following development by the Finance Committee and Budget Committee for presentation to the congregation • Approve church loans (financial indebtedness on the part of the church) • Approve the sale or purchase of property and the construction of buildings 	