

## **Audit Committee**

### **Job Description**

The Audit committee shall consist of seven (7) members and two (2) alternates appointed annually not to exceed three (3) consecutive terms. If any of the auditors miss three (3) consecutive audits, they will be replaced by one of the alternates.

The primary purpose of this committee is to:

- Examine the financial records of the church
- Make written reports of the status of same to the membership at the quarterly meetings.
- No spouses or immediate family members shall serve on the Audit committee at the same time.

### **Skills and Qualifications**

- Experience in financial matters
- Accounting experience
- Background working with budgets
- Examining and balancing financial ledgers
- Tracking purchase orders
- Examining bank transactions
- Tabernacle member for at least two (2) years.

### **Commitment**

- Be available for monthly meetings
- Commit time each quarter to review the ministries financial books
- Attend quarterly Church Conference
- Serve three (3) year term

## **Director and Assistant Director of Contemporary Bible Studies**

### **Job Description**

The role of Director and Assistant Director of the CBS include the following:

- Enlist church support
- Find and train leaders (with the approval of the Board of Christian Education)
- Cooperate with the Association and State Training Unions
- Help new Christians find their place in the church
- Nurture spiritual development (Grow in Grace)
- Develop talent/skills
- Provide education in the Baptist heritage/doctrine

### **Skills and Qualifications**

1. Previous experience serving on the Tabernacle Board of Christian Education
2. Bible Training background
3. Teaching Experience in Tabernacle's Christian Education Program
4. Tabernacle member for at least two (2) years

## **Superintendent and Assistant Superintendent of Church School (Cross Training)**

### **Job Description**

The Superintendent and Assistant Superintendents of Church School administer the Church School according to the policy of the Board of Christian Education. They act as the liaison between the Board and the Church School staff. Their responsibilities include:

- Supervise the work of the Church School staff in planning, implementing and evaluating.
- Report to the Board regarding the concerns, needs and accomplishments of the Church School.
- Recruit teachers and other workers with the approval of the Board.
- Work with the Coordinator of Leader Development to develop, implement and promote a teacher-training program.
- Establish a program for enrollment.
- Interpret the Church School to the congregation.
- Act as liaison with other church officers, boards, and committees regarding church concerns.

### **Skills and Qualifications**

1. Previous experience serving on the Tabernacle Board of Christian Education
2. Bible Training background
3. Teaching Experience in Tabernacle's Christian Education Program
4. Tabernacle member for at least two (2) years

## **Director and Assistant Director of Christian Education**

### **Job Description -3 Year term**

The role of Director and Assistant Director of Christian Education include the following:

- The Director of the Board of Christian Education (BCE) under the leadership of the Senior Pastor and the Board of Deacons, shall plan, coordinate, supervise and evaluate all components of the teaching activities of the church. This shall include Bible Study, Church School, Baptist Training Union (B.T.U), School of Christian Discipleship (S.C.D.), and all other groups and classes operating in the field of Christian Education. The Board of Christian Education shall promote study classes as the church may request.
- The Director and Assistant Director shall be recommended by the Nominating Committee and elected annually by the Church at the Third Quarterly Church Conference and may serve a maximum of three(3) consecutive terms. After one(1) term out of office, the individual may be eligible to be nominated for another term.
- The Director shall appoint all Church School and Vacation Bible School officers not elected by the Church. The Director shall also appoint all teachers, advisors, and all other workers as needed.
- The Director shall select, subject to approval by the Senior Pastor and the Board of Deacons, Board Members to serve as Coordinators for the BCE. The Director shall report to the Senior Pastor and Board of Deacons the programs and activities of BCE on a quarterly basis.

### **Duties of the Assistant Director**

The Assistant Director shall assume the duties of the Director in his/her absence. The Assistant Director shall be responsible for special projects and a variety of duties as assigned.