

REQUEST FOR NOMINATIONS

DATE: November 20, 2021
TO: THE MEMBERS OF THE GALILEE BAPTIST CHURCH
FROM: THE NOMINATING COMMITTEE
RE: **CHURCH CLERK POSITION**

CHURCH CLERK

The Nominating Committee will receive nominations for the non-compensated position of **CHURCH CLERK**. The deadline for submission of nomination is: Friday, December 3, 2021 by 3:00PM.

Qualifications: The Church Clerk should be a person with basic skills in grammar, spelling and punctuation, with legible handwriting and business-like habits.

Duties: The Church Clerk will be responsible for maintaining accurate and permanent records of Church business meetings and records of membership-- including receptions, baptism, dismissal and other changes as they occur, preparing statistical reports of membership and presenting minutes and membership reports at business meetings; preparing baptismal certificates, insuring letters of dismissal and performing all other duties within the scope of the office of the Church Clerk. The Church Clerk shall the responsibility of monitoring a list of members.

Term: The Church Clerk shall be elected at the Annual Church Meeting and shall serve for a period of two (2) years.

Must be willing to submit to a criminal background check.

REQUEST FOR NOMINATIONS

DATE: November 20, 2021
TO: THE MEMBERS OF THE GALILEE BAPTIST CHURCH
FROM: THE NOMINATING COMMITTEE
RE: **FINANCIAL SECRETARY POSITION**

FINANCIAL SECRETARY

The Nominating Committee will receive nominations for the non-compensated position of **FINANCIAL SECRETARY**. The deadline for submission of nominations is Friday, December 3, 2021 by 3:00PM.

Qualifications: The Financial Secretary shall be a person with a workable knowledge of basic bookkeeping, legible handwriting and a desire to work with figures.

Duties: The Financial Secretary must maintain a confidential and accurate accounting of tithes and offerings; provides an individual record of financial contributions for the prior year in January and makes financial records available for review upon request by Pastor and/or Deacons.

The Financial Secretary shall be a member of the Finance Committee and serve alternatively with the Treasurer on the weekly counting team, prepare a weekly committee report and provide a copy to Pastor, Deacons, Trustees, and Treasurer. The Financial Secretary will become familiar with the duties of the Treasurer and provide assistance where needed, such as assist in preparing monthly and annual reports, reconciling monthly bank statements and annual audit of record.

Term: The Financial Secretary will be elected at the Annual Meeting of the Church and serve for two (2) years.

Must be willing to submit to a criminal background check.

REQUEST FOR NOMINATIONS

DATE: November 20, 2021
TO: THE MEMBERS OF THE GALILEE BAPTIST CHURCH
FROM: THE NOMINATING COMMITTEE
RE: **TREASURER POSITION**

TREASURER

The Nominating Committee will receive nominations for the non-compensated position of **TREASURER**. The deadline for submission of nominations is Friday, December 3, 2021 by 3:00PM.

QUALIFICATIONS: The Treasurer shall be a person with a workable knowledge of basic bookkeeping in entering financial records. A person of good standing in his /her own commercial affairs is desired. Such persons serving as Treasurer shall be bonded and insured.

Duties: The Treasurer shall receive and deposit all monies for the Church. The Treasurer shall co-sign checks with other officers designated to do the same. The Treasurer shall pay bills when due and upon authorization by the Pastor, Deacons, and Trustees. The Treasurer will keep an accurate record of accounts, which will be subject to audit as indicated and shall prepare weekly and monthly financial statements and reports as requested by the Pastor, Deacons, or Trustees. The Treasurer shall be familiar with federal, state, and local laws as related employer and employee for income and social security taxes and provide statements and reports as required by the governments. The Treasurer will receive assistance from the Financial Secretary.

Term: The Treasurer shall be elected at the Annual Church Meeting and shall serve for a period of three (3) years.

Must be willing to submit to a criminal background check.

2021 NOMINATION FORM

(If you would like to nominate an active Galilean for a leadership position, please complete and submit the following nomination form to the nominating committee in care of the administrative office. Please note that incomplete forms will not be accepted.

DEADLINE FOR SUBMITTING FORM IS Friday, December 3, 2021 by 3pm

One form for each nomination

Date: _____

To the GBC Nominating Committee:

I, _____ would like to nominate:

Name of Nominee: _____ for

the position of:

() Church Clerk

() Financial Secretary

() Treasurer

I am an active member in good standing at the Galilee Baptist Church.

Thank you,

Signature _____