

Board Position Roles and Responsibilities

Mount Barker Church of Christ

This document is comprised of information drawn from the Constitution of the Mount Barker Church of Christ, and from generally accepted principles of good governance. It should be read in conjunction with the *Code of Ethics for those in Leadership in the Local Church* as prepared by the Churches of Christ in SA and NT Inc. As the Mount Barker Church of Christ is a member of the Churches of Christ in SA and NT Inc., the Code of Ethics is incorporated as the minimum standard for those filling all our Leadership positions (both inside and outside of the Board).

The Mount Barker Church of Christ Board is comprised of 3 distinct groups of people..

- The duly appointed Minister(s) of the Church.
- The Elders (presently 3 in number) as elected by the congregation.
- The Deacons (presently 4 in number) as elected by the congregation.

Two of the Deacon positions (Secretary and Treasurer) carry special responsibilities, and as such, candidates for these positions are specifically nominated and elected to them.

The position of Chairman is filled by a nominee from the board itself rather than from the congregation, and any member of the board is eligible to be elected to this position.

The Members

The ultimate governing authority in the Mt Barker Church of Christ is the membership of the church in a duly convened general meeting. Such a meeting has all authority to make any decision (subject to the law). As such meetings usually occur only once in any given year, it is impractical for this meeting to make day to day decisions. Consequently the members in general meeting, elect Elders and Deacons and confer upon them the right to use the authority of the members' subject to certain restraints.

The Board

The board at a duly convened board meeting has the ultimate governing authority of the members of the church, and is charged with the responsibility of determining all matters relating to the life, health and witness of the congregation. The board has the authority to recommend ministry appointments to the congregation, to enter into binding contracts on behalf of the congregation, and to determine both the broad objectives and particular activities of the congregation. No member of the board can exercise this authority individually, unless a specific resolution of the board at a duly convened board meeting has conferred such authority upon that person on whatever terms the board sees fit. Similarly, the board may create any work group, and assign board members or non-board members to it, and confer upon such work group any portion of the board's authority, as the board sees fit.

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Minister

The primary role of the Minister is to equip the members of the church for the work God has called each of them to, and to nurture them into maturity in the faith.

Ephes. 4:11-15 (GW)

He also gave apostles, prophets, missionaries, as well as pastors and teachers as gifts to his church. ¹²Their purpose is to prepare God's people, to serve, and to build up the body of Christ. ¹³This is to continue until all of us are united in our faith and in our knowledge about God's Son, until we become mature, until we measure up to Christ, who is the standard. ¹⁴Then we will no longer be little children, tossed and carried about by all kinds of teachings that change like the wind. We will no longer be influenced by people who use cunning and clever strategies to lead us astray. ¹⁵Instead, as we lovingly speak the truth, we will grow up completely in our relationship to Christ, who is the head.

The Elders

The Elders at a duly convened Elders meeting have the ultimate governing authority of the members of the church in relation to Spiritual matters. The Minister(s) is/are responsible to the Elders. Jointly, the Elders are responsible for maintaining the Roll of Members, and for ensuring that the pastoral care of the members is appropriately attended to. The Elders also jointly have the primary (but not sole) responsibility in discerning the will of God for the local congregation, and for approving the missional activities of the church. Together with the Minister(s), the Elders are responsible for determining matters of application for, or expulsion from membership of the congregation. No Elder can exercise this authority individually, unless a specific resolution of the Elders at a duly convened Elders meeting has conferred such authority upon that person on whatever terms the Elders see fit.

The Deacons

Derived from the Greek...

diakonos, *dee-ak'-on-os*; probably from an obsolete **diako** (to *run* on errands; an *attendant*, i.e. (genitive) a *waiter* (at table or in other menial duties); specially a Christian *teacher* and *pastor* (technically a *deacon* or *deaconess*) :- deacon, minister, servant.

The role of Deacon is to minister to the congregation in any way that the individual is gifted to serve. There are no specific duties applied to the role of Deacon (except for the special cases of Secretary and Treasurer below), and so an incumbent in such a position should seek out ways in which there are able to serve in accordance with the giftedness God has given them.

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Special Roles

a. **Chairman**

The Chairman of the board is responsible for the maintenance of the good order of the board itself. This includes chairing all board meetings and annual & extraordinary general meetings of the congregation. The Chairman is the central contact for all administrative matters that relate to the operation and considerations of the board, and prepares the agenda for all meetings of the board and congregation. The Chairman has the ultimate responsibility to ensure that all board members are discharging their various responsibilities in accordance with the Constitution of the church, the Code of Ethics, and of any standing orders or other determinations made by the board from time to time.

b. **Secretary**

The Secretary of the board is the “Public Officer” of the congregation. This entrusts the Secretary with the responsibility of receiving and dispatching all correspondence to and from the church, and being the “contact person” within the church for State and National Church and Para-Church bodies, Local, State and National Government agencies, Media, Press, Business and all other organisations.

The Secretary is responsible for ensuring that incoming communications are distributed appropriately within the congregation, and that the board is aware of all incoming communications. Similarly, the Secretary is responsible for ensuring that all outgoing communication is approved by the board, and that copies of all outgoing communication are filed for future reference.

The Secretary is also responsible for taking and distributing minutes of all board meetings, and annual & extraordinary general meetings of the congregation.

c. **Treasurer**

The Treasurer is the “Chief Financial Officer” of the congregation. This entrusts the Treasurer with the responsibility of administering the finances of the church. Included in this responsibility is the maintenance of banking accounts and ensuring that all payments received or collected by the church are recorded and deposited into these accounts, making payments from the church accounts for all legitimate expenses of the church, presenting regular reports of the financial status of the church to the board, and the preparation of annual budgets for submission to the board for approval.