
TNC BYLAW EXCERPTS – OFFICERS, BOARDS & COMMITTEES

CHURCH OFFICERS AND CHAIRS OF BOARDS & COMMITTEES

MODERATOR – The Moderator shall:

- Preside at all meetings of the Church Council and at all duly called meetings of the Congregation.
- Be an *ex officio* member of all boards, committees, and task forces of the Church.
- Coordinate the efforts of boards and committees.
- Meet regularly with the Minister to share common concerns.
- By the December Church Council meeting, propose to the Church Council, for its approval, names of members to serve on a Nominating Committee. On approval, these names shall be submitted to the Congregation for election at the Annual Meeting.
- In Moderator's absence, the chair of the Diaconate shall perform the responsibilities of Moderator.

CHURCH CLERK (SECRETARY) – The Church Clerk shall:

- Keep a record of the proceedings of the Church and of the Church Council.
- Keep on file all communications and written official reports.
- Notify all persons elected to Church offices.
- Give legal notices of all meetings when such notices are necessary.
- Conduct all correspondence when such is not otherwise provided.
- Summarize the decisions and activities of the Church Council for inclusion in the Church newsletter, if one exists.
- Maintain the records of the Church, recording additions and deletions to the membership, baptisms, confirmations, and weddings.

TREASURER – The Treasurer shall:

- Be responsible for all expenditures of the Church, including payment of bills on order of the Church Council or its properly appointed agents.
- Maintain an accurate accounting system for all matters pertaining to Church income and disbursements.
- Make a detailed financial report annually to the Church and at other times as deemed necessary.
- Have custody of all records relating to the real and personal property of the Church.
- Be an *ex officio* member of the Board of Trustees.

FINANCIAL SECRETARY – The Financial Secretary shall:

- Receive and be responsible for all payments to the Church for whatever reason.
- Maintain an accurate record of all pledges, and provide each pledgor with at least a twice-yearly statement of account.
- Deposit all moneys received by the Church in a banking institution as designated by the Board of Trustees, recording all such deposits with the Treasurer.
- Be an *ex officio* member of the Board of Trustees.

SEER – The Seer shall:

- Be responsible for maintaining and adding to the Church archives.
- Arrange for written, photographic, or taped records of special celebrations and significant events in the life of the Church, if appropriate.

BOARDS & COMMITTEES

THE DIACONATE (DEACONS)

The Diaconate, in cooperation with the Minister, shall have responsibility for the spiritual life of the Church, and for the nurture of those within the Congregation. The Diaconate's duties shall include evangelism; devising and maintaining ways to enhance and increase caring and communication between the members of the Church; and developing and maintaining ways of integrating new and existing members into the life and mission of the Church.

BOARD OF TRUSTEES

The Board of Trustees shall have the responsibility for the finances of the Church. It shall tend to all matters pertaining to insurance, liability, and legal issues that may arise. It shall have responsibility for web pages, video conferencing, and any other ways and means for keeping the Congregation in communication at worship services, classes, study groups, coffee hours, meetings, and any other connections deemed helpful or necessary.

WORSHIP COMMITTEE

In cooperation with the Minister, the Worship Committee shall be responsible for the worship services of the Church. Its duties shall include assisting the Minister with planning and producing the worship services of the Church, including selecting hymns and other appropriate music for the worship services and designing any liturgical portions of the worship service when desired or inspired; being watchful for and helping to design special worship services for special occasions beyond Sunday morning; and finding ways to enhance congregational singing and any other worshipful music in our services.

BOARD OF DISCIPLE BANDS

The Board of Disciple Bands shall have responsibility for encouraging every member of the Church to participate in a small group with other members for the purpose of studying the Bible, sharing what is going on with each other, and caring for one another in Christian love.

BOARD OF VOCATIONS

The Board of Vocations shall be responsible for encouraging every member to find, train for, and live out their vocation. Its duties shall include coordinating the Congregation's efforts to support one another in finding, training for, and/or implementing each member's vocation; finding ways to help finance and support a member's move from a job into a vocation; and encouraging and awakening young people to seek a "calling" instead of just a job or way to make money. (Colossians 3:23-24)

NOMINATING COMMITTEE

The Nominating Committee shall consist of three or more members of the Congregation proposed by the Moderator and approved by the Church Council. Its duties shall include preparing, prior to the Annual Meeting, a ballot nominating members of the Church (who have agreed to serve) to fill the offices, chairperson positions, and boards and committees of the Church.