

## **Peoples Community Christian Church Positions Eligible for Election 2020**

**Alternate Trustees (1) & (2)** It is the responsibility of the Alternate Trustee to fill the vacancy of the church trustee until the next annual meeting in the event that the regular trustee is unable to fulfill their term of office

**Term of office: 1yr. (indefinite term)**

**Christian Women Circle (CWC) President** The CWC President shall provide direction and leadership to the CWC under the guidance of the Pastor and ministerial staff. The CWC president is a member of the Executive Board and it required to attend the regularly scheduled meetings of the board. The CWC president shall represent the CWC on the Executive Board and provide a conduit for communication to and from the board.

**Term of office: 1yr. (indefinite term)**

**Church Clerk** It is the responsibility of the church clerk to make all necessary announcements, keep all actions taken by the church, such as baptismal, funerals, weddings, etc. and to keep record of the sick and shut in. **Term of office: 2yrs**

**Church Corresponding Secretary** It is the responsibility of the Corresponding Secretary to receive and answer all church correspondence, sending out invitations, notices and letters to the appropriate persons at the appointed time.

**Term of office: 3yrs**

**Church Treasurer** It is the responsibility of the Church Treasurer to receive all church related funds, keeping a complete record of and properly depositing all funds in their proper place. The Church Treasurer shall keep a record of all valuable papers, policies and matters pertaining to the financial status of the Church.

**Term of office: 3yrs**

**Church Trustee** It is the responsibility of the Church Trustee to direct and manage the property of the church, both real estate and personal items. They shall manage the temporal concerns of the church and provide for the maintenance services as needed. They shall arrange all salaries of all paid officials, namely responsible for the material business concerns of the church.

**Term of office: 3yrs (indefinite terms)**

**Combined Choir President** It is the responsibility of the Combined Choir President to work under the leadership of the Music Administrator in organizing and assisting the Combined choir (18 years & up) with their music ministry. The combined choir is scheduled to rehearse and sing first, third & fifth Sundays.

**Term of office: 1yr (2 consecutive terms)**

**Congregational Representative** It is the responsibility of the Congregational Representative to represent the general congregation at all Executive Board meetings and to relay information back to the congregation. To also gain the mind-set of the congregation for various activities/events that arises during the year

**Term of office: 1yr (indefinite term)**

**Executive Board Secretary** It is the responsibility of the Executive Board Secretary to prepare the agenda; record and type minutes of each executive board meeting; advise members when meetings are canceled; works closely with the Pastor and Executive Board Vice President.

**Term of office: 1yr (indefinite term)**

**Executive Board Treasurer** It is the responsibility of the Executive Board Treasurer to work with the Church Treasurer regarding the budget; handles any funds of the executive board.

**Term of office: 1yr (indefinite term)**

**Greeters Board President** It is the responsibility of the Greeter board President to enlist and instruct Greeters to serve during Sunday morning worship of the church. It shall also be the responsibility of the Greeters Board President to create an atmosphere of general welcome and concern for all visitors attending the services.

**Term of office: 2yrs (2 consecutive terms)**

**Health Unit President** It is the responsibility of the Health Unit President to enlist and instruct Health Unit workers to serve at all services of the church. It shall also be the responsibility of the Health Unit President to ensure that all works are trained in CPR and the administering of first aid. The President shall also direct the Health Unit board in assisting candidates for baptism services and the ushers when needed. The Health Unit President is a member of the Executive Board and is required to attend monthly meetings.

**Term of office: 2yrs (2 consecutive terms)**

**Junior Choir President** It is the responsibility of the Junior Choir President to work under the leadership of the Music Administrator in organizing and assisting the youth (ages 4-9 years) with their music ministry. The junior choir is scheduled to rehearse and sing at least one time per month. This officer is voted in by the Executive Board  
**Term of office: 1yr (2 consecutive terms)**

**Male Chorus President** It is the responsibility of the Male Chorus President to work under the leadership of the Music Administrator in organizing and assisting the Male chorus (ages 18 years & up) with their music ministry. The Male Chorus is scheduled to sing the fourth Sunday of the month.  
**Term of office: 1yr (2 consecutive terms)**

**Marriage Ministry President** The duties of the Marriage Ministry President shall be to provide oversight and leadership to the marriage ministry under the guidance of the Pastor and ministerial staff. The marriage ministry president is a member of the Executive Board. The president shall represent the PCCC Marriage Ministry on the Executive Board and provide a conduit for communication to and from the board.  
**Term of office: 1yr (indefinite term)**

**Rainy Day Chairperson** It is the responsibility of the Rainy Day Chairperson to keep a record of all Rainy days. To collect, as well as, record the amount of funds collected. The money is used to assist those in need at our annual Christmas dinner  
**Term of office: 1yr (indefinite term)**

**Usher Board President** It is the responsibility of the Usher Board President to enlist and instruct ushers to serve at all services of the church. It shall also be the responsibility of the Usher Board President to create an atmosphere of general welcome and concern for all persons attending the services. The president shall do their best to make the worship services as enjoyable to the congregation as possible.  
**Term of office: 2yrs (2 consecutive terms)**

**Youth Choir President** It is the responsibility of the Youth Choir president to work under the leadership of the Music Administrator in organizing and assisting the youth choir (ages 10-17 years) with their music ministry. The youth choir is scheduled to rehearse and sing at least one time per month. This officer is voted in by the Executive Board  
**Term of office: 1yr (2 consecutive terms)**

**Executive Board Officers**

Executive Board Secretary  
Executive Board Treasurer

**Positions Voted by Each Organization**

Christian Women Circle President  
Combined Choir President  
Male Chorus President  
Marriage Ministry

**Church Event Chairpersons**

Church Anniversary	Men's Day	Christmas Dinner
Pastor Anniversary	Church Picnic	
Women's Day	Christmas Baskets	

**Peoples  
Community  
Christian  
Church**

**Positions**

**Eligible**

**for**

**Election**

**2020**